**Academic Integrity Policy**

Students of Notre Dame Seminary are required to commit themselves to responsible scholarship. It is expected that every student works and studies to the best of their ability for every course.

Students also accept responsibilities and obligations which include commitments to honesty, disciplined study, and integrity in their academic work. They will be expected to respect academic scholarship by giving proper credit to other people’s work, while at the same time preparing well for assigned materials and examinations in such a way that their academic integrity will never be questioned.

**Plagiarism Policy**

NDS clearly communicates the Plagiarism Policy to new students at orientation at the beginning of each academic year. At this time all students will be asked to acknowledge their understanding of this policy by signing an Academic Integrity Policy Form. A copy of this form will be kept in the student’s folder in the Registrar’s office. In addition to its introduction at orientation, this Plagiarism Policy is included on all course syllabi to serve as a reminder and resource for students. The Academic Dean will keep a log of all suspected or verified instances of plagiarism. Plagiarism is considered not only an act of dishonesty but also a violation of academic integrity.

NDS defines plagiarism to include the following actions by students:

- Submitting an essay (or other written work) written in whole or in part by another student;
- Quoting or paraphrasing an essay (or other written work), in whole or in part, that was taken from a text or copied from an Internet source, without acknowledging the original source with a citation;
- Restating a clever phrase *verbatim* from another writer without acknowledging the source with a citation;
- Paraphrasing part of another writer's work without acknowledging the source with a citation;
- Reproducing the substance of another writer's argument without acknowledging the source with a citation;
- Taking work originally done for one instructor's assignment and re-submitting it to another teacher;
- Cheating on tests or quizzes through the use of crib sheets, hidden notes, viewing another student's paper, revealing the answers on my own paper to another student, through verbal or textual communication, sign language, or other means of storing and communicating information, including electronic devices, recording devices, cellular telephones, headsets, and portable computers; and,
- Copying another student's homework and submitting the work as if it were the product of one’s own labor.

If a professor determines that an act of plagiarism has occurred, the consequence will be that a failing grade/zero will be given for that assignment. If a student wants to contest this judgement he or she can follow the procedures outlined in the *Appealing Grades Policy on page 31.*
If a student needs directions regarding the proper form of citation, he or she should consult the NDS Style Guide and speak with his or her professor before turning in the assignment in order to get clarification.

**Attendance Policy**

Notre Dame Seminary observes the following policy regarding class attendance: Regular class attendance is expected and required of all students who intend to receive credit for course work in the graduate school. Inevitably, extraordinary circumstances will arise that make class attendance impossible on occasion; therefore, a formula for determining regular attendance has been established as policy for the convenience of both student and instructors. A student is permitted to be absent from class no more than twice the number of times the class meets per week. (You are considered absent if you are not present when attendance is taken). Thus, if a student is absent for seven classes from a course that meets three times a week, the student is in violation of school policy in this regard. The normal penalty for such a violation is the grade FA (failure due to absence).

The number of absences includes those due to illness, late registration, or any other cause. Absence from class immediately before or after holidays and free weekends is considered a double cut. Only the Academic Dean may waive penalties for absence. In absences due to illness, you must inform the instructor and your formation advisor prior to the class.

In the Master of Arts in Theology Program, courses meet in an intensive Saturday format. Because of this, missing a Saturday session is never allowable if a student has not sought and received permission from the instructor. If a student is allowed to miss a Saturday session, the following conditions apply:

◊ The student must seek and receive permission to miss the session PRIOR TO the session;
◊ The student must hand in all class requirements that are due on the date of the session missed no later than the date of that session;
◊ The student must arrange in advance to have a fellow student tape the entire Saturday session, and notify the instructor of the name of the student who will be taping the session;
◊ The student must take notes on all lectures and class activities from the taped session, and submit a typed copy of these notes to the instructor PRIOR TO the next class meeting (this can be done through email);
◊ The student cannot achieve a grade higher than a “B” in the course;
◊ If the student fails to meet the above requirements, then the student will receive an “F” for the course.
◊ **NO STUDENT IS ALLOWED TO MISS ANY ADDITIONAL SESSIONS.** If a student misses an additional session they must withdraw from the course (with a grade of “W”, “WP” or “WF”) or receive an “F” for the course.

In addition, the Institute for Lay Ecclesial Ministry (ILEM) and the Master of Arts for Pastoral Leadership have attendance guidelines specific to their programs. Attendance at all formation events is required and expected of all candidates. Situations may arise that result in an absence.
In the case of illness, emergencies or unavoidable ministry conflicts, the candidate will notify the ILEM office. In the event of missing a Saturday session, an opportunity for independent study will be assigned, thus fulfilling the requirements of ILEM.

Responsibility for completing all formation requirements rests with the candidate. Each candidate is responsible for requesting information regarding opportunities for make-up. No more than two formation events from any given year may be missed. If more than two absences occur per year, eligibility for participation in the program will be reviewed by the Director. Conflicts due to ministerial commitments should be discussed with the Director well in advance of the formation event in question.

After application and acceptance into ILEM, candidates are asked to consider their commitment to ILEM requirements as binding, with every effort made to avoid conflicts between ILEM events and personal/professional commitments. If a candidate’s life situation changes in such a way that it becomes extremely difficult or impossible for them to fulfill the formational requirements, the Director may explore the option of a leave of absence from the program.