



UNIVERSITY
— OF —
SAINT MARY
OF THE LAKE

GRADUATE STUDENT HANDBOOK

Compiled by
Office of Academic Affairs

September 2018

Introduction

This is a provisional version of the *Graduate Student Handbook* which will replace the *School Handbook* of the University of Saint Mary of the Lake. The *School Handbook* contained all of the policies and procedures of the University. Being that the *School Handbook* was composed prior to the founding of the Liturgical Institute or the merger of the other institutes with the University in 2000, its focus was the seminarian and his preparation for the priesthood. With the addition and expansion of the institutes, the need became clear to have separate handbooks for the various student populations.

This version documents the customs of the administration used in adapting the *School Handbook* to non-seminarian graduate students. In this sense, it represents existing policy and practice. It is provisional in that, for the first time, it is separated from the *School Handbook* and is still moving through the process of review and revision by the Administration.

Any questions regarding the *Graduate Student Handbook* should be addressed to the Office of Academic Affairs.

The Very Rev. Thomas A. Baima, S.T.D.
Vice Rector for Academic Affairs

September 3, 2012

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MISSION STATEMENT

Mission Statement

The University of Saint Mary of the Lake was founded in 1844 to prepare clergy for the Diocese of Chicago and to provide sound Catholic formation for the young local church. That mission continues today through Mundelein Seminary and the several faculties and institutes which are administered by the University.

Vision Statements

Mundelein Seminary

The Lord founded the Church with a sacred ministry of bishops, presbyters and deacons. The mission of Mundelein Seminary is to prepare men to be priests of Jesus Christ, priest, teacher and shepherd. It educates men for parish pastoral ministry as co-workers with their bishops in the service of the Catholic Church.

Ministry Formation

The Holy Spirit calls forth diverse gifts and ministries within the Church. Through its Institutes of Diaconal Studies, Lay Formation, the Liturgical Institute, and the Instituto de Liderazgo Pastoral, we also educate leaders for pastoral ministry as co-workers with the bishop and his priests in service to the people of Christ. It does this through distinct programs of formation for each ecclesial role.

Advanced Studies and Ongoing Formation

The people of Christ deserve ministers committed to life-long learning and growth in holiness. Through its Graduate School, Pontifical Faculty of Theology, Liturgical Institute and Institute for Ongoing Formation, we provide post-graduate and advanced ministerial degree programs, as well as ongoing formation for priests and all engaged in ministry.

ADMINISTRATION

Chancellor

Cardinal Blase Cupich, Archbishop of Chicago

Office of the Rector

Very Rev. John Kartje, Rector / President
Dianne Giovannetti, Administrative Assistant

Office of the Director of Chicago Students

Rev. Thomas Byrne, M.Div., S.T.L.
Marianne Hadden, Administrative Assistant

Office of the Vocation Director

Rev. Timothy Monohan

Office of the Vice Rector for Academic Affairs

Very Rev. Thomas Baima, M.B.A, S.T.D., Vice Rector for Academic Affairs
Rev. Raymond Webb, S.T.L., Ph.D., Associate Dean
Marie Pitt-Payne, M.A., Ph.D. (Cand.), Assistant Dean
Devona Sewell, M.S.A., M.B.A., Director of Registration and Records
Mary Bertram, Administrative Assistant, Designated School Official

Seminary and Graduate School

Very Rev. Thomas Baima, M.B.A., S.T.D., Dean
Rev. Raymond Webb, S.T.L., Ph.D., Associate Dean
Marie Pitt-Payne, M.A., Ph.D. (Cand.), Assistant Dean

Master of Arts (Philosophy and Religion)

Rev. August Belauskas, M.A., S.T.L., Director

Master of Divinity

Very Rev. Thomas Baima, M.B.A., S.T.D., Director
Rev. Raymond Webb, S.T.L., Ph.D., Associate Dean

Master of Arts in Liturgy

Denis McNamara, Ph.D., Director

Master of Arts in Pastoral Studies

Linda Couri, MSW, LCSW, D.Min. Director

Master of Arts (Liturgical Studies)

Denis McNamara, Ph.D., Director

Doctor of Ministry

Dr. Sandra Schmitt, D.Min., Project Coordinator

Office of the President of the Pontifical Faculty of Theology

Rev. Brendan Lupton, S.T.D., Acting President
Very Rev. Thomas Baima, S.T.D., Secretary

Systematic Theology Degrees

Rev. Brendan Lupton, S.T.D., Director

Sacramental/Liturgical Theology Degrees

Very Rev. Thomas Baima, M.B.A., S.T.D., Interim Director

Liturgical Institute

Very Rev. Thomas Baima, M.B.A, S.T.D., Interim Director
Denis McNamara, M.Arch.H., Ph.D., Academic Director
Kevin Thornton, Publications Manager and Academic Director
Jesse Weiler, Assistant Director for Media/Communications
Karen Hopkins, Administrative Assistant

Feehan Memorial Library/McEssy Theological Resource Center

Christopher Rogers, M.A., MLS, Ph.D., Library Director
Lois Guebert, M.L.S., Technical Services Librarian
Matthew Isaia, S.T.L., Electronic Services Librarian
Natalie Jordan, Library Assistant
DeAnne Besetzny, Library Assistant

Institute for Ongoing Formation

Megan Deichl, Academic Director

Institute for Lay Ecclesial Ministry

Linda Couri, M.S.W., L.C.S.W., Director
Catherine Sims, D.Min., Associate Director
Robert Alexander, Associate Director
Diana Bernacki, Program Coordinator
Kathy Szamocki, Administrative Assistant

Institute for Diaconal Studies

Dcn. Robert Puhala, M.S., M.A. Director
Rev. Bernard Kennedy, OFM, Director of Spiritual Formation
Katarzyna Kasiaz, M.A., Associate Director
Sr. Caroline Onuoha, Administrative Assistant

Instituto de Liderazgo Pastoral

Nelly Lorenzo, M.Div., Director
Luiz Eugenia Alvarez, M.Div., Associate Director
Graciela Contreras, Assistant Director
Aura Martinez, M.Theo., MRE, Associate Director
Daniel Ramírez-Florez, S.T.L., Associate Director
Criselda Vera, Administrative Assistant

Office of the Vice Rector for Formation

Rev. Brian Welter, M.Div., Vice Rector for Formation
Rev. Edward Pelrine, M.Div., Director of Spiritual Formation
Dorothy Riley, Administrative Assistant

Formation Advisors

Rev. August Belauskas, M.A., S.T.L.
Rev. Thomas Byrne, M.Div., S.T.L.
Sr. Judith Anne Haase, O.P.
Rev. Dennis Kasule, S.T.D.
Patricia Klein, M.A., D.Min. (Cand.)
Rev. Edward Pelrine, M.Div.
Deacon Patrick Quagliana, M.A.
Rev. Dennis Spies, M.Div., S.T.L.
Rev. Brian Welter, M.Div.
Sr. Kathleen Mitchell, FSPA, D.Min
Rev. Ray Webb, S.T.L., Ph.D.

Spiritual Directors

Rev. Pat Boyle, S.T.L., Ph.D.
Rev. Gus Belauskas, M.Div.
Rev. Marek Duran, M.Div., S.T.L. S.T.D.
Rev. Scott Hebden, M.Div., S.T.D.
Rev. Lawrence Hennessey, S.T.L., Ph.D.
Rev. Dennis Kasule, M.Div., S.T.D.
Rev. Ronald Kunkel, S.T.D.
Rev. Brendan Lupton, M.Div., S.T.D.
Rev. Ed Pelrine, M.Div.
Rev. Carlos Rodríguez, M.Div.
Rev. Elmer Romero, M.Div.
Rev. Bob Schoenstene, S.S.L.
Rev. Dan Siwek, S.T.L.
Rev. Dennis Spies, M.Div., S.T.L.
Rev. Ray Webb, S.T.L., Ph.D.

Adjunct Spiritual Directors

Rev. Martin Barnum, D.Min.
Abbott Vincent Bataille, O.S.B., M.A., M.Ed.
Very Rev. Ken Budzikowski, M.Div.
Msgr. John Canary, D.Min.
Rev. Patrick Dorsey, S.J.
Rev. Kevin Feeney, M.Div., D.Min.
Rev. Joseph Henchey, CSS
Rev. John Hennessey, D.Min.
Rev. Jerome Kish, M.Div.
Rev. Pawel Komperda, M.Div.
Rev. Anthony Lajato
Rev. Patrick Marshall, M.Div.
Rev. Roberto Mercado, M.Div.
Rev. Tim Monahan
Rev. Carl Morello
Rev. Jamie Mueller, S.T.B., M.Div.
Rev. Tim O'Malley, M.Div.
Rev. James Presta, S.T.D.
Rev. Charles Schmiech, OFM
Rev. David Simonetti, M.Div.
Rev. Dennis Zalecki, M.Div.
Rev. Lawrence Zurich, OFM

Class Formation Instructors

Rev. Ed Pelrine, Rev. Elmer Romero, Fourth Theology
Rev. August Belaskas, Third Theology, Rev. Dennis Kasule
Deacon Pat Quagliana, Second Theology
Rev. Brian Welter, First Theology
Ms. Patricia Klein, Pre-Theology II
Rev. Dennis Spies, Pre-Theology I

Field Education

Rev. Dennis Spies, S.T.L., Director of Pastoral Internship Program
Sr. Judith Anne Haase, OP, Director of Field Education, Director of Clinical
Pastoral Education
Wendy McMurray, Administrative Assistant, Field Education

Liturgy

Rev. Bradley Zamora, M.Div., S.T.B., Director of Liturgy

Music

Linda Cerabona, M.A., Director of Music

Peace and Justice

Deacon Patrick Quagliana, M.A.

Hispanic Ministry

Rev. Elmer Romero, M.Div., Director

Pilgrimage Program

Rev. Dennis Kasule, S.T.D., Director of Pilgrimage
Marianne Hadden, Coordinator of Pilgrimage

Counseling Services

Rev. Carlos Rodriguez, M.Div., Director
Eileen Fera, Ph.D.
Joseph Fortunato, Psy.D.

University Health Center

Anne Webb Ross, R.N., M.S.N.

Chief Operating Officer

Jim Heinen, Chief Operating Officer
Dianne Giovannetti, Executive Assistant

Office of Human Resources and Individual Development

Tad Geiger, Director of Human Resources

Financial Operations

John Lehocky, M.B.A., C.P.A., Senior Vice President
Karen Porten, Accounting Manager
Patricia Kristan, B.S., Staff Accountant
Nancy Ambrosio, Accounts Receivable
Sandy Hessler, Administrative Assistant

Business Office Staff

Patricia Hain
Gloria Talbot

Guest Services

Michelle Perez, Manager, Front Desk
Marta Diaz, Guest Services Associate
Quinn Geiger, Guest Services Associate
Margaret Kuretich, Guest Services Associate
Andrea LaMarre, Guest Services Associate
Sonia Penaranda Taggart, Guest Services Associate
Sarahy Tercero, Guest Services Associate
Chelsea Weeldreyer, Guest Services Associate

Office of Events and Services

Pamela Helminski Devitt, Senior Director, University Events and Services
Elaine LaMarre, Event Planner
Rose Provenzano, Event Planner
Monica McMahon, Event Planner

Welcome Center/Bookstore

Kim O'Neill, Operations Manager
Martha Mehringer, Tours, Bookstore Associate
Eugenia Rice, Bookstore Associate

Office of Relationships and Advancement

Judi Golemba, Associate Vice President, Relationships and Advancement
Patrick Belics - Manager, Annual Fund
Bonnie Hansen, CMP - Manager, Events and Alumni Relations
Kim Obaid - Advancement Operations Coordinator
Sydney M. Prochazka - Philanthropy Advisor
John Walker - Philanthropy Advisor

Marketing and Communication

Matt Paoletti, Director of Marketing and Communications
Angela Pasyk, Digital Marketing Manager

Facilities and Capital Asset Planning

Mr. Jim Heinen, Director
Janet Barta, Superintendent Environmental Services and Projects
Bonnie Pijut, Administrative Assistant

IT Services

Eric Albert, Sr. Director IT, Enterprise Solutions
Craig Lackenbach, Technology Associate
Jeffrey Kendrick, Technology Associate

Nutrition and Catering Services

Mary Jo Incavo, Director

Public Safety and Risk Management

John Huinker, Director

SEMINARY BOARDS

ACADEMIC BOARD

PURPOSE

The Academic Board is a policy-making body with responsibility to define, to review, and, when necessary, to modify all academic policies. Within this responsibility are included all matters related to teaching, curriculum, evaluation of learning, learning environment, teacher responsibility, and any other matters that pertain to the academic dimensions of the seminary. The board is the policy-making body for matters solely academic. The board operates in collaboration with other bodies to decide policy that affects other areas of seminary life.

In determining policy, the Academic Board is to consult with the full faculty, the Administrators, the Peer Ministers, and, when necessary, the entire student body. Such consultation is crucial in establishing effective policies.

MEMBERSHIP

The Academic Board is made up of the Academic Dean, Associate Dean, Assistant Dean, Vice Rector, the Ecclesiastical President, the Director of Pre-Theology, the Department Chairpersons, a Peer Minister, and an elected Student Academic Representative from each year. The Director of Field Education and Dean of Formation are *ex officio* members of the Academic Board. The chairperson of the Academic Board is the Academic Dean.

The Department Chairpersons have two votes per department. All other members of the board have one vote. On matters of policy, there would be a total of 24 votes: twelve (12) Chairpersons; two (2) Deans (Academic and Ecclesiastical); one (1) Director of Field Education - for a ratio of 15/9 in setting policy for matters solely academic.

FUNCTION

The Board meets regularly throughout each quarter. Subcommittee work prepares projects for review by the full board. The Academic Dean as chairperson is responsible to call meetings of the Board, set the agenda, write summaries of the meetings and coordinate the action taken by the Board. He is responsible for keeping the faculty and student body informed about the deliberations and actions of the Board.

FORMATION BOARD

PURPOSE

The Formation Board is the policy-making body which establishes, reviews, and clarifies all policies that affect the spiritual formation of students, as well as those that govern community life. This includes all policy decisions affecting spiritual direction, spiritual formation, personal formation, field education, evaluation of students, house and community guidelines, and any other matters that pertain to the formation dimension of the seminary. The Board is the policy-making body for matters formational. The Board operates in collaboration with other bodies to decide policy that affects other areas of seminary life.

In determining policy, the Formation Board is to consult with the full faculty, the Administrators, and peer ministers, and, when necessary, the entire student body. Such consultation is crucial in establishing effective policies.

MEMBERSHIP

The Formation Board is made up of the Dean of Formation, the Vice Rector, the Academic Dean, the Associate Deans of Formation, the Director of Spiritual Life, the Director of Field Education, the Director of the Internship Programs, the Director of the Pre-Theology Program, and the Director of Liturgy. It also includes student representation including a peer minister and a student from each year who is elected by his class. The chairperson of the Formation Board is the Dean of Formation.

FUNCTION

The Board meets regularly throughout each quarter. Subcommittees prepare projects for review by the full Board. The chairperson of the Board is responsible to call meetings of the Board, to set the agenda, to write summaries of the meetings, and to coordinate the action taken by the Boards. He is responsible for keeping the faculty and student body informed about the deliberations and actions of the Board.

ACADEMIC REVIEW BOARD

PURPOSE

The University of Saint Mary of the Lake reserves the right to require the withdrawal of any student who fails to give satisfactory evidence of academic ability and active cooperation with all requirements of the program.

According to University Policy, "If a student fails a required course in one quarter and another required course in the next quarter, he is automatically subject to a Academic Review Board and possible dismissal from the Academic Program" (see school catalog for further information).

The purpose of the Review Board is to look into a student's situation in order to offer to the Rector/President a recommendation either that a student continues with his studies or that a student be dismissed. A recommendation for continued participation in the degree program should be based on extenuating circumstances which satisfactorily account for the student's poor performance.

MEMBERSHIP

The Academic Review Board is made up of the Vice Rector for Academic Affairs as Chairperson, the Director of the degree program in which the student is enrolled, one faculty member and one student chosen by the Vice Rector for Academic Affairs, and a person (either faculty or student) chosen by the student under review.

FUNCTION

The Academic Review Board meets when the need for a meeting arises. The information shared about the students under review is strictly confidential. The chairperson is responsible for calling the meeting of the Board of Review, setting the agenda, and writing the summary and recommendations of the meeting. The decision made by the Academic Board of Review needs the Rector's approval prior to implementation.

FORMATION REVIEW BOARD

PURPOSE

The purpose of the Formation Review Board is to look into a student's situation in order to offer to the Rector/President a recommendation that a student continues with his formation without restriction, that he be placed on Formation Probation or be dismissed.

MEMBERSHIP

The Formation Review Board is made up of the Formation Dean as Chairperson, the formation advisor of the student, another faculty member chosen by the Dean, a peer minister chosen by the Dean, and a person (either faculty or student) chosen by the student under review.

FUNCTION

The Formation Review Board meets when the need for a meeting arises. The information shared about the student under review is strictly confidential. The chairperson is responsible for calling the meeting of the Review Board, setting the agenda, and writing the summary and recommendations of the meeting. The decision made by the Formation Review Board needs the Rector's approval prior to implementation.

STUDENT POLICIES

GENERAL ADMISSION REQUIREMENTS

- 1) The history of a person's development should be sufficiently healthy and mature to enable him/her to begin the immediate task of preparing for a vocation to church service. If there are significant developmental issues that need attention, they should be faced prior to admission.
- 2) A person's philosophical and theological preparation should be sufficient to allow for serious theological study at the graduate level.
- 3) A person's religious and spiritual formation should be sufficiently rooted to allow for personal exploration and self-expression. In other words, the student should have sufficient self-knowledge and conversion of heart which would enable him to make progress in the development of a spiritual-ministerial life.
- 4) A person's pastoral experience should be broad enough to assure a realistic reference for him in his preparation for church ministry.

ELIGIBILITY

To be eligible for acceptance in the graduate program students must:

- 1) Possess the talent and potential for ministerial service;
- 2) Be spiritually motivated;
- 3) Be pursuing a lifestyle compatible and consistent with Catholic morals.

Admission Procedures for non-seminarian graduate students

- 1) The University requires diocesan/religious order approval for any priest or religious. Lay students must present a letter of recommendation from their proper pastor.
- 2) Psychological Testing: This is required for candidates for ordination and those preparing to be called as Lay Ecclesial Ministers. **Other programs do not require psychological testing.**
 - Recent psychological testing, interview and write-up are required for each candidate. Among the tests required are: Diagnostic Interview, MMPI, Rorschach, T.A.T., and Incomplete Sentences.
 - The psychological testing may be done through arrangements made with the director of the respective institutes. All costs of such testing are governed by the specific policies of the Institute to which the student is applying.
 - The psychological data is shared with the Institute Director. The Administrators of Mundelein Seminary are also authorized to have access to the data. Our own staff psychologist interprets the data for the Directors or Administrators. Written permission for the use of this material is obtained from the candidate.
- 3) Official copies of transcripts of credit from each college or graduate program attended should be forwarded directly to the Office of the Registrar of the University of Saint Mary of the Lake.
- 4) Applicants seeking admission to degree programs at Mundelein must be graduates of an accredited college or university and must possess an accredited bachelor's degree or an equivalent bachelor's degree. A Grade Point Average of 2.50, based on a 4.00 system, is required.

- 5) Students must also have completed any prerequisites which their program requires. These are specified in the catalog of the various institutes.
- 6) An application form is to be filled out by each candidate. This gives the Admissions Board background on the individual.
- 7) An applicant may be asked to visit the University and be interviewed by the staff of the institute to which they are applying. The specifics of the interview procedure are described in the catalog or handbook of each institute.
- 8) Sometime after all the pertinent information has been turned in to the institute, and reviewed by the Office of Academic Affairs, a decision will be made as to whether the candidate will be accepted, rejected, or asked to delay his admission into the institute.
- 9) A letter of acceptance will be sent to the applicant by the Institute Director. If there are any conditions on the acceptance, they will be detailed in the letter.

Special Admission Circumstances

- 1) Students who have voluntarily left either a college seminary or a graduate school of theology other than Mundelein Seminary will be required to go through a full admissions process.
- 2) Application from former students of Mundelein Seminary require the approval of the Office of the Rector for admission.
- 3) Students, who have been asked to leave Mundelein Seminary, a college seminary, including St. Joseph College or a graduate school of theology, are normally ineligible to apply to ministerial formation programs at the University of Saint Mary of the Lake.
- 4) Other special admissions circumstances are detailed in the catalogs and handbooks of the individual institutes.

Expectations and Responsibilities

- 1) Students who reside on campus are expected to observe the specified rules of campus life.
- 2) Students must fulfill the requirements of the program in which they are enrolled.
- 3) Payment of room, board, tuition, and ordinary fees should be done on time.
- 4) Students are to be respectful of the major purpose of the University of Saint Mary of the Lake, which is the formation of men for the priesthood, as well as the multiple missions of the various institutes and centers.

THE PROCESS OF REVIEW

Any serious question about the fulfillment of a University requirement raises a question about the advisability of a student continuing to study at the University. If such a situation should arise, it will be discussed, normally, by the Institute Director and the student, and an Academic Review Board may be convened (see above). If the problematic situation is not sufficiently addressed in a timely manner and/or the conditions of probation are violated, either the Rector or the Vice Rector for Academic Affairs may convene a Clarification Committee. A Clarification Committee, consisting of the Rector, Vice Rector for Academic Affairs, and when appropriate, a member of the faculty of the Institute. They will then review of the concerns and make recommendations about the student's continuance in the University. The recommendation of the Clarification Committee is made to the Rector. He makes the final decision. There is no further review.

Extraordinary Process of Review

The process for the review or dismissal of a student for academic or formational reasons may be initiated by the Rector in consultation with or upon the recommendation of the Institute Director at any time if the Director believes there are circumstances which would warrant such proceedings. Outside of such extraordinary circumstances, the ordinary processes of review and dismissal of students are explained above.

COMMUNITY LIFE GUIDELINES

ABSENCE FROM CAMPUS AND PRESENCE ON CAMPUS

While students are in full-time residence at the University of Saint Mary of the Lake, they are expected to be present and participating in the daily life and ordinary events of the Institute.

Any anticipated absences from the daily life and/or required formational events at the University should be reported to the Institute Director. Absence from class should be made known to the Vice Rector for Academic Affairs' Administrative Assistant and the teacher. A student should inform the Office of Academic Affairs and the teacher as to the reason for the absence.

BUSINESS OFFICE

All financial matters will be handled through the business office in the Administration Building. The business office is open Monday through Friday, during normal business hours. Specific hours of operation are posted in the business office.

WELCOME CENTER BOOKSTORE

Located inside of Mundelein Hall, at the southeast side of the Dining Hall, the bookstore features an array of books, including many by Mundelein faculty, along with University of Saint Mary of the Lake/Mundelein Seminary gift items. Textbooks for class can only be purchased through the University's online bookstore.

GRADUATE HOUSE LIFE

The South Residence Building is divided into two areas. The commercial area, used by the Conference Center, includes the first and second floor sleeping rooms, part of the third floor, the Chapel and the Living Room. The graduate student area is located on the third floor and includes the study-bedrooms, a Resident's Oratory and the Graduate Student Lounge. Students may not use any of the facilities of the Conference Center without prior permission. The Office of Guest Services works with the Office of Academic Affairs and the various institutes to assign students to study-bedrooms.

The reality of life within the South Residence is an important and influential reality. People live together closely at the University; the attitude, the atmosphere, and relationships within and among the different student groups have an overall impact on the quality of our lives together. Because resident life can be an indirect formation reality, several guidelines are important.

- 1) The Graduate House is a home for people. We encourage the atmosphere within the house to be welcoming, supportive, and growth-filled.
- 2) The house should develop concrete and realistic residence life expectations. The expectations and customs within the house should be discussed each year and is open for modification depending on the overall spirit within and make-up of the house. Each year new people enter the house, and new people should bring new planning and reorientation.
- 3) The Graduate House is directed by the Director of the Ecclesiastical Residence Hall for students of the Pontifical Faculty of Theology or the Director of the Liturgical Institute for LI students. They are to be involved in the house in pastoral ways. They should extend to each

individual in the house their concern and care. Each director is an ombudsman regarding the social, liturgical, and prayer life of those students under his care. In problem situations he should call the house to settle its difficulties. He should also call them to satisfactory interpersonal living.

- 4) In the interest of cleanliness and public health, the House is not permitted to have dinners or barbecues in the student rooms or corridors. The Graduate Student Lounge is the proper venue for such events.
- 5) The use of stereos, radios, and TVs in a student's room is permitted, but sensitivity to the other students living within the House demands that they be used behind closed doors or with ear phones. All students should respect other students' need for quiet by not banging doors or talking loudly in the halls or in their rooms with doors open. This is especially true after 10:00 p.m. and before normal rising time.
- 6) Late night parties and gatherings should be moved to the Graduate Student Lounge if they extend beyond 10:00 p.m. Peoples' right to quiet in the buildings should always be respected.

POLICY STATEMENT ON STUDENT TREATMENT OF STAFF/OTHER STUDENTS

Students owe the University staff/students respect. Students must learn to appreciate and work with staff. Furthermore, they will be called upon to work with women and men on parish staffs in the future. While the University provides a "home" for students, it must also be recognized that this is also a *workplace* for our staff. The University is required to follow due process when a grievance (e.g. a charge of harassment or contributing to a hostile work environment) is brought by a staff person against a student. On the academic side, the matter is brought by the aggrieved person or his or her supervisor to the Vice Rector for Academic Affairs, who informs the Rector, and the Institute Director. The matter is then brought to the student to explore what happened and to consider ways to redress the situation (e.g. apology, reconciliation, change of attitudes, connect what happened with the demands of the Christian life and ministry formation, etc.). On the employment side, the matter would be brought to the Director of Human Resources who would inform the Rector. The full range of responses as outlined in the employee handbook would be explored before reaching a final determination. The Director of Human Resources and the Vice Rector for Academic Affairs will remain in contact on the matter to ensure that both employment and academic concerns are addressed.

CAR REGISTRATION AND PARKING

Each student is permitted to have one personal car on campus. **All cars must be registered with the Office of Facilities.** New students will be issued a parking permit, which is to be displayed on the left rear bumper. Students who change buildings are required to obtain a new replacement parking permit. All students are required to have auto insurance. Students are asked to drive safely while on campus and to obey all posted traffic signs.

All student cars are to be kept in the student parking lots assigned. Graduate students may be assigned to park in the Purple lot. Students are asked not to park on Principal Avenue. During the wintertime, cars parked on the street make it difficult for the snowplows to clear the street. Students are asked not to park on the walkways surrounding the residence buildings or in front of doorways and entrances. These are "Fire Lanes" for emergency vehicle access only.

CHECK CASHING

Check-cashing privileges are available during posted hours to students on a limited basis at the business office. Checks for \$50.00 or less will be cashed immediately. Larger checks will be cashed on a funds-available basis. **Checks should be made payable to cash.** Except for certain circumstances, third-party checks will not be accepted. A \$35.00 fee will be charged for all NSF checks (non-sufficient funds).

COUNSELING SERVICES AND PSYCHOLOGICAL EMERGENCIES

Referrals for counseling services are available through Catholic Charities of the Archdiocese of Chicago, which operates the Holbrook Center on the Mundelein Campus. Referrals are also available through Advocate/Condell Medical Center in Libertyville.

Psychological emergencies should be referred to the Emergency Department of Advocate/Condell Medical Center in Libertyville.

DRESS CODE

While on campus, please adhere to the campus dress code:

MEN: Cut off t-shirts and tank tops should have a shoulder width of at least 2 inches. Chest, back, and sides should not be exposed. Shorts should be past mid-thigh;

WOMEN: Undergarments and sports bras must be covered by other attire. Tank tops should have a shoulder width of at least 2 inches and cover back and sides. Shorts should extend to mid-thigh (for example, loose soccer or basketball shorts). Dresses and skirts should be a respectful length. Shorts or skirts should be worn over yoga pants/tights. Low cut tops and short or tight skirts are not allowed.

FEES

Incoming students are charged a \$50.00 General Fee, which includes costs for matriculation, graduation, peer ministry, student I.D., and a parking permit. Incoming students will also be charged a \$200.00 refundable Room Deposit. These one-time fees will be collected from all new students during orientation week. All tuition, fees, and any other outstanding bills must be paid to the Business Office before the student will be allowed to enroll in the next quarter, unless arrangements have been made with the business office.

FIRE REGULATIONS

For all emergencies: Dial 7-911 for Fire, Police and Paramedics. If possible, stay on the line to tell the dispatcher the nature and location of the emergency. Give the building address and the name. Please be accurate – this information is very important. **DO NOT GIVE 1000 EAST MAPLE.**

- 1) If the fire alarm horns activate in your building, evacuate the building via the nearest exit. Go to your designated gathering area and wait for instructions. The fire alarm system, when activated, automatically notifies the fire department of the emergency.
- 2) If you discover a fire or if there is smoke in a given area, go to the nearest fire alarm pull box and activate it by pulling down on the handle. The horns will sound immediately, which will warn all others in the building of the fire. The fire alarm system will simultaneously notify the fire department. If possible, return to the problem area to assist others. NEVER, however, put your own life in danger if the fire or smoke is out of control. Emergency personnel are on their way.
- 3) If you discover a small fire, go to the nearest fire alarm pull box and activate it by pulling down on the handle. Then locate the closest fire extinguisher to put out the fire. If the fire is getting out of control and you cannot put it out with the extinguisher, exit the building – the fire department is on the way. Once outside the building, direct the Mundelein Fire Department to the exact location of the fire. As soon as possible, notify Public Safety, the Vice President of Facilities, the Rector, the Vice Rector for Academics, the Dean of Formation, and/or any of the cam directors.
- 4) If you hear the fire alarm or the smoke detector while you are in your room:
 - A) Place the palm of your hand against the doorknob. If it is hot, **DO NOT** open the door. Soak a blanket or towel in water and pack it around the door.
 - B) If the doorknob is cool, open the door slowly with your foot braced against it. This helps you slam the door if you discover a fire with heavy smoke outside. Be sure to close the door of your room as you exit.
 - C) If you must crawl to an exit, stay close to the wall.

- D) Do not attempt to gather possessions before leaving your room, and do not return to it until an all-clear signal has been given.
- E) If you cannot leave your room, remain close to the floor. Open the window for fresh air if necessary. If safe to do so, exit from your room using the window.
- F) Once in a safe area, make all proper notifications: 911 to report the fire; USML Security at x4815 - Mon. thru Fri 3 pm to 7 am, Sat., Sun. and Holidays or at (847) 970-4815; Vice President of Facilities; the Rector; the Vice Rector for Academics; Dean of Formation; cam director.

5) Fire Prevention

- A) Do not place hair dryers or similar devices on combustible surfaces after use.
- B) Empty wastebaskets often.
- C) Do not burn unprotected candles in a room. Do not burn candles near drapes, clothing, or bedding. Never leave candles or smoking materials burning when you are out of the room.
- D) Lamps, appliances, etc., with worn or frayed cords should be discarded.
- E) Do not use extension cords that are in poor condition. Do not overload individual outlets. Do not place cords under rugs or combustible materials. Do not run an extension cord under a doorway in order to plug it into a room outlet. Do not use "under-rated" extension cords for appliances that draw excessive wattage.
- F) Hot plates and similar cooking devices are not permitted in student rooms and are a violation of the state fire code.
- G) Corridors and stairwells of institutional dormitories may not be obstructed with furniture, bicycles or other similar items.
- H) Fire doors are installed to contain fires. Wedging doors open for convenience sake is against the state fire code and an unsafe practice.
- I) Sidewalks around the resident buildings are considered "fire lanes." They are not to be used as roadways or parking lanes at any time.

6) Fire-Fighting Equipment and Alarm System

- A) The fire alarm system in this building is directly connected with the Mundelein Fire Department. When the alarm box is pulled, it sounds fire horns in the building and sends a signal to Mundelein Police Department. The alarm boxes are located near the exits on all corridors.
- B) Every corridor is equipped with emergency lighting system that is automatically activated in the event of a power failure. The first and second floor boulevards are also equipped with fire doors that automatically close in the event of a power failure or fire alarm.
- C) Every corridor is also equipped with a fire extinguisher. These are to be used only on small fires. They are suitable for all types of fire including grease, oil, and electrical fires.

FOOD SERVICE

Meals are served every day in the dining hall. Student meal times are as follows: Breakfast is served from 8:25 a.m. to 9:00 a.m.; Lunch is served from 12:05 p.m. to 1:00 p.m.; Dinner is served from 5:30 p.m. to

6:15 p.m. Breakfast is not served on Sunday mornings. There is a Sunday brunch from 11:45 a.m. to 1:00 p.m. and a cold buffet dinner served from 4:30 p.m. to 6:15 p.m. Students requiring special diets for health and/or medical reasons can obtain them through consultation with the kitchen manager. Meal tickets for guests are available from the Welcome Center. Meals cannot be purchased at the Refectory.

GOLF COURSE

There is an 18-hole golf course on campus. It has been leased to a private company and is open to the general public. Students may not enter the property of the golf course except for golfing. It is a daily fee course.

GUESTS

It is the policy of Mundelein Seminary to welcome guests to the campus. However, there are a limited number of spaces for overnight guests. It is necessary to give priority to certain people, for example: bishops, vocation directors, priests, faculty guests, alumni, prospective applicants and seminarians from other seminaries and immediate family of the seminarians.

Overnight guests are not permitted in the North Residence Hall or any of the student rooms on campus.

The Seminary Guest House is located in the South Residence Hall. It consists of seven (7) rooms available on a first come, first served basis for a maximum stay of three days. (Any exceptions to the three-day rule must be authorized in writing by the Vice Rector for Academics). These rooms may be reserved by calling the Office of Guest Services (x4505).

Guests must check in to the rooms at the registration desk of the Conference Center in order to obtain a key. If your guest will be arriving after 10:30 PM or before 7:00 AM it is necessary to arrange this with Guest Services so that Security may be informed. ***Please note that no minor (no one under 18 years of age) may be on campus overnight, unless they are the immediate family of faculty or students AND accompanied by their parent or legal guardian.***

If the Seminary Guest House rooms are filled, a guest may be housed through the Conference Center at the university rate per night. (Subject to change). All of the same rules just mentioned apply.

GYMNASIUM AND SWIMMING POOL

Although no organized program has been set up, the gym, and its facilities for basketball, volleyball, racquetball, bowling, and swimming are available for student use. A limited amount of sports equipment is available for student use, and its use and storage are co-coordinated by the Seminary. In general, students are encouraged to bring their own sports equipment with them. The gym is generally kept locked. Students may gain entry to the gym by signing out the gym key in the Office of Guest Services. A phone with an outside line is available in the dressing room of the swimming pool in the basement of the gym in event of emergencies. A list of emergency phone numbers is posted by the phone. Students wishing to bring guests to use the gym facilities should first contact the seminary administration. There is an indoor swimming pool located in the basement of the gym. Since there are no lifeguards, students are asked **NOT** to swim alone.

At the present time, the pool is closed.

HEALTH SERVICES AND EMERGENCIES

A school nurse is on duty several hours each week. Her office may be found on the first-floor boulevard (Room 519) of the North Residence Building. She can be reached at x4844. Every year a student will be appointed as a nursing assistant. He will have access to the nursing office at times when the school nurse is not available. Drs. Peter Allegretti and Dennis Grollo of Libertyville (847-362-2311) have been most gracious in offering their services on a consultative basis. Either of them will act as the seminary doctor when some other personal physician either is not desired or available. Many hospitals will not admit a patient without a doctor's approval. Accordingly, there are times when it would be necessary to contact one of these doctors either at their office or home. The school nurse has a list of approved doctors, dentists,

optometrists, etc., who also will make their services available to students. Students in need of medical assistance should contact her or the nursing assistant. Medical emergency care is available at Advocate/Condell Medical Center (847-362-2900) in the town of Libertyville. Medical emergencies should be reported to your health insurance company, within 24 hours of occurrence. Serious medical emergencies should be reported to the Rector and the Vice Rector for Academic Affairs as soon as possible.

ALL STUDENTS ARE REQUIRED TO HAVE HEALTH INSURANCE.

KEYS

Student room keys are available from the office of the Vice President of Facilities. A \$5.00 key deposit is included as part of the \$200.00 student room deposit. Students who do not return their room key at the end of their seminary program will forfeit their key deposit.

LAUNDRY AND LINEN EXCHANGE

Students are responsible for doing their own laundry. Coin operated washers and dryers are available to students at the north end of the first floor in the south residence building. Students are responsible for their own laundry supplies. The seminary does supply clean sheets and pillowcases for students. Soiled sheets and pillowcases may be exchanged for clean ones on Wednesday.

LIBRARY

The Feehan Memorial Library is located on campus. The library contains over 190,000 books and over 432 periodicals, primarily in the areas of theology and philosophy. A limited number of audio-visual materials are also available. Students also have access to books available on inter-library loan from the Association of Chicago Theological Schools. The Library is staffed with the services of a professional librarian. Books may be borrowed for a period of five weeks. Students are asked to return all borrowed materials to the library when they are due. Food and drink are not allowed in the Feehan Memorial Library and the McEssy Theological Resource Center. The general phone number is (847) 970-4820. Please contact the Library for specific hours of operation.

LOANS

Requests, paper work, and procedures for student loans are to be arranged through the Vice President of Finance and the business office. Excessive loans will be reviewed. All loan applications for the current school year must be submitted before the Christmas break begins.

MAIL

The student mailroom is located on the third floor in the south residence hall. Student mail is brought to the mailroom and sorted during the noon hour and may be picked up after 1:00 p.m. Outgoing mail may be left in the mailroom and will be picked up in the morning. There is also a main branch of the Post Office in the town of Mundelein on Hawley Street. Students who wish to ship valuable items to the University should contact the switchboard ahead of time so that such items may be held in the Administration Building. Otherwise, mail and other items sent to the seminary are delivered to an open mailroom in the south residence hall. The University, therefore, cannot assume liability for any lost items.

PETS

Neither dogs, cats nor any other type of animal, with the exception of fish or small birds, are permitted in any residence building of the university.

PICNICS

Outdoor picnics for the families of students are permitted at the University during the school year. Arrangements should be made through the Academic Dean's Office in advance.

RECREATION ROOMS

Resident graduate students have the use of the Graduate Student Lounge at the south end of the third floor of the South Residence Building. It contains a stereo system, a color TV, and a kitchen. (N.B. the recreation rooms in the North Residence and the Faculty Residence are part of the formational community of the seminary. Non-seminarian graduate students may not use these rooms. The Living Room in the South Residence is commercial space and is used only by participants in the programs of the Conference Center.)

ROOM AND BUILDING MAINTENANCE AND REPAIRS

Maintenance requisition forms can be obtained in the Office of Guest Services. These forms should be filled out in duplicate and a separate form should be filled out for each maintenance or repair item requested. All necessary information about work to be done should be included on the form along with specific information about the location of the problem. Forms should be signed and given to the formation secretary who will deliver one copy to the office of the Vice President of Facilities and one copy to the Director of the Ecclesiastical Residence Hall / or Director of the Liturgical Institute. Emergency repairs such as plumbing leaks should be reported immediately either to the office of the Vice President of Facilities, the manager of guest services, or to one of the housekeepers whose offices are located at the south end of the first-floor boulevard in the South Residence Building.

Students are requested not to use liquid or crystal drain cleaners to clear blocked drains. Such cleaners pose a hazard to the integrity of the pipes and to the plumbers who work on them. Students are also asked not to plane down doors that stick. The carpenter will come and stretch the doorframe. Door frames usually swell and stick because of hot and humid summer weather and shrink back to normal size during the fall.

Students who bring their own furniture are asked to store unwanted furniture in the south end of the first-floor boulevard in the South Residence Building.

Finally, all of the buildings are over 75 years old. Although the residence buildings are for the most part in remarkably good condition, they still suffer from the periodic breakdowns of old age, particularly the plumbing system. Students are asked to exercise due care and responsibility in their use of the building facilities and to report items in need of maintenance and repair to the Director of the Residence Hall and/or to the housekeeper. Students are asked in particular not to use scotch tape, tacks, or nails in or on the walls, doors, doorframes, or woodwork of the building corridors. Students are also expected to assume responsibility for auto, fire, theft and personal possession insurance.

ROOM CARE AND HOUSEKEEPING FOR STUDENT ROOMS

Over the summer, a variety of workers have spent time getting your room ready for occupancy in the fall. The walls have been spackled and any necessary plasterwork has been done. Your room will be clean and in good condition. The seminary requests that the students not repaint the room.

The University does **NOT** permit the use of any wallpaper in the rooms nor any major alterations or modifications of the rooms, such as cork boards on the walls, hanging light or plant fixtures from the ceilings, or built in book cases or shelves. Students may not use tacks, nails, or screws in the doors, doorframes, or woodwork of their rooms. Students may not repaint, refinish, or antique the desk, dresser, or other furniture in their rooms. Students may carpet their rooms, but they may not nail, tack, or tape carpeting to the floor. Students may not use wood stain, adhesive carpet tiles, or anything else that would damage the natural wood floors. Students wishing to have curtains or drapes should use pressure rods and are not to drill holes in the wall for curtain rods. A loft is allowed provided the student removes it and restores the room to its original condition when he leaves the seminary. Ceiling fans or alternate ceiling fixtures are not permitted. Incoming students will be charged a \$200.00 room deposit, which will be refunded at the end of their academic program if their room is left in satisfactory condition.

All rooms are approximately 117" x 166" with an alcove that is 65" x 80". The floor space of the lavatory is slightly less than half the size of the alcove. There are two windows in the large area of the room. They are approximately 35" x 70".

Each room is furnished with a bed, desk and chair, dresser, and lounge-type chair. The University provides sheets, a pillow and a pillowcase, a heavy blanket, a shower curtain, window shades and window screens. Towels, extra blankets, and curtains for the windows are the responsibility of the student. The rooms have only one ceiling light fixture; therefore, students will need to bring at least one lamp. The rooms are air-conditioned. A couple of extension cords would also come in handy, since there are only two electrical outlets in the main room. Use 3 prong grounded cords only.

The University does not supply light bulbs for floor and desk lamps. The ceiling and bathroom fixtures are lamped with energy efficient compact fluorescent lamps. Do not replace these lamps. The University will provide replacements. The University does not supply mops, soap, or cleaning supplies for the student rooms. The University does supply toilet paper, which is stored in the mailroom. A vacuum cleaner is available on every floor. Students are asked to return it to its proper storage room when they are finished using it.

There are few restrictions in terms of how a student may furnish his room. Personal furniture, TV's, small refrigerators, etc., are allowed. However, waterbeds are not allowed. In furnishing their rooms, students are asked to keep in mind the gospel lifestyle to which they are called as disciples and ministerial personnel of the Church.

When students leave the University for term breaks or summer vacation, they are asked to close windows and to leave their rooms in a clean and presentable condition. The University will not be responsible for items of value left in student rooms during the summer or vacation breaks.

SAINT MARY'S LAKE

St. Mary's Lake is part of the University property. Swimming in the lake is not permitted. Students and Resident Faculty are free to use the lake for boating and fishing and to use the pond near the boathouse for ice-skating during the winter. Safe ice conditions will be posted.

SCHEDULING OF THE FACILITIES

All scheduling of facilities should be done through the Office of Academic Affairs. The Office of Academic Affairs assigns classes to classroom space. Any other usage of classrooms should be scheduled with the academic schedule in mind.

The Office of Academic Affairs oversees the scheduling of all facilities outside of classes. This includes all common areas in the faculty building, seminary residence, library, and school building (Aula), the auditorium and the ball field. The coordinator of the seminary calendar must approve student use of the facility.

Guest Services of the University Conference Center schedules room reservations for all University guests in the south residence building.

UNIVERSITY PUBLIC SAFETY

The university grounds are patrolled seven (7) days a week by the university security officers. The security department may be reached by calling x4815 or from a cell phone or off campus at 847-970-4815, from 2:30 p.m. until 7:00 a.m., Mon. – Fri. and on weekends and holidays 24 hours a day. This system is for emergencies only.

Throughout its history, the university grounds and property have been safe and secure; incidents of theft and/or vandalism of student property and valuables by outsiders have been rare. At the same time, the university does host many outside groups, guests, and visitors. Students are asked to take proper precautions to safeguard their property and valuables by locking their rooms and to report theft or suspicious people on campus to seminary security and cam director. Students are also asked to drive safely on campus. Students driving recklessly may be stopped by university security.

Students are obliged to obey the directions of the security officers. Failure to do so will result in review.

PROCEDURE FOR REPORTING CRIMES

Any incidents of criminal related activity should be reported immediately to the Director of Public Safety (x4815), the Vice Rector for Academic Affairs (x4866), the Chief Operating Officer (x4809) or the Rector (x4800). Criminal activity on campus will not be tolerated and local authorities will be called in to assist in the arrest and prosecution of such offenders.

Any individual who feels they have been victimized in any way may request counseling or assistance by contacting the Rector's Office. The university will make every effort to assist the individual in his academic life or quality of community life here on campus.

ACCESS TO CAMPUS FACILITIES

During summer months and holiday schedules the campus switches to the building secure mode. These schedules are distributed throughout the year. The university allows visitors to view selected areas of the campus between the hours of 10:00 AM and 5:00 PM. Visitors are not permitted beyond those hours unless special permission is granted. In addition, the university on occasion will host outside groups, guests and visitors for extended stays. Students, faculty and staff are asked to take proper precautions to safeguard their property and valuables and to report theft or suspicious people on campus to seminary security and cam directors.

FOOD AND DRINK

Food and drink, except water, are not allowed in classes in the Theology Classroom Building, the Jesuit Rec Hall, or the classrooms in the Administration Building.

SMOKING POLICY

In order to eliminate second-hand smoke and to promote a healthier environment in our campus buildings, the following policy is in effect:

Students are prohibited from smoking in all campus buildings and on balconies. Smoking is only permitted out of doors and is restricted to the parking lots and to Principal Avenue.

Care should be taken to dispose of smoking material refuse in containers provided around campus.

Smokers are encouraged to quit smoking. Help is available through our University Health Services for those who want to quit smoking.

STORAGE

Empty student rooms may not be used for storage of personal belongings. Locked storage space is available in the center wing of the basement in the north residence building and in the basement in the faculty building. There are also small storage rooms at the end of each cam, which students may use. All items to be stored should be marked with some form of identification. Students are reminded that the orderliness of storage rooms is essential for fire safety. Combustibles of any kind should not be stored inside the building.

STUDY

Various study areas are available for students on campus. Consult the Library Director for more information.

INTERNET POLICY

The university is aware web "surfing" may be University related and serve a legitimate function, but the potential for abuse exists. The Internet provides access to a huge amount of information and resources that

can greatly enhance our ability to learn. Today there is no single, comprehensive directory of resources available for the Internet and users sometime must “navigate” through much unneeded information to reach useful material. The university encourages exploration of the Internet for legitimate academic related or professional activities. Although the university does not regularly monitor voicemail or electronic messages, students should be aware that even personal e-mail and voicemail may be viewed publicly or by administration without prior notice.

ALCOHOL AND OTHER CHEMICAL DEPENDENCIES

I. Purpose

- A. As a school of ministry formation in the Catholic Church, the University is designed to promote the student’s interiorization of the Christian habits of “accountability,” “responsibility” and “freedom.” When he/she enters a University program, an individual’s life and ways of acting are shaped by the mysteries we study in theology. Thus, these themes capture the expectations of the University with regard to the attitude and intention of a person who now submits to the training necessary to prepare for a future role as ministerial personnel in the Catholic Church. While students in the various schools and institutes participate in formation in differing degrees, depending on their program, in general, any member of the University community should seek
 - 1. To grow in the capacity to commit himself or herself to being a disciple of Jesus Christ in the Church, and
 - 2. Will use the guiding principles of “accountability,” “responsibility,” and “freedom” to move away from all that impedes this commitment.
- B. For these reasons, the use of substances and indeed all “attachments” are subject to review both by the University and the Diocese. Clearly, Catholic theology teaches that all of creation is good, yet there are some parts of creation which can be more easily abused than others. Alcohol lends itself to great abuse because of its social nature and its widespread and accepted use in our society. Any use of alcohol must be appropriate and measured.

II. Policy

The University permits a student to have a small amount of alcohol in his/her room or to share an occasional drink in his room with one or two friends. At the same time, any extensive collection of alcohol or any repeated use of alcohol that betrays the avowed purpose for being here is a reason for a specific review of the student continuing in the program.

- A. No student room should be considered a regular gathering place for student drinking, nor should any meeting of students there be for the said or implied purpose of simply drinking alcohol.
- B. *Regular or habitual* drinking alone in one’s room is cause for concern.
- C. The Graduate Student Lounge is the most appropriate place for the use of alcohol in moderation. The use of these spaces must also reflect the rights of others in the building. “Drinking parties” are not acceptable.
- D. Any off-campus drinking must be considered in light of the student’s purpose at Mundelein and *life of discipleship implied in the study of theology*. Visiting any bar is prohibited when the purpose – intended or accidental – is to drink to excess. Visiting any “singles” bar – heterosexual or homosexual – is without exception not approved.

III. Protocol

Whenever this policy is violated, the following actions will be taken by University personnel. The principles guiding this protocol are Christian Charity and cognizance of the Common Good. No church minister may be a practicing alcoholic. Any regular abuse of alcohol or drunkenness cripples ministry and diminishes the degree of the individual’s personal credibility.

- A. Students who observe excessive alcohol use or drunkenness are obliged to notify the *Director (of the school or institute)* and are encouraged to speak with the person himself.

- B. The Director will investigate the report and take the appropriate steps.
 1. He/she will speak with the identified student.
 2. If needed, he/she will gather additional information.
 3. In the case of a warranted concern,
 - a. the Director will then notify the Vice Rector for Academic Affairs
 - b. the Vice Rector will notify the Rector of the concern;
 - c. the Rector and Vice Rector for Academic Affairs may require an evaluation to assess use and abuse of alcohol and related issues;
 - d. the student will be required to follow the recommendation of the Rector, based on his reading of this evaluation;
 - e. violations of the recommendation may be cause for dismissal.
- C. If a student violates any part of the Policy Section (see II), he will be warned, and in serious cases, will be placed on probation.
- D. In the case of a student having an extensive collection of alcohol, the collection will be confiscated.
- E. In the case of any student receiving a DWI or DUI, *the Director will take any actions listed in B above.*
- F. At the discretion of the Director, a note chronicling any of these events will be placed in the student's file, and the student will be told of this note.

CONFIDENTIALITY

1) Principles

A) *Principles guarding the right to privacy:*

Every student has the right to require the confidentiality of discussions, disclosures, and written documents concerning his private life and character.

Every faculty member and administrator has the right to require the confidentiality of discussions concerning students and their fitness for ministry.

B) Principles guarding the right to know:

In as much as the faculty members and administrators of the University represent that institution and are obliged to preserve the integrity of the church ministry and foster the good of the Church through the proper education, formation, and evaluation of candidates, these faculty members and administrators have the right to be informed about students to the degree necessary for the reasonable fulfillment of these responsibilities.

In general, and when appropriate, students have a right to know the reasons for and the sources of the evaluations made of them.

2) Applications

Introduction: There is a tension between the two sets of principles noted above for which there is no simple solution. However, in the following applications some attempts will be made to clarify the relative force of each set of principles in more specific cases.

A) The confidentiality of disclosures made or authorized by the student concerning himself.

i) Spiritual Direction

All disclosures made to a spiritual director explicitly acting in that capacity are subject to the utmost confidentiality.

Any sharing of such disclosures can be justified only in cases where the revelation of confidences is required to protect persons from clear and imminent dangers.

In no situation may disclosures be made which would be in violation of the seal of confession.

ii) The results of psychological testing

An applicant for some programs are required by school policy to take a battery of psychological tests and to release the report from the tests to the Rector and the Administrators and the appropriate Institute Directors. In those programs which require testing, procedures are available for the student to review the results with the assistance of a mental health professional. See the handbooks of the specific program for more information.

The psychological tests are kept in secure private files.

iii) Discussions outside of Spiritual Direction

The canons of confidentiality demand that every person respect another's request that a discussion or disclosure be kept secret. Such confidences may be revealed only if serious harm would otherwise result to persons or society. However, faculty members and administrators have special responsibilities to the school, priesthood, diaconate and Church. These responsibilities tend to limit the kind of confidentiality that a student can expect of these persons. When *not* operating in the capacity of confessor or spiritual director, faculty members and administrators preserve the right to act on confidences and even, if need be, reveal them to appropriate persons when serious harm to individuals, the school, the priesthood, or the Church would otherwise result.

3) The anonymity of accusers and the right of a student to face his accusers.

In all cases of serious complaints or accusations the student against whom the complaint is lodged has the right to face those who accuse him if some action is to be taken on the basis of the complaint or accusation. Hence, no faculty member or administrator is in a position to guarantee, prior to the hearing of a particular complaint or accusation, that he or she will both act on the complaint and preserve the anonymity of the accuser.

However, faculty members and administrators may take the action of prudently inquiring further into the complaint or accusation while maintaining the anonymity of the accuser.

If, on the basis of an accusation or complaint, any other action beyond that of prudent inquiry is to be taken by a faculty member or administrator in regard to the accused student, the student has the right to know the identity of his accuser.

However, in cases where there is strong independent evidence that the accusation or complaint is true, and it is clear that the revelation of the identity of the accuser to the accused would place the former in clear, immediate, and serious danger, a faculty member or administrator may take action with regard to the accused student beyond that of mere prudent inquiry, while preserving the anonymity of the accuser.

4) The confidentiality of the deliberations of special bodies

i) Executive sessions of the Faculty Council

In general, all deliberations and discussions of the Faculty Council in executive session are to be kept strictly confidential by the members of that body.

However, in the case of discussions concerning a student, the Rector, the Director of Formation, or the spiritual director of the student may communicate the general import of the discussions to the student in question. In order to report particular comments to the student or reveal to him the identity of a particular member of the faculty Council who made specific comments, the Rector, the Director of Formation, or spiritual director needs the permission of the faculty member who made the comments.

By extension, these same principles apply to the processes of the other school and institutes of the University.

ii) Due process proceedings

All deliberations, discussions, and documents involved in a due process case are to be kept strictly confidential as prescribed by the procedures for such cases.

PRIVACY OF RECORDS

Mundelein Seminary adheres to the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (BUCKLEY AMENDMENT). This act states that the written consent of the past or present student must be obtained before allowing transcripts (for example) to be released to any person or body. The permission is granted only for the specified reasons stated in the written consent.

A. NON-DISCLOSURE OF INFORMATION:

Information about a student, excluding "directory information", will not be disclosed to a third party without the written consent of the student concerned, except as may be authorized or required by federal statute. However, the University will comply with any lawful judicial order, decree, subpoena, and/or process that may compel the production of information. When such a request must be complied with, the University will attempt to notify the student.

B. GRADE REPORTS

The University will mail grades to the student and, after obtaining a signed release form from the student, to his Ordinary, and Vocation Director or the person so designated.

C. RIGHTS OF THE INDIVIDUAL

The individual may submit a written comment or rebuttal to be included in the file. This comment or rebuttal may be written by the individual or someone at his request. It may serve to rebuke or give testimony that something exists in the file which the individual believes to be factually incorrect or subject to a different interpretation.

The individual may take appropriate Canonical or Civil Legal action to remove any factually incorrect information in the file.

D. ACCESS TO FILES

1. The care and maintenance of a Student's File are the **sole responsibility** of the people whose charge it is to maintain such records.
2. Requests for review of an individual's own file should be made directly to the Vice Rector for Academic Affairs. Access should then be given consistent with following conditions:
 - a) The individual should then be given access in the presence of the Vice Rector for Academic Affairs (or his designate) to their file without unnecessary delay, at a time mutually convenient to the individual and the Vice Rector.

- b) The person responsible for the records should review the file prior to granting access. Any material placed in the file under the promise of confidentiality must have the permission of the author prior to its discovery. If the author of promised confidential information does not grant access, the document must be purged of all identifying information in order to protect the author prior to disclosure.
- c) The individual cannot remove or alter any information in the file.
- d) Photocopies of any portion of the record is not permitted without the permission of the person responsible for the record.

E. THOSE AUTHORIZED TO ACCESS STUDENT RECORDS

Those authorized to have access to student records are:

- 1.) The Ordinary and other persons as designated by the Ordinary (eg. Vocation Director);
- 2.) The Rector and Seminary Administrators;
- 3.) Those designated to maintain the records;
- 4.) The individual whose name appears on the student file;
- 5.) Appropriate Civil Authorities only when a court order, subpoena, or summons properly served through the Archdiocesan Director of Legal Services warrant such action;
- 6.) Others with written permission of the student.