

**GRADUATE STUDENT
HANDBOOK**

2018 - 2019



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P U R P O S E O F T H E H A N D B O O K

This student handbook is for all graduate students of Christ the King Seminary and contains guidelines, general information, and campus policies. Additional policies and procedures exist with regard to seminarians and candidates for the diaconate. These will be contained within the current issue of the seminarian and diaconate supplements.

Of course, no handbook can anticipate every circumstance or question about policy. The need may arise and the seminary reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Students will, of course, be notified of such changes to the graduate student handbook as they occur. If changes are made, they will be communicated to students and the seminary will attempt to update this handbook as quickly as possible. This handbook supersedes any other documents or directories pertaining to the topics covered here.

If you have any questions about any of the topics covered in this manual, please contact the academic office.

MISSION STATEMENT

Responding creatively to our changing world, Christ the King Seminary, a Roman Catholic school of theology located in western New York, prepares priests through human, spiritual, intellectual, and pastoral formation in accord with Pastores Dabo Vobis. Similarly, we prepare deacons, laity, and religious for collaborative ministry in the Church, so that all may bear witness to the Gospel in word and deed – thus transforming our world.

Board of Trustees

May 2017

A C C R E D I T A T I O N

Christ the King Seminary is chartered by the Education Department of the State University of New York, and accredited by the Middle States Association of Colleges and Schools, and by the Association of Theological Schools in the United States and Canada. The Seminary's Program of Priestly Formation is governed by ecclesiastical principles and guidelines determined by the National Conference of Catholic Bishops.

The Commission on Accrediting of the Association of Theological Schools in the United States and Canada

10 Summit Park Drive

Pittsburgh, PA 15275 USA

Telephone: 412-788-6505, Fax: 412-788-6510, <http://www.ats.edu>

Middle States Commission on Higher Education

3624 Market Street, 2nd Floor West

Philadelphia, PA 19104

Telephone: 267-284-5000, <http://www.msche.org>

The following degree programs are approved by the Commission of Accrediting of the Association of Theological Schools and the Middle States Commission on Higher Education: Master of Divinity, Master of Arts in Pastoral Ministry, and Master of Arts in Theology.

HEGIS CLASSIFICATIONS

Christ the King Seminary offers graduate curricula leading to the degrees of: Master of Divinity [in Theology] (HEGIS number 2301.00), Master of Arts in Theology (HEGIS number 2301.00), and Master of Arts in Pastoral Ministry (HEGIS number 2301.00). It is under these HEGIS (Higher Education General Information Survey) numbers that these official approved degree titles are registered with the New York State Education Department. Office of Higher Education and the Professions, Cultural Education Center, Room 5B28, Albany, New York, 12230, (518) 474-5851.

ADMINISTRATION OF THE ACADEMIC PROGRAM AT CHRIST THE KING SEMINARY

The graduate program at Christ the King Seminary is comprised of academic faculty, administrative staff, director of field education, directors of formation (seminarian and lay), registrar, director of finance, academic dean and president-rector. Contact information for seminary administration, faculty and staff can be found on the CKS website Faculty and Staff pages.

Board of Trustees

The seminary is governed by a board of trustees, whose chairperson is the bishop of Buffalo and whose members span a range of persons with expertise in education, business, philanthropy, and church service. A complete listing of the seminary's board of trustees is located on the CKS website.

GRADUATE ADMISSION PROCESS

Graduate student admission is decided by the academic dean. The registrar's office receives and processes the program application, which includes the application fee, transcripts, academic records, W-9S, media release, and immunization & meningitis documents and forms.

Application

All degree applicants must complete a degree program application which includes a student essay.

Application Fee

All graduate program applicants are required to pay a non-refundable application fee.

Admission Criteria

An applicant must submit documentation that demonstrates fulfillment of the following admissions criteria or equivalent qualifications:

1. An earned baccalaureate or professional degree from an accredited college or university
2. A minimum of 2.5/4.0 cumulative grade point average in all undergraduate and graduate work
3. At least 12 credits in philosophy and/or religious studies. Recommended philosophy courses include: ancient, medieval and modern philosophy; philosophical anthropology, epistemology, metaphysics, and ethics. Students lacking sufficient background may be required to take up to six credits in foundational theological and/or biblical studies to qualify for provisional matriculancy. This requirement may be waived by the academic dean.

Additional Admission Requirements

An applicant who holds a baccalaureate or professional degree from an unaccredited college or university may be required to submit an additional writing sample. All applicants whose cumulative point-hour ratio for all previous undergraduate and/or graduate academic work is below 2.5 may be required to submit an example of written work as outlined by the academic dean. For these students, admission will not be considered until the academic dean has reviewed applicant's submission.

Admission Materials

Applicants must submit the following materials to be considered for admission:

1. Graduate Degree Program Application (complete, signed and dated)
2. Non-refundable application fee of \$40.00 (Please make checks payable to Christ the King Seminary)
3. An official transcript from each college or university attended, listing all courses taken, grades and degrees earned, and dates of graduation.
4. Letters of recommendation:
 - a. For the program in Theology: Two letters from persons acquainted with the applicant's academic program, scholastic ability, or professional performance
 - b. For the programs in Divinity and Pastoral Ministry: Two letters—one from a person acquainted with the applicant's academic program, scholastic ability, or professional performance and one from a qualified member of the ministry (pastor, chaplain, supervisor of ministry, church officer, etc.)
5. Immunization & Meningitis Form. To comply with New York State Department of Health regulations, all students born on or after January 1, 1957, in post-secondary institutions must submit proof of immunity against measles, mumps, and rubella within 30 days of the first day of class. This demonstration must be given in written form, certified by a qualified medical professional, to the Registrar's Office (see appendix A for Immunization Policy).
6. W-9S Form
7. Media Release Form

Interview

Students who have submitted their admission materials as described above will be invited to the seminary for interviews which may include the director of lay formation, director of finance and academic dean. Students will receive written notice of their admission status within two weeks of their interview.

INTERNATIONAL STUDENT APPLICATION PROCESS

International students must follow certain guidelines when applying to study in the United States. Students are to follow and complete the checklist below to begin the application process.

1. Complete, sign, date, and submit a Graduate Degree Program Application
2. Submit a non-refundable application fee of \$40. Payment must be in the form of a check or money order payable in U.S. currency to Christ the King Seminary.
3. Submit official transcript(s) with their notarized translation from each college or university attended, listing all courses taken, grades and degrees earned, and dates of graduation sent directly to Christ the King Seminary.
4. Demonstrate English language proficiency (see below)
5. Submit confirmation of financial support. Letters of confirmation are to be sent directly from sponsor(s) to Christ the King Seminary.
6. Submit letters of recommendation:
 - a. For the Theology Program: Two letters from persons acquainted with the applicant's academic program, scholastic ability, or professional performance.
 - b. For the Divinity and Pastoral Ministry Programs: Two letters—one from a person acquainted with the applicant's academic program, scholastic ability, or professional performance and one from a qualified member of the ministry (pastor, chaplain, supervisor of ministry, church officer, etc.)
7. Provide proof of measles, mumps and rubella Immunization—per New York State Department of Health regulations, all students born on or after January 1, 1957 in post-secondary institutions must submit proof of immunity against measles, mumps, and rubella within 30 days of the first day of class. This demonstration must be given in written form, certified by a qualified medical professional, to the registrar's office (see Appendix A for Immunization Policy).
8. W-9S Form
9. Media Release Form

Interview

Students who have submitted their admission materials as described above will be invited to the seminary for interviews which may include the director of lay formation, director of finance and academic dean. Students will receive written notice of their admission status within two weeks of their interview.

Language Proficiency

All students from countries and areas where English is not the common, spoken language (even if the student already is a resident of the United States) must have a practical understanding of spoken and written English to benefit from instruction, study, and examinations. Course work at Christ the King requires graduate-level English language proficiency and skills. Christ the King Seminary, therefore, requires all applicants whose native language is not English to take the Test of English as a Foreign Language (TOEFL).

Minimally accepted TOEFL scores, when applying for graduate programs, are 550 Paper, 213 Computer, and 80 Internet. Students taking the TOEFL should have at least 20 out of 30 in each of the Internet TOEFL subcategories.

Students should have test results sent directly to Christ the King Seminary. The test code is C200 for the Educational Testing Service (ETS).

The TOEFL requirement can be waived on a case-by-case basis should the applicant have appropriate documentation of successful completion of another post-secondary degree, in English from an institution within the United States.

TOEFL Information

TOEFL Educational Testing Service

TOEFL Code Number: C200

P.O. Box 6155

Princeton, NJ 08541 USA

Phone: (609) 771-7100

Email: toefl@ets.org

Web: www.ets.org/toefl/

Visa Information

A visa is a permit placed in your passport by a U.S. Embassy or Consulate official that gives you permission to travel to the United States. There are many different categories of visas. The visa given to you is determined by the purpose of your trip to the U.S. Each visa category has a set of U.S. Immigration and Naturalization Service regulations that govern the activities you may engage in while in the United States. The length of time required to obtain a visa and the method of applying vary at each U.S. Embassy or Consulate. Check with the nearest U.S. Embassy or Consulate for information on the process currently in effect. If you pursue a degree at CKS, it is likely that you will need a Student Visa (F-1).

This requires that you:

1. Declare a program of study and make progress toward completion of that program each semester.
2. Attempt and complete at least nine credits each semester in your program and complete two semesters each year.
3. Maintain satisfactory academic progress.

4. Keep the seminary advised of your U.S. address, and when and where you will be traveling outside the U.S.

Transferring a Visa

Transferring Your F-1 Immigration Status to Christ the King

As an international student currently studying at another American educational institution or as an international student currently on a period of Optional Practical Training wishing to continue your studies, you must transfer your F status to Christ the King Seminary if you will be studying here on a full-time basis. This requires communication and coordination between your current school and Christ the King Seminary.

You are eligible to transfer your F-1 status from your current institution to Christ the King Seminary if you have been maintaining your status. If you have violated the terms of your student status either by failing to maintain your enrollment as required under immigration regulations, through unauthorized employment or some other reason, you must discuss your situation with the academic dean. You may either need to apply for reinstatement or need to travel outside the U.S. and return on a new F program.

The Process

1. Submit your application materials for admission (see above) to Christ the King Seminary.
2. Receive your written acceptance to the seminary.
3. Have your current school complete a transfer form to Christ the King Seminary and release your SEVIS record to the seminary.
4. Christ the King Seminary will issue a new I-20 for the academic program at the seminary. This document will indicate you are beginning a new program. Please be advised that at this stage of the process, your transfer is not complete.
5. To finalize the transfer, you will need to report to the academic dean within 10 days of the start of class. If you fail to report, your transfer will not be finalized. Your legal status in the U.S. may be jeopardized as the automatic maintenance features of SEVIS will automatically terminate your record.

ADMISSION STATUS

Students are classified as provisional matriculant, full matriculant, non-matriculant, audit, conditional, inactive, and alumni. A student can be enrolled either full- or part-time.

Provisional Matriculant

Degree program applicants are admitted under the classification of provisional matriculant. Provisional students are evaluated on their academic readiness and demonstrated ability to achieve specified program goals. Students become eligible for full matriculation once they have received three letters of recommendation from their graduate course instructors.

Full Matriculant

Students who have received three letters of recommendation from their graduate course instructors are awarded full matriculant status.

Non-Matriculant

Non-Matriculated student classification is designed for visiting students fulfilling degree requirements for another institution. Visiting students are required to complete a Non-Matriculant Student Application and have approval from the academic dean.

Audit

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. Full matriculant students may be eligible to audit a course with the approval of both the course instructor and academic dean. CKS alumni are welcome to audit courses, without prior approval, at a reduced rate (See tuition and fees).

Conditional

Applicants whose academic records indicate that they may have difficulty performing satisfactorily in a graduate degree program are designated as conditional students by the academic dean. The purpose of the conditional classification is to provide students an opportunity to compensate for any deficiencies and to demonstrate the ability to perform satisfactorily in a graduate program.

This classification is assigned for one or more of the following reasons:

1. The applicant has a baccalaureate or professional degree from an unaccredited college or university
2. Less than a 2.5/4.0 GPA minimum undergraduate or graduate
3. English proficiency: English proficiency is intended to facilitate admission of academically qualified, degree-seeking international students who have not satisfied the minimum English language requirement, yet are being considered for admission into a graduate program.

Inactive Status

A student who has been officially withdrawn from a degree program.

Alumni

A graduate of one of Christ the King Seminary's academic programs.

Full-time

A student registered for eight or more credit hours is considered full time.

Part-time

A student registered for seven or fewer credit hours.

ACADEMIC PROCEDURES

Academic calendar

The graduate academic calendar is published to the seminary's website at www.cks.edu and includes seminary holidays, breaks, exam periods as well as important registration and academic deadlines. A few calendar deadlines/dates are outlined below:

Drop-add week

Drop-add week is the five day academic period when students may remove or add a course from their schedule without financial penalty. Students who have added after the first class meeting are responsible for missed material. See Changes in Schedule/Adding/Dropping a Course for complete policy.

Last day to remove incomplete

Students with an approved incomplete from a course must submit required work by this deadline. Students failing to submit requirements by this deadline will receive a grade of failure "F" on their transcript and may need to retake the course if it is a degree program requirement.

Last day to withdraw from class

Students who wish to withdraw from a course after the drop/add week must submit a Withdrawal from Course Request Form to the registrar's office by this deadline to receive a grade of "W" for class. See Changes in Schedule/Withdrawal from Course for complete policy.

Last day to submit semester course requirements for grade

Students have until this scheduled day to submit all requirements, including examinations and papers, for course credit. Academic faculty may not extend class time or due dates past this date.

Reading days

Seminary scheduled reading days are incorporated into the calendar in an effort to provide students with additional preparation time before final examinations. Faculty who wish to conduct study sessions on reading days may do so if, and only if, these study sessions are offered on a voluntary basis, no attendance is taken, and no new information is introduced. Final examinations shall be offered as officially scheduled, and not during reading days.

REGISTRATION PROCESS

Semester course schedules can be located on the CKS website under the “Graduate Students” drop-down menu along with the graduate registration form. Students requiring assistance with course selection should contact the registrar’s office to schedule advisement with the academic dean. All students must submit registration to the registrar’s office prior to the fall, spring and summer semesters by the dates designated below to avoid late registration fees. Please refer to the finance section for a complete listing of fees.

Registration Deadlines*

Fall Semester

On or before June 30

Spring Semester

On or before November 30

Summer Semester

On or before April 30

*In the event a registration deadline falls on a holiday or weekend, the due date will be the next academic business day.

Registration Requirement

All graduate students who have been granted matriculant status (provisional or full) are expected to be enrolled each semester (summer term excluded) until the completion of their degree program. A student unable to register for coursework in a particular semester must submit a leave of absence request form to the registrar’s office for the academic dean’s approval (see Leave of Absence).

Course Catalog

Christ the King Seminary’s course catalog is released on a yearly basis to the CKS website and contains a listing of all courses required by degree program and their descriptions. The seminary reserves the right to cancel any course for which an insufficient number of students are registered.

Independent Study

Independent study is a contract between a student and faculty member which addresses academic areas not covered in regularly cycled courses, or permits an individual, in unusual circumstances, the opportunity to complete required course work. An independent study may also allow a student to investigate a topic in greater depth, or employ the research tools and methods of the theological sciences.

Students pursuing independent study must submit a complete, signed Independent Study Registration Form to the registrar’s office prior to the end of drop/add week (see academic calendar) for the academic dean’s approval.

Independent Study Restrictions

1. A student may only work on one independent study projects per semester.
2. A student is limited to register for no more than three (3) independent study courses, for a total of not more than nine (9) credits, within the duration of a degree program.

Transfer of Credit

A maximum of six graduate credits earned at another accredited institution may be transferred subject to the approval of the academic dean.

The following conditions must be satisfied in order to transfer graduate credit:

1. The graduate credit is in the area of theology or pastoral studies.
2. The graduate credit was earned as a graduate student at an accredited institution.
3. The student earned at least a grade of “C” or satisfactory in each course for which credit is to be transferred
4. The course work meets the requirements of the respective degree program.
5. The credits were earned within six (6) years of matriculation at Christ the King Seminary.

CHANGES IN SCHEDULE

Adding Courses

Students may, after consultation with the registrar's office and with approval of the academic dean, add a graduate course within the first five days of the semester. A Drop/Add Form must be received by the registrar's office before the end of drop/add week (see academic calendar). Students will receive an invoice from the finance office after the drop/add period.

Dropping Courses

Students may, after consultation with the registrar's office and with approval of the academic dean, drop a graduate course without financial penalty within the first five days of the semester (see academic calendar for semester dates). A Drop/Add Form must be received by the registrar's office before the end of drop/add week (see academic calendar). Students submitting a completed form to the registrar's office before the end of the drop/add period will receive 100% tuition and fee refund. Requests to drop a course after the drop/add period are considered and processed as a withdrawal from course and follows the policy below.

Withdrawal from Courses

A student may, after consultation with the registrar's office and with approval of the academic dean, withdraw from a course up to the end of the eighth week (see academic calendar) of the semester with a grade of W. If a student withdraws after this date, a grade of WP or WF or Audit must be assigned. A student may not withdraw from a course after the final meeting of that course. The completed withdrawal from course request form is signed by both the student and course instructor before submission to the registrar's office. Pro-rated tuition refunds will be processed by the finance office based on the date the request is received by the registrar (see finance/refund). Student fees will not be refunded.

Leave of Absence

Students unable to register for coursework in a particular semester must submit a leave of absence request form to the registrar's office for the academic dean's approval. Approved students are financially responsible to pay a "maintenance of registration" fee for the semester on leave (see finance/fees). Students may not take more than two semesters of leave within a degree program. Those who fail to do so must reapply for admission and submit the required application fee. In each case, the original date of admission to matriculant status will determine the starting point of the statute of limitations within which a degree must be completed.

STUDENT RECORDS

Student Information Access and Privacy Policy

Christ the King Seminary is responsible for effectively supervising the release of student information. The offices and departments of the seminary which collect and maintain student personal information shall adhere to the Family Educational Rights and Privacy Act (FERPA) and develop specific operating procedures which are consistent with FERPA.

Family Educational Rights and Privacy Act (FERPA)

Christ the King Seminary intends to comply fully with the Family Educational Rights and Privacy Act of 1974. This act was legislated to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings (for more on FERPA see Appendix B).

Students have the right to file complaints with the FERPA office concerning alleged failures by the Seminary to comply with the act. All academic records remain the property of Christ the King Seminary.

Requesting Written or Verbal References or Recommendations from Faculty or Staff

Students who request written or verbal references or recommendations from seminary faculty or staff members need to do so in writing. Such letters or statements are most effective if they contain specific information about student academic or work performance; this type of information is considered “non-directory” information and cannot be released without the signed written consent of the student, according to the Family Educational Rights and Privacy Act (FERPA).

Academic Transcripts

Official Transcript

An official transcript bears the seminary seal and an authorized signature and is mailed directly to academic institutions and agencies. Transcripts will not be issued to students who have not met their financial obligations to the seminary. Official transcripts will only be issued with signed student consent (Transcript Request Form) and payment of the transcript fee (see Student Fee Schedule).

Unofficial Transcript

An unofficial transcript does not bear the seminary seal and signature. This transcript may be sent directly to a student or former student. Transcripts will not be issued to students who have not met their financial obligations to the seminary. Unofficial transcripts will only be issued with signed student consent (Transcript Request Form) and payment of the transcript fee (see Student Fee Schedule).

Understanding the Academic Transcript: Terminology

Credits Attempted

The number of credits the course was worth.

Credits Awarded

The number of credits earned by the student.

GPA

Grade Point Average. The GPA is calculated by dividing the quality points by the credits awarded.

Semester GPA

The semester GPA is calculated by dividing the quality points earned in a semester by the credits awarded within a semester.

Cumulative GPA

The cumulative GPA is calculated by dividing the number of quality points earned in all courses attempted by the total credits awarded.

Quality Points

Grades in individual courses result in quality points. Points are assigned based on the table below for each semester-hour completed. The number of credits is multiplied by the quality points per credit to determine the number of quality points earned. For example, a B in a 3-credit course will earn a student 9 quality points.

GRADING POLICIES

Grading Scale

Graduate student work is graded and assigned grade points per graduate credit hour on the following basis:

Grade	Range	Points	Definition
A	95-100	4.00	Exceptional work. Demonstrates an exceptional grasp of the main concepts, integrates them well within the discipline and in relation to other disciplines of study, shows insight regarding the implications and applications of the concepts and manifests systematic integration in their articulation.
A-	90-94	3.70	Excellent work. Demonstrates an excellent grasp of the main concepts, integrates them well within the discipline, understands the applications of the concepts and manifests integration in their articulation.
B+	87-89	3.30	Very good work. Demonstrates a sound grasp of the main concepts, sees broader implications, shows some integration of the concepts, and can articulate them in a coherent manner.
B	83-86	3.00	Good work. Demonstrates a solid grasp of the main concepts, sees broader implications, shows some awareness of the integration of the concepts and can articulate them in a cohesive manner.
B-	80-82	2.70	Standard work. Demonstrates an acceptable grasp of the main concepts, grasps some of their implications and can articulate them in a cohesive, yet not always a coherent manner.
C+	77-79	2.30	Mostly standard work. Grasps most of the main concepts and articulates them in a consistent but not always in a cohesive and coherent manner.
C	73-76	2.00	Substandard work. Grasps many of the main concepts but has some difficulty articulating them in a coherent, cohesive and consistent manner.
C-	70-72	1.70	Minimal work. Has a limited grasp of the most important of the main concepts and has difficulty articulating them in a coherent, cohesive and consistent manner.
D	65-69	1.00	Insufficient work. Has difficulty grasping the main concepts and articulating them adequately in a coherent, cohesive and consistent manner.
F	64 or below	0.00	Failure. Has failed to grasp the main concepts and is not able to articulate them in a coherent, cohesive and consistent manner.

U	Unsatisfactory performance, (no credits awarded/no quality points, reserved for practicum)
P	Passing work (no credits awarded/no quality points)
HP	High passing work (credits awarded/no quality points)
I	Incomplete (credit hours attempted included in semester and cumulative calculation/ no credits awarded/no quality points)
IP	Work in progress (no credits awarded/no quality points)
W	Withdrawn (no credits awarded/no quality points)
WA	Withdrawn by administrator (no credits awarded/no quality points)
WP	Withdrawn passing (credit hours attempted included in semester calculation only/no credit awarded/no grade points)
WF	Withdrawn failing (credit hours attempted included in semester and cumulative calculation/no credits awarded/no quality points)
AU	Audit (no credits awarded/no quality points)

Less than Satisfactory Work

Only two grades below the grade of C are permitted in any semester. A student with such a record is placed on academic probation for the following semester.

Failure

If the grade of failure (F) is given in a required course, the course must be repeated. If the grade of failure (F) is given in an elective course, the action taken is decided by the academic dean in consultation with the instructor and the student.

Incomplete

The grade of incomplete (I) is assigned when there is some justifiable delay in the completion of course requirements (e.g., student illness). Students must submit an incomplete grade request form to the registrar's office for the academic dean's approval. The form must be signed by both the student and instructor and have an agreed upon due date for completed work no more than eight weeks from the last day of the semester. Upon completion of requirements, the instructor submits the grade-change in writing to the registrar's office for the academic dean's signature and grade report processing.

If the incomplete is not removed by the designated deadline, the grade is changed to Failure (F).

In Progress

The grade of IP is reserved for theses, major research papers and in field education when the placement hours need to carry over due to scheduling.

Grade Submission Deadline for Students

Students are expected to submit all course requirements by the last day of that course's semester (see academic calendar).

Grade Reports

Grade reports are released five weeks after the last day of the semester. Students with a financial or library hold on their accounts will not receive a grade report until the student rectifies the issue with the finance office or library and the registrar has received notice to release the grade report.

ACADEMIC STANDARDS

The registrar's office, academic dean and director of formation (seminarian and lay) share responsibility for monitoring graduate student performance and degree completion. This section describes the minimum academic and professional standards of the graduate academic program.

Class Attendance Policy

It is against seminary policy to attend classes without being enrolled or the express permission of the instructor and academic dean. Faculty and instructors may require enrolled students to attend scheduled meetings of a class and/or to participate in other course-related activities, including online learning. Students are responsible for materials presented in such meetings or activities.

Unless otherwise determined, identified or exempted by a particular instructor, students are required to attend a minimum of 80% of the scheduled meetings per course. Because courses are designed and conducted in diverse ways, faculty and instructors should inform students in writing at the beginning of each course if there are specific expectations for attendance/participation, including whether any component of the grade is based on such attendance/participation.

Credit Hour Equivalency

The amount of work expected to achieve learning outcomes will reasonably approximate one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester.

Good Standing

To be in good standing, a master degree program candidate must maintain a minimum grade point average of 2.0 per semester.

Probation

A student whose GPA falls below 2.0 in a semester is automatically placed on academic probation for the following semester by the academic dean. Two consecutive semesters on academic probation will result in dismissal from the academic program at Christ the King Seminary.

Removal from Probation

A student who raises their GPA to 2.0 or better is removed from probation and placed in good standing by the academic dean.

Reasonable Progress

A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding lay formation, may be denied further registration in that program by the academic dean.

Statute of Limitations

Graduate students must complete all degree requirements within six years of full matriculation. Student failing to complete all degree program requirements may be denied further registration in that program by the academic dean.

Notification

The registrar's office notifies the student, director of finance and director of lay formation (seminarian or lay) whenever any academic action is taken. In addition, when a student is dismissed or reinstated, the registrar's office records this academic action on the student's official permanent record.

Dismissal Policy

A student who is on probation and who does not raise the graduate GPA to 2.0 or better (good standing) at the end of the next semester or summer term of enrollment may be dismissed from the seminary at the discretion of the academic dean. If a student is on probation for two consecutive semesters and is still unable to bring their GPA to good standing they will be automatically dismissed from the seminary.

P R O F E S S I O N A L S T A N D A R D S

Graduate students are required to observe professional ethical standards in their graduate studies and research. Graduate students should speak with the academic dean if they have questions about the specific expectations of their graduate program.

Academic Integrity

Christ the King Seminary adheres to the highest standards of academic integrity. Through the honest completion of academic work, students sustain the seminary's integrity while facilitating the transmission of knowledge and culture based upon the seminary's mission.

Academic Dishonesty Policy

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the following procedures. These procedures assume that many questions of academic dishonesty will be resolved through consultation between the student and the instructor.

Academic dishonesty includes, but is not limited to, the following:

- ◆ *Previously submitted work.* Submitting academically required material that has been previously submitted, in whole or in substantial part, in another course, without prior and expressed consent of the instructor.
- ◆ *Plagiarism.* Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular source (quotations, paraphrases, basic ideas), or any other manner representing the work of another as one's own.
- ◆ *Cheating.* Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones or other devices), with the intent to deceive while completing an examination or individual assignment.
- ◆ *Falsification of academic materials.* Fabricating notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- ◆ *Misrepresentation of documents.* Forgery, alteration, or misuse of any seminary or official document, record, or instrument of identification.
- ◆ *Selling or purchasing academic assignments.* No person shall sell, offer for sale, or purchase any academic assignment, or offer any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.

Procedure

If an instructor has reason to believe that a student may have committed an act of academic dishonesty, the instructor will immediately notify the academic dean, or designee, of the suspected academic dishonesty and then contact the student as soon as possible regarding discovery of the alleged incident by CKS email.

Once the alleged incident has occurred, the student may not withdraw from the course without permission of the instructor and academic dean.

The instructor will meet and consult with the student within 10 academic days of the date of notification. If the student fails to attend the consultative meeting, the instructor and academic dean have the authority to reach a decision and to impose a penalty (if appropriate) without consulting the student directly. At consultation, the instructor will inform the student of the allegations relating to the specific infringement.

Resolution

1. If, after consultation with the student, the instructor believes the student did not commit an act of academic dishonesty, no sanctions may be imposed. The instructor will orally inform the student of that finding and, if the student so requests, will provide the student with a written statement confirming that finding. Procedure ends.
2. If, after consultation with the student, the instructor and academic dean believe the student did commit an act of academic dishonesty, the instructor and academic dean have the authority to impose one or more of the following penalties:
 - a. Revision of Work. The student is required to replace or revise the work in which dishonesty occurred. (The instructor may choose to assign a grade of “I” [Incomplete] pending replacement or revision of the work.)
 - b. Reduction in Grade. The student’s grade is reduced with respect to the particular assignment/exam or final grade in the course.
 - c. Failure in the Course. The student is given a failure in the course, to be indicated on the transcript by a grade of “F” without comment or further notation.
3. Based on the findings the academic dean may consult with the president-rector to recommend the following penalties:
 - a. Failure in the Course with Citation of Academic Dishonesty: A grade of “F” for the course is recorded on the student’s transcript with the additional notation that the grade of “F” was assigned for reason of academic dishonesty.
 - b. Suspension from the seminary: The student is suspended for a definite term upon stated conditions.
 - c. Expulsion from the seminary: The student is expelled, with comment on the transcript.

The instructor shall provide the student with a copy of the decision, sanction(s) imposed, and the student’s right to appeal that decision. The instructor’s decision letter shall be sent to the student (via certified,

return receipt mail), within 10 academic days of the date of the consultation meeting. This statement of decision will be included in the student's academic record maintained in the registrar's office.

Right to Appeal

The student has the right to appeal the instructor's findings. The request for an appeal, including specification of the grounds for appeal, must be submitted in writing to the instructor and to the academic dean no later than 10 academic days after the student was notified the student of the decision.

GRADUATE STUDENT TUITION AND FEES

Tuition, room, board and miscellaneous charges are established by the board of trustees of the seminary. Although usually established annually, these charges may be changed without notice, at the discretion of the board. All charges are assessed and collected by the finance office. Payments are accepted in cash, check, or credit card (Visa, MasterCard, Discover, and American Express). Checks should be made payable to “Christ the King Seminary.” A \$20 service charge is assessed for all returned checks.

Registration Deadline Policy and Fees

Registration deadlines and late registration fees for returning students are as follows:

Fall Semester

On or before June 30	No penalty
July 1 – July 31	\$50 late registration fee
On or after August 31	\$75 late registration fee

Spring Semester

On or before November 30	No penalty
December 1 – December 31	\$50 late registration fee
On or after January 1	\$75 late registration fee

Summer Session

On or before April 30	No penalty
May 1 – May 15	\$50 late registration fee
On or after May 15	\$75 late registration fee

Official Registration date

The date the registrar’s office received the registration form is the official registration date of record. The date of student signature is not the official registration date.

Tuition Policy

The enrollment status of the student is determined by the number of credit hours registered at the end of each semester’s drop/add period. Enrollment status is as follows:

Full-time status:	8 or more credit hours
Part-time status:	7 credit hours or less

Tuition (2018-19)

Graduate student:	\$555 per credit hour
Graduate auditor:	\$450 per audit hour
Alumni student:	\$450 per credit hour
Alumni auditor:	\$355 per course

Student Fee Schedule (2018-19)

Student fee	Description	Cost
Application fee	A non-refundable fee paid at time of application to a degree program.	\$40
Clinical Pastoral Education (CPE) Tuition	CPE tuition is separate and in addition to the tuition charged and collected by the respective institutions.	\$425 per credit hour
Comprehensive Theological Reflections Paper (CTRP)	Assessed when not taken with PS843: Christian Ministry	\$130
Formation fee	Per semester fee	\$45
Graduation Fee	Assessed in the Spring semester of student's final year. Covers the cost of commencement exercises and student's cap, gown and hood.	\$150
Maintenance of Registration	This fee is assessed to students for: <ul style="list-style-type: none"> ◆ MAT Comprehensive Written Examinations (assessed each semester registered for examination(s)) ◆ MAT Thesis Paper (assessed each semester registered for thesis) ◆ MAT Research Papers (assessed each semester registered for research paper) ◆ Semester Leave of Absence 	\$80
Master of Arts Research Paper	One-time fee assessed to students at the time of registration for MAT Research Paper 1. This fee is paid in addition to the Maintenance of Registration fee.	\$320
Master of Arts Thesis	One-time fee assessed to students for first semester of thesis work. This fee is paid in addition to the Maintenance of Registration fee.	\$320

Student fee	Description	Cost
Profiles in Ministry Level 1	For new students. Fee covers the costs of Profiles in Ministry Stage 1, an instrument of the Association of Theological Schools (ATS). A complete explanation of Profiles in Ministry is located under Human and Spiritual Components of Lay Ministry.	\$50
Student fee (part-time)	Assessed each semester. Covers expenses related to mailings, registration, library use, etc. Students registering for comprehensive examinations and /or papers will be assessed this fee each semester until such work is completed.	\$135
Student fee (full-time)	Assessed each semester. Covers expenses related to mailings, registration, library use, etc. Students registering for comprehensive examinations and /or papers will be assessed this fee each semester until such work is completed.	\$170
Transcript	Fee collected with submission of the transcript request form.	\$5

GRADUATE STUDENT BILLING & PAYMENT

Financial responsibility begins with registration for (a) course(s). Failure to attend will not cancel charges. Payments will be credited on the date received, not the date mailed.

All charges are billed to the student by the finance office with payments due on the following dates:

Fall Semester August 15
Spring Semester January 5
Summer Semester May 5

Registration after these dates must include full payment. Credit card payments can be made by contacting the finance office. No student will be admitted to class unless all tuition and fees are paid or payment arrangements have been made. In any semester, a student's registration is subject to cancellation if charges have not been paid or the student has not made other financial arrangements by the payment due date.

The seminary will not issue academic credit, grade reports, transcripts, or degrees to any student who has an outstanding account with the seminary. Any student who has an outstanding debt to the seminary will not be permitted to register for courses offered in subsequent semesters. Collection and legal action will be taken to secure monies due the seminary and the cost of these services will be the responsibility of the student.

It is the student's responsibility to assure that all financial aid paperwork has been completed on a timely basis. Students who expect to receive financial aid or loans from any source should begin their application process well in advance of the beginning of the semester to allow for processing time. If, for whatever reason this is not complied with, immediate payment will be expected.

FINANCIAL AID

Jordan Parish Assistance Program

Through the generous bequest of CKS benefactor Helen Jordan, the Jordan Parish Assistance Program (JPAP) was established. The program is open to all provisional or fully matriculating commuter students enrolled in degree programs regardless of denomination.

Students receive eligibility for JPAP at the time they meet all of the criteria for provisional matriculation. The registrar's office will provide eligible students with their first year JPAP program agreement. Each year moving forward the Finance Office will distribute JPAP renewal letters to students who remain eligible.

Under the terms of the Jordan Parish Assistance Program (JPAP), Christ the King Seminary has agreed to pay 50% of tuition charges for courses required as a part of this degree program if the student's sponsoring parish pays 25% of the tuition charges. The student is responsible for the remaining 25% of the tuition charges as well as books and student fees.

Please note the JPAP only covers tuition charges for courses which fulfill requirements of the degree program in which the student is enrolled. Audited courses, these fees and other maintenance fees are not covered.

Students under the JPAP are responsible for the following: timely receipt of the completed parish sponsorship form; holding good financial standing, maintaining a minimum of a 2.0 cumulative average and completion of all degree program requirements within the statute of limitations. Failure to comply with any or all of these responsibilities may lead to ineligibility for the JPAP.

Other Financial Aid

The seminary also offers other financial grants and scholarships. Application forms are available in the finance office or on the finances page of the seminary's website. Deadlines are as follows:

Fall Semester August 1
Spring Semester December 15
Summer Semester May 1

Veterans' Benefits

Christ the King Seminary is approved by the New York State Division of Veterans Affairs for the training of veterans and other eligible persons.

Verification of Enrollment for Loan Deferment Purposes

Christ the King Seminary does not participate in the National Student Clearinghouse. Students requesting loan deferment from their lender(s) submit their loan deferment forms to the registrar's office for verification.

Students requesting verification of enrollment are asked to submit the following to the registrar:

1. Completed and signed student sections/pages
2. Education verification form
3. Supporting pages containing lender address and fax numbers

The registrar will verify enrollment and submit all required deferment forms to the lender.

For additional assistance please use the following contact information:

Office of the Registrar
Christ the King Seminary
711 Knox Road, PO Box 607
East Aurora, NY 14052

Phone: (716) 655 7081

Fax: (716) 652 8903

Email: AcademicOffice@cks.edu

REFUNDS

Any student who withdraws from a course or graduate program must file a Withdrawal from Course Request Form with the registrar's office. The official date of withdrawal is the date the Registrar's Office is notified of the withdrawal. No refunds will be issued until this form is filed.

Tuition charges are refundable according to the following schedule:

	Tuition	Fees
First Week (Drop-add)	100%	100%
Second Week	80%	No refund
Third Week	60%	No refund
Fourth Week	40%	No refund
Fifth Week	20%	No refund
After Fifth Week	No refund	No refund

Summer Session Refunds

Summer Session refunds will be prorated using the above schedule.

Course Cancellation

In the case of a course being canceled, a full refund will be made immediately upon notification to the finance office by the registrar.

CAMPUS MEAL POLICY

All students are welcome to take advantage of the meal services provided in the main dining room (refectory). Students are asked to observe the same schedule for meals that applies to the rest of the resident seminary community. To be served, students should arrive for meals according to the following schedule:

	Arrival Time	Cost (2018-19)*
Lunch	11:30 a.m. – noon	\$9.50
Dinner	5:30 – 5:45 p.m.	\$14.00
Sunday Brunch	11:30 a.m. – noon	\$12.00

Reservations

Students planning to purchase a meal on campus are required to notify Gayle Mann, Coordinator of Events and Scheduling, at least one day in advance at (716) 805-1438 or gmann@cks.edu.

Payment

Payment envelopes, pink slips and a cash box are provided in the entryway outside the main dining room for convenience. In order to assure proper credit to an account, fully complete a pink slip, place slip and payment in envelope and deposit envelope into the cash box. If you prefer to pre-pay or receive an invoice for your meals for the semester, please contact Gayle for an invoice.

Refunds

Meals will be refunded on a pro-rated schedule.

**Prices subject to change without notice.*

STUDENT COMMUNICATION — CKS EMAIL

CKS Email

CKS Email (Google Apps for Education) is the seminary’s email, calendar, and collaboration service for faculty, staff and graduate students.

Features include:

- ◆ Gmail — CKS email addresses are a combination of your first initial and your last name (jdoe@cks.edu)
- ◆ Google Calendar
- ◆ Google Docs — word processing, spreadsheets, forms, presentations

Student Acceptable Use Policy Statement

Christ the King Seminary has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion. Students are expected to check their official email address on a frequent and consistent basis in order to stay current with seminary communications. A student’s failure to receive and read seminary communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

See Appendix C for additional assistance with effectively communicating with email.

Students may elect to redirect (auto-forward) email sent to their seminary email address. Students who redirect email from their official Seminary email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official seminary email address.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts and electronic mail are the property Christ the King Seminary. Christ the King Seminary is committed to: (a) preventing user access or transmission of inappropriate material over its computer network via the Internet, electronic mail, or other forms of direct electronic communications; (b) preventing unauthorized access and other unlawful online activity; (c) and preventing unauthorized online disclosure, use, or dissemination of Protected Health Information (“PHI”).

General Use and Ownership

- ◆ These systems are to be used for academic purposes only.
- ◆ Seminary provided Internet and email resources may not be used to conduct private business.
- ◆ Users should be aware that the data they create on the corporate systems remains the property of Christ the King Seminary. There is no guarantee of confidentiality of information stored on any network device belonging to the seminary.

- ◆ Although students have access to seminary email and computer network systems, these systems are accessible at all times by Christ the King Seminary and may be subject to periodic, unannounced inspections. For security and network maintenance purposes, authorized individuals within Christ the King Seminary will monitor equipment, systems and network traffic.
- ◆ All communications including text and images can be disclosed to law enforcement or third parties without the prior consent of the sender or receiver.

Security and Proprietary Information

- ◆ Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. User level passwords should be changed in accordance with established network control policy.
- ◆ Because information contained on portable computers is especially vulnerable, special care should be exercised.
- ◆ Students are not permitted to post from a seminary email address to newsgroups, blogs, or web pages without prior authorization.

Unacceptable Use

The following activities are, in general, **prohibited**. Under no circumstances is a student of Christ the King Seminary authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing seminary resources. The list below is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

- ◆ Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software is strictly prohibited. Computer software is intellectual property protected by U.S. copyright laws. Software that has been purchased by Christ the King Seminary for a standalone unit or as part of a system can only be used for the assigned unit or system.
- ◆ Under no circumstances may seminary computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-productive Internet sites.
- ◆ Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, etc.).
- ◆ Revealing your account password to others or allowing use of your account by others, including family members.
- ◆ Using the Internet for harassing, bullying, or demeaning others (commonly known as “cyber-bullying”).
- ◆ Security breaches or disruption of network communications including, but not limited to,

accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access.

- ◆ Circumventing user authentication or security of any host, network or account.
- ◆ Providing information about, or lists of, seminary faculty, staff or students, to parties outside the CKS community, without prior authorization.
- ◆ Sending unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals (email spam).

Users in violation of any of the foregoing are subject to disciplinary action up to and including expulsion.

Purging of Accounts

CKS student email accounts are generated and purged automatically based on enrollment status and will be kept active for 60 days after student withdrawal or graduation, after which they will be purged. Once purged, an email account cannot be created again unless the student enrolls into a graduate program as a provisional or full matriculant.

Notwithstanding the guidelines above, the seminary (president-rector, academic dean) reserves the right to revoke email privileges at any time.

STUDENT COMMUNICATION — MAIL / MAILBOXES

Full-time Faculty Mailboxes

Full-time faculty mailboxes are located in the Administration Building; an intercampus mailbox is provided for student convenience in the Education Center.

Adjunct Faculty & Continuing Education Instructor Mailboxes

Adjunct faculty and continuing education instructor mailboxes are located in the Education Center.

Student Mailboxes (Non-seminarian)

Students enrolled in graduate and diaconate programs are assigned a mailbox in the Education Center. Mailboxes are used for seminary, faculty, and student communication. Students are responsible for checking their mailboxes while on campus. To assist with regular maintenance, recycle bins are provided for student usage in the Education Center's foyer.

Student Mailboxes (Seminarian)

Please refer to the Seminarian Supplemental Handbook.

STUDENT GRIEVANCE PROCEDURE

This grievance procedure is for the use of all students at Christ the King Seminary. In the case of seminarians, it is understood that the Code of Canon Law and the Program of Priestly Formation will take precedence over this procedure in some cases.

This procedure begins with the premise that all parties demonstrate Christian courtesy and respect the dignity of each person.

Procedure:

1. Address the issue with the individual concerned.
If this is not satisfactory,
2. The student may then bring the matter to the individual's immediate superior or the appropriate administrator.
If this is not satisfactory,
3. The student may bring the matter to one of the following campus committees:
 Spiritual/Liturgical Committee
 Justice and Peace Committee

If this is not satisfactory,
4. The student may bring the matter to the president-rector for discussion.

ABOUT THE CAMPUS

History

Christ the King Seminary began as an integral part of St. Bonaventure College, which was founded in 1857 at Allegany, New York. For more than 100 years, the college, under the direction of the Order of Friars Minor, was engaged in the formation of diocesan clergy.

In 1950, St. Bonaventure was elevated to the status of university, and the seminary became its School of Theology. In 1951, new self-contained quarters for the seminary were opened on the upper campus of the university. The seminary was incorporated separately from the university in 1974.

In 1974 the trustees of St. John Vianney Seminary, East Aurora, invited Christ the King Seminary to relocate to its spacious 132-acre campus, 20 miles southeast of Buffalo. The trustees of Christ the King Seminary accepted the offer, and the move was made in September 1974. In June 1990, the Diocese of Buffalo assumed corporate sponsorship of the Seminary.

A Campus of Beauty and Inspiration

The seminary campus is situated on 132 acres of pastoral fields, small, spring-fed lakes, and woodlands, adjacent to the Knox Farm State Park, near the Village of East Aurora. The campus contains fifteen buildings including St. John Vianney Chapel, Education Center, library, refectory, residence halls and auditorium. CKS is home to over 45 mosaic tile images of the saints, providing rich artistry to aid in contemplation. Wooded walking trails including Stations of the Cross on the west side of campus offer a special place for prayer and reflection.

Buildings

Administration Building

The Administration Building's first floor contains the offices of the president-rector, vice president, finance, academic dean, mission, registrar, institutional advancement, marketing, formation, spiritual direction, pre-theology, diaconate, and information technology. The Administration Building is open Monday–Friday from 8:30 a.m. – 4:00 p.m.

Auditorium

The auditorium is a separate facility used for lectures, films and special presentations.

Education Center

This recently updated building is the main location on campus for academic instruction. In addition to the traditional classroom setting, the Education Center contains two seminar rooms, large lecture hall, distance learning classrooms, theological reflection rooms, studio, student lounges, Wi-Fi, vending machines and mailboxes for students, adjunct faculty, and instructors.

Gymnasium

The gymnasium is available for the seminary community and contains a basketball court, universal weight

room, locker and shower facilities. Additional information regarding the facility can be obtained through the Coordinator of Events and Scheduling.

Library

Christ the King Seminary library is a Catholic theological research library of over 200,000 volumes providing for the curricular, research and instructional needs of the seminary's students and faculty and serving as a resource for the western New York community

Regular Hours of Operation*

- ◆ Monday-Thursday: 8:30 a.m. – 9:30 p.m.
- ◆ Friday: 8:30 a.m. – 9:00 p.m.
- ◆ Saturday & Sunday: 9:00 a.m. – 9:00 p.m.

*Regular hours apply only when classes are in session during the Fall and Spring semesters. Hours are reduced during semester breaks, on holidays/holiday weekends, and during the summer. Hours subject to change without prior notice.

All persons who belong to the seminary community have library privileges once their library cards are issued. All others must register before using the library. To register, contact a member of the library staff for a brief orientation and complete necessary paperwork.

Library Catalog

Access the Christ the King Seminary Online Catalog (or mobile version) via the CKS website for a listing of the items in the library collection - books, periodicals, newspapers and audio/visual materials.

Databases

Current students and faculty may access the EBSCO databases via the CKS website to find journal articles, book reviews, and essays in books: ATLA Religion/ATLASerials, Catholic Periodical and Literature Index, Philosopher's Index.

Services

1. Reference Service: Available on site Monday - Thursday, 8:30 a.m. – 7:00 p.m. and Friday 8:30 a.m. – 4:00 p.m. during the school year when regular hours are in effect. Questions also can be submitted by telephone (716-652-8959) or by the completion of the Contact Library Reference form.
2. Interlibrary Loan Service: Currently registered CKS students and faculty may use the Interlibrary Loan Service. Interlibrary Loan forms are available from any of the library staff.
3. INFOPASS: Currently registered CKS students and faculty may apply for an INFOPASS to access resources in participating area libraries. Contact the Periodicals/Circulation Librarian or any of the librarians to apply.

Circulation Policies (Summary)

- ◆ All persons who belong to the seminary community have library privileges once their library cards are issued. All others must register before using the library. To register, call ahead to make arrangements to meet with a member of the library staff for a brief orientation and to fill out

necessary paperwork.

- ◆ Books and audio/visual materials may be checked out for a period of one month. Books must be renewed online, in person or by email or by telephone. Maximum of one renewal per item.
- ◆ Reference books and periodicals (bound, unbound, and current issues) do not circulate outside the library.
- ◆ Books on reserve have limited or no circulation. Limited check-out of Reserve Books is restricted to students enrolled in particular classes.
- ◆ All books and audio/visual materials are subject to recall regardless of the due date. Recalled items must be returned in five days or less depending on the circumstances.

Refectory (Dining Hall)

The refectory is the central dining complex adjacent to St. John Vianney Chapel. The seminary offers an opportunity for students and guests to purchase meals during the academic year. Reservations are required. For more information see the Campus Meal Policy.

Residence Halls

Each hall has an average of 35 rooms, along with a chapel, small kitchenette, and lounge area. There are three halls available during the academic year and six available during the summer months. Some halls are equipped with private suites with full baths.

St. John Vianney Chapel

St. John Vianney Chapel, with its two large stained glass walls, is central to the campus and the heart of the seminary's life. A liturgical schedule is posted each semester throughout campus. Students and visitors are always welcome to participate.

Campus Policies

Parking

Commuting students are asked to park in the lot across from the library. Handicapped parking is located in the lot next to the Education Center.

Smoking Policy

It is the primary goal of Christ the King Seminary to promote a safe and healthy environment for students, faculty, staff, and visitors on campus through reducing the health and safety risks associated with tobacco smoke and careless smoking. Therefore, smoking is prohibited in all campus buildings, unless designated otherwise by the president-rector.

Designated Smoking Areas

Smoking is permitted generally on the outside grounds and spaces away from campus buildings and their entrances, exits, windows, and ventilation intakes. All designated smoking areas will be equipped with approved smoking receptacles where discarded tobacco products must be placed. For fire safety purposes,

smokers shall completely extinguish lighted tobacco products prior to discarding tobacco products in receptacles.

Prohibited Locations

Smoking is prohibited in all campus buildings including but not limited to residence halls, private residences, chapels, classrooms, lecture halls, library, offices, study areas, meeting rooms, hallways, stairwells, food preparation and eating areas, lounges, and restrooms.

Unless designated otherwise by the president-rector, smoking is prohibited in all partially enclosed areas such as covered walkways, breezeways, balconies, porches, walkways between sections of buildings, exterior stairways and landings and in all vehicles owned or leased by the seminary. The seminary reserves the right to explicitly prohibit smoking during a particular event or activity scheduled in/or near a designated smoking area.

Property Policy

Seminary Property

Christ the King Seminary's property and proprietary or private information, as well as copyrighted materials, may not be removed from the facility. Students are to notify the campus safety officer of any thefts or unsafe conditions.

If any CKS equipment or materials appear to be damaged, defective or in need of repair, students are asked to tell the campus safety officer immediately. Prompt reporting could prevent deterioration of equipment and possible injury to self or others.

Private and/or personal use of CKS owned materials and equipment is not permitted. CKS materials and equipment may be used only in connection with CKS-related purposes.

Student Property

Christ the King Seminary is not responsible for the loss of a student's personal property and asks that each student exercise care in safeguarding valuable items. A student who brings personal property into the building including computers, cellphones or money, do so at their own risk. Christ the King Seminary is not responsible for, and assumes no liability for fire, theft, damage to and/or loss of personal belongings. Please safeguard personal belongings.

CAMPUS SAFETY & SECURITY

Institutional Policy and Procedures on Campus Safety and Public Order

Christ the King Seminary is committed to providing a safe environment for students. Students who use obscene, abusive or threatening language or gestures, or display any violence or threaten violence on campus are subject to disciplinary action up to and including expulsion. To read the complete Institutional Policy and Procedures on Campus Safety and Public Order see Appendix D.

Campus Safety Officer/Campus Security Committee

The seminary does not maintain its own campus security or law enforcement department and encourages the accurate and prompt reporting of all crimes and suspicious activity to the campus safety officer, or his designee, and/or the East Aurora Police Department at (716) 652-1111.

The president-rector will annually appoint a campus safety officer and may appoint an advisory committee on campus security. The campus safety officer and/or committee shall annually review current campus security policies and procedures and make recommendations for their improvements, especially in regards to:

1. Educating the campus community about sexual assault, personal safety and crime prevention;
2. Reporting sexual assaults and dealing with victims during investigations;
3. Referring complaints to appropriate authorities;
4. Counseling victims; and
5. Responding to inquiries from concerned persons.

Title IX Coordinator and CRC Officer

The Seminary's Title IX Coordinator also serves as the Civil Rights Compliance Officer. The Title IX Coordinator is responsible for implementing and monitoring compliance with the Institutional Policy and Procedures on Campus Safety and Public Order on behalf of the Seminary. This includes coordination of training, education, communications, and administration and investigation of any complaint, alleged violation and/or grievance procedures for the handling of suspected or alleged violations of this policy.

Fire Safety

See Appendix E to review the fire safety standards and measures in place in all campus buildings.

Emergency Response Reference Guide

See Appendix F for procedures to be followed in specific emergency situations.

Automatic External Defibrillator (AED)

An automated external defibrillator is located in the hallway between St. John Vianney Chapel and the refectory (dining hall). An AED is a computerized medical device that analyzes heart rhythm to detect

cardiac arrest and delivers an electric shock to the heart (defibrillation) if necessary. An AED is used to treat victims who experience Sudden Cardiac Arrest (“SCA”). It is only applied to victims who are unconscious, without pulse, and without signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

The AED may be used by any student. When it is determined by following the primary survey of standard first aid (responsiveness, breathing, circulation) that a cardiac emergency is taking place, the AED should be used while another person contacts an emergency responder by contacting 911.

Possession of Firearms and Weapons

No student may possess a firearm or a knife on property owned by Christ the King Seminary, or while conducting the business of Christ the King Seminary.

Drug-Free Schools and Drug-Free Workplace Compliance

Christ the King Seminary is committed to having a campus that is free of the illegal or abusive use of alcohol and other drugs. The illegal or abusive use of alcohol and other drugs by members of the campus community jeopardizes the safety of the individual and the community, and is contrary to the academic learning process. In keeping with this commitment it is the policy of the seminary that the illegal or abusive use of alcohol and other drugs is prohibited on Seminary property or as part of seminary activities (see complete Appendix G: Drug-Free Schools and Drug-Free Workplace Compliance Policy).

Campus Crime Statistics

Each year Christ the King Seminary is required under Title 20 of the U.S. Code Section 1092(f) to submit a report on campus crime to the United States Department of Education. The advisory committee on campus safety will provide upon request all campus crime statistics as filed with the U.S. Department of Education. Anyone who desires to receive a hard copy of these statistics may do so by contacting the president-rector or vice rector at (716) 652-8900. This information may also be found at the Department of Education’s website address for campus crime statistics: <http://ope.ed.gov/security>.

Inspection and Investigation Procedures

Christ the King Seminary reserves the right to search before, during, and after working hours any and all areas on CKS premises, including, but not limited to, offices, desks, parking lots and employee lockers and storage areas when it has reason to believe that illicit drugs or controlled substances, alcohol, stolen property, explosives, weapons, or other dangerous materials may be present. Christ the King Seminary reserves the right to seize and retain all such discovered contraband.

Any student found to have in his/her possession any of the above stated contraband will be subject to immediate disciplinary action, up to and including, expulsion. Any contraband recovered will be turned over to local law authorities. Any employee who fails or refuses to cooperate with Christ the King Seminary in the search for such contraband, including the person being searched or investigated, will be subject to disciplinary action, up to and including, expulsion.

Campus Emergency Closure

If inclement weather is expected or occurring, announcements regarding late openings, early closures, or complete closures will be made via the following media outlets:

- ◆ CKS email
- ◆ CKS website (www.cks.edu) – cancellations will be listed under News and Events
- ◆ Radio on WBEN 930 AM
- ◆ Television on WIVB News4

When traveling to campus students are asked to exercise good, prudent judgment when evaluating the roads conditions before commuting to the seminary. Instructors will not penalize students for not attending class due to hazardous driving conditions and travel bans. Students unable to attend class must inform their instructor as stated in syllabus.

STUDENT SAFETY AND CONDUCT

Christ the King Seminary expects its students to obey all applicable federal, state and local laws and observe the specific policies procedures, regulations, rules and standards that are declared by the Seminary for conducting its own affairs.

Students enrolled in the Program for Priestly Formation (PPF) will have additional policies, regulations and rules in keeping with their professional standards within the Seminarian Supplemental Handbook. It is expected that students within the PPF will abide by these additional policies, regulations and rules as set forth in their handbook.

Safe Environment Program

An essential part of the mission of the Church is the promotion and protection of the rights and dignity of all people. Christian principles dictate that we have a special concern for those who are most vulnerable and those who cannot fully care for themselves.

The problem of unethical sexual or physical conduct, a form of exploitation, is one that compromises the integrity of the Church's ministers and volunteers and adversely affects the image and effectiveness of the entire Church. People place in their Church leaders a trust that must never be violated by any person employed by or volunteering services to the Church.

With a firm determination to promote and honor that trust, the Diocese of Buffalo renews its resolve to provide safety and protection for young people and vulnerable adults in Church ministries and institutions.

Code of Conduct

Adults who work with young people or vulnerable adults through the Diocese of Buffalo or any of its parishes or schools have the legal, moral, and religious responsibility to perform their duties in a way that educates and assists—and does not harm—the young people and vulnerable adults with whom they work. In keeping with that obligation, the Diocese of Buffalo has established the following Code of Conduct for all who minister to young people or vulnerable adults in the parishes of the Diocese, teach young people in the schools of the Diocese, coach young people on sports teams connected with the Diocese or any of its parishes or schools, or in any other way work with young people or vulnerable adults through the Diocese of Buffalo.

For purposes of this policy, the term “young people” or “young person” means anyone under the age of 18, and the term “vulnerable adult” means a person who is impaired by reason of mental illness, mental deficiency, physical illness, or disability to the extent that he or she lacks sufficient understanding or capacity to make or communicate responsible decisions concerning his or her person or to manage his or her affairs effectively.

Priests and religious, teachers and coaches, employees and/or volunteers, who work with children, young and vulnerable adults in or through the Diocese of Buffalo, pledge to:

1. The best of my ability, perform my work in a manner consistent with the mission of the Catholic Church and the Diocese of Buffalo;
2. Always remember that I am not a peer of the young people with whom I work and I will perform my duties accordingly;
3. Maintain appropriate physical and emotional boundaries from the young people and vulnerable adults with whom I work;
4. Avoid situations where I am alone with a young person at Church activities;
5. Refrain from any and all physical conduct, conversations and other communications with young people or vulnerable adults that have a sexual purpose or result;
6. Not touch a young person and/or vulnerable adult in a sexual or other inappropriate manner;
7. Learn of an allegation of abuse or if I suspect abuse, I will report that allegation or suspicion to the Victim Assistance Coordinator (716-895-3010) and to the appropriate district attorney's office;
8. Cooperate fully in any investigation of abuse of young people and/or vulnerable adults;
9. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
10. Use positive reinforcement rather than criticism, competition, or comparison when working with young people and/or vulnerable adults;
11. Neither accept expensive gifts from young people and/or vulnerable adults nor give expensive gifts to them without prior written approval from the parents or guardians and from the pastor or administrator;
12. Not smoke or use tobacco products in the presence of young people;
13. Not use, possess, or be under the influence of alcohol while working with young people;
14. Not use, possess, or be under the influence of illegal drugs at any time;
15. Not pose any health risk to young people and/or vulnerable adults (i.e., no fevers or other contagious situations);
16. Not strike, spank, shake, or slap young people and/or vulnerable adults;
17. Not humiliate, ridicule, threaten, or degrade young people and/or vulnerable adults;
18. Not use any discipline that frightens or humiliates young people and/or vulnerable adults;
19. Not use profanity in the presence of young people and/or vulnerable adults;
20. Not acquire, possess, or distribute a pornographic image of a young person, nor will I show a pornographic image of an adult to a young person.

A P P E N D I C E S

A P P E N D I X A — I M M U N I Z A T I O N & M E N I N G I T I S R E Q U I R E M E N T S

In accordance with New York State Public Health Law 2165, Christ the King Seminary (CKS) requires that all incoming graduate degree-seeking students, full or part-time, born on or after January 1, 1957 must provide proof of immunity against measles, mumps, and rubella to the Registrar's Office. The State also requires that all students receive information about meningococcal disease and have made an informed decision about whether or not to receive immunization against meningococcal disease.

Exceptions:

- ◆ Students born prior to 1/1/1957 are exempt from providing proof of immunization.
- ◆ Medical reasons: If a licensed health care provider certifies in writing that the student has a health condition which is a valid contraindication to receiving a specific vaccine, then a permanent or temporary exemption may be granted. This written statement must include the reason, specific immunizations that apply, and an end date for the exemption.
- ◆ Religious reasons: For a religious exemption, the student must submit documentation of a sincerely held religious belief which is contrary to the practice of immunization.
- ◆ Military exception: PHL Section 2165 (8-a) states that proof of honorable discharge from the armed services within 10 years from the date of application to an institution will qualify as a certificate enabling a student to attend the institution pending actual receipt of the immunization records from the armed services.
 - ◆ For military exception, the student in active military status must provide a copy of their military ID
 - ◆ If discharged, the student must provide a copy of their DD 214 showing their honorable discharge

Note:

Students with medical, religious, or military exception will be allowed to register for & attend classes; however, those students who are not documented at the Registrar's Office of Christ the King Seminary as immune may be excluded from campus in the event of a measles, mumps or rubella outbreak, per New York State Department of Health policies.

Measles, Mumps, Rubella

Students must provide an official record of their measles, mumps, and rubella immunity before registering for classes. Records may be obtained from the student's past or current health practitioner, previous school or university, public health department or government agency. Students are encouraged to use Christ the King Seminary's Immunization Form for compliance. The following information describes the proof of immunity required for measles, mumps, and rubella:

Measles:

- ◆ Two doses of measles vaccine (or two doses of combined MMR vaccine) given on or after the first birthday, and at least 28 days apart. Vaccines given prior to 1968 are only valid if documented to be live vaccine without gamma globulin, or
- ◆ Serologic evidence of immunity (positive blood titers); or
- ◆ Proof of attendance in a U.S. primary or secondary school after 1980, PLUS proof of a second dose of live measles virus vaccine administered within one year prior to attending CKS.

Mumps:

- ◆ One dose of mumps vaccine (or combined MMR vaccine) on or after the first birthday, given after January 1, 1969, or
- ◆ Serologic evidence of immunity (positive blood titers)

Rubella:

- ◆ One dose of rubella vaccine (or combined MMR vaccine) on or after the first birthday, given after January 1, 1969, or
- ◆ Serologic evidence of immunity (positive blood titers).

CKS will accept any one of the following documentation for MMR vaccinations:

- ◆ A copy of the Immunization & Meningitis Form completed by the student and their health care provider including a copy of the student's immunizations (including actual dates); OR
- ◆ A copy of the student's immunizations (including actual dates) on an official government/school letterhead; OR
- ◆ A copy of the student's immunizations (including actual dates) on physician's letterhead, which includes printed name, address and telephone number; OR
- ◆ A blood test to confirm immunity. Students must provide a copy of the lab report to the registrar's office.

Please note that the documentation must be in English and must contain student's name and date of birth.

Meningitis Information

Students must verify that they have received information about meningococcal disease and have made an informed decision about whether or not to receive vaccination against meningococcal disease. Students comply by reading the required information regarding meningitis, and completing the meningococcal information response form. The student is considered compliant with the requirement whether they received the vaccination or declined it.

Meningitis Information Requirement

Students fulfill this requirement by completing the Meningitis Information Form section of the Immunization Form.

“In-Process” Students

A student is considered in-process and allowed to attend classes if he/she has presented a Certificate of Immunization that shows the student is in the process of completing the immunization requirements of PHL Section 2165.

To be “in process” the student must have received at least one dose of live measles virus vaccine, have complied with the requirements for mumps and rubella, and have an appointment to return to a health care provider for the second dose of measles if this appointment is scheduled no more than 90 days since administration of the first dose of measles virus vaccine.

A student can be considered in process of complying with PHL Section 2167 regarding meningococcal disease until the maximum 30 day grace period has elapsed. The 30 day grace period may be extended to 60 days if a student can show a good faith effort to comply with PHL Section 2167. If a student is granted the extended grace period, then exclusion begins immediately after the 60 days elapses.

Non-Compliant Students

Immunization for students not in compliance

In the event that a student registers at CKS and has not provided the documentation required for immunization and meningitis information, the Registrar’s Office shall:

- ◆ notify the student of the necessity to be immunized, and that such immunizations may be administered by a health practitioner or public health officer in the county where the student resides; and
- ◆ notify the student that immunization is required for attendance unless the student provides valid reason for lack of immunization due to medical or religious exemption.

Exclusion of non-compliant students

“Exclusion” is the process whereby non-compliant students are not permitted continued attendance at CKS; whereas, “attendance” means the student’s physical presence on campus (i.e., exclusion from classes, dorm residence and other curricular and extra-curricular campus activities).

Measles, mumps and rubella requirements

Exclusion of a student will begin immediately 30 days after the first scheduled day of classes as stipulated under PHL Section 2165 (measles, mumps and rubella requirements), or after 45 days if a student is from out of state or from another country and can show a good faith effort to comply, or when a disease outbreak occurs.

Meningococcal meningitis response form

In compliance with PHL Section 2167 (meningococcal meningitis response form), exclusion of students will begin immediately 30 days after the first scheduled day of classes. The 30 day grace period may be extended to 60 days if a student can show a good faith effort to comply with PHL Section 2167. If a student is granted the extended grace period, then exclusion begins immediately after the 60 days elapse.

Record Retention

Hard copies of immunization records will remain on file in the registrar's office for seven years.

APPENDIX B — FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Definitions under FERPA

Student

For purposes of this policy a student of Christ the King Seminary is (1) an applicant who has made official application to attend the Seminary and has been accepted as either a provisional or fully matriculated student and who is currently enrolled for academic work, and (2) a former student who has attended in the past, but is not currently enrolled.

Student Records

The information about students that are part of the Seminary's records belongs to the Seminary itself as a corporation and not to the student or individuals who are a part of the institution.

What is Not a Record

A current student or student applicant does not have the right to inspect the following files:

- ◆ Health records, including immunizations.

Release of Education Records

Except as provided in FERPA or other applicable law, the seminary will not disclose personally identifiable information from a student's education records unless provided a written release containing:

- ◆ What information is to be released
- ◆ To whom the information is to be released
- ◆ The purpose for which it is to be released
- ◆ Student signature and the date signed

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, ID numbers, or social security numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly generated codes or numbers. The return of graded papers or other assignments must also be accomplished in a manner that protects student identity.

Public Information

The following items are considered public information and may be disclosed by any staff member in response to inquiries concerning individual students, whether the inquiry is in person, in writing, or over the telephone.

- ◆ Name
- ◆ Affirmation of whether currently admitted/enrolled
- ◆ Class level and full or part-time status

Unless the student has officially filed a restrainer with the registrar requesting that disclosure not be made of the following items without his/her written permission, this information is also considered public.

- ◆ Birth date
- ◆ Birth place
- ◆ Dates of attendance
- ◆ Degrees & honors

The exceptions under FERPA which allow the seminary to disclose personally identifiable information from student's education record are disclosures to seminary faculty, staff or school official with a legitimate educational interest, or disclosure of personally identifiable information designated as Directory Information.

Restricted Information

All information about an individual student in the seminary's records, not listed as public, is considered restricted and may be released based only on the following conditions:

- A. Disclosure to the individual student. A student shall have access to the information about himself which is part of the school records covered by this policy except when access is in clear conflict with the privacy rights of other individuals.

The following represent the exceptions:

1. The recommendation letters which were part of the seminary's records prior to January 1, 1975, and which were collected and maintained as confidential information will not be disclosed to the student.
 2. Admission letters of recommendation: letters of recommendation for admission shall be held in confidence. Such letters will not be included in the cumulative file of any student. They will be destroyed when an applicant is accepted.
- B. Disclosure to other students. No student shall have access to the information in the records of another student unless the student involved has given written authorization for the release of the information requested. This includes cumulative grade point averages. Public information kept in the file will not be considered confidential material.

- C. Disclosure to faculty, administration, and staff. Faculty, administration, and staff of Christ the King Seminary shall have access to the information about a student which is deemed necessary for the performance of their academic or administrative duties.
- D. Disclosure to parents and/or sponsors. The information about a student shall be released to the parents and/or sponsors only with the written permission of the student involved. All sponsors fall under this policy.
- E. Disclosure to persons and agencies external to the schools.
 - 1. No identifying information about an individual student may be released without the written permission of the student to any individual, agency or organization (unless required by existing federal or state laws, i.e. Education Amendments Act of 1974).
 - 2. “Nothing contained in this law precludes authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary, (3) an administrative head of an education agency, or (4) State educational authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally-supported education programs, or in connection with the enforcement of the federal legal requirements which relate to such programs: Provided that, except when collection of personally identifiable data is specifically authorized by federal law, any data gathered by such officials with respect to individuals students shall not include information (including social security numbers) which would permit the personal identification of such students or their parents after the data so obtained has been collected.” The Federal Register, Vol. 40, No. 3, Subpart D (99.30) lists those who have access to records without the student’s express permission; besides the above, there are several general categories of educational officials only.

Statistical Summary Information

Statistical summary information which is not name-linked may be released to any person or agency in response to questionnaires judged reasonable by the seminary administrators responsible for controlling and maintaining the data.

- A. Student mailing lists shall never be furnished to any organization.

Disclosure to the individual student

To implement the policy statement of permitting the student access to and the opportunity of requesting deletions and modification of the school records concerning himself/herself, seminary departments which maintain records on students must develop, implement, and publish specific operating procedures designed to adhere to the policy. These operating procedures must include, but are not limited to, the following steps:

- A. A student may initiate access to the seminary records concerning himself/herself by contacting the registrar or academic dean.
- B. When the student appears at a given office and requests access to the school records about himself/herself:
 - 1. (If not readily recognized), the student must provide proper identification verifying that he/she is the person whose record is being accessed.
 - 2. The designated staff person(s) should review the contents of the record with the student. If this cannot be done immediately, an appointment should be arranged.
 - 3. The student should be free to make notes concerning the contents, but no copies of the material should be made. Also, no material itself should be personally perused by the student. Furthermore, no material should be removed from the record at the time. Material may be removed only during the hearing process.
- C. When a student has challenged certain data/information and has requested deletion or modification of the record:
 - 1. The designated staff person(s) reviewing the record with the student may agree to delete selected information and do so based on office practice only.
 - 2. If the designated staff person does not concur with the student's request to delete or modify the information, an administrative hearing may be requested by the student.
 - 3. A hearing, conducted by an appropriate administrative officer, shall provide for a written or oral presentation from the student in support of his/her request for deletion or modification. It also provides for other input in support of or in opposition to the deletion or modification.
 - 4. The hearing officer shall provide the student, in writing, the decision concerning his/her request for deletion or modification including the rationale for the decision.

A P P E N D I X C — E F F E C T I V E E M A I L C O M M U N I C A T I O N

All CKS email clients are asked to use the following guide while using their assigned accounts:

- 1. Be clear and specific!**
Keep email short and to the point to help maximize the chance the entire message is read.
- 2. Be prompt and respond to important email.**
Responding within 24 hours demonstrates respect for the sender and the institution

Even if you are not able to attend to something right away, telling the person you received it and when you will attend to their question shows professionalism and attentiveness.
- 3. Use a clear subject line to name/clarify what your email is about.**
The subject line is an easy way to let your reader know whether to open an email, where to file it and which ones need action.
- 4. Add important directional words to the subject line when an email needs special attention.**
Use words like “response needed” or “urgent” are helpful in knowing what is expected and by when i.e., “Appointment request – please read” or “Seminarian meeting – draft agenda – response needed by Friday”.
- 5. Be very careful and restrained about forwarding jokes and other non-seminary related material.**
- 6. Include one topic per email.**
Although you may have numerous things to ask/say, it is best to limit your requests or important news to one per email. In this way your subject line can reflect your message and your reader will know where to file it and how to address it (at a glance).
- 7. Decide carefully who should be cc-ed on email.**
Although you may be sending an email as part of group mailing, you should not feel the need to hit “Reply All”. Often sending a response to the sender is enough and it helps minimize clutter for others.
- 8. If you need to clarify or resolve a conflict or a misunderstanding, pick up the phone.**
Although an automatic reaction, especially if someone has misunderstood something in your email, may be to send a quick email back, this is not advisable. Email is the worst type of conflict resolution and can exacerbate it.
- 9. Minimize your use of BLOCK or bold to highlight words.**
Visual cues can be misunderstood by others. In order to minimize sounding “loud” (often associated with BLOCK) or annoyed (often associated with bold), just use regular font styles – it’s safer.
- 10. Include an email “signature”.**
It is helpful to have all one’s contact information clearly and easily accessible. Include your first and last name, contact phone and address.

APPENDIX D — INSTITUTIONAL POLICY AND PROCEDURES ON CAMPUS SAFETY AND PUBLIC ORDER

Purpose

Christ the King Seminary is committed to providing a safe environment for students. Students who use obscene, abusive or threatening language or gestures, or display any violence or threaten violence on campus are subject to disciplinary action up to and including expulsion.

Violence on campus includes, but is not limited to, physically harming others, shoving, pushing, explicit or implicit threats or talk of committing violence. Weapons, whether licensed or not, are strictly prohibited while on CKS property, CKS business, or CKS events.

Everyone at Christ the King Seminary is responsible for preventing violence in the workplace. Any perceived violation of this policy must be reported to the campus safety officer. All reports will be promptly and thoroughly investigated. This policy does not create any duty or obligation on the part of Christ the King Seminary to take any actions beyond those required of an employer by law.

Authority

The trustees of Christ the King Seminary have adopted this written policy for the maintenance of safety and public order on campus and any other properties used for educational or formational purposes, and for the enforcement thereof. This policy applies to all students, clients, employees, and to other members of the CKS community, including contractors, consultants, and vendors doing business or providing services to CKS.

Dissemination

A copy of this policy will be included in the Faculty Handbook, Employee Handbook, and Graduate Student Handbook, which are given to all employees and students enrolled at Christ the King Seminary and shall be deemed to be part of the by-laws of all organizations operating on campus, which organizations shall review annually with the individuals affiliated with such organizations.

Title IX Coordinator and CRC Officer

The seminary's Title IX coordinator also serves as the civil rights compliance officer (CRC). The Title IX coordinator is responsible for implementing and monitoring compliance with this policy on behalf of the seminary. This includes coordination of training, education, communications, and administration and investigation of any complaint, alleged violation and/or grievance procedures for the handling of suspected or alleged violations of this policy.

Campus Safety Officer/Campus Security Committee

The seminary does not maintain its own campus security or law enforcement department and encourages

the accurate and prompt reporting of all crimes and suspicious activity to the campus safety officer, or his designee, and/or the East Aurora Police Department at (716) 652-1111.

The president-rector will annually appoint a campus safety officer and may appoint an advisory committee on campus security. The campus safety officer and/or committee shall annually review current campus security policies and procedures and make recommendations for their improvements, especially in regards to:

1. Educating the campus community about sexual assault, personal safety and crime prevention;
2. Reporting sexual assaults and dealing with victims during investigations;
3. Referring complaints to appropriate authorities;
4. Counseling victims; and
5. Responding to inquiries from concerned persons.

Definitions

Accused

Accused shall mean a person accused of a violation that has not yet entered the seminary's investigation and resolution process described in this policy.

Affirmative Consent

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Principles regarding consent:

1. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
2. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
3. Consent may be initially given but withdrawn at any time.
4. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

5. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
6. When consent is withdrawn or can no longer be given, sexual activity must stop.

Bystander

A bystander is a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution.

Code of Conduct

The code of conduct is the written policies adopted by an institution governing student behavior, rights, and responsibilities while such a student is matriculated in the institution.

Dating Violence

Dating violence refers to includes harmful and demeaning incidents that involve current or former spouses, boyfriends, or girlfriends.

Domestic Violence

Domestic violence is any kind of behavior that a person uses to control an intimate partner through fear and intimidation. It includes physical, sexual, psychological, verbal, and economic abuse.

Institution

Institution refers to Christ the King Seminary.

Prohibited Conduct

Prohibited conduct includes activity which violates federal, state or local law, as well as all forms of sexual misconduct, domestic violence, dating violence and stalking.

Reporting Individual

A reporting individual shall encompass the terms victim, survivor, complainant, claimant, witness with victim status or a bystander who brings forth a report of a violation.

Respondent

Respondent shall mean a person accused of a violation that has entered the seminary's investigation and adjudication process described in this policy.

Sexual Assault

Sexual assault is any type of sexual contact or behavior that takes place without the explicit consent of the recipient.

Sexual Contact

Sexual contact means the intentional touching, either directly or through the clothing, of any person with intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Sexual Harassment

Sexual harassment may consist of repeated actions or may even arise from a single incident if sufficiently extreme. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature where:

- ◆ submission to such conduct by the individual is made a term or condition of employment or scholastic status, either explicitly or implicitly.
- ◆ submission to, or rejection of, such conduct by the individual influences personnel or scholastic decisions concerning that individual.
- ◆ such conduct has the purpose or effect of interfering with the individual's work or academic performance or of creating an intimidating, hostile, or offensive working or scholastic environment for the individual.

Specific forms of behavior that Christ the King Seminary considers sexual harassment are set forth below. Every conceivable example cannot be delineated herein, and thus the descriptions below should not be interpreted in any way as being all-inclusive.

- ◆ Verbal—abusive verbal language including jokes, comments, teasing or threats related to an individual's sex, sexual activity and/or body parts whether or not said in that person's presence including, but not limited to: sexual innuendos; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes of a sexual nature, sexual propositions, threats, comments on a person's appearance that make the person feel uncomfortable because of his or her sex; continuing to ask someone for dates or to meet after work after the person has made it clear that he or she does not want to go; sexually-oriented comments about an individual's anatomy that are unwelcome, unreasonably interfere with an individual's educational or performance, or create an intimidating, hostile or offensive learning environment; and unwelcome sexual advances or demands for sexual favors.
- ◆ Nonverbal—abusive written language showing or displaying pornographic or sexually explicit objects or pictures; graphic commentaries; luring or obscene gestures in the workplace; staring at a person's body in a sexually suggestive manner; sexually-related gestures or motions; sending sexually graphic material through Christ the King Seminary's email system or other electronic communication devices (e.g. voice mail) or using CKS email or computers to view such material.

- ◆ Physical—unwelcome physical conduct, including, but not limited to: petting, pinching, grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, coerced sexual intercourse, assault, persistent brushing up against a person’s body, unnecessary touching and flashing or other unwelcome physical conduct.
- ◆ Sexual Misconduct and/or Activity—sexual misconduct/activity are used to describe unwanted or unwelcome conduct of a sexual nature that is committed without affirmative consent, including sexual contact, sexual harassment, and sexual violence.
- ◆ Sexual Violence —sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including but not limited to rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
- ◆ Stalking —stalking refers to a course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Students’ Bill of Rights

Christ the King Seminary is committed to providing support and assistance to students, faculty, staff and other members of the Seminary community who report incidents of sexual misconduct, domestic violence, dating violence, stalking and/or any other violation of statutory law.

All reporting individuals, regardless of race, color, national origin, religion, creed, age, disability, sex, sexual orientation, familial status, military status, criminal conviction, or any other status protected by law, have the following rights, regardless of whether an offence occurs on or off campus:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;

8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Reporting

The seminary strongly encourages the prompt reporting of sexual misconduct, domestic violence, dating violence, stalking and/or any other violation of statutory law to the Title IX coordinator. The report may be made by any reporting individual, which includes:

1. A person covered by this policy who believes they experienced sexual misconduct, domestic violence, dating violence, stalking and/or any other violation of statutory law; or
2. A person who has information that sexual misconduct, domestic violence, dating violence, stalking and/or any other violation of statutory law may have been committed by a person covered by this policy.

Any member of the seminary community who believes he or she has been subjected to any violation of statutory law is encouraged to report it and may request that an investigation be conducted. Unless the report is made to an office or individual who has been designated as a confidential resource (as described below), reporting individuals should assume that a seminary office, official or employee to whom a report is made will share that report with the Title IX coordinator for review and handling in accordance with this policy.

The following seminary employees with knowledge of unreported conduct that violates this policy (or which could potentially be deemed to violate this policy) are considered “responsible employees” who are required to report such alleged conduct to the Title IX coordinator: (i) the president-rector, (ii) the vice rector, (iii) and all other seminary faculty members. However, reporting individuals should assume that a seminary employee to whom a report is made will share that report with the Title IX coordinator for review and handling in accordance with this policy.

Upon receiving a report of alleged conduct, the Title IX coordinator will provide the reporting individual with information regarding the importance of preserving evidence and, where applicable, the importance of obtaining a sexual assault forensic examination as soon as possible.

Reports to Police/Criminal Investigation

The reporting individual is encouraged to report criminal concerns to the local law enforcement for the jurisdiction where the incident took place. Local law enforcement agencies do not necessarily notify the seminary when a crime has occurred in their jurisdiction, so the seminary will not have notice of an incident

unless a report is also made to the seminary. A criminal investigation is separate from a seminary's process and will not be coordinated through the seminary.

Prohibition Against Retaliation

No individual who makes a complaint alleging an offense or who participates in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Retaliation exists when action is taken against a reporting individual or participant in the complaint process that (i) adversely affects the individual's opportunity to benefit from the seminary's programs or activities, and (ii) is motivated in whole or in part by the individual's participation in the complaint process.

Alcohol and/or Drug Use Amnesty

The health and safety of every student at the seminary is of utmost importance. Christ the King Seminary recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Christ the King Seminary strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institutional officials.

Bystander

A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to institutional officials or law enforcement will not be subject to violations against Christ the King's alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Institutional Crime Reporting

Reports of certain crimes will be included in the Seminary Clery Act Annual Security Report in a manner that neither identifies the specifics of the crime (personal identifiers) nor the identity of the reporting individual.

CKS is obligated to issue timely warnings of Clery Act crimes that represent a serious or continuing threat to students and employees (subject to exceptions, such as when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual). A reporting individual will never be identified in a timely warning.

Further, the Family Educational Rights and Privacy Act (FERPA) allows covered schools to share information with a student's parents when (a) there is a health or safety emergency, or (b) when the student is a dependent on either parent's prior year federal income tax return. However, in general, the seminary will not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the impacted party.

Protection and Accommodations

When the seminary has notice of an allegation of conduct prohibited by this policy, the seminary will afford all reasonable and available protections and accommodations. These protections and accommodations

will generally remain in effect throughout the duration of the investigation, any appeal process and beyond should it be deemed necessary. Any accommodations or protective measures provided to the reporting individual will be kept confidential to the extent possible. Protections and accommodations may include:

1. housing reassignments;
2. course reassignments;
3. alterations of course schedules, assignments or tests;
4. temporary suspension or revision of seminary policies or practices;
5. no-contact orders (such an order serves as a notice to both parties that they must not have verbal, electronic, written, or third party communication with one another); and
6. removal from the seminary community.

In all cases where the accused or respondent is a student, the seminary will issue a “no-contact order” whereby continued intentional contact with the reporting individual would be a violation subject to additional conduct charges. If the accused or respondent and a reporting individual observe each other in a public place, it shall be the responsibility of the accused or respondent to leave the area immediately and without directly contacting the reporting individual. The seminary may establish an appropriate schedule for the accused and respondent to access applicable seminary buildings and property at a time when such buildings and property are not being accessed by the reporting individual.

When the accused or respondent is a student or other member of the seminary community and is determined to present a continuing threat to the health and safety of the community, the seminary will subject the accused or respondent to interim suspension or similar action pending the outcome of the investigation and appeal processes described in this policy.

Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution’s policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any protection or accommodation afforded under this policy that directly affects him or her, and shall be allowed to submit evidence in support of his or her request. The promptness of any such review is determined by the seminary in view of the circumstances of the case, personnel availability, complexity of the request, and evidence/information submitted favoring or arguing against a modification. There is no requirement in this provision for a full, in person hearing to review the order.

Assistance in Obtaining Order of Protection

The reporting individual has the right to seek an order of protection from the local law enforcement agency. The reporting individual (or other protected individual) may seek the assistance of local law enforcement in effecting an arrest when the accused or respondent violates an order of protection.

Resources

CKS wants students to get the information and support needed regardless of whether they would like to move forward with a report to campus officials or police of sexual misconduct, domestic violence, dating

violence, stalking, and/or any other violation of statutory law. Students may want to talk with someone about something they observed or experienced, even if they are not sure that the behavior constitutes any of the aforementioned.

At a minimum, at the first instance of disclosure by a reporting individual to a seminary official, the following information shall be presented to the reporting individual: “You have the right to make a report to the seminary’s Title IX coordinator and/or campus safety officer, local law enforcement, and/or State Police or choose not to report; to be protected by the seminary from retaliation for reporting an incident; and to receive assistance and resources from the seminary.”

Local law enforcement (to which a reporting individual may choose to make a report) include the following:

- ◆ East Aurora Police Department, 571 Main Street, East Aurora, New York 14052, phone (716) 652-1111
- ◆ State police 24-hour hotline to report sexual assault on a New York campus: (844) 845-7269

In the event of a sexual assault or other violent assault, in addition to making a report to the seminary, law enforcement or another resource, individuals may also choose to simultaneously utilize one or more of the options below for medical treatment and/or medical-legal evidence collection. To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

For medical-legal evidence collection, individuals should contact:

- ◆ Crisis Services, www.crisisservices.org, (716) 834-3131, available 24/7
- ◆ Catholic Health System: <http://www.chsbuffalo.org/>, (716) 706-2112
- ◆ Kaleida Health: <http://www.kaleidahealth.org/>, (716) 859-5600
- ◆ Erie County Medical Center: <http://www.ecmc.edu/>, (716) 898-3000

Confidentiality and Confidential Resources

Confidentiality may be offered by an individual who is not required by law to report known or alleged incidents to Seminary officials, in a manner consistent with state and federal law.

Confidentiality is a statutorily defined term, and the obligation to keep information in confidence is inherent for certain professionals on and off campus such as health care providers, licensed social workers, licensed mental health counselors, medical providers and pastoral and professional counselors. Many off-campus resources such as rape crisis centers are also confidential and, with the exception of certain child abuse and imminent threats, individuals working in such organizations have no obligation to report information back to the reporting individual’s campus. Note, however, that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him- or herself or others and the mandatory reporting of child abuse.

Off-campus options to disclose sexual or domestic violence confidentially include:

- ◆ New York State Coalition Against Sexual Assault: <http://nyscasa.org/>, (800) 942-6906

- ◆ Office for the Prevention of Domestic Violence: <http://www.opdv.ny.gov/help/index.html>, (800) 942-6906
- ◆ New York State Coalition Against Domestic Violence: <http://www.nyscadv.org/>, (518) 482-5465
- ◆ GLBTQ Domestic Violence Project: <http://www.glbtdvp.org/>; and
- ◆ Safe Horizons: <http://www.safehorizon.org/>, (800) 621-4673

These hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the seminary. Reporting Individuals are encouraged to additionally contact a campus resource so that the seminary can take appropriate action in these cases.

Non-Confidential Resources

“Privacy” may be offered by an individual when such individual is unable to offer confidentiality under the law. This individual will not disclose information learned from a reporting individual more than necessary to comply with applicable laws, including informing appropriate seminary officials.

Most employees at the seminary are required to report known incidents of sexual violence, as well as some other crimes, so they are not confidential resources. Reporting individuals should assume that a seminary employee to whom a report is made will share that report with the Title IX coordinator for review and handling in accordance with this policy. While seminary employees likely cannot offer confidentiality, they can offer “privacy.”

Privacy is the default. It means that a seminary employee may have to share information pursuant to federal or state law or seminary policy with certain other seminary employees, but they will not share the private information beyond what is required or needed to comply with law and policy, and will otherwise limit re-disclosure as much as possible. They may not however, offer true confidentiality.

The following designated seminary officials can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. These officials will also provide the information contained in the Students’ Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These seminary officials will disclose that they are private and not confidential resources and they may still be required by law and seminary policy to inform one or more seminary officials about the incident, including but not limited to the Title IX Coordinator.

- ◆ Title IX Coordinator, Rev. John Adams, (716) 655-6406
- ◆ Campus Safety Officer, Rev. John Adams, (716) 655-6406
- ◆ Vice Rector, Rev. Robert Wozniak, (716) 805-1439
- ◆ Director of Business Affairs, Ms. Nancy Ehlers, (716) 572-3975
- ◆ Academic Dean, Michael Sherry (716) 861-0526

Investigation and Resolution

Reports will be investigated in accordance with this policy. The president-rector will determine, based

upon the nature of the alleged incident, who will conduct the investigation as outlined in this policy, normally the Title IX coordinator. If the accused or respondent is the Title IX coordinator, the president-rector will appoint someone else to assume responsibility for this policy and its procedures. If the accused is the president-rector, the chair of the board of trustees will determine who will conduct the investigation.

When the accused is an employee of an affiliated entity or vendor of the seminary, the seminary will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a *persona non grata* letter, subject to legal requirements and seminary policy.

The reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy.

Privacy versus Confidentiality

All Christ the King Seminary offices and employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify, as appropriate, the Title IX Coordinator who is responsible under the law for tracking patterns and spotting systemic issues. The seminary will limit the disclosure as much as possible, even if a determination is made that the request for confidentiality cannot be honored.

Requesting Confidentiality: How CKS Will Weigh the Request and Respond

If a student discloses an incident to a CKS designated official who is responsible for responding to or reporting incidents of sexual misconduct, domestic violence, dating violence, stalking, and/or any other violation of statutory law, but wishes to maintain confidentiality, the request must be weighed against the seminary's obligation to provide a safe, non-discriminatory environment for all members of the community, including that of the disclosing student. We may seek consent from the disclosing student prior to conducting an investigation. The student may decline to consent to an investigation, and that determination will be honored unless the seminary's failure to act does not adequately mitigate the risk of harm to the student or other members of the CKS community. The student may withdraw the complaint or involvement from the seminary process at any time. Student declination, withdrawal or confidentiality request may limit the seminary's ability to meaningfully investigate and pursue conduct action against an accused individual. If the seminary determines that it must move forward with an investigation, both the disclosing student and any actual or potential reporting individuals will be notified and the seminary will take immediate action as necessary to protect and assist the student and institution.

CKS will consider many factors to determine whether to proceed despite a request for confidentiality. These factors include, but are not limited to:

- ◆ Whether the accused or respondent has a history of violent behavior or is a repeat offender;
- ◆ Whether the incident represents escalation, such as a situation that previously involved sustained stalking;
- ◆ The increased risk that the accused or respondent will commit additional acts of violence;

- ◆ Whether the respondent used a weapon or force;
- ◆ Whether the reporting individual is a minor; and
- ◆ Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

Informal Resolution

Allegations involving acts of violence may not be resolved using an informal resolution process (i.e. mediation). However, other alleged violations of this policy, including some allegations of sexual harassment, may be resolved using an informal resolution process overseen by one or more seminary representatives if (i) the seminary determines, in its discretion, that such a process would be appropriate; and (ii) all parties agree to participate. The parties to any such informal process will not be required to deal directly with one another without the seminary's involvement. Instead, one or more seminary representatives may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures. Any party may request that the informal resolution process be terminated at any time, in which case the formal resolution process (described below) would commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with a proposed informal resolution.

Formal Resolution

1. Time Frame of Investigation and Sanctions—An investigation conducted pursuant to this policy, the investigator's preparation of his/her report and recommendation, and the imposition of sanctions should normally be completed within 60 calendar days after the Seminary has notice of an allegation. The Title IX coordinator or his designee may extend this time frame for good cause, including Seminary breaks. If the time frame is extended, notice of the extension and the reasons for such extension will be provided to the reporting individual and respondent.
2. Impact of Criminal Investigation—When the reporting individual has also reported the alleged incident to local law enforcement, resulting in the commencement of a criminal investigation; the seminary may need to delay temporarily the fact-finding portion of its investigation under this policy while law enforcement is gathering evidence. During this time however, the seminary will still take any necessary interim accommodation and safety measures. The seminary will promptly resume and complete its investigation once it learns that the local law enforcement has completed its evidence gathering stage of the criminal investigation. During any delay in the seminary's investigation process caused by a criminal investigation, the Seminary will update the parties on the status of its investigation and inform the parties when the Seminary resumes its investigation pursuant to this policy.
3. Investigation Process
 - a. Assigning an Investigator—When a determination is made to proceed with an investigation pursuant to this policy, the appropriately designated seminary official will investigate. At any point during this process, the investigator may, in his/her discretion, be accompanied by a qualified individual to assist in the documentation of the investigation.

- b. Standard of Review—This investigation procedure will determine findings of fact using the “preponderance of the evidence” standard (i.e., it is more likely than not that the offence occurred). There is a presumption that the Respondent is “not responsible” until a finding of responsibility is made utilizing this standard. The criminal justice process utilizes different standards of proof and evidence than this investigation procedure. Any questions about whether a specific incident violated the penal law should be addressed to law enforcement or the district attorney.
- c. Cooperation—All CKS faculty, staff, students, community members, and third parties (including contracted service providers and vendors) are expected to cooperate in the investigation process. As early as possible in this investigation process, the investigator will direct the reporting individual, respondent, witnesses, and other involved individuals to preserve any relevant evidence.
- d. Notice of Investigation—At the outset of the investigation, the investigator will advise the respondent in writing of the allegations against him or her (“Notice of Investigation”). A copy of this Notice of Investigation will also be provided to the reporting individual, as appropriate. Each will have an opportunity to respond to the Notice of Investigation in writing at any time during the investigation. The respondent will also be advised of the possible sanctions against him or her.
- e. Notifications Generally—Notification and/or delivery to the reporting individual or Respondent, whether during this investigation process or at any other stage of a case being handled pursuant to this policy, shall be by personal delivery or registered mail or, if agreed upon by all parties, by electronic mail or facsimile. The reporting individual and respondent will receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend.
- f. Fact Finding—In most cases, the investigation will involve conducting a thorough fact-finding investigation, which includes meeting separately with the reporting individual (if participating), respondent, and pertinent witnesses, and reviewing other relevant information.
- g. Right to Exclude Certain Evidence—The reporting individual has the right to exclude his/her own prior sexual history with persons other than the respondent from consideration by the investigator. The respondent likewise has the right to exclude his/her own prior sexual history with persons other than the reporting individual from consideration by the investigator. The parties also have the right to exclude their own mental health diagnosis or treatment from consideration by the investigator.
- h. Support Persons—The reporting individual and respondent may have a support person accompany him or her through the process. A support person may not speak for the reporting individual or respondent, present evidence or question witnesses. The reporting individual and respondent are responsible for presenting evidence on their own

behalf. Support persons may speak privately to their advisee during the investigation process. Either party may request a recess from an investigatory meeting to consult with their support person which will be granted at the discretion of the investigator or his/her designee.

- i. Investigation Outcome—After the seminary has notice of an alleged offence, the assigned investigator or his/her designee will prepare a written investigation report at the conclusion of an investigation. The investigator’s written report will generally contain, at a minimum:
 - i. a summary of the investigation;
 - ii. the investigator’s findings, including whether the investigator determined the respondent to be responsible for the alleged offence;
 - iii. if the respondent is found responsible, a recommendation regarding the appropriate sanctions for the respondent as well as any actions the seminary will take to provide accommodations to the reporting individual or safety measure(s) for the seminary community; and
 - iv. a summary of the investigator’s rationale in support of the findings and recommendations.

Notification of Outcome

After the conclusion of the investigation, the seminary will provide written notification to the reporting individual and the respondent of the outcome, including the investigator’s findings with respect to responsibility for the alleged offence, within ten (10) calendar days after the conclusion of the investigation, unless the seminary determines that additional time is required. This notice shall be issued contemporaneously to both parties.

Information regarding any individualized accommodations or safety measures offered or provided to the Reporting Individual will not be included in the copy of the notification that is provided to the respondent. The seminary neither encourages nor discourages the subsequent disclosure or sharing of the notification of outcome by either the reporting individual or the respondent.

If the investigator finds the respondent responsible for the alleged offence, the notification of outcome will advise the reporting individual and the respondent of their right to submit a written impact statement to be considered when the seminary determines the appropriate sanctions. Impact statements shall be submitted within seven (7) calendar days after the issuance of the notification of outcome.

If a reporting individual has chosen not to participate in the seminary’s review of an alleged offence under this policy but desires to be notified of the outcome, the seminary will notify the reporting individual. If a reporting individual has expressed a desire, in writing, not to be notified of the outcome, the seminary will honor that decision. In such cases, the seminary will not send the notification itself to the reporting individual, but may proceed with any necessary accommodations and/or safety measures and may need to provide notification of those accommodations and/or safety measures, if appropriate.

Sanctions/Corrective Action

If the results of the investigation include a determination that the respondent is responsible for the alleged offence, then the matter will be referred to the vice rector to determine the appropriate sanctions and/or remedies. In a case involving allegations against the vice rector, the matter will be referred to the chair of the board of trustees. With the sanctions and/or remedies, the seminary will take reasonable steps to prevent the recurrence of any violations and to correct the discriminatory effects on the reporting individual (and others, if appropriate). The range of potential sanctions/corrective actions that may be imposed includes but is not limited to the following: verbal or written apology, remedial (e.g., discrimination or harassment) education, verbal or written warning, probation, suspension and dismissal.

In determining the appropriate sanctions, the vice rector (or chair of the board of trustees, if applicable) will consider the content of the investigation report, any impact statement(s) submitted by the parties, and any other information he/she deems relevant. Further, at this stage of the proceedings, the vice rector (or chair of the board of trustees, if applicable) may consider past findings of domestic violence, dating violence, stalking or sexual assault concerning the Respondent.

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Cleary Act establish in 20 U.S.C. 1092(f)(1)(F)9i)(I)-(VIII), a notation shall be made on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, a notation shall be made on the transcript of such student that they “withdrew with conduct charges pending.” An appeal made be made seeking removal of a transcript notation for suspension, which suspension shall not be removed until one year after its conclusion. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

Notice of Sanctions/Corrective Action

If applicable, notice of the determination by the vice rector (or chair of the board of trustees, if applicable) regarding sanctions/corrective action will be provided simultaneously to the reporting individual and the respondent. Information regarding any individualized accommodations or safety measures offered or provided to the reporting individual will not be included in the copy of any notice that is provided to the respondent. The seminary neither encourages nor discourages the subsequent disclosure or sharing of the determination regarding sanctions by either the reporting individual or the respondent.

If a reporting individual has chosen not to participate in the seminary’s review of the alleged offence but desires to be notified of the outcome, the seminary will notify the reporting individual of the determination regarding sanctions. If a reporting individual has expressed a desire, in writing, not to be notified of the outcome, the seminary will honor that decision. In such cases, the seminary will not send the notification itself to the reporting individual, but may proceed with any necessary accommodations and/or safety measures and may need to provide notification of those accommodations and/or safety measures, if appropriate.

Right to Appeal

Once written notice of the investigation outcome and determination regarding sanctions (if applicable) has been provided, both the reporting individual and the respondent will have the opportunity to appeal the outcome (including the issue of whether there is an offence and any sanction(s) imposed). Any appeal must be submitted in writing to the president-rector within seven calendar days of being notified of the outcome of the investigation or determination regarding sanctions, whichever is later. The written appeal must set forth the grounds upon which the appeal is based.

The grounds for the appeal will be limited to the following:

- ◆ There is new and compelling evidence that was not available at the time of the initial investigation that could significantly impact the outcome of the case.
- ◆ There were procedural irregularities that substantially affected the outcome of the case to the detriment of the reporting individual or the respondent.
- ◆ The sanction is substantially disproportionate to the factual findings.

The investigator's report and the investigation files will be made available for review by the reporting individual and/or the respondent during the seven-day time period for appeal. If a party wishes to review the investigator's report and/or the investigation files, he/she must contact the Title IX coordinator to schedule a time and place for him/her to do so.

All materials, including the letter requesting appeal of the decision, will be promptly forwarded to an appeals panel that will be appointed by the president-rector for review. The appeals panel will schedule a meeting within 10 business days of receipt of the request for review/appeal. The participants at the scheduled meeting shall be, at a minimum, the party appealing and the appeals panel. The appeals panel shall conduct a prompt, thorough and impartial review of the materials. The appeals panel shall have the right to re-interview witnesses (e.g., if testimony is unclear or new evidence has been brought to light), or to interview additional witnesses if needed to ensure an equitable decision. The appeals panel will present its decision within 10 business days after the initial appeals meeting unless additional time is needed for good cause. If additional time is needed, both parties shall be notified and provided with an estimated date of the appeal decision. The appeals panel will inform the president-rector of its findings and the president-rector shall make the final determination in the case.

Security

Sexual Assault Prevention Information

In addition to the information provided in the Faculty Handbook, Employee Handbook, Graduate Student Handbook and Seminarian Supplemental Handbook relating to the maintenance of public order and the prohibiting, among other things, of any action or situation which recklessly or intentionally endangers mental or physical health, the campus safety officer shall provide information about sexual violence, domestic violence and stalking prevention information and reporting to incoming students through programs which may include workshops, seminars, presentations, discussion groups and/or written materials in order to promote discussion, encourage reporting of actual or potential incidents, and facilitate its prevention. Such information shall include, but not be limited to:

1. The applicable laws, ordinances, and regulations of sex offenses;
2. The penalties for commission of sex offenses;
3. The procedures in effect at the seminary for dealing with sex offenses;
4. The availability of counseling and other support services for the victims of sex offenses;
5. The nature of and common circumstances relating to sex offenses on campus; and
6. The methods the seminary employs to advise and to update students about security procedures.

Campus Crime Reporting and Statistics

The means for accessing the campus crime statistics that are filed annually with the United States Department of Education as required under 20 US 1092(f) shall be indicated in the Graduate Student Handbook and the Seminarian Supplemental Handbook. The information included in these handbooks shall include the United States Department of Education's web site address for campus crime statistics as well as the contact information for the campus security officer (phone number, email address) through which requests for campus crime statistics can be made. The campus security officer will provide, upon request, a hard copy of all campus crime statistics as reported to the United States Department of Education within ten business days of said request either in person or by mail. On an annual basis the campus security officer shall provide for the informing of students and prospective students about campus safety policies and procedures as well as the existence of the campus crime statistics.

Investigation of Violent Felony Offenses

All circumstances and occurrences involving the use, threatened use, or any alarm or reasonable suspicion about the actual or potential use of physical force occurring at or on seminary grounds, and any report of an actual or potentially missing residential student or employee, shall be promptly reported to the president-rector or his designee, and the campus security officer, and an investigation shall ensue. Said circumstances and/or occurrences should also be reported to and coordinated with the East Aurora (New York) Police Department if they are imminent, in process, a victim requests such, or there is cause to believe that a violent felony offence is involved as defined and enumerated in section 70.02 of the NYS Penal law.

Bias Related Crime Prevention Information

In addition to the information provided in the aforementioned handbooks, the campus safety officer shall provide information about bias-related crime prevention measures through programs which may include workshops, seminars, presentations, discussion groups and/or written materials in order to promote discussion, encourage reporting of actual or potential incidents, and facilitate its prevention. Such information shall include, but not be limited to:

1. The applicable laws, ordinances, and regulations on bias related crime, including provisions of article four hundred eighty-five of the NYS penal law;
2. The penalties for commission of bias related crimes;
3. The procedures in effect at the seminary for dealing with bias related crime;
4. The availability of counseling and other support services for the victims of bias related crime;
5. The nature of and common circumstances relating to bias related crime on campus; and
6. The methods the seminary employs to advise and to update students about security procedures.

Prohibition on the Marketing of Credit Cards

Christ the King Seminary prohibits the advertising, marketing, or merchandising of credit cards on campus to students.

A P P E N D I X E — F I R E S A F E T Y

Standards and Measures

This section serves as written notification to residential students and staff with regard to the fire safety standards and measures in place in all campus buildings.

Fire Safety System

Most campus buildings are equipped with a fire safety system which is monitored 24/7 off campus by a central monitoring station. This system is inspected annually. The East Aurora Fire Department is notified immediately upon receiving an alarm signal.

Fire Safety Devices

Fire Alarm Pull Box

There are red Fire Alarm Pull Station boxes on every floor located near the exit signs. Printed on these pull station is “Pull Here in Case of Fire.” Once activated an alarm is automatically sent to both the central monitoring station and the East Aurora Fire Department.

Smoke Detectors

Smoke detectors are located in every resident room. The presence of smoke will send an alarm to the central monitoring station and the East Aurora Fire Department.

Fire Safety Panel

The panel is activated and an alarm is sent to notify the East Aurora Fire Department. The panel sends the location of the incident and type of alarm that has been activated.

Fire Prevention and Protection Devices

Fire Suppression Systems

Currently there are no sprinkler systems on campus. A fire suppression system is located in the main kitchen and is inspected annually.

Fire Drills

In accordance with New York State Fire Codes and Laws, the campus is required to conduct semi-annual fire drills. All students, faculty, staff and residents must participate.

Fire Extinguishers

There are portable fire extinguishers on every floor of the campus. These are inspected monthly.

Fire Safety Policies and Rules

- ◆ No smoking in any campus buildings.
- ◆ No open flames (e.g. candles) in resident quarters.

Instructions for Evacuation

1. Evacuate your area.
2. Close, but do not lock the doors behind you.
3. Proceed to evacuate the building through designated exit areas.
4. Before entering a stairwell touch the door with the palm of your hand. If the door feels warm or hot do not open the door or enter the stairwell. Proceed to another stairwell.
5. When leaving the building keep your head turned to the center of the stairway.
6. Walk downstairs—do not run. Remain calm—do not panic.
7. When you are outside the building, move away from the entrance approximately 200 ft.
8. You will be notified when the building is safe and then you may re-enter.

Fire Safety Tips

1. If you notice a fire, pull the Fire Alarm Pull Box.
2. If a Fire Alarm Pull Box is not close to you then:
 - a. Dial 911 on your room or cell phone.
 - b. Fire extinguishers are located on all floors of all buildings.
3. If the fire alarm goes off, proceed to your door and with the back of your hand; check the door handle for heat.
4. If the door handle feels HOT, do not open the door.
5. If there is heavy smoke in the hallway, stay in the room and pack towels and blankets under the door to keep smoke out of your room.
6. Do not use elevators in the event of an emergency.
7. Always know your exits and familiarize yourself with the escape routes.
8. Never re-enter a building in the event of a fire.

Fire Safety Report

The annual fire safety report can be located on the seminary's web page (www.cks.edu). The calendar year report will contain statistics the following information:

1. The number of fires and the cause of each fire;
2. The number of injuries related to a fire that resulted in treatment at a medical facility;
3. The number of deaths related to a fire; and
4. The value of property damage caused by a fire.

A P P E N D I X F — E M E R G E N C Y R E S P O N S E R E F E R E N C E G U I D E

This reference guide is intended as a hands-on list of procedures to be followed in specific emergency situations. The guidelines are intended to better enable the Christ the King Seminary (CKS) community to protect life and property and minimize the negative impact, danger and/or disruption caused by emergencies, as well as to promote awareness in responding to these crises situations.

Basic Procedures

1. Call 9-1-1 if an emergency occurs. Provide your name, building name, location and the nature of the emergency.
2. Contain the immediate area of the incident, if safe to do so.
3. To the degree capable and practicable, address the immediate (life threatening) needs of those individuals and/or groups involved in the incident.
4. Contact the Emergency Response Team (ERT).
Priority of contact —
 1. Rev. Robert Wozniak (716) 425-4255
 2. Rev. John Adams (716) 860-8392
 3. Michael Sherry(716) 861-0526
 4. Nancy Ehlers(716) 572-3975

Use emergency notification system as needed. Contact the president-rector and update as needed.

Evacuation Procedures

At all times, the main emphasis in an evacuation is the protection and the safeguarding of human life.

All students (residential and commuter), faculty and staff members will be trained and will familiarize themselves with the emergency procedures and evacuation routes in buildings they live or work in, or use frequently. Everyone in a CKS building or on campus grounds must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate in an orderly manner when an alarm sounds or when directed to do so by authorized personnel. Faculty members are to follow evacuation procedures and be prepared to direct their students to evacuate campus buildings in the event of an emergency when necessary.

General Evacuation Protocol

1. All building evacuations will occur when an alarm sounds and/or upon notification by an ERT member.
2. When the fire/evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Use stairs in case of fire or other emergencies such as a hazardous spill, etc. DO NOT use elevators.
4. Once outside, proceed to a clear and safe distance away from the building. Those evacuated should normally gather in the area designated below:

Evacuated Building	Outdoor Assembly Point	Indoor Assembly Point
Education Center	Mall	Refectory
St. John Vianney Chapel	Mall	Refectory
Library	Mall	Refectory
Administration Building	Mall	Library
Campus Center	Mall	Education Center
Refectory	Library/Auditorium Parking Lot	Education Center
Auditorium	Mall	Refectory (direct people)
St. John Residence Hall	Resident/Overflow Parking Lot	Refectory
St. Paul Residence Hall	Resident/Overflow Parking Lot	Refectory
St. Ignatius Residence Hall	Resident/Overflow Parking Lot	Refectory
St. Francis Residence Hall	Resident/Overflow Parking Lot	Refectory
St. Vincent Residence Hall	Resident/Overflow Parking Lot	Refectory
St. Teresa Residence Hall	Resident/Overflow Parking Lot	Refectory

5. Keep driveways and walkways clear for emergency vehicles and public safety personnel.
6. When practicable, faculty and ERT members will conduct headcounts to assure that all persons are accounted for in the assembly area.
7. Do NOT return to an evacuated building unless told to do so by authorized personnel.

Crowd Evacuation

In an emergency evacuation, remain calm, follow directives of authorized personnel and move along with others to safe areas.

Additional Suggestions for Safe Crowd Evacuation

In an emergency evacuation, panic may set in and as more people join the evacuation it may be difficult to move. Here are some hints for such situations:

- ◆ Try to stay outside of the crowd; go around crowds, not through them.
- ◆ Don't stand near or against immovable objects, such as walls, doors or barricades, which would limit your options for escape or increase the risk of being trapped or crushed.
- ◆ If you are caught up in a surging crowd, **DON'T STAND STILL OR SIT DOWN!** Keep moving in the direction of the crowd.
- ◆ If you have dropped an item, unless it is critical, do not try to pick it up. Bending to pick up an item will increase your risk of being pushed to the ground and injured.
- ◆ If you are being pulled or pushed along by a moving crowd, don't try to push against the flow, simply let the crowd take you.
- ◆ Just like breaking free from a rip tide in the ocean, move diagonally across the crowd, neither with it nor against it.
- ◆ The force will begin to weaken as you reach the perimeter of the crowd and you will be better able to break free.
- ◆ If you fall or are pushed down, try to get back to your feet as quickly as possible; if someone is willing and able, extend an arm and ask for help getting back to your feet.
- ◆ If you cannot get up, keep moving! Crawl in the direction of the crowd until you can get back up.
- ◆ If you cannot get up or crawl, curl up in a ball to create an air pocket and cover your head. Keep your back facing up protecting your head and face with your hands and arms.
- ◆ Crowds tend to surge and pulse. Wait for a lull in the pressure or flow to try to get back to your feet.

Fire Evacuation Protocol

1. If you see smoke or fire, activate the fire alarm. Even though most of the seminary's buildings contain systems that will immediately notify the East Aurora Fire Department (EAFD) when the system goes into alarm mode, still dial 9-1-1 and notify the appropriate ERT contact person (see Basic Procedures). In the event of a working fire, ERT members will designate specific individuals to assist with evacuation of all affected or potentially affected buildings and control of traffic.
2. As a building is being evacuated, one ERT member should direct traffic so the fire department and emergency personnel can get to the problem area. Other ERT members should remain at their assigned posts to ensure that the fire is not a diversionary tactic.

Lockdown Procedures

Lockdown means that everyone in the lockdown area of the campus is not to move from their current location. Lockdown will be announced by the emergency notification system through both text and voicemail. Examples of a potential lockdown situation would be a shooter or potential shooter on campus. All students and personnel will be asked to move from halls, common areas, restrooms, etc. into classrooms and offices—preferably those that can lock from the inside.

- ◆ Classroom/residential rooms and office doors are to be locked if at all possible or secured with furniture.
- ◆ All individuals in the room should take a seated position on the floor next to a wall, out of view from the door window (stay out of sight).
- ◆ Windows should NOT be covered; leave window coverings (shades, blinds, etc.) open and lights as they are.
- ◆ Document and attend to any injuries as well as possible.
- ◆ No one should enter or leave the room under ANY circumstances.
- ◆ Silence cell phones. Do not have them on vibrate either.
- ◆ Do not open locked doors.
- ◆ Do not respond to a fire alarm unless imminent signs of fire are observed. Doing so could compromise the safety of those already secured.
- ◆ Do not talk within your secured area. If some form of communication is absolutely necessary write notes, whisper or use hand gestures.
- ◆ In classrooms or meeting places the faculty or chair of the meeting, to the degree practicable, should take attendance including notation of missing individuals. Keep this as a record for use on release.
- ◆ Lockdown will end ONLY when you are physically released from your room by authorized personnel.

Active Shooter Protocol

When law enforcement is on campus in an emergency situation, note the following:

- ◆ Officers may be armed with rifles, handguns, shotguns, or other means such as tear gas, etc.
- ◆ Officers may shout commands and might push individuals to the ground for safety.
- ◆ Remain calm and follow officers' instructions.
- ◆ Put down any items in your hands, immediately raise hands and spread fingers.
- ◆ Keep hands visible at all times.
- ◆ Silence cell phones.

- ◆ Avoid making quick movements toward officers such as attempting to hold onto them for safety.
- ◆ Avoid pointing, screaming, and/or yelling.
- ◆ DO NOT pull or trigger a fire alarm as this may unintentionally place others at risk.
- ◆ The first officers to arrive will NOT stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove injured persons.
- ◆ Law enforcement may call upon able-bodied individuals to assist in removing the wounded from the premises. Be prepared to assist ONLY if asked to do so.

Shelter in Place

Sheltering in place is a precautionary routine to keep you as safe as possible while indoors during an emergency event. It entails closing all doors, windows, and vents in a readily accessible location that puts as much air and mass between you and the hazard outside.

Situations that may require you to shelter in place include natural disasters, accidental or intentional release of chemical, biological or radiological material.

Other Emergencies Requiring Specific Response Procedures

Hazardous Materials

Any spillage of a hazardous chemical or potentially radioactive material should be reported immediately to 9-1-1 and an ERT member.

- ◆ Evacuate affected site immediately. Do not walk on or touch any spilled substance. Try to stay upstream, uphill and upwind of accident.
- ◆ Cover mouth with cloth while leaving the area.
- ◆ Do not reenter area for any reason. Remain outside affected area until authorities allow reentry.
- ◆ A fire alarm may be activated but care is needed to avoid the spill area during evacuation.

Violent or Criminal Behavior

- ◆ In the event of violent, hostile, or criminal behavior, leave the immediate area if possible, and direct others to do so.
- ◆ Immediately call 9-1-1 then, if practical and safe, contact an ERT member.
- ◆ Give your name, location, telephone number and details of what is happening.
- ◆ If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. See Lockdown Procedures above.

Bomb Threat Emergency Response

In the event that a bomb threat is made:

- ◆ If you are the person receiving the bomb threat via telephone remain calm, keep the person on the line as long as you can.
- ◆ Obtain and write down as much information as you can.
- ◆ Do not interrupt the caller, be patient.
- ◆ While on the phone try to get the attention of someone else close by to inform them of the situation.
- ◆ You or another person should contact 9-1-1.
- ◆ The fire alarm should be activated in the affected building(s) as soon as possible by those receiving the threat.
- ◆ The area should be evacuated per the general evacuation procedures.
- ◆ The authorities will determine when it is safe to return to the building.

Suspicious Packages/Mail

All staff and faculty are required to immediately report any suspicious packages or objects found on campus to an ERT member. Possible warning signs:

- ◆ Wiring
- ◆ Noise coming from the envelope or package
- ◆ Weight of the package or letter is odd for its size
- ◆ Liquid or powder leaking
- ◆ Chemical odor or odd stains present
- ◆ Excessive packaging

In the event of a suspicious package/mail:

- ◆ Do not handle it.
- ◆ If you suspect that the package could be explosive, evacuate the area and call 9-1-1 from a secure location.
- ◆ Avoid the use of radios and cell phones near any suspicious envelope or package. Radio waves can detonate an explosive device.
- ◆ If the letter or package has already been opened and powder or other substance has spilled from the package or letter, do not clean it up. Leave it where it is, evacuate the area, and call 9-1-1 and then inform an ERT member.

- ◆ If someone opening a suspicious package is covered with a possible chemical agent, the contaminated individual should evacuate to an isolated area, away from other personnel who were not exposed.

Weather Emergency

Within Western New York the most likely weather emergency will involve winter storms.

- ◆ The campus community will be informed of weather related emergency information including campus closures through the established notification system.
- ◆ Essential personnel—including, but not limited to, facilities, food service, and administration—may be asked to remain or report as directed.
- ◆ Notification methods are as follows:
 - ◆ Seminary text, voicemail and website
 - ◆ Designated local TV and radio stations
- ◆ During any weather related event, students and employees should adhere to road condition warnings and/or travel bans issued, before making their decision to travel.
- ◆ Facilities will activate the snow removal procedure. First priority will be to keep access to the seminary open for emergency vehicles.
- ◆ If there is potential danger to building occupants, or if utility failure occurs (heat, electric, hot water), notify the president-rector and the designated ERT member.
- ◆ Activity outside the affected building(s) should be limited, especially at night, unless otherwise directed.
- ◆ If necessary, assist those with disabilities within the building.
- ◆ In a major emergency disaster, the ERT primary contact person is to relate concerns or problems concerning the emergency to appropriate Seminary personnel unless instructed to the contrary.

Communication

Internal Communication

Christ the King Seminary has in place an emergency notification system designed to send vital messages to individuals' designated emergency phone numbers and email addresses in the event of a disruption of normal campus operations or in the case of an emergency.

If an incident is ongoing there will be multiple notifications which could include:

- ◆ Website
- ◆ Email
- ◆ Text

- ◆ Voicemail
- ◆ Information posters in key locations, including but not limited to the entrance of each building and gathering spots such as refectory, library and residence halls. In the event of loss of electronic communications capability, the ERT will ensure that posters are updated on a regular basis.
- ◆ An ERT member should be notified for any and all incidents, so that they can complete an incident report on the website portal. The ERT member will determine who to contact to respond to any non-emergency incident.
- ◆ The president-rector's office will coordinate all communications with the appropriate public safety official(s) prior to releasing such information to the public. This includes officials from, but not exclusively, the police, fire, medical, public health, state, or federal agencies that are on the scene of the emergency on the campus.
- ◆ The president-rector or designee will provide statements as needed to media and other external requestors of information.
- ◆ All information obtained during the emergency should be funneled through the ERT for coordination with the official(s).

Medical Emergencies

Physical Conditions

In the event of a serious or life threatening condition such as:

- ◆ not breathing
 - ◆ seizure
 - ◆ profuse bleeding
 - ◆ semi- or near state of unconsciousness
 - ◆ head, neck or back injury
 - ◆ suspected drug overdose
 - ◆ serious fall
 - ◆ alcohol overdose
 - ◆ chest pain
 - ◆ diabetic incident
 - ◆ slurred speech
 - ◆ shortness of breath
 - ◆ body weakness
 - ◆ severe allergic reaction
1. **Call 9-1-1.** Tell the operator your name, location, building name and describe the injured or ill person and check for any medical alert bracelet, necklace or card. If appropriate, locate nearest first aid kit and tend to wounds to stop bleeding, etc. Or, if more serious, and if directed by emergency personnel, locate nearest Automatic External Defibrillator (AED) and follow procedures

for use. **Location of AED: In vestibule, between refectory & chapel hall.**

2. Call an ERT member so they can assist with directing the ambulance to the correct location.
3. Call the President-Rector and notify of the event.

Mental Health Special Conditions and Considerations

If a life-threatening danger exists, call 9-1-1. Otherwise, follow the notification procedures as indicated in section I. As necessary, contact Crisis Services (716-834-3131) for support.

Non-Emergency Information Special Considerations

If someone is injured or ill and you believe it is not life threatening, the injured/ ill person should seek medical care through their physician or an emergency room.

Emergency and Other Contact Numbers

- ◆ Emergency: 9-1-1
- ◆ ERT Members: Priority of Contact
 1. Rev. Robert Wozniak..... (716) 425-4255
 2. Rev. John Adams (716) 860-8392
 3. Michael Sherry (716) 861-0526
 4. Nancy Ehlers (716) 572-3975
- ◆ Other important numbers
 - Police/fire/EMS:.....9-1-1, (716) 652-1111
 - National Fuel..... (800) 444-3130
 - NYSEG.....(800) 572-1131
 - Erie Co. Water Authority (716) 684-1510
 -(716) 684-0900 (after 5 p.m. and on weekends)
 - Michael Moltrup..... (716) 949-6596
 - Rev. Joseph Gatto..... (716) 940-6379

A P P E N D I X G — D R U G - F R E E S C H O O L S A N D D R U G - F R E E W O R K P L A C E C O M P L I A N C E

Christ the King Seminary is committed to having a campus that is free of the illegal or abusive use of alcohol and other drugs. The illegal or abusive use of alcohol and other drugs by members of the campus community jeopardizes the safety of the individual and the community, and is contrary to the academic learning process. In keeping with this commitment it is the policy of the seminary that the illegal or abusive use of alcohol and other drugs is prohibited on seminary property or as part of seminary activities. In order to inform all Christ the King Seminary students of their responsibilities as set forth in the Drug-Free Schools and Communities Act Amendments of 1989, the following information is provided:

- ◆ Christ the King Seminary prohibits the unauthorized use, possession, or distribution of any controlled substance or illegal drug on the seminary campus, facility, function, or sponsored program.
- ◆ Violations of the seminary's drug and alcohol policies include dismissal, suspension, probation, restitution, suspension from seminary housing and forfeiture of financial assistance, or such other sanctions as deemed appropriate by the seminary. Students may be accountable to both civil authorities and the seminary for acts that constitute violations of law and seminary policy.
- ◆ Applicable legal sanctions under federal, state, and local law state that it is unlawful to possess a controlled substance, including but not limited to marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc.
- ◆ It is a violation of New York State law and New York State Beverage Control Law for anyone under the age of 21 to use or possess alcoholic beverages or to misrepresent their age for the purpose of purchasing alcoholic beverages. It is also unlawful for someone over the age of 21 to make alcoholic beverages available to someone under 21.
- ◆ It is a violation of New York State law for anyone to use, possess, manufacture, distribute or dispense controlled substances.

REFERENCE LISTING

Please refer to the following person(s) for services and/or concerns:

Absences

For absence from field education assignment	Director of Field Education, Administration Building Mrs. Kathleen Castillo (716) 655-7094
For absence from class	Professor (according to class policy)

Academic Advisement

All seminary academic advisement	Academic Dean, Administration Building Mr. Michael Sherry (716) 655-7088
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Academic Records

Transcripts/academic records/changes of address	Registrar, Administration Building Mrs. Julie Galey (716) 655-7081
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Building Usage

Reservations for personal use of buildings, rooms, etc.	Seminary Scheduler, Administration Building Mrs. Gayle Mann (716) 805-1438
Outside guests to use rooms, buildings, etc.	Seminary Scheduler, Administration Building Mrs. Gayle Mann (716) 805-1438

Campus Safety Officer

Rev. John Adams (716) 655-6406

Computer Technology

Internet connections	Director of Business Affairs, Administration Building Mrs. Nancy M. Ehlers (716) 655-7085
E-mail setup/issues	Registrar, Administration Building Mrs. Julie Galey (716) 655-7081

Field Education and Clinical Pastoral Education (CPE)

	Director of Field Education, Administration Building Mrs. Kathleen Castillo (716) 655-7094
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Finance

Student loans, scholarships, grants, and all other financial information	Director of Business Affairs, Administration Building Mrs. Nancy M. Ehlers (716) 655-7085
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Formation

Formation, Lay	Director of Lay Formation Mr. Douglas George (716) 655-7091
Formation, Seminarian	Director of Seminarian Formation Rev. Robert Wozniak (716) 652-1061 Asst. Director of Seminarian Formation Rev. John Adams (716) 655-6406
Formation, Spiritual	Director of Spiritual Formation Rev. Msgr. Richard Siepka (716) 655-7083

Library

Director
Mrs. Teresa Lubienecki (716) 655-7098

Periodicals & Circulation
Mrs. Jane Brady (716) 652-8940

Acquisitions & Reference
Ms. Kara Cavaretta (716) 652-8959

Mission and Pastoral Outreach

Director of Mission and Pastoral Outreach
Mrs. Eileen Warner (716) 652-1127

President-Rector

Rev. Joseph C. Gatto (716) 655-7092

Executive Assistant to the President-Rector
Ms. Nadine Oates (716) 655-7092

Public Relations

Public relations materials, personal publicity,
institutional publicity

Director of Institutional Advancement
Mrs. Susan Lankes (716) 655-7087

Title IX Coordinator

Rev. John Adams (716) 655-6406

Vice Rector

Rev. Robert Wozniak (716) 652-1061

FACULTY AND STAFF EMAIL DIRECTORY

A - C

Adams, Rev. John	Assistant Director of Priestly Formation Faculty (Pastoral Studies) Title IX Coordinator Campus Safety Officer	jadams@cks.edu
Amico, Rev. Charles	Faculty Emeritus	camico@cks.edu
Andelora, Deacon Gary	Writing Lab	gandelora@cks.edu
Bajzek, Brian	Faculty (Systematics)	bbajzek@cks.edu
Beechler, Jason	Maintenance	jbeechler@cks.edu
Brady, Jane	Librarian	jbrady@cks.edu
Burke, Rev. Joseph	Spiritual Formation	jburke@cks.edu
Castillo, Dennis	Faculty (Church History, Religious Studies)	dcastillo@cks.edu
Castillo, Kathy	Director of Theological Field Education	kcastillo@cks.edu
Cavaretta, Kara	Librarian	kcavaretta@cks.edu

D - G

Drilling, Rev. Peter	Adjunct Faculty (Pastoral Studies, Systematics)	pdrilling@cks.edu
Ehlers, Nancy	Director of Business Affairs	nehlers@cks.edu
Faulhaber, Rev. Gregory	Adjunct Faculty (Moral Theology)	gfaulhaber@cks.edu
Gatto, Rev. Joseph	President-Rector	jgatto@cks.edu
George, Douglas	Director of Lay Formation	dgeorge@cks.edu
Giampaolo, Robert	Maintenance	rgiampaolo@cks.edu
Hibsch, Rebecca	Housekeeping	rhibsch@cks.edu

J - M

Kemna, Gabriel	Kitchen Manager/Chef	gkemna@cks.edu
Lankes, Susan	Director of Institutional Advancement	slankes@cks.edu
Lauricella, Rev. Andrew	Diocese of Buffalo Director of Vocations	alauricella@cks.edu
Lesinski, Sandy	Director of Housekeeping	slesinski@cks.edu
Litwin, Rev. Msgr. Paul	Adjunct Faculty (Canon Law)	plitwin@cks.edu
Lubienecki, Teresa	Director of the Library	tlubienecki@cks.edu
Lukas, Alan	Director of Liturgical Music	adlukas@cks.edu
Mabry, Eric	Faculty (Systematics)	emabry@cks.edu

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