

Graduate Bulletin

2005–2006



THE JESUIT COLLEGE OF NEW JERSEY

GET YOUR DEGREE. KEEP YOUR SCHEDULE.

Jersey City Campus

Englewood Cliffs Campus

Jersey City Waterfront

South Amboy Site

TO SCHEDULE AN APPOINTMENT

If you have any questions about Saint Peter's College, or would like to meet with the Coordinator of Graduate Admissions, please call (201) 915-9203/9220. The Office of Graduate Admissions is open Monday-Thursday, 9:00 a.m.-7:30 p.m., Friday, 9:00 a.m.-5:00 p.m. The Office is located on the first floor of McDermott Hall.

SAINT PETER'S COLLEGE

Copy for this printing of the *Graduate Bulletin* was prepared in June, 2005. Students are advised that the information in this *Bulletin* is subject to change at the discretion of the College which reserves the right to add, amend, or repeal any of its regulations, policies, and programs, in whole or in part, at any time. Students are further advised that it is their responsibility to consult with the Administrative Coordinator of the Graduate Education Program, the Administrative Coordinator of the MBA/MS Accountancy Program, or the Associate Dean of Nursing for current information. The contents of this *Bulletin* do not constitute a contract between Saint Peter's College and the students.

2005-2006 GRADUATE BULLETIN

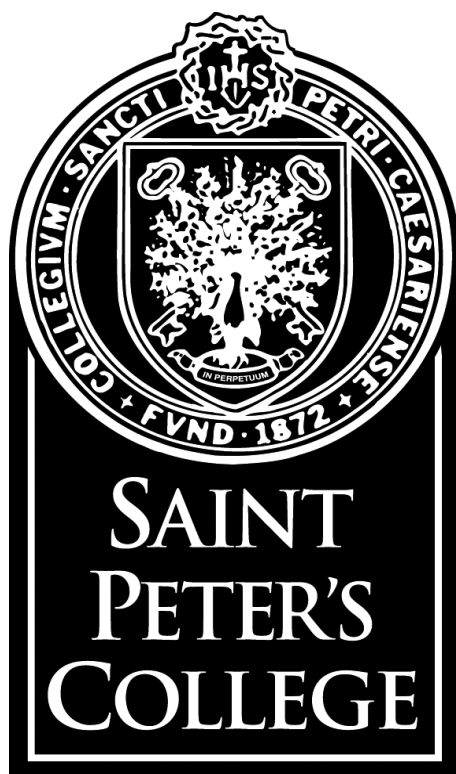


TABLE OF CONTENTS

Saint Peter's College	3
Accreditation	4
Profile of Two Campuses	4
Library	4
Computer Facilities	5
Recreational Life Center	6
Master of Arts in Education	7
Degree Programs	8
Administration and Supervision	8
Reading	8
Teaching	9
Non-Degree Certification Programs	10
Course Descriptions	11
Master of Business Administration	13
Program of Study	14
Course Descriptions	15
Master of Science in Accountancy	19
Program of Study	20
Course Descriptions	21
Master of Science in Nursing	23
Program of Study	27
Course Descriptions	29
Admissions Information	33
Academic Policies and Procedures for Graduate Programs	41
Tuition and Fees	49
Directories	52
Communication with the College	64
Directions to the College	65

SAINT PETER'S COLLEGE

Saint Peter's College, New Jersey's Jesuit College, was founded in 1872 as an independent undergraduate liberal arts college. One of twenty-eight colleges and universities sponsored by the Society of Jesus, Saint Peter's College is committed to the Jesuit tradition of quality education based on a sound philosophical foundation.

As a Jesuit, Catholic, coeducational liberal arts institution in an urban setting, Saint Peter's College seeks to develop the whole person in preparation for a lifetime of learning, leadership, and service in a diverse and global society. Committed to academic excellence and individual attention, Saint Peter's College provides education, informed by values, primarily in degree-granting programs in the arts, sciences, and business, to resident and commuting students from a variety of backgrounds.

The history of Saint Peter's College reflects an institution based on the tradition and commitment of the Jesuits to serve the communities in which their schools are located. Saint Peter's College has provided educational resources to the residents of Hudson County, Bergen County, Essex County and the surrounding communities for over one hundred twenty five years.

Through the years the College has developed various ways of meeting students' needs through personal counseling, academic advisement, and career services. The intellectual and spiritual dimensions of the Saint Peter's College experience are manifested in many ways— but especially through the interaction of students, faculty, and administrators who work together on College committees and various programs.

In 1979 the College introduced its first graduate program in education. Currently the College offers the Master of Arts in Education with the following areas of concentration: Administration and Supervision, Reading, Teaching, and Urban Education.

In 1988 the College introduced the Master of Business Administration with a concentration in Management Information Systems. In 1995, additional concentrations were added in Management and International Business. In 2000, the concentrations in Finance and Marketing were introduced.

In 1996 the College introduced the Master of Science in Accountancy. It was created in response to recent educational and professional demands, as well as legislation enacted by the State of New Jersey which requires the completion of 150 credit hours to be eligible to sit for the CPA examination.

In 1997 the College introduced the Master of Science in Nursing. The College offers two options for nursing specialization: Adult Nurse Practitioner and Case Management with a functional concentration in Nursing Administration. A post-master's certificate program is also offered to prepare nurses as adult nurse practitioners.

In 1997 the College introduced the Weekend College for Graduate Studies, which offers students the opportunity to earn the degree of Master of Business Administration or Master of Science in Accountancy, or to complete the courses required for obtaining Teacher Certification, exclusively on weekends. If students prefer to take a mix of weekend and evening courses during the week, that option is also available.

The M.B.A., the M.S. in Accountancy, the M.A. in Education, and the Teacher Certification Programs are offered on both campuses. The M.S.N. Program is offered on the Englewood Cliffs campus only. In addition, courses in the Master of Business Administration Program are given off-site at corporate locations and at the Jersey City Waterfront. Courses in the Graduate Education Program are given off-site in selected school districts.

ACCREDITATION

Saint Peter's College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104; 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

The Master of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education.

Saint Peter's College is recognized by the New Jersey State Department of Education and the University of the State of New York as an approved teacher-training college.

PROFILE OF TWO CAMPUSES

The main campus of Saint Peter's College has long been a landmark on Kennedy Boulevard in Jersey City. The College's atmosphere, architecture, and activity reflect a dynamic, vital, urban institution offering important intellectual resources to the community. The New York City skyline, visible from Jersey City, is a constant reminder of the College's proximity to a major cultural center.

In 1975 Saint Peter's established a branch campus at Englewood Cliffs in Bergen County with a special emphasis on the branch as "a college for adults." The campus, located on the Palisades one mile north of the George Washington Bridge, offers degree programs in the late afternoon, evening, and on Saturdays for adults who must attend college part-time.

THE SAINT PETER'S COLLEGE LIBRARIES

Built in 1967, the Edward and Theresa O'Toole Library contains over 50,000 square feet of space and houses over 230,000 volumes on its four floors. The library at the branch campus at Englewood Cliffs holds an additional 30,000 volumes. The libraries subscribe to 850 periodicals and have an annual budget of over \$1.25 million. The libraries employ 10 professionals, 8 support staff and 11 student assistants. Both libraries are fully automated. Their combined catalog and links to many important resources are available on the Internet at www.spc.edu/library.

During the regular academic year the O'Toole Library schedule is:

Monday-Thursday	8:00 A.M. - Midnight
Friday	8:00 A.M. - 9:00 P.M.
Saturday	9:00 A.M. - 6:00 P.M.
Sunday	Noon - Midnight

The Englewood Cliffs Library is open as follows:

Monday-Thursday	9:00 A.M. - 8:30 P.M.
Friday	9:00 A.M. - 4:30 P.M.
Saturday	8:30 A.M. - 4:00 P.M.

Access to books or articles that are not in the College's collection is provided through interlibrary loan. A student may obtain a referral card for use in other metropolitan area libraries such as the Research Libraries of the New York Public Library on 42nd Street in Manhattan and its new building, the Science, Industry and Business Library (SIBL) on 34th Street. Students also have free access to the library of the College of Medicine and

Dentistry in Newark, and to other state-supported university libraries in New Jersey. A student who needs assistance or has a question concerning the libraries should contact the appropriate site by using the numbers or e-mail addresses below:

O'Toole Library:

Circulation Desk (201) 915-9396
Reference Desk (201) 915-9392 / fax: (201) 432-4117
E-mail: libdept@spc.edu
Director's Office (201) 915-9387 / E-mail: cmeyers@spc.edu

Englewood Cliffs Library:

(201) 985-2962 / fax: (201) 568-6614
E-mail: abaker@spc.edu or mvolverde@spc.edu

COMPUTER FACILITIES

Information Technology Services of Saint Peter's College has an "open door" policy providing hands on access to computer equipment and services. Every student has an e-mail account and full Internet access which enable students to research sources all around the world and to communicate with other students and researchers.

There are 18 computer labs available to students on our two campuses.

Most lab computers are Pentium IV 2Ghz machines and the oldest are Pentium III's. All are running Windows XP, Office XP and a wide assortment of other software packages recommended by the faculty for use in various courses.

The Blackboard learning System is used for on-line learning and to supplement traditional classes. Blackboard allows students and faculty 24/7 access to class related materials and simplifies communication between professors and their students.

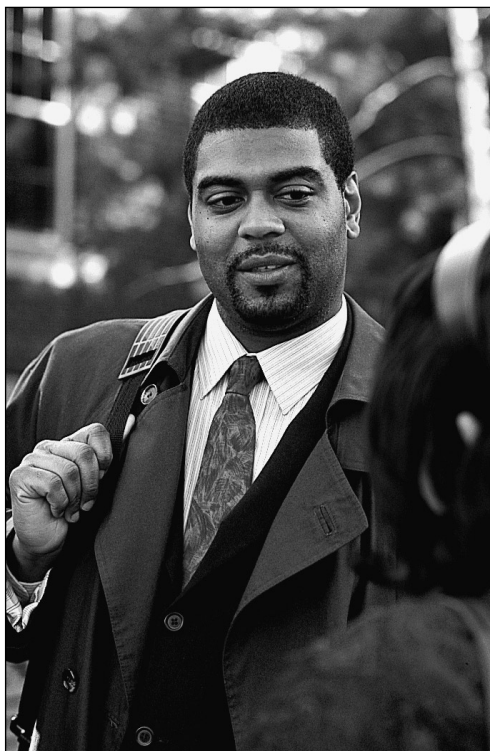
Computer facilities include:

- **Classrooms:** approximately half the classrooms on both campuses are equipped with computers, VHS and DVD players, and Video Projectors.
- **Jersey City Computer Labs, Loyola Hall, Rooms 12, 13, 14:** Open 8:00 a.m. to midnight every day except Sunday before noon and Friday and Saturday evening after 8:00 pm. 75 desktop computers, scanners, laser printers and a color laser printer.
- **Dinneen Hall Computer Lab, Room 333:** 24/7. 24 desktop computers and a laser printer.
- **Call Center:** 16 computers and a laser printer.
- **O'Toole Library (Jersey City):** 16 workstations, 2 networked laser printers. Reference area: 16 public stations accessed to library catalog and on-line data bases. Available during library hours.
- **Residence Hall Labs:** 5 of our residence halls have computer labs with 10 machines and a printer. Open to residents 24/7.
- **Residence Halls Rooms:** 5 of our residence halls are wired with a computer jack for every student. All Residence Halls are equipped with wireless Ethernet.

- **Englewood Cliffs Computer Lab:** Open Monday through Thursday, 9:00 a.m. to 10:00 p.m. Friday and Saturday 9:00 a.m. to 4:00 p.m. 30 desktop computers and a laser printer.
- **Englewood Cliffs, Allison House:** 8 computers and a laser printer. See Dept. of Nursing for hours.
- **Englewood Cliffs Library:** 6 public access computers and a printer available during library hours.
- **Wireless network:** Wireless Ethernet is available in almost all areas of the Jersey City Campus.
- **Additional network jacks** in both libraries allow students with notebook computers to access the Internet.
- **Other computer resources** are available through our main web page www.spc.edu and the library web page www.spc.edu/library

RECREATIONAL LIFE CENTER

The Victor R. Yanitelli Recreational Life Center is a modern, multimillion-dollar facility offering five indoor tennis courts as well as indoor basketball, volleyball, racquetball and squash courts; an indoor track, swimming pool and sauna; and fitness rooms with strength training and cardiovascular equipment.



MASTER OF ARTS IN EDUCATION

John DeFilippis, M.A., Administrative Coordinator

The goals of the Graduate Program in Education are to enable classroom teachers to continue their professional development by equipping them to move into positions of broadened responsibility, and to train qualified candidates who are interested in making a career change to the teaching profession. Graduate students are provided a value-oriented program based on the Catholic and Jesuit tradition of Saint Peter's College.

Saint Peter's College offers the degree of Master of Arts in Education in three concentrations of study:

- I. Administration and Supervision
- II. Reading
- III. Teaching

Each concentration prepares teachers for certification by the State of New Jersey in specific areas outlined for each of the programs. The three concentrations have a set of Foundation Courses (9 credits) enhanced by specialized required courses and electives.

New Jersey State-Approved Programs

St. Peter's College has New Jersey state-approved programs for the following certificate endorsements:

- Principal
- Supervisor
- School Business Administrator
- Reading Specialist
- Elementary School Teacher
- Teacher of Art
- Teacher of Spanish
- Teacher of French
- Teacher of Italian
- Teacher of Marketing, Sales, and Services
- Teacher of Business, Management, and Administrative Services
- Teacher of Music
- Teacher of Psychology
- Teacher of Social Studies
- Teacher of Mathematics
- Teacher of Chemistry
- Teacher of Physics

- Teacher of Earth Science
- Teacher of Biological Science
- Teacher of Physical Science
- Middle School English
- Middle School Mathematics
- Middle School Science
- Middle School Social Studies
- Middle School World Languages

Program Availability

All courses are offered on a semester calendar at the main campus in Jersey City. The concentrations in administration and supervision and in teaching are offered also at the Englewood Cliffs Campus and at South Amboy.

The courses required for Teaching Certification are offered on the trimester calendar on Saturdays at the Englewood Cliffs Campus in the Weekend College.

Selected courses are given off-site in school districts.

Academic Year and Summer Calendars

The Graduate Program in Education operates on a semester calendar. Classes are scheduled in the late afternoons and evenings. Each course meets once a week, Monday to Thursday. Summer sessions run for five weeks with classes meeting three times weekly, Monday to Wednesday.

Degree Requirements

Students must fulfill all course requirements, maintain at least a 3.00 cumulative grade point average, and pass the comprehensive examinations.

Advisement

All candidates for a degree will be assigned an advisor upon entrance into the M.A. in Education or the Teacher Certification Programs. All candidates must complete and sign an advisement form which can be obtained in the Graduate Education Office located in The Patrick J. Caulfield Education Center.

Appointments

Appointments at both the Jersey City and Englewood Cliffs campuses with an advisor may be arranged through the Graduate Education Office by calling (201) 915-9254.

Eligibility for Continuing Enrollment

Students must maintain a minimum cumulative grade point average of 3.00. Any required course in which the grade is below a 2.0 must be repeated. If the course is repeated and the student fails

the course, he/she will be dismissed from the program. A failing grade in two courses also results in dismissal from the program.

Time Limitation

Ordinarily, students are expected to enroll continuously until their programs are completed. Full-time students should complete the M.A. Education Program in 3 years. All are expected to complete the program in 4 1/2 years.

DEGREE PROGRAMS

M.A. IN EDUCATION WITH A CONCENTRATION IN ADMINISTRATION AND SUPERVISION

The concentration in educational administration and supervision provides the opportunity for qualified students to prepare for positions as Supervisor, Vice Principal, Principal, and Assistant Superintendent in Charge of Curriculum and/or Instruction. This concentration leads to New Jersey State Supervisor and Principal certification.

Foundation Courses

Ge500 Historical and Philosophical Foundations of Education (3)	Ge513 Fundamentals of Supervision: Elementary and Secondary (3)
Ge502 Psychological Foundations of Learning (3)	Ge512 Assessment of Student Ability and Achievement (3)
Ge505 Research in Education (3)	Ge514 School Finance (3)
	Ge516 School Law (3)
	Ge528 Internship in Administration and Supervision, I (3)
	Approved Electives (6)
	Total Credits: (36)

M.A. IN EDUCATION WITH A CONCENTRATION IN READING

The concentration in reading, designed for qualified teachers who desire in-depth training as specialists in the Reading field, affords opportunities to investigate and apply the full range of reading approaches. The concentration in reading qualifies graduates for New Jersey State Certificates as Reading Specialist, and with careful choice of electives, Supervisor.

Foundation Courses

Ge500 Historical and Philosophical
Foundations of Education (3)

Ge502 Psychological Foundations of
Learning (3)

Ge505 Research in Education (3)

Required Courses

Ge512 Assessment of Student Ability
and Achievement (3)

Ge570 Foundations of the Reading
Curriculum (3)

Ge571 Diagnosis and Treatment of
Children with Learning
Disabilities (3)

Ge574 Diagnosis of Children with
Reading Problems (3)

Ge576 Remediation of Children with
Reading Problems (3)

Ge578 Supervision of Reading
Programs (3)

Ge579 Supervised Practicum in
Reading (3)

Approved Electives (6)

Total Credits: (36)

M.A. IN EDUCATION WITH A CONCENTRATION IN TEACHING

The concentration in teaching is designed for liberal arts graduates who desire to make a career change to enter the field of teaching. Teachers in service both in private and public schools who lack full certification may also complete certification. Candidates who complete this concentration and pass the Praxis may qualify for state certification in one of the following areas: Elementary School Teacher, Art, Spanish, French, Italian, Marketing, Business, Music, Psychology, Social Studies, Mathematics, Chemistry, Physics, Earth Science, Biological Science, Physical Science, Middle School English, Middle School Mathematics, Middle School Science, Middle School Social Studies, Middle School World Languages.

Foundation Courses

Ge500 Historical and Philosophical
Foundations of Education (3)

Ge502 Psychological Foundations
of Learning (3)

Ge505 Research in Education (3)

Required Courses

Ge510 Principles of Curriculum
Development (3)

Ge512 Assessment of Student Ability
and Achievement (3)

Ge540 Fundamentals of Methodology (3)

Ge555 Computers in Curriculum
Design and Evaluation (3)

Ge570 Foundations of the
Reading Curriculum (3)

Field Experiences

Ge547 Student Teaching (8)

Elective (3)

Total Credits: (35)

NON-DEGREE CERTIFICATION PROGRAMS

SUPERVISOR CERTIFICATION

Ge510 Principles of Curriculum Development (3)

Ge513 Fundamentals of Supervision (3)

One course selected from the following:

Ge555 Computers in Curriculum Design and Evaluation (3)

Ge570 Foundations of the Reading Curriculum (3)

Ge596 Curriculum Development Using Resources of the Metropolis (3)

One course selected from the following or any course from above not already taken:

Ge528 Internship in Administration and Supervision (3)

Ge578 Supervision of Reading Programs (3)

Total Credits: (12)

Notes:

A student pursuing certification as a supervisor also needs to have a master's degree, a standard teaching license, and 3 years of teaching experience.

A student pursuing certification as a school business administrator must possess either a master's degree or a CPA license.

TEACHING CERTIFICATION

• Ge502 Psychological Foundations of Learning (3)

• Ge510 Principles of Curriculum Development (3)

• Ge512 Assessment of Student Ability and Achievement (3)

• Ge540 Fundamentals of Methodology (3)

• Ge555 Computers in Curriculum Design and Evaluation (3)

• Ge570 Foundations of the Reading Curriculum (3)

• Ge547 Student Teaching (8)

Total Credits: (26)

Note: Students pursuing teaching certification also need to attain a passing score on the Praxis Exam.

SCHOOL BUSINESS ADMINISTRATOR CERTIFICATION

Ge511 Principles & Problems of School Administration (3)

Ge513 Fundamentals of Supervision (3)

Ge514 School Finance (3)

Ge516 School Law (3)

Ac151 Principles of Accounting I (or equivalent) (3)

Ec101 Macroeconomics Principles (or equivalent) (3)

Total Credits: (18)

COURSE DESCRIPTIONS

Unless otherwise noted, all courses are three-credit courses. Some courses may be offered on an alternate year basis. Students should check the registration schedules each year for the courses to be offered.

Ge500 Historical and Philosophical Foundations of Education

Examination of the historical and philosophical foundations of education in our socially and culturally diverse country; introduction to thoughts of influential educators and the principles and ideas underlying educational policies; development of personal philosophy of education through identification of ideologies behind educational systems, curricula, and goals.

Ge502 Psychological Foundations of Learning

Processes, conditions, and techniques associated with learning in early elementary, elementary, early adolescent, and late adolescent stages of development; human development and learning theories along with their applications; the learning environment, the nature of knowledge, motivational patterns, effective study, intelligence, personality, mental health, moral integrity, and communication.

Ge505 Research in Education

Survey of the basic concepts, procedures, and language of social science research: problem formulation, research design, data collection, data analysis and interpretation. Development of the student's ability to appraise published research. The use of data-based research in administrative decision-making.

Ge510 Principles of Curriculum Development

Principles, organizations, and procedures in the design and implementation of the curriculum grades K-12, roles and processes in curriculum change for teachers, supervisors, and administrators. The impact of philosophy, social forces, human development theory, and the nature of learning on curriculum design, and exploration of history of curriculum in American public schools (K-12). Development of research-based curriculum criteria to aid in the development and analysis of curriculum. The role of curriculum leader as a communicator to the school and community.

Ge511 Principles and Problems of School Administration

Theories of leadership behavior: the changing role of the administrator, the role of school personnel in administration, school and community relationships, budget-planning responsibilities, master schedule construction, relationships

with staff and students, problem-solving techniques, use of data-based research in administrative decision-making, educational leader as communicator to faculty, staff, students, and community; school administrator as manager of implementation of NJCCCS; educational leader as human resource manager.

Ge512 Assessment of Student Ability and Achievement

Student assessment at each level; modern tests and trends in testing; psychological and achievement tests; the evaluation of the learner, including the physically challenged and disadvantaged child; various factors that affect test scores, use of statistical analysis in measuring assessment and in making administrative decisions; communication of achievement to students, faculty, and community.

Ge513 Fundamentals of Supervision: Elementary and Secondary

The supervisor's role as an educational leader/consultant; objectives and techniques of instructional supervision; organizational theory; state-mandated rules for evaluation of teachers and administrators; an analysis of evaluative instruments; the supervisor as curriculum manager; role of NJCCCS in curriculum, supervision and professional development; supervisor in role as communicator to faculty and staff.

Ge514 School Finance

A study of the role of the local, state, and federal government in the financing of public education; the history of school finance in the United States; preparing school budgets; analyzing cost-quality instruments; the role of the school budget in the broader community; the role of the NJCCCS in school finance; communication of the implications of the budget to the school and the community.

Ge516 School Law

A study of the legal framework in which public education operates; principles of school governance; landmark court cases; students' and teachers' rights and responsibilities; principles of the Bill of Rights; federal and state laws affecting education and schools; school laws relating to the state department of education, school district and local board of education; school safety and security.

Ge528 Internship in Administration and Supervision, I

Internship arranged to give students on-the-job training. Supervision provided by college staff in conjunction with the superintendent of the school district and building principal or supervisor. Log of activities required, including participation in activities such as human resource

management, staff supervision, communication with faculty, students, and community, school budgeting, and curricular/assessment activities centered around New Jersey Core Curriculum Content Standards.

Ge540 Fundamentals of Methodology

An analysis of effective teaching skills, classroom management techniques, successful motivational strategies, objectives, lesson plans, and innovative methods.

Ge547 Student Teaching

Supervised classroom teaching experience on the elementary or secondary level, including seminar meetings and conferences scheduled prior to and during the student teaching term.

Ge548 Teaching Internship, I

Supervised classroom teaching experience, including seminars and conferences designed for those who begin teaching without having completed student teaching.

Ge549 Teaching Internship, II

Supervised classroom teaching experience, including seminars and conferences designed for those who begin teaching without having completed student teaching.

Ge555 Computers in Curriculum Design & Evaluation

Application of computer in curriculum design, including areas such as instructional technology, research, communication with school community, and study skills; use of the internet in formulating inter-disciplinary learning units to meet the New Jersey Core Curriculum Content Standards in all areas. The evaluation of the use of technology in school curriculum.

Ge570 Foundations of the Reading Curriculum

The nature of the reading process: material and techniques used in readiness, language experience, work analysis, basic text, comprehension, content area, study skills, and speed reading. Introduction to research-based models of reading instruction and curriculum development; analysis of New Jersey Core Curriculum Standards in language arts & literacy; teaching reading across all areas of the curriculum.

Ge571 Diagnosis and Treatment of Children with Learning Disabilities

Theory and practice in identification, evaluation, and remediation of learning disabilities; understanding the role of the child study team; development of IEP; introduction to legislation supporting students with disabilities; summary of research on the human brain related to learning disabilities; formal and informal stages of referring students for learning evaluation.

Ge574 Diagnosis of Children with Reading Problems

Techniques for diagnosing elementary and high school students with reading difficulties; causes of reading problems; evaluation of frequently used tests and inventories including group and individual, survey and diagnostic, formal and informal; communication of results to parents and colleagues; case study analysis of students with reading disabilities.

Ge576 Remediation of Children with Reading Problems

Remediation of elementary and high school students with reading difficulties; interpretation of frequently used tests and inventories including group and individual, survey and diagnostic, formal and informal; techniques of remedial and corrective treatment of reading disorders; evaluation of materials used in remediation; development of an IEP for reading.

Ge578 Supervision of Reading Programs

Administering and supervising reading programs; initiating programs; conducting in-service training; developing a budget; conducting an evaluation of K-12 programs and personnel; research-based models for effective reading instruction; textbook selection; faculty development in areas of reading related to New Jersey Core Curriculum Content Standards.

Ge579 Supervised Practicum in Reading

Field experience: the opportunity for students to gain practical knowledge and experience in the fields of developmental and remedial reading instruction; development of a case study in diagnosis and remediation of reading problems; work is supervised by a licensed reading specialist.

Ge593 Durant Seminar

Survey of theory and current critical sources relating to the field of study of the Durant Scholar.

Ge596 Curriculum Development Using Resources of the Metropolis

Utilizing the rich environment of the metropolis to fulfill the New Jersey Core Curriculum Content Standards, creation of inter-disciplinary curriculum model using experience derived from field work in the metropolis; evaluation of curriculum integrating the resources of the metropolis; using art, architecture, music, drama, museums, consulates, and the churches of the metropolis as curriculum resources in the classroom.

Ge599 Independent Study

Study of a selected topic in depth utilizing field-based or data-based educational research. Prerequisite: Approval of the Director.

MASTER OF BUSINESS ADMINISTRATION

Carmela Beutel, Administrative Coordinator

Program Objectives

The Master of Business Administration is designed to enable students to meet the challenges present in the workplace as a result of a rapidly changing high-tech and global environment. Specifically, the program provides an education at the graduate level that assists students to acquire an understanding of traditional as well as high tech concepts critical for decision-making and to respond to industry's changing mission to internationalize its market.

Program Options

Saint Peter's College offers a comprehensive M.B.A. Program with concentrations in Finance, International Business, Management, Management Information Systems, and Marketing. The degree program consists of 48 graduate credits with a common core of 24 credits.

The M.B.A. in Finance includes courses in corporate and international finance, as well as more advanced topics in financial markets and analysis.

The M.B.A. in International Business emphasizes the strategies needed for taking a worldwide perspective of business. The program focuses on the various aspects of globalization, an integral part of the mission of many organizations.

The M.B.A. in Management focuses on organizational structure and management control to create flexible, adaptive, and efficient organizations.

The M.B.A. in Management Information Systems responds to the changing technological environment that requires organizations to alter their strategies and tactics for managing resources.

The M.B.A. in Marketing emphasizes planning strategy, research, consumer behavior, and international aspects.

Dual Degrees: M.B.A. and M.S. in Accountancy

Students fulfilling the admissions and the curriculum requirements for both the M.B.A. and the M.S. in Accountancy may apply for admission to the dual degree program. A maximum of fifteen approved cross credits (other than accountancy credits) will be permitted.

Degree Requirements

A student must complete the required 48 credits of course work as follows: 8 core courses, 5 courses in a selected concentration, and 3 elective courses. A minimum cumulative grade point average of 3.00 must be maintained.

Program Availability

All courses are offered on the Jersey City campus. All courses in the core, selected courses in a concentration, and selected electives are offered on the Englewood Cliffs campus. All courses in the core and selected electives are offered at off-campus sites. A careful selection of courses permits students to complete the M.B.A. through Weekend College.

Trimester and Summer Calendars

The M.B.A. Program follows the trimester calendar during the academic year (September to May). Courses are offered on weekday evenings and on weekends. Students may, but are not required to, take summer courses. Course offerings appear in the *Graduate Course Schedules*.

Eligibility for Continuing Enrollment

Students must maintain a minimum cumulative grade point average of 3.00. Any required course in which the grade is below a 2.0 must be repeated. If the course is repeated and the student fails the course, he/she will be dismissed from the program. A failing grade in two courses also results in dismissal from the program.

Time Limitation

Ordinarily, students are expected to enroll continuously until their programs are completed. Full-time students should complete the M.B.A. Program in 4 years. All are expected to complete the program in 6 years.

Advisement

All students in the M.B.A. Program have an academic advisor. It is the student's

responsibility, however, to know the requirements for his/her degree and to fulfill them.

Appointments

Appointments with an academic advisor may be arranged through the M.B.A. Office by calling (201) 915-9252.

PROGRAM OF STUDY

Core Courses for all MBA Students (24 credits):

Ac520 Financial Accounting & Reporting
 Bm510 Human Behavior in Organizations
 Bm520 Strategic Management
 Cm510 Effective Business Communication
 Cs510 Computer-based Information Systems
 Ec510 Microeconomics
 Ma510 Operations Research I
 Pl510 Business Ethics

Students take five courses in one of the following concentrations (15 crs.):

Finance

Fn525 The Financial Environment (a)
 Fn530 Corporate Finance I (b)
 Fn535 International Finance (a)

and two of the following courses:

Ec555 Industrial Organization (a)
 Ec560 Applied Econometrics (f)
 Ec595 Seminar in Macroeconomic Policy and International Finance (c)
 Fn550 Corporate Finance II (e)
 Fn565 Derivative Markets (d)
 Fn570 Investment Analysis (d)
 Fn590 Seminar in Financial Markets (d)

International Business

Ac557 International Accounting-related Business Policy
 Bm530 Issues in International Business
 Bm560 International Executive Seminar
 Ec520 Macroeconomic Policy
 Po510 Public Policy and Business Issues

Management

Bm530 Issues in International Business
 Bm540 Management of Innovation
 Cs540 Management Decision Support Systems
 Fn530 Corporate Finance I
 Mm510 Marketing Management

Management Information Systems

Ac510 Managerial Control Systems
 Cs520 Concepts of Database & Database Management Systems
 Cs530 Computer Networks
 Cs540 Management Decision Support Systems
 Ma520 Operations Research II (f)

Marketing

Mm510 Marketing Management & Product Planning
 Mm520 International Marketing
 Mm540 Promotional Strategy
 Mm550 Marketing Research
 Mm560 Consumer Behavior

Elective (9 credits): any three courses

- a. prerequisite Ec510
 - b. prerequisite Ac520 and Ec510 or Ec520
 - c. prerequisite Fn525
 - d. prerequisite Fn530
 - e. prerequisite Fn530 and Ac520
 - f. prerequisite Ma520
-

COURSE DESCRIPTIONS

ACCOUNTING

Ac510 Managerial Control Systems

Review of managerial accounting systems covering the monitoring of accumulation, summarization and reporting of accounting information to the ultimate user within the organization. The evaluation and control of input data, processing systems, and output results are emphasized.

Ac520 Financial Accounting and Reporting

Review of accounting issues and concepts by focusing on issues affecting financial reporting, and by blending accounting theory with practical applications through extensive use of cases.

Ac557 International Accounting Related Business Policy

A deeper study of decision-making and planning techniques involving vigorous application of these considerations to auditing and taxation practice. Includes the effects of cost-benefit relationships and business ethics. Long-range planning, including intensive writing of business plans, is stressed. Emphasis is on international applications.

COMPUTER SCIENCE

Cs510 Computer-based Information Systems

Information systems development, planning, control; utilization of computer resources; telecommunications; database concepts; the automated office; end user program. Extensive use of case studies.

Cs520 Concepts of Database and Database Management Systems

Database design: database vs. the traditional approach; design of a system; data models. Hierarchical model, network model, relational model; data independence. Database administration: information management; data dictionary; DBMS selection; DBMS control.

Cs530 Computer Networks

Fundamental network concepts emphasizing LANs, transmission media, network topologies, network performance, and network design. LAN administration: design, implementation, control.

Cs540 Managerial Decision Support Systems

Concepts of DSS: DSS technologies, operations research, systems analysis, decision analysis, DBMS, artificial intelligence. DSS tools: dialog, model, and data management. Extensive use of DSS software packages.

Cs550 Concepts of Expert Systems

Concepts of expert systems and historical overview; expert problem-solving; reasoning methods for expert systems; designing an ES; building a practical system; testing and evaluation; future systems.

Cs560 PC Tools for Managers

A hands-on survey of various software packages to aid a manager in his/her decision making functions. Packages include project management, project scheduling, graphics, desktop publishing, and multimedia.

Cs570 Business Uses of Internet Technology

Thorough discussion of internet/intranet/extranet technology. Business use of an internet design and maintenance of websites. Designing home page using HTML. A hands-on approach will be used.

ECONOMICS AND FINANCE

Ec510 Microeconomics

Basic concepts of marginal analysis are developed through a rigorous study of the economic behavior of households and firms; analysis of different market structures. The impact of uncertainty and imperfect information in the organization of economic activity is discussed and implemented by case studies.

Ec520 Macroeconomics

The course focuses on the real-world context of macroeconomic decision-making and on the interplay of political institutions, and social market forces in the shaping of policy. A case-study approach is used to examine recent macroeconomic problems and policies in the United States and the domestic and international effects of those policies.

Ec555 Industrial Organization

An examination of the structure of industries and markets, with special attention paid to the factors affecting the probability of firms. Topics covered include industrial concentration and competition, the economics of mergers and acquisitions, and the government regulation of business. Antitrust laws and practices are evaluated, and select cases examined. Prerequisite: Ec 510.

Ec560 Applied Econometrics

Computer-based applications of econometric analysis to financial and economic issues. Topics include linear simple regression analysis, multiple regression analysis, analysis of variance, non-parametric tests. Prerequisite: Ma520.

Ec595 Seminar in Macroeconomic Policy and International Finance

An examination of recent macro-economic problems and policies of the United States and its major trading partners. The seminar focuses on the interplay of political institutions and market forces in the shaping of fiscal, monetary, international trade and exchange-rate policies and the domestic and international effects of those policies. Prerequisite: Fn525.

Fn525 The Financial Environment

A survey of money and credit, commercial banking, thrift institutions, central banking and monetary policy. Topics to be studied include the structure of the financial system, interest rate theory, current monetary problems, and the impact of monetary policy on macroeconomic performance. Prerequisite: Ec510.

Fn530 Corporate Finance I

A study of the problems associated with the financial management of business organizations. Topics include the analysis of types of firms and markets, review of accounting, time value of money, valuation, and short-term financing. Prerequisite: Ac520 and either Ec510 or Ec520.

Fn535 International Finance

Analysis of the international financial decisions of multinational corporations. Topics to be covered include foreign exchange rates and the structure of foreign capital markets. Particular emphasis is placed on management decisions in an international environment including cash flows, capital budgeting, valuation, and the optimal capital structure for international operations. Prerequisite: Ec510.

Fn550 Corporate Finance II

Advanced topics in corporate finance with an emphasis on long-term financial decisions. Selected topics include capital budgeting, risk and return analysis, asset valuation, dividend policy, capital structure decisions, and mergers and acquisitions. Prerequisite: Fn530 and Ac520.

Fn565 Derivative Markets

An examination of derivative securities, market structures, and various valuation models. The course includes discussion of spot and future markets, the valuation of futures and options, investment strategies, portfolio insurance, and recent developments in futures and options markets. Prerequisite: Fn530.

Fn570 Investment Analysis

An investigation of various financial instruments - including treasury securities, corporate bonds, stocks, options, and futures - as vehicles for effective investment decisions. Selected topics include: portfolio analysis, efficient markets, and analytical techniques for determining the value of specific financial instruments. Prerequisite: Fn530.

Fn590 Seminar in Financial Markets

Exploration and analysis of recent events in the financial markets. Students will ex-

amine the current literature on major financial issues and controversies of the day. Prerequisite: Fn530.

ENGLISH

Cm510 Effective Business Communications: Written and Oral Communication Skills for Managers

This course aims to strengthen the student's ability to present information coherently and persuasively both in writing and in person. The following will be emphasized: analyzing one's audience; gathering and arranging information and evidence; choosing appropriate techniques of persuasion; defending decisions. Memo writing and research methods will be included.

MANAGEMENT AND MARKETING

Bm510 Human Behavior in Organizations

Integration of behavioral science theory, concepts, research and techniques for understanding human behavior in organizations. Topics include motivation, personality, supervision and leadership, job satisfaction, communications.

Bm520 Strategic Management

Strategic management and formal planning as a method for translating an organization's goals into procedures and actions. The course will aid in the development of an appreciation of foresight and methods for gathering information required for efficient decision-making. The course will utilize cases, concepts and decisions.

Bm530 Issues in International Business

Introduction to the study of global business, tracing the evolution of a firm from the beginning exporting stage to the transnational corporation. Managerial and marketing strategies are analyzed within the context of the host nation's legal, cultural, political, and socioeconomic environment.

Bm540 Management of Innovation

This course deals with the implementation of new ideas in business firms, industries, and the larger economy. The course includes psychological barriers to innovation, organizational innovation, strategy and the use of the new technologies, venturing and organizational learning, and executive leadership.

Bm550 Total Quality Management

Total quality management (TQM) is a continuous process for improving the quality of an organization's people, products, services, productivity, customer relationships, competitive position, and return on investment. As the philosophy of TQM has evolved over the past several years, certain well-defined elements or characteristics have emerged. This course examines these characteristics and approaches TQM as the integrator of all functions and processes within an organization.

Bm560 International Executive Seminar

This course invites distinguished executives in the world of international business to offer one or more lectures in their area of expertise. There will be several such lecturers during a single trimester.

Bm570 Project Management

Extraordinary goals often require complex management approaches. The managerial processes inherent in matrix organizations are explored through the role of the project manager. Successful and failed projects are examined in terms of their management systems. The class functions as a project management team throughout the course.

Mm510 Marketing Management and Product Planning

The systematic study of procedures utilized in creating a commercially viable product market. The process involves all the steps from the initial needs analysis through marketing the product in a global economy.

Mm520 International Marketing

The process of international marketing will be examined from the basic exporting

stage to the development of the multinational corporation.

Mm530 Structural International Marketing Analysis

Marketing potential analysis methods will be developed for the purpose of examining the health of foreign economies, understanding market structures, and locating customers.

Mm540 Promotional Strategy

The focus will be a strategic view of the promotional mix. This will include advertising, sales promotion, personal selling, trade promotion and communications tools.

Mm550 Marketing Research

The tools and techniques used to gather information in order to identify market opportunities, monitor marketing performance and evaluate market change.

Mm560 Consumer Behavior

An in-depth study of the determinants, theories and models of buyer behavior for consumer markets, business related markets, as well as government and not-for-profit buying entities.

Mm570 Special Topics in Industry Based Marketing

Each student will choose a company within an industry and perform an in-depth strategic marketing analysis study.

Mm580 Service Marketing

The creation and marketing of services will be studied. Case studies will be used in order to understand the implications of the intangibility of service products to final and business customers.

MATHEMATICS

Ma510 Operations Research, I

Overview of OR; linear programming including sensitivity analysis; transportation and assignments algorithms; PERT-CPM. Extensive use of software packages.

Ma520 Operations Research, II

Review of probability (assumes students meet admissions requirements regarding probability and statistics); queuing theory; inventory theory; forecasting; decision analysis. Extensive use of software packages.

Ma530 Modeling and Simulation

Overview of computer simulation; building computer simulation models; Markov chains; simulation of queuing and inventory problems; Monte Carlo Techniques.

PHILOSOPHY

Pl510 Business Ethics

This course contains two parts: (1) an introduction to the first principle of ethics, the science of the good; (2) the application of ethical principles to the world of management and computers. Includes such topics as capitalism, privacy, pricing, labor relations, personal and social rights, and the question of "artificial intelligence."

PUBLIC POLICY

Po510 Public Policy and Business Issues

This course is a study of the operation of various modern political theories which shape the contemporary world. Selected public policy and business issues, such as the United Nations, the World Bank, the Common Market, and the North American Free Trade Agreement will be treated.

RESEARCH PROJECT

Zz580 M.B.A. Research (3)

Original research under the guidance of a member of the faculty in selected topics not treated in any other courses.

Students interested in this course must follow the Guidelines for Research. A copy of the Guidelines may be obtained in the M.B.A. office or from the M.B.A. section of the Graduate Program's web page.

MASTER OF SCIENCE IN ACCOUNTANCY

Carmela Beutel, Administrative Coordinator

"The need for professional programs in accounting exists because of the expanded knowledge in accounting and related subject areas and because of pressures for a higher level of performance in the multiple areas of professional accounting."

*– Standard for Professional Accounting Education,
Education Committee of the American Accounting Association*

Program Objectives

Saint Peter's College, traditionally strong in the field of accountancy, offers this program in response to the growing complexity of the business world with its concomitant demands upon accounting professionals. The degree program consists of 30 graduate credits. The program not only keeps pace with the changes in the practice of accounting, but also with the changes in the environment in which it functions. Furthermore, the program enables individuals to fulfill the educational requirements in the State of New Jersey requiring individuals to have achieved 150 credit-hours of education to sit for the Certified Public Accountant (CPA) Examination.

Program Options

The M.S. in Accountancy is open to qualified graduates of an accredited institution who have completed undergraduate majors in accountancy. The program consists of graduate-level course work in accountancy, business ethics, business communications, management, mathematics and/or computer science, and electives to permit flexibility and choice in fulfilling specific requirements.

The M.S. in Accountancy may also be pursued by qualified graduates of accredited institutions who have completed undergraduate majors in fields other than accountancy. Prior to admission to the M.S. in Accountancy, these individuals must have successfully completed the prerequisites listed in the section, "Admissions Information."

Dual Degrees: M.B.A. and M.S. in Accountancy

Students fulfilling the admissions and the curriculum requirements for both the M.B.A. and the M.S. in Accountancy may apply for admission to the dual degree program. A maximum of fifteen approved cross credits (other than accountancy credits) will be permitted.

Degree Requirements

A student must complete the required 30 credits of course work as follows: 3 required courses, 2 accounting electives, 1 business management elective, 2 computer science and/or mathematics courses as described on the next page, and 2 elective courses. A minimum cumulative grade point average of 3.00 must be maintained.

Program Availability

All courses are offered on the Jersey City campus and most are offered on the Englewood Cliffs campus. All courses in the core are offered at off-campus sites.

Academic Year and Summer Calendars

The M.S. in Accountancy program follows the trimester calendar during the academic year (September to May). Courses are offered on the evenings during the week and on Saturday. Students may, but are not required to, take summer courses.

Advisement

All Students in the M.S. in Accountancy Program have an academic advisor.

It is the student's responsibility, however, to know the requirements for his/her degree and to fulfill them.

Appointments

Appointments with an academic advisor may be arranged through the M.S. in Accountancy Office by calling (201) 915-9252.

Eligibility for Continuing Enrollment

Students must maintain a minimum cumulative grade point average of 3.00. Any required course in which the grade

is below a 2.0 must be repeated. If the course is repeated and the student fails the course, he/she will be dismissed from the program. A failing grade in two courses also results in dismissal from the program.

Time Limitation

Ordinarily, students are expected to enroll continuously until their programs are completed. Full-time students should complete the M.S. in Accountancy Program in 2 2/3 years. All are expected to complete the program in 4 years.

PROGRAM OF STUDY FOR THE M.S. IN ACCOUNTANCY

Required Courses (9 credits)

Ac574 Accounting for Interporate Investments	(3)
Cm510 Effective Business Communications: Written and Oral Communication Skills for Managers	(3)
Pl510 Business Ethics	(3)

Accounting Electives (Select Two; 6 credits)

Ac510 Managerial Control Systems	(3)
Ac520 Financial Accounting and Reporting	(3)
Ac553 Tax Problems	(3)
Ac554 International Taxation	(3)
Ac557 International Accounting Related Business Policy	(3)
Ac572 Government and Fund Accounting	(3)

Business Management Electives (Select One; 3 credits)

Bm510 Human Behavior in Organizations	(3)
Bm520 Strategic Management Planning	(3)

Computer Science and/or Mathematics (Select one combination; 6 credits)

Ma510 Operations Research, I	(3)
and	
Cs510 Computer-based Information Systems	(3)
or	
Cs510 Computer-based Information Systems	(3)
and	
Cs540 Management Decision Support Systems	(3)
or	
Ma510 Operations Research, I	(3)
and	
Ma520 Operations Research, II	(3)

Elective (6)

Any two courses offered in the Accountancy Program or in the M.B.A. Program

TOTAL CREDITS (30)

COURSE DESCRIPTIONS

ACCOUNTING

Ac510 Managerial Control Systems

Review of managerial accounting systems covering the monitoring of the accumulations, summarization and reporting of accounting information to the ultimate user within the organization. The evaluation and control of input data, processing systems, and output results are emphasized.

Ac520 Financial Accounting and Reporting

Review of accounting issues and concepts by focusing on issues affecting financial reporting, and by blending accounting theory with practical applications through extensive use of cases.

Ac553 Tax Problems

Application of advanced tax principles to the solutions of complex tax problems. The problems cover in-depth analysis of factors affecting tax planning and compliance of individuals, corporations, partnerships, estates and trusts.

Ac554 International Taxation

U.S. Tax Law as it relates to international transactions of individuals and business entities: planning and compliance.

Ac557 International Accounting Related Business Policy

A study of decision-making and planning techniques involving vigorous application of these considerations to auditing and taxation practice. Includes the effects of cost-benefit relationships and business ethics. Long-range planning, including intensive writing of business plans, is stressed. Emphasis is on international applications.

Ac572 Government and Fund Accounting

A comprehensive study of principles of government and fund accounting and their

practical application.

Ac574 Accounting for Intercompany Investments

A rigorous study of accounting for intercompany investment, including an in-depth study of parent subsidiary relationships, purchase vs. pooling of interests, and indirect and reciprocal holdings.

Ac580 Accountancy Research

An in-depth study of the current techniques of research and preparation of research findings as set forth in a report. Students will engage in an in-depth study of a selected topic and will be expected to submit their research findings through oral presentation and written report. Students interested in research must follow the Guidelines for Research. A copy of the Guidelines may be obtained in the M.B.A./M.S. Accountancy office or from the M.S. Accountancy section of the Graduate Program's web page.

BUSINESS ADMINISTRATION

Bl510 Government Regulation of Business

An advanced study of the laws and regulations of the various departments of the federal government, their impact on business, the reporting and record keeping requirements, and investigative procedures.

Bm510 Human Behavior in Organizations

Integration of behavioral science theory; concepts, research and techniques for understanding human behavior in organizations. Topics include motivation, personality, supervision and leadership, job satisfaction, communications.

Bm520 Strategic Management Planning

Strategic management and formal planning as a method for translating an organization's goals into procedures and actions. The course will aid in the development of an appreciation of foresight and methods for gathering information required for efficient decision-making. The course will utilize cases, concepts and decisions.

COMMUNICATION

Cm510 Effective Business Communications: Written and Oral Communication Skills for Managers

This course aims to strengthen the student's ability to present information coherently and persuasively both in writing and in person. The following will be emphasized: analyzing one's audience; gathering and arranging information and evidence; choosing appropriate techniques of persuasion; defending decisions. Memo writing and research methods will be included.

COMPUTER SCIENCE

Cs510 Computer-based Information Systems

Information systems development, planning and control; utilization of computer resources; telecommunications; database concepts; the automated office; end user program. Extensive use of case studies.

Cs540 Management Decision Support Systems

Concepts of DSS: DSS technologies, operations research, systems analysis, decision analysis, DBMS, artificial intelligence. DSS tools: dialog, model, and data management. Extensive use of DSS software packages.

Cs550 Concepts of Expert Systems

Concepts of expert systems and historical overview; expert problem-solving; reasoning methods for expert systems; designing an ES; building a practical system; testing and evaluation; future systems.

MATHEMATICS

Ma510 Operations Research, I

Overview of OR; linear programming, including sensitivity analysis; transportation and assignments algorithms; PERT-CPM. Extensive use of software packages.

Ma520 Operations Research, II

Review of probability (assumes students meet admissions requirements regarding probability and statistics); queuing theory; inventory theory; forecasting; decision analysis. Extensive use of software packages.

PHILOSOPHY

Pl510 Business Ethics

This course contains two parts: (1) an introduction to the first principle of ethics, the science of the good; and (2) the application of ethical principles to the world of management and computers. Includes such topics as capitalism, privacy, pricing, labor relations, personal and social rights, and the question of "artificial intelligence."

MASTER OF SCIENCE IN NURSING

Dr. Marylou Yam, Associate Dean of Nursing

The Master of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education.

Saint Peter's College offers two options for nursing specialization at the graduate level: Adult Nurse Practitioner and Case Management with a functional concentration in Nursing Administration. A post-master's program is also offered to prepare nurses as adult nurse practitioners. The master's program builds upon the knowledge acquired in nursing at the baccalaureate level and is based on three essential components for a graduate program in Nursing: theoretical foundation to inform practice, utilization of research, and specialty practice.

Reflective of the mission of Saint Peter's College to equip persons for leadership and service through a value-based education, the master's program prepares nurses for specialization in roles that are increasingly essential for today's society.

The purposes of the graduate program are: to prepare graduates for specialization as adult nurse practitioners, nurse case managers and administrators; to develop leaders in the profession who are able to advance standards and create change for quality health care; and to provide a foundation for doctoral study.

MASTER OF SCIENCE IN NURSING CASE MANAGEMENT

The 37 credit curriculum consists of 3 levels. Level 1 contains the core courses which encompass nursing theory, research, current issues, financial concepts and organizational behavior. The core courses provide the foundation for graduate study in nursing and for courses in the specialization and functional areas. Levels 2 and 3 contain the specialization and functional nursing components of the curriculum. These are the role courses. Level 2 emphasizes the clinical and theo-

retical bases required for nursing case management and administrative practice. Courses focus on case management, client education, clinical management of client aggregates and administration. Level 3 stresses the application of theory and culminates in practica in nursing administration and in case management where role synthesis and role enactment are achieved.

Courses in case management are designed to prepare nurses to coordinate care, provide clinical management for groups of clients and act as client advocates. Students will become knowledgeable about health care delivery systems and the managed care environment; develop expertise in case management models and process, teaching, outcome measurement, and coordinating services and resources for clients.

The functional concentration in nursing administration focuses on preparing graduates for middle and upper level management roles in health care facilities. Students will develop skills in leadership and management, acquire an understanding of organizational design, health care economics, human resource development, and quality improvement tools.

MASTER OF SCIENCE IN NURSING PRIMARY CARE – ADULT NURSE PRACTITIONER

The 39 credit curriculum consists of core, cognate and role courses. The program is divided into 2 levels. Level 1 contains core and cognate courses which provide the foundation for graduate study in nursing and for the knowledge bases required for advanced practice. Coursework at this level includes: nurs-

ing, theory and research, current issues, advanced pathophysiology and health assessment, family systems and client education. In level 2 the courses focus on advanced theory and clinical practice to prepare graduates for the role of adult nurse practitioner. Courses include theory in advanced adult nursing and culminate in practica in advanced adult nursing where role synthesis and role enactment are accomplished.

The adult nurse practitioner program is designed to prepare graduates for advanced practice in primary care as adult nurse practitioners. Students will develop their expertise to assess, diagnose and manage the therapeutic regimens for adult clients with common acute illnesses and stabilized chronic illnesses in primary care settings.

POST-MASTER'S ADULT NURSE PRACTITIONER CERTIFICATE PROGRAM

The post-master's certificate program is designed to prepare the nurse for advanced practice in primary care as an adult nurse practitioner. The program is available to MSN prepared nurses who want to specialize as an adult nurse practitioner.

RN TO MSN BRIDGE PROGRAM

The RN to MSN Bridge program permits registered nurses who hold a baccalaureate degree in a field other than nursing to apply to the Master of Science in Nursing program. The student does not earn a BSN degree.

DEGREE REQUIREMENTS

MSN in Case Management

Students must complete 37 credits in approved graduate courses with a minimum cumulative grade point average of 3.00.

MSN in Adult Nurse Practitioner

Students must complete 39 credits in approved graduate courses with a minimum cumulative grade point average of 3.00.

Post-Master's Certificate Program Requirement

Students must complete 25 credits in approved graduate courses with a minimum cumulative grade point average of 3.00.

Program Availability

The program is offered in its entirety at the Englewood Cliffs campus.

Academic Calendar

The academic year for the MSN program in case management is on a trimester calendar. The trimester is ten weeks in length, with the eleventh week for final examinations. Summer courses are also offered.

The academic year for the MSN program in primary care-adult nurse practitioner and the post-master's certificate program are on a combined trimester/semester schedule. The trimester is described above. The semester is fifteen weeks in length with the sixteenth week for final examinations. Courses Nu536, 537, 542, 558, 568, 572, 582 and 586 are offered on a semester basis.

Advisement

All candidates for the degree and post-master's program will be assigned an advisor upon entrance into the MSN Program. All candidates must complete and sign an advisement form which will be provided by the advisor.

Appointments

Appointments with a graduate faculty member may be arranged through the Department of Nursing (located in Allison House, Hudson Terrace, Englewood Cliffs Campus) by calling (201) 568-5208.

Eligibility for Continuing Enrollment

Students in both the MSN and post-master's programs must maintain a minimum cumulative grade point average of 3.0. Any required course in the MSN Program and postmaster's program in which the grade is below 2.0 must be

repeated. If the course is repeated and the student fails the course, she/he will be dismissed from the program. A failing grade in two courses will result in dismissal from the program.

The clinical portion of nursing courses will be offered on a pass/fail basis. Failure in the clinical portion results in failure of the course.

Time Limitation

Ordinarily, students are expected to enroll continuously until their programs are completed. Full-time students should complete the M.S.N. Program in 2 2/3 years. All are expected to complete the program in 5 1/2 years.

Clinical Requirements

All students enrolled in practica nursing courses must submit a completed copy of the MSN Health Profile, copy of their current malpractice insurance, with a minimum coverage of \$1,000,000 per claim, 3,000,000 aggregate and their current New Jersey (or N.Y. if applicable) license. Students who fail to provide such documents will not be allowed to enroll in the course. Clinical requirements must be completed one month prior to the start of the course.

Criminal Background Check

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care and all students must undergo criminal history background checks. These checks are conducted by a consumer reporting agency and the information is sent to the College and to clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to continue to engage in patient care in their agency. If a student is denied clinical placement by any clinical agency due to criminal history information that student will be dismissed from the program. The Department of Nursing will provide students with the form entitled: Request, Authorization, Consent and

release for Information Form by the Department of Nursing.

Personal Development Center

The College's Personal Development Center offers a holistic approach to campus wellness promotion, health education and drug and alcohol education. Opportunities for graduate nursing students in the Center include: (a) serving as a volunteer, consultant or peer educator for the Center; (b) doing an internship experience related to health/wellness education to fulfill course requirements for Nu599, Advanced Independent Study in Nursing; and (c) utilize the Center as a clinical site in part, for Nu540, Practicum in Clinical Nursing course.

The Network of MSN Programs At Jesuit Colleges and Universities

The Master of Science Degree in Nursing Program at Saint Peter's College is a participant in the Network of MSN Program at Jesuit Colleges and Universities. The program facilitates students' ability to complete degree requirements for the MSN Program.

Degree Granting Institution and Academic Requirements

Students who have completed more than one-half of the core and elective courses (those requirements beyond foundation or prerequisite courses) as required by the original university, will be eligible to receive their degree from the institution that originally admitted them. In such a case, the student will take course work at the receiving institution according to a plan established by the original institution. This plan will cover not only the courses to be completed, but also, by way of illustration and not limitation, such things as minimum grades required and time limitations for satisfying degree requirements.

Students who have completed one-half or less of the core and elective courses (those requirements beyond foundation or prerequisite courses) as required by the original university, will receive their

degree from the receiving university once they have satisfied all course and academic requirements established by the receiving university. All comparable course work that was completed at the original university with grades of B or better will be transferred or otherwise applied toward satisfying requirements, to include up to one-half of the core and elective courses of the receiving university. In such an instance, it is recognized that the total hours required to complete degree requirements may be different that the total hours required when the student was admitted to the original university. The institution granting the degree will have final authority in whether grades earned at the other institution will be included within the student's grade point average.

Student Eligibility

To be eligible to participate in this program, the student must be:

1. In good academic standing with the original university.
2. Admissible to the receiving school.
3. Students must maintain good academic standing as per College Policy to be eligible for continued enrollment.

The transfer policy stated above is exclusively for students enrolled in NLNAC

or CCNE accredited MSN programs at Jesuit institutions. For further information, contact the Associate Dean of Nursing.

Nursing Honor Society

The Mu-Theta Chapter-At-Large of Sigma Theta Tau, nursing's international honor society was established in 1990. The Chapter-At-Large includes Saint Peter's College, Felician College and the College of Saint Elizabeth. The purposes of Sigma Theta Tau are to: recognize superior achievement in nursing, encourage leadership development, foster high nursing standards, stimulate creative work and strengthen the commitment to the ideals of the profession.

National Memberships

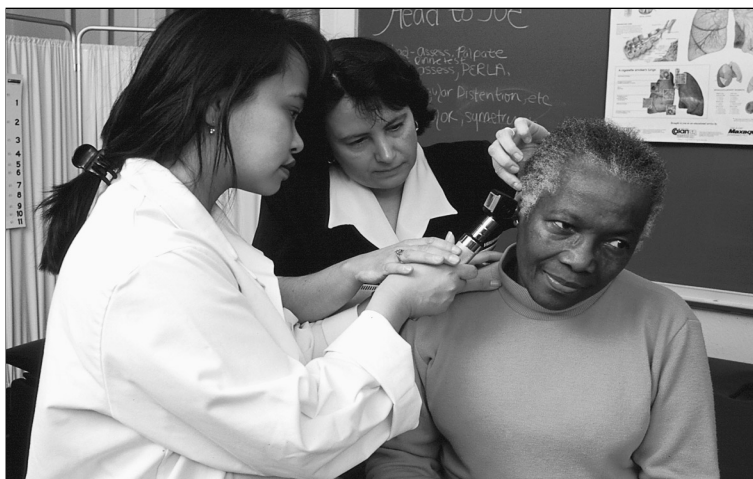
The Department of Nursing is a member of the following organizations:

American Association of Colleges of Nursing

Jesuit Conference of Nursing Programs

National League for Nursing

New Jersey Council of Baccalaureate and Higher Degree Programs in Nursing



PROGRAM OF STUDY

M.S.N. IN CASE MANAGEMENT

Level I (14 credits)

Nu510 Current Issues in Health Care	(2)
Nu512 Nursing Theory	(3)
Nu520 Nursing Research: Design and Utilization	(3)
Bm510 Human Behavior in Organizations	(3)
Nu515 Health Care Financing and Managed Care	(3)

Level II (12 credits)

Nu530 Concepts in Clinical Nursing	(2)
Nu535 Client Education: Strategies and Community Resources	(2)
Nu540 Practicum in Clinical Nursing	(2)
Nu550 Administration in Health Care Organizations	(3)
Nu555 Case Management I	(3)

Level III (11 credits)

Nu565 Practicum in Nursing Administration	(2)
Nu570 Case Management II	(3)
Nu580 Case Management Practicum and Seminar	(3)

Total Credits: (37)

* The elective may be taken in any trimester.

** A student who elects to take this course must also take Nu599 for one credit

*** Nu599 may be taken for 1-3 credits as needed

Note: The curriculum consists of 3 levels; students need to complete all the courses in level one and be midway in level two before proceeding to the third level.

Program of Study RN to MSN Bridge Program

Undergraduate nursing competence will be demonstrated by successful completion of the following courses with a grade of 3.0 or higher:

Undergraduate statistics course - 3 credits

Undergraduate nursing research course - 3 credits

NU 470 Bridge course - 4 credits

Students must satisfactorily complete the above courses prior to enrolling in graduate course work.

PROGRAM OF STUDY

M.S.N. IN PRIMARY CARE (ADULT NURSE PRACTITIONER)

Level I

Core Courses: (10 credits)

- Nu510 Current Issues in Health Care (2)
 Nu512 Nursing Theory (3)
 Nu520 Nursing Research: Design and Utilization (3)
 Nu535 Client Education: Strategies and Community Resources (2)

Cognate Courses: (11 credits)

- Nu536 Advanced Pathophysiology (3)
 Nu537 Pharmacology for Prescriptive Practice (3)
 Nu538 Family Systems and Dynamics (2)
 Nu542 Advanced Health Assessment and Diagnostic Reasoning (3)

Level II

Specialty Courses: (18 credits)

- Nu568 and 582 require 270 hours of clinical experience
 Nu558 Advanced Practice Adult Nursing I (3)
 Nu568 Advanced Practice Adult Nursing Practicum I (4)
 Nu572 Advanced Practice Adult Nursing II (3)
 Nu582 Advanced Practice Adult Nursing Practicum II (4)

- Nu586 Advanced Practice Nursing Master's Project (1)

Elective* Select one of the following (3)

- Nu555 Case Management I
 Nu575 Performance Improvement in Health Service Organizations
 Nu599 Advanced Independent Study in Nursing
 Nu515 Health Care Financing and Managed Care
 Bm510 Human Behavior in Organizations
 Cm510 Effective Business Communication: Written and Oral Communication Skills for Managers
 Cs510 Computer-based Information Systems
 Pl510 Business Ethics

Total Credits: (39)

* The elective may be taken in any trimester

Note: The curriculum consists of 2 levels. Students may begin the program with any core or cognate course, provided the prerequisite is met. All core courses must be completed prior to taking level two courses.

PROGRAM OF STUDY

POST-MASTER'S CERTIFICATE IN ADULT NURSE PRACTITIONER

- Nu536 Advanced Pathophysiology (3)
 Nu537 Pharmacology for Prescriptive Practice (3)
 Nu538 Family Systems and Dynamics (2)
 Nu542 Advanced Health Assessment and Diagnostic Reasoning (3)
 Nu558 Advanced Practice Adult Nursing I (3)

- Nu568 Advanced Practice Adult Nursing Practicum I (4)
 Nu572 Advanced Practice Adult Nursing II (3)
 Nu582 Advanced Practice Adult Nursing Practicum II (4)

Total Credits: 25

COURSE DESCRIPTIONS

NURSING

Nu510 Current Issues in Health Care

An in-depth analysis of current issues related to health care and health care delivery systems. The impact of managed care on nursing practice. (Level I, no prerequisites)

Nu 512 Nursing Theory

Critical analysis of nursing theories and their application to practice, research, administration and education. The history and process of theory development in the discipline of nursing are explored. (Level 1, no prerequisites)

Nu 515 Health Care Financing and Managed Care

An examination of concepts related to health care financing. Emphasis will be placed on budget preparation, cost benefit analysis, managed care and understanding of reimbursement systems. (Level 1, no prerequisites)

Nu 520 Nursing Research: Design and Utilization

Critique and design of nursing studies. Exploration of scientific modes of inquiry for theory development and nursing practice. Emphasis is placed on the utilization of research findings for client outcome evaluation. (Level 1, Pre or co-requisite: Nursing Theory)

Nu 530 Concepts in Clinical Nursing

Examination of selected concepts relevant to nursing practice. Nursing care across the health care continuum is explored within the context of physiological/psychological phenomena, theory, research, technology, pluralistic, legal and ethical determinants.

Nu535 Client Education: Strategies and Community Resources

Theory-based analysis of the pluralistic determinants of health related behaviors. Exploration of the use of current theoretical frameworks for the design, implementation and evaluation of intervention strategies in education of clients. Use of

community resources for client education are stressed. (Level 1 or 2, no prerequisites)

Nu536 Advanced Pathophysiology

This course presents a systems approach to the physiological processes and pathological changes that impact human health and illness. (Level I, no prerequisites)

Nu537 Pharmacology for Prescriptive Practice

In depth study of pharmacodynamics, pharmacokinetics and the use of drug therapy to manage health and disease states is emphasized. The Controlled Substance Act and the APN's responsibilities in drug prescription are explored. (Level 1, no prerequisites)

Nu538 Family Systems and Dynamics

The course incorporates concepts from family systems theory, role theory and life span development. The family and community are analyzed using a pluralistic perspective. Family functioning and change in times of crisis are explored (Level 1, no prerequisites)

Nu540 Practicum in Clinical Nursing

Clinical practice with selected clients or groups of clients or communities. Application of current theory and research in carrying out the nursing process. (Level 2, Prerequisite: Concepts in Clinical Nursing; Pre or co-requisite: Client Education: Strategies and Community Resources)

Nu542 Advanced Health Assessment and Diagnostic Reasoning

A holistic and pluralistic approach to the comprehensive health/physical assessment of the adult client. Principles of risk assessment are integrated. The student's ability to evaluate assessment data and select diagnostic tests is developed. Includes theory and laboratory (5 hours/week) component. (Level 1, Pre or co-requisite: Advanced Pathophysiology)

Nu550 Administration in Health Care Organizations

Examination of the administrative process in a variety of health care organizations. Incorporates analysis of leadership skills, understanding of health care economics, role and function of the administrator and consideration of the ethical issues inherent in the current managed care environment. (Level 2, Prerequisites: Financial Concepts, Human Behavior in Organizations)

Nu555 Case Management I

Examination of the process of case management and the evolving role of the case manager in a variety of settings across the continuum of health care. The managed care environment including types of insurance reimbursement and government regulation are explored in depth. Topics include integrated case management procedures such as utilization review, coding and discharge planning. Case management models, computer software, clinical pathways and care maps are analyzed. (Level 2, Pre or co-requisite: Concepts in Clinical Nursing or Advanced Practice Adult Nursing 1)

Nu558 Advanced Practice Adult Nursing I

An intensive study of common acute and stable chronic problems of adults seen in primary health settings. Health promotion and disease prevention are stressed. Students develop the knowledge and skills to assess, diagnose and evaluate these common conditions. Pathophysiology, risk factors, diagnostic tests and therapeutic management are discussed. Pluralistic as well as lifestyle factors, including nutrition and pharmacotherapy are explored in relation to the specific conditions. (Level 2, Prerequisites: Advanced Health Assessment, Advanced Pathophysiology, Pharmacology for Prescriptive Practice, Family Systems; Corequisite: Advanced Practice Adult Nursing Practicum I)

Nu565 Practicum in Nursing Administration

Field experience involving the operationalizing of aspects of the administration

role. Incorporates activities such as quality improvement projects, budgeting, delegation, policy making, interdisciplinary collaboration and change implementation. (Level 3, Prerequisite: Administration in Health Care Organizations)

Nu568 Advanced Practice Adult Nursing Practicum I

This practicum course affords the student the opportunity to apply advanced knowledge and skills of health promotion, maintenance and disease management to plan therapeutic regimens for adult clients in primary care settings. Advanced practice role socialization is developed. Legal, ethical and financial issues related to advanced practice are integrated (270 clinical hours are required for this course). (Level 2, Corequisite: Advanced Practice Adult Nursing I)

Nu570 Case Management II

The role of the master's prepared case manager with individual clients and disease specific populations are explored in depth. Emphasis is placed on measuring and evaluating the outcomes of case management as they relate to access, quality, cost and client satisfaction. (Level 3, Prerequisite: Case Management I)

Nu572 Advanced Practice Adult Nursing II

A continuation of theory presented in Nu558. An intensive study of common acute and stable chronic problems of adults seen in primary health settings. Health promotion and disease prevention are stressed. Students develop the knowledge and skills to assess, diagnose and evaluate these common conditions. Pathophysiology, risk factors, diagnostic tests and therapeutic management are discussed. Pluralistic as well as lifestyle factors, including nutrition and pharmacotherapy are explored in relation to the specific conditions. (Level 2, Prerequisites: Advanced Practice Adult Nursing 1 and Practicum I; Corequisite: Advanced Practice Adult Nursing Practicum II)

Nu580 Case Management Practicum and Seminar

In this course, 2 credits are earned for clinical experience and 1 credit is earned for weekly seminars on campus. Students select a specific client group and type of care delivery agency for a field experience in case management. Emphasis is placed on care coordination, negotiation in brokering for health care services and the application of case management models. Concepts from all theoretical and clinical courses are synthesized to provide for role enactment in the practicum. Weekly seminars facilitate role socialization. (Level 3, Pre or corequisites: Case Management 1, Practicum in Nursing Administration).

Nu582 Advanced Practice Adult Nursing Practicum II

A continuation of clinical experience in Nu568. This practicum course affords the student the opportunity to apply advanced knowledge and skills of health promotion, maintenance and disease management to plan therapeutic regimens for adult clients in primary care settings. Advanced practice role socialization is developed. Legal, ethical and financial issues related to advanced practice are integrated (270 clinical hours are required for this course). (Level 2, Corequisite: Advanced Practice Adult Nursing II)

Nu586 Advanced Practice Nursing Master's Project

Opportunity to develop and present a scholarly project related to a topic in advanced nursing practice. (Level 2, Pre or corequisite: Advanced Practice Adult Nursing Practicum II)

BRIDGE COURSE**Nu470 Dimensions of Professional Nursing**

The emphasis of this course is on the professional role of nursing with a focus on leadership and community health practice. The concepts of professionalism, nursing process and pluralism are explored.

Leadership theory and the health care system are analyzed. Community health nursing is examined and the principles of health promotion and client education are integrated into the conduction of a community project.

MANAGEMENT**Bm510 Human Behavior in Organizations**

Integration of behavioral science theory; concepts, research and techniques for understanding human behavior in organizations. Topics include motivation, personality, supervision and leadership, job satisfaction, communications. (Level 1, no prerequisites)

ELECTIVES**Cm510 Effective Business Communication: Written and Oral Communication Skills for Managers**

This course aims to strengthen the student's ability to present information coherently and persuasively both in writing and in person. The following will be emphasized: analyzing one's audience; gathering and arranging information and evidence; choosing appropriate techniques of persuasion; defending decisions. Memo writing and research methods will be included.

Cs510 Computer-based Information Systems

Information systems development, planning, control; utilization of computer resources; telecommunications; database concepts; the automated office; end user program. Extensive use of case studies.

Nu575 Performance Improvement in Health Service Organizations

This course is designed for students interested in gaining an understanding of health care quality improvement strategies and techniques. Students will learn what successful health care organizations are doing to improve quality, enhance customer satisfaction and reduce costs. The

Malcolm Baldrige Healthcare Quality Award Criteria and the Joint Commission for Accrediting of Healthcare Organizations utilized as frameworks for assessment and improvement.

Nu599 Advanced Independent Study in Nursing

The opportunity to create an assignment. Students investigate a topic of interest or design and execute a project or participate in an internship experience. Consent of instructor is needed prior to registering.

PL510 Business Ethics

This course contains two parts: (1) an introduction to the first principle of ethics, the science of the good; (2) the application of ethical principles to the world of management and computers. Includes such topics as capitalism, privacy, pricing, labor relations, personal and social rights, and the question of “artificial intelligence.”



ADMISSIONS INFORMATION

Saint Peter's College admits qualified students regardless of race, color, creed or religion, sex, marital status, national origin, age, physical handicap, or other factors which cannot lawfully be the basis of an admissions decision, to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. The College does not discriminate on any basis in the administration of its educational policies and programs.

Applicants seeking admission to graduate study must hold bachelor's degrees from accredited American colleges or universities, or equivalent degrees from foreign colleges or universities. Students in the process of completing the bachelor's degrees may apply for admission, which will be contingent upon the successful completion of their bachelor's degrees. Applicants must meet all the entrance requirements of the degree or certification programs in which they are seeking admission. Applications of international students must be submitted according to the procedures and deadlines found under the heading *International Applicants*.

M.A. in Education

Applicants to the M.A. in Education Program must have earned bachelor's degrees from accredited undergraduate institutions. The following procedures constitute the application process for U.S. citizens and permanent residents. International students must follow these procedures as well as those which follow under the heading *International Applicants*.

1. *Application Form:* A completed Graduate Admissions Application must be filed with the Office of Graduate Admissions.
2. *Personal Statement:* A personal statement of your educational and professional goals is required. Please use the back of the graduate application to write your personal statement or attach a separate sheet to the application.
3. *Transcripts:* Official transcripts from all undergraduate and graduate institutions attended are required. Only

official transcripts sent directly to the Office of Graduate Admissions by the issuing institution will be accepted. Applicants who have earned their bachelor's degrees from colleges or universities outside the United States must submit official *Course by Course Degree Evaluations* (with an English Translation). Saint Peter's College will accept evaluations prepared by the agencies listed under the heading *International Applicants*.

4. *Recommendations:* Three letters of recommendation are required; forms are included in each application packet. When possible, recommendations should be academic or professional.
5. *GRE or MAT Results:* Applicants may take either the Graduate Record Examination (GRE) or Miller Analogies Test (MAT). Official results should be sent to the Office of Graduate Admissions directly from the testing agency. The Saint Peter's College code for the MAT is 1411. The code for the GRE is 2806. *This requirement is waived for applicants who have previously earned master's degrees from accredited institutions.*
6. *Deadline:* Applications are accepted on a rolling basis. However, it is strongly recommended that applicants submit their applications and academic credentials at least two months prior to the beginning of the term in which they intend to start graduate study. This allows sufficient time for processing applications, making admission decisions, meeting with advisors, and registering for courses.

Teaching Certification Program

Applicants to the Teaching Certification Program must hold bachelor's degrees from accredited American colleges or universities, or equivalent degrees from foreign colleges or universities. Applicants seeking certification as an elementary school teacher must hold a bachelor's degree in a liberal arts field or a minimum of 60 credits in liberal arts as part of their bachelor's degree. Applicants are also required to have minimum undergraduate G.P.A.s of 2.75. The following procedures constitute the application process for U. S. citizens and permanent residents. International students must follow these procedures as well as those which follow under the heading *International Applicants*.

1. *Application Form*: A completed Graduate Admissions Application must be filed with the Office of Graduate Admissions.
2. *Personal Statement*: A personal statement of your educational and professional goals is required. Please use the back of the graduate application to write your personal statement or attach a separate sheet to the application.
3. *Transcripts*: Official transcripts from all undergraduate and graduate institutions attended are required. Only official transcripts sent directly to the Office of Graduate Admissions by the issuing institution will be accepted. Applicants who have earned their bachelor's degrees from colleges or universities outside the United States must submit official *Course by Course Degree Evaluations* (with an English Translation). Saint Peter's College will accept evaluations prepared by the agencies listed under the heading *International Applicants*.
4. *Deadline*: Applications are accepted on a rolling basis. However, it is strongly recommended that applicants submit their applications and academic credentials at least two months prior to the beginning of the term in which

they intend to start graduate study. This allows sufficient time for processing applications, making admissions decisions, meeting with advisors, and registering for courses.

Supervisor Certification

Applicants to the Supervisor of Instruction Certification Program are required to have regular New Jersey Instructional Certificates or their equivalent, three years teaching experience, and master's degrees from accredited institutions. The following procedures constitute the application process for U.S. citizens and permanent residents. International students must follow these procedures as well as those which follow under the heading *International Applicants*.

1. *Application Form*: A completed Graduate Admissions Application must be filed with the Office of Graduate Admissions.
2. *Personal Statement*: A personal statement of your educational and professional goals is required. Please use the back of the graduate application to write your personal statement or attach a separate sheet to the application.
3. *Transcripts*: Official transcripts from all undergraduate and graduate institutions attended are required. Only official transcripts sent directly to the Office of Graduate Admissions by the issuing institution will be accepted. Applicants who have earned their bachelor's degrees from colleges or universities outside the United States must submit official *Course by Course Degree Evaluations* (with an English Translation). Saint Peter's College will accept evaluations prepared by the agencies listed under the heading *International Applicants*.
4. *Deadline*: Applications are accepted on a rolling basis. However, it is strongly recommended that applicants submit their applications and academic credentials at least two months prior

to the beginning of the term in which they intend to start graduate study. This allows sufficient time for processing applications, making admission decisions, meeting with advisors, and registering for courses.

Master of Business Administration

Applicants to the M.B.A. Program must have earned their bachelor's degrees from accredited undergraduate institutions. For full admission, candidates must have completed the following prerequisites:

- three credits of financial accounting or equivalent
- six credits of either management and marketing, managerial theory and applications or the equivalent
- six credits in mathematics
- three credits in applied statistics
- familiarity with computer language and software packages.

The following procedures constitute the application process for U. S. citizens and permanent residents. International students must follow these procedures as well as those which follow under the heading *International Applicants*.

1. *Application Form:* A completed Graduate Admissions Application must be filed with the Office of Graduate Admissions.
2. *Personal Statement:* A personal statement of your educational and professional goals is required. Please use the back of the graduate application to write your personal statement or attach a separate sheet to the application.
3. *Transcripts:* Official transcripts from all undergraduate and graduate institutions attended are required. Only official transcripts sent directly to the Office of Graduate Admissions by the issuing institution will be accepted. Applicants who have earned their bachelor's degrees from colleges or universities outside the United States must submit official *Course by Course Degree Evaluations* (with an English Translation). Saint Peter's College will

accept evaluations prepared by the agencies listed under the heading *International Applicants*.

4. *Recommendations:* Three letters of recommendation are required; forms are included in each application packet. When possible, recommendations should be academic or professional.
5. *GMAT or MAT Results:* Applicants may take either the Graduate Management Admission Test (GMAT) or Miller Analogies Test (MAT). Results should be sent to the Office of Graduate Admissions directly from the testing agency. The Saint Peter's College code for the GMAT is 2806. The code for the MAT is 1411. *This requirement is waived for applicants who have previously earned master's degrees from accredited institutions, or who hold professional licenses (e.g., CPA or Series 7).*
6. *Deadline:* Applications are accepted on a rolling basis. However, it is strongly recommended that applicants submit their applications and academic credentials at least two months prior to the beginning of the term in which they intend to start graduate study. This allows sufficient time for processing applications, making admission decisions, meeting with advisors, and registering for courses.

Master of Science in Accountancy

Applicants to the Master of Science in Accountancy Program must have bachelor's degrees from accredited institutions, and must have successfully completed the following prerequisite courses:

- 24 credits in accounting
- 6 credits in business law
- 6 credits in economics
- 6 credits in finance
- 18 credits in business electives
- 3 credits in statistics
- 6 credits in calculus or other mathematics courses

The following procedures constitute the application process for U.S. citizens and permanent residents. International

students must follow these procedures as well as those which follow under the heading *International Applicants*.

1. *Application Form*: A completed Graduate Admissions Application must be filed with the Office of Graduate Admissions.
2. *Personal Statement*: A personal statement of your educational and professional goals is required. Please use the back of the graduate application to write your personal statement or attach a separate sheet to the application.
3. *Transcripts*: Official transcripts from all undergraduate and graduate institutions attended are required. Only official transcripts sent directly to the Office of Graduate Admissions by the issuing institution will be accepted. Applicants who have earned their bachelor's degrees from colleges or universities outside the United States must submit official *Course by Course Degree Evaluations* (with an English Translation). Saint Peter's College will accept evaluations prepared by the agencies listed under the heading *International Applicants*.
4. *Recommendations*: Three letters of recommendation are required; forms are included in each application packet. When possible, recommendations should be academic or professional.
5. *GMAT or MAT Results*: Applicants may take either the Graduate Management Admission Test (GMAT) or Miller Analogies Test (MAT). Results should be sent to the Office of Graduate Admissions directly from the testing agency. The Saint Peter's College code for the GMAT is 2806. The code for the MAT is 1411. *This requirement is waived for applicants who have previously earned master's degrees from accredited institutions.*
6. *Deadline*: Applications are accepted on a rolling basis. However, it is strongly recommended that applicants submit their applications and academic

credentials at least two months prior to the beginning of the term in which they intend to start graduate study. This allows sufficient time for processing applications, making admission decisions, meeting with advisors, and registering for courses.

Second Master's Degree

A graduate of the M.B.A. Program of Saint Peter's College may apply for admission into the M.S. in Accountancy Program. Once accepted, the student will be granted a maximum of 15 cross credits (other than accountancy credits) toward his/her M.S. in Accountancy degree.

A graduate of the M.S. in Accountancy Program of Saint Peter's College may apply for admission to the M.B.A. Program. Once accepted, the student will be granted a maximum of 15 cross credits toward his/her M.B.A. degree.

A graduate of another accredited institution who has earned an M.B.A. or M.S. in Accountancy may apply for admission to Saint Peter's College for the purpose of earning a second master's degree. Transfer credits may be awarded upon evaluation of the applicant's transcript by the Director of the Program to which the applicant is seeking admission. A maximum of 12 transfer credits will be permitted toward the M.B.A. and a maximum of 6 transfer credits (other than accountancy credits) will be permitted toward the M.S. in Accountancy.

Dual Degrees: M.B.A. and M.S. in Accountancy

Applicants seeking dual degrees must fulfil the admission requirements for both programs. A maximum of fifteen approved cross credits (other than accountancy credits) will be permitted.

Master of Science in Nursing

Applicants to the Master of Science in Nursing Program must have baccalaureate degrees in Nursing from NLNAC accredited institutions and undergradu-

ate G.P.A.s of at least 3.0. Applicants are also required to have a minimum of one year professional nursing practice and possess current licenses as registered nurses in New Jersey. Applicants must present their current professional nursing licenses to an admissions advisor for documentation. An interview with the Associate Dean of Nursing may be required.

Candidates for admission must also submit the following:

- evidence of satisfactory completion of statistics and nursing research courses at the undergraduate level
- evidence or validation of physical assessment skills. If applicants' transcripts do not show evidence of physical assessment skills, these may be validated by:
 - course description(s) indicating such content
 - evidence of continuing education assessment courses, indicating hours of theory and laboratory
 - evidence of completing challenge examinations successfully.

The following procedures constitute the application process for U.S. citizens and permanent residents. International students must follow these procedures as well as those which follow under the heading *International Applicants*.

1. *Application Form*: A completed Graduate Admissions Application must be filed with the Office of Graduate Admissions.
2. *Personal Statement*: A personal statement of your educational and professional goals is required. Please use the back of the graduate application to write your personal statement or attach a separate sheet to the application.
3. *Transcripts*: Official transcripts from all undergraduate and graduate institutions attended are required. Only official transcripts sent directly to the Office of Graduate Admissions by the issuing institution will be accepted.
4. *Recommendations*: Three letters of recommendation are required; forms are included in each application packet. Recommendations should be from professional nurses in supervisory positions or academic nurse educators.
5. *GRE or MAT Results*: Applicants may take either the Graduate Record Examination (GRE) or Miller Analogies Test (MAT). Results should be sent to the Office of Graduate Admissions directly from the testing agency. The Saint Peter's College code for the GRE is 2806. The code for the MAT is 1411. Examinations must have been taken within the last five years. *This requirement is waived for applicants who have previously earned master's degrees from accredited institutions.*
6. *Malpractice Coverage*: All applicants must supply copies of current malpractice insurance coverage in the minimum amount of \$1,000,000 per claim and \$3,000,000 aggregate.
7. *Deadline*: Applications are accepted on a rolling basis. However, it is strongly recommended that applicants submit their applications and academic credentials at least two months prior to the beginning of the term in which they intend to start graduate study. This allows sufficient time for processing applications, making admission decisions, meeting with advisors, and registering for courses.

RN to MSN Bridge Program

Applicants to the RN to MSN Bridge program must have earned bachelor's degrees from a regionally accredited col-

lege or university with a GPA of at least 3.0. An applicant is also required to possess a RN diploma or associate degree in nursing from an NLNAC accredited institution or its equivalent. Evidence of college credit or validation through testing for the following courses: Anatomy and Physiology I and II (Excelsior Examination) and Microbiology (NLN Examination).

In addition, completion of a graduate application for admission is required and all policies, requirements and procedures for admission into the MSN program apply.

Post-Master's Adult Nurse Practitioner Certificate Program

Applicants to the post-master's program must have a master's degree in nursing from an accredited program with a GPA of at least 3.3. Applicants are also required to possess current licenses as registered nurses in New Jersey and have a minimum of one year of recent professional nursing experience. Applicants must present their current professional licenses to an admissions advisor for documentation. An interview with the Program Director may be required. Students in the post-master's certificate program must adhere to the clinical requirements described in the section *Master of Science in Nursing*.

Candidates for admission must also submit the following:

- evidence or validation of physical assessment skills. If applicants' transcripts do not show evidence of physical assessment skills, these may be validated by:
- course description(s) indicating such content
- evidence of continuing education assessment courses, indicating hours of theory and laboratory
- evidence of completing challenge examination successfully.

The following procedures constitute the application process for U.S. citizens

and permanent residents. International students must follow these procedures as well as those which follow under the heading International Applicants.

1. *Application Form:* A completed Graduate Admissions Application must be filed with the Office of Graduate Admissions.
2. *Personal Statement:* A personal statement of your educational and professional goals is required. Please use the back of the graduate application to write your personal statement or attach a separate sheet to the application.
3. *Transcripts:* Official transcripts from all graduate institutions attended are required. Only official transcripts sent directly to the Office of Graduate Admissions by the issuing institution will be accepted. Applicants who have earned their master's degrees from colleges or universities outside the United States must submit official *Course by Course Degree Evaluations* (with an English Translation). The MSN Program will only accept evaluations prepared by World Education Services, Inc. The address and telephone can be found under the heading *International Applicants*.
4. *Recommendations:* Two letters of recommendation are required; forms are included in each application packet. Recommendations should be from professional nurses in supervisory positions or academic nurse educators.

International Applicants

International applicants must complete all correspondence and forms in English. International applicants should follow all admission requirements specified in each graduate degree section as well as the following:

1. *TOEFL Scores:* Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL). A minimum score of 550 is required on the written exam and a minimum score of

213 is required on the computer-based exam. Results should be sent directly to the Office of Graduate Admissions. The Saint Peter's College code is 2806. Only official score reports furnished by the Educational Testing Service will be accepted.

2. *Evaluation:* Applicants who have earned their bachelor's degrees from colleges or universities outside the United States must submit official *Course by Course Degree Evaluations** (with an English translation). Saint Peter's College will accept evaluations prepared by the following agencies:

World Education Services, Inc.
P.O. Box 745, Old Chelsea Station
New York, NY 10011
(212) 966-6311

Globe Language Services, Inc.
319 Broadway
New York, NY 10007
(212) 227-1994

Credentials Evaluation Service, Inc.
P.O. Box 24679
Los Angeles, CA 90024
(203) 475-2133

International Consultants, Inc. (ICI)
of Delaware
625 Barksdale Road, Suite 109
Newark, DE 19711
(302) 737-8715

Educational Credential Evaluators, Inc.
P.O. Box 17499
Milwaukee, WI 53217
(414) 964-0477

Foundation for International Services,
Inc.
P.O. Box 230278
Portland, OR 97223
(503) 747-4225

*Applicants to the Master of Science in Nursing Program must obtain *Course by Course Degree Evaluations* prepared by World Education Services, Inc.

3. *Deadline:* International applicants must submit their applications and academic credentials at least three months prior

to the beginning of the term in which they intend to start graduate study. This allows sufficient time for application processing, making admission decisions, and preparing the appropriate documentation.

Fee: A non-refundable application fee of \$20.00 must accompany the application form. Checks or money orders should be made payable to Saint Peter's College. Applications submitted without this fee will not be processed. The \$20.00 application fee is waived for graduates of Saint Peter's College and for students who are about to graduate from one of Saint Peter's undergraduate or graduate programs.

Note: I-20's will only be issued to individuals who have been accepted as fully admitted students.

Admission Categories

1. *Full Admission:* An applicant who meets all admission requirements is accepted into a graduate program and given the status of a fully admitted graduate student.
2. *Provisional Admission:* An applicant is provisionally admitted into a graduate program and receives approval to take graduate courses while making up deficiencies, which might include taking a limited number of prerequisite courses or providing standardized test results. The student is required to meet specific conditions stipulated in writing by the Program Director in the acceptance letter. Once the stipulated conditions have been satisfactorily met, the student will be fully admitted, and is notified of the status change in writing. If the student fails to meet the stipulated conditions, he/she is not permitted to continue in the program.
3. *Non-matriculated status:* An applicant who does not intend to matriculate must receive approval from the Program Director to take graduate courses for the purpose of fulfilling specific needs.

If an applicant has several undergraduate prerequisites to complete, action on the individual's application for admission into the graduate program is deferred until the prerequisites have been satisfactorily met.

Transfer Credit

A student must initiate the request for transfer credit and secure the necessary official transcript(s), transfer credit form, and the approval of transfer credit from the Director of the Program in which the student is enrolled. A grade of 3.0 (B) or better is necessary for all transfer credits that will be applied toward a degree.

In the M.A. in Education Program, a maximum of 6 graduate credits may be accepted if they were not part of a previously acquired degree.

In the M.B.A. Program, a maximum of 12 credits may be accepted from accredited graduate schools.

In the M.S. in Accountancy Program, a maximum of 6 transfer credits may be accepted from accredited graduate schools.

In the M.S.N. Program, a maximum of 6 transfer credits may be accepted from accredited graduate schools.

In the Post-Master's Certificate Program, a maximum of 8 transfer credits may be accepted from accredited graduate schools.

Standardized Test Information

Information about the GREs, GMATs, or TOEFL may be obtained in the Office of Admissions at Saint Peter's College or by contacting the testing services listed below.

Saint Peter's College gives the MAT twice a month at 3:30 p.m. on the Jersey City campus. The MAT is offered once in the months of August, November, February, and June on the Englewood Cliffs campus at 5:45 p.m. The specific dates of the MAT on both campuses may be found

on the web (www.spc.edu) in the News/Events section of Graduate Studies. It is recommended that individuals register at least two weeks prior to the test date. The fee of \$70.00 is payable on the day of the test. For information or to register, call the Education Department at 201-915-9254.

GRE

Graduate Record Examination
Educational Testing Service
P.O. Box 6000
Princeton, NJ 08541-6000
Phone: 609-771-7670
Fax: 609-771-7906
e-mail: gre-info@ets.org
website: <http://www.gre.org>

GMAT

Graduate Management Admissions
Test
Educational Testing Service
P.O. Box 6103
Princeton, NJ 08541-6103
Phone: 609-771-7330
Fax: 609-883-4349
e-mail: gmata@ets.org
website: <http://www.gmat.org>

MAT

Saint Peter's College
Graduate Education Department
2641 Kennedy Boulevard
Jersey City, NJ 07306
201-915-9254

TOEFL

Test of English as a Foreign
Language
Educational Testing Service
P.O. Box 6155
Princeton, NJ 08541-6155
Phone: 609-771-7100
Fax: 609-771-7500
e-mail: toefl@ets.org
website: <http://www.toefl.org>

ACADEMIC POLICIES AND PROCEDURES FOR GRADUATE PROGRAMS

Admission Policy

Full admission to the M.A. in Education, M.B.A., M.S. in Accountancy, and M.S.N. Programs is granted to those who meet the admission requirements of each program as specified in the *Admissions Information* section of this *Bulletin*. The decision to grant full admission is made after a student's application file is complete. Only formal, written notification sent to the student by the Associate Dean of Nursing or the Administrative Coordinator (depending upon the program in which the student is enrolled) constitutes full admission.

In the event that an applicant's file is not complete prior to his/her initial registration, the applicant may be granted provisional admission, which carries the Program Director's approval to begin to take graduate courses. However, credit limits are imposed on provisionally admitted students to achieve full admission as follows: M.B.A. Program, 18 credits; M.S. in Accountancy Program, 12 credits; M.S.N. Program, 11 credits; M.A. in Education, 12 credits.

Once fully admitted, students are required to meet the standards for continued enrollment and maintain *satisfactory academic progress* toward their degrees as stipulated elsewhere in this section.

Students who do not fully meet admission requirements by the specified credit or time limit are denied registration.

Change of Address/Name

Students must notify the Registrar and their program office immediately of any change in their local addresses.

Students must notify the Registrar and their program office of any name change and provide the necessary legal documents that verify the change.

Failure to notify the College of the aforementioned changes may result in the student's not receiving regular mailings from the College, including registration or graduation information.

Course Schedules

The schedule of all courses offered during the academic year appears in *Graduate Course Schedules*. A copy of this publication is mailed to each student with the registration material for the fall term. Copies are also available in the Enrollment Services Center (Jersey City) and in the Office of the Enrollment Services Center (Englewood Cliffs). In addition, course schedules may be found on the Saint Peter's College web site.

Registration

Each student at Saint Peter's College is assigned an academic advisor who aids the student in planning an academic schedule. Registration material is mailed to each student approximately 6 weeks prior to the start of each term, including the registration dates for each term. These dates are also printed in the *Trimester and Semester Calendars* in the *Graduate Course Schedules*. In addition, registration dates may be found on the Saint Peter's College web site. Registration may be done in person, by fax, or by mail.

Students will be permitted to register during the official registration periods noted in the *Trimester and Semester Calendars*. Registration is not complete until the student's financial obligation has been satisfied.

Cancellation of a Course

The College reserves the right to cancel any course, revise subject matter or content, and alter schedules (meeting days or times, buildings or rooms, or instructors).

Adding/Withdrawing Courses

Adding courses: Courses may be added only with in the period of time stated in the *Trimester and Semester Calendars*.

Withdrawing from courses: Courses may be dropped up to the deadline established for withdrawal, as indicated in the calendar for each term. The advisor's signature is needed on the change of schedule form. The designation WD will be used in place of a grade. Unless the withdrawal is within the 100% refund period, all courses from which a student withdraws remain a part of the academic record.

Change of Concentration

A student who wishes to change his/her field(s) of concentration should secure the appropriate form (available in the office of the graduate program in which he/she is enrolled) and obtain the approval and signature of the program's academic director.

Grading System

The grading system for graduate courses is as follows:

<u>Grade</u>	<u>Grade Value</u>	<u>Explanation</u>
A	4.0	Outstanding
A-	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.7	Above Average
C+	2.3	Average
C	2.0	Satisfactory
F	0.0	Failure
IC	Incomplete (see below).	
IP	In Progress. Course length extends beyond the standard term dates.	
IT	Incomplete Teacher. Instructor did not submit the grade before the grade processing was done.	
WD	Official withdrawal from a course*	
FA	Failure due to excessive absences**	
AU	Audit. Course not taken for credit.	

* The deadline for assigning the WD grade is established in advance of the term and published in the calendar for that term.

** In the case of excessive absences, formal withdrawal preempts an FA grade, i.e., the WD grade stands as final.

Incomplete Grades

If a student believes he/she has a legitimate reason for requesting time beyond the final examination to complete course work, he/she may request a grade of incomplete (IC) from the instructor. For an IC issued during the academic year, a student will have six weeks after the start of the term subsequent to the term in which the IC was issued to complete the course work. In the case of an IC issued for a summer course, a student will have six weeks from the date of the final examination to complete the course work.

At the end of the time periods stipulated above, a grade of IC will automatically change to F unless the instructor has submitted another grade.

Change of Grade

A change of grade can be initiated only by the instructor of a course who must present a written request to the Director of the program for approval. Such changes are made in unusual circumstances only.

Resolution of Grade Disputes

Students have the right to know the components of a course on which their final grade will be based, to be graded fairly, and to understand why they were given a particular grade. The instructor has the right to determine which course components will be graded and the weight that will be given to each, the responsibility to be familiar with the grading system for graduate courses, and the responsibility to grade students consistently on that scale. The instructor is also expected to provide a syllabus for each course, specifying the assignments and examinations, and the weight given to each course component in determining the final grade. Finally, graded material should be returned to the student within

a reasonable period of time. Any material not returned must be retained by the instructor for one year.

Should students believe, in light of the above, that they have been graded unfairly, then the first step is to make an appointment with the instructor, bring copies of any papers and/or exams in question, and request the instructor to review the grade. A student will have 6 weeks after the start of the term subsequent to the term in which the disputed grade was issued to take this initial step. After that point, the grade becomes final.

If, after discussing the grade with the instructor, the student still believes that he/she was treated unfairly, then the next step is to seek the assistance of the Associate Dean of Nursing or the Faculty Coordinator (depending upon the program in which the student is enrolled) to resolve the issue. Should the Associate Dean of Nursing or the Faculty Coordinator be the instructor in question, then the Associate Vice President for Academic Affairs will appoint a member of that department to serve as mediator in the dispute.

If the above steps do not lead to resolution of the issue, the student may meet with the Associate Vice President for Academic Affairs to settle the grade dispute. The decision of the Associate Vice President for Academic Affairs will be final.

When the assistance of the Associate Dean of Nursing or the Faculty Coordinator (depending upon the program in which the student is enrolled) or the Associate Vice President for Academic Affairs is called upon, that office will act as a mediator and will be authorized to collect all materials (e.g. exams, papers, quizzes and any other evaluative materials), whether in the hands of the instructor or the student, relevant to the construction of the grade. The instructor must be prepared to demonstrate that the grade was issued in accord with the criteria described in the syllabus.

Repetition of a Course

Graduate students may retake a course regardless of the original grade. Both courses and grades will remain on the transcript. Only the second grade will be included in the cumulative gpa and only the second iteration will apply toward degree completion. The option of repeating a course is only available to students who have not completed degree requirements. The student must complete the appropriate form available in the Enrollment Services Center on either campus.

Transcripts

A transcript is an official record of courses taken, credits earned, and grades received. An official transcript is one bearing the seal of the College. Official transcripts are not given to students or graduates, but mailed directly to institutions or persons considering the applicant for admission or for employment. An unofficial transcript is one given to the person whose credits are listed thereon and is marked "*Student Copy*." The College accepts no responsibility for the accuracy of an unofficial transcript after it has been issued. There is a \$5.00 charge for each official transcript.

Transcripts may be requested by students from the Enrollment Services Center in person or in writing, but not by telephone. Transcript requests cannot be honored without a student's signature. Transcripts should be requested well in advance of the date they are needed. Under normal conditions transcripts will be prepared within 10 working days after the request is received by the Enrollment Services Center. No transcripts or certifications will be released for students who have unpaid financial obligations to the College or who are in default on student loans.

Attendance

It is expected that students will attend all sessions of courses and complete all assigned work. Whenever unusual circumstances make regular attendance impossible, the student should consult with

the instructor to make special arrangements. All such arrangements must have the approval of the Associate Dean of Nursing or the Faculty Coordinator (depending upon the program in which the student is enrolled) of the program in which the student is enrolled.

Eligibility for Continuing Enrollment

Students must maintain a minimum cumulative grade point average of 3.00. Any required course in which the grade is below a 2.0 must be repeated. If the course is repeated and the student fails the course, he/she will be dismissed from the program. A failing grade in two courses also results in dismissal from the program.

In addition, students must maintain *satisfactory academic progress* as described below.

Full Time Status

Six (6) credits in a term constitute full-time status for students in graduate programs that follow the trimester calendar. Nine (9) credits in a term constitute full-time status for students in graduate programs that follow the semester calendar.

Satisfactory Academic Progress

Graduate students will be expected to complete 67 percent of the coursework attempted and maintain a minimum cumulative grade point average of 3.00 to remain eligible for any form of student financial aid.

Filing for Graduation

Saint Peter's College awards degrees three times a year: January, May, and August. A student has the responsibility of informing the College of his/her intention to graduate by submitting a *Graduation Application Card* to the Enrollment Services Center on either campus by one of the dates found in the calendar published annually in the *Graduate Course Schedules*. Failure to file a *Graduation Application Card* by the date stipulated may result in a delay in receiving one's diploma or in the absence of one's name

in the *Commencement Program*. A student who has filed for graduation but does not complete degree requirements before the projected date of completion for which he/she has filed is required to refile for the next date degrees are awarded.

Commencement Exercises

The annual Commencement Exercises are held at the close of the Spring Term. All candidates for May degrees and those who will complete degree requirements by the end of the Summer Session are expected to be present. Those who complete degree requirements in January are expected to participate in the Commencement Exercises that take place the following May.

Leave of Absence and/or Voluntary Withdrawal from the College

Students in good academic standing sometimes find that they must interrupt graduate studies because of a family situation, a career change, or other personal reasons. Students should discuss the situation with the Associate Dean of Nursing or Administrative Coordinator (depending upon the program in which the student is enrolled) who may suggest a leave of absence. In cases where a leave of absence is not possible, students should then observe procedures for voluntary withdrawal from the College.

Leave of Absence: Students who are obliged to discontinue their studies temporarily should notify the Associate Dean of Nursing or Administrative Coordinator (depending upon the program in which the student is enrolled), the Enrollment Services Center, and file for a leave of absence.

Voluntary Withdrawal: Any student wishing to withdraw from the College while in good academic standing must secure a withdrawal form from the Registrar and obtain the signature of the Associate Dean of Nursing or Administrative Coordinator (depending upon the program in which the student is enrolled). The date of official withdrawal is the date

when the document is received by the Registrar, unless an end of the term withdrawal is requested. Tuition refund (if any) is based on this date. A notation of withdrawal is made on the student's transcript.

Resumption of Graduate Studies

When students have not been enrolled for two consecutive terms (excluding summer terms), they must request approval for reinstatement from the Associate Dean of Nursing or Administrative Coordinator (depending upon the program in which the student is enrolled) of the Program in which the student had been admitted. If approved, the student is then eligible to register for courses.

Academic Probation, Suspension and Dismissal

Graduate students in degree programs must maintain satisfactory academic progress. Failure to do so may result in Academic Probation, Academic Suspension, or Academic Dismissal. Academic Probation carries a serious warning to the student. Unless improvement is noted in the probationary period, suspension will follow. Academic Suspension is an enforced termination of formal studies and will be granted only once to a student. Academic Dismissal is possible after a period of probation and/or suspension if improvement does not occur. Dismissal is final and precludes the possibility of readmission.

Readmission from Academic Suspension

When students have been suspended for academic deficiency, they may not attend the College for a period of two terms or one term and the summer session. Students may apply for readmission by writing a letter to the Associate Dean of Nursing or Administrative Coordinator (depending upon the program in which the student had been enrolled) explaining the reasons for seeking readmission and the manner in which the period of suspension has been spent. Students must also arrange an interview with the Asso-

ciate Dean of Nursing or Administrative Coordinator (depending upon the program in which the student is enrolled) to discuss their requests for readmission. Readmission to the program will be under advisement of the Associate Dean of Nursing or Administrative Coordinator (depending upon the program in which the student is enrolled).

College Code of Conduct

For conduct inconsistent with the moral standards of the College or for violations of the College Code of Conduct, suspension, dismissal, or disciplinary action may be imposed. Violations of the College Code of Conduct include the following:

- (1) all forms of dishonesty (cheating, plagiarizing, computer piracy, forgery of documents, giving false information to College officials, forgery or use of College documents or instruments of identification with intent to defraud);
- (2) theft or damage to College property or the property of another on the College campus;
- (3) unauthorized entry, use, or occupation of College facilities as well as unauthorized possession, duplication, or use of keys to the College facilities;
- (4) tampering with or misusing fire alarms and safety equipment as well as the unauthorized selling, purchasing, producing, or possession of lethal weapons, fireworks, or incendiary devices;
- (5) harassment (verbal or otherwise) or physical abuse of another person, threatening or attempting to inflict physical injury, or creating a substantial risk of such injury to another person on College premises;
- (6) selling, purchasing, producing, or possessing of barbiturates, amphetamines, marijuana, hallucinogens, or other addictive or illegal drugs;
- (7) unauthorized gambling on College premises;

- (8) engaging in lewd or licentious conduct;
- (9) failure to comply with the directions of clearly identified College personnel including, but not limited to, those regarding motor vehicles and room reservations;
- (10) violation of published College regulations including, but not limited to, those regarding motor vehicles and room reservations;
- (11) violation of State and/or College regulations regarding the use of alcohol;
- (12) misconduct that arises off-campus which is related to the security of the College community, the integrity of the educational process, the good name of the College, or that otherwise materially or adversely affects the individual's suitability as a member of the Saint Peter's College community.

Plagiarism

Plagiarism is a most serious form of dishonesty. It may be defined as stealing or purchasing the ideas and writings of another and using them as one's own. The most common form of plagiarism is the incorporation of whole sentences and paragraphs from published material into papers submitted as one's work or purchasing term papers.

Plagiarism is rarely the result of confusion or misunderstanding. If one conscientiously acknowledges the sources of one's ideas and citations, plagiarism is effectively avoided. In cases of doubt students should consult their instructors.

The College, as a matter of policy, does not condone or tolerate plagiarism. Students who submit plagiarized work are liable to receive a failing grade for the assignment and/or the course. In more serious cases, the student who plagiarizes is liable to be suspended or dismissed from the College by the appropriate academic administrator.

Cheating

Cheating is an extremely serious form

of dishonesty, and is not tolerated by the College. It may be defined as the giving or accepting of unauthorized assistance with any assignment (including but not restricted to examinations and papers). The most common examples would be copying an answer on an examination (or knowingly allowing one's answer to be copied, except when collaboration is authorized by the instructor), bringing unauthorized aids to an examination room for one's own or someone else's benefit, and providing test questions in advance (or receiving them from anyone other than the instructor in the course).

Computer Piracy

Computer piracy is not tolerated by the College. The accessing or editing of another student's or instructor's program or data without the explicit permission of the author and the instructor, or the interception, alteration, or destruction of a program or the documentation for a program of another student or instructor, either for one's own use or to detract from its usability by the author and the instructor, come under the College's general condemnation of theft, vandalism, and plagiarism. Such illegal actions carry the currently published penalties as appropriate.

Student access to the global computer networks is subject to the "Acceptable Use" policy statements of those networks. Sending messages, mail, or files not in accordance with those policies will subject the student to total loss of College computer access. Students should familiarize themselves with these policies, available on-line, before utilizing the computer networks.

Grievance Procedure

Saint Peter's College has codified and established procedures for resolving student grievances. Due to the length of the grievance procedure, the entire format does not appear in this *Bulletin*. Students who want to avail themselves of the procedure may obtain a copy from the Office of Student Affairs.

Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Enrollment Services Center, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education

records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Saint Peter's College to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington D.C. 20202-4605

The Student Right-To-Know and Campus Security Act of 1990

Under this Federal law, effective July 1993, both current students and those who apply for admission to the graduate programs have the right to see data on the completion or graduation rates of certificate or degree-seeking full-time students. Such data will be made available to current students through the Enrollment Services Center and to prospective students through the Graduate Program Offices.

Effective September 1, 1992, under this same Federal law, the College must pub-

lish annual reports that include Campus security policies and procedures as well as statistics regarding crimes committed on or near each of the College's campuses. These reports are available to current students through the Office of the Registrar (at each campus), to employees through the Personnel Office, and to prospective students, upon request, through the Graduate Program Offices.

Mandatory Medical Insurance Coverage

The State of New Jersey requires all full-time students to have medical insurance. If full-time students are covered by their own or someone else's medical plan, they may waive enrollment in the College's plan by submitting proof of coverage. Students who do not have coverage must enroll in the College's student medical benefit plan. Students may not register for courses until they have fulfilled this requirement.

Mandatory Immunization Requirement

The State of New Jersey requires all full-time and part-time students to provide proof of vaccination or immunity to measles, mumps, and rubella. The law requires students to show proof of two doses of measles or a measles-containing vaccine and at least one dose of mumps

and rubella vaccine. A student will not be permitted to register for his/her second term at the College if the immunization requirement has not been met.

Students are exempt from this requirement if:

- (1) they were born before 1957 and can provide a copy of their birth certificate;
- (2) they are claiming a religious exemption and can provide a letter from an accredited leader from their church or religious group;
- (3) they are claiming a medical exemption and can provide a letter from their physician.

Students who do not qualify for an exemption must either submit proof of immunization or take steps to be immunized.

School Closing Announcements

School closings will be posted on the home page of Saint Peter's website (www.spc.edu). School closings will also be announced on the following radio stations: WOR 880 AM, WINS 1010 AM, WCTC-AM/WMGQ-FM 1450 AM/98.3 FM; WKXW-WBSS-FM 101.5 FM.

GRADUATE TUITION AND FEES

Tuition

Graduate Tuition Rate	\$ 730 per credit
Computer Science Courses	\$ 750 per credit
Audit Fee	\$ 730 per course

Fees

Enrollment Fee (non-refundable)	\$ 15
Technology Fee	\$ 20 per trimester <i>or</i>
	\$ 30 per semester
Graduation	\$ 60
Recreational Life Center Fee (optional for part-time and evening students)	\$ 60 per year
Comprehensive Examination Retake (M.A. in Ed)	\$ 25
Fee for each official transcript	\$ 5
Parking Fees (optional)	\$ 20 per semester
Jersey City	\$ 10 per trimester
Englewood Cliffs	Free
ID Card (available in the Due Card Office)	Free

2005-2006

Payment of Tuition and Fees

All College costs are payable in full before the date stated in the *Payment Schedule* included in the registration material provided for each term.

The Trustees of the College do not permit any office to send any letter of recommendation, or the Enrollment Services Center to issue a degree, diploma, or scholastic record, until all accounts have been settled with the Finance Department, the library, and any other office or department of the College that holds an outstanding account against the student. The College will not release records for any student who has defaulted on the repayment of any State or Federal Title IV loan. The Trustees have also empowered the Associate Vice President for Academic Affairs to prohibit any

student from attending classes or from sitting for examinations until all accounts are settled.

Payment by Check, Money Order, or Credit Card

Payments by check or money order should be made payable to Saint Peter's College. A student who wishes to pay his/her tuition in person may do so in either the Enrollment Services Center (Jersey City) or in the Office of the Registrar/Bursar (Englewood Cliffs). A stamped paid receipt is given to the student.

Credit Card payments may be made in person or by telephone by calling the Enrollment Services Center in Jersey City (201-915-9024) or the Office of the Registrar/Bursar in Englewood Cliffs (201-568-7730). A stamped paid receipt is given (or mailed) to the student.

Payments by mail should be sent with the original bill, including the attached copies, to either of the aforementioned locations. Once payment has been received, a stamped paid receipt will be mailed to the student.

If a check should be returned for insufficient funds, students must pay a \$20 "bounced check" fee plus a late fee and must make the new payment by certified check, money order, or credit card.

Deferred Payment Plan

A student who is eligible for tuition reimbursement from his/her employer may apply the Saint Peter's College Deferral Payment Plan. Tuition payment for a term is not due until 30 days after grades are mailed for the term. The student must provide documentation regarding eligibility from his/her employer. Submit the Student Financial Agreement Form and guarantee the note with a credit card..

Interest-Free Installment Plan

This plan, administered by *Academic Management Services* (AMS), permits a student to spread the cost of tuition over a period of time. There are no interest or finance charges, only a \$35.00 fee per term. Detailed information about this plan may be obtained in the Enrollment Services Center (Jersey City) or in the Office of the Registrar/Bursar (Englewood Cliffs). To speak with an AMS counselor, call AMS at 1-800-635-0120.

Financial Aid

To determine their eligibility for financial aid, students should consult a financial aid counselor in the Enrollment Services Center in Jersey City (201-915-9308) or the Assistant Dean at Englewood Cliffs (201-568-7730). In order to retain eligibility for financial aid, students must maintain the required g.p.a. and satisfactory academic progress as defined in the section *Academic Policies and Procedures for Graduate Programs*. Students must also be fully admitted into their program of study in order to be eligible for financial aid. Refer to the appropriate program

section to determine admission requirements.

Tuition Reduction for Members of Religious Orders

Members of religious orders receive a 50 percent reduction in tuition for graduate courses. The student is responsible for paying all fees and purchasing books and other materials needed in each course.

Tuition Reduction for Teachers in Catholic Schools

Full-time teachers in Catholic elementary or high schools who are fully admitted to the M.A. in Education Program, or who are pursuing certification through the Graduate Education Program, are granted a 50 percent reduction in tuition. When registering each academic year, the Catholic school teacher must provide a letter from his/her principal to verify current, full-time employment. The student is responsible for paying all fees and purchasing books and other materials needed in each course.

Tuition Reduction for Corporations

Employees of corporations with which the College has a formal affiliation are granted a reduction in tuition. The corporate employee must provide documentation verifying full-time employment each academic year. The student is responsible for paying all fees and purchasing books and other materials needed in each course.

Graduate Assistantships

Although limited in number, assistantships are available for graduate study. Applicants must be full-time, fully admitted students in one of the graduate degree programs. Graduate assistants generally work a minimum of 20 hours per week during the academic year (44 weeks).

Tuition Refund Policy

In cases of voluntary withdrawal or of withdrawal because of serious illness or some other cause entirely beyond the control of the student, tuition charges will be refunded according to the sched-

ules found below. This applies to individual course withdrawals and complete official withdrawal. The College retains all laboratory and special fees.

1. *Withdrawal during a trimester:*

Up to and including the last day of add period, 100%; during the second week of the trimester, 75%; during the third week of the trimester, 50%; during the fourth week of the trimester, 25%; after the fourth week of the trimester, 0%.

2. *Withdrawal during a semester:*

Up to and including the last day of add period, 100%; during the second week of the semester, 75%; during the third week of the semester, 50%; during the fourth week of the semester, 25%; after the fourth week of the semester, 0%.

In all terms, the first week begins for all students with the first day of the term on which classes are scheduled.

Federal Title IV Refund Policy

Where State and Federal financial aid funds are involved, the College will refund to the appropriate programs amounts in accordance with State and Federal refund formulas. The following guidelines apply:

1. When student financial aid has been awarded, for students who withdraw from all courses at Saint Peter's College, the institutional computed refund will be determined by taking the difference between the amount paid towards school charges (including financial aid and/or cash payments) minus the amount the school is able to retain for the period the student was enrolled according to Saint Peter's College refund policy.
2. In cases where a student withdraws from one or more courses but remains enrolled in other courses, the institutional computed refund will be based on charges assessed minus the amount to be retained by Saint Peter's College according to the school's refund formula.

3. If a student does not officially withdraw from classes, there will be no adjustment to institutional charges. This may result in a loss of financial assistance for that term and also affect the student's satisfactory academic progress for future terms of attendance.
4. Stafford Loans (Subsidized and Unsubsidized) will first be used to cover institutional charges along with any student financial assistance or cash payments. The balance of any Stafford Loans (Subsidized and Unsubsidized) which exceeds such charges will be refunded to the student upon the endorsement of the loan check and upon request after the first week of classes for each term involved.
5. If funds are required (via federal and state refund formulas) to be refunded to federal and state financial assistance programs, Stafford Loans (Subsidized and Unsubsidized) receive priority. Then all other federal and state programs will receive a pro rata share of any remaining refund amounts. The entire amount of the refund will be returned to financial aid program accounts first. If the refund amount exceeds the amount of aid awarded, the excess will be returned to the student.
6. Any student receiving student financial assistance who is considering dropping classes must inform the Student Financial Aid Office in that a student financial aid package may be altered as a result of such course withdrawals.
7. Any refunds due to the student from funds exceeding institutional charges will be made only after all federal and state processing of such funds has been completed.
8. The College complies with a pro rata refund calculation for students attending the institution for the first time and who are receiving any federal assistance and withdraw from the institution prior to 60% of the period of enrollment. Funds will be returned to programs as mandated by federal regulations.

GENERAL ADMINISTRATION

James N. Loughran, S.J., Ph.D.
President

Virginia Bender, Ph.D.
*Assistant Academic Vice President for
Enrollment & Academic Administration*

Joseph E. Burt, B.A.
Vice President for Advancement

Eugene J. Cornacchia, Ph.D.
*Provost and Vice President for
Academic Affairs*

John Oester, M.B.A.
*Vice President for Finance and
Administrative Services*

Eileen L. Poiani, Ph.D.
Vice President for Student Affairs

ADMINISTRATIVE STAFF

TBA
*Associate Vice President for
Academic Affairs*

Candace Amorino, B.A.
Coordinator of Graduate Admissions

Carmela Beutel, B.S.
*Administrative Coordinator, M.B.A. and
M.S. Accountancy Programs*

Richard J. Caccamise, Ed.D.
*Faculty and Curricular Coordinator,
M.B.A. Program*

John DeFilippis, M.A.
*Administrative Coordinator,
Graduate Program in Education*

Daniel J. Gerger, M.P.A.
Director, Englewood Cliffs Campus

John J. Hampton, D.B.A.
KPMG Endowed Professor

Toni Ann Martino, M.A.
*Assistant Administrative Coordinator,
Graduate Programs*

Joseph McLaughlin, Ed.D.
*Faculty and Curricular Coordinator,
Graduate Program in Education*

Charles Myers, M.A.
Director of the Libraries

Steven Smith, M.B.A.
*Registrar and Director of Enrollment
Services*

MaryLou Quinn, B.A.
*Assistant Registrar/Bursar, Englewood
Cliffs Campus*

Martin P. Rathke, M.Div.
*Assistant Manager, College Store,
Englewood Cliffs Campus*

Virginia Serno
Manager of the Saint Peter's College Store

TBA
Director, Instructional Technology

Marylou Yam, Ph.D., R.N.
Associate Dean of Nursing

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- Peter G. Stewart, Esq. '63
Carella, Byrne, Bain, Gilfillan
- John T. Sullivan, Esq. '97
Attorney
Lamb, Hartung, Kretzer,
Reinman & DePascale
- Toni Ann Turco '86
Sr. VP, Chief Compliance Officer
Fleet Specialist, Inc.
- Bernard W. Walsh '64*

*The listings without an affiliation can be interpreted as retired

BOARD OF REGENTS (2005-06)

Bernard W. Cicirelli, Jr. '80, *Chair
President*

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William Armbruster '71
Editor

Shipping Digest

Bernard W. Cicirelli, Sr. '55
Chairman

Peacock Communications, Inc.

Annette D. Corbin '84
Partner

Madison Consulting Group

John P. Fahy '62

Executive Vice President

Total Personal Services

Administrative Group, LLC

Stephen V. Falanga, Esq. '89
Partner

Connell Foley LLP

Warren C. Fristensky '74

Chief Information Officer

John Wiley & Sons

Robert J. Goldstein '60

President/Broker

R.J. Goldstein & Associates

George P. Gurdak '74

Vice President

Enterprise Risk Assurance Services

American Express Co.

Louis A. Hendi

Public Affairs Consultant

Joanne J. Hynes '77

First Vice President, Director,

Human Resources

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Thomas J. Jordan '63

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Mark G. Kahrer '83

Vice President, Finance & Development

PSEG Power

Michael T. Kahrer '79

Vice President, Human Resources &

Business Services

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HSBC Bank

Jeff L'Hote '86

Former Principal

Korn/Ferry International

James J. Loughlin '64

Partner (Retired)

KPMG LLP

Christopher R. Lowney

Special Assistant to the President

Catholic Medical Mission Board

& Publisher Author

Kenneth J. Mathews '60

Managing Director

Cambridge Capital Corporation

James A. McLaughlin, Jr. (Hon. '03)

President

McLaughlin funeral Home

Ray Menendez, CPA '80

Managing Partner

XSOR Group

Pamela T. Miller, Esq. '77

Vice President, Market Strategy

and Development

Medco Health Solutions, Inc.

Michael J. Mullarney

Senior Financial Advisor

Northwestern Mutual Financial Network

Frederick W. Nitting '83

Senior Vice President

Citicorp Data Systems, Inc.

Joseph A. Novak, S.J.

Former Rector

Saint Peter's College Jesuit Community

Barry J. O'Brien

First Vice President

Lehman Brothers Inc.

Richard J. O'Brien '60

Managing Director

Summit Asset Management, Inc.

David O'Dowd

Managing Director

DeWitt Stern Imperatore, Ltd.

Sean M. Pattwell
Managing Director
Herbert L. Jamison & Co., LLC

William T. Price III '91
Public Relations Director
Lucent Technologies

Joan M. Quigley '77
Vice President, External Affairs
Bon Secours & Canterbury
Assemblywoman, 32nd District

Scott Ring
Publisher
The Jersey Journal

Ronald W. Robin, Ph.D. '57
Associate Vice Chancellor
University of California

Marshall V. Rozzi '67
Senior Vice President (Retired)
United Healthcare Corporation

R. James Ruscick '94
Senior Financial Consultant
Bank of America Securities

Roberto Santos '91
Director
Credit Suisse First Boston

John P. Sheridan, Jr., Esq. '64
Co-Chairman/Partner
Riker, Danzig, Scherer, Hylan &
Perretti LLP

Angelo A. Vigna '63
Managing Director
Sandler O'Neill & Partners

Martin T. Walsh '60
Executive Director (Retired)
SHRM Foundation

Elnora Watson '72
President & CEO
Urban League of Hudson County

Thomas L. Wickiewicz, MD '72
Orthopedic Surgeon
Hospital for Special Surgery

Nancy Yewsaisis
Former Special Assistant
Governors James J. Florio &
Brendan T. Byrne

EDUCATION FACULTY

Edward Aguiles (2004) Adjunct Lecturer

B.A., West Virginia University; M.A., Kean University; M.A., St. Peter's College.

Frank Alfano (2005) Adjunct Lecturer

B.A., M.A., William Paterson University; M.A., New Jersey City University; Ed.D., Fordham University.

Eric Alter (2005) Adjunct Lecturer

B.A., Ohio State University; M.S.W., Fordham University; M.A., St. Peter's College.

Ray Bajor (1996) Adjunct Lecturer

B.A., Saint Peter's College; M.S., Seton Hall University.

Addie Boyd (2001) Adjunct Lecturer

B.A., M.A., Montclair State University; Ed.D., Seton Hall University.

John DeFilippis (2005) Adjunct Lecturer

B.S., Rutgers University; M.A., Seton Hall University; M.A., St. Peter's College.

Clifford G. Doll (1980) Adjunct Lecturer

B.S., Saint Peter's College; M.A., Montclair State University.

Michael Doody (2000) Adjunct Lecturer

B.S., M.B.A., Saint Peter's College.

Robert Fazio (2004) Adjunct Lecturer

B.A., M.A., St. Peter's College.

Thomas Gentile (1992) Adjunct Lecturer

B.A., Saint Peter's College; M.A., Saint Peter's College.

Henry F. Harty (1972) Professor of Education

B.S., Saint Peter's College; M.S., Seton Hall University; Ed.D., Rutgers University.

Mark Hayes (2002) Adjunct Lecturer

B.A., M.A., New Jersey City University; Ph.D., Fordham University.

Frank Ianniruberto (2003) Adjunct Lecturer

B.A., Wagner College; M.S., Pace University; M.A., Ed.D., Columbia University.

James P. Jacobson (1967) Associate Professor of Education

B.A., M.A., New Jersey City University; M.A., Saint Peter's College.

Thomas Mansheim (1968) Associate Professor of Urban Studies and Public Policy

B.A., South Dakota; M.A., Detroit; M.S., Wisconsin (Milwaukee).

Donna Marciano (2001) Adjunct Lecturer

B.A., New Jersey City University; M.A., Saint Peter's College.

Thomas Matarazzo (2005) Adjunct Lecturer

B.A., St. Francis University; M.A., New Jersey City University; Ed.D., California Coast University; Ed.D., Seton Hall University.

Dennis McCarthy (2001) Adjunct Lecturer

B.A., Lehman College, City University of New York; M.A., Hunter College, City University of New York; Ph.D., City University Graduate Center.

Joseph McLaughlin (1987) Associate Professor of Education

B.A., M.A., Saint Peter's College; Ed.D., Seton Hall University.

Debra Mercora (2000) Lecturer

B.A., University of Delaware; M.A., Saint Peter's College; Ed.D., Seton Hall University.

Ernest Mignoli (2002) Adjunct Lecturer

B.A., Rutgers University; M.A., Saint Peter's College.

Sara O'Brien (1999) Associate Professor

B.A., M.A., College of William and Mary; Ed.D., Rutgers University.

Joseph T. Pace (1992) Adjunct Lecturer

B.A., Saint Peter's College; M.A., Fordham University.

Robert E. Perry (1982) Adjunct Lecturer

B.A., Catholic University; M.Ed., Howard University; M.A., Occidental; J.D., Antioch School of Law.

John Powers (1997) Adjunct Lecturer

B.A., Saint Peter's College; M.A., New York University.

Patrick Ragosta (2004) Adjunct Lecturer

B.A., Saint Peter's College; M.A., Columbia University.

Patricia Ryan (2001) Adjunct Lecturer

B.A., M.A., Saint Peter's College.

James M. Scanlon (1981) Adjunct Lecturer

B.A., Iona College; M.A., Montclair State University; M.Ed., William Paterson University; Ph.D., Fordham University.

Brother Stephen Schlitte (2001) Adjunct Lecturer

B.A., Marist College; M.S., St. John's University; Ed.D., Fordham University.

Dennis Sevano (1993) Adjunct Lecturer

B.A., New Jersey City University; M.A., Montclair State University.

Joan Shields (2005) Adjunct Lecturer

B.A., M.A., St. Peter's College.

Charles Smith (2005) Lecturer

B.A., New Jersey City University; M.A., Seton Hall University; Ed.D., Fordham University.

Catherine P. Surdovel (1980) Adjunct Lecturer

B.S., Saint Peter's College; M.A., New Jersey City University; Ed.D., Rutgers University.

David S. Surrey (1982) Professor of Urban Studies and Sociology

B.A., Ohio Wesleyan University; M.A., Ph.D., New School for Social Research.

Kristen Tepfenhardt (2004) Adjunct Lecturer

B.A., University of Scranton; M.A., St. Peter's College.

Robert Tessaro (2001) Adjunct Lecturer

B.S., Central Missouri State University; J.D., Rutgers University Law School.

Michael Wanko (2002) Adjunct Lecturer

B.A., M.A., New Jersey City University; M.A. Seton Hall University; Ph.D., Walden University.

Carol Ann Wilson (1979) Adjunct Lecturer

B.A., Seton Hall University; M.S., Fordham University.

M.B.A. AND M.S. IN ACCOUNTANCY FACULTY

ACCOUNTANCY

Bruce S. Goldenberg (1990), Adjunct Lecturer
M.B.A., Fairleigh Dickinson University; C.P.A.

James J. Harrison (1976) Associate Professor of Business Law
B.S., University of Scranton; J.D., Seton Hall University.

Robert F. Koch (1971) Associate Professor
B.S., Rider College; M.B.A., Fairleigh Dickinson University; C.P.A.

Kevin A. Leeds (1981) Professor
B.B.A., Saint Bonaventure University; M.B.A., Fairleigh Dickinson University; C.P.A.

Andrew D. Pogogeff (1978) Professor
B.S., M.B.A., Fairleigh Dickinson; C.P.A.

G. Thomas Reynolds (1984) Professor
B.A., Wesleyan University, 1967; J.D., The George Washington University School of Law, 1970.

Allen Zagier (1979) Professor
B.S., Newark College of Engineering; M.S., Columbia University; M.S., New York University; M.B.A., George Washington University; C.P.A.

COMPUTER SCIENCE

Jay Akselrud (1999) Lecturer
B.A., Queens College; M.B.A., Saint Peter's College.

Edward J. Baggs (1989) Adjunct Lecturer
B.A., M.B.A., Saint Peter's College.

Herman M. Dolezal (2005) Adjunct Lecturer
B.S., Fordham University; M.S., M.M.S., Stevens Institute of Technology.

Michael J. Doody (1990) Adjunct Lecturer
B.S., M.B.A., Saint Peter's College.

Bruce J. Forman (1996) Adjunct Lecturer
B.S., M.A., City College of New York; M.B.A., Rutgers University.

James E. Keogh (1993) Adjunct Lecturer
B.A., M.B.A., Fairleigh Dickinson University.

Donal T. MacVeigh, S.J. (1987) Professor
B.A., M.S., Fordham University; M.Div., Woodstock College; M.S. University of North Carolina; Ph.D., Syracuse University.

Marvette M. Moon (2002) Adjunct Lecturer
B.S., Saint Peter's College; M.B.A., Stevens Institute of Technology.

Gerard R. San Antonio (1997) Adjunct Lecturer
B.A., Saint Michael's College; M.B.A., Pace University.

Behzad Zadegan (2001) Adjunct Lecturer
B.S., M.S., Ph.D. SUNY at Buffalo.

ECONOMICS AND FINANCE

Alan Anderson (2001) Adjunct Lecturer

B.S., State University of New York - Utica, M.S., Polytechnic University, Ph.D. Fordham University.

Alky A. Danikas (1999) Instructor

B.S., M.B.A., University of Hartford.

Edwin T. Dickens (2003) Assistant Professor

B.A., University of California at Berkeley; Ph.D., New School for Social Research.

Matthew Fung (2002) Assistant Professor

B.A., The City College, M.A., Columbia University, M.A., Hunter College, Ph.D., Rutgers University.

John J. Hamton (2005) KPMG Endowed Professor

B.A., Stetson University; M.B.A., The George Washington University;
D.B.A. The George Washington University.

Ronald Lamendola (2002) Adjunct Lecturer

B.S., Saint Peter's College; M.B.A., Fairleigh Dickinson University.

Brian P. O'Connor (1999) Associate Professor

B.S., Saint Peter's College; M.A., Ph.D., University of Maryland.

Taghi Ramin (1997) Adjunct Lecturer

Ph.D., New York University.

Nina J. Shapiro (1998) Professor

B.A., University of Wisconsin-Madison; M.A., Ph.D., New School for Social Research.

Surinder Singh (2002) Adjunct Lecturer

B.S., M.S., Hofstra University; M.B.A., Columbia Business School.

E. Yong Lee (1997) Adjunct Lecturer

Ph.D., Rutgers University.

ENGLISH

Alf L. Fjordbotten (2004) Adjunct Lecturer

B.A., St. Olaf College; M.A., Fairleigh Dickinson University; Ph.D., Fordham University.

Lewis Livesay (1989) Instructor

B.A., Fairfield University; M.A. Marquette.

Kathleen N. Monahan (1994) Professor

B.A., Saint Peter's College; M.A., University of Massachusetts; Ph.D., New York University.

Margaret Stinson (2001) Adjunct Lecturer

B.A., Long Island University; M.A., Northeastern University.

Katheryn White (2002) Adjunct Lecturer

B.A., Long Island University; M.A., New York University.

MANAGEMENT AND MARKETING

Pasquale C. Albano (2003) Adjunct Lecturer

B.S., Monmouth University; M.A., Pepperdine University; Ed.D., Temple University.

Karl Alorbi (2002) Assistant Professor

M.S., University of Strathclyde, UK; B.A., University of Science & Technology, Ghana.

Anthony J. Avallone (2002) Assistant Professor

D.I.B.A., Nova Southeastern University; MBA, Seton Hall; B.S., Montclair State University.

Frank A. Calvosa (1999) Adjunct Lecturer

B.A., Saint Francis College; M.B.A., Pace University.

Kevin Dahill (2002) Adjunct Lecturer

B.S., Saint Peter's College; M.B.A., Fordham University.

Ben V. D'Aniello (2004) Adjunct Lecturer

B.B.A., Saint John's University; M.Sc., New York University.

Richard J. Caccamise (1990) Associate Professor

B.S., Canisius College; M.B.A., Monmouth University; M.A., Seton Hall University; Ed.D., Temple University.

Jeffrey Cross (1985) Associate Professor

B.S., Monmouth University; M.B.A., Long Island University; D.B.A., Nova Southeastern University.

Deborah F. Frank (2003) Adjunct Lecturer

B.A., Georgian Court College; M.A., Seton Hall University; M.S., Industrial College/Armed Forces; Ed.D., Rutgers University.

Jerome J. Goodman (2000) Adjunct Lecturer

B.B.A., Pace University; M.B.A., Fairleigh Dickinson University.

Joyce Henson (1982) Associate Professor

B.S., Keene State; M.B.A., Fairleigh Dickinson University; M.A., Ph.D., Fordham University.

Richard A. Horan (1998) Adjunct Lecturer

B.S., Polytechnic Institute of NY; M.S., Polytechnic Institute of NY.

Delia Murphy (2002) Adjunct Lecturer

B.S., Saint Peter's College; M.B.A., Pace University; J.D., Rutgers University.

Paula Neustat (2004) Adjunct Lecturer

B.A., University of Rochester; M.A., New York University; M.B.A., Harvard University.

Leslie M. Oliver (1993) Adjunct Lecturer

B.S., M.B.A., Saint Peter's College.

Paul D. Pensabene (2002) Adjunct Lecturer

B.A., Kansas Wesleyan University; M.B.A., University of Baltimore; M.B.A., Long Island University.

Irwin N. Talbot (1979) Associate Professor

B.A., Lafayette College; M.P.A., Ph.D., New York University.

MATHEMATICS

Piyen Chang (2003) Adjunct Lecturer

B.S., Central Missouri State University; M.S., Virginia Tech; M.S., University of Nebraska; Ph.D., Texas Tech University.

Lamberto Nieves (1992) Instructor

B.S., Mapua Institute of Technology; M.S. Michigan State University.

PHILOSOPHY

William Cole-Kiernan (1998) Adjunct Lecturer

B.S., New York University; M.A., Ph.D., Fordham University.

William Evans (1995) Lecturer

B.A., M.A., University of California; Ph.D., Stanford University.

Lester Figurski (2002) Adjunct Lecturer

M.A., Gregorian University; Ph.D., Fordham University.

T. Patrick Hill (2002) Adjunct Lecturer

B.A., M.A., Cambridge University; M.A., University of California, Los Angeles;
Ph.D., University of Chicago.

William A. McKenna, S.J. (1984) Associate Professor

B.A., Holy Cross College; M.A., Fordham University; M.Div., Woodstock College; Ph.D.,
Northwestern University.

Lisa O'Neill (1993) Associate Professor

B.A., St. Joseph's College; M.A., Ph.D., Temple University.

Gary A. Scott (1997) Assistant Professor

B.A., University of California, Santa Cruz; M.A., Ph.D., Duquesne University.

Adewinka Thompson (2002) Adjunct Lecturer

B.A., Fourah Bay College, University of Sierra Leone; M.A., Western Michigan University;
Ph.D., Michigan State University.

John Walsh (2003) Adjunct Lecturer

M.A., Drew University.

M.S.N. FACULTY

Mary Di Giulio (2000) Lecturer

B.S.N., M.S.N., A.P.N., Fairleigh Dickinson University.

James Haley (2004) Adjunct Lecturer

B.S., Wagner College; M.A., C.W. Post College; Ph.D., Saint John's University.

Donna Jackson (2002) Adjunct Lecturer

B.S.N., Columbia University; M.S.N., A.P.N., Fairleigh Dickinson University.

Mary Kamnienski (2002) Associate Professor

B.S., Kean University; M.S., Ph.D., A.P.N., Rutgers University.

Sheila Melli (1984) Adjunct Lecturer

R.N., Saint Vincent's Hospital; B.S.N., Boston College; M.S.N., Seton Hall University; Ed.D., Columbia University.

Irene McEachen (2000) Associate Professor

B.S.N., Fairleigh Dickinson University; M.S.N., Columbia University; M.Ed., Ed.D. Teachers College, Columbia University.

Timothy Nguyen (2002) Adjunct Lecturer

B.S., Rutgers University; Pharm.D., Philadelphia College of Pharmacy and Sciences.

Hussein Tahan (2004) Adjunct Lecturer

B.S.N., American University of Beirut; M.S.N., College of Mount St. Vincent; DNSc., Columbia University.

Denise Tate (1999) Assistant Professor

B.S.N., Monmouth University; M.S.N., Kean University; Ed.D., Argosy University.

Marylou Yam (1989) Professor

B.S.N., Mercy College; M.A., M.Ed., Columbia University; Ph.D., Adelphi University, Post-doctoral work, Johns Hopkins University.

SAINT PETER'S COLLEGE LIBRARIES

MAIN CAMPUS

Charles J. Myers, Director of the Libraries

B.A., Trenton State College; M.A., Eastern Michigan University.

James E. Bongiovanni, Assistant Librarian for Acquisitions

B.A., Monmouth University; M.L.I.S., Rutgers University.

Mark Graceffo, Senior Assistant Librarian

B.A., Northeastern; M.S.W., Columbia University; M.L.S., Queens College.

David Hardgrove, Associate Librarian and Head of Technical Services

B.A., Montclair State College; M.L.S., Rutgers University.

Thomas J. Kenny, Associate Librarian and Head of Reference

B.A., Manhattan College; M.A., Columbia University; M.L.S., Pratt University; Ph.D., New York University

Mary Kinahan-Ockay, Archivist

B.A., Chestnut Hill College; Diploma in Anglo-Irish Literature, Trinity College, University of Dublin.

Ilona MacNamara, Assistant Librarian

B.S., New York University; M.L.S., Rutgers University.

Karin Sansaricq, Assistant Reference Librarian.

B.A., Long Island University; M.A., Long Island University; M.S.L.I.S., Palmer School, Long Island University.

ENGLEWOOD CLIFFS CAMPUS

Mary Ellen Valverde, Campus Librarian

B.A., St. Joseph's University; M.L.I.S., Rutgers University.

Araina Baker, Campus Librarian

B.A., Rutgers University, M.L.S., Rutgers University.

Joan Mach, Assistant Librarian

B.A., Wheaton College, Massachusetts; M.L.S., Pratt.

COMMUNICATION WITH THE COLLEGE

Main Campus: 2641 Kennedy Boulevard, Jersey City, New Jersey 07306-5997
Phone: 201-915-9000

Branch Campus: Hudson Terrace, Englewood Cliffs, New Jersey 07632-2899
Phone: 201-568-7730

South Amboy Site: Cardinal McCarrack High School, 310 Augusta Street,
South Amboy, New Jersey 08879 — Phone: 732-727-0748

GRADUATE PROGRAM OFFICES*

M.A. Education & Certification Programs (JC)	Caulfield Center	1st floor	(201) 915-9254 graded@spc.edu
M.B.A. Program (JC)	Dorothy Day House	1st floor	(201) 915-9252 mba@spc.edu
M.S. Accountancy (JC)	Dorothy Day House	1st floor	(201) 915-9252 msacct@spc.edu
M.S.N. & Certificate Programs (EC)	Allison House	2nd floor	(201) 568-5208 nursing@spc.edu

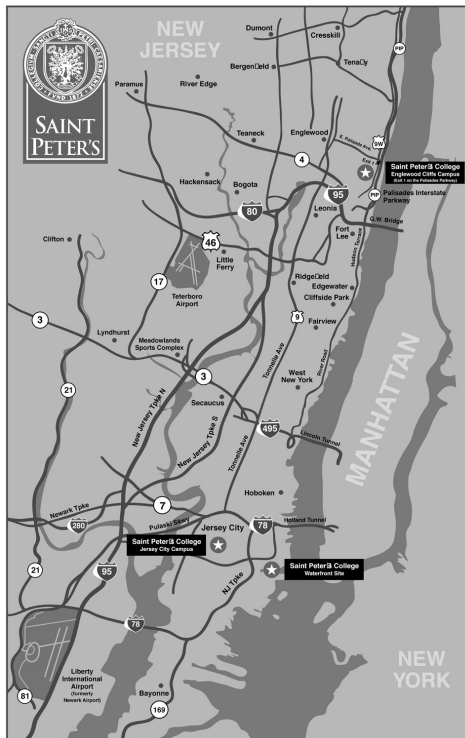
OTHER STUDENT SERVICES*

Admissions (JC)	McDermott Hall	1st floor	(201) 915-9203 gradadmit@spc.edu
Campus Ministry (JC)	Dineen Hall	Rm 134	(201) 915-9131
Career Services (JC)	Henneberry Hall	Rm 31	(201) 915-9303
College Styore (JC)	McDermott Hall	Lower level	(201) 915-9050
College Store (EC)	Main Building	1st floor	(201) 568-7730
Computer Center (JC)	Loyola Hall	1st floor	(201) 915-9376
Computer Lab (EC)	Main Building	2nd floor	
Enrollment Services Center (EC)	Main Building	1st floor	(201) 568-7730 Ex4
Enrollment Services Center (JC)	McDermott Hall	1st floor	(201) 915-9035
Finance Department (JC)	Enrollment Services Center McDermott Hall	1st floor	(201) 915-9035
Financial Aid (JC)	Enrollment Services Center McDermott Hall	1st floor	(201) 915-9035
Library (JC)	O'Toole Library		(201) 915-9396
Library (EC)	Main Building	1st floor	(201) 985-2962
Recreational Life Center Office (JC)	Yanitelli Life Center	Lower level	(201) 915-9113
Registrar (JC)	Enrollment Services Center McDermott Hall	1st floor	(201) 915-9035
Registrar/Bursar (EC)	Maint Building	1st floor	(201) 568-7730
Security Office (JC)	Dineen Hall	Rm 137	(201) 915-9137
Veterans' Information (JC)	Registrar's Office, Enrollment Services Center McDermott Hall	1st floor	(201) 915-9035

*Locations designated (JC) are on the Jersey City campus

Locations designated (EC) are on the Englewood Cliffs campus

DIRECTIONS



DIRECTIONS TO THE JERSEY CITY CAMPUS

From the New Jersey Turnpike:

Take the NJ Turnpike to Exit 14C (Grand Street). At the first traffic light, turn left onto Montgomery Street. Follow Montgomery Street through 5 traffic lights (2 miles) and through the intersection of Kennedy Boulevard. The parking garage will be on the right.

From Kennedy Boulevard southbound:

Bear right at the traffic light at Journal Square, remaining on Kennedy Boulevard. Go through 8 traffic lights and turn right onto Montgomery Street. Proceed down the street to the parking garage on the right.

From the West:

Take Route 22 or Route 78 East to the NJ Turnpike North, and proceed as above; OR Take Route 3 East to the NJ Turnpike South, and proceed as above.

From the East:

Take the George Washington Bridge to the NJ Turnpike South, and proceed as above; OR Take the Lincoln Tunnel, stay

left, and follow signs for Kennedy Boulevard (southbound) to Jersey City, and proceed as above; OR Take the Holland Tunnel, stay right, and follow signs for Kennedy Boulevard, Jersey City. Turn left onto Kennedy Boulevard, and proceed as above.

From the PATH:

Take the PATH train to Journal Square. Then: Walk (1 mile) along Kennedy Boulevard to the campus; OR Take the #15 NJ Transit Line bus (from the Transportation Center) to Kennedy Boulevard and Glenwood Avenue.

DIRECTIONS TO ENGLEWOOD CLIFFS CAMPUS

From Edgewater, North Bergen, West New York, and Weehawken:

Take River Road (Route 505) North. River Road becomes Hudson Terrace in Fort Lee. After the George Washington Bridge overpass, continue on Hudson Terrace 1.5 miles to the campus entrance on the right. (The College is 4.5 miles-approximately a 12-minute ride-from Edgewater Commons on River Road.)

From Routes 4, 46, 80 and I-95:

As you approach the George Washington Bridge, follow signs for the Palisades Interstate Parkway (PIP) and Route 9W. At the fork of the PIP and Route 9W, take Route 9W. Go through several traffic lights. Turn right at Charlotte Place and follow it to the end. Turn left onto Hudson Terrace. Take the first right onto the campus.

From the north via the Palisade Interstate Parkway (PIP):

Take the PIP South to Palisade Avenue (Exit 1). At the end of the ramp, make a left and an immediate right onto Hudson Terrace. Take the first left onto the campus.

From the north via route 9W:

Take Route 9W South to the intersection at Palisade Avenue in Englewood Cliffs. Turn left onto Palisade Avenue. Take the first right onto Hudson Terrace. Take the first left onto the campus.

DIRECTIONS TO WATERFRONT SITE

At the waterfront, Saint Peter's College uses the classrooms in Saint Peter's Prep, located at the intersection of Warren and Grand Streets, for evening courses. Since most train and bus lines in New Jersey pass through Newark, Hoboken, or Jersey City, Prep is a quick PATH ride and walk from virtually anywhere.

By PATH trains to Grove Street:

Walk 3 blocks south on Marin Boulevard to Warren Street. Turn left at Warren and continue 2 blocks to Grand Street. The entrance used for evening classes faces Warren Street.

By bus to Exchange Place:

Walk 2 blocks west on Montgomery Street to Warren Street. Turn left at Warren Street and walk one and one-half blocks. The entrance used for evening classes faces Warren Street.

By car from Kennedy Boulevard:

Take Kennedy Boulevard to Montgomery Street (Saint Peter's boulevard location). Turn east on Montgomery Street and proceed toward the waterfront approximately two miles to Warren Street. Make a right onto Warren Street. Proceed one and one-half blocks. The entrance used for evening classes faces Warren Street. Parking is behind the building used for evening classes.

By car from outside Hudson County:

Take the New Jersey Turnpike to Exit 14C. About 1.5 miles after the toll booth, exit at Jersey City/Grand Street. At the bottom of the ramp, make your first right-hand turn onto York Street. Proceed nine blocks to Warren Street, make a right, then make your first right onto Grand Street. The entrance used for evening classes faces Warren Street. Parking is behind the building used for evening classes.

DIRECTIONS TO CARDINAL MCCARRICK HIGH SCHOOL, SOUTH AMBOY**From the North:**

Take NJ Turnpike to Exit 11. Follow signs for the Garden State Parkway. Do NOT take the road marked "The Amboys" as you approach the Garden State Parkway. Cross the Raritan River (Driscoll Bridge). Immediately after the bridge, stay to the right, pay the toll, and take Exit 124 (marked South Amboy). At the end of the ramp, make a left. Proceed through the traffic light and follow the road to the STOP sign. Make a left onto Main Street. Continue to next traffic light. Make a right at the light, onto North Stevens Avenue. Make a right after the Deli. Proceed beyond the elementary school to the parking lot. Park at the front of the lot. Go up the stairs, turn left and go to the the main entrance of the school.

From the South:

Take the Garden State Parkway to Exit 117. Take the right ramp onto Route 35/36 in the direction of Hazlet/Keyport/Aberdeen. Take the right ramp onto Route 35 in the direction of Matawan/Hazlet/Middletown. Continue on Route 35 approximately 6 miles. Road name changes to Route 9. Keep right onto ramp. Turn right onto Route 670 (Washington Avenue). Bear left onto Main Street. Turn right onto North Stevens Avenue. Make a right after the Deli. Proceed beyond the elementary school to the parking lot. Park at the front of the lot. Go up the stairs, turn left and go to the main entrance of the school.

From the West:

Take Interstate 287 to the Garden State Parkway. Follow the first set of directions above.

INDEX

Academic Policies and Procedures	41	Advisement	15
Accreditation	4	Appointments	15
Adding/Withdrawing Courses	42	Course Descriptions	16
Admissions Information	33	Degree Requirements	14
Admission Categories	39	Program Availability	14
Admission of International Applicants	38	Program Objectives	14
Admission to		Program of Study	15
Certificate Program in Accountancy	35	Program Options	14
Master of Arts in Education	33	Time Limitation	15
Master of Business Administration	35	Trimester and Summer Calendars	15
Master of Science in Accountancy	35	Master of Science in Accountancy	20
Master of Science in Nursing	36	Academic Calendars	21
Post-Master's Adult Nurse Practitioner		Advisement	21
Certificate Program	37	Appointments	21
Supervisor of Instruction		Certificate Program in Accountancy	20
Certification Program	34	Course Descriptions	22
Teacher Certification Program	34	Degree Requirements	20
Attendance	43	Program Availability	20
Campuses, Profile of two	4	Program Objectives	20
Cancellation of a Course	42	Program Options	20
Change of Address	41	Programs of Study	21, 22
Change of Concentration	42	Time Limitation	21
Change of Grade	42	Master of Science in Nursing	24
Change of Name	41	Academic Calendar	25
College Code of Conduct	45	Advisement	25
Commencement Exercises	44	Appointments	25
Communication with the College	63	Clinical Requirements	26
Computer Facilities	5	Course Descriptions	29
Computer Piracy	46	Degree Requirements	25
Directions to the College	64	Program Availability	25
Directories	52	Program Objectives	24
Dual Degrees: M.B.A. and M.S. in		Programs of Study	27-28
Accountancy	36	Time Limitation	26
Faculty	56	Matriculation Policy	41
Filing for Graduation	44	Medical Insurance Coverage	48
Financial Aid	50	Payment of Tuition and Fees	49
Grading System	42	Plagiarism	46
Graduate Assistantships	50	Probation, Suspension and Dismissal	45
Grievance Procedure	46	Readmission	45
Immunization Requirement	48	Recreational Life Center	6
Incomplete Grades	42	Registration	41
Leave of Absence	45	Repetition of Courses	43
Libraries	4	Resolution of Grade Disputes	42
Master of Arts in Education	7	Resumption of Graduate Studies	45
Academic Calendar	7	Saint Peter's College	3
Advisement	7	Satisfactory Academic Progress	44
Appointments	7	School Closing Announcements	48
Certification Programs	7	Second Master's Degree	39
Course Descriptions	11	Standardized Test Information	40
Degree Programs	8	Standards for Continued Enrollment	44
Degree Requirements	7	Student Rights Under FERPA	47
Non-Degree Certification Programs	10	Student Right-To-Know and	
Program Availability	7	Campus Security Act of 1990	47
Requirements for Matriculation	7	Suspension or Expulsion of Students	45
Time Limitation	7	Transcripts	43
Master of Business Administration	14	Transfer Credit	40
		Tuition and Fees	49
		Tuition Refund Policy	51
		Withdrawal from the College	45

NOTES

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Saint Peter's College

Main Campus

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Englewood Cliffs Campus

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