

ST. JOSEPH'S SEMINARY & COLLEGE  
**STUDENT HANDBOOK**  
ACADEMIC & INSTITUTIONAL POLICIES  
2024 - 2026



**SAINT JOSEPH'S**  
— SEMINARY AND COLLEGE —

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**Main Campus**  
201 Seminary Ave.  
Yonkers, NY 10704  
[www.dunwoodie.edu](http://www.dunwoodie.edu)

**Additional Course Offering Sites:**

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

**DOUGLASTON, NY**  
Immaculate Conception Center  
7200 Douglaston Parkway  
Douglaston, NY 11362

For information about programs and course offerings, please refer to the  
**Academic Bulletin:** <https://dunwoodie.edu/academic-bulletin>

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## **Preface**

This handbook (rev. June 2024) 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 and 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, and students are required to follow all policies and procedures contained in the handbook. St. Joseph's Seminary and College reserves the right to make changes in its administrative rules and regulations as well as its schedules and courses without notice and as it may deem necessary.

# Enrollment Agreement

All students are required to sign a Student Enrollment Agreement each semester. This agreement is an automatic function of Populi during the online registration process.

## Enrollment Agreement

**All Students are required to complete this form.**

*Please read carefully.*

I understand that St. Joseph's Seminary and College is a Catholic seminary. I have read the St. Joseph's Seminary and College Mission Statement, and I acknowledge and agree to respect the principles enshrined in this Mission. Admission to and continuation in any program or course at St. Joseph's Seminary is up to the sole discretion of the academic dean.

### Student Honor Code

I understand that 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 dishonesty 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.

### Plagiarism & Academic Dishonesty\*

I understand that plagiarism or academic dishonesty 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 dishonesty 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. *\*Definitions of "Plagiarism" and "Academic Dishonesty" can be found in the Student Handbook.*

### Student Handbook

I understand that the Honor Code and Academic Integrity policies are included in the St. Joseph's Seminary and College Student Handbook, which is posted to the Seminary website and can be accessed directly [here](#). It is every student's responsibility to be aware of, and adhere to, all SJS policies.

### Tuition Discount

If you are eligible for a tuition discount (e.g., Seminary employee; diocesan, parish or Catholic school full-time employee in the Archdiocese of New York, Diocese of Brooklyn, Diocese of Rockville Centre; Saint Cecilia Academy), please forward a letter of employment verification to: registrar@dunwoodie.edu. Please note that a letter of employment verification must be on file with the Academic Office before the start of each semester in which classes are taken.

*By signing this agreement, you are confirming that you have read this Enrollment Agreement in full, and pledge to adhere to all 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 Saint 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, including fully synchronous online learning options. 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.

## Quick Links

**Website:** <https://dunwoodie.edu/>

**Populi** (Learning Management System): <https://dunwoodie.edu/populi-student-information-and-learning-management-system>

### Academic Information

**Academic Calendar:** <https://dunwoodie.edu/academic-calendar>

**Academic Bulletin** (Academic Catalog): <https://dunwoodie.edu/academic-bulletin>

**Faculty List:** <https://dunwoodie.edu/faculty-2>

### Official Transcripts

**Official Transcript Request Form:** <https://dunwoodie.edu/transcript>

### Support Services

**Library:** <https://dunwoodie.edu/library-home>

**Technology Resources:** <https://dunwoodie.edu/populi-student-information-and-learning-management-system>

**Writing & Research Support:** <https://dunwoodie.edu/general-information-1>

**Zoom - System Requirements:** <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

## Contact Information

See also <https://dunwoodie.edu/contact-information>

### Academic Dean

**Rev. Matthew S. Ernest, S.T.D.**  
Professor and Director of Liturgy  
(914) 367-8209 / [Matthew.Ernest@archny.org](mailto:Matthew.Ernest@archny.org)

### Associate Deans/Admissions (Master of Arts/Certificates)

**Dr. Donna Eschenauer, Ph.D.**, Associate Dean  
Associate Professor of Pastoral Theology  
(914) 367-8280 / [Donna.Eschenauer@archny.org](mailto:Donna.Eschenauer@archny.org)

**Dean Christine Hammill-Cregan, J.D., M.S.W.**, Associate Dean  
Associate Professor of Pastoral Theology  
(914) 367-8268 / [Christine.Hammill-Cregan@archny.org](mailto:Christine.Hammill-Cregan@archny.org)

### Administrative Offices

**Registrar / Assistant Director of Operations (Academics)**  
Joan Brisson, (914) 367-8208 / [Joan.Brisson@archny.org](mailto:Joan.Brisson@archny.org)

**Bursar**  
Michele Bergeron, (914) 968-6200, x 8001 / [Michele.Bergeron@archny.org](mailto:Michele.Bergeron@archny.org)

**Education Information Systems Specialist / Populi and Zoom Administrator**  
Cynthia Harrison, (914) 367-8281 / [Cynthia.Harrison@archny.org](mailto:Cynthia.Harrison@archny.org)

**Compliance Coordinator (Sexual Misconduct Policy)**  
Prof. Annmarie McLaughlin, (914) 367-8386 / [Compliance.Coordinator@archny.org](mailto:Compliance.Coordinator@archny.org)

### Corrigan Memorial Library

St. Joseph's Seminary  
201 Seminary Ave.  
Yonkers, NY 10704  
General Number: (914) 367-8255  
Email: [library@corriganlibrary.org](mailto:library@corriganlibrary.org)  
Website: <https://www.dunwoodie.edu/library-home/>

# Administrative Policies

## Seminarian Admissions Policy

Please refer to our website: <https://dunwoodie.edu/saint-josephs-seminary-seminarian-online-application>

## Admission Requirements (All programs)

All prospective applicants to degree and certificate programs and all auditors 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). With permission of the Academic Dean, applicants scoring lower than 80 may be accepted on the condition that they take remedial English courses during their first academic year at SJS.
3. Candidates for the Post-Master's Certificate Program must possess a master's degree in theology or a related field with a minimum cumulative B average.

**Note:** Candidates pursuing an ordination track (MDiv, MACPS, Permanent Diaconate) should contact their diocese or religious order to apply for sponsorship.

## Application Process (Master of Arts, Certificate Programs)

In order to seek admission to a Master of Arts or Certificate program, applicants must:

1. **Complete the application** which may be found on the SJS website, <https://dunwoodie.edu/admissions-online-portal>. There is a \$50.00 non-refundable application fee. All applicants must affirm the following statement on the admissions application: "I understand that St. Joseph's Seminary and College is a Catholic seminary. I have read the St. Joseph's Seminary and College Mission Statement, and I acknowledge and agree to respect the principles enshrined in this Mission. Admission to and continuation in any program or course at St. Joseph's Seminary is up to the sole discretion of the Academic Dean."
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 registrar@dunwoodie.edu
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3. Submit **two (2) letters of recommendation** from individuals who are familiar with the applicant's academic and/or pastoral background.
4. Provide **proof of immunization** (for all students born on or after January 1, 1957 and attending classes on campus). Students who plan to complete all coursework online are not required to provide proof of immunization.
5. Submit a **valid government issued photo identification** (Passport, Driver's License/Permit, or US Military ID).
6. Submit a **current photo** (headshot only). Refer to the [Student Identity Verification Policy](#) for details.
7. **Arrange for an interview** with one of the associate deans (MA and Certificates).

**Note:** Upon initial acceptance into the Master of Arts or Certificate programs, one is considered to be a non-matriculated student until one has completed six (6) credits in basic theology at the Seminary with an earned grade average of “B” or better.

## **Populi (Student Information System/Learning Management System)**

- St. Joseph’s Seminary utilizes Populi, a student information system (SIS) and learning management system (LMS) for admissions, academic, billing, and institutional reporting. All students, faculty, and staff have user accounts in Populi.
- Within Populi, students are able to view course lessons, assignments, and all additional content that the professor provides, in addition to viewing grades. Populi also provides a portfolio system for students to maintain a sampling of their work, access to unofficial transcripts, a form for requesting official transcripts, and the ability to audit degrees and certificates. Students additionally have the convenience of paying tuition and fees through Populi with either an electronic check or debit/credit card.

## **Course Registration**

- Online registration takes place prior to the start of each semester in Populi. The academic schedule for each semester and instructions on how to register are published in Populi and on the SJS website: <https://dunwoodie.edu/populi-course-registration-instructions>
- **New Students:** Once accepted into a program at SJS, students will receive an email with Populi login instructions.

**Note:** All students must be in conversation with their advisor prior to their enrollment in a course for credit or audit. Registering accurately is essential for degree audits and billing.

## **Auditing**

- Qualified students are eligible to audit courses in the MA Theology and Certificate programs only. Auditors must qualify and complete the application, which may be accessed on the SJS website, <https://dunwoodie.edu/admissions-online-portal>. See the admissions requirements and process above.
- There is a \$55.00 non-refundable application fee.
- Auditors attend classes and are not subject to examinations or written assignments unless they are enrolled in the Permanent Diaconate Program. Auditors are expected to complete all assigned course readings and to contribute to class discussions per the course syllabus. 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.

- Courses transferred may be graduate courses only.
- The graduate courses completed by the student must be in keeping with the requirements of the degree program.
- Courses must have been taken within a five-year period prior to the student's acceptance as a matriculated student and have been awarded a grade of “B” or better.
- 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.

- 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.
- For the Master of Divinity and Bachelor of Sacred Theology degrees, SJS allows for up to half of the credits needed for these degrees to be earned at another institution and applied to these degree requirements.

The Academic Dean approves the acceptance of these credits. The student should present official transcripts and a photocopy of catalog descriptions of the graduate courses for which the advanced credit is requested. A letter grade will not appear on the permanent record since the grading system in different schools varies; only credits will be recorded.

## **Computer Skills**

Students pursuing a degree or taking courses for credit are expected to have the computer skills necessary to undertake the research and writing that is necessary for graduate-level coursework. Moreover, it is expected that students taking courses online for credit have the necessary computer skills to study in an online environment. While St. Joseph's Seminary offers technology support to students, this is limited to issues and questions pertaining to the use of Populi and Zoom. St. Joseph's does not offer basic computer and internet skills training or support for students. Students in need of basic computer skills are encouraged to enroll in an in-person training course in their local area.

## **Academic Accommodations for Persons with Disabilities**

- St. Joseph's Seminary welcomes students with all types of disabilities into its community of worship and learning.
- St. Joseph's Seminary ensures equal access to graduate studies and provides reasonable accommodations to persons with disabilities.
- If a student has a disability, the student may request an accommodation by contacting an Associate Dean or the Dean of Seminarians.

## **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 (1) course every fall and spring semester. Students who complete their coursework are considered enrolled when either preparing for the comprehensive exam or writing a thesis.
- The only exception to this policy is if the student has been granted an approved leave of absence (see Leave of Absence Policy).
- Students who do not enroll in a course for two semesters may reapply by completing the Returning Student Application.

## **Attendance Policy**

- Attendance at all St. Joseph's Seminary classes is mandatory. Attendance is defined as being physically present in the classroom or visibly on camera if attending remotely, which may be monitored electronically.
- All absences must be communicated by the student to the professor or the Associate Dean, or by seminarians to the Dean of Seminarians before the following class session takes place.

- If a student misses 25% or more of class sessions, the student is 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 (*e.g.*, illness, family emergency) will be evaluated by the Academic Dean.

## Student Identity Verification Policy

- Applicants for coursework at St. Joseph's Seminary and College ("SJS") are required to submit the following with their application:
  1. **Government issued photo ID** (Passport, Driver's License/Permit, US Military ID or other government issued ID).
  2. **Current Photo** (headshot photo only)
    - 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.
    - 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.
- The current headshot photo will be verified against the government-issued ID and utilized for the production of **Student IDs** and **Class Photo Rosters**.
- All SJS students are responsible for providing their complete and true identity information, and all users of Populi (students, staff and faculty) are responsible for maintaining the security of their login credentials. Sharing Populi credentials or attempting to discover another user's credentials is strictly prohibited.
- SJS Faculty are required to take and monitor attendance of all students (both remote and on-site) using the class photo roster at all scheduled class meetings. Students attending remotely are required to be on camera at all times for attendance and student verification purposes.
- The Registrar and the Administrator of the Populi/Zoom platforms are responsible for overseeing and ensuring the consistent application of this policy.
- There are no student fees associated with student identity verification.
- Students who do not wish their picture to be posted on Populi may submit a request for privacy. Please see the "Confidentiality of Student Records" section below.

## Student ID Cards / Proof of Enrollment

All students are entitled to obtain an ID Card at the beginning of the academic year. Students who attend courses at the Yonkers campus are required to present an ID to enter the building. Students who need only proof of enrollment and not an ID card may print an Enrollment Verification Letter directly from the "Student" tab of their Populi account.

- To request an ID Card, please send **full name, academic program, and expected graduation date** to: [SJS.IDcard@archny.org](mailto:SJS.IDcard@archny.org)
- The expiration date on the ID card is the expected graduation date or four years from the current date.
- A St. Joseph's Seminary ID card will be given to the student by a Seminary official.
- **The student is responsible for keeping the card safe** and in good condition.

- Upon program completion or permanent withdrawal, the **ID card must be returned** to the Academic Office.

**ID Photo** – All IDs will be produced using the student’s Populi account photo, in accordance with the [Student Identity Verification Policy](#).

## 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 entities 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.

## Student’s Educational Rights and Privacy

Students have the right to inspect and review the student's education records within 45 days after the day that St. Joseph’s Seminary receives a request for access.

- Students have the right to request an amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy. A student should submit to the Registrar, Academic Dean, or Associate Dean a written request that identifies the record(s) the student wishes to inspect or have amended.
- Students have the right to provide written consent before St. Joseph’s Seminary discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

## Request for Privacy

A student should submit to the Registrar a written request that identifies the information the student requests not be posted on Populi or disseminated any other way.

## Transcripts

The Registrar issues two (2) types of transcripts:

### 1. Official Transcripts

- An official transcript bears the Registrar’s signature and is sent directly to a college/university, professional school, government agency, or designated business by USPS or encrypted email.



- Requests for official transcripts must be submitted to the Registrar using the **Transcript Request Form**: <https://dunwoodie.edu/transcript-request>
- There is a **\$10 fee** for each **official** copy of a transcript requested. Fees are processed electronically, and credit cards will not be billed until the request has been fulfilled.
- Current Students can submit a request for an official transcript under the Student tab in Populi.

## 2. Unofficial Transcripts

- An unofficial transcript does not bear the Registrar's signature and is marked as an "Unofficial Transcript." Unofficial Transcripts can be provided directly to the student at no cost. Requests must also be made using the **Transcript Request Form**: <https://dunwoodie.edu/transcript-request>

**Note:** Current students can view/print their unofficial transcript at any time under the Student tab in Populi.

## Withdrawal Policy

### Course Withdrawal

- Students who wish to withdraw from a course must do so online through Populi.
- See the Refund Policy below for information regarding the financial implications of withdrawing from courses.
- Students may withdraw from a course or change from "for credit" to "for audit" without academic penalty before the 3rd class session.
- A student who withdraws before the 3rd class session receives a grade of W, for which there is no academic penalty. Billing will be adjusted according to the refund policy listed below.
- A student who withdraws or ceases to attend after the 3rd class automatically receives a grade of W if passing the course, and WF if failing the course, which will be computed in the GPA. In addition, the student is responsible for the full tuition rate.

### Program Withdrawal

- Students who wish to withdraw from MA and Certificate programs must submit a completed Withdrawal Form (<https://www.dunwoodie.edu/forms-worksheets>) and contact their dean.

## 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 one semester while not enrolled in coursework. During this time, no matriculation fee will be required of the student. Students who do not enroll in a course for two semesters may reapply by completing the Returning Student Application.
- 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.

## Tuition and Fees

All fees are published on the Seminary website (<https://dunwoodie.edu/tuition-and-fees>). Fees are subject to change. All fees and expenses are posted to the student's Populi account after the fourth class and 100% student liability is established. Payments may be made directly through a student's Populi account via credit card, or by mailing a check or money order payable to St.

Joseph's Seminary & College to the Bursar's office. Credit card payments via telephone are also accepted by 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" (<https://dunwoodie.edu/forms-worksheets>) and submit the form to the Bursar at the beginning of the semester.

**Note:** Students may not register until financial obligations from the previous semester have been reconciled.

### Tuition Discount Policies

- First-time students receive a 50% discount for the first course (credit or audit).
- Full-time employees of the Archdiocese of New York, the Diocese of Brooklyn, and the Diocese of Rockville Centre, including full-time employees at parishes and schools in these (arch)dioceses, are eligible for a 50% tuition remission, subject to an employment verification. To receive the discount, a letter on institutional letterhead from the student's employer attesting to full-time employment should be submitted to the Registrar prior to the first class of each semester (e.g., fall, spring, and summer) at: [registrar@archny.org](mailto:registrar@archny.org). Letters will not be accepted after the fourth class (drop/add date) for each semester.
- Employees of St. Joseph's Seminary, full-time and part-time, are eligible to receive a full reduction of tuition charges. All fees, including application, registration, and summative fees, remain the responsibility of the employee.

### Refund Policy

Registration means a student is attending class until the date on which the student withdraws from a course on Populi or by informing the Academic Office in writing. *Telling a professor that you wish to withdraw from a course is not an official notice of withdrawal.* Application, registration, and library fees will not be refunded.

Classes attended: 0-1	100% Refund
Classes attended: 2	75% refund
Classes attended: 3	50% refund
Classes attended: 4 or more	No refund

Students may replace a course (drop and add) with faculty and deans' approval without financial implications.

# Academic Work Submission and Grading Policies

## Course Paper Writing Guidelines

St. Joseph's Seminary uses 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* as its guide for the formatting of papers. For guidelines and citation examples more specific to the Seminary's degree and certificate programs, refer to "The St. Joseph's Seminary Writing & Citation Guide," which is on the library website (<https://dunwoodie.edu/library-home>).

## 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 Assignment Extension and Grade of Incomplete Form (<https://dunwoodie.edu/forms-worksheets>), which is to be completed, signed by the professor, and submitted to the Academic Dean (seminarians) or Associate Dean (other students) two weeks prior to the assignment's due date. The maximum duration of an extension is two weeks.

## Late Submissions

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 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 emails a request to the Academic Dean providing the reason for the request and the agreed due date for the completion of all course work. If the Incomplete grade is approved by the Academic Dean, the professor enters the reason in the notes section in Populi, and the Registrar enters a grade of Incomplete. 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 factored into the student's grade point average. If a student receives a failing grade in more than one course, continuation in the academic program will be reviewed by the faculty advisor, Academic Dean, and/or Associate Dean. Students who fail three or more courses are no longer eligible to receive a degree or certificate from St. Joseph's Seminary. For serious reasons extending beyond academic performance or capabilities (*e.g.*, personal illness, family emergency), this policy may be reviewed in individual instances by the Academic Dean. The student must communicate these serious reasons in a timely manner to the Academic Dean, and, where applicable, provide appropriate documentation to support the request for a review. The decision of the Academic Dean is final.

## Grading Scale

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

## Research Paper Grading Rubric

Measure	4 points	3 points	2 points	1 point
<i>Clarity &amp; logical development</i>	<p>Thesis is clear, focused and compelling</p> <p>Paper flows logically to craft a cohesive argument</p> <p>Paragraphs clearly guide the reader through a progression of ideas</p> <p>Excels in responding to assignment, and demonstrates mastery of course concepts</p> <p>Written with a command of discipline-specific language and usages.</p>	<p>A discernible thesis</p> <p>Paper generally flows logically</p> <p>A generally well-constructed flow of ideas</p> <p>Responds appropriately to the assignment, demonstrates clear understanding of course concepts</p> <p>Begins to acknowledge complexities of discipline-specific issues</p> <p>Articulation of concepts can use refining</p>	<p>Paper jumps from one idea to the next, lacking a clear structure</p> <p>Only occasional connection of ideas between paragraphs</p> <p>Addresses the topic but only poorly or only in some sections</p> <p>Does not demonstrate an adequate grasp of course concepts</p> <p>Lacks much refinement and precision of thought.</p>	<p>Paper lacks a clearly articulate thesis or focus statement</p> <p>Paper does not flow logically</p> <p>Paragraphs fail to evince an overall logical structure to the paper</p> <p>Fails overall to respond to the assignment</p> <p>Manifests severe deficiencies in understanding course and discipline-specific concepts.as a whole</p>
<i>Grammar &amp; Style</i>	<p>Chooses words carefully, for their precise meaning</p> <p>Demonstrates thorough and thoughtful editing and revision</p> <p>Uses transitional words &amp; sentences to develop strong relationships between ideas.</p> <p>Paper has minimal or no grammatical/mechanics errors</p>	<p>Uses words effectively, if too generally at times</p> <p>Demonstrates revision and editing.</p> <p>Paper contains a few easily avoidable grammatical errors/mechanics errors</p>	<p>Sentence structure and word choice frequently too unfocused, wordy or confusing</p> <p>Little or no use of transitional devices</p> <p>Paper went through only minor revisions and editing.</p> <p>Paper contains notable grammatical/mechanics errors</p>	<p>Poor or mistaken word choice, mistaken usages, slang.</p> <p>Paper has not been edited.</p> <p>Overall lack of stylistic elegance; very difficult to read.</p> <p>Paper contains unacceptable number of grammatical/mechanics errors</p>
<i>Use of Quality Resources</i>	<p>Depth of research is evident throughout the paper;</p> <p>In-depth use of topic-appropriate primary and secondary sources.</p>	<p>Paper is adequately researched</p> <p>Both primary and secondary sources were employed in crafting the paper.</p>	<p>Paper is poorly researched</p> <p>Over-dependence on sources of questionable relevance, depth or stature.</p>	<p>Little evidence that anything beyond cursory research has been invested in the paper.</p>
<i>Content</i>	<p>Content (whether argument or overview) is thoroughly grounded in strong, specific and appropriate supporting material.</p> <p>Supporting material is clearly introduced, analyzed, synthesized and connected to topic.</p>	<p>Adequate use of supporting material</p> <p>Supporting material is sufficiently analyzed, critiqued or synthesized as required by the assignment.</p>	<p>Paper's thrust is supported by limited relevant and compelling content</p> <p>Connection between supporting material and focus of paper sometimes unclear.</p>	<p>Paper lacks minimally adequate supporting content.</p>

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

## Student Learning Portfolio

Students in all degree and certificate programs 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 degree or certificate. The student portfolios also aid the faculty in their ongoing assessment of the Seminary's academic programs and the evaluation of each individual student's learning and progress.

The portfolio is to include selections of the student's work, feedback and comments from professors, and completed student self-assessment forms, which reflect on progress made toward fulfilling the Intended Student Learning Outcomes for the program. The specific criteria for submissions vary depending on the program and are given below. The completion of the portfolio is a degree/certificate requirement and must be completed prior to graduation.

### **Master of Divinity (87 Credits - concurrent with MA in Theology curriculum)**

#### **Ten (10) submissions:**

- Six (6) research papers:
  - Fundamental Theology (I - Fall)
  - Introduction to Liturgy (I - Spring)
  - Christology (II- Fall)
  - Gospel of Mark (II - Spring)
  - Luke/Acts (III - Fall)
  - US Church History (IV - Fall)
- Comprehensive Exam (III -Spring)
- Sample Homily (III - Fall or Spring)
- Penance Practicum Evaluation (IV - Spring)
- Recorded Practice Mass (IV - Spring)
- (MA Thesis, if applicable) (IV - Spring)

### **Master of Arts in Theology Degree (39 Credits)**

#### **Four (4) submissions:**

- Three (3) research papers:
  - Introduction to Church History
  - Introduction to New Testament/Synoptic Gospels
  - Introduction to Liturgy
- Comprehensive Exam or MA Thesis

**Master of Arts in Catholic Philosophical Studies (48 Credits)**

**Four (4) Submissions:**

- Three (3) research papers, selected by student, one per semester
- Written comprehensive exam

**Post-Baccalaureate Certificate in Theology (18 Credits)**

**Two (2) Submissions:**

- Two (2) research papers
  - Introduction to Church History
  - Introduction to New Testament/Synoptic Gospels

**Post-Master's Certificate in Theology [Dogma or Sacred Scripture] (18 Credits)**

**Two (2) Submissions:**

- Two (2) research papers, selected by student

# Student Conduct Policies

## Student 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 are expected not to participate in or tolerate plagiarism or academic dishonesty. 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 the Seminary's 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 dishonesty. Any member of the community who becomes aware of a potential act of plagiarism or academic dishonesty 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.

## Plagiarism and Academic Dishonesty

Plagiarism or academic dishonesty 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 his/her 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 dishonesty 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.

## Definition of Plagiarism

Plagiarism is defined as presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into one's own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed, or electronic form is covered under this definition.

Plagiarism may be intentional, reckless, or unintentional. Paraphrased content that reproduces another author's ideas—even when it is significantly rearticulated in your own words so as not to require quotation marks—must, nevertheless, be cited, including author's name, title of work, and publication information.

When in doubt about whether the presentation of the work of others constitutes plagiarism, it is best to ask one's advisor or professor before submitting a paper, project, homework, or test.



## Definition of Academic Dishonesty

Academic Dishonesty is any form of behavior which undermines the integrity of a student's education or academic record. Examples of academic dishonesty include, but are not limited to:

- The misuse of one's own work (*e.g.*, submitting a paper for more than one course)
- Plagiarism (see definition of plagiarism above)
- The misrepresentation of someone else's work as your own
- The use of generative AI (Artificial Intelligence) tools without permission from the course professor, or, if permitted, without proper citation
- The sharing of your own work with someone else with the intention of their taking credit for it
- Using or attempting to use unauthorized materials during an exam
- Receiving assistance from another individual during an exam
- Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take an exam or complete any course-related assignment
- Misrepresenting facts and/or falsifying data
- Altering or assisting in the altering of any official record of the Seminary
- Submitting false information or omitting requested information that is required for, or related to, any academic record of the Seminary

## Course Content Policy

All St. Joseph's Seminary and College syllabi, course materials, and class recordings are intended for curriculum and course-related purposes. Appropriate access to this content is given for personal academic study and review purposes only. This content may not be shared, distributed, modified, transmitted, reused, sold, or otherwise disseminated without the express written consent of the professor.

## Permission to Record Lectures

Students must obtain the instructor's permission to record lectures via audio and/or video, and, if permitted, any such recording may be used for course-related purposes only and may not be shared, distributed, modified, transmitted, reused, sold or otherwise disseminated to those who are not currently enrolled in the course.

## Dress Code

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

## Zoom Meeting Etiquette

The general rule for student etiquette in a Zoom class is to replicate as closely as possible what is acceptable behavior in an in-person classroom setting. The following guidelines should be observed when joining and participating in a Zoom class meeting:

**Attendance:** To be considered in attendance (per the Seminary's Attendance Policy), students must be visible on camera during class. Each student should have his/her own computer and should appear in a separate Zoom window. Still photos or blackout screens do not constitute attendance in class. If a student needs to temporarily step away, he or she should turn off the

video, mute the microphone, and keep temporary absences to a minimum. Professors will provide a mid-class break for all students.

**Participation:** Once a class begins, please mute the computer's microphone unless there is a question or comment. Be mindful that there are other participants in the meeting and all participants must share the time allotted for the class. Avoid lengthy commentary and remain sensitive to the possibility that others may have something to share or ask.

**Distractions:** Eating should not take place during class time, and students should refrain from engaging in distracting activities. Zoom offers virtual backgrounds if one prefers to reduce background distractions. Using earbuds or headphones is recommended to reduce background noise.

**Chat:** Use the Chat function in Zoom to pose a quiet question to classmates or the professor without disrupting the flow of the lecture.

# Academic Probation and Dismissal

## Academic Probation

A student is placed on Academic Probation when he or she is in danger of not making sufficient academic progress toward the intended degree or certificate. There are three types of academic probation:

1. Academic probation for suspected or identified instance of plagiarism: probation of this sort requires that all written assignments of the student in question must be submitted to the Associate Dean, Professor of Writing and Research, and/or the Academic Dean to assure academic honesty. Written work will be reviewed in concert with faculty colleagues and other electronic means of verification for at least one semester.
2. Academic probation 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 grade of B or higher in 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, continuation in the academic program will be reviewed by the faculty advisor, Academic Dean, or Associate Dean.
3. Academic probation 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 intended degree. In this case, continuation in the academic program will be reviewed by the faculty advisor, Academic Dean, or Associate Dean.

## Program Withdrawal and Dismissal

The Seminary reserves the right to require a student to withdraw from the program, 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 its sponsorship and/or the seminarian or student is dismissed from a formation program, the seminarian or student is immediately withdrawn from 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 a degree or certificate program.

The Seminary reserves the right to dismiss a student for reasons of poor scholarship, academic dishonesty, or misconduct. A decision to dismiss is final.

## Student Grievance Policy

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 regarding, for example, Seminary policies, a professor's grading, or classroom procedures. This procedure makes certain that the Seminary will offer whatever assistance it can concerning 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.

- Students who are not comfortable addressing the issue directly or who are not satisfied with the outcome of their oral communication with the professor 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.
- Students who are not satisfied with the final decision may request a meeting with the Academic Dean. This request must be made in writing within two weeks of the notification of outcome.
- The Academic Dean may convene an *ad hoc* committee of three professors from the full-time faculty to review the grievance. The committee will review the grievance using a preponderance of evidence standard and communicate their recommended finding to the Academic Dean. The student will be notified of the recommended finding and outcome.

## **NC-SARA**

St. Joseph's Seminary and College ("SJS") is a member of **NC-SARA** (The National Council for State Authorization Reciprocity). If the SJS grievance process is fully exhausted and a resolution not found, SARA students may pursue the [SARA Student Complaint Process](#) by appealing to the SARA State Portal Entity. The current NY State Portal Entity is listed below and can also be found by searching the [NC SARA State Portal Entity Contacts](#) webpage.

### **New York State Portal Entity Contact**

Emily Sutherland  
Supervisor of Higher Education Programs  
Phone: (518) 474-1551  
Email: [IHEauthorize@nysed.gov](mailto:IHEauthorize@nysed.gov)

New York State Education Department  
89 Washington Ave  
Albany, NY 12234

# Degree Program Requirements

## SEMINARIAN PROGRAM – 126 Credits

### Master of Divinity (MDiv)

Candidates for the professional degree of Master of Divinity (MDiv.) 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, students must pass a comprehensive examination consisting of both oral and written components which is administered in the spring semester to qualified students in Third Theology.

### Master of Arts in Theology (MA) – 39 Credits

Seminarian candidates for the academic degree of Master of Arts in Theology (MA Theology) take 39 credits of academic coursework. All students must complete this coursework with a grade point average of 3.0 or higher. The summative requirement for the MA Theology degree is a written research thesis of a minimum of fifty pages. In the spring semester of Third Theology, MA Theology candidates are required to participate in a non-credit Masters Seminar in Research Methodology that runs through the fall semester of Fourth Theology and which 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 the 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, and no extensions will be granted. 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. More information on thesis-writing policies and procedures may be found in the "MA Thesis - Process and Procedure" section below.

The successful completion of a student portfolio is a degree requirement for both the MDiv and MA degrees. Please refer to the [Student Learning Portfolio](#) section of this document for more information.

### Bachelor in Sacred Theology Degree (STB)

The Bachelor of Sacred Theology Degree is granted by the University of Saint Thomas Aquinas in Rome and represents an acknowledgement of the normative MDiv/MA seminarian degree program as the ecclesiastical equivalent of the “First Cycle” in a Pontifical University.

## **MASTER OF ARTS IN THEOLOGY (MA) – 39 Credits**

### **Course Requirements**

Thirty-nine (39) credits of graduate studies are 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 credits)**

Introduction to the Old Testament  
Introduction to the New Testament

#### **Dogmatic Theology (12 credits)**

Introduction to Theology  
Christology  
Ecclesiology  
Trinity

#### **Moral Theology (3 credits)**

Fundamental Moral Theology

#### **History (3 credits)**

Introduction to the History of the Church

#### **Liturgy (3 credits)**

Introduction to Liturgy

#### **Electives (12 credits)**

### **Permanent Diaconate Candidates**

St. Joseph's Seminary has the responsibility of overseeing the intellectual formation of candidates for the permanent diaconate. It is the expectation that all diaconate candidates who qualify for the MA in Theology will pursue this degree and take courses for credit. Exemptions from this policy must be approved by the Academic Dean in consultation with the candidate's diaconate director of formation.

Permanent Diaconate candidates are required to take the following four (4) electives:

1. Pastoral Issues in Contemporary Moral Theology
2. Introduction to Pastoral Ministry
3. Introduction to Canon Law
4. Pauline and Johannine Literature

### **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.

### **Summative Requirement**

In addition to the MA Theology coursework, each student who qualifies to complete the degree must complete the summative requirement of a comprehensive examination or a written 50-page (minimum) thesis. Students qualify to take the comprehensive exam with a cumulative GPA of 3.0 (B) or higher. Students may also choose to apply to write a thesis to fulfill their summative

requirement in accordance with the MA thesis process outlined below. Students must meet with one of the Associate Deans after they have successfully completed eight (8) courses to discuss their eligibility and options. Registration for the summative requirement is required, and appropriate fees apply.

### **MA Comprehensive Exam Policies and Procedure**

- 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 take the exam again.

### **MA Thesis - Classical Language Requirement**

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

### **MA Thesis - Process and Procedure**

#### **Topic/Director Selection and Required Seminars**

- When a student has three semesters remaining in his/her course of study (or four courses) and is interested in writing a thesis for their Master of Arts in Theology Degree summative requirement, the student will meet with one of the associate deans to discuss eligibility for writing a minimum 50-page thesis.
- A student is deemed eligible based on cumulative GPA (3.0 or higher) and a review of either a writing sample or portfolio which must demonstrate sufficient writing and research skills.
- Students begin the thesis writing process by submitting a thesis topic summarized in two or three sentences in the semester to a member of the faculty with whom they would like to work as their Thesis Director. The student consults with the potential Thesis Director, who decides whether to accept the invitation to direct the thesis.
- The Thesis Director works with the student on the content and approves each chapter.
- Students must maintain regular contact with their Thesis Director (minimum every 2-3 weeks) throughout the thesis process.
- An academic committee, including the deans, may review a student's progress at any time during the thesis process to assess a student's ability and eligibility to continue forward.

#### **Thesis Timeline/Procedure**

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

- The student must complete the thesis within **18 months**.

- The student initiates the process by participating in MA 9010 Seminar in Research Methodology for one semester (meetings throughout the semester, tuition \$500).
- By the end of the Seminar, 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.
- Students who meet the required benchmarks during the Seminar in Research Methodology may then advance to the MA 9020 Thesis Mentoring Seminar.
- Students are required to take the Thesis Mentoring Seminar (two-hour sessions once a month; tuition \$500 per semester) for two semesters or until their thesis is completed and approved.
- Each chapter is reviewed by the Thesis Director and the Professor of Writing and Research. The student should regularly incorporate feedback received from the Thesis Director and the Professor of Writing and Research throughout the writing process.
- Chapters must be submitted to directors according to the following schedule: Chapter 1 - November 1; Chapter 2 - January 15; Chapter 3 (and 4, if applicable) - March 1. Work must be submitted on time to allow for ample time to integrate feedback, editing and formatting.
- Two missed deadlines will require a meeting with the Academic Dean or Associate Dean to determine the student's continuance in the program.
- A draft of the entire thesis should be completed by March 30 and submitted to the Professor of Writing and Research for a format review.
- The Thesis Director is responsible for approving the thesis.
- Two copies (unbound) and an electronic copy of the approved thesis (in PDF format) should be submitted, along with an approval/completion form signed by the Thesis Director, by April 30<sup>th</sup>, to the Academic Office.
- Upon receipt of the minimum 50-page thesis by the Academic Office, the student must register for the course "Summative Requirement - Thesis," for which the student will receive the grade of "P."

### Student Learning Portfolio

The successful completion of a student portfolio is a degree requirement for the MA degree. Please refer to the [Student Learning Portfolio](#) section of this document for more information.

### Time to Degree Completion

The MA in Theology degree is meant to be completed within six (6) years, including the summative requirement.

## MASTER OF ARTS IN CATHOLIC PHILOSOPHICAL STUDIES (MACPS) – 48 Credits

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.

### Course Requirements

The MACPS degree requires **48 credit hours** of graduate studies in philosophy with the following curriculum:

- Introduction to Philosophy in the Catholic Tradition\*
- Logical Analysis\*
- History of Ancient Philosophy\*



History of Medieval Philosophy  
History of Modern Philosophy  
History of Contemporary Philosophy  
Philosophy of Knowledge  
Philosophy of Nature  
Philosophical Anthropology  
Metaphysics  
The Philosophy of Saint Thomas Aquinas  
Ethics, Natural Law and Politics  
Natural Theology  
Faith and Reason  
Introduction to Sacred Scripture  
Fundamentals of Catholic Doctrine  
Ecclesiastical Latin I and II (non-credit)  
Biblical Greek I and II (non-credit)  
(\*must be taken concurrently during the first full semester of studies)

### **Propaedeutic Year**

Seminarians enrolled in the Propaedeutic Year Program typically begin their course of studies in the MACPS program by enrolling in "Introduction to Sacred Scripture" and "Fundamentals of Catholic Doctrine." Additional courses aside from those associated with the MACPS degree program, including "Great Catholic Voices," "Catholic Aesthetics: Beauty and the Arts," and "Pastoral Spanish" are also taken during the Propaedeutic Year.

### **MACPS Summative Requirement**

In addition to course work, each student who qualifies for the MACPS degree must complete the summative 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 take the exam 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, through questioning, the student's grasp of the selected texts.

### **Student Learning Portfolio**

The successful completion of a student portfolio is a degree requirement for the MACPS degree. Please refer to the [Student Learning Portfolio](#) section of this document for more information.

### **Time to Degree Completion**

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

## **POST-MASTER'S CERTIFICATES**

St. Joseph's 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. Certificate completion fees apply to those attaining a certificate.

### **Specializations and Course Requirements**

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.

#### **Sacred Scripture**

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

- Biblical Greek I or Hebrew I (or a reading exam)
- Introduction to the Old Testament
- 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.

#### **Dogmatic Theology**

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

- Introduction to Theology
- Christology
- 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.

### **Time to Certificate Completion**

The Post-Masters Certificate is meant to be completed within three (3) years.

## **Completion**

Upon completion of all required courses, students must register for MA9003, Post-Graduate Certificate Completion, in Populi and pay all applicable fees.

## **Student Learning Portfolio**

The successful completion of a student portfolio is a degree requirement for the Post-Master's Certificate(s). Please refer to the [Student Learning Portfolio](#) section of this document for more information.

## **POST-BACCALAUREATE CERTIFICATE**

The Post-Baccalaureate Certificate is an 18-credit, 6-course program designed to provide students with a graduate-level understanding of the saving mysteries of Christian revelation in the Catholic tradition. It is intended for those seeking a general theological education as a foundation for service in the Church or for personal enrichment. Applicants for the Post-Baccalaureate Certificate must possess a bachelor's degree. Certificate completion fees apply to those attaining a certificate. All courses taken in the completion of the Post-Baccalaureate Certificate may also be applied degree requirements for the MA in Theology degree.

## **Program of Study and Course Requirements**

Candidates for the Post-Baccalaureate Certificate must complete 18 credits (six courses) while maintaining a B average.

### **Courses:**

- Introduction to Theology
- Introduction to the Old Testament
- Introduction to the New Testament
- Fundamental Moral Theology
- Introduction to Liturgy
- Introduction to Church History

**Note:** Courses may be substituted with the approval of the Academic Dean.

## **Time to Certificate Completion**

The Post-Baccalaureate Certificate is meant to be completed within three (3) years.

## **Completion**

Upon completion of all required courses, students must register for MA9002, Post-Baccalaureate Certificate Completion, in Populi and pay all applicable fees.

## **Student Learning Portfolio**

The successful completion of a student portfolio is a degree requirement for the Post-Baccalaureate Certificate. Please refer to the [Student Learning Portfolio](#) section of this document for more information.

## Libraries / Library Policies

The libraries of St. Joseph's Seminary are theological research libraries that serve all St. Joseph's Seminary students enrolled in the Masters and Certificate Programs across all campuses.

Students are requested to complete a library card application for their home library, which is available at each of the two libraries (Yonkers and Huntington). Each campus library has its own integrated library system, and, as a result, a library card is required for utilizing the physical collection in each location.

Information about holdings, services, and access at the Corrigan Memorial library can be found at: <https://www.dunwoodie.edu/library-home>. Searching the print and digital holdings of all campuses can be done by using the EBSCO Discovery Service, which aggregates all collections in one place. For off-campus access to electronic resources or any questions, please contact the libraries directly via phone or email for assistance.

### Corrigan Memorial Library

The Archbishop Michael A. Corrigan Memorial Library, located at St. Joseph's Seminary, Yonkers, New York, is a specialized research collection in Roman Catholic theology. The monthly hours are posted on the homepage of the library website.

URL: <https://www.dunwoodie.edu/library-home>.

Phone number: (914) 367-8255

Email: [library@corriganlibrary.org](mailto:library@corriganlibrary.org)

Staff: Connor Flatz (Library Director); James Monti (Evening Clerk); Catherine Marshall (Library Secretary)

### The Library Policies are as follows:

#### Borrowing

- To begin borrowing books, a student must fill out the online library card application form and submit it (<https://www.dunwoodie.edu/library-application>). Once verified, the student may pick up a card at the circulation desk in the library or it can be mailed to the student. The library will also email the student the library account information so that he/she can borrow books as soon as possible.
- 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. A student may be granted an additional loan period, but this will be contingent upon the demand for the items that have been checked out. Thesis students are entitled to a two-month loan and one renewal for each collection item.
- To find out how to renew books online, please see the "Renewing Items" link included here for detailed instructions (<https://www.dunwoodie.edu/renewing-items>). While logged in to one's library account, a student can also place "holds" on items, create lists of books by paper topic, and renew existing book loans.
- A fine of 10 cents a day accrues for all patrons the day following the initial check-out period. Please be sure to communicate with staff and renew books before the due date to avoid 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.

- For those students in an online program, it is recommended to request books from St. Joseph's Seminary through one's local library's interlibrary loan service to facilitate an easier return of the book. Copy requests can be sent to the Corrigan Memorial Library, which will email the student a scan of the requested materials.

## Remote Research Assistance

- A library staff member is available to assist students with research throughout the week. A student can request research help by calling 914-367-8255 or by emailing [library@corriganlibrary.org](mailto:library@corriganlibrary.org). Connor Flatz (Library Director) and Jim Monti are the primary library staff members to respond to student requests.
- The library offers *Zoom reference* to provide one-on-one online sessions to discuss research, for help in using electronic resources, and to answer any other questions. Instructions on how to set up a Zoom appointment can be found on the Seminary website under Library Services (<https://www.dunwoodie.edu/zoom-reference>).
- For those students in an online program, the library has joined the ATLA Reciprocal Borrowing Program that creates an arrangement between participating North American ATLA Institutional Members and Affiliate Candidate Libraries to grant check-out privileges to each other's patrons/students. For more information go to this link: <https://www.dunwoodie.edu/atla-reciprocal-borrowing-program>
- The Corrigan Memorial Library offers enhanced scanning services to all students to address any physical library access deficiencies at each library location. To request scans of readings, articles, or book chapters during the semester, submit a list of required scans via email to: [library@corriganlibrary.org](mailto:library@corriganlibrary.org).

## Interlibrary Loan

- If the library does not own a book or article that a student requires, it will attempt to procure it through their interlibrary loan service. The library does not typically charge for this service, but there are some exceptions to this rule.
- To submit an interlibrary loan request, fill out the online request form on the library site (<https://www.dunwoodie.edu/interlibrary-loan-policy>) or email [library@corriganlibrary.org](mailto:library@corriganlibrary.org) with a list of requests. If choosing to email the library a list of interlibrary loan requests, please make sure to provide a full citation for each item.
- Delivery of book requests varies due to the location of the lending library and how long it remains in the system. Please allow at least 5-7 business days. The turnaround time for copy requests is approximately 12-24 hours, but there are exceptions.
- Copy requests will be emailed, so please make sure the library always has an up-to-date email address in your library account.
- If a student is enrolled in one of the Seminary's online programs, it is recommended that the student request a book from the library via the local library's interlibrary loan services. This will allow the student to pick and return the book at the library from where the request originated. Please contact the library via phone or email with any questions on this process.

## Course Reserve

- Books and articles that have been put on semester reserve by professors are located behind the library's circulation desk on the shelving unit. Reserve materials cannot be checked out and must be used in the library.
- The reserve section is arranged by the professor and the name of the course.
- Reserve books must be returned to their appropriate shelf when one is finished with them. Please be mindful that there are other students who need to use the materials.

- If a student is in one of the online programs, the library can scan any of the materials that are on reserve for courses. Please email the library with scan requests ([library@corriganlibrary.org](mailto:library@corriganlibrary.org)).

### **Photocopying and Scanning**

- There are two photocopiers in the library. Only the photocopier on the first floor can make copies and scans of books in the collection. The photocopier on the third floor only makes copies of materials.
- The library does not charge for photocopying or scanning.
- Students are asked to be judicious in the usage of these services.

### **Computers and Printing**

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

- Once a library account is set up, a student can use the dedicated self-checkout computer at the front desk to borrow books.
- The self-checkout computer is located on the counter on the back portion of the front desk.
- The self-checkout software times out, so it may be necessary to sign in again. There are typed instructions on the left side of the computer, which describes what to do in this case.
- When using the self-checkout machine, please make sure each book is checked out on the account before leaving the library.

### **Access to the Library**

- All students have access to the library during the normal business hours listed on the library website. The library hours are subject to change. Please check the library website (<https://www.dunwoodie.edu/library-home>) or call ahead if you have any questions (914-367-8255).
- The entrance to the library is located on the first floor behind the Prayer Hall.

### **Seminary of the Immaculate Conception Library:**

The Seminary of the Immaculate Conception Library is a specialized Roman Catholic collection curated to support the studies of students at the Seminary's Huntington location. The library is open on Saturdays during the fall and spring semesters of the academic year. The semester hours, staff information, and an F.A.Q can be found on the page below that is dedicated to the library.

- URL: <https://www.dunwoodie.edu/huntington-campus>
- Phone number: 631-423-0483 x9
- Email: [library@icseminary.edu](mailto:library@icseminary.edu)
- Staff: Ray Nostrand (Administrative Assistant and Library Clerk)

### **Borrowing**

- Before a student can begin to borrow books, he/she must submit an application for a library card to a library staff member. Application information (*i.e.*, name, address, phone number, and email address)

must be sent to [library@corriganlibrary.org](mailto:library@corriganlibrary.org). The library card may be picked up when the library is next open.

- 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. A student may be granted an additional loan period, but this will be contingent upon the demand for items that have been checked out. Thesis students are entitled to a two-month loan and one renewal for each collection item.
- 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.
- If a student would like to borrow a book from the main library on the Yonkers campus, he/she may either plan a visit to Yonkers campus and pick up the physical books there or request the book through the interlibrary loan service at one's local public library.

### **Remote Research Assistance**

- All requests for research assistance should be directed to the main library on the Yonkers campus by contacting the library via phone (914-367-8255) or email ([library@corriganlibrary.org](mailto:library@corriganlibrary.org)).
- A 1-on-1 Zoom research appointment may also be set up via the following link: <https://www.dunwoodie.edu/zoom-reference>. In the appointment request, please provide specific needs, and library staff will tailor the session to cover exactly what is needed for each course assignment.
- All of the library databases are hosted on a proxy server that allows students to access them through one log-in process. In order to obtain log-in information, please contact a library staff member at either library.
- To request scans of course readings, articles, or book chapters during the semester, submit a list of required scans via email to the general library email ([library@corriganlibrary.org](mailto:library@corriganlibrary.org)).

### **Interlibrary Loan**

- If the library does not own a book or article that a student requires, it will attempt to procure it through their interlibrary loan service. The library does not typically charge for this service, but there are some exceptions to this rule.
- All interlibrary loan requests must be submitted to the Corrigan Memorial Library because it is the only library with the service. Requests may be submitted to the library either by filling out one of the online interlibrary loan forms (<https://www.dunwoodie.edu/interlibrary-loan-policy>) or emailing a list of full citations of requests ([library@corriganlibrary.org](mailto:library@corriganlibrary.org)).
- Book requests typically take 5-7 business days to fulfill, and copy requests typically take 1-2 days to fulfill.
- If a student prefers to obtain interlibrary loan book requests delivered closer to home, then the local public library's interlibrary loan service should be utilized. The book request will be delivered, picked up, and returned one's local public library. Please contact the Corrigan Memorial Library if you have any questions about using this service.

### **Course Reserve**

- Books and articles that have been put on semester reserve by professors are located behind the library's circulation desk on the shelving unit. Reserve materials cannot be checked out and must be used in the library.
- The reserve section is arranged by professor and name of the course.
- Reserve books must be returned to their appropriate shelf when one is finished with them. Please be mindful that there are other students who need to use the materials.
- If a student is in one of the online programs, the library can scan any of the materials that are on reserve for courses. Please email the library with your scan requests ([library@corriganlibrary.org](mailto:library@corriganlibrary.org)).

## Photocopying and Scanning

- There is 10 cent charge for photocopying.
- The only photocopier/ scanner in the library is located in the library office.

## Access to the Library

- The library is located on the top floor of the seminary, which can be accessed via the elevator or stairs in the center of the building.
- Please contact the Corrigan Memorial Library staff via phone or email with any questions.

## Additional Library Resources

In order to expand library access for all students, the library has set up informal agreements that provide on-site access to the regional academic libraries listed below. Students are required to bring their St. Joseph's Seminary I.D. to each library to prove they are a current student. If a student has any issues in accessing these libraries, please contact the director of the Corrigan Memorial Library ([cflatz@corriganlibrary.org](mailto:cflatz@corriganlibrary.org)).

- **Mount St. Mary's College Library:** 330 Powell Ave., Newburgh, NY
- **Marist College Library:** 3399 North Road, Poughkeepsie, NY
- **Sacred Heart University Library:** 5151 Park Ave, Fairfield, CT 06825
- **Fairfield University Library:** 1073 N Benson Rd, Fairfield, CT 06824
- **Fordham University Library:** Rose Hill Campus, 441 E. Fordham Road, Bronx, NY 10458



# Campus and Course Offering Sites Policies

## Campus Safety and Security

The personal safety of students, faculty, staff, and visitors is of primary importance at St. Joseph's Seminary and College. The Seminary's Campus Safety and Security Committee meets regularly to review safety and security protocols and to update policies and procedures as well as emergency response plans. The committee includes faculty, staff, and students who are invited to join as advisors. The Seminary collaborates with the local police departments where each campus is located. The Yonkers Police Department provides a police detective liaison who is the first point of contact for campus security matters in Yonkers. The committee, in collaboration with the police liaison, also coordinates safety and security training as needed. The committee reports annually to faculty and staff and issues an annual notice regarding emergency protocols to all seminary constituents. The notice includes: information on how to report an emergency at each campus location, information on accessing the St. Joseph's emergency alert system, and contact information of the committee members for nonemergency reporting. The Campus Safety and Security Committee reviews the Sexual Misconduct Policy and Procedures annually and receives a report from the Compliance Coordinator for Sexual Misconduct regarding compliance, training, and annual NY State incident reporting.

## St. Joseph's Seminary - Yonkers, NY (Dunwoodie)

### Building Access

A student's ID card serves as identification upon entering the main Seminary 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.

### Parking

All students attending the 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.

### 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.
- MA students are welcome in the refectory except when it is being used for a special activity of the Seminary community. Students are welcome to eat lunch or dinner in the refectory during the semester on those days when they are enrolled in classes, for a fee of \$14 for lunch and \$16 for dinner.
- All students must sign-up for meals by 10AM. Click on the link, <https://dunwoodie.edu/meal-reservation>, or navigate to it by going to the dunwoodie.edu website, click on the CURRENT STUDENTS tab and select "Meal Reservations." Student accounts will be billed, and all fees will be included in the billing invoices from the Bursar's office.

- It is not permitted to bring uncovered beverage cups or food to the classrooms.

## **Guests**

To ensure the safety of all youth, unaccompanied minors are not permitted in the building or on the grounds.

## **Huntington, NY (Seminary of the Immaculate Conception Campus)**

### **Building Access**

The first floor of the Seminary 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). The St. Cecilia Lounge on the first floor is available for students to use, unless posted otherwise. Student mailboxes are located in room 103 of the B wing.

### **Parking**

Students 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.

### **Dining**

- The Dining Room (refectory) is located on the first floor of the main building.
- All MA Students and Deacon Candidates are welcome to sign up for meals on days when they are enrolled in classes, except at those times when the refectory is being used for a special activity of the Seminary community.
- All students must request meals with two days' notice by calling Reception (631) 423-0483, ext. 100 or Hospitality, ext. 128. Students pay for meals directly to the Seminary of the Immaculate Conception. **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 or on the grounds.

## **The Main Chapel**

The Main Chapel is located 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.

## **Hours**

The building is closed to students at 10:00pm.

## **Douglaston, NY (Immaculate Conception Center)**

### **Building Access**

The first floor of the building is open to all students. The St. Joseph's Academic Office (115) and classrooms are located on the first floor.

## **Hours**

The building is closed to students at 10:00pm.

## **Parking**

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 marked reserved parking.

## **Chapel**

The chapel is located in the center of the building; all are welcome for prayer.

## **Guests**

To ensure the safety of all youth, unaccompanied minors are not permitted in the building or on the grounds.

## Institutional Policies

**Smoking Policy - All buildings are smoke-free.**

### Emergency Closings

- All information regarding campus closures at any location can be found on the website [www.dunwoodie.edu](http://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.
- Students may also call the Weather Hotline @ (914) 968-6200 ext. 88888#.
- **Registering for Flocknotes:** St. Joseph's Seminary uses text messages (smart phone required) through Flocknotes to notify students of any closings due to inclement weather or any other emergencies. A text message will alert students if the decision has been made to cancel class or any other contingencies. Sign up for Flocknotes at <https://stjosephseminary.flocknote.com/>

### Sexual Misconduct Policy and Procedures

#### 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, is prohibited by the 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.

#### Bill of Rights

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: <https://dunwoodie.edu/student-bill-of-rights>

#### Compliance Coordinator

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

##### Compliance Coordinator

Prof. Annmarie McLaughlin

914-367-8386

[Compliance.Coordinator@archny.org](mailto:Compliance.Coordinator@archny.org)

##### Deputy Coordinator

Fr. Michael Bruno

914-968-6200 ext. 8216

[mbruno@dunwoodie.edu](mailto:mbruno@dunwoodie.edu)

## **Confidential Seminary Resources**

The Spiritual Directors in the ‘internal forum’ and Seminary psychologists 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.

**Hospitals** - 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

## **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](http://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](http://www.ovs.ny.gov)
- **New York State Domestic Violence Hotline**, Telephone 800-247-8035

## **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 (<https://www.lawhelp.org/>) – lists 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.

Please read the full text of the [Policy and Procedure](#).

## **Statement on Diversity**

St. Joseph's Seminary and College, in accord with the Church's Magisterium, recognizes "the dignity of every person before God," which is the "ultimate foundation of radical equality" and calls us to build communion among all people, regardless of their race, nation, sex, origin, culture, class or disability (CSDC §144-148). Members of the seminary community are expected to engage each other in charity and bear witness "to the dignity of the person" at all times (see CSDC §134).

## **Hate Crimes / Bias-related Crimes / Violent Felony Offences/ Missing Student**

St. Joseph's Seminary and College is committed to providing a safe environment for all members of its community and ensuring the reporting and investigation of crimes, including hate crimes (bias-related crimes), violent felony offences, as well as reports of a missing student.

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. For more information about hate crimes, see <https://www.nysenate.gov/legislation/laws/PEN/485.05>.

Any member of the Seminary community who believes he or she is the victim of or witnesses a hate crime or violent felony or learns of a missing student should report the incident immediately by following the Emergency Protocols, calling 911 and notifying the Rector, Dean of Seminarians, Associate Dean, or Academic Dean.

Any member of the Seminary community who believes he or she is the victim of witnesses a bias-related incident, should report the incident(s) to the Academic Dean, the Associate Dean or the Dean of Seminarians. Violent felonies will be reported to the local police department to be investigated. All

non-emergency 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.

### 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 and 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.

All e-mail and Internet users should be aware 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.

### **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.

### **Marketing of Credit Cards**

Pursuant to Article 129-A of the New York State Education Law § 6437 (Prohibition on the marketing of credit cards) the advertising, marketing, or merchandising of credit cards to students on any of the St. Joseph's Seminary and College campuses is prohibited.