

ST. JOSEPH'S SEMINARY & COLLEGE

STUDENT HANDBOOK

2020-2021



Main Campus

201 Seminary Ave.
Yonkers, NY 11901
www.dunwoodie.edu

Seminary of the Immaculate Conception
Cathedral Seminary House of Formation
John F. Kennedy Catholic High School

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ABOUT ST. JOSEPH'S SEMINARY and COLLEGE

NOTICE

All seminarians and students are required to follow all policies and procedures contained in the St. Joseph's Seminary & College Student Handbook. The Seminary reserves the right to make changes in its administrative rules and regulations, as well as its schedules and courses, from time to time, without notice, as it may deem necessary.

PREFACE

This handbook (rev. August 2020) provides policies and procedures governing graduate study in all programs of St. Joseph's Seminary and College. It is based on information available at publication. Therefore, it may be subject to change without notice.

Only the Academic Dean and Associate Deans have the authority to grant exceptions to these policies.

It is the student's responsibility to be aware of all regulations. At the beginning of each new academic year, all students are required to read this handbook and adhere to all SJS policies.

MISSION STATEMENT

St. Joseph's Seminary and College, founded in 1896, is the major seminary of the Archdiocese of New York. Its primary mission is to serve the Church by forming men for the Catholic priesthood. St. Joseph's functions as the principal institution of priestly formation for the Archdiocese of New York, the Diocese of Brooklyn, and the Diocese of Rockville Centre. St. Joseph's also welcomes seminarians from other archdioceses, dioceses, eparchies, and other religious congregations.

Rooted in the apostolic community gathered around Jesus Christ, St. Joseph's Seminary seeks to form future priests who will hand on the life and tradition of the Church's faith in the context of the new evangelization of the twenty-first century. To accomplish this, St. Joseph's Seminary offers a program of human, spiritual, intellectual, and pastoral formation that is faithful to the Magisterium of the Catholic Church. In fostering the integration of these "pillars of formation," St. Joseph's aims to form men according to

the Heart of Jesus the Good Shepherd (see St. John Paul II, *Pastores Dabo Vobis*, 1992; USCCB, *Program of Priestly Formation*).

As a complement to its primary mission, St. Joseph's Seminary also serves the Church by offering graduate theological and philosophical degree programs to qualified students at multiple locations. Graduate degree programs in the theological disciplines are offered to candidates for the Permanent Diaconate, lay men and women, men and women in consecrated life, and clergy who wish to deepen their understanding of the Catholic faith through systematic study, or who are called to serve the Church in roles of leadership. A graduate degree program in Catholic Philosophical Studies is offered to qualified students who seek an advanced understanding of philosophy in the Catholic tradition and its special relationship with the study of Catholic theology.

A spirit of service to the Church guides all of the programs which St. Joseph's Seminary and College provides to seminarians, Permanent Diaconate candidates, lay, religious, and clergy. This spirit is strengthened by a profound sense of ecclesial communion that is fostered and expressed through fidelity to Church teaching, a daily life of prayer, the celebration of the Holy Sacrifice of the Mass, the ceaseless invocation of the Holy Spirit, and the intercession of the Blessed Virgin Mary, St. Joseph, and all the saints.

HISTORY OF SAINT JOSEPH'S SEMINARY & COLLEGE

Saint Joseph's Seminary and College, founded in 1896, is the Major Seminary of the Archdiocese of New York and the fifth educational institution of the Archdiocese for the formation of Catholic priests. Previous Archdiocesan seminaries were established in Nyack (1833-1834), Lafargeville (1838-1840), Fordham (1840-1860) and Troy (1864-1896).

Archbishop Michael Corrigan, wishing to relocate his Seminary closer to New York City, laid the cornerstone for Saint Joseph's Seminary in the Dunwoodie section of Yonkers on May 17, 1891. The first academic year began on September 21, 1896, with 96 seminarians. For the first ten years of its service, the Seminary was directed by priests of the Society of San Sulpice, who composed the majority of the Faculty during those years. In 1906, the Archdiocese constituted a new Administration and Faculty composed largely of diocesan priests, and this practice has remained to this day. Since its founding, Saint Joseph's Seminary has served the Church in its primary mission of educating and forming future priests. In light of this mission, Saint Joseph's was authorized by the Board of Regents of the State of New York to grant the Degree of Bachelor of Arts in 1908, Master of Arts and Doctor of Philosophy in 1921, and Bachelor of Divinity in 1965. In 1971, the New York State Education Department granted Saint Joseph's permission to offer the Master of Divinity Degree.

In 1976, the Seminary's mission expanded to include the education of the laity and religious, and Saint Joseph's received approval from New York State to offer a Master of Arts Degree in Religious Education, which was offered through the Seminary's Archdiocesan Catechetical Institute (A.C.I.). In 1987, Saint Joseph's received approval for the Master of Arts in Theology degree. From 1993 until 2015, Saint Joseph's administered a Master of Arts in Religious Studies degree.

In addition to these approvals from New York State, Saint Joseph's Seminary has been accredited by the Middle States Commission on Higher Education since 1961 and the Association of Theological Schools since 1973.

On November 11, 2011, Timothy Cardinal Dolan (Archbishop of New York), Most Reverend Nicholas DiMarzio (Bishop of Brooklyn) and Most Reverend William Murphy (Bishop of Rockville Centre) signed a *Joint Operating Agreement* (hereafter *J.O.A.*), that pledged the cooperation of the three Catholic dioceses of the downstate New York region in a single program of graduate level priestly formation at Saint

Joseph's Seminary. Earlier that year, the three dioceses had already begun to collaborate on a single college and Pre-Theology program at the Cathedral Seminary House of Formation in Douglaston, New York. Subsequently, on March 12, 2012, the *J.O.A.* was modified by a *Memorandum of Understanding*, which resulted in the aggregation of all diocesan Master's Degree programs, faculty and students across all three dioceses to Saint Joseph's Seminary. These foundational documents have guided the collaborative efforts of all three dioceses in theological education ever since and continue to serve the Seminary in its planning for the future.

This aggregation of all degree programs to Saint Joseph's Seminary was completed in stages. The seminarians from all downstate New York dioceses began studying at Saint Joseph's Seminary in Yonkers, New York, in the Fall of 2012. During the 2012-2013 Academic year, Saint Joseph's received permission from its accrediting agencies to constitute the Seminary of the Immaculate Conception in Huntington, New York, and the Cathedral Seminary House of Formation in Douglaston, New York, as extension sites, and to administer the Degrees of Master of Arts in Theology and the Master of Arts in Catholic Philosophical Studies to all qualified students. In 2013, St. Joseph's Seminary began offering a Master of Arts in Theology degree for students not participating in the priestly formation program.

Currently, Saint Joseph's Seminary is the single degree granting institution for all diocesan-sponsored Master's Degree Programs at the Yonkers, Huntington, Douglaston and Somers Campuses.

Through the sharing of the resources, professors, and personnel from local dioceses, the Seminary's Administration and Faculty are able to provide the best theological and ministerial education and training possible to all of its students at all locations and is the center of Catholic learning and thought for the entire downstate New York region and beyond.

ACCREDITATION

Middle States Commission on Higher Education

3624 Market Street
Philadelphia, PA 19104-2680
Tel: 267-284-5000

www.msche.org

https://www.msche.org/institutions_view.asp?idinstitution=420

Association of Theological Schools

10 Summit Park Drive
Pittsburgh, PA 15275-1103
Tel: 412-788-6505

www.ats.edu

<http://www.ats.edu/member-schools/st-josephs-seminary>

New York State Education Department

89 Washington Ave.
Albany, NY 12234
Tel: 518-474-5091

Contact Information: <http://usny.nysed.gov/contact.html>

Inventory of Registered Programs:

<http://www.nysed.gov/heds/IRPSL1.html>

AFFILIATION

Pontifical University of St. Thomas Aquinas

Largo Angelicum 1
00184 Rome RM, Italy
Tel. (+39) 06.67021

Email: ufficiosegreteria@pust.it

ACADEMICS

ADMISSIONS/REGISTRATION

ADMISSION REQUIREMENTS

All prospective applicants to degree programs must fulfill the following academic requirements:

1. Bachelor of Arts degree from an accredited institution; or its equivalent (120 credits in college level studies).
2. For ESL applicants, successful completion of the TOEFL *iBT* with a score of 80 or higher (90 or better is recommended); applicants scoring lower than 80 can be accepted on condition they take remedial English courses during their first academic year at SJS.

Candidates pursuing an ordination track (MDiv, MACPS, Permanent Diaconate), should contact the sponsoring diocese or religious order to apply for sponsorship.

APPLICATION PROCESS

In order to seek admission, applicants must:

1. Complete the application which may be found on the SJS website, www.dunwoodie.edu. There is a \$50.00 non-refundable application fee.
2. Submit official transcript(s) from each undergraduate and graduate institution attended to:
Office of the Registrar
St. Joseph's Seminary
201 Seminary Ave.
Yonkers, NY 10704
3. Include with the application a statement of purpose explaining your motivation for graduate theological study.

4. Submit letters of recommendation from two individuals who are familiar with your academic and/or pastoral background.
5. Proof of immunization (for all students born on or after January 1, 1957).
6. Arrange for an interview with one of the Associate Deans (MA and Certificates) or Director of Admissions (MDiv).

Note: Upon initial acceptance into the Master of Arts programs, one is considered to be a non-matriculated participant until one has completed six credits in basic theology at the Seminary with an earned grade average of "B" or better.

AUDITING

Qualified students are eligible to audit courses in the MA in Theology program only. Auditors must qualify and complete the application, which may be accessed on the SJS website, www.dunwoodie.edu. See the admissions requirements and process above.

There is a \$50.00 non-refundable application fee.

Auditors attend classes and are not subject to examinations or written assignments, unless in the Permanent Diaconate Program. All auditors should keep up with course readings. Auditors do not receive course credit.

TRANSFER CREDIT

Graduate credits earned at another accredited institution may be presented for acceptance as academic credit prior to matriculation at Saint Joseph's Seminary. The courses completed by the student must be in keeping with the requirements of the degree program. They must have been taken within a five-year period prior to acceptance as a matriculated student, and have been awarded the grade of "B" or better. The Academic Dean approves the acceptance of these credits. Credits that have already been applied to earn another academic degree may not be counted again toward the requirements for a degree from the Seminary. The student should present a photocopy of catalog descriptions of the graduate courses for which the advanced credit is requested. Courses transferred may be graduate courses only. A letter grade will not

appear on the permanent record since the grading system in all schools varies. Thus, only credits will be recorded.

For the Master of Arts degrees, SJS allows up to six (6) graduate credits in theology or philosophy from an accredited institution of higher education to transfer into a program.

REGISTRATION

Online registration takes place prior to the start of each semester in Populi. The academic schedule for each semester is published on the website, Dunwoodie.edu, and in Populi.

Students must contact their advisor prior to their enrollment in a course.

ACADEMIC ACCOMMODATIONS

St. Joseph's Seminary and College welcomes students with all types of disabilities into our community of worship and learning. We give individualized consideration of each student's needs to devise accommodation solutions to ensure equal access to all students. If you have a disability requiring academic accommodation, please contact the Director of Psychological Services at St. Joseph's Seminary, Dr. Timothy Lock, at timlock@dunwoodie.edu.

CONTINUOUS ENROLLMENT REQUIREMENT

The Master of Arts Program has a continuous enrollment policy for both the certificate and degree programs. Therefore, a student must register for at least one course every Fall and Spring semester. Once a student completes their coursework, they are considered enrolled when they are either preparing for the comprehensive exam or writing a thesis. The only exception to this policy is if the student has an approved leave of absence (see Leave of Absence Policy). A student who fails to abide by this policy will be dismissed from the program and will have to re-apply if they desire to return.

TUITION AND FEES

All fees are published on the website (<https://dunwoodie.edu/tuition-and-fees>). Fees are subject to change. All fees and expenses are payable upon receipt of invoice to the bursar. A payment plan option is available and should be stipulated at registration. If a payment plan is chosen, students are required to complete the [Payment Plan Agreement Form](#) found on the Dunwoodie Website and submit the form to the bursar by the beginning of the semester. Students may not register until they have satisfied their financial obligations from the previous semester; nor will grade reports or transcripts be issued.

REFUNDS

Registration means a student is attending class until the date on which the student's written desire to withdraw from a course has been received in the Academic Office. *Telling a professor that you wish to withdraw from a course is not official notice of withdrawal.* Application, registration, and library fees will not be refunded.

Until day before first class	100%
By the second class	75%
By the third class	50%
After the third class	no refund

ACADEMIC POLICIES

DEGREE REQUIREMENTS

Master of Divinity (M.Div) and

Bachelor in Sacred Theology Degree (S.T.B.)

Candidates for the professional degree of Master of Divinity (M.Div.) and the academic degree of Bachelor of Sacred Theology (S.T.B.) from the University of Saint Thomas Aquinas in Rome (which represents an acknowledgement of our normative M.Div. program as the ecclesiastical equivalent of the "First Cycle" in a Pontifical University) take 87 credits of academic coursework over four years. Students must successfully

complete all the courses listed for all eight semesters of the theological curriculum while maintaining at least a 2.0 grade point index. In addition, qualified students in Third Theology must pass a comprehensive examination that is administered in the spring semester and consists of both written and oral components.

Seminarian – Master of Arts in Theology (M.A. Theology)

Candidates for the academic degree of Master of Arts in Theology (M.A. Theology) take 39 credits of academic coursework. All students must complete this coursework with a grade point average of 3.0 or higher. The capstone requirement for the M.A. Theology degree is a written research thesis of minimum fifty pages. In the Spring semester of Third Theology, M.A. Theology Candidates are required to participate in a non-credit Masters Seminar in Research Methodology, which runs through the Fall semester of Fourth Theology and assists students in formulating their thesis outline, bibliography and a précis of their thesis. Students work under the direction of a faculty member who approves his thesis topic and directs both the research and thesis preparation. The completed thesis must be submitted by April 30th in the Spring semester of Fourth Theology; no extensions will be granted. If the thesis is not completed during the Fourth Theology academic year, students are eligible to apply for the MA Thesis Mentoring Seminar to continue with the process; appropriate fees apply. Four academic areas of specialization are available: Sacred Scripture, Dogmatic Theology, Moral Theology, and Church History. Within the specialty of Scripture, reading knowledge of Hebrew is required for research in the Old Testament, and reading knowledge of Greek is required for research in the New Testament. A student may fulfill some of these academic requirements at another Seminary or University with the approval of the Academic Dean.

Master of Arts in Theology (M.A. Theology)

Thirty-nine credits of graduate studies required.

Nine three-credit courses are the foundation of an integrated core curriculum in fundamental Theology. The remaining twelve elective credits allow students to specialize in Scripture, Dogmatic Theology, Moral Theology, or Liturgy.

Scripture (6)

Introduction to the Old Testament
Introduction to the New Testament

Dogmatic Theology (12)

Introduction to Theology
Christology
Ecclesiology
Trinity

Moral Theology (3)

Fundamental Moral Theology

History (3)

Introduction to the History of the Church

Liturgy (3)

Introduction to Liturgy

Electives (12)

Permanent Diaconate candidates complete the following electives:

- Pastoral Issues in Contemporary Moral Theology
- Introduction to Pastoral Ministry
- Introduction to Canon Law
- Pauline and Johannine Literature

Classical Language Requirement

Students intending to write a thesis in the area of Sacred Scripture must show competency in Biblical Greek for concentration on the New Testament or competency in Hebrew for concentration on the Old Testament. This may be done either by taking a reading examination or successfully passing a course in the language.

Writing for Theological Research

All new students must participate in a non-credit workshop that will review the elements of graduate level writing. The workshop will provide instruction pertaining to writing skills, grammar, and the use of Chicago Style format, with special attention to theological citation rules.

MA in Theology Summative Requirement

In addition to the course work, each student who qualifies to complete the degree must complete the capstone requirement of a comprehensive examination. Students qualify to take the comprehensive exam with a cumulative GPA of 3.0 (B) or higher. If students qualify, they are able to apply to write a thesis to fulfill their summative in accordance with the MA thesis process outlined below. Students must meet with one of the Associate Deans after they have completed 8 course requirements to discuss their eligibility and options. Registration for the summative requirement is required, and the appropriate fees apply.

MA in Theology Comprehensive Exam

Nine study questions are provided to students 6–8 weeks prior to the exam; each question is based on one of the nine core required courses. Students must prepare coherent and comprehensive essays. The exam is divided into two sessions (two and a half hours each), and students must complete two out of three essay questions in each session. Essays must be coherent and comprehensive; notes and outlines are unacceptable responses.

The exam is graded within one month on a pass/fail basis. Three passing essays constitute a passing grade. Two or more failing essays constitute a failing grade.

A student who fails the exam may be permitted to retake it in its entirety or in part (as applicable) at the next administration. Students who fail the second exam are not permitted to try again.

MA in Theology Thesis Process: Topic/Director Selection and Required Seminars

When a student has three semesters (or four courses) remaining in their course of study and is interested in writing a thesis for their Master of Arts in Theology Degree Summative requirement, they are to meet with one of the associate deans to discuss their eligibility for writing a thesis. A student is deemed eligible based on their cumulative GPA and a review of either a writing sample or their portfolio demonstrating sufficient writing and research skills.

The decision regarding a student's entrance into the Thesis Process is made by a committee consisting of the Academic Dean and the Associate Deans, who will review

each student's qualifications.

If eligible, the student then discusses possible areas of interest with one of the associate deans:

- After consultation among the Academic and Associate Deans, an individual faculty member is approached by the Academic Dean or Associate Dean in order to gauge their comfort and interest in serving as the student's director;
- If the choices of topic and director are agreeable both to the faculty member and the student, the Dean/Associate Dean advises the student to contact the Thesis Director directly to begin further discussion of the topic.

Once the topic is approved and a Thesis Director is confirmed, the following procedure is to be followed:

1. The student must complete the thesis within 18 months.
2. The student initiates the process by participating in MA 9010 Seminar in Research Methodology for one semester (meetings throughout the semester: tuition \$500);
 - a. By the end of the semester, the student must complete a detailed outline of the thesis, a bibliography and a one-page précis of the thesis (all of which must be approved by the Thesis Director);
 - b. Throughout the process, each student is to be in regular contact with their Director (minimum every 2-3 weeks);
 - c. If the student meets all of the required benchmarks during the Seminar in Research Methodology, they may advance to MA 9020 Thesis Mentoring Seminar.
3. Thesis Mentoring Seminar (two-hour sessions once a month; tuition \$500 per semester) for two semesters or until their thesis is completed and approved;
 - a. While attending the seminar, each student establishes chapter deadlines with their director and should submit their work on time so as to allow for ample time to integrate feedback, editing and formatting;
 - b. Two missed deadlines will require a meeting with the Academic Dean or Associate Dean so as to determine the student's continuance in the program;
 - c. Throughout the process, each student is to be in regular contact with their Director (minimum every 2-3 weeks);
 - d. A draft of the completed thesis should be submitted in March to allow time to integrate feedback, editing and formatting.
 - e. The minimum 50-page thesis is to be completed, approved by the Thesis

Director, reviewed for format, and submitted to the Academic Office by April 30th.

4. Three copies (one copy with a report cover/folder and two copies for binding) of the approved thesis are submitted by April 30th to the Academic Office.

TIME TO COMPLETION

The MA in Theology degree is meant to be completed within six years, including the summative requirement.

Master of Arts in Catholic Philosophical Studies (MACPS)

The Master of Arts in Catholic Philosophical Studies is an academic degree program which is designed to provide students with a graduate level understanding of philosophy in the Catholic tradition.

The MACPS degree requires 45 credit-hours of graduate studies in philosophy with the following curriculum:

YEAR I

FALL

Logical Analysis

History of Ancient Philosophy

Introduction to Philosophy in the Catholic Tradition

Fundamentals of Catholic Doctrine

Ecclesiastical Latin I (non-credit)

SPRING

Philosophy of Knowledge

History of Medieval Philosophy

Philosophy of Nature

Introduction to Sacred Scripture

Ecclesiastical Latin II (non-credit)

YEAR II

FALL

History of Modern Philosophy

Philosophical Anthropology

Metaphysics

The Philosophy of Saint Thomas Aquinas
Biblical Greek I (non-credit)

SPRING

History of Contemporary Philosophy
Ethics, Natural Law and Politics
Natural Theology
Faith and Reason
Biblical Greek II (non-credit)

MACPS Summative Requirement: Written and Oral Comprehensive Exam

In addition to the course work, each student who qualifies to complete the degree must complete the capstone requirement of a written and oral comprehensive examination. Students qualify to take the comprehensive exam with a cumulative GPA of 3.0 (B) or higher.

MACPS Written Exam

Study questions are provided to students 6–8 weeks prior to the exam. The exam is divided into two sessions (two and a half hours each), and students must complete two out of three essay questions in each session. Essays must be coherent and comprehensive; notes and outlines are unacceptable responses.

The exam is graded within one month on a pass/fail basis. Three passing essays constitute a passing grade. Two or more failing essays constitute a failing grade.

A student who fails the written exam may be permitted to retake it in its entirety or in part (as applicable) at the next administration. Students who fail the second exam are not permitted to try again.

MACPS Oral Exam

The oral portion of the MACPS comprehensive examination is based on a selected reading list and lasts approximately 45 minutes for each student. After 30 minutes of questioning, professors will then evaluate the student's performance in a private session and the student will be invited back into the room to learn the results. For the oral component of the exam, there is a board of 2-3 professors who examine the student's grasp of these texts by asking questions about each of them.

TIME TO COMPLETION

The MACPS degree is meant to be completed within six years, including the summative requirement.

Post-Master's Certificate Programs

The Seminary offers two Post-Master's Certificates: Sacred Scripture and Dogmatic Theology. Applicants for the Post-Master's Certificate must possess a graduate degree in theology or a related field. Candidates for the Post-Master's certificate must complete 18 credits (six courses) while maintaining a B average. Of those 18 credits, particular courses are required for each specialization.

Post-Master's Certificate in Sacred Scripture

Courses: (if not completed at the master's degree level)

1. Biblical Greek I or Hebrew I (or a reading exam)
2. Introduction to the Old Testament
3. Introduction to the New Testament
4. 3 Electives in Sacred Scripture

Note: If a student has already taken the required courses, they may be replaced with Electives in Sacred Scripture with the approval of the Academic Dean.

Post-Master's Certificate in Dogmatic Theology

Courses: (if not completed at the master's degree level)

1. Introduction to Theology
2. Christology
3. Ecclesiology
4. 3 Electives in Dogmatic Theology

Note: If a student has already taken the required courses, they may be replaced with Electives in Dogmatic Theology with the approval of the Academic Dean.

Certificate completion fees apply to those attaining a certificate.

STUDENT LEARNING PORTFOLIO

Students are required to compile portfolios of their work throughout the course of their program of study. The purpose of the student portfolio is to assist students in evaluating their progress towards achieving the intended Student Learning Outcomes for their program and to ensure that each student successfully completes the MA degree. The student portfolios also assist the Faculty in its ongoing assessment of the Seminary's academic degree programs and in its documentation and evaluation of each individual student's learning and progress.

The portfolio is to include selections of the student's work, feedback and comments from the faculty, and the annual reflections of each student on his or her progress towards fulfilling the Intended Student Learning Outcomes for the degree program. The specific criteria for submissions vary depending on one's degree and status in the program and are listed below.

The portfolio requirements are to be completed before graduation.

The development of each student's portfolio is to be a collaborative process between each student and the faculty. All students are to meet regularly with the Associate Dean to review their portfolios, discuss their upcoming submissions, and complete an assessment of the student's growth and development in the program.

Full-time students (three or more classes per semester) are required to submit one learning artifact per semester. Part-time students are to submit one learning artifact for every three courses completed.

Master of Divinity (87 Credits - Concurrent with MA in Theology Curriculum)

8 submissions: 6 research papers, Comprehensive Exam, recorded Mass; MA Thesis if applicable

Master of Arts in Theology Degree (39 Credits):

Five submissions: Four research papers and Comprehensive Exam or MA Thesis

Master of Arts in Catholic Philosophical Studies (45 Credits – over 4 semesters)

Four Submissions: Three research papers and Comprehensive Exam

ATTENDANCE POLICY

Attendance at all St. Joseph's Seminary classes is mandatory. All absences must be communicated by the student to the professor or the Associate Dean, by seminarians to the Dean of Seminarians, before the following class session takes place. If a student misses 25 % of the course, they are not permitted to complete the course. This policy is in keeping with St. Joseph's withdrawal policies, and students under these circumstances risk receiving a failing grade for the course. Exceptions to this policy due to extraordinary circumstances will be evaluated by the Academic Dean.

GRADING SCALE AND RUBRIC

A	93-100	4.0	Excellent
A-	90-92	3.7	Very Good
B+	87-89	3.5	Good
B	83-86	3.0	Satisfactory
B-	80-82	2.7	Insufficient
C+	77-79	2.5	Unsatisfactory
C	73-76	2.0	Poor
C-	70-72	1.7	Deficient
F	69 & below	0.0	Failure

GRADING RUBRIC

Measure	4 points	3 points	2 points	1 point
<i>Clarity & logical development</i>	<ul style="list-style-type: none"> Thesis is clear, focused and compelling Paper flows logically to craft a cohesive argument Paragraphs clearly guide the reader through a progression of ideas Excels in responding to assignment, and demonstrates mastery of course concepts Written with a command of discipline-specific language and usages. 	<ul style="list-style-type: none"> A discernible thesis Paper generally flows logically A generally well-constructed flow of ideas Responds appropriately to the assignment, demonstrates clear understanding of course concepts Begins to acknowledge complexities of discipline-specific issues Articulation of concepts can use refining 	<ul style="list-style-type: none"> Paper jumps from one idea to the next, lacking a clear structure Only occasional connection of ideas between paragraphs Addresses the topic but only poorly or only in some sections Does not demonstrate an adequate grasp of course concepts Lacks much refinement and precision of thought. 	<ul style="list-style-type: none"> Paper lacks a clearly articulate thesis or focus statement Paper does not flow logically Paragraphs fail to evince an overall logical structure to the paper Fails overall to respond to the assignment Manifests severe deficiencies in understanding course and discipline-specific concepts.as a whole
<i>Grammar & Style</i>	<ul style="list-style-type: none"> Chooses words carefully, for their precise meaning Demonstrates thorough and thoughtful editing and revision Uses transitional words & sentences to develop strong relationships between ideas. Paper has minimal or no grammatical/mechanics errors 	<ul style="list-style-type: none"> Uses words effectively, if too generally at times Demonstrates revision and editing. Paper contains a few easily avoidable grammatical errors/mechanics errors 	<ul style="list-style-type: none"> Sentence structure and word choice frequently too unfocused, wordy or confusing Little or no use of transitional devices Paper went through only minor revisions and editing. Paper contains notable grammatical/mechanics errors 	<ul style="list-style-type: none"> Poor or mistaken word choice, mistaken usages, slang. Paper has not been edited. Overall lack of stylistic elegance; very difficult to read. Paper contains unacceptable number of grammatical/mechanics errors
<i>Use of Quality Resources</i>	<ul style="list-style-type: none"> Depth of research is evident throughout the paper; In-depth use of topic-appropriate primary and secondary sources. 	<ul style="list-style-type: none"> Paper is adequately researched Both primary and secondary sources were employed in crafting the paper. 	<ul style="list-style-type: none"> Paper is poorly researched Over-dependence on sources of questionable relevance, depth or stature. 	<ul style="list-style-type: none"> Little evidence that anything beyond cursory research has been invested in the paper.
<i>Content</i>	<ul style="list-style-type: none"> Content (whether argument or overview) is thoroughly grounded in strong, specific and appropriate supporting material. Supporting material is clearly introduced, analyzed, synthesized and connected to topic. 	<ul style="list-style-type: none"> Adequate use of supporting material Supporting material is sufficiently analyzed, critiqued or synthesized as required by the assignment. 	<ul style="list-style-type: none"> Paper's thrust is supported by limited relevant and compelling content Connection between supporting material and focus of paper sometimes unclear. 	<ul style="list-style-type: none"> Paper lacks minimally adequate supporting content.

Total points	15-16	13-14	12	11	10	9	8	7	6 and below
Grade	A	A-	B+	B	B-	C+	C	C-	F

WRITING STYLE AND COURSE PAPERS

St. Joseph's Seminary uses as its guide for the formatting of papers the current edition of *The Chicago Manual of Style* or the current edition of the abstract of that guide published as Kate L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*. For guidelines and citation examples more specific to our degree program, refer to "The St. Joseph's Seminary Writing & Citation Guide," which is on the library website and is available as a hard copy to all incoming students.

ACADEMIC INTEGRITY: HONOR CODE

All members of the St. Joseph's Seminary community work together to fulfill our mission, which is rooted in Catholic principles of honesty, integrity, respect for human dignity, and care for the common good.

All students are responsible for adhering to these principles to ensure a culture of intellectual honesty and academic integrity, and therefore are expected not to participate in or tolerate plagiarism or academic fraud. All seminarians and students are expected to serve as stewards of this Honor Code and to share the responsibility of safeguarding honorable behavior that aligns with our mission.

Seminarians and students are required to self-report infractions, as well as report infractions of a seminarian or student who engages in plagiarism or academic fraud. Any member of our community who becomes aware of a potential act of plagiarism or academic fraud is expected to act responsibly. This includes

A) The option of speaking directly with the person who allegedly violated this Code to encourage him/her to self-report; and

B) The obligation to report the alleged violation of this Code by contacting the professor, Academic Dean or Associate Dean.

SUBMISSION OF ACADEMIC WORK

Each student is subject to guidelines for the successful completion of a course. All required work for each course is to be submitted by the student to the professor according to the due dates established in the course syllabus.

EXTENSIONS

If, for serious reasons, a student wishes to request an extension for an assignment (paper or exam), the student must make arrangements with the professor at least two weeks prior to the assignment's due date. This request is granted at the professor's discretion. If an extension is granted, it is the student's responsibility to file a "Request for Extension Form" (found on our website, Dunwoodie.edu), which is to be completed, signed by the Professor, and submitted to the Associate Dean two weeks prior to the assignment's due date. The maximum duration for an extension is two weeks.

LATE SUBMISSION OF ACADEMIC WORK

Professors, at their discretion, can accept late submission of academic work. If a professor accepts a late submission, one-half letter grade will be deducted from the assignment for each day that it is late (e.g., if a paper is three days late, the highest grade which can be given is a B). The date of reference for the late submission of an assignment will be the due date as indicated on the course syllabus.

INCOMPLETE GRADE

If, for serious reasons, a professor wishes to grant a student the grade of Incomplete ("I") for a course, the approval of the Academic Dean is required. The professor is to submit a formal request to the Academic Dean prior to the end of the semester (the form can be found on the website Dunwoodie.edu, and requires the reason for the request and the agreed due date for the completion of all course work). If the grade of Incomplete is granted, the maximum duration of an Incomplete grade is six weeks, at which point the grade is automatically changed to a grade of Failure. For serious reasons, exceptions to this policy can be granted by the Academic Dean.

FAILURES

Any student who receives a grade of Failure ("F") will have the opportunity to make up the course at the discretion of the Academic Dean, although the failure will remain on the student's transcript and will be factored into the student's grade point average.

If a seminarian or student receives a failing grade in more than one course, their continuation in the academic program will be reviewed by the faculty advisor, Academic Dean and/or Associate Dean.

PLAGIARISM AND ACADEMIC FRAUD

Plagiarism or academic fraud of any type will not be tolerated at St. Joseph's Seminary. If plagiarism or cheating is suspected, the professor is to contact the Academic Dean or Associate Deans immediately with the paper or exam in question. If an initial review of the evidence deems the suspicion to be credible, the Academic Dean or an Associate Dean will meet with the student to present the student with the alleged infraction. The student will have the opportunity to explain their work and present evidence to the Academic Dean or Associate Dean. If the student does not accept responsibility, the Academic Dean or Associate Dean will convene an *ad hoc* committee of three professors from the full-time faculty to review the evidence using a standard of preponderance of the evidence. If the committee deems that plagiarism or academic fraud has occurred, the Academic Dean or Associate Dean will present the finding to the student, and the student will receive an automatic failure for the course. The Rector and Faculty will review the student's continued matriculation at St. Joseph's.

ACADEMIC PROBATION

There are three kinds of academic probation:

1. Academic probation (a) in the event of suspected plagiarism: probation of this sort requires that all written assignments of the student in question must be evaluated by no fewer than 2 professors to assure academic honesty. These professors are encouraged to review the assignment in concert with colleagues and other electronic means of verification.
2. Academic probation (b) in the event of failure of a course: probation of this sort occurs when a student's academic competencies or other qualifications required for graduate work are called into question. This probation ends after the student receives a B or higher in the two 3-credit courses that he or she completes immediately after the failure occurred on the transcript. If a student receives a failing grade in more than one course, their continuation in the academic program will be reviewed by the faculty advisor, Academic Dean and/or Associate Dean.
3. Academic probation (c) in the event a matriculated student's cumulative grade point average (GPA) falls below a 3.0, jeopardizing the student's ability to successfully achieve the master's degree.

COURSE WITHDRAWAL POLICY

Students who would like to withdraw from the MA program must withdraw online through Populi.

Students may withdraw from a course or change from “for credit” to “for audit” without academic penalty before the 4th class session. The student who withdraws receives a grade of W, for which there is no academic penalty. However, the student who withdraws or ceases to attend after the 4th class automatically receives a grade of W if passing the course, and WF, if failing the course, which will be computed in the GPA.

Students must withdraw from a course online through Populi.

LEAVE OF ABSENCE

A student may request a leave of absence at any time during his or her studies. Such a leave permits a student to maintain matriculated status for no more than 5 years from the granting of the leave of absence. During this time, no matriculation fee will be required of the student. Students must register for a Leave of Absence MA 1000.

To request a leave of absence, students must register online through Populi, course number, MA1000. The circumstances of the request will be evaluated by the Academic Office to determine whether a leave is warranted.

Please note that not all requests for a leave of absence will be granted.

WITHDRAWAL AND DISMISSAL FROM THE DEGREE PROGRAM

The Seminary reserves the right to require a student to withdraw, if, in the judgment of Seminary officials, such action would be beneficial to the best interests of the student or is considered necessary for the welfare or reputation of the Seminary.

If a seminarian or student is sponsored by a diocese or religious order and the diocese or religious order withdraws their sponsorship and/or the seminarian or student is dismissed from a formation program, the seminarian or student is immediately withdrawn from the St. Joseph’s Seminary academic program. After consultation with

the Academic Dean or Associate Dean, a student may apply to be admitted as a lay student to continue in an MA program.

The Seminary reserves the right to dismiss a student for reasons of poor scholarship, academic fraud, or misconduct.

GRIEVANCE PROCEDURES

Effective communication is vital to the mission of St. Joseph's Seminary, as well as to the academic success of our students. The purpose of the grievance procedure is to secure an equitable solution to disputes that students might have with, for example, Seminary policies, a professor's grading, or classroom procedures.

This procedure makes certain that the Seminary will offer whatever assistance it can regarding grievances and ensures the accessibility of the Faculty, Associate Deans, and Academic Dean to all students.

The grievance procedure is as follows:

Students should address a complaint in a timely manner and are encouraged to address the issue directly with the professor, if possible. If the student is not comfortable addressing the issue directly or is not satisfied with the outcome of their oral communication with the professor, they may report their grievance to the Dean of Seminarians or Associate Dean in a timely manner. The student must provide a written account of the complaint. If the issues cannot be resolved through mediation and diplomacy, then a hearing may be scheduled with the Dean of Seminarians or Associate Dean and another faculty or staff member. Once the hearing takes place, the grievance will be assessed and the student will be notified by the Dean of Seminarians or Associate Dean regarding the outcome.

If the student is not satisfied with the final decision, they may request a meeting with the Academic Dean. This request must be made in writing within two weeks of the notification of outcome.

STUDENT SERVICES

TRANSCRIPTS

- The Registrar issues two types of transcripts:
 - An official transcript bears the Seminary seal.
 - An unofficial transcript bears a stamp “Student Copy” instead of the Seminary seal and may be given directly to a student.
- Official transcripts can be sent directly to a college/university, professional school, government agency, or designated business.
- For reasons of privacy, requests for transcripts must be submitted to the Registrar formally using the [Transcript Request Form](#) located on the dunwoodie.edu website to the registrar.
- **Current Students** can also request official transcripts from the Registrar through Populi under the student tab. Unofficial transcripts are also available for viewing/printing under the student tab on Populi.
- **Fee** - There is a fee of \$10 for each official copy of the transcript requested. Transcript requests can only be processed when all fees have been paid.

LIBRARIES

NOTE: ACCESS TO LIBRARIES IS LIMITED DURING THE COVID PANDEMIC. SEE COVID PANDEMIC PROTOCOLS.

The libraries of St. Joseph’s Seminary are theological research libraries which serve all St. Joseph Seminary students enrolled in the Master of Arts Program and Certificate Programs across our campuses.

Students are requested to complete a library card application for their home library, which is available at each of the three libraries (Douglaston, Huntington and Yonkers). Each campus library has their own library card, so applications must be done separately in person. Except for the Corrigan Memorial Library in Yonkers, which has a digital application option on their website.

Information about holdings, services and access at each library can be found in their section of their home websites ([Seminary of the Immaculate Conception](#); [Cathedral Seminary House of Formation](#); [St. Joseph's Seminary](#)). Searching the print and digital holdings of all three campuses can now be done by using our EBSCO Discovery Service, which aggregates all of our collections in one place. For off-campus access to our

electronic resources or any question, please contact one of the libraries via phone or email to get the assistance with your request.

YONKERS (Dunwoodie)

The Archbishop Michael A. Corrigan Memorial Library located at St. Joseph's Seminary is a specialized research collection in Roman Catholic theology. Many of its holdings are irreplaceable.

The Library hours are posted on our website at <https://www.dunwoodie.edu/library-home>.

The library policies are as follows:

Borrowing

- To begin borrowing books, you must fill out the [online library card application form](#) and submit it. Once you have been verified, you can then pick up your card at the circulation desk in the library.
- The basic loan period for all items in the collection is 30 days.
- Each student is entitled to one 30-day renewal after the initial loan. You may get an additional loan period, but it will be contingent upon the demand for the item(s) you have checked out. Thesis students get a three-month loan on each item.
- To find out how to renew books online, please check out the "[Renewing Items](#)" guide on the side menu for detailed instructions. While you are logged into your library account, you can also place "holds" on items, and the library staff will put them aside at the front desk for you.
- A fine of 10 cents a day accrues for all patrons the day following the initial check-out period. Please be sure to renew your books before the due date to avoid the fines.
- All fines must be paid before the end of each semester.
- All books checked out during the semester must be returned no later than the last day of finals.

Research Assistance

- A librarian will be glad to help you with your research. You can make a request for research help by calling 914-367-8255 or by emailing library@corriganlibrary.org.

Connor Flatz (Library Director), Barbara Kelly and Jim Monti will help you with your research questions.

Interlibrary Loan

- If the library does not own a book or article that you require, then we will attempt to procure it through our interlibrary loan service. We typically do not charge for this service but there are some exceptions.
- To submit an interlibrary loan request, please fill out the [online request form](#) on the library site.
- Delivery of book requests varies due to location of the lending library and how long it remains in the system, so please allow at least 5-7 business days. The turnaround time for copy requests is around 1-3 days, but there are exceptions.
- Copy requests will be emailed to you, so please make sure the library always has your up-to-date email address.

Course Reserve

- Books and articles that have been put on semester reserve by your professors are located at the back of the circulation desk. Reserve materials can only be used in the library.
- The reserves section is arranged by professor and course.
- Reserve books must be returned to their appropriate shelf when you are finished with them. There are other students in your course who need to use the materials, so please be mindful of this fact.

Photocopying and Scanning

- There are two photocopiers in the library; both make copies and can scan & email. There is one on the first floor in the reference reading room and one on the third floor.
- There is no charge for photocopying or scanning.
- Please be judicious in your usage of this service.

Computers and Printing

- There are eleven public computers available in the library. There are two in the basement, eight on the first floor and one on the third floor.
- The library does not charge for printing. The eight computers on the first floor and the one on the third floor print to one of the two network printers located near the circulation desk. The two basement computers print to network printer in the basement.

- The library's wi-fi network is free, but it is password protected. The wi-fi network's name is "**Library.**" Please ask a library staff member for the password.

Self-Checkout

- After you set up a library account, you can use the dedicated self-checkout computer to borrow books.
- The self-checkout computer is located on the counter right above the course reserves section.
- The self-checkout software does time out after a while, so you might need to sign in again. There are typed instructions to the left side of the computer, which will tell you what to do if this happens.

Access to the Library

- M.A. Students have access to the library during the normal business hours listed on the library website. The library hours are subject to change, so check the library website or call ahead if you have any questions (Phone: 914-367-8255).
- The entrance to the library is located on the first floor behind the Prayer Hall.

HUNTINGTON

The *Seminary of the Immaculate Conception Library at the Huntington Location* is located on the fourth floor. Current library hours are listed on the website, <http://www.icseminary.edu/library/> and are also available as a recorded message at 631-423-0483, extension 141. Hours vary based on whether classes are in session or not and are closed for some holy days and holidays.

The theological library at the Seminary of the Immaculate Conception was established in 1930 to serve the priestly formation program in the Diocese of Brooklyn and later, the Diocese of Rockville Centre as well. It now helps support the academic programs offered by St. Joseph Seminary, as well as serving the wider Church.

The library policies are as follows:

Borrowing

- To begin borrowing books, you must fill out a library card application form and submit it.
- The basic loan period for books in the collection is one month. Audiovisual materials are labeled as having shorter loan periods, but just ask at checkout – the dates

can be extended.

- Each student is entitled to two one-month renewals after the initial loan. You may get an additional loan period, but it will be contingent upon the demand for the item(s) you have checked out. Thesis students are subject to longer loan periods, so let library staff know if you have been approved to write a thesis.
- You can renew items yourself, once you log in to your library account. To find out how to renew books online, please check out the "Renew Items" instructions on the library website. Library staff are also glad to renew for you if you call or email the library.
- While you are logged into your library account, you can also place "holds" on items, and the library staff will put them aside at the front desk for you.
- A fine of 10 cents a day accrues for all patrons the day following the initial check-out period. Please be sure to renew your books before the due date to avoid the fines.
- All fines must be paid before the end of each semester.

Research Assistance

- Library staff will be glad to help you with your research. You can make a request for research help by calling 631-423-0483 ext. 141 or by emailing libraryweb@icseminary.edu. Elyse Hayes is the Library Director.

Interlibrary Loan

- If the library does not own a book or article that you require, then we will attempt to procure it through our interlibrary loan service. We typically do not charge for this service but there are some exceptions.
- To submit an interlibrary loan request, please email, call or visit the library.
- Delivery of book requests varies due to location of the lending library and how long it remains in the system, so please allow at least 7 business days. The turn-around time for copy requests is around 1-3 days, but there are exceptions.
- Copy requests will be emailed to you, so please make sure the library always has your up-to-date email address.

Course Reserve

- Books and articles that have been put on semester reserve by your professors are located at the back of the circulation desk. Reserve materials can only be used in the library, and they should be checked out via the computer system, so ask staff for help.
- The reserves section is arranged by professor and course.

Photocopying and Scanning

- There is a photocopier in the center of the library, which can make paper photocopies as well as scan & email PDFs. Photocopies cost 10 cents each, and the machine will accept coins, bills, or copy cards. Copy cards are for sale in the library office for \$1 each.
- Scanning and emailing are free.

Computers and Printing

- The library has several public computers: two in the alcove next to the main stacks, and several in the hallway/ periodical area.
- The library does not charge for printing.
- Wi-fi network: Instructions for accessing the network are displayed on tables in the Reference room and elsewhere. Or, ask staff for help.

Access to the Library

- M.A. Students have access to the library during the normal business hours listed on the library website. The library hours are subject to change, so check the library website or call ahead if you have any questions (Phone: 631-423-0483 ext. 141).
- The entrance to the library is on the 4th floor.
- If you have difficulty entering the building on evenings or weekends, try using the intercom at the front door to call library staff.

DOUGLASTON

The *Francis X McDermott Library in Douglaston* is located on the 1st floor of the Cathedral Seminary House of Formation.

With a collection of 50,000 books and seventy-five periodicals, the McDermott Memorial Library is a research library that serves the seminarians, faculty, and staff of the Cathedral Seminary House of Formation, the senior priests of the Bishop Mugavero Residence, and the candidates and faculty of the Diocese of Brooklyn's Diaconate Formation Program. The library is also a resource for pastoral leaders in the Diocese of Brooklyn.

Online Public Access Catalog (OPAC) provides web access to the card catalog. To promote scholarly research, the library subscribes to several databases and fifteen E-

journals. Information Literacy (knowing how to find information, evaluate it, and use it effectively) workshops are provided for students.

Library's website: <https://cathedralseminary.org/library/>

Phone number: 718-229-8001 ext. 2141

Librarian: Corey Murray

Email: mr.corey.murray@cathedralseminary.org

Find Books

To search the library's collection, go to <https://cathedralseminary.org/library/> and click on the Access Library System tab in the center of the page. This will bring you to the library's catalog. While in the catalog, you will be able to search the entire print holdings of the Douglaston campus.

*To search the holdings of all three campuses, you can use the EBSCO Discovery Services product, which has a search box on the library homepage located beneath the EBSCO Databases tab.

Finding Articles

To locate current scholarship on your research paper topic, go to the EBSCO Databases tab and click on the EBSCO EDS (contains all the EBSCOhost databases) sub-tab, which will bring you to the search box, where you can begin your search. To find just articles, you can use the search limiters on the side of the results page. Alternatively, you can also use the EBSCOhost databases and Other Databases to search for articles.

Interlibrary Loan

If the library does not have a required item (i.e. article or book), then an Interlibrary Loan request can be submitted via email to mr.corey.murray@cathedralseminary.org. Before placing an interlibrary loan, please review the policy above the request form on the site. You can also place an interlibrary request in person at the Circulation Desk.

Chat Reference

Chat hours vary. Click on the icon when it says "Ask a Question. We're online" and start texting us. You will get "live" help from library staff members on one of our campuses (Yonkers/Huntington/Douglaston). Chat will be available afternoons and early evenings, as well as some Saturdays during autumn and spring semesters.

Need Help?

The library staff welcomes any and all questions (general or reference). Please email Corey Murray at mr.corey.murray@cathedralseminary.org or visit us in person with any request you might have. If you are in the library, ask for help at the Circulation desk near the main entrance.

SOMERS

Students with an updated St. Joseph's Seminary ID Card may also enjoy library privileges at several local college libraries:

Mount St. Mary's
College Library
330 Powell Ave.
Newburgh, NY

James A. Cannavino Library
Marist College
3399 North Road
Poughkeepsie, NY

ADDITIONAL LIBRARY RESOURCES

Students with an updated St. Joseph's Seminary ID Card may also enjoy library privileges at several local college libraries:

SACRED HEART UNIVERSITY, 5151 PARK AVE, FAIRFIELD, CT 06825

FAIRFIELD UNIVERSITY, 1073 N BENSON RD, FAIRFIELD, CT 06824

FORDHAM UNIVERSITY, ROSE HILL CAMPUS, 441 E. FORDHAM ROAD, BRONX, NY 10458

NOTE: ACCESS TO LIBRARIES IS LIMITED DURING THE COVID PANDEMIC.

DRESS CODE

Students are expected to dress modestly and appropriately to the sacred surroundings of the Seminary on all campuses and sites.

ID CARDS

- All students are entitled to obtain an ID Card at the beginning of the academic year.
- Students who attend courses in Yonkers are required to present an ID to enter the building.
- The expiration date on the ID card is the expected graduation or four years.
- Your St. Joseph's Seminary ID card will be given to you by a Seminary official.
- Upon leaving the Seminary permanently, the ID card must be returned to the Academic Dean or Associate Dean.
- ID Photo - Please e-mail your photo to SJS.Printshop@gmail.com or schedule an appointment to have your photo taken by a seminarian in Yonkers. Please Note: Your photo will be included in the annual photo directory (printed version only). Your photo will not be posted on the seminary website.
 - Requirements for photo:
 - Headshot photo only (e.g., your driver's license or passport): please face the camera directly with a plain white or off-white background; please have your full face in view, with a neutral facial expression or a natural smile, both eyes open, and no sunglasses or hats (clothing normally worn).
 - Size of Image: 300 x 300 pixel, preferably taken in the last 6 months.
 - If you use your phone to take the photo, please choose the square crop option.

CAMPUS POLICIES

LOCATIONS

NOTE: ACCESS TO FACILITIES IS LIMITED DURING THE COVID PANDEMIC. SEE COVID PANDEMIC PROTOCOLS.

Yonkers (Dunwoodie)

Main Seminary Building

Your ID card serves as identification upon entering the building. The first floor (refectory, classrooms, offices, and chapel) is open to all students.

Hours

The main building is closed to MA students at 10:00pm, and 10:30pm during summer when courses are in session.

Mass

Students may attend Mass in the Main Chapel at noon Monday through Friday.

Dining

- The Dining Room (refectory) is located on the first floor of the main building.
- Master of Arts students are welcome in the refectory except when it is being used for a special activity of the Seminary community. When the refectory is not being used for a special activity, students are welcome for lunch and dinner during the semester for a fee of \$10.00.
- All students must sign-up for meals by 10AM. Go to our website, Dunwoodie.edu, MYSJS dropdown "Meal Reservation." Student accounts will be billed and all fees will be included in the billing invoices from the Bursar's office.
- *Note: Do not bring uncovered beverage cups or food to the classrooms.*

Huntington

- The first floor of the Seminary of the Immaculate Conception in Huntington is open to all students.
- The offices of the Associate Dean and Administrative Assistant are located on the first floor in the A wing (Academic Office).

Dining

- The Dining Room (refectory) is located on the first floor of the main building.
- Master of Arts students are welcome in the refectory except when it is being used for a special activity of the Seminary community. When the refectory is not being used for a special activity, students are welcome for lunch and dinner during the semester for a fee of \$10.00.
- All students must request meals and pay for them in the Hospitality Office.
- *Note: Do not bring uncovered beverage cups or food to the classrooms.*

Guests

- If students bring a guest into the building, the guest is required to register in the Main Office, Hospitality Office or Business Office on the first floor, main corridor.
- To ensure the safety of all youth, unaccompanied minors are not permitted in the building.

Student Lounge and Mailboxes

- Classroom 6 is open and available as a student lounge, unless posted otherwise.
- Student mailboxes are located in room 103 of the B wing.

The Main Chapel

The Main Chapel is opposite the main entrance. A small meditation chapel is found on the main corridor of the second floor. Students are welcome to use both chapels.

Note: Most of the second and third floors are reserved as residence areas.

The building is closed to students at 10:00pm, and 10:30pm during the summer when courses are in session.

Douglaston

- The first floor of the main building is open to all students. The St. Joseph's Academic office (Office 115) and classrooms are located on the first floor. The Main Office, Business Office, and Library are also located on the first floor.
- The Dining Room is located on the first floor. Master of Arts students are welcome in the Dining Room except when it is being used for a special activity of the Seminary community. Please pay for meals at the Dining Services Office.

- The Chapel is located in the center of the building; all are welcome for prayer and meditation.
- The building is closed to students at 10:00pm.

Somers

- Room 100 of John F. Kennedy Catholic High School is used for instruction and is in close proximity to the main office, where Seminary faculty and staff have office space.
- The building remains open to receive students from 3:00 pm until the building closes at 10:00 pm. The Chapel is open and all are welcome for prayer and meditation.

Note: See COVID Pandemic Protocols for access to buildings during the 2020-2021 academic year and COVID pandemic.

SMOKING POLICY

All buildings are smoke-free.

PARKING

All students attending **Yonkers** campus are required to park in the Visitors' Lot on the south side of the seminary building. Parking is prohibited alongside the Seminary or in front of Pope Benedict XVI Hall. Students may not park in places marked RESERVED or where there are no designated places. Failure to abide by the regulations may result in the towing of the student's car and a fine.

Students attending **Huntington** campus may park in the visitor's parking lot in the rear of the building on Saturdays and enter the Seminary by the door leading to D Wing. For evening classes from Monday through Thursday, students may park in front of the building and enter the main entrance.

Students attending **Douglaston** are requested to park in the North Side Parking Lot, preferably, or in the South Parking Lot as needed. Students may not park in parking spots clearly stated reserved parking.

Students attending the **Somers** location at John F. Kennedy Catholic High School park in the student parking lot located in the rear of the building. Students may enter the school through the cafeteria entrance.

EMERGENCY CLOSINGS

All information regarding campus closures at any location can be found on the website www.dunwoodie.edu. Closings aim to be posted on the website by 4pm for evening classes and by 6:30 am for day classes or if offices are closed or have a delayed opening.

You can also call the Weather Hotline @ (914) 968-6200 ext. 88888#.

Registering for Flocknotes: St. Joseph's Seminary uses text messages text (smart phone required) through Flocknotes to notify students of any closings due to inclement weather or any other emergencies. A text message will alert you if the decision has been made to cancel class or any other contingencies.

Sign up for Flocknotes at <https://stjosephseminary.flocknote.com/>

INSTITUTIONAL POLICIES

SEXUAL MISCONDUCT POLICY and PROCEDURE

Overview

St. Joseph's Seminary is committed to an academic, residential and work environment free from sexual misconduct and other forms of unlawful discrimination. Sexual Misconduct, which is defined in Section IV hereof, is prohibited by this Sexual Misconduct Policy and Adjudication Procedure, as well as by federal and state law. If there is a finding that any form of sexual misconduct in violation of this Policy has occurred, the Seminary will take appropriate action, including, when appropriate, dismissal from the Seminary or termination of employment.

The Seminary seeks to foster a culture of prevention and awareness surrounding sexual misconduct. The Seminary will take appropriate action for prompt and equitable resolutions of allegations filed with the Seminary, take appropriate action to eliminate sexual misconduct, prevent its recurrence, and remedy its effects on the Seminary community.

All Seminary Students have rights as explained in the **Bill of Rights** set forth in Appendix B of the Policy, which is iterated in the New York State Education Law Article 129-B, also known as "Enough is Enough" legislation.

Seminary Resources

If you have experienced or witnessed a potential violation of this policy, please contact the Seminary's Compliance Coordinator or Deputy or one of the deans.

Compliance Coordinator

Compliance Coordinator

Prof. Annmarie McLaughlin

914-367-8386

Compliance.Coordinator@archny.org

Deputy Coordinator

Msgr. Michael Curran

914-968-6200 ext. 8243

Msgr.Michael.Curran@archny.org

Confidential Resources

The Director of Psychological Services, Psychologists and Spiritual Directors of the Seminary in the 'internal forum' are people who can speak with you confidentially and provide counsel and pastoral direction. These are the only employees on campus who are confidential resources at the Seminary.

Equal Access to Support

The Seminary is committed to treating all individuals with dignity, care, and respect. Both a Complainant and a Respondent will have equal access to support. The Seminary will assist the Complainant and Respondent in obtaining assistance and support through community resources. All parties are strongly encouraged to utilize available resources for assistance.

Emergency Resources

An individual who has been the victim of a crime, such as sexual assault, is encouraged to get to a safe place and contact the local police department or call 911 immediately. Even if the individual does not wish to report the criminal conduct to the Seminary or to local law enforcement, he or she should still consider going to a hospital, both for his or her own health and well-being and so that evidence can be collected and preserved.

The following hospitals provide **Sexual Assault Response Treatment (SART)** programs:

Westchester

Westchester County Medical Center | 100 Woods Road, Valhalla, N.Y. | 914-493-7000
White Plains Hospital Medical Center | 41 East Post Road, White Plains, N.Y. | 914-681-0600

Queens

Elmhurst Hospital Center | 79-01 Broadway, Elmhurst, N.Y. | 718-334-4000
Queens Hospital Center | 82-68 164th Street, Jamaica, N.Y. | 718-883-3090

Long Island

North Shore University Hospital | 300 Community Drive, Manhasset | 516-562-4125
Mather Hospital | 75 North Country Road, Port Jefferson / 631-473-1320

Upstate

Vassar Brothers Medical Center | 45 Reade Place, Poughkeepsie, NY | 845-454-8500
Rape and Violence Crisis Centers & Hotlines (most offer assistance 24 hours a day)

- New York State Hotline for Sexual Assault and Domestic Violence, free and immediate support, 24 hours a day, Telephone 1-800-942-6906
- Rape Crisis Hotline, free and immediate support, 24 hours per day, Telephone 914-345-9111
- Safe Horizon Sexual Assault Hotline, Telephone (800) 621-HOPE (4673) or at www.safehorizon.org. Safe Horizon's Counseling Center is licensed by the state of New York and specializes in treating traumatized victims of crime and abuse.
- New York State Office of Victim Services, Telephone 800 - 247-8035 (or) www.ovs.ny.gov
- New York State Domestic Violence Hotline, Telephone 800-247-8035

Community Legal Services

- National Crime Victims Bar Association, Telephone 202-467-8753; for assistance pursuing civil justice for crime victims
- NYS Crime Victims Board, Telephone 800-247-8035; for legal help and information provided by the New York State Office of Victim Services
- LawHelp.org. This is a website dedicated to helping persons in need find legal help, organizations, resources, and information for various circumstances

Regardless of whether possible criminal conduct is reported to the proper authorities, the Seminary will generally still conduct an investigation and take appropriate steps to assist the victim.

See <https://dunwoodie.edu/saint-josephs-seminary-sexual-misconduct-policy-procedure>

Please read the full text of the Policy and Procedure at:

<https://dunwoodie.edu/documents/2018/5/Sexual%20Misconduct%20Policy%20and%20Adjudication%20Process%202018.pdf>

HATE CRIMES

Bias-related Crimes

Bias-related crimes, also known as hate crimes, are crimes motivated by the perpetrator's bias toward certain actual or perceived personal characteristics of the victim. Such crimes send a powerful message of intolerance and discrimination and are in stark contrast to the values of St. Joseph's Seminary.

According to the New York State Hate Crimes Act of 2000 (New York Penal Law Section 485), a person commits a hate crime when he or she commits a specified offense and either:

- Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct; or
- Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Note: All hate crimes are bias incidents, but not all bias incidents are hate crimes. Interested persons can find more information about "Title Y, Hate Crimes Act of 2000, Article 485, Hate Crimes" at:

http://nyscriminallaws.com/penal.law/penal_law_title_y.htm

Any member of the Seminary community who believes he or she is the victim of a bias-related incident or witnesses a bias-related incident, should report the incident(s) to the Academic Dean, the Associate Dean or the Dean of Seminarians. All reports of alleged incidents will be brought before the Seminary administration, which will determine further action. Further action may include: investigation of the incident(s); and, if a report is found to have merit, disciplinary action will be taken against any person found to have committed an offense. Disciplinary action may include reprimand, suspension, dismissal from the Seminary, and/or the notification of proper law enforcement authorities. If a member of the Seminary community experiences a bias-related incident, the Seminary administration will assist this individual to find appropriate counseling services.

FIRE PROTECTION

The Seminary's Fire Protection System consists of smoke sensors located in most areas of the building and fire alarm pull boxes located on each level near the stairwells and elevators.

Please Note: There is a thirty-second delay from when a pull box is activated to when the horns throughout the building sound and during this time the Fire Department is being contacted.

As a private school with residence facilities, the Seminary is required by the State Education Department to conduct four fire drills per year, to test the alarm system monthly and to undergo an annual inspection by the local fire department. Your cooperation during the drills, tests and inspection is appreciated.

EMERGENCY EVACUATION PROCEDURES

Each room has a diagram indicating what the primary and secondary evacuation routes are for everyone in that room. Please familiarize yourself with the layout of the building and with these routes. In the event that the alarm does sound, everyone is required to immediately leave the building by the nearest exit and no one is to return to the building until permission is given.

- Those in the common areas of the building (Chapel, classrooms, offices and refectory) should leave by the nearest exit and report to the front of the building.
- Those in residence rooms should close their room doors as they leave and exit by the nearest stairwell. Only if that exit is blocked should you go through the main building to the center staircase.
- Each residence room has a diagram posted showing a primary and secondary escape route. Exit by way of the primary route designated for the room you are in.
- Those on the third floor should proceed along the inside banister of the stairway in single file while those on the second floor use the wall side. Those on the first floor should proceed out as the flow allows.

Please Note: The first person to enter the corridor after the alarm has sounded should check that each room is vacant and all doors are closed.

All persons are asked *to report to the front of the building* at the time of all

emergency evacuations.

Do not stand on the steps; keep the driveway clear for responding emergency equipment and personnel.

Faculty and staff who park in the front of the building should be prepared to move their cars if necessary.

WEAPONS AND VIOLENCE POLICY

All members of the campus community and all visitors are prohibited from possessing or carrying weapons of any kind while on campus property, regardless of whether they are licensed to carry the weapon or not. Such prohibition extends to individuals having weapons in briefcases, purses, tool boxes, personal vehicles or other personal property or effects. St. Joseph's will not tolerate acts of aggression, harassment, or violence on its campus. This policy of "zero tolerance" includes but is not limited to verbal and/or physical aggression, attacks, threats, harassment, intimidation, bullying, domestic violence, the possession, display or threat of a weapon, or other disruptive behavior which causes or could cause a reasonable person to fear physical harm by an individual(s) or group(s) against any person(s) and/or property.

DRUGS & ALCOHOL POLICY

Health risks associated with the use of illicit drugs and the abuse of alcohol are many. Some of these are: danger of overdose, lessened resistance to sickness and disease, organic damage, mental illness, malnutrition, physical and/or psychological dependence. Abuse of alcohol may cause damage to brain cells, cirrhosis, ulcers, heart disease, cancer and personality disorders. All drugs including alcohol may cause loss of self-control and serious accidents.

Drug Free Policy

St. Joseph's Seminary is committed to maintaining a drug-free environment in compliance with applicable laws and Christian principles. Possession, sale or use of illicit drugs will result in dismissal and applicable legal sanctions. In the event that you are aware of such incidents, please discuss this as soon as possible with the dean of your department. The report of alleged incidents will be brought before the Seminary administration, which will determine further action. This further action may include: investigation of the incident(s); and, if the report of the incident(s) is found to have

merit, disciplinary action will be taken against any person found to have committed an offense. Applicable legal sanctions under local, state or federal law for the unlawful possession, use or distribution of illicit drugs include penalties ranging from confiscation of property to fines and/or imprisonment.

Use of Alcohol

There is to be no consumption or storing of any alcoholic beverages at any time in classrooms or other public areas of the Seminary. The consumption and/or storage of alcoholic beverages in the areas specified above is prohibited. Such conduct, which would include the abuse of alcohol, is subject to disciplinary action, which action may include reprimand, suspension, or dismissal from the Seminary.

Counseling

The Seminary urges students who might be engaged in the use of illicit drugs or the abuse of alcohol to seek professional advice and treatment. The administration of the Seminary would view positively any student who seeks help overcoming a difficulty with drugs or alcohol. A program of counseling and rehabilitation may be required for a student to remain enrolled in a Seminary program.

TECHNOLOGY POLICY

As an educational facility under the direction of the Archdiocese of New York for internet and email use, St. Joseph's Seminary will follow archdiocesan policy.

We want to remind all E-mail and Internet users that these systems, like all Archdiocesan systems, are intended primarily for business use and should not be used to communicate sensitive, proprietary, confidential, scandalous or otherwise inappropriate information (including chain letters, solicitations, etc.) or for any purpose which conflicts with the policies, procedures and values of the Archdiocese. Users of E-mail and the Internet should keep in mind that their messages may be considered records comparable to written correspondence or memoranda. Incidental and occasional personal use of these systems is permitted but subject to the same standards as business use. The misuse of E-mail or the Internet may result in disciplinary action.

Individuals using these computer systems are subject to having their activities monitored by authorized Archdiocesan personnel. Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals evidence of inappropriate activity, disciplinary action may be taken.

CONFIDENTIALITY OF STUDENT RECORDS

Directory Information – Certain personally identifiable information from a student’s education record, designated by St. Joseph Seminary and College as “Directory Information,” may be released interoffice within the St. Joseph’s Seminary and College community to facilitate both academic and clerical work, without the student’s prior consent. Directory Information includes name; term, home, local, and electronic mail addresses; telephone listing; date and place of birth; photograph; major field of study; enrollment status; grade level; participation in officially recognized activities; dates of attendance; school/college of enrollment; anticipated date of graduation; degrees and awards received; the most recent previous educational agency or institution attended; and other similar information. Directory Information may not be released to outside entities or academic institutions without the student’s prior written consent.

Non-Directory Information – All non-directory information is considered confidential and will not be shared interoffice within the St. Joseph Seminary and College community or released to outside inquiries, without the express written consent of the student.

Exceptions – Personally identifiable information (both Directory Information and Non-Directory Information) may be disclosed without consent in connection to a health or safety emergency, or as it may relate to the violation of Federal, State or local law, or other FERPA designated situations.

COPYRIGHT COMPLIANCE POLICY

The federal Copyright Law (Title 17, United States Code, Section 101 and following) requires all members of the St. Joseph’s community, including faculty, academic appointees, staff, students, and volunteers to respect the proprietary rights of owners of copyrights and to refrain from actions that constitute an infringement of copyright or other proprietary rights.