

Handbook for Seminarians



*Holy Apostles College and Seminary
Cromwell, Connecticut*

*Revised and Approved by the Administration
February 18, 2015*

Statement of Purpose

This revised 2014 edition of the *Handbook for Seminarians* at Holy Apostles College & Seminary supersedes all those previously published. Seminarians are expected to familiarize themselves with those parts of this handbook related to their role at Holy Apostles College and Seminary.

The contents of the *Handbook for Seminarians* represent current policies at Holy Apostles.

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President-Rector

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Preamble

Cultivating Catholic Leaders for Evangelization

The integrating thread of all your time here at Holy Apostles Seminary is to imitate the Master's life "not to be served but to serve" (Matthew 20:28). The work of priestly formation is to educate oneself and advance in character formation in order to serve the Church, your future parishioners and all whom you will encounter as a priest of Jesus Christ with an "undivided heart" (Psalm 86:11).

As a seminarian you are expected to reach higher and seek to do all things well because in *persona Christi* you will be given the finest of gifts and as Our Lord counsels, "more will be demanded of the one entrusted with more" (Luke 12:48). Meanwhile, as a man preparing for the priesthood, before being sent out to preach, to heal, to reconcile and to comfort, you are called "to be with him" (Mark 3:14). As Pope John Paul II points out in his 1992 Apostolic Exhortation *Pastores Dabo Vobis*:

"In its deepest identity the seminary is called to be, in its own way, a continuation in the Church of the apostolic community gathered about Jesus, listening to his word, proceeding toward the Easter experience, awaiting the gift of the Spirit for the mission. Such an identity constitutes the normative ideal which stimulates the seminary in the many diverse forms and varied aspects which it assumes historically as a human institution, to find a concrete realization, faithful to the Gospel values from which it takes its inspiration and able to respond to the situations and needs of the times.

The seminary is, in itself, an original experience of the Church's life. In it the bishop is present through the ministry of the rector and the service of co-responsibility and communion fostered by him with the other teachers, for the sake of the pastoral and apostolic growth of the students. The various members of the seminary community, gathered by the Spirit into a single brotherhood, cooperate, each according to his own gift in the growth of all in faith and charity so that they may prepare suitably for the priesthood and so prolong in the Church and in history the saving presence of Jesus Christ, the good shepherd." (*Pastores Dabo Vobis*, 60).

The following *Formation Outcomes*, coupled with the contents of the Seminarian Handbook, outlines some of the ways Holy Apostles Seminary strives to meet the criteria set forth in Pope John Paul's *Pastores Dabo Vobis* and the American Bishop's *Program of Priestly Formation* (5th edition). Specific rules and regulations in this handbook are meant to help each seminarian live in a way that promotes fraternal charity.

FORMATION OUTCOMES

Human Formation

“Future priests should...cultivate a series of human qualities, not only out of proper and due growth and realization of self, but also with a view to the ministry. These qualities are needed for them to be balanced people, strong and free, capable of bearing the weight of pastoral responsibilities. They need to be educated to love the truth, to be loyal, to respect every person, to have a sense of justice, to be true to their word, to be genuinely compassionate, to be men of integrity, and especially, to be balanced in judgment and behavior” (*Pastores Dabo Vobis*, n. 43).

Primary Outcome: To open the door to dialogue, trust and authentic friendship

How do I consistently live a wholesome, balanced life?

- by maintaining modesty and propriety of dress, language and humor
- by caring for health and well-being
- by living a lifestyle consistent with Gospel simplicity
- by enjoying chaste friendships
- by being united to Jesus Christ who is priest and victim
- by being honestly committed to ongoing reflection, growth and self-assessment

Spiritual Formation

"Spiritual formation...should be conducted in such a way that the students may learn to live in intimate and unceasing union with God the Father through his Son Jesus Christ, in the Holy Spirit. Those who are to take on the likeness of Christ the priest by sacred ordination should form the habit of drawing close to him as friends in every detail of their lives. They should live his paschal mystery in such a way that they will know how to initiate into it the people committed to their charge. They should be taught to seek Christ in faithful meditation on the word of God and in active participation in the sacred mysteries of the Church, especially the Eucharist and the Divine Office..." (*Pastores Dabo Vobis*, n. 45).

Primary Outcome: To cultivate a deep and personal friendship with Christ in order to communicate the strength of Christ's love to others.

How do I advance in the spiritual life?

- by regularly meeting for spiritual direction with a faithful, qualified spiritual director
- by acquiring the holy habit of good spiritual reading
- by growing in greater virtue and love of God

- by seeking to be better trained and more properly disposed to the Sacred Liturgy as the source and summit of daily life.
- by faithfully engaging in public prayer including Holy Mass and the Liturgy of the Hours on a daily basis, regular reception of the Sacrament of Penance
- by faithfully engaging in private prayer including the habit of mental prayer and the practice of a daily holy hour, adoration of the Blessed Sacrament, and devotion to Mary, especially through the rosary.

Intellectual Formation

“The intellectual formation of the future priest is based and built above all on the study of sacred doctrine, of theology. The value and genuineness of this theological formation depend upon maintaining a scrupulous respect for the nature of theology.... The theologian is therefore, first and foremost, a believer, a man of faith. But he is a believer who asks himself questions about his own faith (*fides quaerens intellectum*), with the aim of reaching a deeper understanding of the faith itself" (*Pastores Dabo Vobis*, n. 53)

Primary Outcome: To be a self-educator, i.e. to challenge oneself and to inspire others to continue to learn more about the faith and moral life and all aspects of the Catholic intellectual tradition.

How do I seek to know and love God and the things of God through study and learning?

- by better managing time on a daily basis for required study
- by finding extra time for additional study beyond the course requirements
- by making a commitment to read sacred scripture and/or church documents
- by becoming more disciplined to read and study during breaks in the seminary schedule
- by selecting specific texts to be read within a certain time frame
- by identifying areas of personal academic weakness in philosophy or theology and choosing a course of action for improvement

Pastoral Formation

“... pastoral formation certainly cannot be reduced to a mere apprenticeship, aiming to make the candidate familiar with some pastoral techniques. The seminary which educates must seek really and truly to initiate the candidate into the sensitivity of being a shepherd, in the conscious and mature assumption of his responsibilities, in the interior habit of evaluating problems and establishing priorities and looking for solutions on the basis of honest motivations of faith

and according to the theological demands inherent in pastoral work.” (*Pastores Dabo Vobis*, n. 58)

Primary Outcome: To become proficient in each of the twelve pastoral competencies (listed below) while reflecting on why they are good and reasonable skills to acquire.

How do I become pastorally proficient?

- by acquiring a genuine interest in pastoral theology
- by being enthusiastically engaged in pastoral matters, i.e. the one who does the work learns the most.
- by prayerful reflection on field education experiences and other pastoral experiences
- by preparing and presenting theological reflections that are insightful and useful, especially for parochial ministry
- by seeking ways to improve pastoral skills

in order to acquire the following pastoral competencies:

1. To preach the Gospel prophetically
2. To celebrate the Eucharist and other liturgical services properly and with sincere devotion
3. To provide leadership, support and inspiration to the lay faithful for evangelization and pastoral renewal
4. To witness and promote the Gospel of Life and all Catholic social teaching
5. To exercise prudence, dialog and collaboration while maintaining a proper priestly persona
6. To answer correctly contemporary moral questions using Faith and Reason
7. To advocate and witness the Church’s preferential option for the poor
8. To bring pardon, healing, peace and hope through pastoral care, pastoral counseling, spiritual direction and sacramental confession
9. To support marriage, family life and vocations to the priesthood and consecrated life as the Spiritual Father of the parish
10. To teach parishioners and parish catechists
11. To advocate Inculturation, Ecumenism and Inter-Religious Dialog
12. To administer the parish effectively

Daily Living

1.00 Time Management

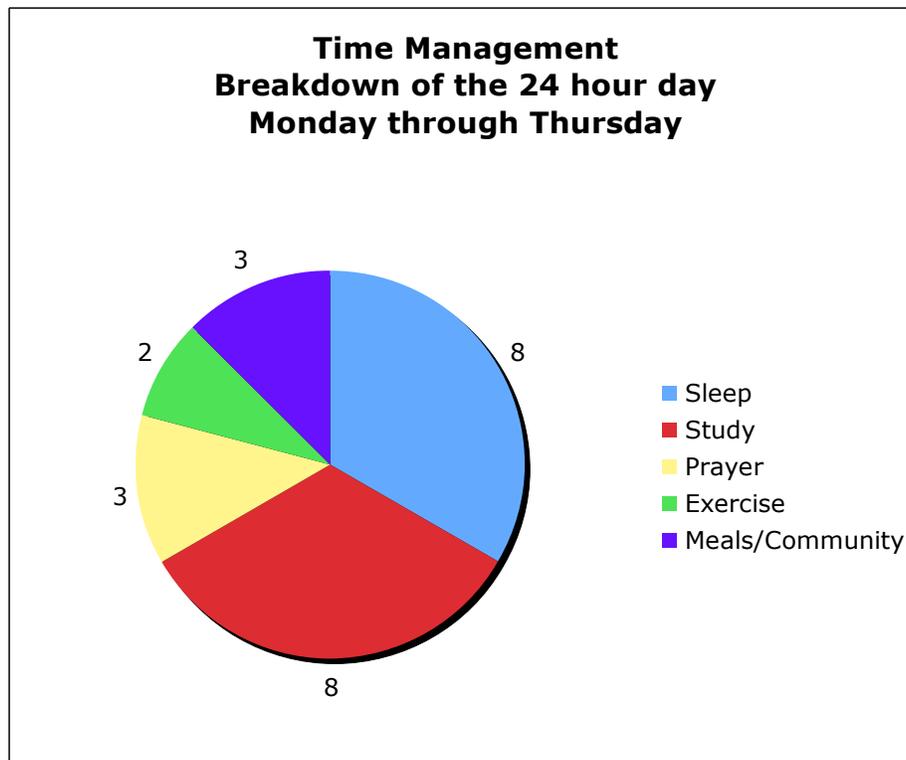
One of the most valuable commodities afforded to each of us is that of time. As the old adage states, “time wasted is time lost.” Like the life of a priest, seminary life is a busy life. Yet it is easy to become consumed by one activity or another and forget that we are responsible for and must be accountable for our entire lives.

In an effort to assist seminarians to be more accountable of their time and to use it more effectively and responsibly, the following chart is offered as a way to demonstrate visually what the formation team expects from each seminarian.

Seminarians are expected to study this chart seriously and to prayerfully consider how they will adapt their daily lives to accomplish the goal of following the time management expectation.

24 hour schedule (Monday-Thursday)

Sleep	8 hours (including evening and morning preparation)
Study	8 hours (including classes and Field Education assignments)
Prayer	3 hours (including Mass, Liturgy of the Hours, spiritual reading and Holy Hour)
Exercise	2 hours (including travel, warm-up, shower etc)
Meals/ Community	3 hours



1.01 Daily Schedule

The following is the ordinary schedule at Holy Apostles Seminary. There are times, however, when the schedule is changed or adjusted to accommodate special events.

Monday - Thursday

6:45 A.M.	Morning Prayer and Mass
8:00 - 8:30 A.M.	Breakfast
9:00 - 10:15 A.M.	Morning Class Period I
10:30 - 11:45 A.M.	Morning Class Period II
11:30 - 12:30 P.M.	Lunch
1:10 - 2:25 P.M.	Afternoon Class Period III
2:40 - 3:55 P.M.	Afternoon Class Period IV
4:00 P.M.	Holy Hour
5:00 P.M.	Evening Prayer
5:20 P.M.	Dinner
6:00-9:00 P. M.	Eucharistic Adoration
6:30 - 9:15 P.M.	Evening Class Period
9:20 P.M.	Rosary and Night prayer

Friday

6:45 A.M.	Morning Prayer and Mass
8:00 - 8:30 A.M.	Breakfast
9:00 - 12 Noon	Formation Sessions (determined on a weekly basis)
12 Noon	Lunch
1:00 - 4:15 P.M.	Work Period
5:00 P.M.	Evening Prayer
5:20 P.M.	Dinner
7:00 P.M.	Holy Hour

Saturday

6:45 A.M.	Morning Prayer and Mass
8:00 - 8:30 A.M.	Breakfast
8:30 A.M.	Prayer Vigil at Abortion Mill (optional)
12 Noon	Lunch
3:00 P.M.	Holy Hour for Life and Mercy (optional)
5:00 P.M.	Evening Prayer
5:20 P.M.	Dinner

Sunday:

9:45 A.M.	Mid-Morning Prayer and Mass
11:30 A.M.	Brunch
4:30pm	Confraternity of Mary
5:00 P.M.	Evening Prayer
5:20 P.M.	Dinner
7:00 P.M.	Holy Hour (optional)

1.02

General Silence is observed from 10:00 P.M. until after morning Mass during which time conversations should not take place nor radios or stereos be played. Showers may be used only between the hours of 5:00 A.M. and 11:00 P.M.

1.03

Each seminarian is expected to devote at least a half-hour a day to mental prayer and is strongly encouraged to make a daily holy hour. It is recommended that at least fifteen minutes be given to mental prayer before Morning Prayer. The Rosary is prayed in common each evening at 9:30 P.M. Some may choose to pray the Rosary privately or in a small group. Holy hours are scheduled throughout the week. Participation is optional but encouraged.

1.04 Weekends

Weekends have an important place in the life of the seminary providing freedom and space for many activities. They give leisure for more attention to the liturgy and private prayer. They provide time for recreation, and for completing personal tasks. They give extended hours for study, research and use of the library. They also provide occasions to visit with family or friends, or to make trips for matters of personal or vocational interest. Seminarians are *ordinarily* expected to remain at the seminary during the weekends.

1.04a

On Saturdays, Seminarians are required to attend either the 7:00 A.M. Community Mass or the 8:30 A.M. Extraordinary Form Mass. Day trips on Saturdays are permitted without obtaining prior permission, with return by 10:00 P.M.

1.04b

On Sundays, all seminarians are required to attend Daytime Prayer, the Community Mass, Evening Prayer and dinner. Deacons who are assigned to weekend ministry should ordinarily return to the seminary in time for Evening Prayer and dinner.

1.04c

One weekend per month is designated as a “free weekend.” Permission may be granted by the Rector to substitute a different weekend for a good reason or in exceptional circumstances for more than one weekend away per month. Seminarians leaving for a free weekend may depart after work period on Friday and are to return not later than 10 P.M. on Sunday. They must indicate their destination and phone number in writing and place it in the Rector’s mailbox before departing. On other weekends seminarians are expected to be present at Friday evening prayer.

2.00 Community Life

2.01

Each seminarian is assigned a “brother’s keeper.” This is not meant as a way to invade another’s privacy but rather as a way to help attend to the well being of one another. For example, if a seminarian is ill, he is to notify his “brother’s keeper” who will arrange meals, notify the servant of the sick etc.

2.02

Courtesy should prevail at all times. A silence suitable for study and prayer should be always maintained in the residence areas. Use of audio equipment (televisions, radios, stereos, computer equipment, etc.) should not be abused. Volume for such items should be low enough not to be heard outside the room when the door is closed. Consideration of your brother seminarians should be taken into account when talking in the hallways.

2.02a

Television sets are permitted in recreation rooms only. Students are not to have television sets in their rooms. In the selection of television programs, videos and DVDs, moral standards reflecting Christian values must be observed. Large amounts of time spent watching television, videos or DVDs or viewing these on other media players is detrimental to seminary formation.

2.03

All resident seminarians must be in their residence not later than 10:00 P.M. Please do not carry on conversations or use audio equipment from 10:00 P.M. until after the morning Mass. Television and recreation room sound should be kept low enough so that those who wish to sleep or study are not disturbed. Television should normally be turned off after 10:00 P.M. Students may view television on Friday and Saturday somewhat later if the volume and conversation are kept low enough to avoid disturbing those who wish to study or rest.

2.04

Since community life is an important element of seminary formation, every student is expected to attend all functions planned for the community. This applies in a special way to attendance at daily Mass, and at morning and evening prayer, and includes conferences, work period, choir, meals, etc.

2.05

If one is absent from a required exercise, be it liturgical services, meals, etc., the presumption is that there is a good reason. One ought, out of courtesy, to inform the Rector or Vice-Rector. Frequent unexcused lateness or absence is a serious formation issue.

2.06

If a seminarian is inadvertently absent from morning prayer/Mass or evening prayer he must notify the Office of the Rector (ext. 3062) as a matter of courtesy.

2.07

Seminarians should not make commitments that could interfere with community exercises or time needed for study and other formational activities.

2.08

Seminarians must receive the permission of the professor and the Rector or Vice-Rector to miss class for non-health issues. *Seminarian Absentee Forms* have been issued to the faculty to record student absences.

2.09

Tardiness is unacceptable. Seminarians are expected to arrive at least five minutes prior for classes, liturgical events, formation exercises etc.

2.10

The seminary may need the use of the dormitory rooms during the summer vacation period. Seminarians are asked to remove their belongings or store them in the designated areas. Each seminarian should clean his room before leaving for the summer.

2.11

All seminarians desiring to discuss matters with anyone in the administration should normally make an appointment through the appropriate secretary. If an office door is open you are invited to stop in.

2.12

It is very important that each seminarian be faithful in making and keeping regular appointments with (1) his Spiritual Director and (2) his Priestly Formation Advisor.

2.13

A seminarian should not enter the room of another seminarian or priest without knocking. A seminarian should never enter the room of another seminarian without obtaining his permission. Once permission has been given to enter another seminarian's room, the door must remain open at all times. And after 10.00pm no seminarian is permitted to enter another seminarian's or priest's rooms- addition. Seminarians' rooms are not the place for long discussions or meetings.

2.14

Charity requires that ordinary and common problems that may occur between seminarians should be dealt with on a one-to-one basis. If a problem cannot be resolved between the seminarians concerned, it should be brought to the floor prefect and then if necessary, to a student council member. If this fails, the problem should be brought to the Vice-Rector who in turn will discuss it with the Rector. Situations involving serious injustice or the danger of physical harm and any serious moral problems should be brought directly to the attention of the Rector.

2.15

Every effort should be made to respect the privacy of all residents, faculty and visitors to the seminary. Any attempt to listen to private telephone conversations or personal conversations between others is prohibited. The use of electronic listening devices is strictly forbidden.

2.16

Visitors, except vocation directors, bishops or religious superiors, normally are not to be invited into the seminary residence without permission. Seminary residence and the convents of the sisters are enclosures for those residing there. Seminarians are not to enter the convents without the permission of the Rector or Vice-Rector.

2.17

All resident seminarians are expected to attend community meals. Seminarians are normally expected to be at dinner, Sunday through Thursday, and breakfast, Monday through Friday. Permission need not be obtained to dine out on Friday or Saturday evenings.

2.18

As per tutoring of religious sisters, these locations are permitted for tutoring: library, dining rooms and the Menard room with the doors open.

3.00 General Business

3.01

The Academic and Business Offices have posted hours. Please be considerate of the staff and not occupy their time unnecessarily.

3.02

There is a photocopier in the main library for seminarian use. The copier and other business machines in St. Peter's Hall are for the use of the faculty and those who work in the offices.

3.03

Outgoing mail will be collected after breakfast from the basket located at the entrance of St Peter. Incoming mail is delivered to St. Peter's Hall in the early afternoon each weekday. Distribution of seminarian's mails in their mailbox will be made by designated seminarians. There is no mail delivery on Saturdays.

3.04 Personal Business

3.04a

Appointments or other personal business should not be scheduled during classes, work period on Fridays, or during the time of any communal function (liturgical, formation etc). If for some important reason a student needs to make an appointment at these times, he must obtain prior permission from the Rector or Vice-Rector.

3.04b

Seminarians are not to engage in outside jobs/employment while the seminary is in session, unless specific permission has been given by the Rector.

4.00 **Campus Facilities**

4.01

Please do not use any vacant rooms in the residence for work, storage, or recreation, even temporarily, without explicit permission of the Rector.

4.02

No student may modify his room by replacing seminary furniture with non-seminary furniture, drilling holes in walls, painting, etc. without the explicit permission of the Campus Supervisor.

4.03

Requests for repairs or maintenance should be directed to the Campus Supervisor. Ordinary repair and upkeep of the physical property in each student room is the responsibility of the seminarian.

4.04

Under certain circumstances, students may paint their own rooms with paint and tools approved by the seminary and with permission from the Campus Supervisor. If there is a need for repairs in your room, or in the public areas of the buildings, please notify the Campus Supervisor.

4.05

The common rooms at St. Philip's Residence including the small chapel, the television rooms and the kitchen are for the use of all seminarians. When using these rooms please be mindful of others by keeping things neat and clean.

4.06

Laundry Facilities (washers and dryers) equipped with electronic cards are provided in the residence and in the lower level of St. Peter's Hall. These are to be used with care of the equipment in mind and with consideration for other seminarians using the machines.

4.07

There is a gymnasium and workout equipment available for the use of seminarians in St. John's Hall. Seminarians are also encouraged to take advantage of the facilities available to them at the YMCA in Middletown.

4.08

Any student or student group desiring to use the dining rooms, classrooms, or lounges for special functions must obtain approval from the Campus Supervisor.

4.09

Please be attentive to keeping the dining rooms, classrooms and lounges clean, keeping doors and windows closed when not in use and turning off lights when not in use.

4.10

When away from the seminary for extended periods or when leaving the seminary permanently, please leave a forwarding address so that first class mail can be easily forwarded.

4.11 Library

4.11a

Library Hours: The following are the ordinary hours of operation for the seminary library. Exceptions include holidays and student breaks between semesters.

Monday - Thursday	9:00 AM - 9:30 PM
Friday	9:00 – Noon and 1:00 – 5:00 P.M.
Saturday	9:00 – Noon and 12:30 – 4:30 P.M.
Sunday	12:30 PM - 3:30 PM and 6:30 – 9:30 P.M.

4.11b

Books may be borrowed for a period of four weeks. Grades will be withheld until overdue books are returned to the library.

4.12 Conservation of Energy

4.12a

Please help us conserve heat, water and electricity, and notify the Rector's Office whenever repairs are needed. Do not adjust thermostats or use tools or equipment belonging to the seminary without permission from the Rector's Office. Be careful in the use of seminary equipment, and return such equipment promptly to its proper place after use.

4.12b

Please help conserve energy by keeping lights and other appliances (i.e. computers, radios etc) turned off in bedrooms when not in use, especially during the daytime hours.

4.12c

To conserve energy and ensure personal safety, the seminary requires that seminarians use only proper electrical equipment.

5.00 Alcohol and Drug Policy

5.00a

Use of alcoholic beverages is permitted only at authorized social functions. Seminarians are not permitted to keep alcoholic beverages in their rooms or in the common rooms at the residence.

5.00b

Any excessive drinking, possession/use of illicit drugs, or abuse of prescription drugs are grounds for dismissal from the seminary.

5.01 Smoking

5.01a

Smoking is strongly discouraged. Smoking is prohibited in all seminary buildings and is prohibited outside all seminary buildings except the designated smoking areas near the upper parking lot. If you desire to stop smoking and need assistance, notify the Rector or Vice-Rector, and the seminary can be of assistance.

5.01b

Those who smoke are expected to exercise prudence so as not to offend others and to carefully extinguish all cigarettes.

6.00 Communication/Public Relations Policy

6.01

It is the daily responsibility of each student to check information posted on official electronic and other bulletin boards in the dining room, the chapel or the residence for periodic updates.

6.02

Prior to posting a notice on the bulletin or calendar boards, other than in St. Philip's, seminarians should obtain the approval of the Rector or Vice-Rector. Notices should be removed from the bulletin boards by those who posted them when the information becomes outdated.

6.03

No seminarian is to post notices on the boards reserved for the administration or on the bulletin board in the chapel reserved for liturgical matters.

6.04

Notices placed on the residence bulletin board must be signed and removed from the bulletin boards by those who posted them when the information becomes outdated. The resident priests may remove posted notices at their discretion.

6.05

Please do not remove or alter a notice or sign posted by another on a bulletin board.

6.06

Please do not affix notices to doors or walls.

6.07

No one should organize or participate in any promotion, sales, public statements, protests, demonstrations or fund raising, in the name of the seminary, or which could affect the seminary, without the permission of the Rector.

6.08

Seminarians are reminded that they are “public persons” by virtue of their vocation. Seminarians are expected to conduct themselves while off campus in a way that is consistent with the life of one who is pursuing the priesthood.

6.09

Seminarians must receive permission from the Rector before accepting any speaking engagements, church related or otherwise, as such engagements reflect on the seminary.

7.00 Code of Conduct

7.01

Dishonesty, such as knowingly furnishing false information to the seminary, or withholding important information, alteration or misuse of seminary documents, records, or identification, may result in dismissal from the seminary.

7.02

Honesty is expected of all seminarians. Theft of seminary property or that of a member of the seminary community or of a campus visitor, or damaging such property deliberately or carelessly, may result in dismissal. Moreover, monetary retribution will be required.

7.03

Seminarians are expected to conduct themselves responsibly and honestly in academic matters. Cheating and plagiarism are serious offenses against this expectation and are grounds for dismissal from the seminary. We define plagiarism as follows: "Plagiarism is the dishonest act of presenting the words or thoughts of another writer as if they were your own.... If you quote from anything at all...you must put quotation marks around it, or set it off from your text. If you summarize or paraphrase an author's words, you must clearly indicate where the summary or paraphrase begins and ends.... In every instance you must formally acknowledge the written source from which you took the material." [Quoted from James A. W. Heffernan and John E. Lincoln, Writing: A College Handbook (New York: W. W. Norton, 1982), p.457.]

7.04

Major violations of seminary rules and forms of conduct clearly inappropriate for seminarians, whether on or off campus, may be grounds for dismissal from the seminary. [For more information, please refer to appendix I - the Code of Personal Conduct For Seminarians].

7.05

Seminarians are subject to the norms and policies of the Diocese of Norwich while living at the seminary. [For more information, please refer to appendix II - the Pastoral Code of Conduct of the Norwich Diocesan Office for Safe Environments, 2013].

8.00 Dress Code for Seminarians

8.01

For chapel exercises, classes, meals, and formal occasions, such as graduations and field education assignments, suitable attire is requisite. Deacons and theologians should dress in proper clerical clothing including black shirt or rabbi, black shoes, black pants, black sweater or black sports coat (except during extremely hot weather). Pre-theologians and college seminarians should wear black trousers, jacket or sweater, black shoes, a black tie, and a white shirt.

8.02

Members of religious communities are encouraged to wear their religious habits.

8.03

Pre-theologians and college students are not to wear clerical clothing at the seminary or outside the seminary at any time without explicit permission from the Rector.

8.04

More casual clothing may be worn for work, recreation and weekends (except for Sunday Mass, Evening Prayer and dinner). Shorts, shirts without collars, and jeans are not permitted in the chapel, dining room or classroom.

8.05

As public figures (and in an effort to promote an appropriate priestly persona), seminarians are expected to maintain an acceptable degree of cleanliness on their person. In addition to maintaining proper hygiene, the seminarian should likewise wash and iron or dry clean his attire on a regular basis.

9.00 **Security and Safety**

9.01

In the event of an emergency, call 911 immediately.

9.02

Seminarians should take reasonable care to guard the security of the campus and its residents. Be alert to strange or suspicious people loitering on campus.

9.03

Please note that all campus buildings are to be kept locked after 10.00pm.

9.04

Seminarians are expected to cooperate in providing security for the seminary community by making sure the door is securely closed when entering or exiting the buildings, by making sure duplicate keys or entrance security codes are not given to unauthorized persons, by keeping bedrooms locked at all times, by not admitting any unauthorized person into seminary buildings. Lost keys should be reported to the administration office.

9.05

Seminarians are responsible for their personal belongings including their automobiles and personal contents left in automobiles. Please do not leave objects of any value in parked automobiles. Take precautions to protect vehicles by making sure they are locked.

9.06

Security for campus buildings should be the concern of all seminarians. Each should accept responsibility for checking that all exit doors close behind them. (The Residence door should be closed and locked at all times). Whenever one sees a side door or rear door propped open, the door should be closed.

9.07

Situations that threaten security should be reported to the Rector or Vice-Rector.

9.08 Fire

9.08a

In the event of a fire call the Fire Department (911). If the fire alarm sounds, evacuate the building immediately. Where smoke is present, do not enter; turn back and try another way out. Crawl on the floor where there will be clearer air. If the smoke is too heavy, go back to the room you left, close the door and open a window. If you can leave by the window, do so. If you are not able to leave through the window, place a towel, shirt or some object in the window to alert the Fire Department of your presence. At no point should you re-enter a burning building.

9.08b

No major electrical apparatus may be used in residence rooms without explicit permission of the Rector or Vice-Rector. All electrical appliances used in seminarian rooms must bear the seal of approval of the Underwriters Laboratories and be in good operating condition.

9.08c

Electrical space heaters, microwaves, hot plates, quartz halogen torch lights, heating coils, and television sets are not permitted in seminarian rooms.

9.08d

The storage of gasoline, paint, solvents or other flammable materials as well as the lighting of candles in seminarian rooms is prohibited.

9.08e

Fire drill education should be provided in the seminary residence halls at the beginning of each semester and then followed up with an actual fire drill shortly thereafter. Full cooperation is expected from all students.

9.09 Firearms

9.09a

The Seminary does not tolerate violence or threats of violence in any way. Guns and/or other weapons are strictly prohibited on campus. No one is permitted to bring firearms onto the campus or to possess weapons of any kind.

9.09b

Seminarians or employees should report all suspicious or violent activity. Any incidents of violence or threats of violence by a seminarian will result in disciplinary action up to and including dismissal.

9.10 Personal Property

9.10a

A seminarian with a bicycle on campus must assume full responsibility for its security. A bicycle should be locked and kept in a place that does not block doors, walks, stairs, hall, fire escapes, or any other area where it would be a fire or other safety hazard.

9.10b

Seminarians are discouraged from keeping large sums of money or highly valuable articles in their rooms.

9.10c

Seminarians are not to leave any personal belongings on lawns, walks, driveways, or other public areas.

10.00 **Guests**

10.01

The seminary is happy to receive guests, but must regretfully ask that their stay be relatively brief because of the limited availability of space for guests.

Those who have guests should see to their needs and help them to be comfortable during their visit. Guests are expected to abide by seminary regulations. The inviting seminarian assumes complete responsibility for his visitor(s).

10.02

Seminarians should inform the Rector or Vice-Rector when inviting guests for meals or liturgical services.

10.03

Seminarians may request permission from the Rector for guests to stay overnight. Specific arrangements are to be made with the Campus Supervisor for overnight accommodations. Such arrangements should normally be made at least three days in advance.

11.00 **Resident Room Policy**

11.01

Every effort will be made to respect the privacy of seminarians, but the seminary reserves the right to inspect individual rooms when necessary. Seminarians are expected to keep their rooms clean and neat at all times. Room inspections normally take place at the end of each semester.

11.02

Keys to all rooms are located in the office of the Rector's secretary. Seminarians are not permitted to substitute a personal lock in place of the present lock on their doors, or to add a lock that would make the room inaccessible in cases of emergency. Keys are to be returned to the Rector's secretary at the end of the school year.

11.03

Designation of seminarian living quarters in seminary residence is the responsibility of the Rector. Room changes may not be made without his authorization.

11.04

Rooms may be occupied from the day of seminarian's arrival until two days after completion of graduation exercises. Extensions may be granted by the Rector. Rooms are not regularly reserved for seminarians over the summer, and the use of rooms may be assigned to others during that time. If possible, space for storage will be made available for those whose rooms have to be used by others during the summer.

11.05

Seminarians are expected to maintain an acceptable degree of cleanliness in their rooms and in the common rooms of the residence. Cleaning of rooms should take place on a regular basis. Dumpsters are available near the seminarian parking lot to dispose of personal trash. No food should be left in seminary rooms or in the refrigerators indefinitely.

11.06

Seminarians are required to clean their rooms thoroughly at the end of the academic year. Returning seminarians are expected to store personal belongings neatly in the event that the room is used for summer guests. Seminarians who will not be returning are expected to remove all personal belongings and leave their rooms clean and neat for summer visitors and for the new seminarian who will be occupying the room. Rooms will be inspected to make sure this policy is followed.

12.00 **Medical Services**

12.01

In case of illness, the seminarian is to notify the office of the Rector and the servant of the sick. His “brother’s keeper” will provide meals etc. The seminarian will inform his professors personally, by telephone or by delegate, if he will be absent from class.

12.02

First-Aid Kits for minor injuries are available on each floor of St. Philip’s Residence and at St. Andrew’s Hall.

12.03

In the event of a serious or life threatening illness or injury, seminarians are to dial 911 for immediate ambulance transportation to the nearest emergency room.

12.04

Under no circumstances is a seminarian permitted to share prescription drugs with other seminarians

12.05

Seminarians are expected to have their own medical and hospitalization insurance (through their diocese, religious community or personally).

13.00 Motor Vehicles

13.01

Permission of the Rector is required for use of all school vehicles. Only qualified drivers over 25 years of age may operate these vehicles, and their use should be for seminary business only. On campus speed limit is 10mph.

13.02

All resident seminarians who wish to keep a car on campus must give evidence to the Business Office of current automobile registration and insurance coverage.

13.03

The seminarian parking lot is the upper lot on the road leading to St. Philip's and seminarian vehicles should be parked there. The lower parking lot is for the day students, staff and visitors. Resident seminarians are not to park in the lower lot. Seminarians are not to park at any time in or around the circle of St. Peter's, on the sides of the main drive, along the road at the rear of St. Philip's, or along the driveway on the farther side of St. Philip's. Except for loading and unloading, the general area immediately around St. Philip's is NOT to be used for parking. Please take notice of all signs, especially handicapped parking.

13.04

Maintenance on Cars: Seminarians are required to clean up the pavement under their cars when changing oil or if the car leaks in the seminary parking lot. Used oil is to be properly disposed of off-campus.

14.00 Vacations and Longer Absences from Campus

14.01

Seminarians are expected to return to the campus from vacations and weekends at the times designated. If they must return late because of some emergency they should contact the Rector or Vice-Rector.

14.02

Seminarians leaving campus for longer periods of time should leave information with the seminary that will make it possible to contact them in case of an emergency. Please indicate destination and phone number in writing and place it in the Rector's or Vice-Rector's mailbox before departing. This does not apply to brief absences for shopping and the like (e.g. a few hours).

14.03

Vacation periods begin on the day and time designated in the formation calendar. Airline reservations and travel plans should be made in accordance with the seminary calendar. In case of an emergency, special permission to leave early must be obtained from the Rector.

15.00 Telephones/ Telephone Voice Mail System

15.01

The office telephones are for official business only. Seminarians may not make long distance telephone calls charged to the seminary. Phone cards or credit cards are to be used for all personal long distance calls.

15.02

Each seminarian room is wired for internet capability via our telephone system. Those who decline to use this service may use the service in the computer rooms available at St. Philip's or at the seminary library.

15.03

Each seminarian room has a telephone with Voice Mail capability. Those who use a personal password to access messages are required to disengage this feature or give the password to seminary officials when moving out of the seminary. In most cases, when using the telephone for on-campus calls, it is only necessary to use the last four digits of the telephone number.

15.04

Seminarians are reminded to refrain from archiving telephone messages unnecessarily as the system has limited capacity.

15.05

Seminarians are requested to have their personal cell phone numbers recorded in the administration office for the convenience of the seminary administration and faculty, especially in the event of an emergency.

15.06

About the Telephone Voice Mail System

Presently, the system has limited storage capacity, so please **do not leave messages on the system for more than five days**. When you receive a voice-mail message, kindly write down the information and delete the message as soon as possible. If too many messages are stored on the system, it will cease to function properly.

15.06a

Getting Started: Once you are log in to the system, there are recorded instructions that will help you navigate the system. Below is a detailed decision tree that lists all of the different options for the Voice Mail System. What follows are simplified instructions for setup and basic operation.

15.06b

Setting up a new Voice Mail account

Pick a new password

- Dial 5011
- Dial default password 111, followed by #
- You will now be prompted to select a new password.

Record your name on the system

- Dial 5011
- Dial your new password, followed by #
- When prompted, dial 84
- You will now be prompted to record your name.
- **NOTE: This is not your greeting!** This is what callers hear when they call your extension and you do not answer. **Do not say anything more than your name.**

NOTE: While recording name or greetings you can use the following commands:
to delete and re-record press: *61
to stop and listen to what you have just recorded press: *73
when you have finished recording press: *#

Record your personal greetings

There are several different types of greetings you can record on the system, but the two most important are:

1. Regular Greeting: the message that off-campus callers hear. (e.g. I'm sorry I missed your call, please leave me a message and I'll call you back."
2. Alternate Greeting: a message that off-campus callers hear, which you can use for special occasions. (e.g. I will be away on vacation from December 15 through January 7. If this is an emergency, please contact me at the following number...or leave a message and I'll get back to when I'm back on campus.)
 - Dial 5011
 - Dial your new password, followed by #
 - When prompted dial 811
 - Follow instructions to record greetings.

15.06c

Helpful hints for using the Voice Mail System

To access Voice Mail from your personal phone:

Dial 5011

Dial your password, followed by #

(if your password is 123, you would dial 123#)

To access Voice Mail from an on-campus phone other than your own:

(e.g. from a phone in a common room)

Dial 7044

Dial your extension, followed by #
(if your extension is 1234, you would dial 1234#)
Dial your password, followed by #
(if your password is 123, you would dial 123#)

To access Voice Mail from an off campus phone:

- Dial the main number 860-632-3000
- As soon as you hear the recorded voice dial 17044#
- You will hear a ring tone, and then the phone mail system will answer.
- Follow the recorded instructions.

NOTE: When listening to messages you have received you can use the following commands:

to skip to the end of a message press: *
to rewind the message five seconds press: *78

16.00 **Computers, the Internet and Electronic Devices**

16.01

In addition to internet access in seminarian rooms, computers with internet access are available for use in common areas of St. Philip's residence and at the library. These computers are not to be used after 10:00 P.M.

16.02

No games are to be played on the seminary computers. Seminarians may not participate in chat rooms.

16.03

Any seminarian who deliberately accesses pornography on the internet or in print or video form is subject to expulsion.

16.04

The computers in the residence are for the exclusive use of seminarians.

16.05

Seminarians do not have an expectation of privacy or a personal privacy right in any matter created, received, sent, or stored on a seminary computer. The seminary reserves the right to access all files or data contained on any seminary computer, including but not limited to email messages, personal file directories, and internet usage and material, at any time and without prior notice. For example, the seminary may access any and all computer systems for the purpose of assuring compliance with statutory requirements and internal policies, supporting the performance of internal investigations, and assisting with the maintenance and management of the seminary's information systems. Computer files may also be subject to search under court order. [For more information on the seminary computer/internet policy, please refer to appendix III].

16.06

The seminary will monitor computer activity on all internet connections located on seminary property.

16.07

The use of electronic devices such as digital cameras, cell phones and similar devices (IPods, MP3 players, etc.) is prohibited in the refectory and in the chapel during common prayers or classes or during official campus meetings (rector's conference, choir practices, etc). These devices distract the students' attention which is crucial for a formational environment. Exceptions may be provided upon request by a professor or formator in the external forum.

17.00 **Work Program**

17.01

The Work Program at Holy Apostles is an essential part of the seminarian's formation. All seminarians are required to participate in the maintenance of the seminary by doing three and one quarter hours of manual work per week. Lighter tasks will be assigned to those whose health restricts the work they are able to do. Others may be assigned to a service for which they are particularly trained. Weekly as well as daily work assignments will be designated and posted by the Work Coordinator. The work is done on Friday afternoon as a communal exercise except for variations dictated by the nature of the assignment. In the event that a seminarian neglects to fulfill his work assignment, the Rector or Vice-Rector should be contacted.

17.02

In addition to the Friday afternoon work program, seminarians are expected to fulfill their weekly work assignments scheduled by the floor prefect. In the event that a seminarian neglects to fulfill his work assignment, the Rector or Vice-Rector should be contacted.

17.03

Special care should be taken by each seminarian to make sure that bathroom facilities including toilets and showers are kept clean. After each use these facilities should be left in the same (or better) condition. Attention to this is a matter of justice and charity. As well, cleanliness and proper hygiene will keep flu's and cold's at a minimum.

17.04

All seminarians should develop a responsible concern for keeping the seminary and its grounds clean and attractive at all times. Please be conscious of and take a moment to dispose of unsightly trash or clutter whenever you see it.

18.00 **Evaluation of Seminarians**

18.01

The ongoing evaluation of seminarians is based on the United States Conference of Bishops' *Program of Priestly Formation (PPF)*, Fifth Edition, 2005. The PPF states the following: "Seminarians are accountable for all aspects of priestly formation within the parameters of the external forum. This includes participation in spiritual exercises, the spiritual direction program, liturgical exercises, and community life as well as the academic and pastoral dimensions of priestly formation. This approach is taken because all the aspects of priestly formation are intimately interwoven and should not be separated from one another" (PPF, 275).

18.02 **Overview of Evaluation Process**

The Formation Adviser, as a representative of the Rector, assists the seminarian [as the primary agent of his formation as he cooperates with the Holy Spirit, the agent *par excellence* of his formation (*Pastores Dabo Vobis*, 69)], to demonstrate as much as is humanly possible who he is. The Formation Adviser walks with the seminarian as he seeks to present himself to those in the external forum. Using the formation tools available (i.e. the seminarian self-presentation, self-assessment, personal portfolio, etc), the Formation Adviser is charged with soliciting from the seminarian the details of his daily life, especially with regard to his human (social) development and the external component of his spiritual formation.

Others likewise participate in the formation process. The faculty contribute greatly to the academic component of formation. The supervisor of field education assignments, in consultation with the Director of Field Education, provide a detailed report of seminarian pastoral assignments. In addition, the theological reflection sessions play an essential role in the evaluation process because "its primary purpose is to interpret pastoral experience or activity in light of Scripture, church teaching, personal faith, and pastoral practices" (PPF, 248).

18.03 **Evaluation Content**

18.03a Human Formation: (PPF, 280).

- The human qualities of truthfulness, respect for others, justice, humility, integrity, affability, generosity, kindness, courtesy, integrity, and prudence
- The capacity to relate to others in a positive manner and the ability to get along with others and work with them in the community
- Good self-knowledge, self-discipline, and self-mastery, including emotional self-control

- Good physical and mental health
- A balanced lifestyle and balance in making judgments
- Affective maturity and healthy psychosexual development; clarity of male sexual identity; an ability to establish and maintain wholesome friendships; the capacity to maintain appropriate
- boundaries in relationships
- Skills for leadership and collaboration with women and men
- Capacity to receive and integrate constructive criticism
- Simplicity of life, stewardship of resources, and responsibility for financial obligations
- Mature respect for and cooperation with church authority
- Engagement in the community life of the seminary

18.03b Spiritual Formation: (PPF, 280).

“There should be accountability in the external forum for seminarians’ participation in spiritual exercises of the seminary and their growth as men of faith. Within the parameters of the external forum, habits of prayer and personal piety are also areas of accountability” (PPF, 280).

- Commitment to a life of prayer and the ability to assist others in their spiritual growth
- Abiding love for the sacramental life of the Church, especially the Holy Eucharist and Penance
- A loving knowledge of the Word of God and prayerful familiarity with that Word
- Appreciation of and commitment to the Liturgy of the Hours
- Fidelity to the liturgical and spiritual program of the seminary, including the daily celebration of the Eucharist
- Fidelity to regular spiritual direction and regular celebration of the Sacrament of Penance and a habit of spiritual reading

- A positive embrace of a lifelong commitment to chaste celibacy, obedience, and simplicity of life
- A love for Jesus Christ and the Church, for the Blessed Virgin Mary and the saints
- A spirit of self-giving charity toward others

18.03c Intellectual Formation: (PPF, 280).

- Love for truth as discovered by faith and reason
- Fidelity to the Word of God and to the Magisterium
- Knowledge of Catholic doctrine and adherence to it
- Interest and diligence in seminary studies
- Successful completion of seminary academic requirements
- Ability to exercise the ministry of the Word: to proclaim, explain, and defend the faith
- Knowledge of languages that will be necessary or suitable for the exercise of their pastoral ministry

18.03d Pastoral Formation: (PPF, 280).

- A missionary spirit, zeal for evangelization, and ecumenical commitment
- A spirit of pastoral charity, a quest for justice, and an openness to serve all people
- A special love for and commitment to the sick and suffering, the poor and outcasts, prisoners, immigrants, and refugees
- Demonstration of appropriate pastoral and administrative skills and competencies for ministry
- Ability to exercise pastoral leadership
- Ability to carry out pastoral work collaboratively with others and an appreciation for the different charisms and vocations within the Church

- The ability to work in a multicultural setting with people of different ethnic, racial, and religious backgrounds
- A commitment to the proclamation, celebration, and service of the Gospel of life
- Energy and zeal for pastoral ministry

18.04

The year-end narrative (Final Evaluation) is a collaborative effort between the seminarian himself (as the primary agent of his formation), his priestly formation advisor, the faculty and staff with whom he interacts and the Rector and Vice-Rector as spiritual fathers of the seminary community. The final evaluation will bring together a corporate reflection on each of the four pillars of formation as outlined in Pope John Paul II's 1992 Apostolic Exhortation *Pastores Dabo Vobis* and the American Bishop's 2005 *Program of Priestly Formation*.

19.00 **Ministries**

For **sponsored** seminarians with at least one seminary evaluation on file:

19.00a

Lector is offered at the beginning of First Theology. For those without a semester of Seminary formation, Lector *may* be given by special arrangement.

10.00b

Acolyte is offered at the beginning of Second Theology.

19.00c

Candidacy is offered in the middle of Third Theology.

19.00d

Diaconate is often received at the close of Third Theology depending upon the policy of the sponsoring diocese or religious community.

19.00e

Priesthood is normally received at the conclusion of Fourth Theology depending upon the policy of the sponsoring diocese or religious community

20.00 **Academic Grievance Policy**

20.00a

If a seminarian has serious questions about the final grade that he has received in a given course after consultation with the professor, he may submit his grievance in writing, together with supporting reasons to the Academic Dean. The grievance must be submitted within 60 days after the completion of the course.

20.00b

The Academic Dean shall meet with the instructor in question and shall author a written report. The Academic Dean shall meet with the seminarian who filed the grievance and review the instructor's evaluation. If the seminarian persists in his allegations, the matter then shall be referred, with accompanying documentation to the Academic Senate. The decision of this Board shall be final.

Appendix A: Policies That Affect Seminarians

Academic Grievance Policy and Procedures

A. Coverage

1. Any Holy Apostles' undergraduate or graduate student who believes that he or she has been subjected to an improper decision on an academic matter other than matters related to grading¹ is entitled to file a grievance to obtain an independent review of the allegedly improper decision, followed by corrective action if appropriate. A grievance is a complaint in writing made to an administrative officer of Holy Apostles concerning an academic decision, made by a person or group of persons acting in an official capacity at Holy Apostles that, it is alleged, directly and adversely affects the student as an individual in his or her academic capacity.
2. Grievance procedures apply only in those cases involving a perceived academic impropriety arising from a decision taken by: (1) an individual instructor; (2) the Registrar, the Academic Dean, the Faculty Senate Committee or subcommittee charged to administer academic policies of Holy Apostles. They do not pertain to complaints expressing dissatisfaction with a policy of general application challenged on the grounds that the policy is unfair or inadvisable. Such procedures also do not apply to matters regarding assigned grades. (See footnote 1)

B. Grievance and Appeal Procedures

1. *Informal Attempts at Resolution:* the student first should discuss the matter, orally or in writing, with the individual most directly responsible. If no resolution results, the student should then consult with the Academic Dean. Efforts should be made to resolve the issues at an informal level without the complaint escalating to the status of a formal grievance.
2. *The Filing of the Grievance:*
 - i. If informal means of resolution prove unsatisfactory, the student should set forth in writing a statement of the decision that constitutes the subject matter of the dispute, the grounds on which it is being challenged, and the reasons why the grievant believes that the decision was improperly taken. The statement should also include a description of the remedy sought and the informal efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The grievance should include an allegation of any adverse effects on the grievant, known to the grievant at the time of filing.

¹ Students must follow the procedures outlined in Holy Apostles' policy entitled *Grade Change and Appeal of Grade Policy* to appeal any decision regarding an assigned grade.

- ii. The grievance document should be submitted to the Academic Dean; for a grievance concerning a decision of the Academic Dean or of the Senate Faculty committee or subcommittee, the procedures set forth herein for grievances and appeals shall be modified as stated in Section C below. A grievance must be filed in a timely fashion, that is, normally within 30 days of the end of the academic semester in which the adverse decision occurred or should reasonably have been discovered. A delay in filing a grievance may, taking all circumstances into account, constitute grounds for rejection of the grievance.

3. *The Response to the Grievance:*

- i. The Academic Dean shall consider the grievance. The Academic Dean may attempt to resolve the matter informally or make whatever disposition of the grievance that he or she deems appropriate. The Academic Dean may, in appropriate cases, remand the grievance to a lower administrative level (including to the level at which the grievance arose) for further consideration.
- ii. The Academic Dean may also refer the grievance, or any issue therein, to any person (the “grievance officer”) who shall consider the matter and report to the Academic Dean as the latter directs. The Academic Dean shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person or persons to whom the referral is made (including the time frame within which the person is to report back to the Academic Dean), and the name of that person.
- iii. In undertaking the review, the Academic Dean or the grievance officer may request a response to the issues raised in the grievance from any individuals believed to have information considered relevant, including faculty, staff and students.
- iv. Should attempts to resolve the matter informally not be successful, the Academic Dean shall decide the grievance, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the grievance.
- v. Normally, no more than 60 days should elapse between the filing of a grievance and the disposition by the Academic Dean. If, because of absence of key persons from the campus or other circumstance or exigencies (including those due to breaks in the academic calendar), the Academic Dean decides that disposition on that schedule is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of

that in writing, giving the grounds therefore and an estimate of when a disposition can be expected.

4. The Filing of an Appeal:

- i. If the grievant is dissatisfied with the disposition of the grievance at the Academic Dean level, either on substantive or on procedural grounds, he or she may appeal in writing to the President/Rector.
- ii. The appeal must specify the particular substantive or procedural bases of the appeal (that is, the appeal must be made on grounds other than general dissatisfaction with the disposition) and must be directed only to issues raised in the grievance as filed or to procedural errors in the grievance process itself, and not to new issues. The appeal shall contain the following:
 1. A copy of the original grievance and any other documents submitted by the grievant in connection therewith.
 2. A copy of the determination made by the Academic Dean on that grievance.
 3. A statement of why the reasons for the determination of the Academic Dean are not satisfactory to the grievant. This statement should specifically address the matters set forth in the Standards for review in Section D below.
- iii. The grievant shall file his or her appeal at the earliest practicable date after the grievant's receipt of the determination by the Academic Dean. Normally no more than 30 days should elapse between the transmittal of the Academic Dean's decision on the grievance and the filing of the appeal. A delay in filing an appeal may, taking all circumstances into account, constitute grounds for rejection of the appeal.

2. The Response to the Appeal

- i. The President/Rector may attempt to resolve the matter informally, or refer the appeal, or any issue thereof, to any person (the "grievance appeal officer") who shall consider the matter and report to the President/Rector as the latter directs. The President/Rector may also, in appropriate cases, remand the matter to a lower administrative level (Including to the level at which the grievance arose) for further consideration.
- ii. The President/Rector shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person to whom the referral is made (including time frame within which the person is to report back to the President/Rector), and the name of that person.
- iii. Should attempts be made to resolve the matter informally not be successful, the President/Rector shall decide the appeal, and shall

notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the appeal. The decision of the President/Rector shall be final.

- iv. Normally no more than 45 days should elapse between the filing of the appeal and the disposition by the President/Rector. If, because of absence of key persons from the campus or other circumstance or exigencies (including those due to breaks in the academic calendar), the President/Rector judges that disposition on that schedule is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of the fact in writing, giving the grounds therefore and an estimate of when a disposition can be expected.

C. Grievances Concerning Decisions of the Academic Dean or of a Senate Committee or Subcommittee

1. For a grievance concerning a decision of the Academic Dean or the Faculty Senate committee or subcommittee, the grievant shall file his or her grievance with the President/Rector, rather than with the Academic Dean, and the President/Rector shall handle that grievance in accordance with the procedures set forth in Section B(3) above.
2. There shall be no appeal of the President/Rector's disposition of that grievance.

D. Standards for Review and Procedural Matters

1. The review of grievances or appeals shall usually be limited to the following considerations:
 - i. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant? www.holyapostles.edu Page 38
 - ii. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
 - iii. Given the proper facts, criteria, and procedures, was the decision one which a person in the position of the decision maker might reasonable have made?
2. The time frames set forth herein are guidelines. They may be extended by the relevant administrative officer in his or her discretion for good cause.
3. Questions concerning the filing and/or appeal of grievances should be directed to the Office of the President/Rector

If all institutional avenues in this grievance process have been exhausted, and the student's concern has remained unaddressed, students are encouraged to contact the complaint office in their state as listed in Appendix A of the student catalog.

Additionally, students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Holy Apostles to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S. W.
Washington, DC 20202-4605

Questions regarding FERPA and the procedures followed by the College to comply with the act may be referred to the office of the academic dean or of the registrar.

Campus Security Plan

Pursuant to Public Act No. 08-157, the administration of Holy Apostles College and Seminary (hereinafter referred to as Holy Apostles) has devised the following steps designed specifically to heighten awareness among faculty and staff regarding potentially at-risk seminarians, students and other individuals on campus and how to recognize and respond to individuals who may be at risk to do harm to themselves or others.²

A. Reporting crimes and emergencies occurring on campus:

1. Dial 911 to contact law enforcement officials and emergency response agencies. Land-line telephones are located at various locations within campus buildings including all dormitories, classroom buildings, library and the main administration building.
2. All criminal action or emergency is to be reported to the President-Rector at his office or campus residence. In his absence from campus, it should be reported to the administrative assistant whose office is on the first floor of St. Peters, across from the President-Rector's office, or to the Academic Dean whose office is next to the President-Rector's office in the administrative offices area of St. Peter.
3. Holy Apostles does not, at this time, maintain a campus security office or officer. The President-Rector will function in this capacity.

B. Security and access to campus facilities:

² At Holy Apostles, only seminarians and some clergy/faculty members reside on campus and occupy the campus dormitories. All undergraduate and graduate lay students are commuters to the campus.

1. Public access doors to campus classroom and administration buildings are kept locked from 9:30 p.m. to 7:00 a.m. Only Authorized persons with keys may enter during this period.
2. Only students, faculty and invited guests are permitted in the classrooms. Special permission needs to be obtained from the professor and either the Academic Dean or the Rector-President for unregistered individuals to attend a lecture.
3. The administrative offices and library building are locked when not occupied by authorized personnel.
4. Three of four buildings that house seminarians and/or clergy-faculty members are secured via a keypad security system, the combinations for which are changed on a periodic basis. The fourth such building is secured via key lock.
5. Since the seminarians live in the dormitory areas of the campus (see Footnote 1), they are sensitive to the appearance of unauthorized persons who may appear in their hallways and rooms. They are to report the presence of such persons immediately to those listed in Section A (2), supra. Should such uninvited and unauthorized persons be unresponsive to requests to vacate the premises, law enforcement agencies will immediately be contacted by dialing 911.

C. Campus law enforcement:

1. Holy Apostles will work closely with all local and/or state law enforcement agencies to ensure that proper investigation of any and all reported criminal activity occurs. Holy Apostles will encourage and seek the prosecution of all individuals responsible for committing crime on campus. Holy Apostles' designated liaison person, the President-Rector, shall maintain an ongoing working relationship with appropriate state and local law enforcement officials. The Administrative Assistant to the Academic Dean will gather and maintain statistics concerning the occurrence of criminal activity on campus and at nearby off-campus locations. Holy Apostles seminarians, students, staff and faculty are encouraged to report to the proper jurisdiction agency any and all criminal activity. If the crime occurs on campus, it should be reported to those individuals listed in Section A (2), supra.
2. Any seminarian, student, staff or faculty member who becomes aware of a crime should make an accurate and prompt report of such criminal activity to ensure successful police action. Any seminarian, student, staff or faculty member who is the victim of crime is encouraged to report such victimization to proper law enforcement officials. Such crime victims shall be informed of their rights and the availability of services afforded by the State of Connecticut to victims of crime.

D. Campus prevention awareness and education:

1. All seminarians, students, staff, and faculty members shall be given the opportunity to learn how to contact appropriate law enforcement officials, the practices and procedures which are used by campus officials in the reporting

- of crimes, and are encouraged to be responsible for their own safety and the security of others by being aware of this *Campus Security Plan*.
2. Seminarians and students will be informed of this *Campus Security Plan* and of the importance of security concerns through information provided in the *Student Handbook* and at fall semester orientation events.
 3. Faculty training shall be included at the first faculty meeting of the academic year and by publishing this *Campus Security Plan* in the *Faculty Handbook* and the *Employee Handbook*. Any programs provided by local law enforcement agencies shall be announced at the initial faculty meeting.
 4. Faculty and staff are urged to identify and report any abnormal behavior³ of students or others which is considered potentially harmful to themselves, seminarians, students, faculty, staff, or others.

Course Withdrawal Policy

This Course Withdrawal Policy shall apply to students at both the undergraduate and graduate levels of study.

During the First Week of Classes

During the first week of classes, a non-seminarian student may withdraw from a course by notifying the Registrar. To provide such notice, the student must complete a Course Withdrawal Form (attached hereto) and submit it to the Registrar's Office.

During the first week of classes, a seminarian student may withdraw from a course with the permission of the Academic Advisor by submitting a Course Withdrawal Form to the Registrar's Office signed by the Academic Advisor.

If a student withdraws from a course during the first week of classes, no notation on the transcript will be made.

After the First Week of Classes

After the first week of classes, a non-seminarian student who wishes to withdraw from a class must seek the permission of the Academic Dean.

A seminarian student who wishes to withdraw from a class after the first week of classes must seek the permission of one or more school officials (Academic Dean; Academic Advisor; or President-Rector), depending on the number of weeks into the semester such permission to withdraw is sought as described below. A fully completed and

³ Members of the faculty and staff at Holy Apostles shall receive a copy of the attached document entitled *How to Recognize and Handle Students In Distress: A Brief Guide for Faculty and Staff*.

properly signed Course Withdrawal Form must be submitted to the Registrar's Office by the student.

A non-seminarian or seminarian student seeking to withdraw from a class after the first week of classes must complete a Course Withdrawal Form and must including the appropriate signature(s). The completed and signed Course Withdrawal Form must then be submitted to the Registrar's Office by the student.

The Registrar shall forward a copy of the processed form to the course professor. If a non-seminarian or seminarian student withdraws from a course after the first week of classes, the following permissions are required and the following notations shall be entered on the student's transcript:

After End of 1st Week to End of the 3rd Week of Classes

- a. Non-seminarians need Academic Dean's signature;
- b. Seminarians need Academic Dean's and Academic Advisor's signature;
- c. A notation of "W" (Withdrawal) will appear on the student's transcript.

After End of 3rd Week to End of the 5th Week of Classes

- d. Non-seminarians need Academic Dean's signature;
- e. Seminarians need Academic Dean's and Academic Advisor's signature;
- f. A notation of "WF" (Withdrawal/Fail) will appear on the student's transcript.

After End of 5th Week of Classes

- g. Non-seminarians need Academic Dean's signature;
- h. Seminarians need the Academic Dean's and the President/Rector's signature.
- i. A notation of "WF" (Withdrawal/Fail) will appear on the student's transcript.

No withdrawals will be permitted after the Friday before the last week of classes.

A student who does not attend classes and does not submit a properly completed Course Withdrawal Form to the Registrar's Office in a timely manner will receive a grade of "F" for such course.

Courses that do not meet for 15 weeks will have proportionate withdrawal schedules.

Course Withdrawal Forms are available in the Registrar's Office.

Withdrawals are considered official as of the date the completed and signed Course Withdrawal Form is filed with the Registrar's Office.

Failure to follow these procedures will result in a grade of "F" and forfeiture of any refund.

WARNING: If applicable, the Registrar is required to notify the VA Coordinator and/or the Financial Aid Office of any reduction of course load that affects a student's full-time/part-time status. The VA Coordinator and/or the Financial Aid Office will be notified of the number of credit hours dropped, the effective date of drop, and the student's status after the reduction in course load.

Course Audit Policy

With the permission of the instructor, students who wish to take a course at Holy Apostles for personal interest, and are not interested in receiving credit, may audit courses.

Students auditing a course are expected to regularly attend class and do all relevant readings. Any auditing student who does not meet such requirements may be withdrawn from the course at the instructor's request.

No student may audit more than two courses in a given semester. Audits are recorded on transcripts.

Incomplete Policy

An Incomplete is a temporary grade assigned at the discretion of the faculty member. It is typically allowed in situations in which the student has satisfactorily completed major components of the course and has the ability to finish the remaining work without re-enrolling but has encountered extenuating circumstances, such as illness, that prevent his or her doing so prior to the last day of class.

To request an incomplete, on-campus students must complete the Incomplete Request Form from the website (Online Learning students may also download it from the Shared Folder of the Files tab in Populi) and have it signed by the instructor.*

Students receiving an Incomplete must submit the missing course work by the end of the sixth week following the semester in which they were enrolled. An incomplete grade (I) administratively turns into the grade of "F" if the course work is not completed.

Students who have completed little or no work are ineligible for an incomplete. Students who feel they are in danger of failing the course due to an inability to complete course assignments should withdraw** from the course.

* Online learning students must send their form to their professor via email for approval. “Approval” should be understood as the professor responding to the student’s email in favor of granting the “Incomplete” status of the student. On campus instructors will submit the incomplete form to the registrar at the time they submit student grades. Online Learning instructors will submit the incomplete form to the Online Learning Office upon finalizing their grades in the learning management system.

**A “W” (Withdrawal) will appear on the student’s permanent record for any course dropped after the end of the first week of a semester to the end of the third week. A “WF” (Withdrawal/Fail) will appear on the student’s permanent record for any course dropped after the end of the third week of a semester and on or before the Friday before the last week of the semester.

Information Technology Appropriate Use Policy

Scope

This Policy applies to all Users of Information Technology (IT) Systems, including systems, networks, and facilities administered by Holy Apostles College and Seminary.

Use of IT Systems, even when carried out on a privately owned computer that is not managed or maintained by Holy Apostles, (e.g. student owned computer) is governed by this Policy.

Policy Statement

The purpose of this Policy is to ensure an information technology infrastructure that promotes the basic missions of Holy Apostles in teaching, learning, research, and administration. In particular, this Policy aims to promote the following goals:

- To ensure the integrity, reliability, availability, and superior performance of IT Systems;
- To ensure that use of IT Systems is consistent with the principles and values that govern use of other Holy Apostles facilities and services;
- To ensure that IT Systems are used for their intended purposes; and
- To establish processes for addressing policy violations and sanctions for violators.

Reason for the Policy

Information technology ("IT"), the vast and growing array of computing and electronic data communications facilities and services, is used daily to create, access, examine, store, and distribute material in multiple media and formats. Information technology increasingly plays an integral part in the fulfillment the Mission of Holy Apostles. Users of IT resources have a responsibility not to abuse those resources and to respect the rights of the members of the community as well as Holy Apostles itself.

Most IT use parallels familiar activity in other media and formats, making existing policies important in determining what use is appropriate. Using electronic mail ("email") instead of standard written correspondence, for example, does not fundamentally alter the nature of the communication, nor does it alter the guiding policies. Policies that already govern freedom of expression and scholarly research govern electronic communication and research as well. This Policy addresses circumstances that are particular to the IT arena and is intended to augment but not to supersede other relevant policies.

Appropriate use of IT Systems

Appropriate Use: IT Systems may be used only for their authorized purposes -- that is, to support the research, education, administrative, and other functions of Holy Apostles. The particular purposes of any IT System as well as the nature and scope of authorized, incidental personal use may vary according to the duties and responsibilities of the User.

Specific Proscriptions on Use

The following categories of use are inappropriate and prohibited:

1. Downloading, storing, or sending pornographic or obscene material.
2. Participation in chat rooms. (This does not include the use of instant messaging programs for legitimate correspondence/communication.)
3. Use of IT systems for gaming of any kind.
4. Use of bit-Torrents or other peer-to-peer traffic.
5. Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others.
6. Use that is inconsistent with Holy Apostles' non-profit status.
7. Use damaging the integrity of IT Systems.
 - a. Unauthorized access. Users may not access any data or information without proper authorization.
 - b. Distributing computer viruses. Users must not knowingly distribute or launch computer viruses, worms, or other rogue programs. Students must maintain up-to-date virus protection on all personal computers connected to the network.
 - c. Modification or removal of data or equipment. Without specific authorization, Users may not remove or modify any Holy Apostles-owned or administered equipment or data from IT Systems.
 - d. Approved devices. Users may only connect personal computers directly to the network, and personal data storage devices (e.g. USB flash-drives) may be used on public access computers.

Copyright

Users must observe intellectual property rights including, in particular, copyright laws as they apply to software and electronic forms of information.

Modification or Removal of Data or Equipment

Without specific authorization, users may not remove or modify any Holy Apostles-owned or administered equipment or data from the campus information technology system(s).

Security

Users may not attempt to guess or apply the user id and password of another user. Users are not allowed to use the user id and password of another user.

Virus Protection

All users who connect their personal computers to the LAN (via wireless or hard-wire) are expected to have active virus protection running on their machines. Holy Apostles does not provide virus protection for personal computers.

Logging

The Internet activity of all users will be monitored, and the URL of each site requested will be recorded. This data, however, will only be reviewed if there is evidence of prohibited activity.

Penalties

Individuals found to have violated this Policy may be subject to penalties provided for in other Holy Apostles policies dealing with the underlying conduct. Violators may also face IT-specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges. The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the Systems Administrator.

*We are grateful to Yale University and its Director of Academic Computing Services, Phillip Long. Portions of this document developed with permission based on the Yale University IT Appropriate Use Policy as posted at <http://www.yale.edu/ppdev/policy/1607/1607.html> as of September, 2005.

Medical Emergency Policy

Holy Apostles is located in a very safe and quiet neighborhood. In case of an emergency the following policy is in place.

1. Dial 911 to contact law enforcement officials and emergency response agencies. Land-line telephones are located at various locations within campus buildings including all dormitories, classroom buildings, library and the main administration building.
2. All criminal action or emergency is to be reported to the President-Rector at his office or campus residence. In his absence from campus, it should be reported to the President-Rector's administrative assistant whose office is on the first floor of St. Peters or to the Academic Dean.
3. Campus notifications can be found on the home page of Holy Apostles or may be found on local television announcements.

2008	0
2009	1 Burglary - On-Campus in Student Housing
2010	0

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Holy Apostles College and Seminary (hereinafter referred to as Holy Apostles) receives a request for access.

A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Holy Apostles, the registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Holy Apostles to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

3. If Holy Apostles decides not to amend the record as requested, the registrar at Holy Apostles will notify the student in writing of the decision and the student's right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before Holy Apostles discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Holy Apostles discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Holy Apostles in an administrative, supervisory, academic or research, or support staff position; a person or company with whom Holy Apostles has contracted as its agent to provide a service instead of using Holy Apostles' employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a seminarian or student serving on an official committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Holy Apostles. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holy Apostles to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Notice for FERPA Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Holy Apostles College and Seminary (hereinafter, Holy Apostles), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Holy Apostles may disclose appropriately designated "directory information" without written consent, unless you have advised Holy Apostles to the contrary in accordance with Holy Apostles' procedures. The primary purpose of directory information is to allow Holy Apostles to include this type of information from your education records in certain publications of Holy Apostles. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Holy Apostles to disclose directory information from your education records without your prior written consent, you must notify Holy Apostles in writing by the second Monday following the commencement of classes. Holy Apostles has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Plagiarism and Cheating Policy

Papers submitted must be the work of the student whose name appears on the paper. Submitting another student's work as your own is cheating. If you let another student use your work and designate it as his or her original work, you are also subject to penalty. Don't even consider using another student's work or allowing another student to use your work; the consequences are too high. This same rule applies to using author's work and submitting it as your own. In either case, it is cheating. In recent years, it has become easy to cheat by using materials placed on the Internet or World Wide Web. College plagiarism policies also apply to cyber cheating.

What Is Plagiarism

Plagiarism means the offering of someone else's words, ideas, or conceptions as if they were one's own. Students are indeed encouraged to draw upon the information and wisdom of others, but in the spirit of scholarship they are always expected to state such indebtedness so that: (a) their own creativity can be justly appreciated and (b) their use of sources, like a scientist's experiment, can be verified by others. Plagiarism differs from this productive use of sources in that the similarity of the original and the borrowings is very close; it is acknowledged inexactly or not at all; and it shows little or no creative application by the borrower.

Plagiarism is a prime intellectual offense in that the borrower is faking the learning process. No learning community can thrive if its members counterfeit their achievements, deceive their teachers, and take unfair advantage of their fellow students. Since the integrity of the whole academic community is thus at stake, the penalties are high.

How Plagiarism Is Identified

To establish the occurrence of plagiarism, it is not necessary to prove intent. All students are responsible for knowing or learning what academic honesty is. At Holy Apostles College and Seminary, plagiarism is considered to have occurred when one or more of the following external evidences are present:

1. The writing of a student includes word-for-word passages taken without explicit and accurate acknowledgement from a source written by another, provided that the cumulative borrowing includes at least five (5) words. "Explicit and accurate acknowledgement" means the use of quotation marks and a verifiable citation of source, either in parentheses or by footnote, at the point of indebtedness. (The mere listing of the source in the bibliography is not enough acknowledgement in itself.)
2. The writing of a student closely resembles another source in thought, order, or diction (including synonyms) for a cumulative resemblance of one (1) or more

sentences, without explicit and accurate acknowledgement as defined in #1 above.

3. Two or more papers or exams, submitted at the same time, contain resemblances in factual or stylistic detail which are decidedly outside normal probabilities of coincidence. The likelihood of plagiarism will be deemed even higher if: (a) the students were known to be in close physical proximity at the time of writing, and (b) the factual details involve unusual error. In the event of such resemblances, all parties involved will be judged responsible.
4. A paper or exam contains terminology or information which the student, on questioning, cannot explain.
5. A paper or exam contains unusually detailed data for which the student does not produce a verifiable source.
6. The same principles hold for the inclusion of borrowed diagrams, mathematical statements, tables and pictures.

Note: In citing any sources, the student implicitly guarantees the accuracy and fullness of acknowledgement. The instructor may therefore properly request the student to bring in those sources so that such guarantees may be confirmed. Such a request, made routinely in many schools, carries no implied criticism.

If they are unsure about whether their writing has sufficiently acknowledged outside sources, students should consult with their course instructor before submitting final copy.

EXAMPLE:

In an essay, a student needs to define the word "plagiarism" and writes the following two sentences:

According to the *Guide of Writing*, plagiarism means the offering of someone else's words, ideas or conceptions as if they were one's own. The *Guide* notes that students are encouraged to draw upon the information and wisdom of others, but in the spirit of such scholarship they are always expected to state such indebtedness.

Although the student has acknowledged the source of these ideas, the writing is plagiarized. The author has copied, word for word, the language of the original source and has not used quotation marks to indicate the fact. Plagiarism is avoided once the original words are enclosed in quotation marks. Another way to solve this same problem is through a mix of paraphrase and precise quotation, as shown in the following revision:

The *Guide to Writing* defines plagiarism as presenting others' "words, ideas, or conceptions" as the writer's own. The Guide encourages the use of outside material, but insists that "the spirit of scholarship" requires students to acknowledge their sources properly.

Sanctions

Any instructor who has assembled evidence of plagiarism will first offer the student a chance to provide an alternate explanation of the evidence or to admit fault. If the inference of plagiarism remains, the instructor may choose one of these options, listed in order of increased severity according to the extent and evident deliberateness of the deceit. The first two options suppose that the plagiarism is not extensive, or that it would not have given the student substantial academic advantage such as full course credit or high course grade, or that the instructor has clear reasons to believe that the plagiarism can be accounted for by ignorance which though subject to discipline is genuine.

The remaining options would come into play if the plagiarism is extensive; or if it would have given the student substantial academic advantage, or if the student had previously been warned against it.

1. Reprimanding the student and requiring a revision of the work to eliminate plagiarism or an additional paper, or exam.
2. Lowering the grade for the paper or exam (even as far as F) without opportunity to regain the lost credit.
3. Directed withdrawal of the student from the course.
4. Failure of the student for the course.
5. Referral of evidence to the Academic Dean for appropriate disciplinary action (which may go so far as suspension or dismissal).

Records

Any sanction beyond #1 above will be reported to the Academic Dean for notation in the student's file. The record of past plagiarisms for a given student may affect the disposition of any new case. No notation will appear on the student's permanent transcript, nor will any notation be sent off campus with the student's records.

Sexual Conduct and Grievance Policy

Harassment

Holy Apostles College and Seminary (hereafter named as Holy Apostles) acknowledges its commitment to a work environment free from immoral and unlawful discrimination and any type of harassment, including sexual harassment. Clergy, employees, and volunteers must not engage in physical, psychological, written, or verbal harassment of employees, volunteers or parishioners and must not tolerate such harassment by other Church employees or volunteers. Clergy, employees and volunteers must maintain a professional work environment.

Harassment encompasses a broad range of physical, written or verbal behaviors, including, without limitation the following:

- Physical or mental abuse;
- Racial insults;
- Derogatory ethnic slurs;
- Display of offensive materials.

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating work environment.

Sexual Harassment

Sexual harassment is defined as: Any unwelcome sexual advances or requests for special favors or any conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term condition of an individual's employment;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Administrators, faculty, staff and volunteers must avoid developing inappropriate sexual relationships with seminarians and other members of the community. Inappropriate behaviors include but are not limited to the following:

- unwelcome sexual advances,
- suggestive or lewd remarks,
- unwanted hugs, touches, or kisses
- requests for sexual favors,
- retaliation for complaining about sexual harassment
- derogatory or pornographic posters, cartoon, or drawings.
- Sexual advances or touching;
- Sexual comments, pictures or sexual jokes;
- Requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation;

Explicitly sexual interactions or even sexually suggestive interaction with persons who are served or with whom one works are never appropriate to the Seminary. All members of the seminary community are expected to conduct themselves chastely at all times according to their state of life.

Administrators, faculty, staff and volunteers must not for the purpose of sexual gratification or intimacy, exploit the trust placed in them by members of the Seminary community. No member of the clergy, employee, student or volunteer may exploit another person for sexual purposes. All must conduct themselves in a professional manner at all times.

Allegations of sexual misconduct are taken seriously and are to be reported to an administrator of Holy Apostles College and Seminary and to the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455. If a minor is involved, the norms of the *Sexual Misconduct Policy* and the *Code of Pastoral Conduct* policies of the Diocese of Norwich are to be followed without exception in every situation of this kind in order to protect the rights of all involved.

Clergy, employees, students and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Connecticut and should follow those mandates.

If the allegation of sexual misconduct or harassment does not involve minors, the allegation is also to be taken seriously, and it is morally imperative that such allegations should be reported to the competent authority of Holy Apostles College and Seminary and the Diocese of Norwich immediately.

Clergy, employees, students and volunteers of the Seminary are to follow the Diocese of Norwich and Seminary procedures to protect the rights of all involved.

Procedures for Seminary Personnel

Reporting Sexual Misconduct or Harassment

All Seminary personnel (i.e., administrators, employees, students, or volunteers) are mandated reporters of sexual misconduct or harassment if he or she witnesses the incident or is a told of the incident by the victim.

PROCEDURES FOR VICTIMS OR THIRD PARTIES REPORTING AN ALLEGATION

To report an allegation of criminal or illegal sexual misconduct toward an adult at Holy Apostles College and Seminary, call the Cromwell Police Department at 1-860-635-2256, an administrator of Holy Apostles College and Seminary and the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455.

To report an allegation of sexual misconduct toward a minor under the age of 18 at Holy Apostles College and Seminary, call the DCF Hotline at 1-800-842-2288, an administrator of Holy Apostles College and Seminary and the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455.

To report an allegation of sexual misconduct that is not illegal, call an administrator of Holy Apostles College and Seminary and the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455.

- The reporter should also put the complaint in writing outlining the alleged offense, including as much detail as possible and naming those who might corroborate the incident.
- The person making the complaint does not have to confront the alleged offender but will understand that his/her name and the nature of the complaint will be revealed to the alleged offender in the course of due process.
- At any time in the process, the complainant or the alleged offender has the right to appeal to the civil authorities.

Drug-Free Workplace Statement

Holy Apostles College and Seminary (Holy Apostles) is committed to maintaining a drug-free workplace in accordance with the requirement of the Federal Drug-Free Workplace Act and the amended Drug-Free Schools and Communities legislation and we endorse national standards for prevention programs.

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Drug and Alcohol Abuse

Standards of Conduct

Holy Apostles College and Seminary strictly prohibits the unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol by students and employees on its property or any school-sponsored activity, function or event. All students and employees are considered to be responsible for their actions and their conduct.

Implementation

Holy Apostles College and Seminary will annually distribute a copy of this policy statement - with all attachments related to referral information to local substance abuse treatment centers, penalties, and effects of controlled substances—to each staff person and to each student who is taking one or more classes for any kind of academic credit.

Holy Apostles does not have a medical clinic and does not employ medical professionals. We refer you to the Connecticut Clearinghouse of the Wheeler clinic for additional resources on alcohol, tobacco, drugs, mental health and wellness: www.ctclearinghouse.org (800) 232-4424.

Every other year, Holy Apostles will review its policy to determine its effectiveness, update requirements and endorse changes if needed. In addition, portions of this policy will be published on our website, catalog and other appropriate literature.

The President-Rector will be responsible for implementation of this policy with Holy Apostles employees. The Academic Dean will be responsible for implementation of this policy for students.

Disciplinary Sanctions

Minimum sanctions to be imposed for violation of this policy normally include probation, suspension or separation from the institution and referral for prosecution. If any student under age 21 is found in violation of this policy, parents/legal guardians may be notified. Holy Apostles College and Seminary may require the completion of an appropriate rehabilitation program to be determined by the President-Rector or Academic Dean on a case-by-case basis for various degrees of infractions. The school's disciplinary procedures respect the rights of students and employees under state and federal law.

Description of Health Risks

Marijuana (Cannabis)

Marijuana is the most commonly used illegal drug in the United States. Though physiological consequences depend on frequency, duration, and quantity, marijuana use is associated with impairment of short-term memory, concentration, judgment, perception, and fine motor skills. These impairments will increase the risk of machinery or motor vehicle accidents and injury. This risk continues for four to six hours after ingestion since the active chemical in marijuana (THC, tetrahydrocannabinol) remains stored in body fat cells long after ingestion. When there is frequent use, the above impairments may last for three to six months, even if use of the drug is completely discontinued.

Marijuana can be associated with chronic anxiety, depression, and paranoid feelings. It can also significantly exacerbate or increase underlying emotional problems. Frequent use by children and adolescents may have long-term developmental consequences such as lack of motivation, apathy, and difficulty managing current stresses and responsibilities as well as making appropriate plans for the future.

Hallucinogens

This category includes LSD (lysergic acid diethylamide, also known as "acid"), mescaline, peyote, and "mushrooms." The short-term use of these drugs produces illusions, hallucinations, altered sense of time and space, impaired visual perceptions, and disorientation. These effects lead to impaired judgment and may result in dangerous behavior. Hallucinogen use may also lead to a "bad trip" with anxiety, agitation, hallucinations, and paranoia which results in self-endangering behavior. After a "bad trip," the person can experience a "flashback." Flashbacks are recurrences of the experience without taking the drug, and they may recur months and years after the hallucinogen was last taken. Long-term use of hallucinogens may lead to impaired thinking and sometimes precipitate psychosis.

PCP (phencyclidine) or "angel dust" may induce violent or destructive behavior which may involve impaired judgment leading to injury to the person who has taken the drug or to other people. Dangerous side effect of PCP are that it also causes amnesia of the intoxicating behavior (up to several hours), and also raises blood pressure, which may become a medical emergency.

Cocaine

Cocaine is a highly addictive, illegal, stimulant drug. Other names for it are Coke, C., Lady, and Snow. (Speed balls are cocaine mixed with heroin, which is a particularly dangerous combination.) Cocaine is a white powder that is snorted, injected into veins, or smoked freebase or as "crack." Crack is a crystalline form of cocaine that is also known as "rock" from its small white rock-like appearance. Crack produces the most intense cocaine high, and addiction can occur after using it only once or twice. Cocaine "highs" are characterized by feelings of extreme happiness, a sense of limitless power and energy. A cocaine "crash" follows the "high" and includes symptoms of depression, dullness, great irritability, and paranoia. Serious medical complications occur with cocaine use, such as heart attacks (even in young people), seizures, and strokes due to high blood pressure. The psychological effects of cocaine use include violence and paranoia, depression, anxiety, confusion, and personality changes.

Extensive use of cocaine may lead to chronic depression. Pregnant women using cocaine have increased risk of miscarriages and stillbirths. Newborns addicted to cocaine are irritable and unresponsive and may have malformed kidneys and genitals, as well as heart attacks and strokes. Cocaine addiction can occur in people of all ages, classes, and educational levels. The addiction often controls and may destroy many aspects of the user's life and the lives of those people close to the user.

Amphetamines

In addition to cocaine, amphetamines are drugs that also stimulate the nervous system and are very addictive. Drugs in this group include benzedrine, dexedrine, and methedrine ("speed"). "Ice" is a smokable form of methedrine. "Ecstasy" (MDMA,

methylenedioxymethamphetamine) is an amphetamine variant that produces alterations in visual perception and is sometimes experienced as a hallucinogen as well as a stimulant. Amphetamines give a person increased energy, increased alertness, and a feeling of exhilaration. When amphetamines are abused, adverse effects such as restlessness, nervousness, tremors, loss of appetite, and insomnia are common. Paranoia and psychosis may be precipitated by amphetamine abuse. Tolerance to the euphoric effect of amphetamines may occur which may lead the person to take larger amounts of the drug, which in turn may lead to more paranoia and agitation. This state may also be associated with violence and loss of self-control. If the amphetamines are stopped suddenly, withdrawal symptoms (cramps, sweating, headaches, lethargy, and severe depression) may occur.

Narcotics

There are a variety of medications that are taken to relieve pain. Most non-prescription pain relievers (such as aspirin, Tylenol, Motrin, and Nuprin) are not considered addictive. However, there is a class of stronger pain relievers, available only by a doctor's prescription that can be addictive. These are referred to as narcotics and/or opioid drugs, most of which are derived from opium. Examples of these drugs include morphine, codeine, Darvon, Darvocet, Percocet, Percodan, Oxycotin, Vicodin, Demerol, and certain prescription cough medicines. These drugs differ from the non-prescription pain relievers in their potential for abuse and dependence.

With close medical supervision, these drugs may be safely used in specific medical circumstances for a limited time. However, as narcotics also produce euphoria, a person may not want to stop the drug when the pain has stopped, and addiction may occur. Tolerance to the drug is shown by an increase in the amount of drug necessary for the relief of pain. Tolerance can be developed within a short period of time (i.e., within approximately 10 doses or more). This becomes progressive and leads to the craving or need for larger and larger doses without which the person becomes extremely uncomfortable and physically ill with withdrawal symptoms. These include nausea, diarrhea, cramps, weight loss, irritability, sweating, chills, insomnia, and craving for the drug. The time may come when the person "needs" a dose of the drug so large that it is poisonous or lethal. Under these circumstances, coma, suffocation, and death may ensue. This level of tolerance can lead to ingesting these drugs in a way to bypass the digestive track (i.e., crushing the pill and snorting), which changes the rate that the drug is absorbed in the body. The dangerous course of this problem is also seen in addiction to heroin.

Heroin is a commonly abused illegal narcotic. It may be used by injection into a vein ("shooting up" or "mainlining") or ingested intranasally ("snorting"), and death may occur if the amount injected is sufficient to slow or stop breathing. The intravenous use of heroin also carries the additional medical dangers of AIDS and hepatitis from use of unclean needles and syringes. Over the past 10 years, heroin has been available in purer forms, and thus the risk of accidental overdose has also increased. Other risks for

overdose include using opioid prescription drugs and/or heroin with another depressant such as alcohol.

Sedatives and Tranquilizers

The barbiturates and the benzodiazepines are two of the most commonly used drugs in this group, and they are both known as depressants. The barbiturates (such as phenobarbital, seconal, and amytal) are highly addictive and can be fatal if taken in excess. Although they still have medical uses, they have largely been replaced by the benzodiazepines for the relief of anxiety and insomnia. The benzodiazepine group includes such drugs as Valium, Librium, Ativan, Xanax, Klonopin, Dalmane, Halcyon, and Restoril. While benzodiazepines have approved medical usages and are safe and effective at moderate doses for short periods of time, all the benzodiazepines have a potential for physical and psychological dependence if used at higher doses for longer periods of time. Benzodiazepines may also be used by some people to get "high."

Intoxication with benzodiazepines may occur and resembles alcohol intoxication. Drowsiness, slurred speech, unsteady gait, and lack of coordination are common signs. The effects of the benzodiazepines (and the barbiturates and other sedatives) add to those of alcohol (another depressant) such that when they are taken together, there is increased risk of coma, respiratory depression, and death. Withdrawal from benzodiazepines resembles alcohol withdrawal, and it most often occurs when they are stopped abruptly. Withdrawal begins within hours to days of stopping the drug. Because benzodiazepine withdrawal may have life-threatening complications (such as seizures), discontinuing their use should not be attempted without a physician's supervision.

Rohypnol (roofies, ruffies, rope, rib, roche, Mexican Valium, R2) is a drug which is approved or sold in other countries as a sleeping aid or presurgical sedative. This drug is NOT manufactured or sold in the United States. Rohypnol tablets are white and contain the name "Roche" and an encircled 1 or 2 on one side indicating the milligram.

Rohypnol can be placed in drinks and used as an aid to sexual assault of a victim. Sedative effects are felt within 10 to 30 minutes after consuming the drug. Strongest effects occur within one to two hours, with a complete sedative effect lasting 6 to 8 hours, and amnesia lasting up to 10 hours. Individuals may appear drunk and display side effects that may include drowsiness, impaired motor skills, impaired judgment, dizziness, confusion, and amnesia. When this drug is mixed with alcohol, narcotics or other depressants, its effects can be lethal.

Alcohol Mixed Energy Drinks

Recent hospitalizations have heightened attention concerning Alcohol Mixed Energy Drinks (AMEDs). Energy drinks are widely consumed on college campuses with claims that Monster, Rockstar, Amp, Red Bull, Full Throttle, among others, provide a burst of energy from caffeine and other plant-based stimulants and vitamins.

The alcohol industry has used the popularity of energy drinks to promote its own products, introducing premixed alcohol and energy drink products such as Sparks, Rockstar 21, Tilt and Four Loko.

What you need to know:

- Caffeine masks the depressant effects of alcohol, often making people believe they are functioning better than they actually are.
- Drinking AMEDs often keeps a person awake longer, allowing them to drink more and/or stay up later which may increase a person's participation in other risky behaviors.
- Caffeine and alcohol are both diuretics, which means you're more likely to become dehydrated after drinking the combination, leading to a bad hangover.
- Caffeine alone affects individuals differently and may cause nervousness, irritability, restlessness, nausea, fast/irregular heartbeat, muscle tremors, anxiety and headaches. Many AMEDs contain undisclosed amounts of caffeine.
- Most AMEDs are very high calorie. The brand Four Loko is estimated to have more than 660 calories in one can – that is five times the average 12 ounce beer

Alcohol

Alcohol is a powerful chemical. When taken in small amounts, it usually produces a pleasant sense of relaxation. In larger amounts, alcohol produces a variety of psychological and physiological changes which can place the person or those around him or her in danger. Alcohol abuse can be characterized by one of three different patterns: (1) regular drinking that affects one's ability to function at his or her best, (2) drinking large amounts of alcohol at regular times (e.g., getting drunk most Fridays and Saturdays), or (3) periods of heavy daily drinking separated by extended periods of sobriety (i.e., binges).

Alcohol dependence, i.e., alcoholism, is a disorder that has profound psychological, biological, and societal effects. Alcoholism usually appears between the ages of 20 and 40, although onset prior to age 20 or after age 40 does occur. It is much more prevalent in people with a family history of alcoholism. The course of the disorder is usually progressive, with increasing effects on one's work and social life and with the development of physical dependence.

Short-term effects of alcohol use can include transient problems with comprehension and memory, slowed motor responses, depression, sexual impotence, severe stomach and pancreas inflammation, coma, respiratory arrest, automobile accidents, and increased violence towards both strangers and one's family and friends. Alcohol use during pregnancy can produce a characteristic group of severe defects in the child known as fetal alcohol syndrome. These defects include facial malformations, mental retardation, seizure disorders, and heart malformations. Chronic alcohol abuse can

produce physical complications, including brain damage, liver damage, impotence and infertility, ulcers, and gastrointestinal bleeding. In addition, abrupt cessation of drinking can cause serious, sometimes even life-threatening problems including high blood pressure, seizures, and hallucinations. Death can occur as a result of coma and respiratory failure, impaired coordination and judgment (e.g., in a car accident or suicide attempt), one of the serious chronic medical complications, or severe withdrawal.

Responsible Alcohol Use

Responsible alcohol use can include **choosing not to drink alcohol** (especially if you are under the age of 21) and/or choosing to consume a moderate amount of alcohol based on your size and gender. Here are some other ways to use alcohol responsibly.

- **Know your limit.** Most people find that no more than a drink an hour will keep them in control of the situation and avoid drunkenness.
- **Eat food while you drink.** It is particularly good to eat high protein foods such as cheese and peanuts, which help to slow the absorption of alcohol into the circulatory system.
- **Sip your drink.** If you gulp a drink for the effect, you are losing a pleasure of tasting and smelling the various flavors. This is particularly true for wine. It takes approximately 20 minutes to feel one drink.
- **Accept a drink only when you really want one.** At a party if someone is trying to force another drink on you, ask for ice or drink a non-alcoholic beverage.
- **Cultivate taste.** Choose quality rather than quantity. Learn the names of fine wines, whiskeys, and beers. Learn what beverage goes with what foods.
- **Skip a drink now and then.** When at a party, have a nonalcoholic drink between the alcoholic one to keep your blood alcohol concentration down. Know that all drinks are not created equal. For example, a Long Island Iced Tea may have as many as 3 to 7 shots of alcohol, which can take as long as 2 to 6 hours to metabolize.
- **Don't take a drink from someone you do not trust with your life, literally.** Also, beware of unfamiliar drinks, such as fruit and rum drinks as the alcohol is not always detectable, and it is difficult to space them out.
- **Don't drink and drive.** Plan ahead by having a designated driver, or call a taxi.
- **Don't mix alcohol with other drugs.** Drug interactions can have fatal consequences. Use alcohol carefully in connection with other drugs, sleeping pills and cold or cough medicines. Alcohol should be avoided while taking certain prescription medications.
- **Respect the rights of individuals who do not wish to drink.** It is considered impolite to attempt to get people to drink who do not wish to. They may abstain for religious or medical reasons, because they are recovering alcoholics, or they just may not like the taste/effect it has on them.
- **Avoid drinking mixed drinks on an empty stomach on a hot day.** This might produce hypoglycemia, which can cause dizziness, weakness, and mood change.

- **Pair drinking with dining.** If you know that you will have to drive after consuming alcohol, limit consumption to no more than one drink an hour **with your meal**. This allows time for the alcohol to be absorbed slowly into the circulatory system.
- **Pregnancy and alcohol do not mix.** Alcohol goes straight from a mother's bloodstream to the unborn baby causing birth defects and other abnormalities.

Blood Alcohol Level (BAL)

A person's blood alcohol level (BAL) - also referred to as blood alcohol concentration (BAC) - indicates the amount of alcohol in their system. There are four factors that are the most important in determining how alcohol affects an individual.

Gender: Women are affected by alcohol more so than men. Generally, women are smaller, have a higher percentage of body fat, and have less of the enzyme in their body that breaks down alcohol.

1. **Weight:** Given similar amounts of alcohol consumed, smaller people become more intoxicated than bigger people. However body fat percentage plays a role. The higher the body fat percentage, the more one will be affected by alcohol.
2. **Drinking Rate:** How fast you drink can greatly influence the effect of alcohol on your system. Think of your body like a funnel - no matter how fast you pour liquid into the funnel, it will only come out the bottom at a certain rate. If you pour too much, the funnel (your body) can overflow (alcohol poisoning). On average, it takes roughly 20 minutes for alcohol to get into your system once you drink it. It takes roughly 45-60 minutes for each standard drink to be removed from your body. There is no way to increase the oxidation rate – the rate at which the body naturally eliminates alcohol. It takes time, not coffee.
3. **Quantity:** The following all contain the same amount (0.5 ounce) of pure ethyl alcohol and are considered a standard drink:
 - 12 oz. standard beer
 - 10 oz. of most microbrews
 - 8 oz. malt liquor
 - 4-5 oz. table wine
 - 2.5 oz. of fortified wine (i.e. Mad Dog)
 - 1.25 oz. of 80 proof hard liquor
 - 1.0 oz. of 100 proof hard liquor
 - .75 oz. of 151 proof hard liquor (i.e. Bacardi 151)
 - .50 oz. of 180 proof hard liquor (i.e. Everclear)

Alcohol Poisoning

Alcohol poisoning occurs when a person drinks enough alcohol to cause the central nervous system to dramatically slow down. Breathing and heart rate become slower and slower, the person loses consciousness and may slip into a coma and die. Alcohol poisoning is most likely to happen when someone drinks a large amount of alcohol very quickly. Because the liver can only process one drink per hour, a person's BAC can continue to rise for several hours reaching a potentially deadly level.

IF YOU SEE THESE SIGNS:

C - Cold, clammy, pale, or bluish skin

U - Unconscious (the person is semi-conscious or unconscious)

S - Slowed breathing (eight or fewer breaths per minute; eight or more seconds between breaths)

P - Pale

DO THIS:

- Call Emergency Medical Services (911) immediately
- Clear the person's airway
- Put the person on his/her side (prop up with pillows)
- Stay with the person until EMS takes over

Acute alcohol poisoning is an emergency. Make the call! Too much alcohol will kill a person. Never leave an intoxicated person alone!

The above information is not an exhaustive explanation of the many serious health risks and destructive behaviors associated with the abuse of drugs and alcohol. Holy Apostles College and Seminary seeks to disseminate this information to our on campus students and employees, and also to our online learning students and faculty.

Disabilities Resource Center (DRC)

Purpose of the DRC

The purpose of the Disability Resource Center is to assist individuals with disabilities with accommodations and services that will promote success and integration into seminary/college. Holy Apostles College and Seminary complies with the mandates created by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The intent of the ADA is to protect individuals from discrimination on the basis of disability and to extend civil rights protection for people with disabilities to employment in the private sector, transportation, public accommodations, services provided by state and local governments, and telecommunication relay services. Section 504 of the Rehabilitation Act protects the civil rights of anyone who has met the requisite academic and technical standards required for admission or participation in the programs and activities of any post-secondary institution who receives federal financial assistance. For coursework and collegiate events, all individuals at Holy Apostles College & Seminary will be provided with equal access.

General Information

Holy Apostles College & Seminary provides services and assistance to any individual who identifies him/herself as a person with a physical and/or learning disability which substantially limits one or more life activities. Common services available to students with disabilities include but are not limited to:

- Advocacy to faculty, staff, and administration
- Testing modifications
- Assisted registration
- Handicapped Parking
- Use of tape recorders
- Audio textbooks (where available)
- Extended time for program completion
- Environmental adjustments
- Other services as warranted and mandated by law

Procedures for Requesting Accommodations for a Disability

As seen above, a variety of support services are available to individuals with disabilities; however, **ALL SERVICES MUST BE REQUESTED IN A TIMELY MANNER.** Accommodations are provided only after disclosure and documentation procedures are complete. To request services and/or accommodations, the following steps should be taken:

1. Individuals needing such services and/or accommodations should meet with The Academic Dean to make a formal, written request and sign a disclosure form as well as other paperwork. Students should bring to this meeting appropriate and current documentation* of the disability. Students may contact the Academic Dean by visiting the Academic Dean's Office or by calling 860-632-3063.

Documentation must include the following items of information:

A definitive diagnosis and the limitations associated with it.

A letter from a certified practitioner outlining specific educational and/or environmental recommendations.

Individuals with learning disabilities must also present one of the following:

A copy of a comprehensive assessment from their high school's resource office

OR

A letter or report from a licensed psychologist, diagnostician, or other professional knowledgeable in learning disabilities. This document should clearly state the presence of a learning disability and list the recommendations for the student.

Individuals with psychiatric disabilities or Attention Deficit Disorder should present a letter from a licensed psychologist, psychiatrist, or medical doctor with an explanation of the disorder, symptoms present with the disorder and educational recommendations.

All medical records and learning assessments are kept confidential. Each student will be asked to sign a confidentiality waiver in order to allow the Academic Dean to inform instructors of the student's disability in general terms and to outline accommodations that are to be provided in their classrooms.

2. Once a student's documentation has been accepted, the student will meet with the Academic Dean to discuss services and accommodations. The Academic Dean then meets with the appropriate instructors to inform them verbally and in writing of the accommodations that have been granted.

Grievance Procedures

If a student feels he/she is being denied the agreed upon accommodations, he/she should first appeal to the classroom instructor who is not in compliance. If services/

accommodations continue to be denied, the student should report the problem to the Academic Dean/Registrar. If unsatisfied with this resolution, it is the student's right to file a formal complaint following the grievance policy that is described in the Seminary/College catalog. Please refer to this catalog for specific information.

Students who have been denied accommodation by the Disabilities Resource Center may ask the office to reconsider their request upon presentation of evidence not previously submitted. Such evidence must still meet the criteria outlined above as acceptable documentation. If accommodations are still denied, student may grieve using the grievance procedure outlined in the Seminary/College catalog.

ACCOMMODATIONS WILL BE REVIEWED AND/OR RENEWED EVERY SEMESTER. STUDENTS WHO ARE CLIENTS OF THE DISABILITIES RESOURCE CENTER SHOULD SEE THE ACADEMIC DEAN FOR ASSISTED REGISTRATION AND ACCOMMODATION UPDATES BEFORE THEIR SEMESTER BEGINS.

Disabilities Resource Center Statement of Confidentiality Student Permission to Share Pertinent Information with "Need to Know" Personnel

Holy Apostles College and Seminary and its Disability Resource Center respect the privacy and confidentiality of all students enrolled in our institution. All records related to requests for accommodations for disabilities are kept in the Disability Resource Center and not in the general academic files. Under no circumstances will a student's condition and/or accommodations plan be discussed with anyone other than the necessary personnel without express written permission of the student.

The necessary personnel include the following:

- *the president-rector*
- *the academic dean*
- *the associate dean of online learning (if the student is pursuing coursework in an online mode of delivery)*
- *the director of online student affairs (if the student is pursuing coursework in an online mode of delivery)*
- *the director of educational technology (if the student is pursuing coursework in an online mode of delivery)*
- *the faculty members under whom the student studies*
- *the registrar*
- *the admissions officer*
- *the student advisor*
- *various administrative assistants who process paperwork*

Information that goes beyond the scope of what is listed here will not be shared by the Disabilities Resource Center with anyone whose role is not designated on this form without further consent of the student.

Disabilities Resource Center Disability Disclosure/Accommodations Request Form

If you have a disability or believe that a disability exists that may substantially limit a major life ability and you would like to request a reasonable disability-related accommodation to participate in Holy Apostles College & Seminary programs, please complete this form and return it to the Disabilities Resource Center which is located in the Registrar's Office or to the Academic Dean.

Completing this form and returning it to the Disabilities Resource Center is the first step in the accommodations process and should be done as soon as possible. This document should be accompanied by a statement on letterhead from a physician or certified expert. This letter should be dated and describe the disability, how it impacts academic performance, and recommendations for accommodation.

Student's name _____

Date _____ Disabilities Resource Center (initials) _____

Type of disability _____

Briefly describe how the disability affects your academics.

Did you receive disability services in high school? _____ yes _____ no

If yes, what kind of services did you receive?

Do you have a current diagnosis from a certified health care provider? What accommodations are you requesting?

Student signature _____ Date _____

Office Use Only: Disabilities Resource Center (initials) _____ Date Received: _____

Refusal of Accommodations

The student named below has refused an offer of accommodations for a documented disability. By signing this form, the student is acknowledging:

- a. he/she is currently refusing the accommodations offered by the Disabilities Resource Center.
- b. any grades earned by the student while under refusal will stand even if the student later accepts the offered accommodations.
- c. while under refusal, student may not approach classroom instructors for special accommodations or plead disability without first going to the Disabilities Resource Center.
- d. the student may accept offered accommodations at any point in time by going to the Disabilities Resource Center and completing an Accommodations Reinstatement form.
- e. the Disabilities Resource Center reserves the right to request updated documentation before reinstating the accommodations plan.

Student's name (Print clearly) _____

Student's signature and date _____

Disabilities Resource Center Coordinator (signature and date)

Disabilities Resource Center Accommodations Agreement

Student _____ Date _____

The following accommodations are being offered to the above student based on documentation provided by the student:

Institutional Accommodations

Holy Apostles will provide at the student's request:

- a. Reduced course load (student will not be scheduled for more than 12 credits/semester unless requested)
- b. Assisted Registration (student is offered the services of a faculty or staff member for registration)
- c. Leaves of Absence (all students are eligible for 180 day leave of absence/calendar year)
- d. tutorial services all students have access to office hours with instructors for academic assistance

Classroom Modifications

Delivery of information

The student's teachers will allow/provide:

- a. Time-and-a-half for completion of tests, quizzes where speed of recall is not a legitimate learning outcome/separate testing site at student's request. Time-and-a-half for completion of in-class assignments
- b. Directions should be provided orally as well as in written form—this is especially true on tests and quizzes
- c. Weekly one to one assessment of learning and progress

Environmental Adjustments

The student's teachers will:

These accommodations are in effect until _____ which is the conclusion of the student's semester. At that time in accordance with institutional policy, the student will renew accommodations for the subsequent semester.

The student and the institution understand that the student has a right to grieve if accommodations are not made or met.

The grievance procedure and contact information is provided in the Disabilities Resource Center Handbook. Student's signature below acknowledges acceptance of the above listed accommodations and receipt of that handbook.

Student signature _____

Academic Dean's signature _____

Date _____

Disabilities Resource Center Dispute Summary

Student's name: _____ Date: _____

Date of the onset of accommodations denial: _____

Name(s) and position(s) of person(s) not in compliance with accommodation agreement

Have you spoken to the person(s) named above regarding your complaint? Yes
_____ No

Describe the steps you have taken to resolve the problem between yourself and the involved parties.

Describe your situation and the nature of your problem. Please be clear.

From your perspective what would be the ideal solution to this problem?