

SJU Jargon Handbook

Academic Calendar

Contains important dates for the school year including fall and spring semester and intersession dates, drop/add dates, holidays and breaks, withdrawal deadlines, reading day and exam dates. With your email, you can sign up to get the calendar delivered to your inbox each day.

<https://www.sju.edu/news-events/events/academic-calendar>

Academic Probation

Students who fail to maintain the required GPA or an acceptable level of progress toward the degree are placed on probation by their Dean, acting on the recommendation of the Board on Student Academic Review. A student on probation is required to report to the Dean, who may prescribe appropriate remedial measures, and is not permitted to register for more than five courses a semester. A student on academic probation is ineligible to participate in major extracurricular activities including intercollegiate athletics, or to serve as an officer or director of any student activity.

Add/Drop

Period of time at the beginning of each semester when students can change the courses they registered for without incurring a penalty. About a week after the start of classes.

Advisor

Member of faculty assigned to a student that helps the student make decisions about courses needed in order to graduate, gives help on campus when needed, and answers questions about college and explains University policies.

Audit

To receive no credit for attending a class.

Bachelor's Degree

College degree typically awarded after four years of prescribed study in a major area. There are two adult undergraduate bachelor degrees: Bachelor of Liberal Studies (BLS) and Bachelor of Business Administration (BBA). 40 courses (minimum 120 credits) with a minimum cumulative GPA of 2.0 form a bachelor's degree. The curriculum includes the General Education program requirements and the approved courses for the major field.

Board of Student Academic Review (BOSAR)

If a student at the end of a semester has a cumulative GPA below the minimum level, they will automatically be recommended for academic dismissal. The BOSAR committee of people a student would appeal academic dismissal to. The BOSAR can recommend being placed on academic probation, suspension from SJU, or dismissal from SJU.

Canvas

SJU learning management system. Can be accessed through the Nest, on the Classes and Registration page. "Access my Courses" will take you to your Canvas Dashboard. Here course information, assignments, and teacher information can be accessed.

<https://sju.instructure.com/>

Career Development Center

Assists students in preparation and empowerment to achieve professional goals. Employs "Handshake" platform which lists all jobs, on campus and off, part time, full time, internships, etc.

Center for International Programs (CIP)

Provide information and services to students who wish to study abroad on a short-term or long-term academic program. Aids students studying abroad.

Coaching - College Transition

Semester-long partnership that offers students the opportunity to work one-on-one with an assigned coach. Together, the student and coach develop an individualized learning plan to apply appropriate strategies and to empower students to make a smooth transition to the college learning environment. Coaching sessions coincide with the start of classes and take place each week over the 16-week semester. Each weekly session is 50 minutes.

Core/ General Education Courses

Required classes for graduation intended to provide the broad based liberal arts education critical to career success, improving writing and quantitative skills and encouraging global citizenship. Must be taken to graduate and/or to take higher.

Co-Requisite

A course that must be taken at the same time as another course such as Biology lecture and a Biology lab.

Counseling and Psychological Services (CAPS)

Offers individual and group counseling as well as outreach and consultation. CAPS promotes the psychological wellbeing of SJU students through transformative learning goals which occur within a campus climate that supports the whole person; academically, socially, physically, and spiritually.

Course Load

Total number of courses/credit hours the student is enrolled in per term.

Course Reference Number (CRN)

Five-digit number used to specify a particular section of a course that is taught at a particular day and time.

Credit Hour

The unit of credit for a course typically based on the number of hours per week in class. Three credits represent a total of 42 instructional hours over the course of a semester. To be enrolled full time, a student must take 12 credit hours or more.

Curriculum

The sequence of courses in a program of study that leads to receiving a Bachelor's degree in a particular major.

Dean's List

Students must achieve a GPA of 3.5 or above, a B or greater in all their classes, and complete at least 15 credits to earn dean's list status for a semester.

Degree Requirements

40 courses (minimum 120 credits) with a minimum cumulative GPA of 2.0 form a bachelor's degree. The curriculum includes the General Education program requirements and the approved courses for the major field.

DegreeWorks

Online degree audit system to record a student's progress in satisfying degree requirements. Shows the student which courses they need to take and when to take them. Shows GPA, official and unofficial transcripts, and assists in student planning. Can be accessed through the nest using the student's ID and password.

Discipline

Academic field of study.

Double Major

Planning to earn two bachelor's degrees of the same type.

Elective

A class that is not required for the student's major. Gives the student an opportunity to study something that interests them outside of their major.

Family Educational Rights and Privacy Act (FERPA)

Helps protect the privacy of student education records. The Act provides eligible students the right to inspect and review educational records, the right to seek to amend those records, and limit disclosure of information from the records. Any student who is taking, or has taken a course at SJU, is protected by FERPA.

Federal Work Study (FWS)

Provides on-campus employment during the academic year and in some cases, summer, to undergraduate full time day students who demonstrate financial need. The University provides FWS opportunities both on and off campus in community service learning positions. Work study eligibility is determined by the FAFSA. If eligible, it will appear on the student's Financial Aid Award Letter.

First Year Seminar

Designed to introduce students to the adventures of learning in a college context and must be completed in the fall or spring semester of their first year.

Free Application for Federal Student Aid (FAFSA)

The basic form a student must fill out to receive financial aid from the federal government to pay for college.

Grade Point Average (GPA)

The average grades received in school. Calculated by adding all the numbered grades a student has received and dividing them by the number of credits a student has taken.

Grading Scale

A	A; Outstanding (4.0)	A- (3.7)	
B	B+ (3.3)	B; Good (3.0)	B- (2.7)
C	C+ (2.3)	C; Fair (2.0)	C- (1.7)
D	D+ (1.3)	D; Passing (1.0)	
F	Failure; No grade points. No credit. Failure remains on record and as part of GPA even if course is repeated.		
FA	Failure, absence; This grade is assigned by the instructor when the student completed the course, but did not comply with the instructor's stated attendance policy and is equivalent to F. This grade can not be changed by an "administrative withdrawal."		
P	Pass; No grade points. Credit. The grade P carries credit but is not included in the calculation of the grade point average.		
NP	No Penalty; No grade points. No credit. The non-passing grade NP carries no credit and does not affect the calculation of the grade point average.		
IP	In Progress; A temporary grade assigned to all students of a given course that extends meeting requirements beyond the grading period for a traditional semester. Other grades on the scale will be assigned by the appropriate faculty member at the conclusion of the given course.		
I	Incomplete; A temporary grade which may be assigned when a student has permission of the instructor to complete requirements within a short time after the end of the course. (This grade is not used when a student's work is qualitatively deficient.) The I grade must normally be resolved within four weeks of the last day of the final examination period for the semester in question. I grades may not appear on a final record. At the end of the stated period unresolved incomplete grades become Failures. Extensions may be granted only by the Dean of the appropriate college.		
NA	Never Attended. This grade is assigned by the instructor when the student never attended or did not attend after the add/drop period and is equivalent to F. This grade may be changed by an administrative withdrawal only within 1 calendar year from when it is issued.		
VF	Unofficial Withdrawal. This Grade is assigned by the instructor when the student stopped attending after the add/drop period and is equivalent to F. This grade may be changed by an administrative withdrawal only within 1 calendar year from when it is issued.		
X	Audit; No grade points. No credit.		
W	Withdrawal; The symbol for an approved withdrawal after the add/drop period.		
NG	No grade; A grade indicating that no grade has been reported by the instructor.		

<https://sites.sju.edu/registrar/files/2017/08/Undergraduate-grade-scale.png>

Grant

Financial assistance that does not have to be paid back- e.g. the Pell Grant

Handshake

The place where students, career centers, and recruiters communicate, share opportunities, and find work. Handshake is used in finding and applying to work study jobs and jobs on campus, and jobs in majors/specialties.

https://sju.joinhandshake.com/student_prompts

Hawk

Saint Joseph's mascot and any student who attends SJU. The Hawk represents the University's motto, "The Hawk Will Never Die" by flapping its wings non-stop, even during halftime, throughout every basketball game. "The Hawk" is also the name of the student newspaper.

Hawk Card- One Card

The official identification card of SJU. It is issued to all members of the University Community and is required for identification and access to essential campus services. Offers a convenient account for making purchases on and off campuses through online deposits..

Hawk Cash

A cashless, prepaid spending account on your Hawk Card that is accepted on and around SJU campus. Value must be added to the account before using Hawk Cash to make purchases and have sufficient value available in your account to pay for each transaction.

Hawk Cash Number

16-digit Hawk Cash number located on the front of the student's Hawk Card and identifies the prepaid spending account.

Holds

A hold on an account keeps the student from registering for classes. These holds can refer to unpaid fees (e.g. parking tickets, semester payment), college expenses, or student conduct infractions.

Honors Program

Curriculum composed of intellectually rigorous courses that satisfy both General Education and major requirements.

Honor Society

Group formed to recognize scholarship and achievement in academics. Some honor societies are specific to a discipline and some are based upon demographics such as gender.

Magis

Comes from the Latin phrase *Ad majorem Dei gloriam*; roughly translated, means “the more.” A profound and deeply personal Jesuit concept, it’s about doing more, being more and achieving more than originally thought possible.

Major

A chosen primary field of study. To earn a degree, the student will have to complete all of the requirements of the major that are listed on DegreeWorks.

Minor

A chosen secondary field of study that requires fewer hours. Students do not earn a degree in their minor, but it is noted on their transcript.

The Nest

SJU’s information portal. The Nest offers information and access to Canvas, weather and emergency, DegreeWorks, library, directories, student schedule, Starfish, Handshake, accommodate, SJU Email and Drive, classes & registration, housing, tuition & aid, campus life, and other school services.

<https://nest.sju.edu/>

Office Hours

Time set aside by professors and instructors to meet with their students and answer questions. Office hours are usually at a set time every week and are typically listed in the class syllabus for each professor.

Office of International Students and Scholars (ISS)

Advises and advocates for international students and scholars, assists with their acclimation to American life and integration into the SJU community, and provides quality cultural, regulatory, and social programs.

<https://sites.sju.edu/oid/iss/>

Office of Student Accounts

Has accounts receivable specialists on staff who are available to meet with students and families to discuss questions and concerns related to billing, payment collection, payment processing, payment plans, financial aid, and others.

Office of Student Leadership and Activities

Helps create opportunities for undergraduate students to make connections and develop a sense of belonging to the University community. They support student-led organizations and programs, train and cultivate leaders, create annual events and provide space for social development to occur.

Office of the Registrar

Contains student forms, data integrity, accurate record creation, record update, dissemination of academic records, and any other information surrounding academic records.

<https://sites.sju.edu/registrar/>

<https://sites.sju.edu/registrar/resources/student-forms/>

Pell Grant

A federal financial aid grant that does not have to be paid back as long as the student was and remains eligible for it. Pell grants are designed for low income students

Placement Tests

Tests used by the institution to gauge a student's level of proficiency in a subject area in order to place him in the next level of coursework. Sometimes a student can exempt courses by doing well on placement tests.

Prerequisite

A course that is required before another course can be taken.

Probation Academic Success Strategies (PASS)

Program designed to assist students who are on academic probation in returning to good academic standing and in ultimately graduating from SJU.

Reading Day

Day before exams that the whole university is off for studying and review sessions.

Registration

The process of choosing courses and creating a class schedule for the next semester using the Nest. Each student receives their own registration date and time of when registration is available. It is recommended that students meet with their advisors prior to registration for direction of what classes to register for.

<https://sites.sju.edu/casadvising/registration/>

Starfish

Assists students in finding academic and personal help and connections.

<https://sju.starfishsolutions.com/starfish-ops/instructor/serviceCatalog.html?tenantId=9318#/>

Student Disability Services (SDS)

Provides academic accommodations to eligible students to ensure equal access to the learning environment. SDS uses an interactive, individualized process to establish appropriate academic accommodations on the basis of a meeting with the student and a review of any supporting documentation the student provides.

Student ID

8-digit number that specific to each student for identification. The last 6 digits also create the student's email along with their first and last initial.

Study Abroad

An opportunity to pursue academic studies in a foreign country for a period of time. CIP offers students a variety of enriching academic experiences abroad, including SJU faculty-led Study Tours and Summer Programs and 30 semester abroad options in 20 countries around the world.

Success Center

Department that offers a variety of programs and services to meet the academic needs of the undergraduate and graduate student body such as tutoring and supplemental instruction (SI). Provides for the needs and advocacy of specific populations such as student-athletes and students with learning/physical disabilities and students in special admissions programs.

<https://sites.sju.edu/thesuccesscenter/>

Supplemental Instruction (SI)

An academic support program that targets specific courses within the university. Peer leaders offer two weekly group review sessions, open to all students enrolled in the targeted course. SI leaders are students who have previously, and successfully completed the targeted course. SI leaders attend all class lectures, take notes, and serve as "model students" for their classmates. During SI sessions students review notes, discuss readings, develop study strategies, and prepare for examinations.

Syllabus

Outline of the professor's plans for the course that includes assignments, exam dates and projects. Also includes the learning objectives for the course and class policies like attendance.

Transcript

The permanent academic record of a student in college that shows majors and minors, courses taken each semester, grades received, academic status and honors.

Withdrawal

The student's decision to remove themselves from a class after the drop/add period is over. If the student withdraws prior to the deadline, they receive a W on their transcript and may receive a tuition refund for class. If the student withdraws after the deadline, they will receive a WF on their transcript. A W has no effect on GPA, but a WF will factor into the student's GPA as an F. The deadline is about a month after classes start. Withdrawing from a course is not the same as stopping attend classes. A student without appropriate permission who stops attending classes will receive the grade VF/FA (a VF and a FA count as an F grade when calculating the GPA). To withdrawal from a course, a form must be filled out. <https://sites.sju.edu/registrar/files/2017/08/Withdrawal-from-a-Course.pdf>

Writing Center

Offers free assistance to all writers in the community with academic papers and projects before submission.