



# ST. JOSEPH'S SEMINARY DUNWOODIE

201 Seminary Ave.  
Yonkers, New York 10704-1896

## Request for Extension Form

(To be completed by the student, signed by the professor  
and submitted to the Academic Dean / Associate Dean)

Student's Name:

Semester:

Course Name:

Original Due Date for Assignment:

Date of Extension:

Professor:

Print Name:

Signature:

Date:

**Note: The maximum duration for an extension is two weeks.**



***St. Joseph's Seminary***  
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Office of the Academic Dean

**SAINT JOSEPH'S SEMINARY GRADING POLICIES – 2016-2017**

<b><u>Range</u></b>	<b><u>Grade</u></b>	<b><u>Description</u></b>
93-100	A	Excellent
90-92	A-	Superior
87-89	B+	Very Good
83-86	B	Good
80-82	B-	Satisfactory
77-79	C+	Unsatisfactory
73-76	C	Insufficient
70-72	C-	Poor
0-69	F	Failure

All course requirements (as outlined in each course syllabus) are to be fulfilled before a grade can be determined for the student. All St. Joseph's Seminary students are subject to the following guidelines for the successful completion of each course.

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

**SUBMISSION OF ACADEMIC WORK** – 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, the student must file a "Request for Extension Form" (found on our website, [www.dunwoodie.edu](http://www.dunwoodie.edu)), which is to be completed, signed by the Professor and the student, and submitted to the Academic Dean (for seminarians) or to the Associate Dean (for non-seminarian students) two weeks prior to the assignment's due date. The maximum duration for an extension is two weeks.

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

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

**FAILURES** – Any student who receives a grade of Failure will have the opportunity to make up the course at the discretion of the Academic Dean, although the failure will remain on the student’s transcript and will be factored into the student’s grade point average.

**PLAGIARISM AND ACADEMIC FRAUD** – Plagiarism or academic fraud of any type will not be tolerated at Saint Joseph’s Seminary. If plagiarism or cheating is suspected, a professor is to contact the Academic Dean immediately with the paper or exam in question. If an initial review of the evidence deems the suspicion to be credible, the Academic Dean convenes an *ad hoc* committee of three Professors from the full-time faculty to review the evidence. If the committee deems that plagiarism or academic fraud has occurred, the Academic Dean thereafter requests a meeting with the student in which the student has the opportunity to explain their work and the evidence.

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