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"markdown": "# Your Success Team\n\nThe Success Team is found in the bottom right of the Student Home. Students can use thisfeature to quickly find and contact their advisors and other student support staff.Students will only see information for staff who are assigned to them in your institution's student information system (Sis); assigned support staff may include advisors, coaches,tutors,professors and other custom relationship types if this hasbeenmapped in Navigate Staff. If a student has multiple assigned advisors, all will display in the Your Success Team panel. The relationship between student and staff will be listed under the staff member's name.\n\n![](https://www.saintpeters.edu/tmp/24746ae7-863c-4853-8484-b7e7f7297212/images/b1bddf268416a9683210416d5615ebb669f88c781ad0b0dc259b116bcfcf4f83.jpg)\n\nThe envelope icon will open the Send a Message dialog for that specific individual, prompting the student to emailortexttheassignedstaffmember.Thisfeaturewillonlybeavailableif thestudentrolehas permissionstoemailortextstaffthroughtheplatform.\n\n![](https://www.saintpeters.edu/tmp/24746ae7-863c-4853-8484-b7e7f7297212/images/2c003034a976c635b115ab083624da76b52e50f587c2f14a9c2d63e872b54d91.jpg)",

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Fill out our form and a representative will be in touch!\n\nRequest More Info\n\n\* \* \*\n\n| | |\n| --- | --- |\n| At A Glance | |\n| Degree Awarded: | Master of Business Administration and Master of Science in Accountancy (Combined Degrees) |\n| Concentrations: | Finance, Health Care Administration, Human Resources Management, International Business, Management, Management Information Systems, Marketing, Risk Management |\n| Course Locations: | Jersey City Campus, Two Off-Site Locations |\n| Program Duration: | 63 Credits\\\*: A full-time student taking 18 credits/year should complete in 3.5 years or less. Summer term available. \\\*Note: Up to 12 credits may be able to be waived for grades of B or higher in MBA Core Courses. |\n| Calendar: | Trimester (11 weeks) |\n| Course Format: | Classes meet in person one evening or Saturday each week for 3 hours 25 minutes. Some hybrid/online courses available. The degree cannot be completed 100% online. |\n\n\*\*Filomena Durso, \_Associate Director\_, Master of Business Administration Program\*\*\n\nThe 36-credit MBA degree and 30-credit MSA degree can be combined to create a customized education plan totaling 54 credits. This program prepares individuals for senior financial and accounting positions where a breadth of management knowledge is combined with an in-depth understanding of accounting. The benefits of such a custom degree allow graduates to pursue a more specific career within their interest range. A diploma for each degree is issued by the University at the same time the degree requirements are completed. Former students who completed the 48-credit MBA program, are required to complete a total of 63 credits to earn both degrees.\n\n## \*\*Dual MBA/MSA Curriculum\*\*\n\nCandidates must elect a concentration in the MBA and the MSA upon entrance to facilitate courses in the program path. A maximum of six (6) credits of equivalent course work may be accepted for transfer from an accredited graduate business program providing that the candidate achieved a passing grade that is acceptable to Saint Peter's.  Waivers and transfer credit is by permission only, at the discretion of the Program Director, and not an obligation of the University.\n\n\*\*MBA/MSA Degrees:                 54 Credits\*\*\n\n                                                            Core Courses:                             30 Credits\n\n                                                            Electives:                                   6-9 Credits\n\n                                                            MBA Concentration:                    9-12 Credits\n\n                                                            MSA Concentration:                    6 Credits\n\n## \*\*Level I:  Core Courses (30 Credits)\*\*\n\nThese courses provide the foundation for many of the concepts introduced in later courses and should be taken early in the program.  Waivers and/or transfer of credits may be considered for candidates as outlined in the Curriculum section above.  New students are to complete their core courses prior to beginning their concentration.\n\n| | | |\n| --- | --- | --- |\n| Core Courses | |\n| GB-511 | Management & Human Behavior | 3 |\n| GB-530 | Corporate Finance | 3 |\n| GB-533 | Enterprise Design Thinking | 3 |\n| GB-622 | Management Economics | 3 |\n| AC-501 | Managerial Accounting (or appropriate substitution) | 3 |\n| AC-520 | Financial Accounting & Reporting | 3 |\n| AC-541 | Internal Controls / Sarbox | 3 |\n| AC-543 | Forensic Accounting/Internal Auditing | 3 |\n| DS-650 | Data Ethics and Artificial Intelligence | 3 |\n| DS-660 | Business Analytics | 3 |\n| Total Credits | 30 |\n\n## \*\*Level II: MBA Concentration Electives (9-12 Credits)\*\*\n\nThese courses provide program breadth to create an area of concentration.  Candidates should choose these courses to gain knowledge in that area and those that will help them achieve their career goals.  Select courses in Cyber Security, Finance, Health Care Administration, Human Resource Management, International Business, Management, Marketing Intelligence, or Risk Management.\n\n## Level II: MSA Concentration (6 Credits)\n\nA concentration is selected as part of the MSA degree from the following: Business Analytics, Cyber Security, Finance, Health Care Administration, or Risk Management.\n\nAn additional concentration may be added prior to the degree being awarded and requires an additional 6 credits over the standard degree credits. The additional concentration also can be pursued after the degree is granted, however, as this represents only six credits, federal financial aid is not applicable.\n\n## Level II:  Electives (6-9 credits)\n\nThese courses provide program breadth outside the area of concentration. Candidates should choose these courses to gain knowledge in areas that will help them achieve their career goals.\n\nRequest Information\n\n\\\*Denotes a \*\*required\*\* field\n\n\\\*First Name\n\n\\\*Last Name\n\n\\\*Email Address\n\n\\\*Phone\n\n\\\*Degree Level\n\nGraduate\n\n\\\*Graduate Program\n\nMBA in Business AnalyticsMBA in Cyber SecurityMBA in FinanceMBA in Health Care AdministrationMBA Online\n\n\\\*Term Start Date\n\nFall 2025 Trimester Spring 2025 Trimester Summer 1 2025 (May-August) Winter 2024-2025 Trimester\n\nInternational Student?\n\nInternational Student?\n\nYes\n\nNo\n\nPlease select Visa type\n\nA1 Diplomat/Foreign Government OfficialA2 Diplomat/Foreign Government OfficialA3 Attendant/Employee of A1 or A2E1 through E3 - Treaty Traders and Treaty InvestorsF1 Nonimmigrant StudentF2 F1 DependentG1 through G5 - Representatives to International OrganizationsH-4 Dependent of Temporary WorkerH1-B Temporary WorkerJ1 Exchange VisitorJ2 J1 DependentK1 Non-immigrant FianceK2 Child of K1L-2 - Intracompany Transferee DependentL1 - Intracompany TransfereeM1 Non-immigrant Voc StudentM2 M1 DependentOT OtherR Religious WorkerTD Dependent of TN WorkerTN Canadian and Mexican NAFTA Professional Workers\n\nRequest More Info\n\nWe use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it.[Ok](https://www.saintpeters.edu/academics/graduate-programs/business/dual-mbams-accountancy-degrees/#)",

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"markdown": "[Skip to primary content](https://www.saintpeters.edu/ceel/#main-content \"Skip to primary content\") [Additional Site Navigation](https://www.saintpeters.edu/ceel/#footer \"Additional Site Navigation\")\n\nAccepted for Fall 2025? \_\\|\_\n\n\*\*Secure your spot by submitting your enrollment deposit and learn more about our vibrant community.\*\*\n\n[Learn more](https://www.saintpeters.edu/admitted-students/)\n\nClose alert\n\n## Welcome to CEEl!\n\n## Center for Career Engagement and Experiential Learning\n\nThe Center for Career Engagement and Experiential Learning (CEEL) provides professional guidance and resources for lifelong career development. CEEL strives to prepare and empower students to make informed career choices that will lead to meaningful careers and purposeful lives. Through our diverse network of employer and community partners we connect students to internships and professional opportunities, and assist them in obtaining gainful employment in our ever-changing urban and global environment.\n\nWe offer services for\n\n- [Current Students](https://www.saintpeters.edu/ceel/students/)\n- [Alumni](https://www.saintpeters.edu/ceel/alumni-services/)\n- [Employer Partners](https://www.saintpeters.edu/ceel/employer-partners/)\n- [Faculty & Staff](https://www.saintpeters.edu/ceel/faculty-and-staff/)\n\n[![hs logo primary md](https://www.saintpeters.edu/wp-content/blogs.dir/112/files/2018/10/hs-logo-primary-md.png)](https://www.saintpeters.edu/ceel/handshake-career-platform/)\n\n### CEEL Staff\n\n| | |\n| --- | --- |\n| \*\*Taina Cutler\*\* – Executive Director | (201) 761-6405<br>[tcutler@saintpeters.edu](mailto:tcutler@saintpeters.edu) |\n| \*\*Mary Mercado\*\* – Associate Director | (201) 761-6412<br>[marmercado15@saintpeters.edu](mailto:marmercado15@saintpeters.edu) |\n| \*\*Sondra Riley\*\* – Director for Internships & Experiential Learning | (201) 761-6413<br>[sriley@saintpeters.edu](mailto:sriley@saintpeters.edu) |\n| \*\*Daryl Levy\*\*– Coordinator, TREX Internships | (201) 761-6410<br>[dlevy@saintpeters.edu](mailto:dlevy@saintpeters.edu) |\n\nWe use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it.[Ok](https://www.saintpeters.edu/ceel/#)",

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"markdown": "$$\n\\\\mathrm{\\\\Delta}>\\\\mathrm{\\\\Delta}\\\\mathrm{\\\\OmegasaintPeter^{\\\\mathrm{}}S}\n$$\n\n# University Procurement Policies & Procedures Manual\n\nOffice of Finance and Business Revised November 2021\n\n# Table of Contents\n\n# Glossary of Terms\n\n# I. Organization and Code of Conduct\n\n1.01 Policy Statement 5\n\n1.02 Mission 5\n\n1.03 Objectives 5\n\n1.04 Who Should Read This Policy 5\n\n1.05 Conflict of Interest 5\n\n1.06 Gifts and Gratuities 5\n\n1.07 Reporting Suspected Conflicts of Interest, Unauthorized Gifts, Gratuities and Kickbacks 6\n\n1.08 Personal Purchases 6\n\n# II. Responsibilities\n\n2.1 Procurement Department Responsibilities 7\n\n2.2 University Department Responsibilities 7\n\n2.3 Limited Delegation of Purchasing Authority 8\n\n# III. 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The blanket purchase order generally establishes prices, terms, conditions and the period covered (no quantities are specified); shipments are to be made as required by the requestor. Blanket Orders cannot be used for the purchase of capital equipment.\n\nCHANGE ORDER: changes to the original PO. Change Orders are completed when there is a change to the price, quantity, product/service description, terms and conditions, and ship to locations. Not for vendor changes. CHECK REQUEST: a form that once completed and approved by the authorized Approver is forwarded to the Accounts Payable department to pay for goods and services.\n\nCONTRACT: establishes a legally binding relationship with the University and vendors. INVOICE: a bill for goods or services purchased that include pertinent information with respect to price, quantity and shipping charges. Payments are made on invoices.\n\nKICKBACK: money, fee commission, credit, gift, gratuity, thing of value, or compensation of any kind, which is provided directly or indirectly, for the purpose of improperly obtaining or rewarding favorable treatment.\n\nLEAD TIME: the time that lapses from placement of an order until receipt of the order, including time for order transmittal, processing, preparation and shipping.\n\nPROCURE-TO-PAY PROCESS: the process from purchase request (PR) through payment. PURCHASING CARD (PCARD): a corporate charge card that uses commercial credit card infrastructure for a variety of business expenses (i.e. goods and travel).\n\nPURCHASE ORDER (PO): a legal document that the Procurement Department sends to the vendor. The Purchase Order is created from an approved Purchase Request (PR) and is used to control the purchasing of products and services. It contains the item description, quantity, cost, and vendor information.\n\nPURCHASE REQUEST or PURCHASE REQUISITION (PR): is an internal document in which the requesting person/department is requesting permission to buy goods or services. This document identifies the vendor, provides details/quantities of goods and/or services to be purchased; includes all pricing information (unit and total costs), identifies budget(s) to be charged; and requires the signature of an Authorized Approver. QUOTE (price quote): provided by a vendor in response to an RFQ. A quote will contain the vendor’s name, contact information, pricing for the goods and/or services, lead time, and any other pertinent information. The Accounts Payables department does not make payments on a quote (they require an invoice).\n\nperson or department that is requesting the goods and/or services. REQUEST FOR INFORMATION (RFI): A method of soliciting information from suppliers or service providers generated by the Procurement Department and normally used to obtain general information about products, services or suppliers. It is also used when a large or complicated purchase is being considered and the potential pool of suppliers/service providers must be pre-qualified. In this case, the RFI is a questionnaire or inquiry into the suppliers’/service providers’ background and used to determine if the supplier/service provider meets the minimum standards needed to successfully bid on the project.\n\nREQUEST FOR PROPOSAL (RFP): A competitive bid solicitation generated by the Procurement Department used when the requestor wants multiple suppliers/service providers to describe how they would address a defined project or task. Price is usually not the single determining factor in evaluating RFPs.\n\nREQUEST FOR QUOTE (RFQ): A solicitation document that is used to obtain price quotations for a standard product or service. Vendors are typically selected based on the lowest price, however, lead time and other factors are also considered.\n\nSINGLE SOURCE: Multiple sources of supply/services are available but, for specific reasons, the good or service should be purchased from a specified supplier/service provider.\n\nSMALL DOLLAR PURCHASE: Any purchase of goods up to $\\\\mathbb{S}1{,}000$ .SOLE SOURCE : Only one supplier is capable of providing a good or service and the University is not possible to obtain competitive bids.\n\nSUPPLIER, SERVICE PROVIDER or VENDOR: an external organization that provides goods and/or services.\n\n# I. Organization and Code of Conduct\n\n# 1.01 Policy Statement\n\nThe purchase of goods and services for Saint Peter’s University will be conducted in a manner that provides, to the maximum extent possible, open and free competition and adherence to competitive procurement practices and shall be carried out based on the following general principles:\n\n●Obtain the best value for the University.\n\n●Comply with all applicable laws, University regulations and the policies of the University Board and the University administration.\n\n●Be fair and ethical in all business relationships.\n\n●Promote sustainability and supplier diversity.\n\n●Ensure stewardship of the University’s resources.\n\n# 1.02 Mission\n\nThe mission of the Procurement Department at Saint Peter’s University is the timely and efficient procurement of quality goods and services for the academic and administrative departments from qualified suppliers at the lowest possible price.\n\n# 1.03 Objectives\n\nTo fulfill its mission, the Procurement Department: develops and maintains reliable sources of supply; obtains competitive bids; negotiates major contracts; consolidates University purchases; issues all relevant Purchase Orders (PO); and develops, monitors and enforces the University's procurement policies. It also creates and ensures standards of quality, safety and compatibility; and acts as the University's designated agent for the commitment of resources.\n\n# 1.04 Who Should Read This Policy\n\nFaculty and staff of the University community who use University funds for the purchase or lease of supplies, equipment, or services.\n\n# 1.05 Conflict of Interest\n\nThe University, as a rule, does not enter into purchasing contracts with students, faculty and staff or members of their immediate families.\n\nTransactions with outside firms must be conducted in a professional manner, at an arms-length basis, in accordance with established University procedures, and free of any conflict of interest. An actual or potential conflict of interest occurs when employees or their partners or family members have a financial or other interest in, or derive an economic benefit from, such entity. A conflict of interest would always arise whenever a person or entity seeking business or a business relationship with the University offers to compensate an employee for influencing the University's decision on such matters, whether in the form of a \"commission,\" \"significant gift\" or otherwise.\n\n# 1.06 Gifts and Gratuities\n\nUniversity policy prohibits all employees from accepting gifts of any kind in excess of $\\\\mathbb{S}100$ in value, or kickbacks of any value, from suppliers, vendors or service providers to the University.\n\nNon-cash gifts of less than $\\\\mathbb{S}100$ in value are not deemed to violate this policy. Gift certificates or cash gifts of any value should be returned or donated to Saint Peter's University by forwarded to Accounts Payable.\n\nNon-cash business entertainment, such as an invitation to dinner, to a sports event, or to a golf outing, are not prohibited by this policy.\n\n# 1.07 Reporting Suspected Conflicts of Interest, Unauthorized Gifts, Gratuities and Kickbacks\n\nIn the event that an employee becomes aware of a suspected conflict of interest, unauthorized gift or a kickback, the employee should contact the Finance and Business Administration Department. Any employee in violation of the provisions of Section 1.05 and/or Section 1.06 shall be subject to disciplinary action, which may include termination.\n\n# 1.08 Personal Purchases\n\nProcurement will not arrange personal purchases for faculty, staff or students and will not allocate time for locating suppliers or securing quotes for personal purchases. Similarly, a department will not place an order for an employee or student and then have the employee/student reimburse the department. University employees will not use the Saint Peter's University name or present themselves as Saint Peter's University employees when making personal purchases or use the Saint Peter's University tax exempt forms for personal purchases.\n\nPurchases made with personal funds for Saint Peter's University are discouraged. Reimbursement to the employee/student may be refused and in cases where the goods or services could be purchased at a lower price, reimbursement may be limited to the lesser amount. The University is tax exempt in New Jersey and several other states, therefore, sales tax paid with personal funds in New Jersey and the other tax exempt states is not reimbursable.\n\n# II. Responsibilities\n\nThe Saint Peter’s University board delegates authority for the procurement of goods and services to the University President and Vice President of Finance and Business. The Vice President of Finance and Business is responsible for assuring compliance with polices for the procurement of goods and services University-wide. The Vice President of Finance and Business designates to the Procurement Director the authority for the procurement of goods and services and implementing the procurement policy and applicable procedures. The Procurement Director, or his or her designee(s), is authorized to approve purchases; purchase orders and execute all purchasing contracts on behalf of the University.\n\n# 2.1 Procurement Department Responsibilities\n\nThe Procurement Director has University-wide responsibility and authority for the following:\n\ni. To develop and issue necessary operational policies and procedures for procurement. ii. To monitor procurement operations to ensure that procedures meet minimum standards of University policies.\n\niii. To develop and maintain business workflow systems as required.\n\niv. To monitor the day-to-day operation of campus-wide procurement activities, and the processing of various procurement transactions. v. To challenge an ordering department concerning the material or service requested, in order to ensure that such requests conform to good business practices, adhere to the principles outlined in this Policy and serve the best interests of the University.\n\nvi. Oversee the purchase of commodities, equipment, and services as requested by campus departments and functional areas.\n\nvii. Establish and monitor effective internal procedures to efficiently process purchasing documents.\n\nviii. Coordinate with other administrative departments to provide a timely and accurate purchasing function.\n\nix. Provide regular training and instruction to campus personnel who originate, process, complete or use the purchasing system. x. Alert the Vice President of Finance and Business to any situation that violates University policies or good business practices, or does not serve the best interests of the University.\n\n# 2.2 University Department Responsibilities\n\nAll University departments and employees are required to comply fully with the policies and established procedures related to the procurement of goods and services, including the use of the SPIRIT and Colleague Procure-to-Pay process. Departments are responsible for the following when purchasing goods and services:\n\ni. Ensuring that individuals making purchasing decisions are knowledgeable of, and comply with, the University procurement and related policies and procedures;\n\nii. Ensuring that all purchases made with University funds must be appropriate, necessary, nonduplicative, reasonable and directly related to the goals and mission of the University. Under no circumstance may University financial resources be used for personal expenditures; and\n\niii. Using SPIRIT and Colleague Procure-to-Pay systems for all purchase of goods and services. This includes appointing individuals as requestors and approvers capable of fulfilling the duties and responsibilities of these roles and who are properly trained in the system.\n\nAn unauthorized purchase is defined as any purchase by a Saint Peter’s University employee that violates this policy and any related policies and procedures. University employees who make an unauthorized purchase may have their purchasing responsibilities suspended or revoked, may face additional disciplinary action, and may be held personally liable for any charges incurred.\n\n# 2.3 Limited Delegation of Purchasing Authority\n\nLimited purchasing authority is delegated to the following departments, divisions or units of the University because of their unique purchasing requirements:\n\n●Athletics Department for hotel, motel, and food/beverage for team related activities ●University libraries for books, periodicals, media and other library materials\n\nThese departments shall undertake their purchasing activities in accordance with the established procedures (and subject to the approvals of individuals in accordance with the Approval Matrix attached to this Policy as Appendix 1) approved by the Procurement Director.\n\n# III. Procure-to-Pay Procedures\n\n# 3.1 Purchase Requisition (Request)\n\nThe Purchase Requisition starts the procurement process. The Purchase Requisition is used to request that the Procurement Department acquire, or approve the acquisition of, materials, parts, supplies, equipment and services.\n\nThe on-line Purchase Requisition System in SPIRIT Online allows the Requestor/End User to create a Purchase Request. For more information and detailed step by step instructions for using the on-line Purchase Requisition System, please see the On-Line SPIRIT Instructions here .\n\nThe Requestor will create the Purchase Requisition in the SPIRIT Online System. Once created, all backup documents including quotes are to be emailed to the Procurement Department email address. The Subject Line must contain the Purchase Request number.\n\nThe requisitioning department should keep copies of all Purchase Requisitions and documentation submitted for future reference and/or inquiry.\n\nPurchase Requisitions must include a complete GL string which includes the fund, cost center, object code, and location. Depending on the dollar amount of the purchase requisition, (see Approval Matrix), the purchase requisition needs to be signed by the applicable Authorized Approver(s). It is the responsibility of the department to ensure that the GL string is valid, and that there are adequate funds available for the purchase. The Purchase Requisition is the mechanism by which pre-encumbrance information is input into the Colleague system.\n\nDepartments should anticipate their requirements to allow adequate lead time for order processing and product delivery. Item descriptions should be complete and accurate (including manufacturer's product number and vendor stock number if known). Adequate lead time will allow Procurement to review the purchase requisition, compare bids, quotations, or proposals and if necessary to obtain additional bids.\n\nEmployees should not purchase goods and services using their own out-of-pocket funds. Procuring goods and services will be conducted in a manner that provides, to the maximum extent possible, open and free competition and adherence to competitive procurement practices. The University’s commitment to the competitive purchasing process is as follows:\n\nFor goods and services:\n\n●Below $\\\\mathbb{S}1{,}000$ , a Purchase Order is not needed. Such purchases may be awarded without soliciting competitive price or rate quotations if the Requestor considers the price to be reasonable based on research, experience, purchase history, or other information and documents such reasoning accordingly. In the event, the vendor requires a Purchase Order, the Requestor can forward an approved Purchase Request to the Procurement Department. Otherwise, the purchase can be made on a University purchasing card (Pcard) or paid by forwarding a check request to Accounts Payables.\n\n●$\\\\mathbb{S}1{,}000$ to $\\\\mathbb{S}5{,}000$ will require one (1) or more quotes and an approved SPIRIT online Purchase Request. The Purchase Request must contain a valid and adequately funded GL string. The Purchase Request, quotes, and any other pertinent backup is forwarded to the Procurement Department.\n\n●$\\\\mathbb{S}5\\\\mathrm{,}000.01$ to $\\\\mathbb{S}50{,}000$ will require three (3) or more quotes and an approved online Purchase Request. The Purchase Request must contain a valid and adequately funded GL string. The Purchase Request, quotes, and any other pertinent backup is forwarded to the Procurement Department. A Request for Proposal (RFP) could be required depending on the complexity of the purchase.\n\n●Greater than $\\\\mathbb{S}50{,}000$ will require a formal RFP (defined below) process and require that the Department (or the Procurement Department, in its discretion) conduct a cost or price analysis (including for contract modifications). This entails informing the Procurement Department of the purchase intent prior to submitting the Purchase Request.\n\n# 3.2 Purchase Orders\n\nPurchase Orders can only be issued by the Procurement Department. The Purchase Order is created in Ellucian Colleague and sent electronically to the vendor, requestor, and Procurement email. The Purchase Order is used to place orders with vendors for all materials, parts, supplies, equipment, repairs or services greater than $\\\\mathbb{S}1{,}000$ (or for purchases less than $\\\\mathbb{S}1{,}000$ , where a vendor requires a Purchase Order). In addition to being the official order of Saint Peter's University, it is the mechanism by which the pre-encumbrance information shifts to the encumbrance in the Colleague system.\n\nThe Purchase Order includes the Purchase Order number, vendor information, description of goods/services, quantity, unit of measure, unit price, line total and Purchase Order total. The Purchase Order instructs vendors to send all invoices to Accounts Payable. The Ship To and Requestor’s contact information is also included in the Purchase Order.\n\n# 3.3 Emergency Purchase Order\n\nAn emergency is defined as any situation which, if not corrected immediately, would result in a hazard to persons or property, could result in damage to buildings or facilities, would result in a violation of law, statute or ordinance established by governmental or regulatory authority, or in any other fashion, if not acted upon, would be seriously detrimental to the interest of the University.\n\nFailure to anticipate a need is not considered an emergency. Emergency orders are generally used for repairs. To initiate an emergency purchase, the department should contact the Procurement Department to inform of the emergency purchase. In addition, the requestor needs to complete a Purchase Request in SPIRIT Online. The Purchase Request must state the nature of the emergency and must include all the information listed in the Purchase Request (see section 3.1).\n\n# 3.4 Change Order—Modification or Cancellation of Order\n\nOnly the Procurement Department is authorized to issue a Change Order. Changes to a previously issued Purchase Order can be made only by a Change Order.\n\nThe Change Order can affect price, quantities ordered, item descriptions, terms and conditions, and ship to locations. These changes could affect the GL information in the Colleague System.\n\nTo request a Change Order, the Requestor must notify the Procurement Department in writing. When requesting a Change Order the Purchase Order Number, Vendor Name and the nature of the requested change must be provided.\n\nWhen the Procurement Department generates a Change Order, a copy is emailed to the vendor, Requestor, and Procurement.\n\nIn the event, the Purchase Order needs to be cancelled/deleted, the Requestor must notify the Procurement Department in writing. Once the Purchase Order is cancelled/deleted by the Procurement Department in the Colleague System, the encumbered funds will be released from the Purchase Order and are returned to the original GL code(s).\n\n# 3.5 Purchasing Card (Pcard)\n\nThe University Purchasing card is designed to be a tool for making both purchases and payments. The card may be used for purchases less than $\\\\mathbb{S}1{,}000$ and for travel. Items that may be purchases on the Pcard include items such as dues, membership, subscriptions, and other small dollar goods and services. However, the card cannot be used for certain purchases. The following is a partial list of items that CANNOT be purchased with the Pcard. This list is not all-inclusive. If there are any questions about whether or not the Pcard can be used for a particular product or service, please contact the Procurement Department. Exceptions to the partial list will be handled on a case by case basis.\n\n⮚Alcohol\n\n⮚Animals\n\n⮚Cash Advances, Money Orders\n\n⮚Charitable Donations\n\n⮚Chemicals\n\n⮚Computer Hardware and Peripheral Equipment\n\n⮚Construction, Renovation or Installation Services\n\n⮚Facilities upgrades such as paint, flooring, and window treatments, etc. ⮚Gift Cards\n\n⮚Leases/Rentals requiring a signed agreement\n\n⮚Liquor Stores\n\n⮚Maintenance/Service Agreements requiring a signed agreement ⮚Medical Services\n\n⮚Motor Vehicle Violations\n\n⮚Narcotics and other Drugs\n\n⮚Personal Purchases\n\n⮚Professional and Consulting Services\n\n⮚Radioactive and Hazardous Material\n\n⮚Sales Tax\n\n⮚Software\n\nIn addition, to the above, all goods and/or services where the University has a University-wide contract or program in place is also prohibited. Such goods and services include, without limitation:\n\n⮚Coffee and Water Services\n\n⮚Copy Machines\n\n⮚Furniture\n\n⮚Printers, Toner Cartridges\n\n⮚Office Supplies\n\nAll purchases must be made in accordance with established University policies. Use of the purchasing card for unauthorized, inappropriate or personal items may result in penalties as indicated in the University Purchasing Card Policies and Procedures Manual located here .\n\n# 3.6 Check Request\n\nA check request is completed and forwarded to the Accounts Payable Department for purchases that do not have a Purchase Order. It is an official request to process and issue payment to a vendor. Check requests must be accompanied by supporting documentation (i.e. invoice).\n\nUnder certain limited circumstances, a vendor may require a deposit prior to providing goods or services being purchased under a Purchase Order. Should this need arise you must coordinate this request with the Procurement and Accounts Payable Departments to ensure that the Purchase Order is notated to reflect the total amount of the order, deposit amount and the balance due.\n\nA Check Request should only be used by departments for purchases under $\\\\mathbb{S}1{,}000$ , honorariums, consultants, stipends, and awards.\n\nCheck Requests should not be used to pay for purchases over $\\\\mathbb{S}1{,}000$ . Purchases over $\\\\mathbb{S}1{,}000$ require a Purchase Order and once the goods are received the Requestor must log into SPIRIT Online and accept the goods that have been received.\n\nIf the invoice is sent to the Requestor, the invoice should be forwarded to Accounts Payables for payment. The invoice should only contain the PO# . Prior to submitting the invoice to Accounts Payables, log into SPIRIT Online and accept the items that have been received only.\n\nCheck Requests may be used for the following:\n\n●For emergency situations when the University is closed and it is not possible to obtain three bids nor generate a Purchase Order. However, appropriate documentation must be attached to the Check Request.\n\n●For the payment of utilities (i.e. PSE&G, Direct Energy).\n\n# 3.7 Purchases Paid with Petty Cash\n\nCertain departments have petty cash funds that can only be used to meet miscellaneous, unusual or infrequent expenditures of less than $\\\\mathbb{S}50.00$ .\n\nPetty cash funds may not be used for travel expenses, meeting meals, staff meeting meals, personal loans, registration fees, equipment purchases, consultant fees or any other type of consultant payments, salary advances or the cashing of personal checks. Petty cash can also not be used for gifts, cards, cakes, flowers or any other celebratory items.\n\nSales tax should not be paid on purchases paid with petty cash funds. A tax exempt form should be given to each vendor at the time of purchase. Tax exempt forms for New Jersey, New York, and Florida are located on the portal – [https://intranet.saintpeters.edu/purchasing/formdocument-repository/](https://intranet.saintpeters.edu/purchasing/formdocument-repository/). If tax is charged by the vendor, the tax will not be reimbursed, unless proof is provided that the vendor did not accept the tax exempt form. The tax exempt form is used for official university business only. It is not to be used for personal purchases .\n\nRoutine or recurring business expenditures including tolls and mileage paid by employees with their own funds must be reported on a Travel Expense Report form accompanied with a check request.\n\nPetty cash can be replenished on Tuesdays and Thursdays between the hours of $9{\\\\cdot}00\\ \\\\mathrm{a.m}$ . and 11a.m. in the Accounts Payable’s Office. Petty Cash reimbursements are not processed by the Procurement Department.\n\nFor further information, contact Accounts Payable via email at [checkrequestform@saintpeters.edu](mailto:checkrequestform@saintpeters.edu)\n\n# 3.8 Authorization to Purchase\n\nThe Procurement Department maintains and disseminates the Approval Matrix. This matrix contains the spending thresholds and the division Authorized Approvers who have signatory authority for each area.\n\nAuthorized employees are allowed to approve financial transactions within their limits. These include Purchase Request, Invoices, and Expense Reimbursements on accounts attributed to his/her cost center. An authorized approver must be a full-time employee of the University and is expected to ensure that all transactions conform to University Policy.\n\nPurchase Requisitions may be initiated at any level, but only the division authorized approver can approve.\n\nRequisitions submitted without the appropriate division approver’s signature(s) will not be converted to a PO.\n\n# 3.09 Insurance\n\nInsurance requirements governing the purchase of goods and services are submitted with the Purchase Order.\n\nThis can be accessed by clicking on the “Terms and Conditions” link.\n\nWhen goods and services are purchased under a written contract with a vendor, insurance requirements should be reviewed with the Finance Department.\n\nBefore the commencement of any work or services being performed for the University, evidence of appropriate insurance coverage must be submitted to the Procurement Office and to the Finance Department Controller. For further information or assistance, email the Procurement Department.\n\n# 3.10 Multi-year Leases/Lease Purchase, Rentals and Other Agreements\n\nAll forms of Leases, Lease Purchases, Rentals and Other Agreements that obligate the University for more than one (1) budget year must be signed on behalf of Saint Peter’s University by one of the following Officers:\n\n●President ●Vice President for Finance\n\nDepartments should complete and submit to the Procurement Department a purchase requisition that fully describes the equipment to be leased and the proposed term (number of years). In addition, all leasing documents must be emailed to the Procurement Department.\n\nPrior to accepting Lease Agreements submitted by the requisitioning department, the Procurement Department will analyze each one. An analysis will be made to determine the economic soundness of whether the goods should be leased or purchased and to protect the rights of the University.\n\n# IV. Vendor Selection and Quotation Procedure\n\n# 4.01 Sources of Supply\n\nA database of vendors is maintained by the Procurement Department in the Colleague System. The buying staff actively seeks new vendors, and departments are encouraged to communicate to the Procurement Department of vendors interested in doing business with Saint Peter’s University.\n\n# 4.02 Minority, Women, Small and Veteran Owned and Local Business Enterprises Policy\n\nSaint Peter's University is committed to assisting minority, women, small, and veteran-owned and local business enterprises (M/W/S/V/LBE’s) in their long-term growth and development, thereby enhancing the economic stability and vitality of the community it serves through its student body. This commitment is rooted in our tradition as a Jesuit University dedicated to promoting the core values of truth, love, respect, opportunity, excellence and service within the University and in our relationships with the community at large.\n\nIn line with this commitment, it is the policy of Saint Peter's University to identify and register qualified (M/W/S/V/LBE’s) for the specific purpose of affording them the opportunity to work with the University.\n\nIt is the policy of the University to award competitively bid orders to these business groups when they have been pre-qualified and are the lowest bidder. Departments are encouraged to notify the Procurement Department of M/W/S/D/LBE vendors interested in doing business with Saint Peter's University.\n\n# 4.03 Suggested Source/Vendor\n\nWhen completing the purchase requisition, departments are strongly encouraged to list a suggested source for the procurement of needed goods or services. Depending on the value of the purchase, urgency of delivery and the nature of the item(s) being requisitioned, the Procurement Department is required to review all bids, quotations and/or proposals. In addition, where and when appropriate, the Procurement Department may solicit bids from other prequalified vendors or negotiate discounts with the suggested source.\n\n# 4.04 Requests for Bids/Quotations/Proposals\n\nRequests for bids, quotations and proposals are mandated for the purchase of all goods and services according to the guidelines listed below. However, bidding requirements may be waived when the procurement is being made via an established University contract or by utilizing a government contract, consortium, cooperative or other organization where competitively bid and/or negotiated contracts have been established. (See Section 3.01 for bidding thresholds).\n\nWritten bids, quotations or proposals can be obtained by the requisitioning department. All bids, quotations or proposals obtained must include shipping and handling charges, if applicable. All bids, quotations and/or proposals will be reviewed by the Procurement Department and additional bids may be obtained. The timeframe attempt to circumvent the dollar threshold policy is prohibited.\n\nThe Procurement Department may, at its discretion, secure competitive bids regardless of the dollar thresholds listed at any time. Furthermore, the Procurement Department may at its discretion, conduct negotiations with more than the apparent low bidder when it is deemed to be in the University's best interest to do so.\n\nFormal RFP process, as required for purchases exceeding $\\\\mathbb{S}50{,}000$ shall be publicly advertised (unless subject to Single/Sole Source Justification (described below), and include either of the following:\n\n(a) Sealed Bids. Bids shall be publicly solicited and a firm fixed-price contract will be awarded to a responsible bidder whose bid, conforming with all of the material terms and conditions of the request for proposals/invitation to bid, is the lowest in price.\n\n(i) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids.\n\n(ii) Requests for proposals/invitations for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond.\n\n(iii) All bids will be opened at the time and place prescribed in the invitation for bids.\n\n(iv) A firm fixed price contract will be made in writing to the lowest responsive and responsible bidder. Any or all bids may be rejected if there is a sound documented reason.\n\n(b) Proposals (Unsealed bids).\n\n(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offeror. Any response to publicized requests for proposals must be considered to the maximum extent practical.\n\n(ii) Requestor, with the Procurement Department, shall establish a method for conducting technical evaluations of proposals received – and develop a matrix, if appropriate to evaluate proposals.\n\n(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to SPU, with price and other factors considered.\n\n# 4.05 Confidentiality of Bids/Quotations/Proposals\n\nIn accordance with fair and sound business practices, all information supplied by vendors in their bids, quotations or proposals must be held in strict confidence by the person(s) evaluating the bid, quotation or proposal and may not be revealed to any other vendor or unauthorized individual.\n\n# 4.06 Late Bids/Quotations/Proposals\n\nAll bids, quotations and proposals involving a formal Request for Proposals (RFP) where a submission deadline is stated, are to be date and time stamped when they are received. This is to ensure that they are received prior to the stated deadline for submission. It is the responsibility of the vendors to ensure that bids are submitted by the stated due date and time. The University reserves the right to reject late submissions.\n\n# 4.07 Errors in Bids/Quotations/Proposals\n\nVendors are responsible for the accuracy of their quoted prices. In case of an error between a unit price and its extension, the unit price will govern. Quotations may be amended or withdrawn by the bidder up to the bid opening date and time, after which, in the event of an error, bids may not be amended but may be withdrawn prior to the acceptance of the bid. After an order has been issued, no bid may be withdrawn or amended unless the Procurement Department considers the change to be in the University's best interests.\n\n# 4.08 Single/Sole Source Procurement and Justification Form\n\nThe procurement of materials, parts, supplies, equipment or services without competition, is done under exceptional and limited circumstances. See Single/Sole Source Justification Form located at here .\n\nSingle/sole source procurement requires detailed documentation from the requisitioning department to justify the purchase and to ensure that the cost charged by the vendor is reasonable and customary. The Single/Sole Source Justification Form is emailed to the Procurement Department. The Purchase Request is completed in the SPIRIT System and follows the approval process.\n\nExamples of when The Single/Sole Source Justification Form may be used are:\n\n●When products or services can be obtained only from one (1) person or firm.\n\n●When competition is precluded because of the existence of patent rights, copyrights, secret processes, control of raw material or other such conditions.\n\n●When the procurement is for technical services in connection with the assembly, installation or servicing of equipment of a highly technical or specialized nature.\n\n●When the procurement involves construction where a contractor is already at work on the site (based on an existing Purchase Order or Contract) and it would not be practical to engage another contractor. The Requestor shall nevertheless engage in a cost or price analysis of the contract, including the proposed contract modification.\n\n●When a public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation.\n\n# 4.09 Consultants\n\nContractual agreements with consultants are not processed through the Procurement Department. Such agreements must be reviewed and approved by the Finance Department before execution. Payments to consultants are made by submitting a Check Request Form directly to Accounts Payable.\n\n# 4.10 Demonstration Equipment and Sample Material\n\nVendors who supply demonstration equipment or sample material to departments must provide the University with the appropriate certificate of insurance. If the department is interested in purchasing the demonstration equipment or sample material, the procure-to-pay procedures must be followed.\n\n# 4.11 Eliminate Unfair Advantage\n\nVendors/suppliers/service providers who develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.\n\n# V. Special Procurement Policies\n\n# 5.01 Terms and Conditions\n\nTerms and conditions governing the purchase of goods and services can be accessed by clicking on the link in the PO, which is sent to vendors.\n\nWhen procurement is agreeable to the terms of a specific contract, a copy of the contract must be forwarded to the Procurement email contracts $@$ saintpeters.edu and the Purchase Request is entered in the SPIRIT System. Contracts may be reviewed by the Procurement Director, Controller (Risk Management) and the Finance Department. In addition, when purchasing items on a sponsored project account, please ensure that the proposed purchase is allowable under the terms of the applicable grant agreement and is compliant with Saint Peter’s University policies. Questions concerning allow ability may be referred to the Accounting Department.\n\n# 5.02 Capital Expenditure\n\nSaint Peter's University has established a policy governing capital expenditures. As defined, any single item, the cost of which is $\\\\mathbb{S}5{,}000$ or greater is considered a capital item. To be classified as capital, the item must have a useful life of more than one (1) year. All Saint Peter's University procurement policies and procedures apply for capital expenditures.\n\n# 5.03 Equipment Replacement\n\nIt is the policy of the University to ensure that every effort is made to avoid the purchase of unnecessary or duplicate equipment. Prior to submitting a purchase requisition for equipment, the Requestor should screen the department's equipment inventory to determine if the item is already available or whether the item can be shared.\n\n# 5.04 Furniture, Flooring and Window Treatments\n\nThe University has developed a Standards Program 1for the purchase of furniture, flooring and window treatments. The program developed by the University ensures that quality furniture (e.g., desks, chairs, partitions, file cabinets, etc.), flooring (e.g., carpeting, tile, roll goods, etc.), and window treatments (e.g., blinds, curtains, shades, etc.) that meet and/or exceed fire code regulations, are purchased at a cost savings. In addition, it ensures that there is uniformity and compatibility throughout the University.\n\n# 5.05 Computer Equipment\n\nThe University has developed a Standards Program for the purchase of microcomputer (e.g., desktops, laptops, etc.) and peripheral equipment (e.g., printers, scanners, data storage devices, etc.). Therefore, departments planning the acquisition of microcomputer and/or peripheral equipment should contact Information Technology for assistance with computer systems and peripheral recommendations and configurations prior to submission of a purchase requisition.\n\nAll inquiries for microcomputers must first be sent to Information Technology for review and approval. Once reviewed and approved, Information Technology will then forward a quote to the requesting department who in turn will enter the Purchase Request in the SPIRIT System. Requisitions submitted to the Procurement Department without the prior review and approval of Information Technology will not be processed and will be returned to the Department.\n\n# 5.06 Computer Software\n\nThe University has established software-licensing agreements with multiple vendors. Please follow the same steps as in Section 5.05.\n\nThe Standard Items List can be found here\n\n# 5.07 Printing and Copier Solutions\n\nMost of the printers and copiers are leased and maintained under an agreement with one vendor, therefore, Saint Peter's University does not typically purchase printers and copiers.\n\nFor questions and concerns about printers and copiers email the Procurement Department.\n\n# 5.08 Vehicles\n\nAll requests for the lease or purchase of vehicles should be discussed with your Vice President or Dean and then requested via the Capital Request process.\n\n# 5.09 Major Contracts/Discounts with Vendors\n\nThe Procurement Department competitively bids, negotiates and awards major contracts/discounts with vendors for a variety of products and services (e.g., Office Supplies). By consolidating the University's purchasing power, Saint Peter's University has been able to obtain significant cost savings and efficiencies for supplies, furniture, equipment and services. Therefore, it is mandatory to purchase the goods and services with vendors that Saint Peter's University has established contracts.\n\n# 5.10 Maintenance Agreements for Scientific and Other Equipment of a Highly Technical Nature\n\nCompetitive Bidding may be waived for maintenance agreements for scientific and other equipment of a highly technical nature. In conjunction with the appropriate Authorized Approver, the person with the most technical expertise will make this determination.\n\n# 5.11 Animals\n\nOnly the College of Arts & Science – Biology Department has the need and procedures for purchasing animals for Saint Peter’s University.\n\n# 5.12 Advertising\n\nThe procurement of advertising is not processed through the Procurement Department. All University advertising (i.e., recruitment, college, journal or program-oriented) must be approved by and placed through the Office of University Communications to maintain and capitalize on the University's current advertising image and visibility.\n\nFor more information on advertising and publications procedures, contact the Office of Communications and Marketing at extension 6366.\n\n# 5.13 Printing and Distribution Services\n\nPrinting and distribution services follow the procure-to-pay process. See section III.\n\n# VI. Miscellaneous Policies and Procedures\n\n6.01 Damages, Shortages, Mistakes in Shipping or Invoices and Returns for Credit In case of damage or shortage of a shipment, an email should be sent immediately by the Department to the vendor with a copy to the Procurement Department. Please include the following details: Purchase Order number, date, vendor and extent of damage or shortage. Claims must be filed within seven (7) days from the date of delivery. Failure to comply within this period may result in the claim being disqualified.\n\nMistakes in shipping or invoicing should be reported promptly by the Department in writing to the vendor with copies to the Procurement Department. Reference to the Purchase Order number should be made and departments should give sufficient details concerning the mistake or problem so that the vendor can make the necessary corrections.\n\nWhen a vendor has shipped items as specified on a Purchase Order, they have legally complied with their part of the contract. The vendor is under no obligation to accept returns for credit for items delivered as specified. Acceptance of a return by the vendor is by no means automatic, and a restocking charge may be incurred. In these instances, this charge will be assessed to the requisitioning department.\n\nIf the vendor is willing to accept items for return, the vendor will give you instructions concerning how the item is to be returned. The vendor may also assign a Return Authorization (RA) number. This number should appear on all return packaging and future correspondence to the vendor. All items for return should be repackaged in its original packaging (if available) and delivered or sent to the Mailroom with detailed return instructions.\n\nPlease be aware that not all items are returnable.\n\nIf items ordered on a Purchase Order are returned or will not be delivered, it is the Department's responsibility to forward copies of all vendor correspondence including Return Authorization Numbers (RA) to both Procurement and Accounts Payable. All refund checks must be delivered to the Accounts Receivables Department for processing. You must note the budget code to be credited when submitting refund checks.\n\n# 6.02 Travel and Entertainment\n\nPurchase Orders will not be issued for travel and entertainment expenses.\n\nA Pre-Authorization Form will need to be completed and approved by the Authorized Approver for all travel that will include either an airplane or hotel or car rental.\n\n# 6.03 Bank Accounts and Credit Card Accounts\n\nNo bank account or credit card accounts can be opened by departments without the express written consent from the Vice President of Finance & Business.\n\n# 6.04 Disposal, Sale, Trade-In or Movement of Furniture, Equipment and Other University Assets\n\nThe University has established a comprehensive policy governing the acquisition, control and disposition of University furniture, equipment, and other University assets. As such, the University keeps records of those items with a unit cost of $\\\\mathbb{S}5{,}000$ or more and which have a useful life of one (1) or more years.\n\n# Asset Disposal\n\nFurniture, equipment or other assets of the University should not be sold, traded, donated or otherwise disposed without the approval of the Finance Department. Disposal of assets involves accounting, and insurance considerations that must be resolved prior to taking action.\n\nIf disposal of an asset is being considered, the following information must be obtained and communicated to the Accounting Department .\n\n1. Description of the asset\n2. The asset’s original cost\n3. Location of asset (campus, building, room)\n\nAn asset's original cost can be obtained from the purchase order or invoice. If a copy is not readily available, the VP/Dean should provide an estimate of the asset's original cost and the year the asset was acquired.\n\nPurchase Requisitions involving a trade-in must include pertinent information about the item that is to be traded (i.e., complete description, manufacturer, serial number, etc.).\n\nDisposal of computer monitors must comply with New Jersey State law, as some components may contain potential hazardous waste materials. When a monitor is no longer functional, employees should contact the IT Department to request its removal.\n\n# Stolen Assets\n\nIn the event furniture, equipment or other assets have been identified as stolen, it is the Department's responsibility to immediately contact Campus Safety at 201-761-7400 to file an incident report. The information on the report should include as detailed a description of the item(s) as possible, asset model -- number and location.\n\nIt is then the Department's responsibility to forward a copy of the completed security report to the Accounting Department, so the item(s) can be accounted for properly, and, where applicable, insurance reimbursement may be sought.\n\n# 6.5 Personal Purchases\n\nThe purchase of used Saint Peter's University's-owned furniture and equipment for personal use is normally not permitted. However, occasionally, University employees are given the opportunity to purchase Saint Peter’s University old equipment and/or furniture for their own personal use only after schools and departments have had the opportunity to obtain these items. Please email the Procurement Department for additional information.\n\n# 6.6 Charitable Contributions/Donations/Sponsorships\n\nSaint Peter’s University does not make charitable contributions.\n\n# APPENDICES\n\nAppendix 1 Approval Matrix\n\nAppendix 2 Terms & Conditions\n\nAppendix 3 Single/Sole Source Document\n\n# Contact Information\n\nMs. Sharmila Nigalye\n\nProcurement Director\n\nSaint Peter’s Hall\n\n$2^{\\\\mathrm{nd}}$ Floor\n\nTel: 201-761-7417\n\nEmail: [snigalye@saintpeters.edu](mailto:snigalye@saintpeters.edu)\n\nMs. Jennifer Baez\n\nAccounts Payable Supervisor\n\nSaint Peter’s Hall\n\n$2^{\\\\mathrm{nd}}$ Floor\n\nTel: 201-761-7422\n\nEmail: [jbaez@saintpeters.edu](mailto:jbaez@saintpeters.edu)\n\nMr. Brian Colvin\n\nController\n\nSaint Peter’s Hall\n\n$2^{\\\\mathrm{nd}}$ Floor\n\nTel: 201-761-7424\n\nEmail: [bcolvin@saintpeters.edu](mailto:bcolvin@saintpeters.edu)\n\nProcurement Email: [procurement@saintpeters.edu](mailto:procurement@saintpeters.edu) Accounts Payable Email: [checkrequestform@saintpeters.edu](mailto:checkrequestform@saintpeters.edu)",

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"markdown": "[Skip to primary content](https://www.saintpeters.edu/academics/graduate-programs/master-of-science-in-data-science/#main-content \"Skip to primary content\") [Additional Site Navigation](https://www.saintpeters.edu/academics/graduate-programs/master-of-science-in-data-science/#footer \"Additional Site Navigation\")\n\nAccepted for Fall 2025? \_\\|\_\n\n\*\*Secure your spot by submitting your enrollment deposit and learn more about our vibrant community.\*\*\n\n[Learn more](https://www.saintpeters.edu/admitted-students/)\n\nClose alert\n\n## M.S. in Data Science\n\nWant more information on the M.S. in Data Science program? Fill out our form and a representative will be in touch!\n\nRequest More Info\n\n\* \* \*\n\nThe exponential growth of big data in recent years has led to an increasing need for highly qualified data scientists. The Data Science Institute at Saint Peter’s University is training the next generation of data scientists to meet this demand with its innovative Master of Science in Data Science program.\n\nThis cutting-edge program will equip you with the sought-after skills and knowledge necessary to become a data-driven leader in an ever-changing digital landscape. Our master of data science blends scientific methods from statistics, computer science and data-based business management to effectively extract knowledge from data and drive decision-making.\n\nOur rigorous data science courses cover a wide range of topics, including big data technologies, applications and industry practices. You’ll gain practical experience through hands-on learning in the fundamentals of data science—including statistics and machine learning, as well as data analysis, management, mining and visualization. Taught by experienced faculty with extensive industry knowledge, our Master of Science in Data Science will position you for a wide range of career opportunities.\n\nAdditionally, our data science program opens doors to internships that offer real-world experience, as well as opportunities for full-time employment as a data scientist. As a Saint Peter’s data science graduate, you’ll be well-prepared to tackle the complex challenges at the intersection of big data, business analytics and other emerging fields.\n\n### Join the Cutting Edge of Data Science Technology\n\nData Science at Saint Peter's University - YouTube\n\nSaint Peter's University\n\n1.36K subscribers\n\n[Data Science at Saint Peter's University](https://www.youtube.com/watch?v=QYf8rOxnR30)\n\nSaint Peter's University\n\nSearch\n\nWatch later\n\nShare\n\nCopy link\n\nInfo\n\nShopping\n\nTap to unmute\n\nIf playback doesn't begin shortly, try restarting your device.\n\nMore videos\n\n## More videos\n\nYou're signed out\n\nVideos you watch may be added to the TV's watch history and influence TV recommendations. To avoid this, cancel and sign in to YouTube on your computer.\n\nCancelConfirm\n\nShare\n\nInclude playlist\n\nAn error occurred while retrieving sharing information. Please try again later.\n\n[Watch on](https://www.youtube.com/watch?v=QYf8rOxnR30&embeds\_referring\_euri=https%3A%2F%2Fwww.saintpeters.edu%2F)\n\n0:00\n\n0:00 / 0:56•Live\n\n•\n\n[Watch on YouTube](https://www.youtube.com/watch?v=QYf8rOxnR30 \"Watch on YouTube\")\n\n### Master of Science in Data Science at a Glance\n\n\*\*Course Format:\*\* Jersey City campus or online\n\n\*\*Program Duration:\*\* 36 Credits. A full‐time student taking 24 credits/year should complete in 1.5 years\n\n\*\*Calendar:\*\* Trimesters\n\n## Why Choose the Master of Data Science From Saint Peter’s?\n\nSaint Peter’s data science program provides a supportive learning environment to prepare you for success as a skilled data scientist. We offer small class sizes, fast-adaptation to workspace needs, industry expert instructors, the opportunity to work with AI applications hands-on, and a fully online, self-paced, shorter term (11 weeks). With our comprehensive data science courses, experienced faculty and personalized support, you’ll have the resources you need to achieve your goals:\n\n- \*\*Learn from data science experts\*\*: Our dedicated instructors bring a wealth of industry experience to the classroom. With their mentorship, you’ll gain invaluable insights and develop skills that are highly valued by employers.\n- \*\*Gain hands-on experience with cutting-edge tools\*\*: Immerse yourself in data science projects using the latest industry tools and technologies, and apply what you learn to real-world data challenges.\n- \*\*Receive personalized support\*\*: From academic and financial aid advising to internships and professional opportunities, we’re committed to your success. Our [Center for Career Engagement and Experiential Learning](https://www.saintpeters.edu/ceel/) also offers lifelong career support to graduates.\n- \*\*Earn your data science degree on your terms\*\*: Our fully online master of data science program gives you the flexibility and convenience to balance work, life and study—giving you more time for what matters most.\n\nThe Master of Data Science program at Saint Peter’s University offers numerous unique courses, designed to provide students with valuable insights that may not be able to take advantage of elsewhere:\n\n- AI fundamentals with IBM-digital badge\n- Natural Language Processing w/Microsoft platform\n- hands-on experience with PowerBI and Tableau data visualization\n- Machine Learning\n- Deep Learning courses at different levels\n- AI-concentration option\n- IBM/Microsoft platforms access\n\n### Accelerated B.S. to M.S. in Data Science Program\n\nYou can earn your undergraduate degree and a Master of Science in Data Science in just five years through our [Accelerated B.S. to M.S. in Data Science program](https://www.saintpeters.edu/academics/graduate-programs/master-of-science-in-data-science/accelerated-b-s-to-m-s-in-data-science/). This program is designed for students with a background in computer science, applied science, business or economics. For preparedness, students need to be currently enrolled in a B.S. program.\n\n### We’re Dedicated to Innovation—and Your Success\n\nOur master of data science program features personal support and innovative learning to provide a tailored approach to career advancement. Throughout the program, you’ll get the training and guidance you need to succeed in the classroom and beyond. This includes hands-on experience with cutting-edge technologies—such as advanced data mining software to solve realistic problems based on real-world data—as well as research opportunities to further expand your career potential.\n\n### Go Farther With Our Data Science Institute\n\nThe [Data Science Institute](https://www.saintpeters.edu/data-science-institute/) at Saint Peter’s University provides access to the latest tools and technologies in data science through our Microsoft Academic Initiative. The Institute also brings in industry leaders who create unique programs tailored to students’ professional needs, ensuring you get the valuable skills and experience that are in high demand in today’s job market.\n\n## Career Outlook for Master of Data Science Graduates\n\nWith the Master of Science in Data Science from Saint Peter’s, you can secure your future in one of today’s most in-demand fields. Data scientist ranks #6 on the U.S. Bureau of Labor Statistics’ list of [fastest-growing occupations](https://www.bls.gov/ooh/fastest-growing.htm), with a projected job growth of 36 percent by 2031. This growth rate is more than 60 percent higher than the national average across all professions. Moreover, data science offers lucrative opportunities, with a median annual salary of [$100,910](https://www.bls.gov/ooh/math/data-scientists.htm) according to BLS data.\n\nAt Saint Peter’s, our master of data science equips you with the skills needed to meet the rising demands of various industries, including businesses, government agencies, nonprofits and startups. By pursuing this degree, you can prepare yourself for exciting career paths such as:\n\n- Business intelligence analyst\n- Data analyst\n- Data architect\n- Data engineer\n- Data privacy officer\n- Data scientist\n- Digital forensics analyst\n- Machine learning engineer\n- Operations research analyst\n\n## Launch Your Data Science Career Today\n\nEmbark on your journey toward a successful career in the thriving field of data science with the Master of Science in Data Science program at Saint Peter’s University.\n\n\*\*[Apply Now](https://www.saintpeters.edu/admissions/applying-to-saint-peters/)\*\*\n\n\\\*Denotes a \*\*required\*\* field\n\nEmail Address\\\*\n\nFirst Name\\\*\n\nLast Name\\\*\n\nMobile Phone Number\\\*\n\nWhat are you interested in?\\\*\n\nGraduate\n\nGraduate Program\\\*\n\nMS in Data Science\n\nTerm Start Date\\\*\n\nFall 2025 Trimester Summer 1 2025 Winter 2024-2025 Spring 2025 Trimester\n\nInternational Student?\n\nInternational Student?\n\nYes\n\nNo\n\nRequest More Info\n\nWe use cookies to ensure that we give you the best experience on our website. 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"markdown": "[Skip to primary content](https://www.saintpeters.edu/apex/#main-content \"Skip to primary content\") [Additional Site Navigation](https://www.saintpeters.edu/apex/#footer \"Additional Site Navigation\")\n\nAccepted for Fall 2025? \_\\|\_\n\n\*\*Secure your spot by submitting your enrollment deposit and learn more about our vibrant community.\*\*\n\n[Learn more](https://www.saintpeters.edu/admitted-students/)\n\nClose alert\n\n\*\*“Saint Peter’s University believes in innovation in higher education, and the APEX initiative is a testament to the University’s commitment of providing value to its students.” – \_President Hubert Benitez, D.D.S., Ph.D.\_\*\*\n\n## Redefining the speed of success\n\nGetting your associate degree while you’re still in high school? Okay, we see you striving!\n\nSaint Peter’s University was built for students like you– the ones who can envision their bright future ahead of them and put in the work to make things happen. You’re ambitious, motivated and tenacious – the definition of a Saint Peter’s Peacock! That’s why we created APEX – the Academic and Professional Excellence Experience, an initiative designed for driven students just like you.\n\nBy getting your associate degree before you finish high school, we know you’re looking to enrich and accelerate your college education without missing out on the important part of this journey – the experience. You’ll meet faculty, staff and peer mentors who lift you up. You’ll work with our Professional Experience Partners to equip you with workplace exposure you can’t get in a classroom alone. By the time you’re finished, your resume will be stacked with degrees, credentials and experiences that truly mean something to future employers. You already stand out, we’ll help you stand out even more with APEX!\n\n## Request more info\n\nDid we \"peak\" your interest? (Get it...?) Learn more about APEX by contacting our team for more information.\n\n[Learn More](https://www.saintpeters.edu/apex/#rfi)\n\n## Value of APEX\n\nAPEX costs less than the tuition/fees at New Jersey’s flagship state university.\n\n[Learn More](https://www.saintpeters.edu/apex/#value)\n\n## Own Your Timeline\n\nFive credentials. Four years. Same timing as a traditional Bachelor's degree.\n\n[Learn More](https://www.saintpeters.edu/apex/#time)\n\nLearn More About APEX\n\nInterested in finding out more about the APEX initiative?\n\n[Request more info about APEX](https://admissions.saintpeters.edu/register/?id=b684f88c-d721-49a5-afc2-bdddca3b5502)\n\n![APEX initiative wordcloud](https://www.saintpeters.edu/wp-content/blogs.dir/1/files/2024/12/APEX-Peacocks-Word-Map.png)\n\n## The Value of APEX\n\nAn incredible experience like APEX doesn’t have to break the bank, either. We’ve structured the initiative so that students are able to maximize their state and federal financial aid eligibility, and APEX at Saint Peter’s University is guaranteed to cost less than the tuition and fees of New Jersey’s flagship state university.\n\nAs a future APEX scholar, we already know you have the academic credentials to have earned a merit-based scholarship. That’s why all APEX scholars are guaranteed an academic scholarship award of at least $25,000 per year, with the potential to earn a full-tuition merit award.\n\n| | | |\n| --- | --- | --- |\n| \*\*Cost\*\* | \*\*Rutgers University\*\* | \*\*Saint Peter's University\*\* |\n| Tuition\\\* | $14,222 | $41,152-$25,000<br>scholarship = $16,152 |\n| Fees\\\* | $3,707 | $1,400 |\n| Total Tuition & Fees | \*\*$17,929\*\* | \*\*$17,552\*\* |\n\n\\\* \_Tuition and fee rates quoted are from the 2024-2025 Academic Year\_\n\n## Get a Degree and Prepare for your Career - Without the FOMO\n\nAccelerating your pathway through higher education doesn’t mean you have to give up a traditional college experience.\n\nMost students pursue a dual enrollment associate degree because they want to save money and complete their bachelor’s degree faster. Check and check! APEX enables you to do that by maximizing your financial aid and guiding you through your undergraduate degree on an expedited timeline.\n\nAPEX is more than simply a quick route to your bachelor’s degree though. The full APEX initiative is a four-year experience where you’ll earn your bachelor’s, two professional certificates and a master’s degree. You’ll also complete a year-long paid internship or co-op with one of our Professional Experience Partners. And you’ll do it all with the traditional supports and extracurriculars of an established University behind you. APEX students can live on campus, participate in clubs and organizations, and experience the same sort of social and academic life as any other college student would in four years. The only difference? You’ll be miles ahead of the rest!\n\n![APEX journey for students](https://www.saintpeters.edu/wp-content/blogs.dir/1/files/2024/11/APEX-Journey-student.png)\n\n## [Location and connections to business](https://www.saintpeters.edu/apex/\\#location)\n\n### Part of Jersey City’s bright future.\n\n![photo of the Jersey City skyline via a drone](https://www.saintpeters.edu/wp-content/blogs.dir/1/files/2024/11/jersey-city-drone-photo.jpg)\n\nJersey City is having its own moment now: the most diverse city in the nation, it’s a sought-after place to live, a growing arts destination, a new outpost for Hollywood film and TV production and a financial center in its own right. Talk about companionship – we’ve grown with Jersey City, having called this city home for 150+ years.\n\nWe’re expanding our role as an anchor institution by bringing those on the margins to the center through community initiatives like our Campus Kitchen, Food Pantry and Clothes Closet through Campus Ministry providing needed resources to the homeless. We’re also partnering with local businesses by developing a highly trained workforce, and APEX is at the heart of that effort.\n\n## [We’re in This With You All The Way](https://www.saintpeters.edu/apex/\\#mentor)\n\n![photo collage of various campus activities](https://www.saintpeters.edu/wp-content/blogs.dir/1/files/2024/12/Campus-Life-Graphic-1000-x-600-px.png)As an APEX scholar, you’ll be connected with a network of mentors, faculty, professionals and fellow students who relate to your experience. Across a number of industries– from corporate to non-profit, government agencies to Wall Street– our connections to the working world run deep, and we’ll teach you how to leverage them as you cultivate your professional self through this innovative initiative.\n\nFaculty will guide you through your Professional Experience as you explore two professional certificates where you’ll expand on your analytical thinking skills, professional communication, leadership development and more. You’ll have the chance to network with industry professionals through formal learning experiences as well as informal events designed to help you visualize your path after graduation. Plus you’ll connect with other APEX scholars who are farther along in the initiative to serve as peer mentors! They will understand this journey better than anyone else and give you the guidance you need to be successful.\n\nFor more information about APEX, please contact us at [apex@saintpeters.edu](mailto:apex@saintpeters.edu).\n\nWe use cookies to ensure you get the best experience. By continuing to use this site, you consent to the use of cookies in accordance with our [Privacy Policy](https://www.saintpeters.edu/privacy-policy/).[Continue](https://www.saintpeters.edu/apex/#)",

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It’s secure, convenient and available 24/7 from any location—saving you time and paper!\n\n### What is an official transcript?\n\nAn \_official transcript\_ is your certified academic record.  An official transcript displays the terms you attended, graded courses, your academic program, majors, minors, concentrations and other relevant academic information with the university seal and signature of the University Registrar. \*\*Both current and former students must use Parchment to [Order Official Transcripts](https://www.parchment.com/u/registration/49085/account).\*\*\n\nView the Transcript key, which explains the grading system [\*\*Transcript Legend\*\*](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/110/files/2021/10/Transcript-Legend-2015-current.pdf).\n\n### What is an unofficial transcript?\n\nAn \_unofficial transcript\_ contains your certified academic record, similar to an official transcript. However, it does not bear the university seal and University Registrar’s signature, and will display an “unofficial” watermark.\n\nEffective January 1, 2015 unofficial transcripts are no longer issued by the Office of the University Registrar. Current Students may [view their unofficial transcript in Student Planning](https://selfsvc.saintpeters.edu/Student) under the Academics Menu. Former students who do not have access to Spirit Online or Student Planning must request an official transcript.\n\n### Student Responsibility when Ordering a Transcript\n\n\*\*Entering the Recipient:\*\*\n\n- Check with the recipient regarding how they would like to receive your transcript.\n- You must provide a valid e-mail address or a mailing address for the recipient if you are not sending the transcript to an In-Network recipient.\n- If you are sending a transcript to an In-Network recipient, you are responsible for confirming the recipient details.\n- Before placing an order for an electronic transcript, you should verify that the recipient will accept an electronic transcript.\n- If you enter incorrect recipient email or address information you must re-order your transcripts. There are no refunds/reprints for incorrect recipient information.\n- If you are planning to forward your records, reach out to the recipient institution to verify if they will accept a copy from you before placing your order. For most institutions, a transcript is not considered official if it is coming from the student/alumni. To maintain an official status, it should be sent directly to the institution.\n\n\*\*Restrictions\*\*:\n\n- Please review SpiritOnline to ensure that you do not have any active restrictions before requesting an official transcript.\n- Students are required to pay their outstanding tuition balance in-full in order to receive a transcript.  No exceptions will be made.  Payments can be made on SpiritOnline.  Questions regarding a financial restriction can be directed to the Office of Student Accounts at 201.761.7440 or [studentaccounts@saintpeters.edu](mailto:studentaccounts@saintpeters.edu).\n\n### Transcript Type and Delivery Method\n\nThere are two formats available to send official transcripts:\n\n1. \*\*Electronic transcript:\*\* Electronic transcript orders will be processed and delivered \*\*the same day\*\*. Once an electronic transcript order has been placed, the order cannot be canceled or changed. Please be sure that the recipient will accept an official electronic transcript. To avoid potential problems with spam filters, please instruct the recipient to allow emails from Parchment ( [noreply@parchment.com](mailto:noreply@parchment.com)). This is the fastest option available to send your transcript to its destination.\n\n\*\*Cost:\*\* $10.00\n\n\*\*Delivery Method:\*\* Electronic transcripts are issued in a secure digital PDF format that must be downloaded by the recipient within 30 days. The recipient will receive instructions on how-to download the eTranscript. The recipient may download the eTranscript up to three times within 30 days after issue.\n\n1. \*\*Paper transcript:\*\* Official paper transcript orders will be processed and shipped \*\*within two business days\*\* during normal business hours. You will be notified via email the status of your order. Refunds will not be issued for official transcripts. If you do not want to receive an electronic PDF, you must select Paper Transcript.\n\n\*\*Cost:\*\* $10.00\n\n\*\*Delivery method:\*\* Paper transcripts are shipped via USPS or FedEx (depending which option you select). Tracking information is available for all orders. Door-to-door tracking is available via FedEx shipping, while tracking via USPS shipping is available to the post office. Paper transcripts are not available for pick-up. There may be additional fees associated with specific delivery methods.\n\n### Authorization\n\nTo comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), all transcript orders require authorization. At the end of the ordering process, you will be asked to provide an electronic signature through the order form.\n\n### Hold Options\n\nOptions Matter. If you would like to order your transcript now but request that your transcript is not sent until the selection below is satisfied, we offer two Hold options:\n\n- Current Term Grades\n - Use this option if you are waiting for your current term grades to be posted to your records first before sending.\n- Current Term Degree\n - Use this option if you are pending graduation/degree conferral so that your recent degree conferral will be listed on your transcript.\n\n### Order Official Transcript\n\nClick Order Records below to place an official transcript order:\n\n[![Order Records](https://www.saintpeters.edu/wp-content/blogs.dir/110/files/2021/11/order-records.png)](https://www.parchment.com/u/registration/49085/account)\n\n### Holiday Schedule\n\nIf the University is closed and you place a transcript order, it will be processed during the next business day. We do not offer service on the weekends or on official University holidays as indicated on the [Academic Calendar](https://www.saintpeters.edu/academic-calendar/).\n\n### \*\*Frequently Asked Questions\*\*\n\n\_Several questions can be answered by [\*\*visiting the Parchment site.\*\*](https://parchment.my.site.com/)\_\n\n\* \* \*\n\n\*\*Can I request a transcript by mail, fax, or email?\*\*\n\nUnfortunately, we do not accept transcript orders by mail, fax or email. All orders must be placed online via Parchment. Unsolicited requests for transcripts made by mail, fax, or email will be discarded.\n\n\*\*Can I send attachments with my transcript?\*\*\n\nYes, you can upload the document during your order. If you have a form or document that must be included with your transcript, the attachment will be generated along with your records before being sent.\n\n\*\*I placed an order but now want to cancel it. How do I cancel my order?\*\*\n\nOnce the order is placed, the process begins to generate and send your transcript to the recipient. To see if your order can be canceled, please access your Parchment profile and contact Parchment support directly.\n\n\*\*I accidently provided the wrong email address as the recipient for the electronic transcript.  Can this be corrected?\*\*\n\nUnfortunately, we do not have the option to edit the recipient on your order. Once an order is placed for an electronic transcript, we cannot cancel it. You will have to place an order for a new transcript to be sent to the correct recipient.\n\n\*\*I accidentally provided the wrong delivery address for a print order. Can this be corrected?\*\*\n\nUnfortunately, we do not have the option to edit the recipient on your order once it has been placed. You will have to place an order for a new transcript to be sent to the correct delivery address.\n\n\*\*How do I check the status of/track my transcript request?\*\*\n\nYou can check the status of your transcript request at any time by logging onto [Parchment](https://exchange.parchment.com/u/auth/login) and checking your orders.\n\n\*\*The form is asking me for my Student ID#, but I don’t recall this\*\*\n\nThe form requires a match of information from either your Social Security # or Student ID#. If you are unable to remember your Student ID#, please fill in the field with a series of 0’s to submit.\n\n### Parchment Customer Support\n\nIf you have questions about the process or encounter difficulty placing an order, Parchment Customer Service can be contacted multiple ways:\n\n- Phone 847-716-3005\n- Submit a request for Support Request via [Parchment Contact Support](https://parchment.my.site.com/GED/s/contactsupport)\n- Visit the [Parchment Learner Help Center](https://support.parchment.com/) to review help articles that may pertain to your issue\n\n### \*\*Registrar’s Office Support\*\*\n\nIf you have general questions regarding transcripts contact the Registrar’s Office at [registrar@saintpeters.edu](mailto:registrar@saintpeters.edu) or 201.761.6052. Please be mindful that Saint Peter’s cannot issue refunds for orders placed with Parchment and you must contact Parchment directly.\n\nWe use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it.[Ok](https://www.saintpeters.edu/enrollment-services/records-and-registration/transcripts/#)\n\n[iframe](https://td.doubleclick.net/td/ga/rul?tid=G-NX8WWKLLQ3&gacid=1111059288.1740192014&gtm=45je52k0v885204009z86258687za200zb6258687&dma=0&gcd=13l3l3l3l1l1&npa=0&pscdl=noapi&aip=1&fledge=1&frm=0&tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453&z=856598469)[iframe](https://9590637.fls.doubleclick.net/activityi;src=9590637;type=count0;cat=sitev0;ord=1;num=5861952305102;npa=0;auiddc=991147787.1740192014;ps=1;pcor=555328771;uaa=;uab=;uafvl=;uamb=0;uam=;uap=;uapv=;uaw=0;pscdl=noapi;frm=0;gtm=45fe52k0v9188082606z86258687za201zb885204009;gcd=13l3l3l3l1l1;dma=0;tcfd=10000;tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453;epver=2;~oref=https%3A%2F%2Fwww.saintpeters.edu%2Fenrollment-services%2Frecords-and-registration%2Ftranscripts%2F?)[iframe](https://td.doubleclick.net/td/fls/rul/activityi;fledge=1;src=9590637;type=count0;cat=sitev0;ord=1;num=5861952305102;npa=0;auiddc=991147787.1740192014;ps=1;pcor=555328771;uaa=;uab=;uafvl=;uamb=0;uam=;uap=;uapv=;uaw=0;pscdl=noapi;frm=0;gtm=45fe52k0v9188082606z86258687za201zb885204009;gcd=13l3l3l3l1l1;dma=0;tcfd=10000;tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453;epver=2;~oref=https%3A%2F%2Fwww.saintpeters.edu%2Fenrollment-services%2Frecords-and-registration%2Ftranscripts%2F?)[iframe](https://9590637.fls.doubleclick.net/activityi;src=9590637;type=count0;cat=pagev0;ord=3844398527498;npa=0;auiddc=991147787.1740192014;ps=1;pcor=1761539315;uaa=;uab=;uafvl=;uamb=0;uam=;uap=;uapv=;uaw=0;pscdl=noapi;frm=0;gtm=45fe52k0v9188082606z86258687za201zb885204009;gcd=13l3l3l3l1l1;dma=0;tcfd=10000;tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453;epver=2;~oref=https%3A%2F%2Fwww.saintpeters.edu%2Fenrollment-services%2Frecords-and-registration%2Ftranscripts%2F?)[iframe](https://td.doubleclick.net/td/fls/rul/activityi;fledge=1;src=9590637;type=count0;cat=pagev0;ord=3844398527498;npa=0;auiddc=991147787.1740192014;ps=1;pcor=1761539315;uaa=;uab=;uafvl=;uamb=0;uam=;uap=;uapv=;uaw=0;pscdl=noapi;frm=0;gtm=45fe52k0v9188082606z86258687za201zb885204009;gcd=13l3l3l3l1l1;dma=0;tcfd=10000;tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453;epver=2;~oref=https%3A%2F%2Fwww.saintpeters.edu%2Fenrollment-services%2Frecords-and-registration%2Ftranscripts%2F?)[iframe](https://td.doubleclick.net/td/rul/995789047?random=1740192014125&cv=11&fst=1740192014125&fmt=3&bg=ffffff&guid=ON&async=1&gtm=45be52k0v9100581031z86258687za201zb885204009&gcd=13l3l3l3l1l1&dma=0&tcfd=10000&tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453&u\_w=1280&u\_h=1024&url=https%3A%2F%2Fwww.saintpeters.edu%2Fenrollment-services%2Frecords-and-registration%2Ftranscripts%2F&hn=www.googleadservices.com&frm=0&tiba=Saint%20Peter's%20University%20-%20Enrollment%20Services%20-%20Transcripts&npa=0&pscdl=noapi&auid=991147787.1740192014&uaa=&uab=&uafvl=&uamb=0&uam=&uap=&uapv=&uaw=0&fledge=1)[iframe](https://td.doubleclick.net/td/rul/11303375675?random=1740192014180&cv=11&fst=1740192014180&fmt=3&bg=ffffff&guid=ON&async=1&gtm=45be52k0z86258687za201zb885204009&gcd=13l3l3l3l5l1&dma=0&tcfd=10000&tag\_exp=101732279~101732281~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453&u\_w=1280&u\_h=1024&url=https%3A%2F%2Fwww.saintpeters.edu%2Fenrollment-services%2Frecords-and-registration%2Ftranscripts%2F&hn=www.googleadservices.com&frm=0&tiba=Saint%20Peter's%20University%20-%20Enrollment%20Services%20-%20Transcripts&npa=0&pscdl=noapi&auid=991147787.1740192014&uaa=&uab=&uafvl=&uamb=0&uam=&uap=&uapv=&uaw=0&fledge=1)[iframe](https://x.adroll.com/pxl/iframe\_content.html?adroll\_fpc=9fce730ad0f35bb6812965d1f2ed43b8-1740192014145&flg=1&pv=31820476092.90546&arrfrr=https%3A%2F%2Fwww.saintpeters.edu%2Fenrollment-services%2Frecords-and-registration%2Ftranscripts%2F&advertisable=VQO6325DWVHVTBMQPSOONJ)",

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Ensor, Esq. ’75 |\n| 2022 | Rev. DeForest B. Soaries, Jr., D. Min.<br>Nadia Makar ’69, ’81<br>Carolyn Palmer<br>Judith Valente ’76 |\n| 2021 | Carlos A. Medina, Esq.<br>Martin Luther King III (after 9/30) |\n| 2020 | Rev. Gregory Boyle, S.J. |\n| 2019 | Yvette Noel-Schure |\n| 2018 | Denise Morrison<br>John B. Wilson ’70 |\n| 2017 | Timothy P. Shriver, Ph.D.<br>Rev. Robert Kennedy, S.J. |\n| 2016 | France A. Córdova<br>Rev. Charles Currie, S.J. |\n| 2015 | Cornell W. Brooks<br>Daniel A. Altilio |\n| 2014 | Ronald W. Tobin, Ph.D. ’57<br>Steven M. Fulop |\n| 2013 | James Martin, S.J. |\n| 2012 | The Most Reverend John W. Flesey, S.T.D.,D.D.<br>Ambassador Anwarul K. Chowdhury |\n| 2011 | The Most Reverend Thomas A. Donato, D.D.<br>Carlos Lejnieks |\n| 2010 | Alfa Demmellash<br>Dr. H. Friedrich Holzapfel |\n| 2009 | Michael Beschloss<br>Carl R. Augusto |\n| 2008 | Thomas D. Carver<br>Robert J. Roggenstein |\n| 2007 | Rev. James N. Loughran, S.J. (posthumously)<br>Rev. Edwin D. Leahy, O.S.B.<br>Very Rev. Melvin J. Valvano, O.S.B. |\n| 2006 | Philip Bosco<br>Rev. James F. Keenan, S.J.<br>M. Wilma Harris<br>David Randolph |\n| 2005 | Paul Tagliabue, J.D.<br>John Tagliabue<br>Cecile Dickey |\n| 2004 | Robert Lahita, M.D., Ph.D.<br>Lt. Col. Bernice Wilbur Alexander, RN<br>Freeman J. Dyson, Ph.D. |\n| 2003 | Reginald Stanton, ’56<br>Dr. George Borjas, ’71<br>Sister Vivien Jennings , OP |\n| 2002 | Dr. Kenneth T. Jackson<br>John Murray<br>Sr. Barbara Nesbihal, S.C |\n| 2001 | Sister Mary Rose McGeady<br>Samuel J. LeFrak<br>Robert Giroux |\n| 2000 | Rev. Theodore M. Hesburg C.S.C.<br>General (retired) Alfred Cade |\n| 1999 | Raymond Balduf, S.J.<br>Anthony Damato, M.D. ’52 |\n| 1998 | Monsignor William J. Linder<br>Dr. Lisa Cahill<br>Senator John Ewing |\n| 1997 | Hon. Shirley Ann Jackson, Ph.D.<br>Rev. Joseph A. O’Hare, S.J.<br>John G. Collins ’58 |\n| 1996 | Adrian M. Foley, Jr., Esq<br>Sr. Patricia Lynch<br>Robert L. Marcalus |\n| 1995 | Rev. Daniel A. Degnan, S.J.<br>Dr. William A. Gutsch ’67<br>Sr. Maeve B. McDermott |\n| 1994 | Hon. Frank J. Guarini |\n| 1993 | Mary Higgins Clark<br>Robert C. Winters |\n| 1992 | Charles Osgood |\n| 1991 | Rev. Walter J. Burghardt, S.J.<br>Rev. Joseph M. Doyle ’34 |\n| 1990 | Anthony J. F. O’Reilly<br>Kenneth F. X. Albers ’49<br>Deborah P. Wolfe<br>Rev. L. Edward Glynn, S.J.<br>Michael E. Maher<br>Douglas James Roche |\n| 1989 | Rev. Timothy S. Healy, S.J.<br>Msgr. John J. Petillo<br>Vera King Farris |\n| 1988 | Sam C. Difeo<br>William R. Howell<br>David T. Kearns<br>Lena Genser<br>Dennis James ’38<br>Sr. Alice McCoy |\n| 1987 | Robert R. Ferguson , Jr.<br>Rev. James Hennesey, S.J. |\n| 1986 | Malcolm Forbes<br>Hon. Thomas E. Kean<br>Frank E. Rodgers ’86 |\n| 1985 | Hon. Mario Cuomo<br>Bruce Ritter<br>Rev. Ercel Franklin Webb<br>James Wood<br>William H. Gray, III |\n| 1984 | Commodore Grace Murray Hopper<br>Fred J. Jacques ’34<br>Yotaro Kobayashi<br>Charles McCarthy<br>L. Deckle McLean<br>Paul Volcker |\n| 1983 | Stanley Fryczynski<br>Hon. Marie Garibaldi<br>William Earl Short |\n| 1982 | Dr. Severo Ochoa-Del Albornoz<br>Rolland Smith<br>John Thompson |\n| 1981 | Robert A. Beck<br>Millicent H. Fenwick<br>William C. Norris<br>Rev. Victor R. Yanitelli, S.J. |\n| 1980 | Rev. George V. Coyne, S.J.<br>Rev. William J. Gleason, S.J.<br>Edward L. Hennessy, Jr.<br>Arthur E. Imperatore<br>Allen S. Rupley<br>Rev. Paul J. Swick, S.J. |\n| 1979 | Robert Coles<br>Ariel Durant<br>William J. Durant ’07<br>Miriam Colon Edgar<br>T. Edward Gavin ’45 |\n| 1978 | Jacques D’Amboise<br>Matthew F. McNutly, Jr.<br>Sr. M. Ambrosina<br>Dr. Cleanth Brooks<br>Melvin Blauvelt<br>Jim Bishop |\n| 1977 | Most Rev. Joseph A. Francis<br>Dr. Norman C. Francis<br>Joseph W. Leimert<br>Hon. Patricia Q. Sheehan<br>Pope Shenouda<br>David A. Werblin |\n| 1976 | Rene Dubos<br>Helen Francesca Franzolin Boehm<br>Most Rev. Peter L. Gerety<br>Donald S. MacNaughton<br>Dr. Thomas J. White<br>Dr. William Garfield Wilkerson<br>Hon. Dominick V. Daniels |\n| 1975 | Dr. Ruth M. Adams<br>Miss Helen Hayes<br>Nicholas Marcalus<br>Phelps Phelps |\n| 1974 | Rev. Dr. Leon H. Sullivan<br>Alan Alda |\n| 1973 | Hon. Felix Slavik<br>Rev. Laurence J. McGinley, S.J.<br>Hon. William W. Bradley<br>Robert M. Dowling<br>Abraham Landau<br>Mrs. Terese Lasser<br>Rev. Dr. Samuel Proctor<br>Don Jesus Maria Sanroma |\n| 1972 | Hon. Edith Green<br>Mrs. Maisie Ward Sheed<br>Frank J. Sheed<br>Joseph H. Rodriquez, Esq.<br>Harry A. O’Mealia<br>Rev. Vincent T. O’Keefe, S.J.<br>Mrs. Marilyn Horne Lewis<br>Henry Lewis<br>Hon. Fairleigh S. Dickinson, Jr.<br>Raymond A. Brown, Esq.<br>Richard V. Bonomo<br>Dr. William O. Baker<br>Hon. William T. Cahill<br>Msgr. Henry G. J. Beck ’34 |\n| 1971 | David B. Chase<br>Jack Twyman<br>Dr. Choh Hao Li<br>Cyril Ritchard |\n| 1970 | Mrs. Catherine Richichi Pope<br>Edwin E. Aldrin, Jr.<br>Roy Wilkins |\n| 1969 | William F. Buckley Jr.<br>Milton F. Lewis<br>Vincent T. Lombardi<br>Thomas J. Stanton, Jr.<br>Austin J. Tobin |\n| 1968 | Earle W. Clifford<br>Fortune R. Pope<br>Paul N. Ylvisaker<br>John T. Connor |\n| 1967 | Philip J. Scharper<br>James R. Dumpson<br>Mason Welch Gross<br>Hon. Edward M. Kennedy<br>Oscar Halecki<br>Leslie H. Hornsby<br>Hon. Sargent Shriver<br>Thomas John Walsh ’47<br>Theresa Degheri O’Toole |\n| 1966 | His Eminence Stephan Cardinal Wyszynski<br>Dean William Hughes Mulligan<br>Dr. Lena Frances Edwards<br>Senora Licia Albanese<br>His Eminence Julius Cardinal Doepfner |\n| 1965 | Dr. Martin Luther King, Jr. |\n| 1964 | Most Rev. John Joseph Dougherty<br>Dr. John Coleman Bennett |\n| 1963 | Most Rev. Joseph Arthur Costello<br>Hon. Richard J. Hughes |\n| 1962 | Marcus Daly<br>Rt. Rev. Msgr. James A. Hughes<br>Margaret E. Sewell |\n| 1961 | Marston Morse<br>Most Rev. James A. McNulty<br>Dr. James E. McCormack ’35<br>Rev. Francis J. Shalloe, S.J. |\n| 1959 | His Eminence Francis Cardinal Spellman<br>Charles J. Kiernan<br>Sr. Hildegard Marie Mahoney<br>Gen. George H. Decker<br>Rev. Bro. William H. Barnes |\n| 1958 | Thomas F. Meaney ’08<br>Most Rev. Walter W. Curtis<br>Michael J. Delehanty |\n| 1957 | Thomas J. Stanton ’15<br>Edward O’Toole<br>Very Rev. Msgr. Joseph F. Dolan ’97 |\n| 1956 | Ainsley Carson<br>Cyril B. Egan<br>Thomas J. Jones<br>Patrick J. Shea<br>William J. Quinn<br>Clement C. O’Sullivan<br>Michael J. O’Donnell<br>Everett A. Higgins<br>James P. Melican |\n| 1955 | Most Rev. Justin J. McCarthy |\n| 1954 | Dr. Vincent P. Butler ’14<br>Hon. Edward J. Hart ’13<br>Hon. Frederick J. Gassert ’17<br>Most Rev. Martin W. Stanton ’19 |\n| 1953 | Most Rev. Thomas A. Boland<br>Very Rev. Philip E. Dobson, S.J. |\n| 1952 | Arthur T. Vanderbilt |\n| 1951 | Thomas E. Murray |\n| 1950 | John F. X. McGohey |\n| 1949 | Sr. Marie Jose Byrne |\n| 1948 | Rev. Thomas B. Chetwood, S.J.<br>James F. Norton |\n| 1947 | James E. Reynolds ’19 |\n| 1944 | Ferdinand A. Orthen ’19 |\n| 1936 | Rev. Thomas H. McLaughlin |\n| 1935 | Hon. Charles M. Egan<br>Very Rev. Msgr. Frank J. Monaghan |\n| 1934 | Hon. Thomas M. Brogan<br>Rt. Rev. Msgr. Patrick W. Smith<br>Hon. Daniel T. O’Regan |\n\nWe use cookies to ensure you get the best experience. By continuing to use this site, you consent to the use of cookies in accordance with our [Privacy Policy](https://www.saintpeters.edu/privacy-policy/).[Continue](https://www.saintpeters.edu/mission-and-history/honorary-degree-recipients/#)",

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"markdown": "[Skip to primary content](https://www.saintpeters.edu/directory/#main-content \"Skip to primary content\") [Additional Site Navigation](https://www.saintpeters.edu/directory/#footer \"Additional Site Navigation\")\n\nAccepted for Fall 2025? \_\\|\_\n\n\*\*Secure your spot by submitting your enrollment deposit and learn more about our vibrant community.\*\*\n\n[Learn more](https://www.saintpeters.edu/admitted-students/)\n\nClose alert\n\n## University Directory\n\n## Directory\n\n\* \* \*\n\n#### [\*\*Faculty Directory\*\*](https://www.saintpeters.edu/academics/faculty/)\n\nOur faculty are committed to excellence in teaching and providing students with the individual attention they need to succeed.\n\n#### [People Finder](https://www.saintpeters.edu/contacts/)\n\nPhone, email and office locations of the administrators and staff of Saint Peter’s University\n\n#### [Departments & Offices](https://www.saintpeters.edu/directory/department-main-numbers/)\n\nContact information for administrative offices at Saint Peter’s University\n\nWe use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it.[Ok](https://www.saintpeters.edu/directory/#)",

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Examples include, but are not limited to, a document demonstrating your research design skills, scholarly article, a paper written for a class or publications,\n- Current resume.\n- A personal interview may be requested.\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\* \* \*\n\n### Doctor of Education: Educational Leadership Program (K-12)\n\n- Official application ( [Apply online](https://www.saintpeters.edu/graduate-admission/admission-application/) or request an application by phone or mail).\n- An earned bachelor’s and master’s degree\n- Three (3) letters of recommendation attesting to the applicant’s potential for success in doctoral studies\n- Essay discussing your professional goals in relation to achieving the Ed.D. at Saint Peter’s University (500–1,000 words)\n- Writing sample – Submit a 5- to 15-page writing sample that demonstrates your writing abilities and potential success in the program. Examples include, but are not limited to, a document demonstrating your research design skills, scholarly article, a paper written for a class or publications,,\n- Current résumé\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\* \* \*\n\n### Master of Arts in Education Programs\n\n- Official application ( [Apply online](https://www.saintpeters.edu/graduate-admission/admission-application/ \"Apply for Admission\") or request an application by phone or mail).\n- Personal statement of educational and professional goals (500 words).\n- Official undergraduate and graduate transcripts from all institutions attended.\n- Two letters of recommendation from academic/professional references.\n- Additional requirements for international students.\\\*\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\* \* \*\n\n### Director of School Counseling Certification Program\n\n- Official application ( [Apply online](https://www.saintpeters.edu/graduate-admission/admission-application/ \"Apply for Admission\") or request an application by phone or mail).\n- Personal statement of educational and professional goals (250-500 words).\n- Short essay.\n- Official undergraduate and graduate transcripts from all institutions attended.\n- Evidence of a master’s degree and certification as a School Counselor.\n- Additional requirements for international students.\\\*\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\* \* \*\n\n### Middle School Mathematics Certification Program\n\n- Official application ( [Apply online](https://www.saintpeters.edu/graduate-admission/admission-application/ \"Apply for Admission\") or request an application by phone or mail).\n- Personal statement of educational and professional goals (250-500 words).\n- Short essay.\n- Official undergraduate and graduate transcripts from all institutions attended including evidence of 6 credits of mathematics completed.\n- Evidence of an instructional license.\n- Additional requirements for international students.\\\*\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\* \* \*\n\n### Professional/Associate Counselor Certification Program\n\n- Official application ( [Apply online](https://www.saintpeters.edu/graduate-admission/admission-application/ \"Apply for Admission\") or request an application by phone or mail).\n- Personal statement of educational and professional goals (250-500 words).\n- Short essay.\n- Official undergraduate and graduate transcripts from all institutions attended.\n- Evidence of a master’s degree and certification as a School Counselor and Director of School Counseling.\n- Additional requirements for international students.\\\*\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\* \* \*\n\n### School Business Administrator Certification Program\n\n- Official application ( [Apply online](https://www.saintpeters.edu/graduate-admission/admission-application/ \"Apply for Admission\") or request an application by phone or mail).\n- Personal statement of educational and professional goals (250-500 words).\n- Short essay.\n- Official undergraduate and graduate transcripts from all institutions attended.\n- Evidence of a master’s degree or a CPA license.\n- Additional requirements for international students.\\\*\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\* \* \*\n\n### Supervisor of Instruction Certification Program\n\n- Official application ( [Apply online](https://www.saintpeters.edu/graduate-admission/admission-application/ \"Apply for Admission\") or request an application by phone or mail).\n- Personal statement of educational and professional goals (250-500 words).\n- Short essay.\n- Official undergraduate and graduate transcripts from all institutions attended.\n- Evidence of a master’s degree and 3 years of teaching experience.\n- Additional requirements for international students.\\\*\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\* \* \*\n\n### Teacher Certification Program\n\n- Official application ( [Apply online](https://www.saintpeters.edu/graduate-admission/admission-application/ \"Apply for Admission\") or request an application by phone or mail).\n- Personal statement of educational and professional goals (250-500 words).\n- Short essay.\n- Official undergraduate and graduate transcripts from all institutions attended.\n- Additional requirements for international students.\\\*\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\* \* \*\n\n### Teacher of Students with Disabilities Certification Program\n\n- Official application ( [Apply online](https://www.saintpeters.edu/graduate-admission/admission-application/ \"Apply for Admission\") or request an application by phone or mail).\n- Personal statement of educational and professional goals (250-500 words).\n- Short essay.\n- Official undergraduate and graduate transcripts from all institutions attended.\n- Evidence of an instructional license.\n- Additional requirements for international students.\\\*\n\n\*\*All Documents Should be Sent to:\*\*\n\n\*\*Saint Peter’s University\*\*\n\n\*\*Attn: Graduate and International Admissions\*\*\n\n\*\*2641 John F. Kennedy Boulevard\*\*\n\n\*\*Jersey City, New Jersey 07306\*\*\n\nPlease feel free to call the Office of Graduate and International Admissions at (201) 761-6470 with any questions.\n\n\* \* \*\n\n### \\\*International Students\n\nIn addition to the above requirements for all education programs, international students must also submit:\n\n- Official TOEFL scores showing a minimum of 79 on the Internet-based exam will be accepted. An overall score of 6.5 on the IELTS is also acceptable. The University code for score reporting is 2806.\n- Completion of ELS Language Center course with a score of 112 or higher, FLS Level 16 or completion of Kaplan Advanced Level.\n- Course-by-course evaluation reporting a 4-year bachelor’s and CGPA from an approved NACES evaluation company. World Education Services (WES) is preferred.\n- Saint Peter’s University International Statement of Financial Support including proof of funding. This form may be scanned, faxed or mailed back to the Office of Admission with proof of funding.\n- Copy of a valid passport page.\n\nWe use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it.[Ok](https://www.saintpeters.edu/academics/graduate-programs/education/admission-requirements/#)",

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For the first time, students who have earned an associate degree through dual enrollment coursework in high school can now earn a bachelor’s degree, two professional certificates, an accelerated master’s degree and gain real-world work experience within four years. This comprehensive experience is offered at almost the cost of a Saint Peter’s bachelor’s degree, which is one of New Jersey’s most affordable undergraduate degrees.\n\n“An increasing number of students in New Jersey and beyond are participating in dual enrollment programs and graduating with a two-year college degree in hand,” said Jeffrey Gant, vice president for enrollment management at Saint Peter’s University. “Knowing that students have devoted time and effort to earn an associate degree, we developed APEX to create a new pathway from high school to career that offers meaningful credentials and real-world experience at an affordable cost.”\n\n[![](https://www.saintpeters.edu/wp-content/blogs.dir/230/files/2025/02/APEX\_Primary\_Horz\_RGB.png)](https://www.saintpeters.edu/wp-content/blogs.dir/230/files/2025/02/APEX\_Primary\_Horz\_RGB.png) The APEX initiative emphasizes critical skills such as leadership, communication and problem-solving, making graduates highly appealing to employers, and they build on these skills by completing two professional certificates in the third year of the program. Three of the major benefits of the APEX program to prospective students are maximizing time to completion of higher education degrees, career connections and affordability.\n\nJust a 12-minute train ride from Manhattan, Saint Peter’s campus not only offers access to the most bustling city in the world, but is located in Jersey City and Hudson County, which are bursting with opportunities for exposure to all ranges of industry, business and professional experiences. Through APEX, students are guaranteed a placement in a paid internship experience during their third year of the program. The University has already established partnerships with hundreds of companies, organizations and agencies in the New York Metro Area to offer internships and co-op opportunities.\n\nIn addition to its focus on experiential learning, the model is designed with affordability in mind. Students earning an associate’s degree through a dual enrollment program with Saint Peter’s or another institution pay fractional per-credit rates compared to traditional degree programs. Then, once the student transitions to Saint Peter’s University, they’ll earn a bachelor’s degree, two certificates and a master’s degree all for almost the cost of the bachelor’s degree.\n\n“This program exemplifies true innovation in higher education,” said Hubert Benitez, D.D.S., Ph.D., president of Saint Peter’s University. “As the landscape evolves, we are redefining the college experience to meet the needs of today’s students while preserving the transformative value of four years on campus. By integrating academic excellence with professional experience, we’re equipping students to enhance their resumes, broaden their horizons and ensure they are uniquely positioned to thrive in their careers.”\n\nTo learn more about this initiative, please visit [saintpeters.edu/apex](http://saintpeters.edu/apex).\n\n\\# # end # #\n\nFor more than 150 years Saint Peter’s University, inspired by its Jesuit, Catholic identity, commitment to individual attention and grounding in the liberal arts, educates a diverse community of learners in undergraduate, graduate, doctoral and professional programs to excel intellectually, lead ethically, serve compassionately and promote justice in our ever-changing urban and global environment. To learn more, please visit [www.saintpeters.edu](http://www.saintpeters.edu/).\n\n\*\*Media Contact\*\*\n\nAngeline Boyer\n\n[aboyer1@saintpeters.edu](mailto:aboyer1@saintpeters.edu)\n\n(201) 761-6238\n\n## Share This\n\nFacebook\n\nTwitter\n\nLinkedIn\n\nWe use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it.[Ok](https://www.saintpeters.edu/news/2025/01/16/saint-peters-university-launches-groundbreaking-apex-initiative-four-credentials-real-world-experience-and-unmatched-affordability-in-four-years/#)",

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With a network of 30,000 alumni in nearly every industry imaginable, we have built an effective internship program that provides our students with “real world” experience and skills.\n\n\*\*Did you know…\*\*\n\nOur Jersey City campus is right in the middle of one of the world’s largest employer bases? Saint Peter’s students can choose from internships in New York City, Newark, Hoboken, Jersey City, and other parts of New Jersey.\n\n### Why should I do an internship?\n\nInternships are critical to developing a competitive edge in the job market. According to the National Association of Colleges and Employers (NACE), 91% of employers surveyed said that work experience is a major factor in their hiring decisions and 56% said that  internships are the preferred method for obtaining experience.\n\nPartner with CEEL to get started on an internship that sets you apart from the competition! Here are additional benefits you can get through an internship:\n\n- \*\*Earn Academic Credit\*\* – Saint Peter’s offers up to nine academic credits through supervised internship experiences, part-time and seasonal jobs. To see if you’re eligible to earn academic credit, please contact Sondra Riley at [sriley@saintpeters.edu](mailto:sriley@saintpeters.edu)\n- \*\*Flexible Work Schedule\*\* – Students have the option to work full or part-time year round or during summer/winter breaks. The choice is up to you.\n- \*\*Experience that Pays\*\* – Many internships offer a stipend or hourly wage. The average internship/co-op earnings for Saint Peter’s students is $12,000/year, with some earning even more.\n- \*\*On-the-Job Training\*\* – Develop valuable professional experience related to your major field of study and/or career interests!\n- \*\*Employment Opportunities\*\* – Some students transition their internship/co-op experience into a full-time position after graduation. Others find it much easier competing for jobs and negotiating higher salaries because of their internship/co-op experience.\n- \*\*Explore Different Options\*\* – If you are uncertain about your major or career path we can’t imagine a better way to figure things out! See what it’s like to work in your field of study prior to graduation. You may discover that your major is not the right one for you. If that happens, you still have time to choose a different major and/or explore other career options.\n\n\*\*Make an appointment with CEEL for an internship consultation\*\*\n\nDrop by our office or call [(201) 761-6400](tel:2017616400) to schedule a one-on-one internship session with a career adviser\n\n\* \* \*\n\n![handshake logo](https://www.saintpeters.edu/wp-content/blogs.dir/112/files/2012/07/hs-logo-primary-lg.png)\n\n[![handshake icon](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/112/files/2012/07/hs-social-icon-blue.png)](https://saintpeters.joinhandshake.com/login)\n\n\*\*Check out job postings on [Handshake](https://saintpeters.joinhandshake.com/login).\*\*\n\nHandshake is exclusively for Saint Peter’s University students and alumni. [Create a profile](https://saintpeters.joinhandshake.com/login) to see job postings for full-time positions, summer work and seasonal jobs.\n\n\*\*For assistance:\*\*\n\n- Download the [How to Login to Your Handshake Account Guide (PDF)](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/112/files/2012/07/Handshake-Student-Activation-How-To-Login-Your-Account-Oct-2-2018.pdf).\n- Download the [How to Build Your Handshake Profile Guide (PDF)](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/112/files/2012/07/How-to-Build-Your-Handshake-Profile-Student-October-2-2018.pdf).\n- Contact [Handshake technical support](https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer).\n\n[![Transformative Experiences (TREX) Program](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/1/files/2019/11/trex-logo-clear.png)](https://www.saintpeters.edu/academics/programs-services/trex-program/)\n\n\*\*[The Transformative Experiences (TREX) Program](https://www.saintpeters.edu/academics/programs-services/trex-program/)\*\* is an opportunity for students in STEM majors (Biology, Biochemistry, Biotechnology, Chemistry, Physics, and Mathematics) to engage in a paid internship program that also counts for academic credit.\n\nWe use cookies to ensure that we give you the best experience on our website. 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"markdown": "Saint Peter's University\n\n# Teacher of Student with Disabilities Certificate\n\nProgram Level ­ Post baccalaureate certificate Program Length ­ 60 months\n\n# Q. How much will this program cost me?\\\* A. Tuition and fees: $^{\\\\mathbb{S}21,672}$ Books and supplies: $\\\\pmb{\\\\mathbb{s}875}$ On­campus room & board: not offered\n\nQ. How long will it take me to complete this program?\n\nA. The program is designed to take 60 months to complete. Of those that completed the program in 2013­2014, ${\\\\star}%$ finished in 60 months.\n\nWhat other costs are there for this program? 1For further program cost information, visit [http://catalogs.saintpeters.edu/graduate/](http://catalogs.saintpeters.edu/graduate/) \\\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.\n\n\\\* Fewer than 10 students completed this program in 2013­ 14. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.\n\nQ. What are my chances of getting a job when I graduate?\n\nA. The job placement rate for students who completed this program is ${\\\\star}%$ .\n\nQ. What financing options are available to help me pay for this program?\n\nA. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below: Federal loans: \\\* Private education loans: \\\* Institutional financing plan: \\\*\n\n\\\* This institution is not currently required to calculate a job placement rate for program completers.\n\nFor more\n\ninformation on\n\njobs related to this\n\nprogram. 3\n\n\\\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.\n\n# 1Other costs for this program\n\nNo additional information provided.\n\n# 2Additional information related to this program and/or the information provided above\n\nSaint Peter's University is accredited by the Middle States Commission on Higher Education (MSCHE). Neither MSCHE nor\n\nthe State of New Jersey require job placement rate disclosures and, consequently, do not provide methodologies for\n\ncalculating such rates.\n\n# 3More information on jobs related to this program\n\nAdapted Physical Education Specialists [http://online.onetcenter.org/link/summary/25­2059.01](http://online.onetcenter.org/link/summary/25%C2%AD2059.01)",

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VP for Academic Administration and Assessment | 1st floor | McDermott Hall |\n| (201) 761-6110 | Assoc. Vice President for Advancement | 101 | Hilsdorf Faculty Hall |\n| (201) 761-7360 | Assoc. Vice President for Student Life and Development | 5th floor | Mac Mahon Student Center |\n| (201) 761-7300 | Athletic Department | Mezzanine | Yanitelli Life Center |\n| (201) 761-7300 | Athletic Director | Mezzanine | Yanitelli Life Center |\n| (201) 761-7326 | Athletic Trainer | Lower Level | Yanitelli Life Center |\n| (201) 761-6372 | Benefits Clerk/Human Resources | 1st floor | Saint Peter Hall |\n| (201) 761-6430 | Biology Department | 111 | Gannon Hall |\n| (201) 761-6429 | Biology Technician | 17 | Gannon Hall |\n| ( [See University Store](https://www.saintpeters.edu/directory/department-main-numbers/#bookstore)) | Book Store | 1st Floor | Mac Mahon Student Center |\n| (201) 761-7424 | Budgeting | 2nd Floor | Saint Peter Hall |\n| (201) 761-7440 | Student Accounts (Enrollment Services Center) | 1st Floor | McDermott Hall |\n| (201) 761-6390 | Business Administration Department | Lower Level | Dinneen Hall |\n| (201) 761-6213 | Business Law Department | Lower Level | Dinneen Hall |\n| (201) 761-6260 | C.A.L.L. | 315 | Pope Hall |\n| (201) 761-7390 | Campus Ministry | 105 | Mac Mahon Student Center |\n| (201) 761-7403 | Campus Safety Director | 1st floor | Saint Peter Hall |\n| (201) 761-7400 | Campus Safety Office | 1st floor | Saint Peter Hall |\n| (201) 761-6400 | CEEL- Career Engagement & Experiential Learning | Room 101 | Dinneen Hall |\n| (201) 761-7190 | Center for Global Learning | Basement | Lee House |\n| (201) 761-7920 | Center for Microplasma Science and Technology | Lower Level | McDermott Hall |\n| (201) 761-6430 | Chemistry Department | 111 | Gannon Hall |\n| (201) 761-6447 | Chemistry Stock Room | 308 | Gannon Hall |\n| (201) 761-6230 | Classics | 201 | Hilsdorf Faculty Hall |\n| (201) 761-6334 | Communication and Media Culture | 202 | Hilsdorf Faculty Hall |\n| (201) 761-7391 | Community Service & Service Learning | 1st floor | Mac Mahon Student Center |\n| (201) 761-6360 | Computer Science Department | 10 | Loyola Hall |\n| (201) 761-7414 | Conference and Event Services | 2nd Floor | Saint Peter Hall |\n| (201) 761-7428 | Controller | 2nd floor | Saint Peter Hall |\n| (201) 761-6410 | Cooperative Education | 23 | Henneberry Hall |\n| (201) 761-6420 | Counseling and Psychological Services | 2nd Floor | Saint Peter Hall |\n| (201) 761-6167 | Criminal Justice | 405 | Hilsdorf Faculty Hall |\n| (201) 761-6360 | Data Science | 10 | Loyola Hall |\n| (201) 761-6030 | Dean of Freshmen/Sophomores CAS/SBA | 1st floor | McDermott Hall |\n| (201) 761-6030 | Dean of Juniors/Seniors CAS/SBA | 1st floor | McDermott Hall |\n| (201) 761-6040 | Dean of School of Professional & Continuing Studies | 208 | McDermott Hall |\n| (201) 761-7860 | Degnan Room | 1st floor | Saint Peter Hall |\n| (201) 761-6380 | E.O.F. Office | 208 and 209 | McDermott Hall |\n| (201) 761-6200 | Economics and Finance Department | 401 | Hilsdorf Faculty Hall |\n| (201) 761-6190 | Education Department | 2nd Floor | Dinneen Hall |\n| (201) 761-7940 | Emeritus | 108 | Pope Hall |\n| (201) 761-6310 | English Department | 31-35 | Loyola Hall |\n| (201) 761-6050 | Enrollment Services Center | 1st floor | McDermott Hall |\n| (201) 761-6184 | ESL-Center for English Language Acquisition and Culture | 3rd floor | Library |\n| (201) 761-6250 | Faculty Research/Sponsored Programs | Lower Level | O’Toole Library |\n| (201) 761-6066 | Financial Aid Office (Enrollment Services Center) | 1st floor | McDermott Hall |\n| (201) 761-6480 | Fine Arts Department | 20 | Rankin Hall |\n| (201) 761-6473 | Graduate Program in Education | 2nd Floor | Dinneen Hall |\n| (201) 761-6048 | Guarini Institute for Government & Leadership | 1st floor | Mac Mahon Student Center |\n| (201) 761-6048 | Harvard Model United Nations Program | 112 | Mac Mahon Student Center |\n| (201) 761-6425 | Health and Physical Education | 2nd Floor | Dinneen Hall |\n| (201) 761-6438 | Health Careers | 112 | Gannon Hall |\n| (201) 761-7445 | Health Services | 1st floor | Saint Peter Hall |\n| (201) 761-6170 | History Department | 303 | Hilsdorf Faculty Hall |\n| (201) 761-6226 | Honors Program | 2nd floor | Dr. James Bastek Honors Ctr. |\n| (201) 761-7380 | Hospitality Services | 2nd and 3rd floors | Mac Mahon Student Center |\n| (201) 761-6370 | Human Resources | 1st floor | Saint Peter Hall |\n| (201) 761-7800 | Information Technology | 1st Floor | Henneberry Hall |\n| (201) 761-7800 | Information Technology – Client Services | 213 | Pope Hall |\n| (201) 761-6085 | Institutional Research | 212 | McDermott Hall |\n| (201) 761-7806 | Instructional Technology / Blackboard | 2 | Henneberry Hall |\n| (201) 761-6028 | International Student Services | Basement | Lee House |\n| (201) 761-6157 | Latin American and Latino Studies | 402 | Hilsdorf Hall |\n| (201) 761-7855 | Library Conference Room | 2nd floor | O’Toole Library |\n| (201) 761-6460 | Library Reference Department | 1st floor | O’Toole Library |\n| (201) 761-6454 | Library/Library Director | 1st floor | O’Toole Library |\n| (201) 761-6461 | Library (Before 9AM and After 4:30P.M.) | 1st floor | O’Toole Library |\n| (201) 761-6472 | M.B.A. & M.S. in Accountancy Program | Ground Floor | Dinneen Hall |\n| (201) 761-7470 | Mail and Printing Services | 1st floor | D’Alvia House |\n| (201) 761-6280 | Maintenance Department | Lower Level | Pope Hall |\n| (201) 761-6340 | Mathematics Department | 25 | Loyola Hall |\n| (201) 761-6230 | Modern & Classical Languages and Literature Dept. | 201 | Hilsdorf Faculty Hall |\n| (201) 761-7446 | Nurse’s Office/Medical Records | 1st floor | Saint Peter Hall |\n| (201) 761-6270 | Nursing Department | 8 | Pope Hall |\n| (201) 761-6090 | OneCard Office (Enrollment Services Center) | 1st floor | McDermott Hall |\n| (201) 761-7378 | Pauw Wow | 5th floor | Mac Mahon Student Center |\n| (201) 761-6368 | Payroll (Faculty and Administrative) | 2nd floor | St. Peter Hall |\n| (201) 761-6369 | Payroll (Staff) | 2nd floor | St. Peter Hall |\n| (201) 761-6130 | Philosophy Department | 205 | Hilsdorf Faculty Hall |\n| (201) 761-6343 | Physics (Applied Science and Technology) | Lower Level | O’Toole Library |\n| (201) 761-7458 | Political Science | | Dorothy Day House |\n| (201) 761-7457 | Pre Law Advisor | | Dorothy Day House |\n| (201) 761-6010 | President’s Office | 1st floor | McDermott Hall |\n| (201) 761-6300 | Psychology Department | 101 | Pope Hall |\n| (201) 761-7458 | Public Administration | | Dorothy Day House |\n| (201) 761-6180 | Public Policy Department | 402-403 | Hilsdorf Faculty Hall |\n| (201) 761-7431 | Purchasing | 2nd Floor | Saint Peter Hall |\n| (201) 761-6190 | Reading Center | | Dinneen Hall |\n| (201) 761-7308 | Recreational Life Center Office | Lower Level | Yanitelli Life Center |\n| (201) 761-6052 | Registrar’s Office (Enrollment Services Center) | 1st floor | McDermott Hall |\n| (201) 761-7140 | Residence Life- East Residence Coordinator | 1st floor | Millennium Hall |\n| (201) 761-7130 | Residence Life- Main Office | 2nd floor | Saint Peter Hall |\n| (201) 761-7172 | Residence Life- Veterans’ Memorial Court | 1st floor | Veterans’ Memorial Court |\n| (201) 761-7170 | Residence Life- West Resident Coordinator | 1st floor | Veterans’ Memorial Court |\n| (201) 761-7156 | Residence Life- Whelan Hall/Front Desk | 1st floor | Whelan Hall |\n| (201) 761-7141 | Residence Life- Millennium Hall/Front Desk | 1st floor | Millennium Hall |\n| (201) 761-7430 | Room Reservations | 2nd floor | Saint Peter Hall |\n| (201) 761-7865 | Roy Irving Theater | 1st floor | Dinneen Hall |\n| (201) 761-7403 | Security Director | 1st floor | Saint Peter Hall |\n| (201) 761-7400 | Security Office | 1st floor | Saint Peter Hall |\n| (201) 761-7465 | Social Justice Program | 1st floor | King Karios House |\n| (201) 761-6150 | Sociology Department | 402 | Hilsdorf Faculty Hall |\n| (201) 761-6040 | School of Professional & Continuing Studies | 208 | McDermott Hall |\n| (201) 761-6024 | Special Asst. to the President for Strategic Planning | 1st floor | McDermott Hall |\n| (201) 761-6048 | Special Programs for Credit | 1st Floor | McDermott Hall |\n| (201) 761-6296 | Special Scholarships and Graduate Studies | 203 | Hilsdorf Faculty Hall |\n| (201) 761-7316 | Sports Communication | Mezzanine | Yanitelli Life Center |\n| (201) 761-6306 | Sports Management | 101 | Pope Hall |\n| (201) 761-6335 | STEM Engagement Center | 316 | Pope Hall |\n| (201) 761-7370 | Student Activities | 5th floor | Mac Mahon Student Center |\n| (201) 761-7374 | Student Entertainment Board | 5th floor | Mac Mahon Student Center |\n| (201) 761-7360 | Student Life and Development | 5th floor | Mac Mahon Student Center |\n| (201) 761-7376 | Student Government Association | 5th floor | Mac Mahon Student Center |\n| (201) 761-6028 | Study Abroad/Center for Global Learning | 524 | Mac Mahon Student Center |\n| (201) 761-6048 | Summer Scholars | 112 | Mac Mahon Student Center |\n| (201) 761-6040 | Summer Session Dean/SPCS | 208 | McDermott Hall |\n| 0 (internally) | Switchboard | 1st floor | McDermott Hall |\n| (201) 761-7309 | Tennis Reservations | Lower Level | Yanitelli Life Center |\n| (201) 761-6140 | Theology Department | 301 | Hilsdorf Faculty Hall |\n| (201) 761-6292 | TRIO Student Support Services | CASE, Lower Level | McDermott Hall |\n| (201) 761-6239 | University Communications | 305 | Hilsdorf Faculty Hall |\n| (201) 761-6490 | University Store | 1st Floor | Mac Mahon Student Center |\n| (201) 761-7450 | University Services | | 123 Glenwood Avenue |\n| (201) 761-6150 | Urban Studies Department | 402 | Hilsdorf Faculty Hall |\n| (201) 761-6020 | Vice President for Academic Affairs / Provost | 1st floor | McDermott Hall |\n| (201) 761-6103 | Vice President for Advancement | 102 | Hilsdorf Faculty Hall |\n| (201) 761-7425 | Vice President for Finance and Business | 2nd floor | Saint Peter Hall |\n| (201) 761-6018 | Vice President for Mission and Ministry | 1st floor | Saint Peter Hall |\n| (201) 761-7457 | Washington Center | | Dorothy Day House |\n| (201) 761-7102 | Web Strategies and Communications | 3rd Floor | Lee House |\n| (201) 761-6064 | Work Study Program | 1st floor | McDermott Hall |\n| (201) 761-6323 | Writing Program | 33 | Loyola Hall |\n| (201) 761-7370 | Year Book (Peacock Pie) | 5th floor | Mac Mahon Student Center |\n\nWe use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it.[Ok](https://www.saintpeters.edu/directory/department-main-numbers/#)",

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The community came together to celebrate this important milestone.\n\n### [Excellent Turnout at First Prep for Success Event](https://www.saintpeters.edu/ceel/2016/03/23/excellent-turnout-at-first-prep-for-success-event/)\n\n![students at event](https://www.saintpeters.edu/wp-content/blogs.dir/112/files/2016/03/unnamed-31-e1458740990191-500x500.png)\n\nOn Saturday, March 19, The Center for Undocumented Students (TCUS), CEEL, campus ministry, the Ignite Institute and the Sustainability Council hosted the first bi-annual prep for success event and it was a resounding hit. More than 60 students attended the event in which they were provided with professional attire. Invited guests included personal stylist Ian \\[…\\]\n\n### [Fall Career Fair Sets Multiple New All-Time Records](https://www.saintpeters.edu/ceel/2015/11/02/fall-career-fair-sets-multiple-new-all-time-records/)\n\n![career fair](https://www.saintpeters.edu/wp-content/blogs.dir/112/files/2015/11/unnamed-6-e1446474017327-500x485.jpg)\n\nOn Thursday, October 29, the Center for Career Engagement and Experiential Learning held the most successful career fair in the event’s history. The 32nd Annual Fall Career Fair brought in 71 participating employers, setting a new all-time record. Of those employers, 23 new organizations made their on-campus debut. Additionally, it had one of the strongest \\[…\\]\n\n### [Students Compete in Saint Peter’s First Elevator Pitch Contest](https://www.saintpeters.edu/ceel/2015/10/28/students-compete-in-saint-peters-first-elevator-pitch-contest/)\n\n![staff with donated check](https://www.saintpeters.edu/wp-content/blogs.dir/112/files/2015/10/unnamed-20-e1446041286838.png)\n\nOn Monday, October 26, the School of Business and Center for Career Engagement & Experiential Learning (CEEL) in cooperation with UPS, Provident Bank and the Ignite Institute at Saint Peter’s University hosted its first Elevator Pitch Competition. Of the eight student competitors, the $100 first place prize went to Tara Berberabe ’19, the $50 second \\[…\\]\n\n### [Career Fair Announcement](https://www.saintpeters.edu/ceel/2014/01/07/career-fair-announcement-2/)\n\nDon’t miss a Career Fair!  The Spring Career Fair is scheduled for Wednesday, March 26, 2014,  9:30 a.m. – 1:00 p.m., at the Yanitelli Recreational Life Center. Participation in a Career Fair is a great way for you to connect and network with representatives of employing organizations. A number of our students do obtain part-time and \\[…\\]\n\n### [Fall 2013 Career Fair a Success!](https://www.saintpeters.edu/ceel/2013/10/25/fall-2013-career-fair-a-success/)\n\n![career fair](https://www.saintpeters.edu/wp-content/blogs.dir/112/files/2013/10/c\_fair-500x500.jpg)\n\nOn October 24, the Office of Career Services hosted the 30th Annual Fall 2013 Career Fair, with more than 35 employers in attendance. Employers at the fair represented the corporate, government, medical and non-profit sectors. The BASF Corporation sponsored the event.\n\n### [Career Fair Announcement](https://www.saintpeters.edu/ceel/2013/01/02/career-fair-announcement/)\n\nDon’t miss a Career Fair!  The Fall 2013 Career Fair is scheduled for Thursday, October 24, 2013, 9:30 a.m. – 1:30 p.m. in the Yanitelli Center Gym\n\nWe use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it.[Ok](https://www.saintpeters.edu/ceel/category/news/page/2/#)\n\n[iframe](https://td.doubleclick.net/td/ga/rul?tid=G-NX8WWKLLQ3&gacid=624987161.1740192030&gtm=45je52k0v885204009z86258687za200zb6258687&dma=0&gcd=13l3l3l3l1l1&npa=0&pscdl=noapi&aip=1&fledge=1&frm=0&tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453&z=1738087186)[iframe](https://td.doubleclick.net/td/rul/995789047?random=1740192029760&cv=11&fst=1740192029760&fmt=3&bg=ffffff&guid=ON&async=1&gtm=45be52k0v9100581031z86258687za201zb885204009&gcd=13l3l3l3l1l1&dma=0&tcfd=10000&tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453&u\_w=1280&u\_h=1024&url=https%3A%2F%2Fwww.saintpeters.edu%2Fceel%2Fcategory%2Fnews%2Fpage%2F2%2F&hn=www.googleadservices.com&frm=0&tiba=News&npa=0&pscdl=noapi&auid=213427269.1740192029&uaa=&uab=&uafvl=&uamb=0&uam=&uap=&uapv=&uaw=0&fledge=1)[iframe](https://9590637.fls.doubleclick.net/activityi;src=9590637;type=count0;cat=sitev0;ord=1;num=6559488287772;npa=0;auiddc=213427269.1740192029;ps=1;pcor=1946587408;uaa=;uab=;uafvl=;uamb=0;uam=;uap=;uapv=;uaw=0;pscdl=noapi;frm=0;gtm=45fe52k0v9188082606z86258687za201zb885204009;gcd=13l3l3l3l1l1;dma=0;tcfd=10000;tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453;epver=2;~oref=https%3A%2F%2Fwww.saintpeters.edu%2Fceel%2Fcategory%2Fnews%2Fpage%2F2%2F?)[iframe](https://td.doubleclick.net/td/fls/rul/activityi;fledge=1;src=9590637;type=count0;cat=sitev0;ord=1;num=6559488287772;npa=0;auiddc=213427269.1740192029;ps=1;pcor=1946587408;uaa=;uab=;uafvl=;uamb=0;uam=;uap=;uapv=;uaw=0;pscdl=noapi;frm=0;gtm=45fe52k0v9188082606z86258687za201zb885204009;gcd=13l3l3l3l1l1;dma=0;tcfd=10000;tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453;epver=2;~oref=https%3A%2F%2Fwww.saintpeters.edu%2Fceel%2Fcategory%2Fnews%2Fpage%2F2%2F?)[iframe](https://9590637.fls.doubleclick.net/activityi;src=9590637;type=count0;cat=pagev0;ord=8088373388192;npa=0;auiddc=213427269.1740192029;ps=1;pcor=1308615613;uaa=;uab=;uafvl=;uamb=0;uam=;uap=;uapv=;uaw=0;pscdl=noapi;frm=0;gtm=45fe52k0v9188082606z86258687za201zb885204009;gcd=13l3l3l3l1l1;dma=0;tcfd=10000;tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453;epver=2;~oref=https%3A%2F%2Fwww.saintpeters.edu%2Fceel%2Fcategory%2Fnews%2Fpage%2F2%2F?)[iframe](https://td.doubleclick.net/td/fls/rul/activityi;fledge=1;src=9590637;type=count0;cat=pagev0;ord=8088373388192;npa=0;auiddc=213427269.1740192029;ps=1;pcor=1308615613;uaa=;uab=;uafvl=;uamb=0;uam=;uap=;uapv=;uaw=0;pscdl=noapi;frm=0;gtm=45fe52k0v9188082606z86258687za201zb885204009;gcd=13l3l3l3l1l1;dma=0;tcfd=10000;tag\_exp=101732282~101732284~102067808~102482433~102539968~102558064~102587591~102605417~102640600~102658453;epver=2;~oref=https%3A%2F%2Fwww.saintpeters.edu%2Fceel%2Fcategory%2Fnews%2Fpage%2F2%2F?)[iframe](https://td.doubleclick.net/td/rul/11303375675?random=1740192029781&cv=11&fst=1740192029781&fmt=3&bg=ffffff&guid=ON&async=1&gtm=45be52k0z86258687za201zb885204009&gcd=13l3l3l3l1l1&dma=0&tcfd=10000&tag\_exp=101732279~101732281~102067808~102308675~102482433~102539968~102558064~102587591~102605417~102640600~102658453&u\_w=1280&u\_h=1024&url=https%3A%2F%2Fwww.saintpeters.edu%2Fceel%2Fcategory%2Fnews%2Fpage%2F2%2F&hn=www.googleadservices.com&frm=0&tiba=News&npa=0&pscdl=noapi&auid=213427269.1740192029&uaa=&uab=&uafvl=&uamb=0&uam=&uap=&uapv=&uaw=0&fledge=1)[iframe](https://x.adroll.com/pxl/iframe\_content.html?adroll\_fpc=b6f1331254f28d6faa1d10d707550c5f-1740192029928&flg=1&pv=76790624353.61342&arrfrr=https%3A%2F%2Fwww.saintpeters.edu%2Fceel%2Fcategory%2Fnews%2Fpage%2F2%2F&advertisable=VQO6325DWVHVTBMQPSOONJ)",

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He specializes in research on social influences on workplace performance, perceptions of cheating in academics, sports, and business, and on decision making and morality. He has several peer reviewed publications and 8 conference presentations in the last 5 years. In addition, he currently serves as the University’s Chair of the IRB.\n\n- ![photo of Lori Ann Buza](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/269/files/2019/01/Andrea-Bubka\_540x830\_acf\_cropped.jpg)\n\n\n\n#### Andrea Bubka, Ph.D\n\n\n\n\*\*Professor of Psychology\*\*\n\n\nB.A., Oakland; M.A., Central Michigan; Ph.D., Adelphi\n\n\nOffice: Pope Hall, Room 101\n\n\nEmail: [abubka@saintpeters.edu](mailto:abubka@saintpeters.edu)\n\n\nPhone: (201) 761-6303\n\n\n\n[Prof. Bubka’s Biography](https://www.saintpeters.edu/academics/faculty/members/andrea-bubka/)\n\n\n\n\* \* \*\n\n\n\nProf. Bubka conducts research in the areas of motion sickness and visually-induced self-motion perception especially as it applies to virtual environments. In the past 5 years, she has had 5 peer-reviewed journal articles and 14 conference presentations. Her work and opinions about topics such as motion sickness, cybersickness, and effects of 3D films and device displays have been covered by media outlets on television (Fox Business News and Inside Edition) and in print. She is a Fellow and Board of Directors Member of the Eastern Psychological Association.\n\n- ![photo of Maryellen Hamilton](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/269/files/2019/09/Mary-H\_540x830\_acf\_cropped.jpg)\n\n\n\n#### Maryellen Hamilton, Ph.D.\n\n\n\n\*\*Professor and Chair of Psychology\*\*\n\n\nB.A., Hofstra University; M.A., SUNY; Ph.D., SUNY.\n\n\nOffice: Pope Hall, Room 101\n\n\nEmail: [mhamilton@saintpeters.edu](mailto:mhamilton@saintpeters.edu)\n\n\nPhone: (201) 761-6304\n\n\n\n[Prof. Hamilton’s Biography](https://www.saintpeters.edu/academics/faculty/members/maryellen-hamilton/)\n\n\n\n\* \* \*\n\n\n\nA cognitive psychologist who conducts research on memory and learning. In the past 5 years Prof. Hamilton has had 3 peer-reviewed journal articles published and 27 conference presentations (26 of them co-authored with SPU undergraduates). In addition, she serves as the Treasurer of the Eastern Psychological Association.\n\n- ![photo of Lori Ann Buza](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/269/files/2019/08/B.Hanson\_540x830\_acf\_cropped.jpg)\n\n\n\n#### Brittany Hanson, Ph.d.\n\n\n\n\*\*Assistant Professor of Psychology\*\*\n\n\nB.S., University of Arizona; M.A., University of Illinois at Chicago; Ph.D., University of Illinois at Chicago\n\n\nOffice: Pope Hall, Room 103A\n\n\nEmail: [bhanson@saintpeters.edu](mailto:bhanson@saintpeters.edu)\n\n\nPhone: (201) 761-6309\n\n\n\n[Prof. Hanson’s Biography](https://www.saintpeters.edu/academics/faculty/members/brittany-hanson/)\n\n\n\n\* \* \*\n\n\n\nShe started at Saint Peter’s University as full-time faculty in the Fall of 2018. She is a social psychologist whose research focuses on attitudes and attitude change, as well as moral and political psychology. In the past 5 years, Dr. Hanson has had 6 articles published in peer-reviewed publications and presented 9 times at academic conferences. She also recently received a small research grant through the journal Politics and the Life Sciences in collaboration with Dr. Daniel Wisneski. Dr. Hanson also currently serves as a Scientific Communication and Outreach Consultant for the Society for Personality and Social Psychology.\n\n- ![photo of oshua Feinberg](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/242/files/2019/03/Kuchinka-2.jpeg)\n\n\n\n#### Daniel Kuchinka\n\n\n\n\*\*Adjunct Professor of Psychology\*\*\n\n\nB.A. St. Cloud State University; M.S. Minnesota State University; Ph.D. Capella University.\n\n[Prof. Kuchinka’s Biography](https://www.saintpeters.edu/academics/faculty/members/kuchinka-daniel/)\n\n\n\n\* \* \*\n\n\n\nMy career highlights include 15 years management/leadership experience with memorable moments as Senior Manager and then CEO at two different Chamber of Commerce organizations, and Operations Manager at a fortune 100 company (rank 54). I have also served in higher education in the classroom and online for approximately 8 years. My areas of expertise include organizational development, training, education, leadership, and spirituality in the workplace.\n\n- ![photo of Lori Ann Buza](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/269/files/2019/08/Leanor-Lega\_540x830\_acf\_cropped.jpg)\n\n\n\n#### Leonor Lega, Ph.D.\n\n\n\n\*\*Professor of Psychology\*\*\n\n\nConsejeria Psicologica (Counseling Psychologist) Universidad Del Valle (Colombia); Ph.D., Temple; Licensed Psychologist New York and New Jersey; Post-Doctorate: Rational Emotive Behavior Therapy.\n\n\nOffice: Pope Hall, Room 101\n\n\nEmail: [llega@saintpeters.edu](mailto:llega@saintpeters.edu)\n\n\nPhone: (201) 761-6302\n\n\n\n[Prof. Lega’s Biography](https://www.saintpeters.edu/academics/faculty/members/leonor-lega/)\n\n\n\n\* \* \*\n\n\n\nHer specialty is the cross-cultural approach to cognitive behavioral therapy with emphasis on Albert Ellis’ Rational Emotive Behavior Therapy. In the past 5 years, she has produced Two books, revised editions of two other books, five peer-reviewed journal articles (3 of them with SPU students as co-authors, and several keynote lectures at national and international meetings in Spain and Latin America.\n\n- #### ![Preston V. L. Lindsay, Ph.D.](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/242/files/2021/09/team-pic-preston-lindsay-150x150.jpg)Preston V. L. Lindsay, Ph.D.\n\n\n\n\*\*Adjunct Professor of Psychology\*\*\n\n\*\*Professor of Business\*\*\n\n\n\nB.S., Drexel University; B.A., Catholic University of America; M.S., Catholic University of America; Ph.D., Chicago School of Professional Psychology\n\n\nOffice: Pope Hall, Room 101\n\n\nEmail: [plindsay@saintpeters.edu](mailto:plindsay@saintpeters.edu)\n\n\nPhone: (201) 761-6300\n\n\n\n\* \* \*\n\n\n\nPreston Lindsay is an American organizational psychologist and educator who specializes in multicultural & antiracist organizational development practice, organizational neuroscience, management, and facilitating radical transformational change, with more than 10 years of executive leadership in both the nonprofit and corporate sectors. Dr. Lindsay serves as President & Chief Executive Officer of The Lindsay Group Co., an organizational development consulting firm, which he founded in 2014. TLG is mission oriented to provide anti-oppressive and antiracist organization development services for transformational and radical system change. Passionate about social justice and advocating for underserved and historically marginalized communities.\n\n\n\nDr. Lindsay is a Professor of Business at Saint Peter’s University Guarini School of Business and Adjunct Professor of Industrial-Organizational Psychology at the SPU Department of Psychology. Dr. Lindsay also regularly lectures at the University of Maryland, Baltimore County and several other institutions. Dr. Lindsay’s current research centers on the relationship of oppressive organizational systems and its impact on people of oppressed identities. His recent research efforts take a phenomenological approach to understanding how organizational trauma influences the behavior and consciousness of Workers of oppressed identities.\n\n\n\nEver committed to the movement towards liberation for all oppressed people, Dr. Lindsay offers his organizational development and organizational psychology expertise by chairing/advising a few boards of community-based, social justice organizations and providing pro-bono services to support sustainability initiatives.\n\n- ![photo of Lori Ann Buza](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/269/files/2019/04/DanielWisneski\_540x830\_acf\_cropped.jpg)\n\n\n\n#### Daniel Wisneski, Ph.D.\n\n\n\n\*\*Assistant Professor of Psychology\*\*\n\n\nB.A. Ohio State University; Ph.D., University of Illinois at Chicago\n\n\nOffice: Pope Hall, Room 101\n\n\nEmail: [dwisneski@saintpeters.edu](mailto:dwisneski@saintpeters.edu)\n\n\nPhone: (201) 761-6305\n\n\n\n[Prof. Wisneski’s Biography](https://www.saintpeters.edu/academics/faculty/members/daniel-wisneski/)\n\n\n\n\* \* \*\n\n\n\nHe started at Saint Peter’s in Fall 2014. He is a social and personality psychologist whose research focuses, specifically, on the areas of moral and political psychology. In the last 5 years, Dr. Wisneski has had 9 articles published in peer reviewed journals, as well as 3 book chapters. He has also presented 10 times at academic conferences or as an invited speaker at other Universities, and was co-author on 7 posters presented by SPU undergraduates at regional conferences. Dr. Wisneski also serves as an academic editor for the journal PLOS One and he also recently received a small research grant through the journal Politics and the Life Sciences. Since starting at Saint Peter’s, Dr. Wisneski’s work has been featured in a number of popular press articles and on NPR.\n\n- ![photo of oshua Feinberg](https://www.saintpeters.edu/wp-content/uploads/blogs.dir/242/files/2019/03/JZpic1.jpg)\n\n\n\n#### Joshua Zable\n\n\n\n\*\*Adjunct Professor of Psychology\*\*\n\n\nB.A. University of Michigan – Ann Arbor; M.A. University of Michigan – Ann Arbor.\n\n\nEmail: [jzable@saintpeters.edu](mailto:jzable@saintpeters.edu)\n\n\nPhone: (347) 675-2637\n\n\n\n[Prof. Zable’s Biography](https://www.saintpeters.edu/academics/faculty/members/zable-joshua/)\n\n\n\n\* \* \*\n\n\n\nJoshua Zable is a seasoned and award-winning executive with management, training and teaching experience at global organizations. His coursework aims to arm students with practical and applicable skills to set them up for success in professional industries after their graduation.\n\n\n\nJoshua Zable currently serves as the Chief Marketing and Strategic Planning Officer and a member of the Board of Directors at Minitab, LLC, the leading provider of solutions analytics, including data analysis software and provider of expert statistical services. He also serves on the Board of Directors of Acera, LLC, an innovative medical device company.\n\n\n\nJoshua Zable has been recognized by Institutional Investor Magazine, IR Magazine, The International Business Awards, The American Business Awards, the Best in Biz Awards and the Hermes Creative Awards.\n\nWe use cookies to ensure you get the best experience. 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