

Handbook for Commuter Students



*Holy Apostles College and Seminary
Cromwell, Connecticut*

*Revised and Approved by the Administration
September 2015*

Welcome from President-Rector

Welcome to Holy Apostles College and Seminary. It is our goal that you receive an excellent Catholic liberal arts education. While you do so, we want you to have a positive learning experience. To that end the faculty and staff are here to serve you. We have become an international family with students from many countries. We also can offer you an experience of the universal church as your fellow students will be seminarians, religious sisters and lay faithful together forming one Body, one Spirit in Christ. As you come to Holy Apostles, you come as a guest. We welcome you and we invite you to become a part of the family. We look forward to the benefits of your youth and enthusiasm.

We present you with a handbook so that you can familiarize yourself with the expectations of the institution. The contents of the **Handbook for Commuter Students** represent current policies. We are open to your suggestions as you familiarize yourself with the life and mission of Holy Apostles College and Seminary.

Very Rev. Douglas L. Mosey, C.S.B.
President-Rector

Mission

The mission of Holy Apostles College and Seminary is to cultivate ordained, consecrated and lay Catholic leaders for the purpose of evangelization.

Vision

The vision of Holy Apostles College and Seminary is to be the premier global provider of on-line and on campus Catholic undergraduate and graduate education. It is our goal that each graduate be a competent and courageous missionary disciple of Jesus Christ according to his or her state of life, ministry or profession.

Cultivating Catholic Leaders for Evangelization

Students benefit from the unique character of Holy Apostles. The earliest Catholic universities made no distinction between higher education and preparation for the priesthood. In the same tradition, Holy Apostles College and Seminary offers lay men and women the opportunity to study philosophy and authentic Catholic theology together with seminarians and religious sisters, all of them studying, dining, and praying together daily. It is the sincere hope of Holy Apostles that the experience and the learning will also awaken a passion for evangelization in all students, preparing them to be leaders in the essential mission of evangelization.

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Welcome Letters

Dear Student,

As an assistant professor in the history department I aid in opening students' minds to history with Christ at the center. In addition, as academic dean I accompany students and serve them in an administrative manner. In this capacity, I strive to make sure that students complete their degree in a timely manner. I am eager to serve you in both these roles, since I believe that Holy Apostles College and Seminary (HACS) is truly blessed with your presence. At HACS you will study various academic disciplines from a Catholic perspective fully in accordance with the Magisterium. Our academic program, though, is not all we have to offer. We encourage you to attend, or participate, in the many on-campus activities ranging from Pro-Life events to student led talent shows. In your studies, drawing from a beautiful prayer of St. Patrick, may Christ be behind you, before you, and beside you. May Christ win you, comfort you and rescue you. May Christ be beneath you, above you, with you in quiet, and with you in danger. May Christ be in the hearts of all that love you.

May the Lord Jesus bless you,
Father Peter Kucer, M.S.A., S.T.D.
Assistant Professor

Dear Student,

As a professor and academic advisor, I am very pleased to be a part of your college life. I look forward to participating in the discovery of your vocation. You will find that our foundational courses in the humanities, social sciences, philosophy and theology allow you to explore the liberal arts tradition and develop your cognitive and analytic skills. Then specialized courses will continue to provide you with the material to discover your major interests and pursue them.

I will be teaching you courses in literature and psychology. I have enjoyed watching students be surprised at and guided by the wealth in these fields. Students over the years have found and developed their creative and interpretative talents in diverse ways in these areas. I also will be available to advise you academically on your way towards graduation.

All the best as you embark on this path to establishing your place in the ministry of Christ and using your talents for the greater good.

Dr. Angelyn Arden
Professor

Dear Student,

As an instructor and a religious Sister, I am very happy to welcome you to Holy Apostles College and Seminary. You will have the unique opportunity to study, pray and work with seminarians and men and women called to consecrated life. Holy Apostles provides an experience of the collaboration necessary to become members of one body, the Church. It is our hope that you will be changed by your experience and moved to know the joy of evangelizing.

I will be teaching you one of the foundational courses, Catechism of the Catholic Church. Students who have not yet read the Catechism are surprised and delighted at all of the information available in what St. Pope John Paul II called a sure norm for teaching the faith and a symphony of the faith.

Sister Mary Anne Linder, F.S.E.
Associate Professor

Campus Life

The Holy Apostles day begins with 7:00 a.m. Mass typically attended by about 100 students, including all the seminarians. To emphasize the universality of the Church, Holy Apostles College and Seminary celebrates both a Spanish-language Mass and a Mass in Latin every week. The number of Vietnamese residential students studying at HACS has, in recent years, given its liturgies yet another cultural dimension, namely characteristically Vietnamese liturgical music, as well as certain traditional celebrations native to their culture. Finally, in keeping the directives issued by Pope Benedict XVI in his motu proprio *Summorum Pontificum* concerning the broader use of the traditional liturgy of the Church, another notable development in the seminary's liturgical life has been the celebration of the Extraordinary Form of the Mass three days a week during the academic year in the seminary's chapel.

The Sacrament of Confession is available before each 7:00 a.m. Mass and two afternoons a week. Each evening there is a Holy Hour with exposition of the Blessed Sacrament, as well as 40-hour adoration on the first Thursday, Friday and Saturday of every month.

Students also have the option of participating in Mass and other spiritual activities, including perpetual adoration, at nearby St. John Church in Cromwell. The parish is staffed by Conventual Franciscan Friars.

The social life differs from most traditional colleges. At Holy Apostles College and Seminary students participate in and learn about Catholic life through Eucharist Adoration, study, pro-life activities, and in a variety of other ways. Many undergraduate students are involved in campus liturgical life and spiritual activities. Undergraduates also support and uplift their Catholic way of life through a number of self-propelled activities. These social events are often informal and student-initiated, and include cookouts, going to movies, playing soccer, going on hikes and to concerts. Seminarians and sisters occasionally join in.

Communication of events and activities among the lay students takes place either by word of mouth, or by the "Layitarian" Facebook page which was created to facilitate communication among both current lay students and those who have recently graduated.

Food Service: The food service at Holy Apostles continually gets praised by those in residence as well as guests and lay students (check appraisal survey). The chef is credentialed and experienced and is assisted by professional staff. All take great pride in their work. Fresh meats and vegetables are beautifully prepared. A fully stocked salad bar and home-made soups are available for the noon and evening meals. There are ample choices to meet regular dietary needs and individual needs are provided for upon request.

With the ability to study and worship alongside seminarians and consecrated students, lay undergraduates readily substitute expanded social activities and residential facilities for this college's unmatched commitment to fidelity and evangelization. The college is unique in the way undergraduates can study in a serene atmosphere of integrity in which their faith in no way contradicts their campus life.

Holy Apostles has attracted a wide range of students, from traditional recent high school graduates to senior citizens. Some undergo two years of study for personal formation and then move on. Others opt to take the two-year associate of arts degree and then return later to Holy Apostles or elsewhere to complete a bachelor's degree. Lay students may consider vocations and eventually become seminarians or religious sisters. Typically, though, lay students follow other callings including, but not limited to, pursuing advanced degrees, marrying, and raising a family.

Since many courses are relevant both to lay students and to the seminary curriculum, most classes are open to everyone. This creates a unique interaction among students. Lay graduates often express their gratitude for studying side by side with seminarians and consecrated men and women, as together they form the One, Holy, Catholic and Apostolic Mystical Body of Christ.

Extracurricular Activities

Other opportunities for involvement include the Holy Apostles Life League and in our working agreement with the National Catholic Bioethics Center and the Bioethics Center on campus.

The Holy Apostles Life League, a student-run group, is the primary pro-life organization on campus and is quite active. Its activities include a prayer vigil on Saturday mornings at one of the abortion mills in Hartford during the academic year, followed by the Mass of Mercy in the seminary chapel. In addition, a Holy Hour for Life and Mercy is held at the chapel every Saturday and includes the Divine Mercy Chaplet.

The Life League also coordinates the annual bus trip for students, faculty and staff in January to the Right to Life March in Washington, D.C. There is a tomb on campus marking the grave of an unborn victim of abortion where an eternal flame continually burns. Students also have the opportunity to volunteer at St. Gerard Center which counsels women on pro-life issues.

Holy Apostles also recently initiated a working agreement with the National Catholic Bioethics Center (NCBC) in Philadelphia allowing a student, while earning credits towards a Masters in Theology at Holy Apostles, to also earn a certificate in bioethics from the NCBC.

The Bioethics Center was founded in 1982 by the late Rev. Francis J. Lescoe, Ph.D., Msgr. David Q. Liptak, D.Min., and the late Leo Thomas Duffy, M.D. Its purpose is to articulate authentic Catholic teaching with respect to bioethical issues, from technological reproduction to end-of-life decisions. It currently operates under the direction of its surviving founder and director, Msgr. Liptak, and associate director Rev. Deacon Thomas J. Davis, Jr., J.D., L.L.M. M.A.

The Center offers information to students, scholars, and the general public online, linking to bioethics resources within the Church, the United States Conference of Catholic Bishops, various bioethics organizations, universities, publications, journals, medical associations, and more, providing a broad-based and Magisterial foundation for research and study in medical ethics and bioethical science. Some of the topics discussed in an interdisciplinary model are technological reproduction, the criteria for brain death, genetic engineering, end-of-life decisions, "living wills," stem cell research, cloning, and various legal issues related to bioethics.

PROGRAM OUTCOMES

Theology

These courses include Scripture, Religious Education, the Catechism of the Catholic Church, Theological Research and Writing, Moral and Dogmatic Theology, and Evangelization. They are geared to helping students gain a better understanding of the Living Tradition and the Living Word, and to further develop their own personal spirituality.

Philosophy

These courses examine the basic areas of philosophy as they relate to Christian Theology. Logic, Epistemology and Metaphysics provide students with an understanding of the foundation of philosophical thinking. Courses such as Philosophy of God or Ethics lead students to a deeper intellectual insight into the Christian belief structure. The courses are geared to help the student combine faith with knowledge, so as to look at life through the paradigm of Christian Theology.

English in the Humanities

These courses lead to an understanding of the development of the human person through the different ages of civilization. They include branches of learning such as literature, English, rhetoric, and fine arts. Additional Philosophy courses beyond the requirement may also be used for Humanities credit.

History in the Social Sciences

These courses study the social aspect of human life including Psychology, Sociology, Anthropology, History and Education. They are intended to help the student bring the Gospel message to others in a culturally and socially relevant way, as they better understand the perspectives from which others view Christian faith

Undergraduate Programs

Associate of Arts Program Summary of the Program

The Associate of Arts program is a 60 credit undergraduate degree with a concentration in Theology. The program is designed specifically for the person who has an interest in a liberal arts education and wants to work towards a Bachelor's degree at a future date. The A.A. program requires an understanding of theology, philosophy, humanities, social science, mathematics and the physical sciences.

A maximum of thirty credit hours with a grade of C or higher will be accepted for transfer into the program, provided credits are from accredited colleges, have not already been used for an A.A. degree or higher and are applicable to the A.A. degree. Acceptance of transfer credits is at the discretion of the Academic Dean. Of accepted transfer credits, only nine may be in a student's area of concentration. There is a three-year time limit from entry into the program for completion of the degree requirements.

Bachelor of Arts Program Summary of the Program

The 120-credit hour Bachelor of Arts Degree program provides a philosophically-based Catholic honors liberal arts curriculum with a major in Philosophy, Theology, English in the Humanities or History in the Social Sciences. The program is designed to give the student the proper preparation for graduate work in a related area, for teaching or for ministry. The B.A. program requires an understanding of Philosophy, Theology, Humanities, Social Sciences, Mathematics and the Physical Sciences.

A maximum of ninety credit hours with a grade of C or higher will be accepted for transfer into the B.A. program, provided credits are from accredited colleges, have not already been used for a Bachelor's degree or higher and are applicable to the B.A. degree. Of accepted transfer credits, only fifteen may be in a student's area of concentration. Acceptance of transfer credits is at the discretion of the Academic Dean. There is a six year time limit from entry into the program for completion of the degree requirements.

Policies

Personal Interest Students

Holy Apostles welcomes students who take courses for personal interest and/or audit. Every personal interest student who does not intend to seek a degree or certificate may take as many credits as he or she wishes, provided he or she meets the basic requirements of academic performance.

Student Conduct

Holy Apostles College and Seminary has adopted a Student Code of Academic Conduct Policy to protect the rights of students, faculty, and staff at Holy Apostles. This code ensures that the learning community at Holy Apostles is one characterized by mutual respect, civility and good citizenship. All Holy Apostles' students, both residential and online, as members of the academic community, are expected to accept and adhere to these high standards of personal conduct.

Students shall:

- Treat all members of the academic community with courtesy, respect and dignity.
- Comply with directions of College and Seminary officials acting in the performance of their duties.
- Treat the campus itself with respect, including buildings, grounds and furnishings.
- Respect the rights and property of other members of the academic community.
- Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
- Accept responsibility for and the consequences of their actions and encourage responsible conduct in others.
- Respect the prohibition of possession, consumption, distribution and provision of alcohol on campus and the illegal possession, use, distribution and provision of controlled substances.
- Abide by all published policies including but not limited to those that appear in Holy Apostles' Catalog and Student Handbook.
- Refrain from any contact with firearms on campus and from tampering with fire safety equipment in campus buildings.
- Have no firearms, weapons or any other item designed to inflict harm or damage on campus.
- The Student Code of Academic Conduct, as well as the guidelines outlining the adjudication of conduct-related offenses provided below, applies to all Holy Apostles' students and seminarians.

Academic Integrity

Holy Apostles expects students to fulfill their academic obligations through honest and independent effort. In a community of scholars committed to truth, dishonesty violates the code of ethics by which we live and is considered a serious offense subject to strong disciplinary actions. Academic misconduct includes but is not limited to the following: knowingly furnishing false or misleading information, falsification, alteration or misuse of college forms or records, any joint effort in examinations, assignments or other academic activity unless authorized by the instructor, plagiarism in any form; using another's phrase, sentence or paragraph without quotation marks; using another's ideas or structure without properly identifying the source; or using the work of someone else and submitting it as one's own. For more detailed information,

please consult Holy Apostles' Policy on Plagiarism and Cheating, which is incorporated by reference herein, violating any provision contained in Holy Apostles' Information Technology Appropriate Use Policy, willfully aiding another in any act of academic dishonesty. Holy Apostles is equally concerned about the interpersonal social relationships that affect the learning environment. Respect for the conditions necessary to enhance learning is, therefore, required.

Multiple Submissions Policy

Any work done for academic credit, in addition to its accurately representing Church teaching, should serve as a substantive demonstration of a student's having been intellectually formed by the class for which he or she is writing. To that end, students may not make multiple submissions of their academic work without first seeking permission from the course professor to whom they desire to submit their work and sharing with that course professor the original work and any comments made on it by the professor to whom it was originally submitted. In the case where the work intended for submission will be sent to two or more course professors for credit in the same semester, permission must be granted in advance by all course professors who will be receiving it. Work that is substantially the same content presented in different formats (e.g., once as an essay for one class and then as a PowerPoint for a different class) is also considered a multiple submission. Violations of this policy may lead to a faculty member's not accepting for credit the work a student has submitted.

Personal Conduct

Students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student's being asked to leave the classroom. Persistent misconduct on the part of a student is subject to disciplinary action. Some examples of classroom misconduct that will not be tolerated include, but are not limited to the following:

- disorderly conduct
- harassment
- verbal abuse
- assault
- interference with the educational opportunity of other students
- attending class under the influence of alcohol or other drugs.

Students may be disciplined for conduct, which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the interests of the college and seminary. These sanctions apply whether or not such conduct occurs on campus, off-campus, at college-sponsored or non-college-sponsored events. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.

Campus Safety Disclosure

In accordance with the Connecticut Safety Act (Public Act 90-259), the Holy Apostles College and Seminary Campus Security Policy and Crime Statistics are available upon request from the Office of the Academic Dean or the Business Office.

Library Services

Welcome to our Holy Apostles College and Seminary Library. Our mission is to support the academic and formation programs of our college and seminary. In fulfillment of this mission, our staff is committed to providing access to our Library resources and services.

To assist you in your research and studies, our on campus **Reference** staff will assist you in:

- locating materials from our print collections in the Library OPAC
- navigating your way through the online databases and eBook collections
- effectively conducting your research activities
- advising you on specialized materials for your discipline
- discerning quality resources and websites
- composing scholarly research papers
- proper bibliographic and footnote formats
- incorporating Library resources into preparation of public presentations and homilies
- securing technology assistance and wireless access for your personal devices

In addition to our on campus Reference staff, we are happy to provide you with access to our **Ask a Librarian!** 24/7 Reference Chat Service. This service will connect you in real-time with a Librarian from a participating academic library. A [chat form](#) is located on the Library website for your convenience. At the end of your chat, you will be emailed a transcript of your session. Any follow up will be forwarded to our Library Reference staff. This reference chat service is available to all students 24 hours a day, 7 days a week, and 365 days a year.

Please explore the many [Online Databases and E-Books](#) we have available through remote access to the Library web pages. You will discover a multitude of subject specific databases, full text reference sources, and an eBook collection that can support your research projects and class assignments. Your access barcode is available through your Populi account. Just visit the "Shared Folder" off the "Files" tab.

Housed within the Library is a computer classroom containing ten public computers networked to a shared printer. Continuous upgrades of our computer classroom facility enable you to conduct research and produce reports on-site. Our wireless networked environment allows you to utilize your own laptops and portable devices to access our library resources.

We encourage you to contact the Reference staff for a “walk through” of all of our Library services. This will allow us to personally take you through a virtual tour of our print and digital collections. You can arrange to have your personal tutorial either at our campus Library or via telephone conversation. We can be reached at library@holyapostles.edu or 860-632-3009.

Semester Library Hours:

Mon.-Thurs. 9:00 - 9:30; Fri. 9:00 - noon & 1:00 - 5:00;

Sat. 9:00 - noon & 12:30 - 4:30; Sun. 12:30 - 3:30 & 6:30 - 9:30

(Library hours will vary during holiday breaks and summer sessions)

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.
 - 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:

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.

- 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.

5. 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 reasonably 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. Peter's, across from the President-Rector's office, or to the Academic Dean, St. Peter's Hall, Room 107.
 3. Holy Apostles does not, at this time, maintain a campus security office or officer. The President-Rector will function in this capacity.
 4. Campus notifications can be found on the home page of Holy Apostles or may be found on local television announcements.

2008	0	2012	0
2009	1 Burglary – On-Campus in Student Housing	2013	0
2010	0	2014	0
2011	0	2015	0

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.

B. Security and access to campus facilities:

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. 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 student who wishes to withdraw from a class must seek the permission of the Academic Dean.

A 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 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. Students need Academic Dean's signature;
- b. 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**

- c. Students need Academic Dean's signature;
- d. A notation of "WF" (Withdrawal/Fail) will appear on the student's transcript.

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*.

- After End of 5th Week of Classes
- e. Students need Academic Dean's signature;
- f. 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 College and Seminary aims to ensure that any accidents or incidents and emergency situations are dealt with efficiently and effectively and that care is taken to ensure that no further injury is incurred.

General Information

1. When in doubt about anyone's health or safety, dial 911. If the student who is the subject of the medical emergency requests not to have 911 called, the faculty or staff member still has the authority to decide whether 911 needs to be contacted.
2. Holy Apostles College and Seminary does not have facilities for medical treatment other than for minor first aid.
3. Transportation costs are the responsibility of the individual who is the subject of the medical emergency, except in cases covered by workers' compensation.
4. An incident report form must be completed for any type of incident or injury that occurs on the campus of Holy Apostles College and Seminary, including personal injuries ranging from minimal first aid to hospitalization. Said Form should be completed by a faculty or staff member who (1) was involved in responding to the incident; or (2) if no faculty or staff member was so involved, then by a faculty or staff member designated by the President/Rector or Academic Dean and based upon information obtained from those present and any other witness(es) to the incident. A report must be completed and submitted to the Business Office within 24 hours of the occurrence of the incident. An Incident Report Form can be obtained from the Business Office, the Rector's Secretary Office or from the Holy Apostles College and Seminary website (www.holyapostles.edu).

Minor Injuries or Illness

1. In case of minor injury or illness, provide first aid care to the level of your ability.

2. Check that no-one has come into contact with the injured person's blood or body substances (if applicable) and require anyone who has come into such contact to wash any contaminated areas in soapy water.
3. MINOR illness or injury not requiring immediate help:
 - Minor cuts, lacerations, abrasions, and punctures
 - Minor burns
 - Flu/common cold
 - Broken fingers or toes
 - Emotional upsets
4. Routine transportation to medical offices, clinics and hospitals should not be done by employees of Holy Apostles College and Seminary.
5. Remember, these are general guidelines -- If there is any doubt, do not hesitate to call 911.

Emergency/Serious Injury or Illness

1. If serious injury or illness occurs on campus requiring medical evacuation, immediately dial 911 and then call, from a campus or cell phone, the Rector, the Rector's Secretary, or the Campus Superintendent. Give your name, and describe the nature and severity of the medical problem and the campus location of the victim.
2. The Rector, Rector's Secretary or Campus Supervisor will assist the responding EMS personnel get to the location. However, be prepared to aid responding EMS personnel if necessary.
3. In case of serious injury or illness quickly perform the following steps:
 - a. Keep the victim still and comfortable. Do not move the victim.
 - b. Ask victim, "Are you OK?" and "What is wrong?"
 - c. Check breathing and give CPR if necessary.*
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.

*Note: Only qualified trained personnel should administer CPR or advanced wound care like tourniquets.

4. LIFE-THREATENING EMERGENCIES requiring EMS (911):
 - Breathing difficulty/shortness of breath/ breathing has stopped.
 - Choking (can't talk or breathe).
 - Constant chest pain - in adults (lasting longer than two minutes).
 - Uncontrollable bleeding / large blood loss.
 - Drowning.
 - Electrocution.
 - Drug overdose /poisoning.
 - Gunshot wounds, stabbing.
 - Vomiting blood.

- Sudden, unexplained fainting /unconsciousness.
- Convulsions / seizures (uncontrolled jerking movements).
- Severe allergic reaction (difficulty breathing / unresponsive).
- Major burns (white or charred skin: blisters and redness over large area).
- Someone who will not wake up, even when you shake them.
- Severe injuries from traffic accidents.
- Significant head injuries.
- Significant falls.

Role of Safety Committee

The Safety Committee shall meet regularly throughout the school year as called by the chairperson. Committee goals shall include:

- The review of and monitoring of all filed medical emergency and safety incident reports.
- A review and discussion of the effectiveness of policies and procedures covering medical emergency and campus safety incidences and to report yearly to the Faculty Senate Committee on the need for change(s) to policy or to its implementation.

INCIDENT REPORT

INCIDENT CATEGORIES (Please check all that apply):

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Personal Injury | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Destruction of property/Vandalism | <input type="checkbox"/> Assault |
| <input type="checkbox"/> Burglary (entering dwelling, office, vehicle w/intent) | |
| <input type="checkbox"/> Blood borne Pathogen (potential for contamination by exposure to blood or body fluids) | |
| <input type="checkbox"/> Other (Please describe: _____) | |

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

PERSON/PERSONS INVOLVED:

Complainant Name: _____

Phone Number: _____ Address _____

Status (check one): Resident Student Non-resident Student HACS Employee
 Other (Please describe: _____)

Include witnesses; attach additional paper if necessary:

Witness Name: _____

Phone Number: _____ Address _____

Status (check one): Resident Student Non-resident Student HACS Employee
 Other (Please describe: _____)

DESCRIPTION OF INCIDENT: (Please give complete description of what you experienced or witnessed. If theft or vandalism occurred, list all personal items taken or damaged & the approximate value of each. If a personal injury occurred, please describe the cause and specific nature of injury.)

To your knowledge, was alcohol, a controlled substance, or any weapon involved in this incident?

_____ YES _____ NO _____ UNKNOWN

If so, please provide specific details: _____

Name & Badge # of Responding/Arresting Officer (if applicable)

DESCRIPTION OF MEDICAL INTERVENTION: [Taken to ER, bandaged, Police/emergency vehicles contacted (if so, include their incident number for tracking purposes)]

What measures can be taken in the future to avoid/prevent similar incidents or injuries?

I hereby acknowledge that all of the information in this report is correct, complete, and factual, to the best of my knowledge.

PRINTED NAME OF PERSON COMPLETING FORM SIGNATURE DATE

NAME OF SECURITY/STAFF MEMBER PRESENT: _____

PLEASE SUBMIT COMPLETED FORM WITHIN 24 HOURS TO:
Business Office, Holy Apostles College & Seminary

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, cartoons, 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 and College. All members of the 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 and College 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 College/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 of 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.

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 _____

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:

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

- 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

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

These accommodations are in effect until 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?



Holy Apostles College & Seminary

Cultivating Catholic Leaders for Evangelization

From: Disability Resource Center ADA Coordinator

To: [FACULTY MEMBER X]

Date:

Re: Accommodations for [STUDENT X]

[Name of student], who is enrolled in your [Fall/Spring/Summer] class, has one or more documented DISABILITIES that qualify him/her for “reasonable accommodations” under the Rehabilitation Act of 1973, section 504.

Please keep in mind that, when working with a student with a disability, the issue is not reducing standards for academic performance but adapting teaching and testing strategies to provide the student with equal educational opportunity.

[Name of Student] has asked you be notified that, depending upon the circumstances, some or all of the accommodations listed below may be required to provide his/her access to information and opportunity for successful program completion equal to that of students without this disabling condition:

ONLINE ACCOMMODATIONS

- [Please provide student with a transcript of any recorded materials]

CLASSROOM ACCOMMODATIONS

- [Please provide student with copies of your lecture notes, outline, or PowerPoint]

TESTING ACCOMMODATIONS

- May need extended time for testing (time and a half)
- May need to test in a distraction-reduced environment

[Name of Student] may not require all accommodations noted above because time of day, class format, and instructional methods can affect his/her needs. We suggest, therefore, that you and [Name of Student] discuss the accommodations he/she needs in your particular class. He/She has been informed that it is his/her responsibility to make his/her needs known to you, but an announcement at the beginning of the term or in your syllabus expressing your willingness to discuss special student needs might make it easier for him/her to approach you.

Please be sensitive to the fact that this information should be shared only with persons designated by [Name of student]. In order to prevent breach of confidentiality, please dispose of this notification after [Name of student] has completed your course.

Thank you for your continuing cooperation. If you have any questions or suggestions, or need assistance in arranging needed accommodations, please contact me at rmish@holypostles.edu.

Sincerely,

Mr. Robert Mish
Disability Resource Center ADA Coordinator
Holy Apostles College and Seminary
rmish@holypostles.edu

Updated: 10/18/15