

ST. JOSEPH'S SEMINARY & COLLEGE

MASTER OF ARTS PROGRAM

STUDENT HANDBOOK

2016-2017



Main Campus

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

Additional Locations

Seminary of the Immaculate
Conception
Huntington Site
440 West Neck Road
Huntington, NY 11743

Cathedral Seminary House of
Formation
Douglaston Site
7200 Douglaston Pkwy
Douglaston, NY 11362

Our Lady of Lourdes High
School
Poughkeepsie Site
131 Boardman Rd.
Poughkeepsie, NY 12603

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PREFACE

This handbook (rev. 08/16) provides policies and procedures governing graduate study in the Master of Arts Program of St. Joseph's Seminary. It is based on information available at publication. Therefore, policies, fees, dates, and regulations 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 sign a statement, provided by the Academic Office, indicating that they have read this handbook and will 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 Degree in Theology. Thereafter, in 1993, Saint Joseph's began to administer the Master of Arts Degree in Religious Studies and the A.C.I. became the Institute of Religious Studies.

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 Masters 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.

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

Through the sharing of the resources, professors, and personnel from local dioceses, the Seminary's Administration and Faculty intend to provide the best theological and

ministerial education and training possible to all of its students at all locations and to become 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

Association of Theological Schools
10 Summit Park Drive
Pittsburgh, PA 15275-1103
Tel: 412-788-6505
www.ats.edu

New York State Education Dept.
89 Washington Ave.
Albany, NY 12234
Tel: 518-474-5091
<http://usny.nysed.gov/contact.html>

ADMISSION REQUIREMENTS

Admission requirements for the Master of Arts Degree Programs are the following:

Master of Arts in Theology

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.
3. Submission of a writing sample, to be approved by the Associate Dean.
4. Successful completion (within the first year of enrollment) of the Introduction to Theology course which provides the necessary preparatory content for subsequent coursework.
5. Students provisionally accepted for the M.A. degree are non-matriculated until they have completed 6 credits (two courses) with the minimum of a B average.

Master of Arts in Catholic Philosophical Studies:

1. Bachelor of Arts degree from an accredited institution; or its equivalent (120 credits in college level studies). While there is no minimum requirement for prior coursework in philosophy, such study is nonetheless highly recommended.
2. For ESL applicants, successful completion of the TOEFL *iBT* with a score of 80 or higher (90 or better recommended); applicants scoring lower than 80 can be accepted on condition they take remedial English courses during their first academic year at SJS.

3. Submission of a writing sample, to be approved by the Associate Dean.

Application Process

In order to seek admission, applicants must:

1. Complete the application which may be accessed at the Online Admissions Portal found on the SJS website, www.dunwoodie.edu.
There is a \$50.00 non-refundable application fee.
2. Include with the application a statement of purpose explaining your motivation for graduate theological study.
3. Submit official transcript(s) from each undergraduate and graduate institution attended.
4. Submit letters of recommendation from two individuals who are familiar with your academic and/or pastoral background.
5. Proof of immunization. Students born on or after January 1, 1957, must submit proof of immunizations.
6. Arrange for an interview with one of the associate deans.

TRANSFER CREDIT

SJS will allow up to six (6) graduate credits in theology or philosophy from an accredited institution of higher education to transfer into a program. Credits can only be transferred if they have not gone towards the completion of another degree, they were not taken in excess of 5 years prior to the transfer, the grade received is a B or higher, they are not core requirements, and they have been approved by the Academic Dean.

DEGREE REQUIREMENTS

The Master of Arts in Theology requires thirty-nine credits of graduate studies.

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)

Classical Language Requirement

Students must show competency in either Ecclesiastical Latin or Biblical Greek. This may be done either by taking a reading examination or successfully passing a course in the language.

Writing for Theological Research: this 8 week, non-credit, online course for all new students will review the elements of graduate level writing. There will be a focus on the Chicago Style format as well as attention to theological citation rules. Writing skills and grammar will be included in the course.

Summative Requirement

In addition to the course work, each student who wishes to complete the degree must complete a capstone requirement: either a comprehensive examination or a Master's thesis. Students must complete an application for either the comprehensive exam or the thesis. Forms can be found at Dunwoodie.edu.

The Master of Arts in Catholic Philosophical Studies requires 39 credit-hours of graduate studies in philosophy.

The curriculum is as follows:

YEAR I

FALL

Logic Analysis
History of Ancient Philosophy
Introduction to Theology
Ecclesiastical Latin I

SPRING

Philosophy of Knowledge
History of Medieval Philosophy
Natural Philosophy and the Existence of God
Introduction to Scripture
Ecclesiastical Latin II

YEAR II

FALL

History of Modern and Contemporary Philosophy
Metaphysics
Philosophy of Saint Thomas Aquinas
Greek I

SPRING

Faith and Reason
Philosophy of Human Nature
Ethics, Natural Law and Politics
Greek II

Summative Requirement

Each student will submit to a comprehensive exam that includes both an oral and written component in the last semester of study.

GRADUATE AND POST- MASTER'S CERTIFICATES

The Seminary offers two Graduate and two Post-Master's Certificates: Sacred Scripture and Dogmatic Theology. Applicants for the certificate programs must possess a bachelors degree and applicants for the Post-Master's Certificate must possess a graduate degree in theology or a related field.

Candidates for each certificate must complete 18 credits (six courses) while maintaining a B average. Of those 18 credits, particular courses are required for each specialization.

The requirements for the Graduate and Post-Master's Certificate in Sacred Scripture are:

Course Requirements:

1. Biblical Greek I (or a reading exam)
2. Introduction to the Old Testament
3. Introduction to the New Testament

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.

The requirements for the Graduate and Post-Master's Certificate in Dogmatic Theology are

Course Requirements:

1. Introduction to Theology
2. Christology
3. Ecclesiology

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.

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 the Faculty in its ongoing assessment of the Seminary's academic degree programs and to document and evaluate each individual student's learning and progress in achieving the Intended Student Learning Outcomes for their program.

The portfolio is to include selections of the student's work, feedback, and comments from the Faculty and annual reflections of each student on his or her progress towards fulfilling the Intended Student Learning Outcomes for their 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 portfolio, discuss their upcoming submissions, and receive an annual assessment of the student's growth and development in the program.

Each student writes an annual 1-2 page reflection on their portfolio submission, their learning experience at St. Joseph's Seminary, and their progress in achieving the Intended Student Learning Outcomes for their degree program. The Associate Dean completes an annual rubric that assesses the student's learning and development in their personal appropriation of the Degree Learning Outcomes and identifies areas of possible improvement.

Due dates for students' submission are the first day of classes of the Spring Semester for the previous Fall Semester and the first day of classes of the Fall Semester for the previous Spring Semester. 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 two courses completed.

Master of Arts in Theology Degree (39 Credits – 13 Courses):

Seven submissions: Six research papers (at least one Scripture, and two Dogma) and Comprehensive Exam/MA Thesis

Master of Arts in Catholic Philosophical Studies (39 Credits – 13 Courses over 4 semesters)

Four Submissions: Three research papers and Comprehensive Exam

PERMANENT DIACONATE PROGRAM

The *National Directory for the Formation, Ministry, and Life of the Permanent Deacon* states, "Intellectual formation offers the participant 'substantial nourishment' for the pastoral, human, and spiritual dimensions of his life. Intellectual formation is a 'precious instrument' for effective discernment and ministry. An increasingly educated society and the new roles of leadership in diaconal ministry require that a deacon be a knowledgeable and reliable witness to the faith and a spokesman for the Church's teaching. Therefore, the intellectual dimension of formation must be designed to communicate a knowledge of faith and church tradition that is 'complete and serious,' so that each participant will be prepared to carry out his vital ministry" (118).

St. Joseph's Seminary welcomes candidates for the permanent diaconate as degree candidates for the Master of Arts in Theology or as auditors in the courses for the Master of Arts Degree.

All participants are subject to the academic policies set forth in this handbook for the Master of Arts Program of SJS.

REGISTRATION

Online registration takes place prior to the start of each semester on NetClassroom. The academic schedule for each semester is published on the website, Dunwoodie.edu. Students receive an ID and password to login to NetClassroom.

CONTINUOUS ENROLLMENT

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. 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 is taken to mean 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

MATRICULATION FEE

Excluding the summer session, should a student choose not to study at the seminary during a semester, a matriculation fee must be paid to the seminary in order to maintain the matriculated status of the student. This fee is the equivalent to the cost of one credit-hour. Exceptions can be made in the event that the student has requested a leave of absence; as a result of an emergency, or for the sake of some other matter the merits of which are to be left to the discretion of the dean(s). This leave must be documented in the student's file and approved by the Academic Office.

ATTENDANCE POLICY:

Attendance at all St. Joseph's Seminary classes is mandatory. All absences must be communicated by the student to the professor and the Associate Dean 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, so students under these circumstances will risk receiving a failing grade for the course. Exceptions to this policy due to extraordinary circumstances will be evaluated by the Academic Dean.

GRADING

Grades represent the assessment of the professor on the performance of the student on a number of levels. These include:

Mastery of Content: The ability of the student to retain and control the data or information of the course which represents the raw material from which any further progress must be fashioned.

Knowledge of Method: The recognition of the tools and techniques with which the content is arrived at and validated.

Understanding: The faculty of organizing the data of the course into a meaningful whole and of relating it to other disciplines.

Expression: Skill in conveying intelligibly what has been learned.

Grading is based on all evidence by which the student reveals competence in a subject. This includes examinations, papers, reports, class performance, participation in discussion groups and portfolios.

Note: Examinations may be written or oral at the discretion of the professor.

A **4.0** **Excellent**

Exceptionally fine comprehension of subject, ability to integrate and synthesize; demonstrates initiative and original thinking.

A- **3.7** **Superior**

Comprehension and ability to integrate and articulate course material; displays critical thinking skills.

B+ **3.5** **Very Good**
Consistent ability to extend comprehension beyond material presented; independent resourcefulness in completing assignments.

B **3.0** **Good**
Comprehension and ability to make broad application of principles.

B- **2.7** **Satisfactory**
Acceptable but not in-depth ability to apply principles and articulate material.

C+ **2.5** **Unsatisfactory**
More than basic understanding with some ability to apply principles and articulate course content.

C **2.0** **Insufficient**
Basic understanding with limited ability in application and articulation.

C- **1.7** **Poor**
Work of poor quality and marginal ability to articulate essential concepts.

F **0.0** **Failure**
Insufficient grasp of subject or failure to complete requirements.

AUDITING

Qualified students are allowed to audit courses. Auditors must complete and submit the "Auditor's Application" which can be found on our website Dunwoodie.edu

Auditors attend classes, but are not subject to examinations or written assignments. They should keep up with course readings. They do not receive course credit.

TRANSCRIPTS

The registrar issues two types of transcripts. An official transcript bears the Seminary seal. Official transcripts are only sent directly to the university, professional school, government agency, or designated businesses. An unofficial transcript bears a stamp "Student Copy" instead of the Seminary seal and may be given directly to a student.

For reasons of privacy, requests for transcripts must be made in writing to the registrar. 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.

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, *A Manual for Writers of Term Papers, Theses and Dissertations*.

SUBMISSION OF ACADEMIC WORK

Each student is subject to the following 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 (the form of which can be found on the website Dunwoodie.edu, which requires the reason for the request and the agreed due date for the completion of all course work) to the Academic Dean prior to the end of the semester. 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.

PLAGIARISM AND ACADEMIC FRAUD

Plagiarism or any type of 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 immediately with the paper or exam in question. If an initial review of the evidence deems the suspicion to be credible, the Academic Dean convenes an *ad hoc* committee of three professors from the full-time faculty to review the evidence. If the committee deems that plagiarism or academic fraud has occurred, the Academic Dean thereafter requests a meeting with the student in which the student has the opportunity to explain their work and evidence.

If no credible explanation is proffered, the student receives an automatic failure for the course and the Rector and the Faculty will review the student's continued matriculation at St. Joseph's.

ACADEMIC PROBATION

There are two kinds of academic probation:

- A. 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.
- B. 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.

WITHDRAWAL POLICY

Students may withdraw from a course or changer from “for credit’ to “for Audit” without academic penalty before the 4th class. The student receives a grade of W for which there is no academic penalty. However, the student who withdraws or ceases to attend after the 3rd class automatically receives a grade of F which will be computed in the GPA.

Students may withdraw from the seminary by submitting a withdrawal form to the Academic Office within the semester after which the student expects to withdraw. Students who withdraw from the program may request academic transcripts of their work up to the point of the withdrawal. Such requests will be completed in line with the policies governing such action.

LEAVE OF ABSENCE

A student may request a leave of absences 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. A leave of absence will only be granted once for any student.

To request a leave of absence, students must complete a withdrawal/Leave of Absence form, which can be downloaded from the website. 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, and students whose requests are denied will be subject to the matriculation fee should they cease taking courses.

DISMISSAL

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

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 first request a meeting with the professor with whom there is a grievance and discuss the complaint. This meeting must take place within two weeks of the occurrence of the incident. If the student is not satisfied with the outcome of their oral communication with the professor, they may request a hearing with the Associate Dean within one week of the meeting with the professor. Once a date is set for the hearing, the student must have a written account of the complaint. The hearing will take place with the Associate Dean in the presence of another faculty or staff member. Minutes will be taken at the hearing. Once the hearing takes place, the grievance will be assessed in consultation with the Academic Dean. After this consultation, the student will be notified by the Associate Dean regarding the outcome.

If the student is not satisfied with the final decision of the deans they may request a meeting with the Rector. This request must be made in writing within two weeks of the dean's notification.

LIBRARIES

The Corrigan Memorial Library at St. Joseph's Seminary in Yonkers, NY is a theological research library which serves all St. Joseph Seminary students enrolled in the Master of Arts Program and Certificate Programs.

Students are asked to complete an online Library Card Application, available through the *Blackbaud* course management system. To access the form, log in to the net classroom, and click on the link provided on the bottom right hand side of the welcome page.

Complete library information can be found at Dunwoodie.edu, where you will find the "Seminary Library Portal," which links Yonkers, Huntington, and Douglaston. In addition, here you can access information on how to obtain off-site access and databases.

Main Campus

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 Dunwoodie.edu.

The library policies are as follows:

1. Most circulating items may be borrowed for one 30-day loan period. Students who are working on a master's thesis may have unlimited check-outs for the period in which they are registered to work on their thesis
2. Students may borrow up to 10 books out of the library at any given time.
3. Items that have not been requested by another borrower may be renewed for one additional loan period.
4. Overdue fines accrue at a rate of 25 cents per day per book.
5. An overdue reminder will be sent to the patron when a book is one week overdue. A fine of (25) cents a day will be charged to students for overdue books.
6. Disregarding the overdue reminders will result in suspension of borrowing privileges for the remainder of the semester.

7. Lost or damaged books will be replaced at the individual's expense. Note that some of our books are out of print and the cost of replacement can be substantial.

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, icseminary.edu on the recorded phone message (631-423-0483 x 141), and posted on the first floor bulletin boards and at the library entrance. Hours vary based on whether classes are in session or not. We are closed for some holy days and holidays.

Library cards may be obtained from the library staff.

1. The library card catalog can be searched online without a password at Dunwoodie.edu.
2. Books go out for one month, but may be renewed twice. Audiovisual materials go out for shorter periods. Our online system sends automatic messages via email as a courtesy to remind patrons about due dates. Students can check their library record any time if they log in to the library's system through the catalog using their library card barcode and last name. (Instructions for this are on the catalog's home screen, and they are included in the reminder email messages sent by the system.) Once logged in, patrons are able to renew their items.
3. Overdue fines are charged when items are returned – or renewed – late. Fines are 10 cents a day for most overdue items, 10 cents an hour for reserve items. If items are lost and not returned, students are liable for a \$10 lost item fine, as well as the cost of replacing the lost item. Students will not be permitted to register for a new semester or receive grades, until all overdue library materials are returned and fines have been paid. Likewise, diplomas will not be granted to students with unpaid fines on their library record.
4. Students have access to several online databases. When on campus, IP recognition insures that no passwords are needed. When off campus, a standard username and password combination is required. Students should contact library staff for the login.

5. In accordance with an Interlibrary Cooperation Agreement signed in 2012, students and faculty of St. Joseph's Seminary have in-person borrowing privileges on the Huntington campus. Also, all three New York seminaries (in Yonkers, Huntington, and Douglaston) use the same interlibrary loan system through OCLC. 6. Materials are usually sent through U.S. mail, or via email if possible.
6. To contact the library call 631-423-0483 x 141 or email us at: libraryweb@icseminary.edu

Douglaston

The Francis X McDermott Library in Douglaston is located on the 1st floor. The library hours will be posted on the bulletin board on the first floor and at the entrance of the library. The library hours are normally as follows:

Monday – Friday	9:00am - 9:00pm*
Saturday	10:00am - 7:00pm*
Sundays	2:00pm - 7:00pm*

(* Students have access to the library after the posted hours with FOB keys. Additionally the hours are subject to change during holidays and vacations. If you have questions please contact the library at 718-631-4600 x2141 or email francisxmcdermottlibrary@gmail.com)

Library Policies:

1. Library cards may be obtained from the library staff. Currently, borrowing privileges at the library are extended to students in the program. The library catalog is accessible online.
2. All items must be **checked out** either by a library staff member or via the self-checkout terminal at the front desk. The standard loan period for a book is a semester. Multimedia item loan periods vary between 7 and 14 days. Reference books and periodicals do not circulate. There is no limit to the amount of items that can be checked out.

3. Overdue fines are charged when items are returned or renewed late. Fines are 10 cents a day for all items in the library. To renew an item you must either call the library or renew it on the self-checkout computer at the front desk in the library.
4. If an item is lost, damaged, or not returned the students are liable to pay the replacement cost for the item.

Students with an updated St. Joseph's Seminary ID Card may also enjoy library privileges at two 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

DRESS CODE

Students are expected to dress modestly, and appropriate to the sacred surroundings of the Seminary.

FACILITIES

Yonkers

ID Cards:

All students are required to obtain an ID Card at the beginning of each academic year. This card serves as identification upon entering the building as well as your library card.

Main Seminary Building

The first floor is open to all students; here is found the refectory, classrooms, offices, and chapel.

Library: See hours dunwoodie.edu

Chapel: Students may attend Mass at noon Monday through Friday.

Refectory: Students are welcome for lunch and dinner, except when the refectory is being used for a special activity for the seminary community, Monday through Friday, during the semester for a fee of \$10.00. All students must sign-up for meals by 10AM through NetClassroom. Student accounts will be billed and all fees will be included in the billing invoices from the Bursar's office.

Do not bring uncovered beverage cups or food to the classrooms.

Pope Benedict XVI Hall

The Office of the Associate Dean (Academic Office) and the office of the Director of Communications and Technology are located on the first floor.

When classes take place in PBXI Hall the door opens one half hour prior to the start of classes.

Student restrooms are on the second and third floor.

The first floor lounge and kitchen are open to all students. Student mailboxes are located in the first floor lounge. Please keep the facilities clean and do not bring uncovered beverage cups or food to the classrooms.

Huntington

The first floor of the Seminary in Huntington is open to all students. The Main Office, Business Office and two classrooms are located on the first floor, main corridor. The Academic Office, additional classrooms, and the Auditorium are located on the first floor A wing. The Dining Room is located on the first floor, D Wing. Master of Arts students are welcome in the Dining Room except when it is being used for a special activity of the Seminary community.

Classroom 6 is open and available as a student lounge, unless posted otherwise.

The Main Chapel is at the top of the stairs 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. Most of the second and third floors are reserved as residence areas.

Rooms may be available for overnight stays on class night. Students should consult Academic Office staff for more information.

Douglaston

The first floor of the main building is open to all students. The Main Office, Business Office, two classrooms are located on the first floor, main corridor. The Academic office, additional classrooms, and the Auditorium are 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.

The Chapel is located in the center of the building; all are welcome for prayer and meditation.

Poughkeepsie

Students enter the school building on the south side. Use the BROWN double glass doors located toward the rear of the building. Classes take place in the science wing of the building.

All buildings are a 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 please park in the rear of the building. Students enter the Seminary by the door leading to D Wing. Students must have their key cards to gain access at all times. The parking areas in front of the building are reserved for staff and visitors and serve as a fire lane.

Students attending **Douglaston** are asked to park in the North Side Parking Lot. This does not mean they cannot park in the South Parking Lot but the North is preferred. Students may not park in the parking spots clearly stated reserved parking.

Students attending the Poughkeepsie location at Our Lady of Lourdes High School park in the Faculty/Staff lot on the south side of the school building and enter the school building through the BROWN doors located toward the rear of the building.

EMERGENCY CLOSINGS

All information regarding campus closures at any location can be found on the website www.dunwoodie.edu.

If there is a cancellation by a professor or cancellation due to a local emergency at the **Huntington** campus, the staff will email you or call you and leave a message. If extreme weather or major emergency cancels a class, and staff cannot contact students, you may try calling the main switchboard and listen to a recorded message at (631)423-0483.

NOTICE

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.

THE FOLLOWING THREE APPENDICES ARE MANDATED BY
ACCREDITATION AGENCIES AND NEW YORK STATE

APPENDIX I: CAMPUS SECURITY

In accordance with New York State Education Law, Article 129A, the administration, will provide upon request all campus crime statistics as reported to the United States Department of Education, www.ope.ed.gov/security. To request this information, contact a member of Seminary administration.

St. Joseph's Seminary considers the safety and security of its students in both the M.Div. and M.A. programs to be an important consideration in the life of the Seminary.

What is Sexual Crime?

New York State Law requires us to provide incoming students with specific information about sexual assault prevention and consequences of sexual crimes.

Rape. If a person engages in nonconsensual sexual intercourse due to physical force, coercion or threat – actual or implied – the act is considered rape in New York State. Sexual intercourse is defined as vaginal penetration. A person who is mentally incapacitated, asleep, physically helpless due to drug or alcohol consumption or unconscious is considered unable to consent. If intercourse takes place without consent, it is considered rape.

Sexual Abuse. If a man or woman is forced to engage in any form of sexual contact other than vaginal intercourse, under the circumstances mentioned above, it is considered sexual abuse. If penetration is involved other than vaginal, it is considered sodomy.

Sexual Harassment. Conduct or communication of a sexual nature, whether physical, oral or written which is perceived as threatening, intimidating or humiliating to a person or group is considered sexual harassment. Acts of harassment can range from verbal suggestion or innuendo to offensive physical contact. This can include sexual remarks, joking, sexual propositioning, pinching, grabbing or fondling. There is a fine line between some types of physical abuse and harassment of a sexual nature. Rape, sexual abuse and sexual harassment are against the law and against the policies of this institution.

Preventing Sexual Crimes

No one wants to think about sexual crime but, while it can make one feel angry, sad or frightened, we cannot ignore the subject. We cannot assume with certainty that sexual crimes will not take place – even here. Your safety and well-being depend mostly on you:

- *Be Alert.* Just being aware of the possibility of sexual misconduct is the first step to preventing it. Trust your instincts and react to any signs that make you uneasy.
- *Reduce Your Risks.* If you have any doubts as to what you should or should not be doing, try to imagine what is going on in the mind of the potential criminal. Ask yourself the question – *Do my actions increase my chances of being a victim?*

Some crime prevention tips:

- Resident students should keep doors locked, especially at night.
- Use lighted paths when walking, jogging or biking.
- Have keys ready when going to your car.
- Keep car doors locked and windows closed when parked.
- Ask for escort when going to parking lot late at night; do not go alone.
- We are a small community – report suspicious characters or unusual occurrences to the Dean of your program.
- Do not unlock or leave doors open that have been locked.

In the event you are assaulted or harassed, please discuss it as soon as possible with the dean of your program. 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. This disciplinary action may include reprimand, suspension, dismissal from the Seminary, and/or the notification of proper law enforcement. The Seminary will provide assistance and counseling if necessary for all victims of sexual crimes.

Policy Concerning Credit Card Marketers:

Credit Card Marketers are not allowed on any of the three locations for St. Joseph's Seminary.

Policy Concerning Violent Crimes and Missing Persons:

In the event that a student is the victim of a violent crime, the student is to contact a seminary representative immediately. The representative shall contact the authorities immediately for their investigation.

After a period of 24 hours during which a resident has been neither seen nor contacted the seminary explaining his absence, the police shall be notified for their investigation.

APPENDIX II: FIRE PROTECTION & EMERGENCY EVACUATION

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.

APPENDIX III: ILLICIT USE OF DRUGS & USE OF ALCOHOL

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 Assistance

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.

In compliance with New York State Education Law, Article 129-A, St. Joseph's Seminary presents the following information:

According to New York State Law, "Title Y, Hate Crimes Act of 2000, Article 485, Hate Crimes," a person commits a hate crime when he or she commits a specified offense and either:

- (a) 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
- (b) 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.

Interested persons can find more elaborate definitions of bias discrimination and hate crimes, and descriptions of offenses, included in "Title Y, Hate Crimes Act of 2000, Article 485, Hate Crimes" at:

http://www.criminaljustice.state.ny.us/legalservices/ch107_hate_crimes_2000.htm.

Any member of the Seminary community who believes any person associated with the Seminary has committed an act of bias-related discrimination should report the incident(s) to the academic dean, the associate dean/director of graduate studies or the dean of seminarians. 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. This 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 is found to have been discriminated against, the Seminary administration will assist this individual to find appropriate counseling services.

APPENDIX IV: PROGRAM WORKSHEETS



St. Joseph's Seminary Master of Arts Degree Program

Name:

Master of Arts in Theology (39 Credits):

<u>Course</u>	<u>Semester</u>	<u>Grade</u>
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Core Courses

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

Liturgy (3)

Introduction to Liturgy

Church History (3)

Introduction to the History of the Church

Language Requirement: _____

Electives (12 credits):

- 1.
- 2.
- 3.
- 4.

Summative: Thesis or Comprehensive Exam



St. Joseph's Seminary

Master of Arts Degree Program

Name:

Master of Arts in Catholic Philosophical (39 Credits):

<u>Course</u>	<u>Semester</u>	<u>Grade</u>
Logic Analysis		
History of Ancient Philosophy		
Introduction to Theology		
Ecclesiastical Latin I		
Philosophy of Knowledge		
History of Medieval Philosophy		
Natural Philosophy and the Existence of God		
Introduction to Scripture		
Ecclesiastical Latin II		
History of Modern and Contemporary Philosophy		
Metaphysics		
Philosophy of Saint Thomas Aquinas		
Greek I		
Faith and Reason		
Philosophy of Human Nature		
Ethics, Natural Law and Politics		
Greek II		

Each student will submit to a comprehensive exam that includes both an oral and written component in the last semester of study.

APPENDIX V: PAYMENT PLAN AGREEMENT



Saint Joseph's Seminary and College Masters Degree Program Payment Plan Agreement Office of the Bursar

Term: _____

Student's Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Phone Number: _____

The student agrees to make payments according to the payment plan schedule and understands that all tuition is due by the end of the semester in which the payment plan has been established. Should there be an outstanding balance after the semester ends, grades will not be given to the student, and transcript requests will not be honored. Students will not be able to register for the next semester unless all prior financial obligations are met.

The tuition payment will be paid in three payments. The first payment is due on or before the first week of the classes; the second payment is due at the mid-term, and the final payment will be due during the last week of the semester.

Payment 1 - due on or before the first week of class

Payment 2 - due by mid-term

Payment 3 - due by the last week of the semester

Student Verification: My signature below indicates my understanding and acceptance of the agreement printed above and the consequences of non-payment. Please print and sign this agreement, then return it to the office of the Bursar prior to the beginning of the semester.

Student Signature

Date

Received by: _____ Date: _____

**St. Joseph's Seminary & College
Student Handbook Acknowledgement Page**

I, _____, acknowledge that I have read,
Printed Name
understand, and agree to follow all policies and procedures contained in
the St. Joseph's Seminary & College Non-seminarian Student Handbook.
Please remove this page and give this Acknowledgement Page to your
associate dean or advisor.

Signature

Date