# Table of Contents

I. INTRODUCTION.................................................................................................................. 1

II. MUTUAL RESPECT AND CONSIDERATION.................................................................. 1
   A. Maintaining an Atmosphere of Prayer and Study for All............................................. 1
   B. Respecting the Property of the Seminary and of Fellow Seminarians....................... 1
      1. Seminary Property..................................................................................................... 1
      2. Room Policies........................................................................................................... 2
      3. Kitchen Policies....................................................................................................... 2
      4. Mother Seton’s Place (Seminary Bar)....................................................................... 3
      5. Bar Jonah.................................................................................................................. 3

III. PERSONAL RESPONSIBILITIES....................................................................................... 4
   A. Communication and Notices....................................................................................... 4
      1. The Daily Bulletin.................................................................................................... 4
      2. Bulletin Boards...................................................................................................... 4
      3. Messages.............................................................................................................. 4
      4. Seminarian Handbook............................................................................................ 4
   B. Attendance................................................................................................................. 4
   C. Attire and Appearance.............................................................................................. 6
   D. Approvals Required.................................................................................................. 8
   E. Breaks and Vacations.............................................................................................. 9

V. POLICIES.......................................................................................................................... 10
   A. Vehicles on Campus.................................................................................................. 10
      1. Personal Cars and Parking..................................................................................... 10
      2. Mount Vehicle Policy............................................................................................. 11
   B. Smoking and Drinking......................................................................................... 11
   C. Relationships with Mount St. Mary’s Undergraduate Division.............................. 12
   D. Visitors and Guests............................................................................................... 12
   E. Seminarians’ Meals............................................................................................... 13
   F. Recreation Room..................................................................................................... 14
   G. Withdrawals from the Seminary............................................................................ 14

VI. GRIEVANCE PROCEDURE............................................................................................ 15
   A. Definition................................................................................................................. 15
   B. Process.................................................................................................................... 15

VII. MISCELLANEOUS......................................................................................................... 17
   A. Student Government.............................................................................................. 17
   B. International Students (non-US citizens)............................................................... 17
   C. Technology............................................................................................................ 18
      1. Computers............................................................................................................ 18
      2. Electronic Breviary............................................................................................... 18
      3. Telephones........................................................................................................... 18
   D. Laundry.................................................................................................................. 19
   E. Movies.................................................................................................................... 19
   F. Reservations........................................................................................................... 19
   G. Cancellation Information: ...................................................................................... 19
   H. Pets:....................................................................................................................... 19
   I. Guns:..................................................................................................................... 19
   J. Candles:.................................................................................................................. 20
   K. Summer Storage: .................................................................................................. 20
   L. Packages:............................................................................................................. 20
   M. Microwave Use: ................................................................................................... 20
   N. Class Masses: ...................................................................................................... 20
   O. Lights:................................................................................................................... 20
I. INTRODUCTION

A. The seminary program of life serves its principal aim: the formation of future priests, pastors of the Church. The Directives for Community Living are meant to serve this aim and to give concrete norms so that Mount St. Mary’s Seminary is truly what it is called to be, "a community built on deep friendship and charity... a true family living in joy." (Pastores Dabo Vobis 60)

B. The directives serve to create an "ecclesial community, a community of the disciples of the Lord in which the one same Liturgy (which imbues life with a spirit of prayer) is celebrated, a community molded daily in the reading and meditation of the Word of God and with the Sacrament of the Eucharist and in the practice of fraternal charity and justice, a community in which, as its life and the life of its members progress, there shine forth the Spirit of Christ and love for the Church." (PDV 60)

C. All are called to experience the seminary "not as something external and superficial, or simply a place in which to live and study, but in an interior and profound way. It should be experienced as a community, a specifically ecclesial community, a community that relives the experience of the group of Twelve who were united to Jesus." (PDV 60)

D. Priests are called to live the evangelical counsel of obedience, so necessary for priestly ministry and spirituality. Men in priestly formation, by their respect for authorities and directives, are called to exercise this virtue in the seminary. All seminarians are expected to cooperate in the work of their own formation and to abide by the following Directives for Community Living.

II. MUTUAL RESPECT AND CONSIDERATION

A. Maintaining an Atmosphere of Prayer and Study for All
   1. Seminarians should strive at all times to cultivate consideration for others by avoiding loud and/or extended conversations in the hallways and stairways.
   2. Musical instruments and electronic equipment of all types (radio, TV, etc.) should not be audible to others outside a student’s room. If you wish to listen to recorded music, headphones are strongly recommended.
   3. Reflective silence is particularly important between 7:00 pm and Morning Prayer. Seminarians are encouraged to use the evening hours for study, whether in their own rooms, in classrooms, or in the library. Any socializing during evening hours should be confined to the recreation areas. Even on weekends, student residence floors are to maintain quiet in the evenings.

B. Respecting the Property of the Seminary and of Fellow Seminarians
   1. Seminary Property
      Personal appropriation of any seminary property by a seminarian without permission is forbidden. Seminarians are not to remove any articles from the chapels, sacristies, kitchen, classrooms, offices, recreation room, front porch, hallways, or any other area. Borrowing with the intention to return is not a legitimate reason for taking property without permission. Any article used with permission by a seminarian must be returned immediately to its proper place and may not be kept by the seminarian even temporarily.
2. Room Policies
   a. At the beginning of each year, each student must pick up his room key from Public Safety. This key must be returned to Public Safety whenever the student vacates the room. A charge of $40 will be assessed to the student for an unreturned key. If seminarians change rooms during the course of the year, they are still required to turn in their old room key and receive their new one from Public Safety. **Under no circumstances are students to exchange room keys with each other.**
   
   b. It is each seminarian’s personal responsibility to lock his room to protect his property.
   
   c. Seminary furniture should not be removed from the room. At the end of the year, the seminarian is responsible for replacing any furniture which has been moved. All seminary furniture must end the year in the place where it began.
   
   d. Except for small nails, tacks, and small screws, nothing is to be attached to the walls of seminarians’ rooms that could cause damage to the walls. Please be particularly careful of various types of adhesive, as some of these will damage the drywall. When using adhesives, please be sure they are not permanent and can easily be removed. Seminarians’ rooms may not be painted, other than by the university maintenance department.
   
   e. Each seminarian should keep his room neat and clean, and beds should be made up daily. In rooms with a private bath, it is the seminarian’s responsibility to clean and maintain the bathroom. Cleaning supplies are available from the housekeeping staff.
   
   f. When vacating a room, it is the seminarian’s responsibility to see that all trash or discarded items are removed and that the bathroom, if there is one, is left clean. At the end of the year, the housekeeping staff will inspect all student rooms. Those judged to require extra work to be adequately cleaned will be assessed a cleaning fee of $50.
   
   g. Rooms may be subject to inspection by the Rector, Vice-Rector, and/or Dean of Students at any time, without prior announcement.
   
   h. With the exception of a single table and refrigerator, fire and insurance regulations require that the halls be kept clear. Unwanted furniture should not accumulate in the hallways, and shoes, chairs, etc. will be thrown away on a regular basis.

3. Kitchen Policies
   a. The positions of **Kitchen Coordinator** and **Assistant Kitchen Coordinator** are house jobs. The duties of these Kitchen Coordinators are as follows:
      1) to maintain a reservation book, recording all scheduled kitchen use
      2) to email a copy of the schedule for the week ahead to the Rector by the previous Friday.
      3) to inspect the kitchen regularly
      4) if the kitchen has not been properly used or cleaned, to contact the parties involved, and to report their names to the Dean of Students
      5) to dispose of all food left in the refrigerator for over one week
b. Any seminarian wishing to use the kitchen for any reason must reserve it **one week in advance** with the kitchen coordinator for the date and hours desired. *NO SEMINARIAN MAY USE THE KITCHEN AT ANY TIME WITHOUT FIRST CONTACTING THE KITCHEN COORDINATOR.*

c. The order of priority in determining kitchen use is as follows:
1) house activities sponsored by the Social Committee
2) breakfast club
3) Mount 2000+
4) classes/dioceses
5) organizations
6) private individuals

d. Anyone who uses the kitchen for any reason is responsible for:
1) washing all plates, glasses, cups, silverware and cooking utensils, and returning them to their proper storage places
2) cleaning tables and countertops
3) putting all garbage in the proper containers
4) storing all unconsumed food and drink in the refrigerators or cabinets. Unmarked food is considered community property
5) leaving the kitchen generally clean, neat, and orderly.

e. The Kitchen Coordinators will report the names of those who fail to follow these policies to the Dean of Students. After three such reports, the individual or group responsible will be denied future kitchen use.

f. During breaks, the Kitchen Coordinator will give the reservation book to the volunteer who is responsible for meals. Kitchen use will follow the same policies as during the school year.

g. At no time may cooking utensils, dishes, pots, pans, and/or appliances be removed from the kitchen premises for any reason.

4. Mother Seton's Place (Seminary Bar)

a. The seminary bar is under the supervision of the Social Committee. The chairman of the committee designates students to manage the bar. They, in turn, enlist people to man it according to a regular schedule.

b. The bar is open at regular hours, according to the timetable posted at the beginning of the school year. In addition, the bar is used by the Social Committee for seminary functions, and may be used by other groups who contact the bar managers.

c. The bar sells soft drinks, beer, wine and liqueurs, and is cash only. No other form of alcohol may be sold. Prices are kept to a minimum, and cover only the operating costs of maintaining the bar. No profits are made.

5. Bar Jonah

A variety of hot drinks are available for purchase in the seminary kitchen. Bar Jonah is coin-operated and the cost of a single cup is 75 cents.
III. PERSONAL RESPONSIBILITIES

A. Communication and Notices
   1. The Daily Bulletin
      a. It is the responsibility of each student to read the bulletin every day. Copies of the
         Daily Bulletin are posted on the main bulletin boards and sent to each seminarian on
         his Mount e-mail. Each seminarian should be aware of all items appearing in the Daily
         Bulletin, particularly those directly affecting him.
      b. Items to be included in the Daily Bulletin should be submitted to the Assistant to
         Administration and Faculty by 8:30 am. All items to be submitted by seminarians must
         receive the prior approval of the Dean of Students or another member of the faculty.

   2. Bulletin Boards
      a. Only notices approved and initialed by a faculty or staff member may be placed on the
         main bulletin board.
      b. Student notices may be placed on the students’ bulletin boards and/or on the bulletin
         boards on each floor.
      c. No notices may be posted on doors throughout the seminary. Posting on the doors is
         reserved to notices of an urgent or emergency nature and may be authorized only by
         the Rector, the Dean of Students, or Public Safety. All notices otherwise posted on
         doors will be removed.
      d. Each seminarian is responsible for checking daily the main bulletin board (located
         adjacent to the seminarians’ mailboxes).

   3. Messages
      a. Seminarians are responsible for checking their mailboxes daily.
      b. All seminarians are required to check their cell phones for voice mail messages
         frequently (at least twice a day). Messages from faculty, administration, or staff should
         be responded to within the day.
      c. All seminarians are required to use and check their Mount St. Mary’s e-mail address at
         least twice a day, even if they may also have an additional e-mail address. Important
         communications from faculty, administration, and staff will be sent on Mount e-mail,
         and it is the responsibility of each seminarian to make sure he receives these messages
         and responds promptly.

   4. Seminarian Handbook
      Seminarians must become familiar with the activities and policies of the Seminary and are
      required to read the entirety of the Seminarian Handbook (available in PDF form on the
      Seminary website). Seminarians will be advised by email of any significant changes to the
      Handbook.

B. Attendance
   1. Every seminarian is expected to assist at and be on time for all liturgical functions, as well
      as the weekly community conference (Rector’s conference or Spiritual Director’s
      conference), formation meetings, retreats, days of recollection, workshops, and general
      student government meetings.
2. On weekdays, seminarians are required to attend the daily seminary community Mass with Morning Prayer at 7:00 am as well as daily Evening Prayer, including Friday evening. On Solemnities falling on a weekday, all seminarians are required to attend Morning Prayer and the afternoon Solemn Mass, unless it conflicts with a pastoral field education placement.

3. On Saturdays, all seminarians are required to attend either Mass with Morning Prayer at 7:30 am or Mass at 11:00 am, unless for a legitimate reason they are away from the seminary (for example, on a pastoral field education placement). Please be aware that this expectation is a specific directive of the Holy See as the result of the Apostolic Visitation of U.S. seminaries.

4. On Sundays, all seminarians are required to attend the 9:00 am Sunday Mass in Immaculate Conception Chapel, with only the following exceptions:
   a. deacons on their parish assignments
   b. those who have conflicting pastoral field education placements
   c. those who have received permission to be away for the weekend
   d. those assigned to campus ministry as their field education placement
   e. Pre-theologians who have volunteered to serve at the Sunday Grotto Mass

5. All seminarians are required to attend Solemn Vespers at 5:00 pm on Sundays. Deacon and pastoral field placements should conclude in time to permit the seminarian to return to the seminary no later than 5:00 pm. Seminarians who have been given permission to be away for the weekend must also plan to return in time for Vespers, unless specific permission has been given otherwise. This is a serious obligation for which all seminarians will be held accountable.

6. Seminarians are normally expected to spend weekends in the seminary, except Deacons on their parish assignments. This does not preclude, for example, spending a day in Washington, D.C. or in Baltimore, or an evening out to dinner and a movie; however, seminarians are not to be absent overnight without approval of the Rector, Vice Rector for Human Formation, or Dean of Students.

7. Notification after an absence from a required community exercise should be made to the Dean of Students.

8. Every student is expected to attend and be on time for all classes required by his academic program. Further information regarding academic program policies are covered in the “Academic Norms” section of the Seminarian Handbook.
   NOTE: Seminarians needing a letter of “enrollment verification” for prior loan deferments, scholarship applications, “good student” insurance rates, or any other reason should contact the Seminary Registrar.

9. Annual Retreat -- In conformity with the prescriptions of Canon Law and the Program for Priestly Formation, the seminary will provide a retreat each year. This annual retreat is intended for the entire house and is mandatory for all seminarians, except for those required by their respective dioceses to be absent from the seminary during the time the retreat is scheduled. Seminarians are not to make independent arrangements for their own retreats in substitution for the annual seminary retreat.
10. **Sickness:** A seminarian who is ill should notify the Dean of Students, the Vice Rector for Human Formation, and the infirmarian on duty. He may consult the doctor or nurse in the Wellness Center and should follow the doctor’s direction about attendance at classes and community exercises. *If the seminarian needs to go to the hospital, the Rector must be informed immediately.*
   a. Arrangements to obtain meals and/or Holy Communion should be made through the infirmarian.
   b. Notice of absence at liturgical functions should be made, as usual, to the Dean of Students.
   c. Seminarians who miss a class because of illness should notify their professors before class, if possible. It is presupposed that students who are too ill to attend class are normally expected not to go to their field education placements, off-campus activities, the chapel or dining room or other public areas lest they spread their illness and/or slow down their recovery.
   d. If a seminarian is going to miss his field education placement because of illness, he should notify both the supervisor of the placement and the seminary Vice Rector for Pastoral Formation.

11. All seminarians are expected to be in the seminary by 11:30 pm during the week, 1:00 am on weekends. They may, however, use the library until midnight during the week. Exterior doors to the seminary will be locked each night between midnight and 7:00 am. If you need to get into the building during these hours, access will be by means of your Mount Card only.

C. **Attire and Appearance**
   1. Theologians are required to wear a black shirt with clerical collar, black dress pants, black shoes and black socks at Morning Prayer, Mass, Evening Prayer, dinner, regular classes, pastoral field education placements and community conferences. (Sweaters and/or jackets, when worn with clerical shirts, should be solid black).
   2. On the same occasions outlined in #1, pre-theologians are to wear black pants and one of the following: (1) a white dress shirt, long or short-sleeved, or (2) a collared polo/golf style shirt, which may be white, gray, or black. If there is an emblem, it must be either a diocesan or seminary emblem. Sweaters and/or jackets, as well as socks and shoes, should be solid black. Shoes should be polished regularly.
   3. When “formal attire” is required, in addition to the above, a black suit jacket is to be worn by all seminarians, both theologians and pre-theologians. Pre-theologians are also to wear a white dress shirt with a black necktie. Occasions on which formal attire is always to be worn include:
      a. Sunday community Mass and Solemn Vespers
      b. All 4:15 pm solemn Masses
      c. Solemn Vespers for solemnities occurring during the week
      d. Masses of candidacy, conferral of lector and acolyte, and ordination
      e. Particular celebrations – e.g., seminary opening Mass, Mass of the Holy Spirit, Deacon Night, as well as other occasions when “formal attire” is specified on the liturgy schedule and/or in the *Daily Bulletin.*
4. At Saturday Masses and at Evening Prayer on Fridays, as well as certain other occasions (like retreats, days of recollection, workshops, etc.), the attire is known as “chapel casual.” This means appropriately clean and neat attire, including long trousers, shoes with socks, shirts with collars (either sport shirt or polo shirt styles) for all seminarians, both theologians and pre-theologians.

5. Sports attire, shorts, T-shirts, sweat shirts, and sleeveless shirts are never appropriate for community prayer. For times of private prayer, please keep in mind the modesty and respect due to a sacred place.

6. Liturgical Vesture:
   a. Ministers who function at liturgical services should wear a cassock and surplice.
   b. Deacons at Mass should wear an alb, stole, and dalmatic. If the celebrant is wearing a simple alb, which is the normal presumption, the deacon’s alb should likewise be unadorned. If, on a feast day, the celebrant wears a more ornamented alb, the deacon may wear one as well. Every deacon should have access to a simple alb at all times so that he can wear it whenever necessary. *The alb should cover the top of the shoes.*
   c. For Morning Prayer, Evening Prayer and Night Prayer, deacons may wear cassock, surplice and stole, or alb and stole, with cope on appropriate occasions.
   d. For Solemn Vespers in Immaculate Conception Chapel, Theologians are to wear cassock and surplice. Deacons vest in cassock, surplice, and stole. Deacons process and sit in the choir stalls in the sanctuary.

7. Cassocks may be worn by liturgical ministers to and from Immaculate Conception Chapel or the Grotto when serving there. If it is more convenient to retain the cassock when going to a meal after serving, seminarians may keep it on in Patriot Hall. Simple prudence and common sense should govern the seminarian’s decisions in this regard.

8. Pre-theologians enrolled in university classes may wear either “chapel casual” attire or the usual pre-theologian uniform (see #2 above). The uniform must be worn, however, at all classes taken in the seminary.

9. With the exception of pastoral formation placements and other official seminary functions, the attire of the seminarian off-campus is expected to conform to the policy of his own diocese at all times.

10. On certain occasions (such as the March for Life) all seminarians, including pre-theologians, will be directed to wear clerical attire.

11. When wearing clerical attire in public areas, seminarians are expected to wear it properly, that is, tabs in place, collars attached to shirts, shirts tucked in, etc.

12. Seminarians are to be appropriately groomed when in public areas. Hair should be nearly cut and combed. Seminarians should follow the policies of their dioceses to permit or prohibit facial hair. Seminarians are not permitted to grow beards, mustaches, or sideburns during the school year. A seminarian who arrives in August or in January with facial hair may retain it or shave it. Once shaved, it may not be re-grown. Otherwise, every seminarian is expected to shave each day. Several days’ growth of beard would not be a presentable appearance for a cleric, and hence it is also inappropriate for a seminarian. Those who have facial hair are expected to keep it neatly and closely trimmed. It should not needlessly call attention to yourself or appear odd.
D. Approvals Required

1. No meetings or gatherings of seminarians should be announced or scheduled without the prior approval of the Dean of Students.

2. All written work submitted for publication outside the seminary must be submitted to the Rector for approval.

3. Seminarians are not to engage in demonstrations or public protests without the knowledge and consent of their respective dioceses and the prior approval of the Rector.

4. No collection, monetary or otherwise, may be taken up in the seminary without the prior approval of the Rector or the Dean of Students. Seminarians are absolutely prohibited from engaging in any kind of solicitation for personal funds, whether within the seminary or from outside sources. If a seminarian finds himself in financial need, he is required to speak to the Rector.

5. Seminarians are not to hold jobs, on or off campus, without the prior permission of the Rector and the student's diocese. Permission will not be granted except in extra-ordinary circumstances, and such jobs must in no way infringe upon the fulfillment of the seminarian's academic or community responsibilities. International seminarians, studying here on an F-1 student visa, must speak with the Seminary Registrar before accepting any financial compensation, stipend, or other payment other than that provided by the diocese for tuition, fees, living expenses, textbooks, and other academic expenses. Failure to do so could cause the international seminarian to fall “out of status” with their student visa and possibly cause problems later on when applying for an R-1 Religious Worker visa.

6. Students engaging in apostolic activities beyond those required by their assigned pastoral field education placements should have the permission of the Vice Rector for Pastoral Formation.

IV. ABSENCES

A. Policies

1. The seminarian should recognize that class attendance is a serious obligation, and he should not request to be absent from classes, except for the most urgent of reasons.

2. For immediate family occasions such as weddings, funerals, Baptisms, Confirmations, or religious profession, an Absence Request Form must be completed (see procedures below).

3. In the case of friends or acquaintances, the occasions listed in #2 are not legitimate reasons to request an absence from class. The seminarian should explain to friends that he will pray for them, but that he has the obligation to be in class at the seminary.

4. For events in the home Diocese or home parish, the seminarian’s presence must be required by the Bishop and/or Vocation Director in order for the seminarian to miss a class.

5. Family celebrations (birthdays, anniversaries, graduations, etc.) are not considered sufficient reason to miss class. Seminarians should ask their families to plan such occasions on week-ends, if possible, when they could attend without missing a class.

6. Any exceptions to these policies will be given only by the Rector after consultation with the seminarian’s Vocation Director.
B. Procedures

1. A seminarian who wishes to be absent but is not going to miss class or other required activity, must simply request permission from the Dean of Students to be absent. In the case of weekend absences, the seminarian may leave after his last class on Friday. Seminarians should return in time for Solemn Vespers on Sunday, unless previously excused.

2. Permissions for absence:
   a. From a single class – permission must be received from the class instructor prior to the anticipated absence.
   b. From the Thursday community conference or Rector’s Seminars – permission must be given personally by the Rector or, in his absence, a Vice-Rector.
   c. From a Spiritual Director’s conference, or any part of a day of renewal, weekend of recollection, or house retreat – permission must be granted by the seminary Director of Spiritual Formation or the Rector.
   d. From pastoral field education – permission must be obtained from the Vice Rector for Pastoral Formation and the placement supervisor prior to the absence. Whenever possible, a substitute should be found.
   e. From a required chapel exercise – permission must be given by the Rector, a Vice Rector, or the Dean of Students.
   f. For an overnight absence (not involving missed classes) – permission must be obtained from the Rector, a Vice Rector, or the Dean of Students.
   g. For an overnight absence involving no more than one day of missed classes or other required activities – such permission will be considered only after the seminarian first completes and submits the Absence Request Form (available in the student mailroom) which will include the following information:
      -- permission and signature of a seminary Vice Rector
      -- permission and signature of the Academic Dean
      -- permission and signature of each of the instructors whose classes will be affected, indicating that a method has been developed to make up for missed work
      -- submission of the completed form to the Dean of Students

3. Absences involving two or more days of classes or other required activities are not permitted, except in cases of personal emergencies, travel required by the seminarian’s Ordinary, official seminary business, or opportunities for educational and/or formational growth sponsored or endorsed by the seminary. These exceptions will be considered by the Rector on a case-by-case basis. Seminarians should not seek permission to be absent for more than one class day merely for travel opportunities or other programs of their personal initiative. The Rector may always give permissions and will authorize permissions for absences when the normal person indicated above is not able to be found.

C. Breaks and Vacations

1. The dates and times of breaks and vacations are clearly stated in the Seminary calendar.
2. Seminarians are expected to make travel plans and reservations with these in mind. Please do not request to leave earlier or arrive back later than the stated times. NOTE: A less expensive air fare is NOT sufficient reason to leave early or return late.
3. Seminarians who wish to leave the United States during breaks must gear their travel plans to allow sufficient time for the possibility of changed or cancelled flights, weather delays, etc., and still be able to return to the seminary before classes or other required programs begin. International travel is no excuse for failing to return on time, with the exception of seminary-sponsored trips. Seminarians who require a visa are to be sure that all their necessary documentation is in order before they leave the United States. International Seminarians must make sure their I-20 paperwork has been signed and dated by the Seminary Registrar/DSO less than twelve months prior to the date they plan to travel abroad and return to the USA.

4. Seminarians returning from breaks in winter weather must exercise prudence and foresight in order to return on time. If there is a threat of difficult travel conditions, seminarians may always return to the seminary early. Should the seminarian nevertheless not be able to return on time, he must take responsibility to notify the Dean of Students immediately of his whereabouts and anticipated time of return.

5. Returning from any break, all seminarians are required to cross their name off the list posted at the door of the Dean of Students and to do so promptly upon their return. Seminarians who are delayed in returning for any reason whatsoever must notify the Dean of Students. After a break, if any seminarian has neither crossed his name off the list nor notified the Dean of Students of his absence by noon of the first day of classes, his diocesan Vocation Office will be contacted to determine his whereabouts.

V. POLICIES

A. Vehicles on Campus

1. Personal Cars and Parking

   a. Seminarians wishing to park their own vehicles on campus need to register with Public Safety to secure a parking sticker, which must be displayed clearly on their car.

   b. Shortly after the beginning of the academic year, each seminarian with a registered vehicle will be assigned a parking space. Cars may be parked only in assigned spaces.

   c. Parking spaces marked “VISITORS”, “RESERVED”, and “FACULTY and STAFF” are not to be used by seminarians. If a seminarian finds someone has parked in his assigned space, he should contact the Parking Coordinator and put his car temporarily in the Memorial Gym lot until the matter is resolved. Under no circumstances should he park in the “FACULTY and STAFF” lot, or in a spot marked “RESERVED” or “VISITORS.”

   d. Because the area must be kept clear for maintenance and emergency vehicles, parking behind Gallagher, Mulcahy, and Keating Halls, including the area around the storage shed, is absolutely prohibited (except for temporary loading or unloading). Vehicles left in this area unattended during the day or overnight will be reported, ticketed, and towed.

   e. No seminarian may have, ride, or store a motorcycle (or any form of motorized bicycle) on campus. Any use of a motorcycle during the academic year is prohibited.
2. **Mount Vehicle Policy**

   a. Mount St. Mary’s University Department of Public Safety has vehicles available for use by students for official or required travel. All arrangements for these vehicles must be made by contacting Public Safety.

   b. Seminary house cars will be available through the Vice Rector for Pastoral Formation. Normally, such cars can be used only for travel to and from such placements. Any other use by seminarians is possible only for official seminary business as requested by the Rector.

   c. Any seminarian wishing to use a university vehicle must follow the procedures listed in the booklets entitled “Vehicle Policy” and “Student Driver Program”, which are available from the Department of Public Safety.

B. **Smoking and Drinking**

1. **Tobacco/Smoking Policy:** In conjunction with the regulations as set forth in the “Prohibition on Smoking in an Enclosed Workspace Regulations,” enacted by the Maryland General Assembly and our desire to offer all community members a healthy environment, the following will apply to all:

   All tobacco products, including smoking, electronic cigarettes and smokeless products, are prohibited in any enclosed workplace, residential facility, or other facility on the Mount campus, including all:
   - Indoor work areas
   - Residential buildings (this includes student rooms)
   - University vehicles when used in the course of employment
   - Lounges and restrooms
   - Conference and meeting rooms
   - Classrooms
   - Hallways
   - Knott ARCC concourse
   - Front entrances to all buildings
   - Within 15 feet of any building
   - The back of Bradley Hall (smoking receptacles are located behind Borders)

   All material used for smoking, including cigarette butts, wrappers, and matches will be extinguished and disposed of in an appropriate container designated for smoking materials.

   Seminarians are strongly encouraged to stop the use of tobacco in any form as part of their formation.

2. The possession or use of alcohol in one's room is forbidden, except with the direct permission of the Rector. Violation of this provision is considered a grave offense.

3. Whenever the seminary bar is open, as well as during school breaks, wine, beer, and cordials/liqueurs may be consumed in the kitchen and recreation room. At all other times explicit permission for use of these beverages must be obtained from the Rector or Dean of Students. On all occasions, moderation is to be the rule. The consumption of hard liquors is allowed only with specific permission of the Rector, Vice-Rector, or Dean of Students.
4. Seminarians, while permitted to use the campus café, should always conduct themselves in a manner appropriate to men studying for the priesthood.

5. Even when off-campus, seminarians are to conduct themselves in a prudent, temperate and respectful manner, conscious that their behavior should be consistent at all times with the values of the Gospel and their public role in the Church. For example, engaging in excessive drinking as recreation is unacceptable behavior in men preparing for the priesthood of Christ. Social events of any kind do not excuse from these expectations.

C. Relationships with Mount St. Mary’s Undergraduate Division

1. The relationship which exists between the seminarians and the undergraduate students should be fostered within the limits imposed by the form of life appropriate to men studying for the priesthood. Conscious of their commitment to chaste celibacy, seminarians may not date under any circumstances. Even relationships which give the appearance of dating can be a cause of serious scandal, and hence are to be avoided.

2. Undergraduates visiting the seminary: Because the seminary is a house of formation, it is important that, while fostering good relationships with undergraduates, seminarians make sure that undergraduates understand that the seminary is not merely a dormitory, and that privacy and quiet must be respected at all times. Furthermore, seminarians should be cultivating primarily ministerial, rather than purely social, relationships with undergraduates. For this reason, undergraduates are normally welcome only in St. Bernard’s Chapel. They are also welcome to attend organized meetings in the classrooms and in the Pope John Paul the Great Reading Room (hereafter referred to as the JPII Reading Room). They are not usually permitted in the recreation room, except with explicit permission for some specific event (e.g., a Mount 2000 planning session). Otherwise, undergraduates are never permitted in other areas of the seminary, including the residence floors. In addition, the presence of undergraduates anywhere in the seminary is not permitted during the hours of 10:00 pm to 7:00 am. In general, interaction with undergraduates should take place in the McGowan Center or other public areas of the university, rather than in the seminary.

3. In public areas of the campus, particularly at the ARCC and the café, seminarians should be vigilant to ensure that their conduct does not in any way tend to give scandal.

4. No seminarian is to visit any undergraduate’s room at any time, for any reason, without the express prior permission of the Dean of Students.

5. Seminarians are permitted to use the university athletic facilities, or to attend lectures, forums, seminars, athletic or cultural events in the undergraduate division, as well as activities sponsored by campus ministry, whether during the evening hours or at other times of day. Seminarians are also encouraged to participate in the university intra-mural sports program. However, whenever any of these activities conflicts with a mandatory seminary activity, the seminarian is required to be at the seminary, unless specific individual permission has been given by the Rector or Dean of Students.

D. Visitors and Guests

1. Visitors are welcome to liturgies in St. Bernard’s Chapel. However, visitors other than official seminary guests, personal guests of seminarians and faculty, and scheduled groups should not be in other parts of the seminary. This includes recreation rooms, computer
room, laundry rooms, and classrooms. (Visitors may use the restroom facilities on the
ground floor or the main floor). Seminarians who find unauthorized visitors in the above
areas or anywhere else should ask if they can be of assistance to the visitors, determine if
they are legitimate guests, and, if not, explain politely that access to areas other than the
chapel is private.

2. Guests are welcome at the seminary. They must be met and entertained in the public
areas only. Guests are ordinarily not permitted above the chapel floor in McSweeny, nor in
Gallagher, Mulcahy, or Keating Halls without permission of the Dean of Students. They
should in no way be permitted to intrude upon the legitimate privacy of other students.
Particular consideration should be given to ensure that female guests do not intrude on the
privacy rightfully expected by seminarians, especially in the residence hallways.

3. Because of the limited guest room facilities in the seminary, only official seminary guests
can be accommodated overnight; e.g., bishops, vocation directors, visiting faculty, priests,
and prospective seminarians. Personal friends and relatives are accommodated on a space-
available basis. For your personal guests, a list of local motels and their rates can be
obtained from the guest master.

4. The presence of guests does not ordinarily excuse a seminarian from attendance at regular
community exercises.

5. If a prospective seminarian or any other guest wishes to attend a class, the host seminarian
must show the courtesy of introducing the guest to the professor before the start of class.

6. Guest Meals: Meal passes to the student dining room can be provided only to official
and/or invited guests of the seminary -- bishops, vocation directors, prospective
seminarians visiting in some institutionally recognized capacity, or others
specifically authorized by the Rector. We regret that meal passes cannot be provided for
other visiting priests or for visiting friends, seminarians, or family members who are
personal guests of seminarians. Visiting priests are always welcome to eat in the priests’
dining room in Patriot Hall for the evening meal. If they intend to do so, they need to leave
a message to that effect by calling extension 4272 no later than 3:00 pm that day. They
may also purchase breakfast and lunch in the student dining facility in Patriot Hall.

E. Seminarians’ Meals

1. Because community meals are considered to be a significant opportunity for human
formation and fostering a spirit of fraternity, seminarians are normally expected to take
their meals together in the Seminary Dining Room. Seminarians should not make a regular
habit of eating meals in their rooms.

2. Seminarians are required to eat in the seminary dining room for the noon meal Mondays
through Fridays, and for the evening meal Sundays through Thursdays. At these times,
eating in the undergraduate dining room is not permitted, and explicit permission must be
received from the Dean of Students for any exceptions. For all breakfasts and for weekend
meals after Friday lunch until Sunday Vespers, the seminary dining room will be closed and
seminarians will eat in the undergraduate dining room.

3. “Diocesan tables” or other special interest tables (e.g. the Spanish table) are permitted at
any time, except at the Thursday evening meal. Such tables must, however, be located in
the seminary dining room when seminarians are required to eat there.
4. After Evening Prayer each Thursday, all seminarians are required to go directly to the seminary dining room for a weekly community dinner (unless otherwise indicated on the Seminary calendar). On Thursday evenings, seminarians are not to take food from Patriot Hall, nor are they to delay arriving for the meal. Explicit permission must be requested from the Dean of Students to be excused from any Thursday community dinner. **Note:** Having an exam or a paper due the next day will not constitute a legitimate reason to be excused, so please plan ahead accordingly.

F. Recreation Room
1. The seminary recreation room is for the use of seminarians whenever the seminary is in session, including weekends. Their privacy should be respected, and they are not to be excluded from using this area, which is rightfully theirs.

2. Any group that would like to reserve the JPII Reading Room or the Recreation Room, must submit a reservation request to the Assistant to Administration and Faculty **at least one week in advance.** If there are any conflicting requests, the Rector will make the final determination.

3. Outside groups are not permitted to use the recreation room when seminarians are present. Exceptions may be made at the Rector’s discretion. Permission for such use must first be obtained from the Rector, after which the room must be reserved through the Assistant to Administration and Faculty.

4. Seminarians are not to invite undergraduates individually into the recreation room. If a seminarian wishes to organize a social event with undergraduates with whom he is working in some capacity (campus ministry, sports chaplain, Legion of Mary, etc.), the recreation room must be reserved with the Assistant to the Administration and Faculty. The event must be completed and the room cleaned by no later than 7:30 pm.

5. The above policies apply to the recreation room only. For policies on use of the seminary kitchen, see II-B-3 above.

G. Withdrawals from the Seminary
1. When a seminarian is dismissed or withdraws or otherwise fails to return to the seminary, he should see to it that:

   a. He speaks personally to the Rector (or, if the Rector is not available, to the Vice Rector) before leaving

   b. His room key is returned to Public Safety (otherwise, he will be billed $50 for the lock change)

   c. His Seminarian Handbook folder with booklets are returned to the Assistant to Administration and Faculty.

   d. Any books he has borrowed from the library be returned.

   e. He pays any parking fines or other fines still outstanding.

   f. He informs the Seminary Registrar in writing of his intent to withdraw from classes (either in the current and/or next semester). He must also make his request in writing if needing an official or unofficial copy of his academic transcript. Forms are available from the Seminary Registrar’s Office or online.
2. A departing seminarian will be given a two-week period during which he is to vacate his room and remove all his property from the room and from the storage shed, unless explicit permission has been received from the Rector, Vice Rector, or Dean of Students for a delay.

   a. After two weeks, any personal belongings in his room or in the storage shed will be collected by his diocesan brothers (or SGA officers, if he has no diocesan brothers) and discarded or taken to the Seton Center.

   b. If a seminarian who has left articles in summer storage will not return for the fall semester for any reason, he is to remove all stored items from his room and/or designated storage areas at least three days before the date set for the arrival of the new seminarians.

   c. If he fails to do so, without receiving permission for a delay, the orientation team will clear his room and place all belongings in the storage shed. Two weeks after regular classes have begun, if these items remain unclaimed, they will be made available to any seminarians who could use them.

VI. GRIEVANCE PROCEDURE

The grievance procedure is intended to insure a fair hearing and a just response to student grievances at Mount St. Mary’s Seminary. It does not apply to matters for which other procedures have been established by seminary policy (e.g. see the Formation Advising Program, in the Seminarian Handbook).

A. Definition

Grievances arise when students perceive that they have been subject to arbitrariness, bias, unjust discrimination, harassment, unfairness or unreasonable deviation from the established written seminary policies (the Seminary Catalog, Academic Norms, Formation Advising Program, or the Directives for Community Living). Disagreement with a policy (such as a grading policy) does not constitute a grievance. A grievance is an allegation that the policies have not been followed or have been unjustly applied. The person alleging an offense is called the grievant; the person (or persons) against whom the grievance is alleged is called the respondent.

B. Process

1. Informal Resolution: In most cases, a student should attempt to resolve his grievance through direct communication with the respondent(s) before proceeding further. In cases of alleged sexual harassment, however, the student may choose to proceed to Step 2 (Administrative Intervention) without first seeking informal resolution.

2. Administrative Intervention: In the event that a mutually acceptable resolution is not attained by informal process, the grievant approaches the seminary administration within 30 days of the incident (the Rector may extend this deadline to ensure due process). For matters related to the academic program, a grievant shall approach the Academic Dean. For matters related to the pastoral formation program, a grievant shall approach the Director of Pastoral Field Education. For matters related to student life, a grievant shall approach the Dean of Students. If the grievance is with the administrator, see “Grievance Hearing” below.
The administrator shall discuss the matter with the grievant and respondent(s), either together or separately. This is not a formal hearing; no minutes are kept. The judgment of the intervening administrator shall be acted upon promptly.

3. **Grievance Hearing**: In the event that the student believes that a grievance, as defined above, remains despite administrative intervention or, if the grievance was with the administrator, the student shall request a grievance hearing. The grievant shall submit a written request for a hearing to the Vice Rector within four days from the time when the administrative intervention allegedly failed to resolve the matter. In the written request, the grievant shall state concisely the basis for the grievance, the process followed thus far, and the relief or remedy that the grievant is seeking. The grievant should attach any relevant documentation (e.g. correspondence, e-mails, or witness statements) to the request.

The respondent shall be informed that a grievance hearing has been requested and is given four days to submit a written statement and any relevant documentation to the Vice Rector for Human Formation.

After he has received both sets of documents, the Vice Rector will provide copies to both the grievant and the respondent so that they may prepare for the hearing.

The Grievance Committee consists of the formation team which corresponds to the class rank of the grievant. If the grievance is with the Vice Rector or any other member of the team, those individuals are excused, and, if necessary, the senior faculty member (in years of service) chairs the meeting. The Grievance Committee shall meet no later than two weeks from the date of the grievant’s request.

Both grievant and respondent(s) meet together with the team. Each are given the opportunity to speak to the committee. The Vice Rector (or chair) shall ensure that both grievant and respondent(s) are given adequate opportunity to present their positions, one at a time starting with the grievant. They are not to question each other, but to direct their comments to the committee. The committee may ask questions of either the grievant or respondent after both presentations have been made. Both parties shall remain at all times during the hearing, and then both are excused so that the team may deliberate.

The committee deliberates and reaches a conclusion (by majority vote) in the form of a recommendation to the Vice Rector regarding the relief or remedy that the grievant sought. The Vice Rector makes the final decision and informs the grievant and respondent of the committee recommendation and his decision. A brief summary (not to exceed one page) of the grievance and the judgment is provided to the Rector. A copy is also kept on file with the Registrar.

4. **Appeal**: Either party may appeal the Vice Rector’s decision to the Rector. Appeals must be made in writing within 48 hours of the Vice Rector’s decision (this time the limit may be extended by the Rector to protect due process). The judgment of the Rector is final.

*Policies regarding grievances related to the undergraduate program are to follow its published procedures.*

*The Rector alone has the authority to dismiss students from the seminary, and his decision is final.*
VII. MISCELLANEOUS

A. Student Government
   1. Seminarians are expected to abide by the Constitutions and By-laws of Mount St. Mary’s Seminary Student Government Association, as approved by the Rector.
   2. The officers of the Student Council and the committees which they appoint constitute a council which plans and carries into action cultural, social, and recreational programs of the seminary which have been approved by the Rector.

B. International Students (non-US citizens)
   1. All international seminarians studying here on an F-1 Student Visa must report to the Seminary Registrar who is the “designated SEVIS official” (DSO) at the beginning of each semester to verify their continued attendance and enrollment in a full-time load of classes. Seminarians must keep all versions of I-20’s they have received from Mount St. Mary’s Seminary or any other school they attended previously) with their passport at all times. Any changes to the information on the I-20 form, especially changes in address, must be reported to the Seminary Registrar/DSO within 10 days.
   2. New international students with an R-1 or Permanent Resident visa status must report to the Seminary Registrar at the beginning of their first semester to verify their immigration status.
   3. All international seminarians studying here on an F-1 Student Visa must comply with all federal regulations (DHS, ICE, SEVIS) concerning their non-immigration status; Failure to do so could result in the termination of their I-20 authorization to study at Mount St. Mary’s Seminary.
   4. International F-1 seminarians who plan to travel outside the USA must have an “authorization to travel” signature on the third page of their I-20 which is dated less than 12 months prior to their expected reentry into the USA. They are responsible for submitting their I-20 to the Seminary Registrar/DSO for this signature before leaving campus.
   5. International F-1 seminarians must apply to the Seminary Registrar/DSO for a period of part-time “curricular practical training” (CPT) for any PFE, Summer placement, Deacon assignment, or required Pastoral Year during which they expect to receive any kind of payment, reimbursement, or stipend. Accepting any such financial payment (aside from the tuition, living expenses and other incidental support being offered by the diocese as noted on the I-20) without CPT authorization could be considered a failure to “maintain status” and could have a negative impact when the seminarian applies to change to an R-1 Religious Worker visa upon completion of seminary studies.
   6. Fourth theologians with an F-1 student visa may apply during their final semester to have a period of full-time “optional practical training” (OPT). This will allow the seminarian to apply for an Employment Authorization Document (EAD). The one year of OPT also allows the diocese time to submit documentation for the change to an R-1 Religious Worker visa. It is the seminarian’s responsibility to contact the Seminary Registrar/DSO for assistance in this process.
C. Technology

1. Computers
   a. Seminarians who have their own electronic devices are reminded that the ideals of priestly formation extend to their use. Visiting inappropriate and morally offensive Internet sites is conduct unbecoming to Christian life, detrimental to one’s formation for priestly life, and a serious formation issue. Good stewardship of time also would dictate that the seminarian eliminates undue use of e-mail, games, or participation in chat rooms.
   b. Each seminarian is required to install Covenant Eyes, an internet-monitoring software product which is paid for by the seminary, on all electronic devices in the seminarian’s possession. Failure to do so is a grave formation issue.
   c. Seminarians should be aware that, as public persons, anything they place on the internet reflects on the Church, their diocese, and the seminary; and they are responsible for any scandal given or taken.

2. Electronic Breviary
   Seminarians (except when presiding at a liturgy) are permitted to use an electronic breviary for the public Liturgy of the Hours.

3. Telephones
   a. Each seminarian is required to have a cell phone, as this is our primary means of communication along with e-mail.
   b. Smart phones which have e-mail updates are highly recommended. If you are not able to obtain a smart phone, please notify the Vice Rector for Human Formation, and other arrangements will be made.
   c. There are telephones in each residence hall. These may be used in two ways:
      1) as an intercom to call faculty and staff – simply dial the last four digits of the in-house telephone number.
      2) to call any outside phone (local, long-distance, or cellular), first, dial “9” and then dial the area code followed by the phone number. Do NOT – repeat, do NOT dial “1” before or after dialing “9”. All such calls are free for you.
      These phones may be used in emergency to call Maintenance or Public Safety. Simply dial their extension numbers as listed in your directory.
   d. If you do not wish to use the hall phones to make a call, or if you wish to receive calls, you will need to use a cell phone or a service such as Skype, or other phone device such as MagicJack.

2. Student Copier
   A Savin copier for student use is located in the JPII Room. The cost is 10 cents per copy. Payment can be made with coins only. Copiers and scanners are also available in Phillips Library.

   **Please note:** Seminarians are NOT permitted to use the Savin copier, shredder, cutting board, or any other equipment or article in the faculty work room. These are for use by faculty, administration, and staff ONLY.
D. Laundry
1. Laundry is the responsibility of each seminarian. Washers and dryers are located on the ground floor of Keating Hall.

2. Machines may be reserved for one-hour intervals, but not for more than two continuous hours in one day. Sign-up sheets for reserved times are in the laundry room. The machines are connected to LaundryView which allows users to go to the website and monitor, in real time, the availability of the machines and the running times left on machines in use from your room. Go to www.laundryview.com.

3. Washing machines not in use by twenty minutes past the reserved time are considered open, and the reservations forfeit.

E. Movies
1. Movies are shown in the large recreation room on Friday and Saturday evenings for community entertainment.

2. Only movies appropriate to viewing by seminarians will be chosen, under faculty supervision. An “R” rated film may be shown only with explicit individual approval by the Rector or Vice Rector.

F. Reservations
1. All reservations for the use of seminary facilities (St. Bernard’s Chapel, recreation rooms, JPII Reading Room, classrooms) must be made with the Assistant to Administration and Faculty.

2. Kitchen facilities are reserved by the Kitchen Coordinator.

3. Any activity in Immaculate Conception Chapel must be cleared with the campus ministry office and a prior reservation made with them. Please do not attempt to use Immaculate Conception Chapel for any reason without a reservation.

G. Cancellation Information:
In winter, call 5777 for information about undergraduate class cancellations or delayed schedules. Watch posted notices for seminary cancellations. In general, classes of resident faculty would not be canceled because of weather conditions, nor would the daily house liturgical schedule be altered by university cancellations. In the case of a delayed schedule for university undergraduate and MAPS class causing a conflict with the seminary class schedule, Pre-theologians (and others in such classes) should attend the undergraduate/MAPS class and inform their seminary class professor. Seminary faculty who cannot get to campus due to the weather should contact their students by email or through Moodle and inform the seminary academic dean. See the posted “Weather Delay” notices for further information.

H. Pets:
With the possible exception of tropical fish in a moderately-sized aquarium, seminarians may not keep animals or pets of any kind within the seminary.

I. Guns:
Seminarians are prohibited from keeping guns, firearms, or weapons of any kind on their person, in their rooms, vehicles, or anywhere else on university property, except at the direction and with the permission of the Vice Rector for Human Formation.
J. **Candles:**
The burning of any kind of wick-burning candles (including votive candles, oil candles, etc.) in seminarians’ rooms is prohibited by the university policy. For insurance reasons, we are obligated to comply.

K. **Summer Storage:**
Limited storage of seminarians’ property during the summer is available in certain designated storage areas. Seminarians are expected to read and comply with all regulations posted regarding summer storage. Any articles left in storage for the summer, however, are left at the seminarian’s own risk. The seminary assumes no responsibility for any personal belongings left in the storage areas.

L. **Packages:**
Seminarians who get a notification in their mailbox that a package for them has been received in the seminary post office may pick up their package when the post office is open at the following times: **Mondays through Fridays for 15 minutes after Evening Prayer (or community conference) and whenever the post office is open for mail sorting.** Please do not approach seminary staff regarding access to the seminary post office. On weekends, to get a package, please contact one of the student postmen, whose names are indicated on the post office door. In case of emergency, if you are unable to locate any of the postmen, you may notify the Dean of Students.

M. **Microwave Use:**
Because of our history of setting off smoke alarms, seminarians are not permitted to have or to use microwave ovens in their rooms. Microwaves are available and may be used only in the seminary kitchen. If a student causes an alarm to be sounded, he or his diocese will be expected to pay the fee of $1,000 assessed by the fire department for causing an unnecessary response.

N. **Class Masses:**
There will be no Class Masses as a regular activity. If a class wishes to have a Class Mass, they must approach the Rector to secure permission, providing a clear and cogent reason for the Mass, as well as a description of the fraternal activity planned in conjunction with it.

O. **Lights:**
The last person to leave the chapel, the chapel balcony, a classroom, a restroom, or any other public area, should please remember to turn off the lights. This is a simple practice of thoughtfulness and good stewardship.