

# ST. JOSEPH'S SEMINARY & COLLEGE

## STUDENT HANDBOOK ACADEMIC & INSTITUTIONAL POLICIES

2021



### **Main Campus**

201 Seminary Ave.  
Yonkers, NY 11901

[www.dunwoodie.edu](http://www.dunwoodie.edu)

### **Additional Campus Locations**

Seminary of the Immaculate Conception (Huntington, NY)

Cathedral Seminary House of Formation (Douglaston, NY)

John F. Kennedy Catholic High School (Somers, NY)

For information about programs and course offerings, please refer to the St. Joseph's Seminary Bulletin: <https://www.dunwoodie.edu/sjs-2021-bulletin>

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## Preface

This handbook (rev. January 2021) provides policies and procedures governing graduate study in all programs of St. Joseph's Seminary and College. It is based on information available at publication. Therefore, it may be subject to change without notice.

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

It is the student's responsibility to be aware of all regulations, and all students are required to follow all policies and procedures contained in the handbook.

The Seminary reserves the right to make changes in its administrative rules and regulations, as well as its schedules and courses, from time to time, without notice, as it may deem necessary.

## Quick Links

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

Populi SIS/LMS: <https://dunwoodie.edu/populi-student-information-and-learning-management-system>

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

Bulletin (Academic Catalog): <https://www.dunwoodie.edu/sjs-2021-bulletin>

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

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

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

Student Forms: <https://dunwoodie.edu/online-documents>

Zoom Technology 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>

QUICK LINKS – URLs TO COMMONLY NEEDED WEB PAGES

### Associate DEANS / ADMISSIONS (MASTER OF ARTS, GRADUATE CERTIFICATES)

#### Dr. Donna Eschenauer, Ph.D.

Associate Dean, Yonkers and Somers Campuses  
Associate Professor of Pastoral Theology  
(914) 367-8280

[Donna.Eschenauer@archny.org](mailto:Donna.Eschenauer@archny.org)

#### Dr. Christine Hammill-Cregan, J.D., M.S.W.

Associate Dean, Douglaston and Huntington  
Campuses  
(631) 423-0483, ext. 130

[Christine.Hammill-Cregan@archny.org](mailto:Christine.Hammill-Cregan@archny.org)

### Administrative Offices

#### Registrar

Roenice Gonzalez  
(914) 367-8208

[Roenice.gonzalez@archny.org](mailto:Roenice.gonzalez@archny.org)

#### Bursar

Michele Bergeron  
(914) 968-6200, x 8001

[Michele.Bergeron@archny.org](mailto:Michele.Bergeron@archny.org)

#### Compliance Coordinator

Title IX /Sexual Misconduct Policy  
Prof. Annmarie McLaughlin, M.A.  
(914) 367-8386

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

#### Director of Communications

Populi and Zoom Administrator  
Cynthia Harrison  
(914) 367-8281

[Cynthia.Harrison@archny.org](mailto:Cynthia.Harrison@archny.org)

### Corrigan Memorial Library

St. Joseph's Seminary (Dunwoodie)  
201 Seminary Ave.  
Yonkers, NY 10704

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

Email: [library@corriganlibrary.org](mailto:library@corriganlibrary.org) / General Number: (914) 367-8255

### Campus Locations

#### MAIN CAMPUS - YONKERS, NY

St. Joseph's Seminary (Dunwoodie)  
201 Seminary Ave., Yonkers, NY 10704  
Phone: (914) 968-6200 / Fax: (914) 367-2019  
[sjs@dunwoodie.edu](mailto:sjs@dunwoodie.edu)

#### DOUGLASTON, NY

Cathedral Seminary  
7200 Douglaston Pkwy., Little Neck, NY 11362  
For information about this location, please call:  
(631) 423-0483, ext. 147

#### HUNTINGTON, NY

Seminary of the Immaculate Conception  
440 West Neck Rd., Huntington, NY 11743  
(631) 423-0483, ext. 148

#### SOMERS, NY

John F. Kennedy Catholic High School  
54 NY-138, Somers, NY 10589  
For information about this location, please call:  
(914) 367-8280

# Administrative Policies

## Seminarian Admissions Policy

Please refer to our website: <https://dunwoodie.edu/st-josephs-seminarian-admissions-policy>

## Admission Requirements (ALL PROGRAMS)

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

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

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

## Application Process (MASTER OF ARTS, GRADUATE CERTIFICATE PROGRAMS)

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

1. **Complete the application** which may be found on the SJS website, [www.dunwoodie.edu](http://www.dunwoodie.edu). There is a \$50.00 non-refundable application fee.
2. **Submit official transcript(s)** from each undergraduate and graduate institution attended to:

**Office of the Registrar  
St. Joseph's Seminary  
201 Seminary Ave.  
Yonkers, NY 10704**

3. Include with the application a **statement of purpose** explaining your motivation for graduate theological study.
4. Submit **two (2) letters of recommendation** from individuals who are familiar with your academic and/or pastoral background.
5. **Proof of immunization** (for all students born on or after January 1, 1957).
6. Submit a **valid government issued photo identification** (Passport, Driver's License/Permit, or US Military ID).
7. **Current photo** (headshot only) refer to the [Student Identity Verification Policy](#) for details.
8. **Arrange for an interview** with one of the Associate Deans (MA and Certificates).

**Note:** Upon initial acceptance into the Master of Arts 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) to manage the admissions, academic, billing, and reporting needs of the institution. 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. Additionally, Populi provides a portfolio system for students to maintain a sampling of their work, access to unofficial transcripts, the form for requesting official transcripts, and the ability to audit their degree and map their courses. Students also have the convenience of paying their 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, our password protected student information system. 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 program 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 \$50.00 non-refundable application fee.
- Auditors attend classes and are not subject to examinations or written assignments, unless in the Permanent Diaconate Program. All auditors should keep up with course readings. Auditors do not receive course credit.

## **Transfer Credit**

Graduate credits earned at another accredited institution may be presented for acceptance as academic credit prior to matriculation at Saint Joseph’s Seminary.

- 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.
- They must have been taken within a five-year period prior to acceptance as a matriculated student, and have been awarded the grade of “B” or better.
- 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.

The Academic Dean approves the acceptance of these credits. The student should present 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 all schools varies. Thus, only credits will be recorded.

### **Academic Accommodations**

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

### **Continuous Enrollment Requirement**

- The Master of Arts Program has a continuous enrollment policy for both the certificate and degree programs. Therefore, a student must register for at least one (1) course every Fall and Spring semester. Once a student completes their coursework, they are considered enrolled when they are either preparing for the comprehensive exam or writing a thesis.
- The only exception to this policy is if the student has an approved leave of absence (see Leave of Absence Policy).
- A student who fails to abide by this policy will be dismissed from the program and will have to re-apply if they desire to return.

### **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%** of the course, they are not permitted to complete the course. This policy is in keeping with St. Joseph’s withdrawal policies, and students under these circumstances risk receiving a failing grade for the course. Exceptions to this policy due to extraordinary circumstances will be evaluated by the Academic Dean.

### **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 (clothing normally worn).
    - Size of Image: 300 x 300 pixel, preferably taken in the last 6 months.
    - If you use your phone to take the photo, please choose the square crop option.
- 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 to student identity verification.

## Student ID Cards

All students are entitled to obtain an ID Card at the beginning of the academic year.

- Students who attend courses in Yonkers are required to present an ID to enter the building.
- The expiration date on the ID card is the expected graduation or four years.
- Your St. Joseph's Seminary ID card will be given to you by a Seminary official.
- You are responsible for keeping the card safe and in good condition.
- Upon leaving the Seminary permanently, the ID card must be returned to the Academic Dean or Associate Dean.

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

## Confidentiality of Student Records

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

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

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

## 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 formally using the [Transcript Request Form](https://dunwoodie.edu/transcript) located on the dunwoodie.edu website (<https://dunwoodie.edu/transcript>).
- There is a **\$10 fee** for each **official** copy of a transcript requested. Transcript requests can only be processed when all fees have been paid.
- **Current Students can submit a request under the Student tab in Populi.**

### 2. Unofficial Transcripts

- An unofficial transcript does not bear the Registrar’s signature and states it is 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 on the Dunwoodie.edu website.
- 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 withdraw online through Populi.
- Students may withdraw from a course or change from “for credit” to “for audit” without academic penalty **before the 4th class** session.
- A student who withdraws **before the 4th class** session receives a grade of W, for which there is no academic penalty. Billing will be adjusted accordingly.
- A student who withdraws or ceases to attend **after the 4th class** automatically receives a grade of W if passing the course, and WF, if failing the course, which will be computed in the GPA. In addition, the student is responsible for the full tuition rate.

### Program Withdrawal

- Students who would like to withdraw from the MA and Graduate Certificate programs must 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 no more than 5 years from the granting of the leave of absence. During this time, no matriculation fee will be required of the student.
- 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 website (<https://dunwoodie.edu/tuition-and-fees>). Fees are subject to change. All fees and expenses are payable upon receipt of invoice to the bursar. 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 (click here: [Payment Plan Agreement Form](#), or go to <https://dunwoodie.edu/online-documents>) and submit the form to the bursar by the beginning of the semester.

**Note:** Students may not register until they have satisfied their financial obligations from the previous semester; nor will grades or transcripts be issued.

## Refund Policy

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

Until day before first class	100%
By the second class	75%
By the third class	50%

## Academic Work Submission and Grading Policies

### Course Paper Writing Guidelines

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

## **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/online-documents)" (<https://dunwoodie.edu/online-documents>), which is to be completed, signed by the Professor, and submitted to the Associate Dean two weeks prior to the assignment's due date. The maximum duration for an extension is two weeks.

## **Late 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 as indicated on the course syllabus.

## **Incomplete Grade**

If, for serious reasons, a professor wishes to grant a student the grade of Incomplete ("I") for a course, the approval of the Academic Dean is required. The professor is to submit a formal request to the Academic Dean prior to the end of the semester (the [Request for Assignment Extension and Grade of Incomplete Form](https://dunwoodie.edu/online-documents) can be found at <https://dunwoodie.edu/online-documents>), and requires the reason for the request and the agreed due date for the completion of all course work). If the grade of Incomplete is granted, the maximum duration of an Incomplete grade is six weeks, at which point the grade is automatically changed to a grade of Failure. For serious reasons, exceptions to this policy can be granted by the Academic Dean.

## **Failures**

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

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

## Grading Scale

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

## Research Paper Grading Rubric

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

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

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

The portfolio requirements are to be completed before graduation.

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

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

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

8 submissions:

- Six (6) research papers
- Comprehensive Exam
- Recorded Mass
- MA Thesis if applicable

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

Five (5) submissions:

- Four (4) research papers
- Comprehensive Exam or MA Thesis

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

Four (4) Submissions:

- Three (3) research papers
- Comprehensive Exam



# 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 therefore 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 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 dishonesty. 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 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 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.

## 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 your 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 way you are presenting the work of others constitutes plagiarism, it is best to ask your advisor or professor before you submit 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 (refer to the definition of plagiarism above)
- The misrepresentation of someone else's work as your own
- 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 you 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 (Seminary) syllabi, course materials, and class recordings are intended for curriculum and course-related purposes and are copyrighted by the Seminary. 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 appropriately to the sacred surroundings of the Seminary on all campuses and sites.

## **Zoom Meeting Etiquette**

The general rule for student etiquette during a Zoom class is to replicate as much as possible how one acts when in person in a classroom. In light of this, please follow the guidelines below for joining and participating in a Zoom class meeting:

**Attendance:** To be considered in attendance (per the SJS Attendance Policy), students must be visible on camera during class. Still Photos or Blackout screens do not constitute attendance in class. If you

need to temporarily step away, turn off video and mute the mic, and keep temporary absences to a minimum. Classes will provide a mid-class break for all students.

**Participation:** Once the class begins, please mute your mic unless you have 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:** No eating during class time, and please refrain from distracting activities. Zoom offers virtual backgrounds if you prefer to block out your personal background and any background distractions. Using earbuds or headphones is recommended to reduce background noise.

**Chat:** Use 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**

**There are three kinds of academic probation:**

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

### **Program Withdrawal and Dismissal**

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

If a seminarian or student is sponsored by a diocese or religious order and the diocese or religious order withdraws their sponsorship and/or the seminarian or student is dismissed from a formation program, the seminarian or student is immediately withdrawn from the St. Joseph's Seminary academic program. After consultation with the Academic Dean or Associate Dean, a student may apply to be admitted as a lay student to continue in an MA program.

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

## **Grievance Procedures**

Effective communication is vital to the mission of St. Joseph's Seminary, as well as to the academic success of our students. The purpose of the grievance procedure is to secure an equitable solution to disputes that students might have with, for example, Seminary policies, a professor's grading, or classroom procedures. This procedure makes certain that the Seminary will offer whatever assistance it can regarding grievances and ensures the accessibility of the Faculty, Associate Deans, and Academic Dean to all students.

### **The grievance procedure is as follows:**

Students should address a complaint in a timely manner and are encouraged to address the issue directly with the professor, if possible.

- If the student is not comfortable addressing the issue directly or is not satisfied with the outcome of their oral communication with the professor, they may report their grievance to the Dean of Seminarians or Associate Dean in a timely manner.
- The student must provide a written account of the complaint.
- If the issues cannot be resolved through mediation and diplomacy, then a hearing may be scheduled with the Dean of Seminarians or Associate Dean and another faculty or staff member.
- Once the hearing takes place, the grievance will be assessed and the student will be notified by the Dean of Seminarians or Associate Dean regarding the outcome.
- If the student is not satisfied with the final decision, they may request a meeting with the Academic Dean. This request must be made in writing within two weeks of the notification of outcome.

## **Degree Program Requirements**

### **SEMINARIAN PROGRAM – 126 Credits**

#### **Master of Divinity (M.Div) / Bachelor in Sacred Theology Degree (S.T.B.) – 87 Credits**

Candidates for the professional degree of Master of Divinity (M.Div.) and the academic degree of Bachelor of Sacred Theology (S.T.B.) from the University of Saint Thomas Aquinas in Rome (which represents an acknowledgement of our normative M.Div. program as the ecclesiastical equivalent of the "First Cycle" in a Pontifical University) take 87 credits of academic coursework over four years. Students must successfully complete all the courses listed for all eight semesters of the theological curriculum while maintaining at least a 2.0 grade point index. In addition, 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 (M.A.) – 39 Credits**

Seminarian candidates for the academic degree of Master of Arts in Theology (M.A. Theology) take 39 credits of academic coursework. All students must complete this coursework with a grade point average of 3.0 or higher. The summative requirement for the MA Theology degree is a written research thesis of minimum fifty pages. In the Spring semester of Third Theology, M.A. Theology Candidates are required to participate in a non-credit Masters Seminar in Research Methodology which runs through the Fall semester of Fourth Theology and 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 his thesis topic and directs both the research and thesis preparation. The completed thesis must be

submitted by April 30th in the Spring semester of Fourth Theology 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.

### **Student Learning Portfolio**

The Master of Divinity degree (concurrent with MA in Theology Curriculum) requires the following 8 submissions:

- Six (6) research papers
- Comprehensive Exam
- Recorded Mass
- MA Thesis if applicable

Please refer to the [Student Learning Portfolio](#) section of this document for more information.

## **MASTER OF ARTS IN THEOLOGY (M.A.) – 39 Credits**

### **Course Requirements**

Thirty-nine (39) credits of graduate studies required. Nine three-credit courses are the foundation of an integrated core curriculum in fundamental Theology. The remaining twelve elective credits allow students to specialize in Scripture, Dogmatic Theology, Moral Theology, or Liturgy.

#### **Scripture (6)**

Introduction to the Old Testament  
Introduction to the New Testament

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

Introduction to Theology  
Christology  
Ecclesiology  
Trinity

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

Fundamental Moral Theology

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

Introduction to the History of the Church

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

Introduction to Liturgy

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

### **Permanent Diaconate Elective Requirement**

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

### **Classical Language Requirement**

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

### **Writing for Theological Research**

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

### **Summative Requirement**

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

### **MA Comprehensive Exam**

- Nine study questions are provided to students 6 – 8 weeks prior to the exam; each question is based on one of the nine core required courses. Students must prepare coherent and comprehensive essays. The exam is divided into two sessions (two and a half hours each) and students must complete two out of three essay questions in each session. Essays must be coherent and comprehensive; notes and outlines are unacceptable responses.
- The exam is graded within one month on a pass/fail basis. Three passing essays constitute a passing grade. Two or more failing essays constitute a failing grade.
- A student who fails the exam may be permitted to retake it in its entirety or in part (as applicable) at the next administration. Students who fail the second exam are not permitted to try again.

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

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

- When a student has three semesters remaining in their course of study (or four courses) and is interested in writing a thesis for their Master of Arts in Theology Degree Summative requirement, they are to meet with one of the associate deans to discuss their eligibility for writing a thesis.
- A student is deemed eligible based on their cumulative GPA and a review of either a writing sample or their portfolio demonstrating sufficient writing and research skills.
- The decision regarding a student's entrance into the Thesis Process is made by a committee consisting of the Academic Dean and the Associate Deans who will review each student's qualifications. If eligible, the student then discusses their possible areas of interest with one of the associate deans.

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

### **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 semester, the student must complete a detailed outline of the thesis, a bibliography and a one-page précis of the thesis (all of which must be approved by the Thesis Director).
- Throughout the process, each student is to be in regular contact with their Director (minimum every 2-3 weeks).
- If the student meets all of the required benchmarks during the Seminar in Research Methodology, they may advance to MA 9020 Thesis Mentoring Seminar.
- Thesis Mentoring Seminar (two-hour sessions once a month; tuition \$500 per semester) for two semesters or until their thesis is completed and approved.
- While attending the seminar, each student establishes chapter deadlines with their director and should submit their work on time so as to allow for ample time to integrate feedback, editing and formatting.
- Two missed deadlines will require a meeting with the Academic Dean or Associate Dean so as to determine the student's continuance in the program.
- Throughout the process, each student is to be in regular contact with their Director (minimum every 2-3 weeks).
- A draft of the completed thesis should be submitted in March to allow time to integrate feedback, editing and formatting.
- The minimum 50-page thesis is to be completed, approved by the Thesis Director, reviewed for format, and submitted to the Academic Office by **April 30th**.
- Three copies (one copy with a report cover/folder and two copies for binding) of the approved thesis are submitted by April 30th to the Academic Office.

### **Student Learning Portfolio**

The MA in Theology degree requires the following five (5) submissions:

- Four (4) research papers
- Comprehensive Exam or MA Thesis

For more information, please refer to the [Student Learning Portfolio](#) section of this document.

### **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) – 45 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 **45 credit-hours** of graduate studies in philosophy with the following curriculum:

#### ***YEAR I***

##### **FALL**

Logical Analysis  
History of Ancient Philosophy  
Introduction to Philosophy in the Catholic Tradition  
Fundamentals of Catholic Doctrine  
Ecclesiastical Latin I (non-credit)

##### **SPRING**

Philosophy of Knowledge  
History of Medieval Philosophy  
Philosophy of Nature  
Introduction to Sacred Scripture  
Ecclesiastical Latin II (non-credit)

#### ***YEAR II***

##### **FALL**

History of Modern Philosophy  
Philosophical Anthropology  
Metaphysics  
The Philosophy of Saint Thomas Aquinas  
Biblical Greek I (non-credit)

##### **SPRING**

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

### **MACPS Summative Requirement**

In addition to the course work, each student who qualifies to complete the 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 try again.

### **MACPS Oral Exam**

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

### **Student Learning Portfolio**

The MACPS degree requires the following four (4) submissions:

- Three (3) research papers
- Comprehensive Exam

For more information, please refer to the [Student Learning Portfolio](#) section of this document.

### **Time to Degree Completion**

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

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

The Seminary offers two Post-Master's Certificates: Sacred Scripture and Dogmatic Theology. Applicants for the Post-Master's Certificate must possess a graduate degree in theology or a related field. Certificate completion fees apply to those attaining a certificate.

### **Specializations & 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 complete 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.

## **Libraries / Library Policies**

**Note:** Access to Libraries is limited during the COVID Pandemic. See COVID Pandemic Protocols outlined in the Reopening Plan: <https://dunwoodie.edu/school-reopening-plan>

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

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

Information about holdings, services, and access at each library can be found in their portion of their home websites ([Cathedral Seminary House of Formation](#); [St. Joseph's Seminary](#)). Searching the print and digital holdings of all campuses can now be done by using our EBSCO Discovery Service, which aggregates all of our collections in one place. For off-campus access to our electronic resources or any questions, please contact one of the libraries via phone or email to get assistance with your request.

### **CORRIGAN MEMORIAL LIBRARY**

**The Archbishop Michael A. Corrigan Memorial Library located at St. Joseph's Seminary, Yonkers, NY.**

It is a specialized research collection in Roman Catholic theology, and many of its holdings are irreplaceable. The Library hours are posted on our website at <https://www.dunwoodie.edu/library-home>.

### **The Library Policies are as follows:**

#### **Borrowing**

- To begin borrowing books, you must fill out the online library card application form and submit it. Once you have been verified, you can then pick up your card at the circulation desk in the library.
- The basic loan period for all items in the collection is 30 days.
- Each student is entitled to one 30-day renewal after the initial loan. You may get an additional loan period, but it will be contingent upon the demand for the item(s) you have checked out. Thesis students get a three-month loan on each item.

- To find out how to renew books online, please check out the "Renewing Items" guide on the side menu for detailed instructions. While you are logged into your library account, you can also place "holds" on items, and the library staff will put them aside at the front desk for you.
- A fine of 10 cents a day accrues for all patrons the day following the initial check-out period. Please be sure to renew your books before the due date to avoid 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.
- **Curbside Pick Up:** In place of physical access to the Corrigan Memorial Library at Yonkers, we are offering curbside pick-up of library books from our collection. The instructions for curbside pickup can be found on the library website under library services (<https://www.dunwoodie.edu/curbside-pickup-and-drop-off-procedures>).

## Research Assistance

- A librarian will be glad to help you with your research. You can request research help by calling 914-367-8255 or by emailing [library@corriganlibrary.org](mailto:library@corriganlibrary.org). Connor Flatz (Library Director), Barbara Kelly, and Jim Monti will help you with your research questions.
- We have added Zoom reference to provide you with one-on-one online sessions to discuss your research, help use our electronic resources and answer any other questions. On the website under library services, we have created instructions on how to set up a Zoom appointment.
- Finally, we provide have a chat reference service that allows you to ask questions synchronously about your research and any access issues you may encounter. This service is a good starting point for your research and can be accessed on the library homepage. Chat hours will sometimes vary, so please check the library website for the monthly chat schedule

## Interlibrary Loan

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

## Course Reserve

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

### **Photocopying and Scanning**

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

### **Computers and Printing**

- There are 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 one 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**

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

### **Access to the Library**

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

The Francis X McDermott Library in Douglaston, NY is located on the 1st floor of the Cathedral Seminary House of Formation. With a collection of 50,000 books and seventy-five periodicals, the McDermott Memorial Library is a research library that serves the seminarians, faculty, and staff of the Cathedral Seminary House of Formation, the senior priests of the Bishop Mugavero Residence, and the candidates and faculty of the Diocese of Brooklyn's Diaconate Formation Program. The library is also a resource for pastoral leaders in the Diocese of Brooklyn.

Online Public Access Catalog (OPAC) provides web access to the card catalog. To promote scholarly research, the library subscribes to several databases and fifteen E-journals. Information Literacy (knowing how to find information, evaluate it, and use it effectively) workshops are provided for students.

**Library's website:** <https://cathedralseminary.org/library/> Phone number: 718-229-8001 ext. 2141

**Librarian:** Corey Murray

**Email:** [cmurray@diobrook.org](mailto:cmurray@diobrook.org)

## Finding Books

- To search the library's collection, go to <https://cathedralseminary.org/library/> and click on the Access Library System tab in the center of the page. This will bring you to the library's catalog. While in the catalog, you will be able to search the entire print holdings of the Douglaston campus.
- To search the holdings of all three campuses, you can use the EBSCO Discovery Services product, which has a search box on the library homepage located beneath the EBSCO Databases tab.
- **Curbside Pickup:** In place of physical access due to the pandemic, the library is offering curbside pick-up of materials from the collection. Please email Corey Murray with your book requests and he will provide you with instructions on how to get your requested materials. ([cmurray@diobrook.org](mailto:cmurray@diobrook.org)). This service will be available for as long as the seminary's COVID policies are in effect at the Douglaston campus.

## Finding Articles

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

## Interlibrary Loan

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

## Zoom Reference

- We have added Zoom reference to provide you with one-on-one online sessions to discuss your research, help use our electronic resources and answer any other questions.
- On the website under library services, we have created [instructions on how to set up a Zoom appointment](#).

## Chat Reference

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

## Need Help?

- The library staff welcomes all questions (general or reference). Please email Corey Murray at [cmurray@diobrook.org](mailto:cmurray@diobrook.org) or visit us in person with any request you might have. If you are in the library, ask for help at the Circulation desk near the main entrance.

## Additional Library Resources

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

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

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

## Campus Location Policies

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

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

#### Building Access

Your 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, and 10:30pm during summer when courses are in session.

#### Parking

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

#### Mass

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

#### Dining

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

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

### Parking

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

### Dining

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

### Guests

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

### The Main Chapel

The Main Chapel is opposite the main entrance. A small meditation chapel is found on the main corridor of the second floor. Students are welcome to use both chapels. *Note: Most of the second and third floors are reserved as residence areas.*

### Hours

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

## Douglaston, NY (Cathedral Seminary Campus)

### Building Access

The first floor of the Cathedral Seminary building is open to all students. The St. Joseph's Academic office (Office 115) and classrooms are located on the first floor. The Main Office, Business Office, and Library are also located on the first floor.

### 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 stated reserved parking.

### **Dining**

The Dining Room is located on the first floor. Master of Arts students are welcome in the Dining Room except when it is being used for a special activity of the Seminary community. Please pay for meals at the Dining Services Office.

### **The Chapel**

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

## **Somers, NY (John F. Kennedy High School)**

### **Building Access**

Room 100 of John F. Kennedy Catholic High School is used for instruction and is in close proximity to the main office, where Seminary faculty and staff have office space.

### **Hours**

The building remains open to receive students from **3:00 pm until the building closes at 10:00 pm**. The Chapel is open and all are welcome for prayer and meditation.

### **Parking**

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

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

## **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.
- **You can also call the Weather Hotline @ (914) 968-6200 ext. 88888#.**
- **Registering for Flocknotes:** St. Joseph's Seminary uses text messages text (smart phone required) through Flocknotes to notify students of any closings due to inclement weather or any other emergencies. A text message will alert you if the decision has been made to cancel class or any other contingencies. Sign up for Flocknotes at <https://stjosephseminary.flocknote.com/>



# 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 hereof, is prohibited by this Sexual Misconduct Policy and Adjudication Procedure, as well as by federal and state law. If there is a finding that any form of sexual misconduct in violation of this Policy has occurred, the Seminary will take appropriate action, including, when appropriate, dismissal from the Seminary or termination of employment.

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

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

## 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

Msgr. Michael Curran

914-968-6200 ext. 8243

[Msgr.Michael.Curran@archny.org](mailto:Msgr.Michael.Curran@archny.org)

## Confidential Seminary Resources

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

## Equal Access to Support

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

## Emergency Resources

An individual who has been the victim of a crime, such as sexual assault, is encouraged to get to a safe place and contact the local police department or call 911 immediately. Even if the individual does not wish to report the criminal conduct to the Seminary or to local law enforcement, he or she should still

consider going to a hospital, both for his or her own health and well-being and so that evidence can be collected and preserved.

**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.

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

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

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

## Hate Crimes / Bias-related Crimes

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

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

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

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

[http://nyscriminallaws.com/penal.law/penal\\_law\\_title\\_y.htm](http://nyscriminallaws.com/penal.law/penal_law_title_y.htm)

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

## Fire Protection

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

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

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

## Emergency Evacuation Procedures

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

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

**Please Note:** The first person to enter the corridor after the alarm has sounded should check that each room is vacant and all doors are closed.  
All persons are asked *to report to the front of the building* at the time of all emergency evacuations.  
Do not stand on the steps; keep the driveway clear for responding emergency equipment and personnel.  
Faculty and staff who park in the front of the building should be prepared to move their cars if necessary.

## Weapons and Violence Policy

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

## Drugs 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.

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

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

## **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.

Updated January 2021.