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Academic Integrity and Plagiarism Policy

Academic Integrity Policy

Students of Notre Dame Seminary (both seminarians and all others enrolled in programs at Notre Dame Seminary) are required to commit themselves to responsible scholarship. Because intellectual formation provides the foundational principles for comprehending God's work in creation and redemption, it is integral to the development of the other dimensions of formation (*PPF*, no. 164). For this reason, it is expected that all students work and study to the best of their ability in every course.

Students therefore accept all the responsibilities and obligations required of them in academic work. Most importantly, this includes a commitment to honesty and integrity. Students are expected to develop a disciplined plan of study in accord with the rule of life, thereby enabling them to perfect the gift of intelligence in service to the Church. This requires dedicating adequate time for reading, study, and preparing written assignments (both papers and examinations). In light of the importance of this, all forms of academic dishonesty are considered to be violations of both academic and formational standards.

There are no acceptable excuses, be it lack of knowledge, preparation, or time, for the following violations of academic integrity.

Cheating

Cheating is defined as the use of the work, notes, or assistance of other students, or of other academic sources—or the giving of such assistance—to complete an assignment so that the work is not the student's own. This applies to quizzes, exams, and papers. Instances of cheating include, but are not limited to:

- The use of crib sheets, hidden notes, viewing another student's paper, or using electronic devices (phones, watches, etc.);
- Revealing the answers 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;
- Copying another student's homework and submitting the work as if it were the product of one's own labor;
- Submitting an essay (or other written work) written in whole or in part by another student;
- Taking work originally done for one instructor's assignment and re-submitting it to another teacher without the express permission of both instructors.

Cheating is the most repugnant form of academic dishonesty. It represents not only an academic, but also a moral, failure. As a result, the penalty for cheating will be a zero on the assignment in question, in addition to further formational consequences, up to and including being released from formation and expelled from NDS.

Plagiarism

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. This includes copying the words or ideas from another person's writing without providing reference to the source of those words or ideas. It is considered a violation of academic integrity because failure to properly give credit to the source is presenting another's ideas as one's own, whether this is done intentionally or unintentionally. Examples of plagiarism include the following:

- 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;
- Using a distinctive phrase *verbatim* from another writer without acknowledging the source;
- Paraphrasing part of another writer's work without acknowledging the source;
- Presenting data or research from another writer's work without acknowledging the source;
- Reproducing the substance of another writer's argument without acknowledging the source.



If a professor determines that an act of plagiarism has occurred, the consequence will be that a failing grade (down to and including zero) will be given for that assignment with no opportunity to rewrite the assignment. Particularly flagrant instances of plagiarism constitute cheating, and so will also be subject to formational consequences.

Insufficient Citation

An important part of academic integrity is making the effort to correctly employ the required protocols for citing sources. Therefore, any instance of failing to provide the correct citation is considered a violation of academic integrity, even if some reference to the source has been given. Violations of this sort include:

- Failing to provide a footnote for a quotation, even when the author and/or text has been noted in the text;
- Failure to adequately punctuate a quotation in instances where a footnote provides a citation to the proper source;
- Providing a footnote as citation to the source, but not according to the form stipulated in the NDS Style Guide;
- Failing to provide separate footnotes for different citations from the same work, even if the source has been correctly cited elsewhere in the assignment;
- While it is *not necessary* to provide a footnote for material provided in class lectures by the professor, if that material originated from a text used in the class a footnote should be provided.

If a student is guilty of insufficient citation, the professor may either deduct an appropriate number of points from the assignment, or require that the assignment be corrected and resubmitted by the student.

If a student has any doubt or uncertainty regarding the proper form of citation, it is the responsibility of the student to consult the NDS Style Guide, utilize the ARC, and speak with his or her professor before turning in the assignment in order to get clarification.

Appeals

If a student wants to contest a professor’s judgement he or she can follow the procedures outlined in the *Appealing Grades Policy* on pages 35-36 of the Catalogue.

Student Responsibility

As mentioned, it is the responsibility of the student to fulfill all academic requirements to the best of his or her ability. It is therefore incumbent on the student to familiarize himself or herself with the NDS Style Guide and get academic assistance whenever it is deemed necessary.

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.

.....
I have read the NDS Academic Integrity and Plagiarism policies and I understand that I must use research conventions to cite and clearly mark other people’s ideas and words within my paper. I understand that plagiarism is an act of academic dishonesty. I understand it is academically unethical and unacceptable to do any of the aforementioned acts.

I understand that if a professor determines that an act of plagiarism or any other form of academic dishonesty has occurred, the consequence will be that a failing grade/zero will be given for that assignment. I also understand that if I want to contest this judgement, I can follow the procedures outlined in the NDS Appealing Grades Policy.

NAME: _____ Signature: _____ Date: _____

Please print legibly

The signed original is to be submitted to the Office of the Academic Dean and a personal copy should be kept by the student



Emergency Contact for Missing Students

In compliance with the *Missing Student Procedures 20 USC 1092 (section 488 of the Higher Education Opportunity Act of 2008)*, it is the policy of Notre Dame Seminary to investigate any report of a missing student who resides on-campus at Notre Dame Seminary.

Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the seminary and register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Student's Full Name: _____

Date of Birth: _____ Cell Phone Number: _____

Campus Housing Assignment/Room Number or Home Address:

IN CASE OF EMERGENCY

Contact:	2 nd Contact:
Relationship to Student:	Relationship to Student:
Address:	Address:
City, State, Zip:	City, State, Zip:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
E-Mail Address:	E-Mail Address:

I do not wish to identify an emergency person in accordance with the Missing Student Notification Policy.

I have read the Notre Dame Seminary Missing Student Policy and understand that the individual(s) listed above will be contacted should I be deemed missing for more than 24 hours.

Student's Signature

Date



Change of Status Add/Drop

Date: _____

Semester: _____

Student: _____

Print full name

Circle YES or NO: Ecclesial Ministry Discount (EMD) Recipient YES NO
Handing on the Faith (HOF) Recipient YES NO

Please ADD the following class(s):

Course Number: _____ Course Credit Hours: _____

Course Name: _____

Course Number: _____ Course Credit Hours: _____

Course Name: _____

Reason: _____

Please DROP the following class(s):

Course Number: _____ Course Credit Hours: _____

Course Name: _____

Course Number: _____ Course Credit Hours: _____

Course Name: _____

Reason: _____

Student Signature: _____

Approval: _____
Academic Dean or Director of Program

Return the completed form to the Registrar's Office. This request will not be processed until the form is completed (including signatures) and is returned to the Registrar's Office.



Transcript Request

To: The Office of the Registrar
Notre Dame Seminary
2901 South Carrollton Avenue
New Orleans, LA 70118-4391

From:

Last Name First Name Middle/Maiden Name

Address City State Zip Code

Did you graduate? What year? If you did not graduate, what was the last term attended (eg: Spring 2015)

Cell Phone Home Phone Email Address

Please forward _____ "official" / _____ "unofficial" copy/ies of my complete transcript(s) to:

I enclose the transcript fee of \$ _____ (\$5 for each official transcript; \$2 for each unofficial transcript). No more than five (5) transcripts can be issued at one time.

Signature

Date



Request for Leave of Absence / Withdrawal

Instructions: Please complete the following information and have the Program Director sign it. It is then to be submitted to the Office of Registrar.

Date: _____

Name: _____ Date of Birth: ____/____/____

Address: _____

Email Address and Telephone Number: _____

Program: MA Theological Studies ILEM MAPL

I am requesting a leave of absence.

Circle number of semesters you are requesting: 1 or 2

Effective Term: Fall or Spring or Summer of 20__

I expect to return to NDS for the: Fall or Spring or Summer of 20__

I am requesting to withdraw from NDS.

Reason for requesting leave of absence / withdrawal: Medical Personal

What was the last date that you attended classes at NDS? ____/____/____

Student's Signature: _____ Date: ____/____/____

Approval of this leave is contingent upon the student being in good standing (academically and financially) at the close of the semester before the leave begins.

OFFICE USE ONLY

Most recent semester enrolled: _____ Cumulative GPA: _____

Program Director or Academic Dean's Signature: _____

Date: ____/____/____

Registrar's Initials _____ Processing Date: ____/____/____



MASTER OF ARTS/ILEM/MAPL/DEACON REGISTRATION FORM

Name: _____ Semester: _____

Address: _____ Date: _____

City, State, Zip: _____ Applying for HOF: YES NO

Home Phone: _____ Ministry Title: _____

Cell Phone: _____ Ministry Organization: _____

Email: _____ Social Security No: _____

Program (check one)

_____ Master of Arts in Theological Studies

_____ ILEM Commissioning Program

_____ ILEM/MAPL

_____ Diaconate Program

_____ Audit

Eligible and Applying for Handing on the Faith (HOF) funds? YES NO
(HOF assumes EMD)

Eligible and Applying for Ecclesial Ministry Discount (EMD) funds? YES NO

Is your Ministry Organization contributing to your tuition? YES NO

Course No.	Course Title	Credits	Instructor	Days & Hours

Registration fees (\$120) and meal plan expenses must be submitted with this form or you will not be officially registered. Tuition is due on or before Fall Semester – 1st Tuesday in September; Spring Semester – 1st Tuesday in February; Summer Semester – 1st Tuesday in June. Forms and fees submitted after registration week are subject to the \$100 late fee. See the online Tuition/Fee schedule under the Registrar tab on the NDS website (www.NDS.edu) to determine amounts. Make checks payable to *Notre Dame Seminary*; indicate the name of the student and the purpose of the payment in the memo section of the check. One check covering all expenses is acceptable.

FOR OFFICE USE ONLY

PROGRAM DIRECTOR'S SIGNATURE _____

ADVISOR'S SIGNATURE _____



MASTER OF DIVINITY, BPHIL, MPHIL REGISTRATION FORM

Name: _____ Semester: _____

Class Level: _____ Date of Birth: _____

Diocese: _____ Formation Advisor: _____

Course No.	Course Title	Credits	Instructor	Days & Hours

Seminarian's Signature: _____ Date: _____

Formation Advisor's Signature: _____ Date: _____

Academic Dean's Signature: _____ Date: _____

NOTES:



INTERNET POLICY

Notre Dame Seminary reserves the right to monitor all of its own computers and internet usage of those computers connected to the Notre Dame Seminary systems. The Seminary's systems may not be used to transmit, retrieve, or store any type of communication, message, image or material that is:

- Discriminatory or harassing;
- Derogatory or inflammatory regarding and individual's race, age, disability, religion, national origin, or physical attribute;
- Obscene, x-rated, and pornographic;
- Abusive, profane or uses offensive language;

The seminary's systems may not be used for any purpose that is illegal or immoral or that is an offense against any of the seminary's policies, or contrary to the seminary's interests. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment and/or dismissal from the seminary. Additionally, the seminary may advise the appropriate law enforcement authorities of any illegal activities involving its system.

INTERNET POLICY ACKNOWLEDGEMENT

I, _____, hereby acknowledge that on _____, I have read, understand its meaning, and agree to conduct myself according to the Internet Policy as stated above and in the *Seminarian Handbook*. I have also been given copies of the *General Policy and Procedure on Technology*, and the *Technology Policy for Pastoral Work with Young People* for the Archdiocese of New Orleans.

Signature

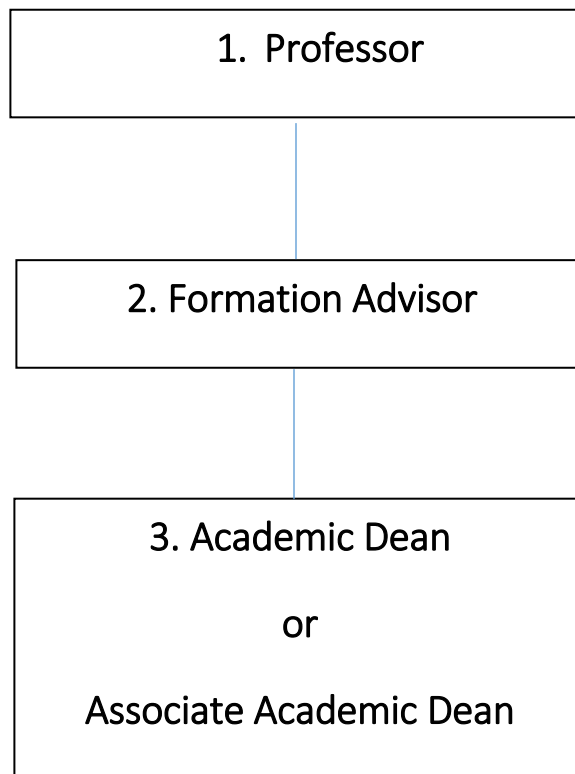
Print Name

Date



Chain of Command for Academic Concerns

1. Should there be a concern regarding academics, you must first speak with your professor.
2. If after speaking with your professor a resolution is not reached, you are to meet with your formation advisor.
3. If a resolution is not reached after following the advice of your formation advisor, you may make an appointment to speak with the Academic Dean or the Associate Academic Dean.





SEMINARIAN CONSENT FORM

I, _____, hereby grant the administration of Notre Dame Seminary permission to send grade transcripts and evaluation reports to my Ecclesiastical Ordinary and Vocation Director in accord with Ecclesiastical Law.

Signature

Print Name

Date



BACKGROUND CHECK POLICY

The seminary follows the guidelines and policies of the Archdiocese of New Orleans. Criminal background checks are done on all seminarians each year in August or September. Seminarians sign a letter of authorization granting permission for such a search. If a diocese does an initial screening as part of the admissions process the seminary will not conduct a check in the first year of enrollment. Checks will be done in subsequent years unless this is done by the diocese or religious community.

AUTHORIZATION

I, _____ authorize and give permission to Notre Dame Seminary, in accordance with the guidelines and policies of the Archdiocese of New Orleans, to perform its yearly Criminal Background Check.

Signature

Printed Name

Date



PSYCHOLOGICAL CONSENT FORM

I, _____, give Father James A. Wehner, Rector/President of Notre Dame Seminary, permission to release the findings of my Psychological Testing to Brother Stephen Synan and members of the counseling staff of Notre Dame Seminary.

The purpose of this release is to provide an opportunity for a dialogue between myself and the counselor in which the counselor will assist me in reviewing and understanding the contents of my psychological evaluation(s).

It is my understanding that the confidentiality of this dialogue will be respected and that the counselor will only report to the rector whatever he and I agree to release to him for the benefit of my formation.

Any other reporting will be conducted as “self-reporting” between myself and the rector.

I do hereby give consent to the release of the records described above freely and voluntarily.

Seminarian Signature

Seminarian Name Printed

Date



Receipt and Acknowledgment of Notre Dame Seminary's Policies and Procedures

Campus Safety and Security Documents

How to Report Criminal Actions or Emergencies
Crime Statistics Collection and Compilation
Campus Security Authorities (CSAs)
Timely Warnings
Emergency Response Procedures
Hurricane Preparedness Plan
Drugs and Alcohol
Missing Student
NDS Campus Safety and Security Handbook
NDS Policies on Sexual Misconduct
Campus Fire Safety Policies and Procedures
Fire Drill Instructions

I acknowledge reviewing the above Notre Dame Seminary policies and procedures and related information, and that it is my responsibility to familiarize myself with all information therein.

I understand that a complete list of policies are available on Notre Dame Seminary's website at the following link:
<https://nds.edu/campus-safety-and-security-documents/>

These policies supersede any prior policies or representations. Please understand that no supervisor, manager or representative Notre Dame Seminary has the authority to make any written or verbal statements or representations which are inconsistent with these policies. If you have any questions about these policies or any other policies of the Seminary, please consult the Rector-President, Academic Dean, or the Human Resources Director.

As the need arises, the policies and procedures may be revised. Notre Dame Seminary, therefore, reserves the right to revise, supplement, clarify, or rescind any policy or portion of a policy when deemed appropriate by the administration.

Printed Name

Title (e.g.: professor, staff, seminarian, lay student)

Signature

Date