

Authority: This policy was approved by the Board of Trustees, Saint Wolbodo Seminary on 02/27/2009, and affirmed by the Congregation of Bishops of the Church on 3/05/2009.

Applicability: This policy applies to all seminarians matriculated into Saint Wolbodo Seminary;

Summary: Saint Wolbodo Seminary is a multidisciplinary school with the goal to prepare men and women to answer God's call as priests, deacons, and religious. In order to best be served by the academic process, all seminarians are required to produce work regularly as they strive to reach their goal of graduation and ordination. Failure to regularly produce substantial work each semester may result in sanctions.

Section headings in this policy:

1. IN GENERAL
2. HOW IS SUBSTANTIAL WORK DEFINED?
3. WHAT SANCTIONS MAY BE APPLIED IN THIS POLICY
4. PROCEDURAL MATTERS & ENFORCEMENT
5. RESOURCES FOR DEALING WITH ACADEMIC DIFFICULTIES
6. POLICY REVIEW AND EVALUATION

1. GENERAL

For academic stability, continuity in the learning experience, as well as for the spiritual and formative advantage of the student, work is assigned by the faculty in a specific order. To have students who do not regularly participate in the educational and formative process causes lapses of understanding and proper preparation.

This policy is designed to address stagnation and neglect in the seminarian's academic process. While clearly outlining the seminary's expectations of the seminarian, it allows the institution to be flexible to each seminarian's specific needs.

2. HOW IS SUBSTANTIAL WORK DEFINED?

Substantial work is defined by the completion of all course work assigned in two-thirds of the assigned course work in any given semester.

3. WHAT SANCTIONS CAN MAY BE APPLIED IN THIS POLICY

Sanctions applicable to achieve enforcement of this policy include:

- Counseling by the seminarians vocations promoter or the seminary rector;
- Repeating the incomplete courses before being assigned a new semesters course work;
- Academic Probation;
- Additional, extra course work;
- Being dropped from the seminary body, with leave to re-apply;
- Being dropped from the seminary body, with no leave to re-apply.

4. PROCEDURAL MATTERS & ENFORCEMENT

a) Work Review: The seminary rector or his designee reviews each seminarian's work on an ongoing basis, and determines if the seminarian is in violation of the policy, and notifies the seminarians ordinary and the responsible vocations promoter of the violation.

b) Dialogue: The Vocations Promoter discusses the violation with the seminary, and reports the results of the discussion to the seminarians ordinary and the seminary rector.

c) Sanction: As a group, the seminarians ordinary, vocations promoter, and the seminary rector determine the appropriate sanction is decided and the seminarian is advised.

d) Appeal: The seminarian can appeal the applied sanction to the seminary board of trustees in writing for relief.

5. RESOURCES FOR DEALING WITH ACADEMIC DIFFICULTIES

The church has many resources available to assist seminarians who are having difficulty completing their studies.

Seminarians experiencing difficulties with comprehension of course specific materials and assignments should speak to their instructors who can provide them with assistance and guidance.

Seminarians who are experiencing difficulty completing courses due to outside issues such as family problems, work interference, financial or health problems should seek assistance through their assigned vocations promoter.

6. POLICY REVIEW AND EVALUATION

This policy went into effect on 03/05/2009. It is subject to periodic review, and any comments or suggestions should be forwarded to the Seminary Rector.