

## **Rule of Life: Kenrick Seminary**

(Fall 1997)

Introduction: Kenrick Seminary is a community of adult men who have come together in order to pursue their common goal of ordination to the priesthood. "Community" is not merely a word signifying nothing; it signifies, rather, for Christians, a profound unity that flows from our common sonship and the common sharing of the life of Jesus Christ.

The Seminary functions as a human community, a faith community, an apostolic community, and an academic community. Commitment to these four facets of seminary life is the foundation of growth in priestly holiness which is the primary reason for the existence of any seminary. No one can participate in a community without, by the very fact of that honest participation, assuming some obligations and enjoying some rights. The nature of community assures the rights through the fulfillment of the obligations.

The fact that the seminary exists only for the sake of the priesthood and that it is a community involves some demands and expectations. Some of the expectations are implicit in priesthood and community themselves; others exist because Kenrick Seminary exists in this time and in this place. What follows is an explication of the expectations and demands which are made of students for the priesthood at Kenrick Seminary.

The achievement of the goal of the seminary demands that the life of the members of the seminary community be a life of discipline, without which it is hardly possible to imagine that they will live in a manner calculated to serve God's people after the example of Christ. Discipline necessarily supposes law and the law of the New Testament involves a balance of the perfective and the prescriptive--primarily a directive toward the achievement of the Gospel ideal and secondarily a statement of minimal values which oblige under a sanction. Such discipline is the key to that freedom which is said to be "of the children of God." The regulations of seminary life should follow this pattern, urging primarily the achievement of Gospel perfection and being content with a minimal number of written regulations.

The Seminary Administration, a Formation Faculty committed to priestly formation, and a seminary staff participate in the Kenrick Community in order to be of whatever assistance they can be to the men who are pursuing the goal of ordination.

### Liturgical, Prayer, and Spiritual Life:

The Eucharistic Liturgy: We believe that the Eucharistic Liturgy is the center of Christian and certainly priestly life. Consequently, all are expected to participate in the community Mass each day and to become involved in liturgical planning, preparation, and service at the altar.

Liturgical Prayer in Common: One of the principal obligations of priests and deacons is to pray for the people of their parishes, of their dioceses, and of the entire Church. Since the time of the early church that prayer has consisted of the Liturgy of the Hours. Customarily when clerics,

whether religious or diocesan, live in common at least parts of the Liturgy of the Hours are prayed in common. Part of the preparation for ordination is the development of the habit of praying with and for the Church. Consequently, all are expected to participate actively with the community at both morning and evening prayer.

Private Prayer: We are called upon by the example and teaching of Jesus to pray to the Father in private. Everyone is expected, in consultation with his Spiritual Director, to work out a regular and consistent pattern of private prayer with the goal of becoming a man of prayer who is increasingly open to the Holy Spirit. The Program of Spiritual Formation explains the shape of such private prayer in more detail.

Conferences, Days of Recollection, and Retreats: Students are also expected to be present at the regular formation conferences, at days of recollection, at the annual retreat and at formation workshops.

The Sacrament of Reconciliation: Jesus gave the Church the Sacrament of Reconciliation for the forgiveness of sins and the healing of disunity. Each member of the Kenrick community is expected to approach this sacrament regularly in communal or individual celebrations according to his own conscience and the advice of his spiritual director.

Spiritual Direction: Experience has taught that progress and growth in the spiritual life is virtually impossible without the regular use of a spiritual director. Each student at Kenrick should choose a spiritual director with whom he can develop a trusting and confidential relationship to help him grow in the spiritual life, self-knowledge, and the discernment of God's call. The choice is to be made, in consultation with the Director of Spiritual Formation, from the list of approved directors. The student should consult with his spiritual director once a month.

Devotional Life: Kenrick Seminary attempts to foster a life of piety by encouraging both private and public devotions. So that the seminary's devotional life be in accord with liturgical and ecclesiastical norms, public devotions are to be developed and scheduled in consultation with the Director of Formation.

Celibate Chastity: Each seminarian at Kenrick has either made a formal commitment or intends to make a formal commitment to live a life of celibate chastity. It is the expectation of the Church and of Kenrick Seminary that each individual live a life which supports that commitment, either actual or intended.

Through their desire to participate in the ministerial priesthood, each student accepts the expectation of the seminary that they conduct themselves with due prudence at all times. The choice of reading materials, extra-curricular amusements, and acquaintances are to be carefully considered to avoid scandal to the faithful and danger to the observance of celibate chastity.

Obedience: Each seminarian at Kenrick, at his ordination to the priesthood, will promise to obey his ordinary. It is the expectation of the Church and of Kenrick seminary that each individual live a life which reflects the virtue of obedience. An absence of that virtue in the life of a seminarian will call his readiness for ordination into question.

Communal Living and Hospitality:

For the most part, communal living simply requires thoughtfulness, common sense, and respect for other people

Quiet and Silence: Two of the principal components of seminary life are prayer and study. Both require that the members of the community respect one another by giving the quiet which is necessary. For the sake of members of the community who want to sleep, there should be silence on the corridors after 10:30 P.M..

Privacy: No one may be in another's room without the occupant's permission. Resident Faculty have offices in which they can meet with students. Students are requested to respect the privacy of resident priests and refrain from meeting with them in their living quarters.

Smoking: Kenrick-Glennon Seminary has a no smoking policy in all seminary buildings. This includes student rooms.

Guests: Genuine hospitality is an evangelical and Christian virtue. Within the limits of prudence, the hospitality of the seminary should be extended to visitors:

1. For the sake of security, all guests who are above the first floor of the building must be escorted by their hosts. Please remember that your guests can be someone else's intruders. Because the second and third floor corridors are common living spaces please be prudent and thoughtful about whom you invite above the first floor. Keep in mind the student lounge is available for your use.
2. For the sake of silence, all guests should have left the seminary by 10:15 P.M.
3. If you are expecting more than a few guests please make the kitchen staff aware of that so that the seminary is spared the embarrassment of running out of food.
4. Family members are always welcome to stay overnight; as are priests from your home diocese. Out of respect for the privacy of our students, only guest rooms located in the central corridor will be used for female guests.

Committees, Structures, Government: A large number of people living under the same roof and using many of the same facilities requires some coordination. There are a number of committees, both faculty and student, which help coordinate the Seminary's common life. Members of the community are expected to respect the authority of those committees and to cooperate with them when asked.

Bulletin Boards: Several bulletin boards are provided for the posting of information pertinent to students and faculty. Please sign any information you post so people may know whom to contact for more information.

#### Dress and Grooming:

Each member of the community should respect the public and professional nature of the priesthood in his behavior and in the way he dresses.

Liturgical Dress – All ministers and assistants serving at liturgical functions shall dress in proper liturgical garb. Usually, seminarians serving at liturgical functions, wear cassock and surplice. Normally, all seminarians will dress in cassock and surplice for attendance at the celebration of the Mass.

Formal Dress – Formal dress is required whenever a Kenrick theology student is publicly present as a student of Kenrick Seminary at official ceremonies or business. Formal dress for theology students is normally identified as black clerical clothes with a black suit. (Students who are already in their cassocks for liturgical ministries, generally, are not required to change to black suit for the continuation of official seminary functions unless otherwise indicated.)

House Dress – For theology students, black clerical clothes are required for Morning and Evening prayer, class, celebrations of Mass on all days of the week unless otherwise indicated, and other official functions of the seminary. Generally, theology students will wear clerical clothing during the day both on and off-campus and, particularly, in the performance of their various apostolic activities. Students on assignment or attending functions in their home diocese should follow the direction of their legitimate superiors.

Pre-Theology students wear, as House Dress, black slacks and a shirt with Kenrick logo for classes and weekday liturgical events. Formal Dress for pre-theology students is a suit and white shirt with tie. Pre-theology students will not normally wear the suit with clerical shirt. The provisions for Liturgical Dress, above, apply to Pre-Theology students.

(updated for AY 07; update AY08, ER)

#### Absences from the Seminary and Permissions:

The ordinary expectation is that the student will be present at the seminary seven days per week. Each student should consult with the Dean of Students if he will be absent from the seminary overnight. This should be done a few days in advance.

If you will be absent from any meal please inform the kitchen staff of that fact; that information will help us to be good stewards of what has been given for our use.

After receiving permission to be away from the seminary overnight, the student should communicate by e-mail with the Dean of Students, providing contact information such as address and phone number, in case of emergency.

## **Disciplinary Probation**

Regarding the Rule of Life and overall order of the seminary, Disciplinary Probation is viewed as a sanction and not a punishment. A student who violates the order of the seminary acts unjustly, can cause scandal, and can damage the morale of the community. Thus, Disciplinary Probation is directed to the good order of the seminary.

### **1. Incurring Disciplinary Probation**

A student who fails to maintain the Rule of Life or otherwise contributes to a lack of respect for the order of the seminary is liable to Disciplinary Probation. The Dean of Students may place a student on probation, after conferral with the student. Normally, the Rector will be consulted about this conferral beforehand.

Disciplinary Probation may entail suspension from the seminary for a certain amount of time or the restriction of the student's activities, such as attendance at seminary events including Convocation (for graduates), participation in supervised ministry, or other ministerial activities. It would be understood that any degree requirements associated with this activity would not be waived, but merely postponed. A student on Disciplinary Probation will not be recommended, ordinarily, for advancement to ministries or Holy Orders.

Disciplinary Probation begins with written notice to the student from the Dean of Students. If it is incurred prior to mid-semester in a given semester, it continues until the end of the semester. If it is incurred after mid-semester, it continues until mid-semester of the following semester. For the purposes of this policy, mid-semester is identified as the Monday of the week in which the second half of the semester begins, counting by day from the first to the last day of class for that semester.

### **2. Reporting**

The Dean of Students sends a copy of his written notice of Disciplinary Probation to the Rector in advance of or concurrently with the notification of the student. The Rector communicates this to the student's ordinary at his earliest convenience.

If a student is placed on Disciplinary Probation, this will be reported in his annual evaluation report along with the reason or reasons for it. The report will include, also, the disposition of the matter, if and when it is resolved.

### 3. Specific Causes of Disciplinary Probation

Students can incur the sanction of disciplinary probation for the following reasons:

- a. One unauthorized absence from the seminary including, but not limited to, an overnight absence or out-of-town travel.
- b. Unexcused absence from any required seminary activity. Three unexcused absences over the course of a semester will result in automatic disciplinary probation. Excused absences require student-initiated communication with the class Formation Advisor prior to the absence, if possible, normally with a written or email follow-up. If the Formation Advisor is not available the student may communicate with the Dean of Students, Associate Dean of Students, or, if necessary, the Rector. When, for serious reasons, the student is unable to communicate with the appropriate person prior to the absence, in order to be considered excused, the student must communicate with the appropriate person on the staff as soon as possible after the absence.
- c. Any serious violation of the Rule of Life of Kenrick-Glennon Seminary.
- d. Any willful act of disobedience towards the legitimate demands of the seminary faculty and staff regarding seminary discipline including classroom discipline.
- e. Any act or set of actions which results in harm to the good order of the seminary, including, but not limited to ongoing tardiness, dress code violations, lack of proper grooming, or failure to maintain a clean and orderly room.
- f. Any act which could result in dismissal from the seminary as specified in the Student Handbook.
- g. Any other act of misconduct including any unlawful or seriously immoral act.

### 4. Dismissal Resulting from Disciplinary Probation

Any student who incurs the sanction of disciplinary probation twice within two years is subject to dismissal. Once a student is notified of the sanction of disciplinary probation, an additional violation by the student during the probationary period can lead to immediate dismissal, or, at the discretion of the Dean of Students, to an extension of the probationary period. Dismissal from the seminary is the decision of the Rector.

5. Academic Probation

A student whose Grade Point Average for a semester falls below 2.50 is liable to Academic Probation. The Academic Dean may place a student on probation, after conferring with the student.

Academic probation may mean the restriction of the student's academic load. It is understood that the requirements for the degree are not thereby waived, but merely postponed.

The length of the Academic Probation is one semester. If the student's Grade Point Average has not risen to 2.50 or above at the end of the semester of probation, permission to register for courses the following semester is required from the Academic Dean and the Rector.

6. Administrative Probation

Administrative Probation can be incurred for two different reasons: incomplete admissions procedures with regard to the Seminary or the degree programs, or unmet financial obligations incurred during a semester. The Dean of Students may place a student on probation for these reasons after consulting with the student and informing him of his decision.

The term of Administrative Probation is one semester. A student on Administrative Probation who has not removed the reasons for the probation by the end of the semester of his probation, will have his semester grades withheld from his Ordinary, and notice will be sent to his Ordinary stating the causes for this action. Continuance in the Seminary after one semester of Administrative Probation needs the specific approval of the Dean of Students and the Rector.

## **DUE PROCESS: Protection of Rights and Freedoms, Accreditation Standards**

(Revised August 2008)

The dignity of the human person, the principles of fundamental fairness, and the universally applicable presumption of freedom (Vat. Conc. II, Dignitaris Humanea, #7) require that no member of the Church arbitrarily be deprived of the exercise of any right or office.

The adequate protection of human rights and freedoms is a matter of concern to all; the adequate protection of specifically ecclesial rights and freedoms has become a matter of increasing concern to all members of the Church (NCCB, Due Process, p.5; 1983 Code of Canon Law, Section of Administrative Recourse, cc. 1732-1739)

The community of Kenrick-Glennon Seminary acknowledges the need to protect the rights and freedoms of each of its members. Rights are protected in many ways. Indirectly, they are protected by education, growth of moral consciousness, and development of character; directly, they are protected by law. Rights without legal safeguards for the protection of rights, both preventive and by way of effective recourse, are often meaningless. It is the noblest service of law to afford effective safeguards for the protection of rights, and, where rights have been violated, to afford effective means for their prompt restoration (NCCB, Due Process, *ibid.*; The 1983 Code, c. 1733.)

The community of Kenrick-Glennon views due process as a means to an end. It is a useful and important instrument to help realize itself as a community of freedom and truth. Those securing it, who are in positions of authority in the community, show their love for the People of God, their trust in the working of the Spirit, and their personal disinterestedness by effectively safeguarding the rights of those entrusted to their care.

When a member of the Kenrick-Glennon community honestly judges that his or her rights have been denied or freedom has been unjustly limited, or if he or she questions the institutions' ongoing ability to meet the criteria for accreditation according to the Handbook of Accreditation for the North Central Association: Higher Learning Commission, that individual may ask that the situation be examined and a procedure be initiated to restore the rights and/or freedoms violated or investigate the accreditation issue. The Kenrick-Glennon community pledges itself to follow

the guidelines set down in the Due Process Procedures formulated by the National Conference of Bishops in 1969 and formally ratified by the Apostolic See on October 23, 1971, and as implemented by the Archdiocese of Saint Louis Board of Arbitration and Conciliation.

To initiate this process, the injured individual should present the request to the Rector of Kenrick-Glennon who will take the necessary steps to put the process into action. In the case of a situation involving the Rector, the injured individual can petition the Vice-Rector to start the process. Kenrick-Glennon pledges itself to arrive at a resolution of the given case within a reasonable amount of time as prescribed both in the NCCB procedures and the 1983 Code. Confidentiality will be an essential part through any state of the procedures. A file will be maintained by the officer to whom the complaint is presented.

## **KENRICK-GLENNON SEMINARY**

### **POLICY ON ALCOHOL**

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The Seminary's policy is based on a broad range of norms which arise out of accepted and expected behaviors: of personal and social responsibility, of the prescriptions of the law and of an ascetical ideal.

A mature seminarian gives evidence of responsible self-direction in his life and of his control of it. One sign of that maturity should be the manner in which he deals with alcohol. He will appreciate both its benefits and its dangers and behave accordingly. He will know his own reasonable limits in using it. For these reasons, he will feel confident and secure in his attitude toward its use.

A responsible attitude toward alcohol also has implications for the seminarian's relations with others. Any personal use, whether at the seminary or off-campus, must be grounded in moderation in order to avoid the excess that can be a source of harm to others, or of disedification or scandal to them. These consequences can also reflect adversely upon the seminary's name. The seminarian should resist the strong social pressures to conform to intemperate attitudes toward drinking. On his own part he should refrain from putting others at risk by pressuring them beyond their wishes on their limits, especially those persons who are underage.

Some behaviors, indeed, are not optional for they clash with the prescriptions of State Law. Such actions would include being **underage** (21 years minimum) or **supplying liquor to an underage person**. Other infractions would be driving under the influence of alcohol or supplying liquor to another who would be driving under its influence.

Beyond all these motivations there is an ascetical ideal that should affect the seminarian's attitude toward alcohol. Although some might choose total abstinence as a way of living the ideal, that route is not for all. Nevertheless, there are good spiritual reasons for a temperate stance toward alcohol. As a candidate for the priesthood, the seminarian's task calls for modeling Jesus Christ.

This identification calls for an abnegation and a self-discipline that embrace the Cross. He would show a respect for his own person and for that of the neighbor as members of the Body of Christ. As a future leader in service, he would practice avoidance of anything that can be a danger to ministry or a distraction from it. These goals are integral parts of his spiritual formation.

Developing a proper attitude toward alcohol, therefore, will be a component of the formation program. As measures to foster this ideal, the program will include instructions by way of workshops, lectures and special treatment of the topic in the formation groups, and rules of discipline as found in the Student Handbooks.

However, because of the dangers of alcohol abuse by the student at the present time, and its consequences for ministry in the future, deviations will not be ignored or tolerated. In cases where abuses are evident, an evaluation of the situation will be conducted in order to determine what sanctions would be in order. The consequences could be either probation or dismissal, according to the facts of the case.

These sanctions will not be administered arbitrarily. If there are questions about a student's serious abuse of alcohol, or his addiction, steps will be taken to help him to address the problem.

As a preliminary measure, he will be given a professional assessment to determine the extent of the problem. If indications warrant, he will be required to undergo treatment in an established program.

## **REHABILITATION PROGRAMS FOR ALCOHOL ABUSE**

Alexian Brothers Hospital (Care Unit) - 865-3333

DePaul Health Center (SSM Behavioral Medicine) - 344-7400

St. Anthony's Medical Center (Hyland Center) - 525-7200

St. John's Mercy Medical Center (Edgewood) - 569-6500

St. Michael's Center - 965-0860

## **National Programs**

National Council on Alcoholism and Drug Abuse  
St. Louis Area - 962-3456

Care Unit Programs (National Information) - 1-800-556-CARE

*Approved by Administrative Council - February 25, 1991*

*Approved by Board of Trustees - April 10, 1991*

## **KENRICK-GLENNON SEMINARY**

### **POLICY ON DRUGS**

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As St. Irenaeus reminds us: "The glory of God is a man or woman fully alive."

The dignity of the human person necessitates that one expresses oneself freely and with full responsibility. The use of any controlled substance which interferes with that freedom and responsibility is dehumanizing. Kenrick-Glennon is first and foremost a seminary which prepares men for priesthood. Those studying for priesthood must take this freedom and responsibility seriously. They must not only be promoters of the dignity of the human person but model it. The use of any controlled substance by seminarians is self-defeating behavior and, therefore, will not be tolerated.

Possession, use and distribution of stimulants, depressants, narcotics or hallucinogenic drugs and other agents having potential for abuse, except on a physician's or dentist's prescription is forbidden by state and/or federal law and not permitted on Kenrick-Glennon property. The selling, bartering, exchanging or giving away of such drugs to any person not intended to possess them is illegal and prohibited.

Because of the serious nature of these activities, a student engaging in these will bring into serious question his continuance in the seminary program. He will also be fully responsible for the civil consequences of his behavior.

Criminal sanctions for violations of state and federal laws prohibiting the unlawful possession and distribution of illegal drugs are serious. The penalty for persons convicted of possession of illegal drugs in Missouri is 0 to 7 years in prison and a fine up to \$5,000, unless an offense involves smaller quantities (35 gms. or less), which is punishable by imprisonment up to 1 year

and a maximum fine of \$1,000. Under federal law, a conviction for possession of illegal drugs carries a prison sentence up to 5 years and a fine from \$1,000 to \$5,000. The range of penalties for a conviction of unlawful distribution of illicit drugs under state and federal law is summarized in the chart below. The severity of the sanctions for unlawful possession and distribution varies depending on the quantity of drugs, prior convictions and whether death or serious injury occurred, and may be increased for offenses which involve distribution to minors or occur on or near the seminary. In addition, other federal laws require or permit termination of federal benefits, including financial aid, as a result of a drug conviction.

As a condition of employment, employees will notify the Institution of any criminal drug statute conviction for a violation occurring in the work place no later than five days after such conviction.

**DRUG TRAFFICKING PENALTIES**

<b>DRUGS</b>	<b>FEDERAL SANCTIONS</b>	<b>MISSOURI SANCTIONS</b>
Schedule I - mescaline, PCP, LSD, heroin, peyote, opium, cocaine, base, methamphetamine, morphine	5-40 years or life in prison, \$2 to \$4 million in fines	5-30 years or life in prison
Schedule I, II (other)	Up to 30 years or life in prison, \$1 to \$2 million in fines	5-15 years in prison

<b>DRUGS</b>	<b>FEDERAL SANCTIONS</b>	<b>MISSOURI SANCTIONS</b>
Schedule III-V	Up to 10 years in prison	5-15 years in prison
Marijuana, hashish, hash oil	Up to 30 years or life in prison, \$2 million in fines (less than 100 kg.); not less than 5 years to life in prison, \$8 million in fines	0-7 years in prison, up to \$5,000 fine (5 gms. or less); 5-15 years in prison (more than 5 gms.)

(more than 100 kg.)

Physical and psychological effects of both short and long term drug use vary with the type and amount of drug used. Marijuana use can lead to heartbeat acceleration, impairment in mental perception, memory loss, impulsive behavior, anxiety attacks, respiratory problems, infertility, and lung disease. Cocaine use can lead to high blood pressure, sweating, vomiting, irritation and inflammation of nasal tissue, loss of appetite, delusions, altered perceptions and death from respiratory failure. Use of hallucinogens can lead to dizziness, increase in heart rate, nausea, perceptual changes, delusions, hallucinations and flashbacks. Use of stimulants can lead to diarrhea, heart palpitations, increased blood pressure, kidney failure, weight loss, irritability and hallucinations. Use of depressants can lead to slurred speech, staggering gait, altered perception, slowing down of reflexes and reaction time, increased anxiety and depression and death from lack of oxygen.

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*Approved by Board of Trustees October 9, 1990*

*Revised and Approved by Administrative Council December 3, 1990*

*Revised and Approved by Administrative Council January 20, 1992*

## **KENRICK-GLENNON SEMINARY**

### **SMOKING POLICY**

This policy applies to residents, staff and visitors at Kenrick-Glennon Seminary. As used herein, “Smoking” means inhaling, exhaling, burning or carrying any lighted smoking equipment for tobacco.

For reasons of safety, public relations or other concerns, smoking is prohibited inside the seminary.

**(Published June 1, 1993 – Effective July 1, 1993; Revised, July, 2008)**

## **POLICY ON FILES**

The Family Educational rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the Seminary to amend a record that they believe is inaccurate or misleading. They should write the Seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Seminary decides not to amend the record as requested by the student, the Seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by *Kenrick-Glennon Seminary* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Kenrick School of Theology is not strictly bound by this Act because the Act is written in relationship to funding programs in which Kenrick School of Theology does not participate. Nevertheless, the Act promotes the rights of students and other important values to which we are committed. It provides us with an opportunity to spell out these values in relation to the files we maintain.

The policies and procedures which follow in no way impede or restrict the rights of the Ordinary of Saint Louis in the exercise of his responsibility for the seminary and for the evaluation of students for the Archdiocese of Saint Louis.

Likewise, they do not impede or restrict the rights of other Ordinaries and Religious Superiors in reference to the formation and evaluation of students for their respective Diocese or Religious Communities.

January 1, 1978  
Revised August 1988  
Revised August 1990  
Revised December 1990  
Revised August 1995  
Revised August 1997

Revised August 2008

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## I. INTRODUCTION

### A. Objective:

Kenrick School of Theology has the responsibility for effectively supervising the release of information about its students. The offices and departments of the school which collect and maintain personal information about students shall adhere to the following policies in regard to the release of information about students in the record and shall develop specific operating procedures which are consistent with these policies.

### B. Definition:

Student: For purposes of these policies, a student of Kenrick School of Theology is 1) an applicant who has made official application to attend Kenrick School of Theology and has been accepted as a student who is currently enrolled for academic work, and 2) a former student who has attended in the past but is not currently enrolled.

## II. TYPES OF FILES MAINTAINED

Kenrick School of Theology maintains the following files on students, which are the property of Kenrick School of Theology:

- A. **ADMISSIONS & PERSONAL DATA FILE:** Kenrick School of Theology Application Form; Baptismal Certificate; Confirmation Certificate; letter from sponsoring Bishop or Religious Institute assigning student to Kenrick School of Theology; letters of recommendation from student's pastor or other responsible person; letter of recommendation from the rector of any seminary student has attended; other letters of recommendation; Kenrick-Glennon Seminary Medical Certificate ( or other medical certificate); an autobiographical essay; a short essay on one of several topics assigned by the admissions committee; record of reception of ministries and ordinations; signed waiver for letter of recommendation (if any). This file is supervised by the President-Rector.
- B. **ACADEMIC FILE:** Transcripts of schools attended since high school and the Academic Information Form; M.Div./M.A. Registration Form; V.A. enrollment certification forms where applicable; degree program progress reports; signed statement releasing the student's grades to his Ordinary or Superior. This file is supervised by the Academic Dean and Registrar.

- C. **PRESIDENT-RECTOR'S FILE:** Psychological reports; Vocation Director's evaluation; Formation Director's Reports; President-Rector's reports; correspondence from the student's Ordinary or Vocation Director and any other correspondence addressed to the Rector personally. This file is supervised by the President-Rector.
- D. **FIELD EDUCATION FILE:** Verbatims, supervisor's evaluations; and evaluations. This file is supervised by the Director of Field Education.

### III. **ACCESS TO VARIOUS FILES**

- A. Officials having access to various files
  - 1. Admissions and Personal Data File
    - a. President-Rector
    - b. Vice-Rector
    - c. Members of the Admissions Committee
    - d. Registrar
  - 2. Academic File
    - a.. Registrar: for recording and review purposes and requested transmission of materials.
    - b. President-Rector and Academic Dean: for directing student's program, academic assessment, and review of files.
    - c. Academic Advisors: for aiding in advice given to the student.
    - d. President-Rector and Core Formation Team for purpose of formational work with the student.
  - 3. President-Rector's File
    - a. President-Rector and Dean of Students: for purposes of formational work and counseling with the student.
  - 4. Field Education File
    - a. President-Rector, Dean of Students, and Director of Field Education: for purposes of placement and evaluation of ministerial progress.

- B. Student access to files
  - 1. Admissions & Personal Data File
  - 2. Academic File
  - 3. Field Education File

IV. **REGULATIONS AND PROCEDURES ON ACCESS TO, RELEASE, AND TRANSFER OF FILE MATERIALS**

- A. Student Right of Access to Files:
  - 1. The right to be provided a list of the types of files maintained by the institution and which are directly related to the student, and those files to which the student has legitimate access.
  - 2. The right to inspect and review the content of those specified files to which the student has access.
  - 3. The right to a response from the supervisor of a given file to a reasonable request for explanations and interpretations.
  - 4. The right to appeal to the President-Rector concerning the content of those records.
- B. Release and Transfer of File Materials:
  - 1. Materials subject to release and transfer:
    - a. It is the general policy of Kenrick School of Theology not to permit the release of any information contained therein other than directory information of student without the written consent of the student involved to any other party than those legitimately specified in these regulations.

Directory information at Kenrick School of Theology is defined to include: student's name, address, telephone listing, date and place of birth, diocese or religious community which sponsors

him at the seminary, parish and pastor, major field of study, participation in officially recognized institutional activities, dates of attendance, degrees, awards, ministries and orders received, and the most recent previous educational agency or institution attended by the student.

b. Copies of the following materials are subject to release and transfer at the written request of the student:

1) From the Academic File:

- a) transcript of Kenrick School of Theology
- b) V.A. enrollment certification forms
- c) degree program progress report

2) From the President-Rector's File:

- a) The President-Rector's letter to the  
Ordinary summarizing the student's  
annual evaluation.

2. Materials not subject to release and transfer:

a. All materials in any file not specified in the preceding section (B, 1, a & b).

b. The following are specifically not subject to release:

- 1) The financial records of students' parents or any information contained therein.
- 2) Confidential letters and statements of recommendations which were placed in the records prior to January 1, 1975.
- 3) Confidential recommendations for which a student has signed a waiver of right or access upon admission.

C. Persons to whom the institution will grant access to, release, or transfer file materials:

1. Students will be given access to and may have released all file materials to which they have a legitimate right according to these guidelines. (cf. Procedures below)
2. With the written consent of the student, and in keeping with Section III, B above, the institution will release educational records or personally identifiable information of a student to officials of other schools or school systems in which the student intends or seeks to enroll, and to any parties designated by the student.
3. Without the written consent of the student, the institution will permit access to or the release of education records or personally identifiable information of students to the following:
  - a. Kenrick School of Theology officials and teachers who have legitimate educational interests.
  - b. Government officials who have legitimate access by law.
  - c. Persons legitimately involved with a student's application for or receipt of financial aid.
  - d. Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, provided such studies are conducted in such a manner as will not permit the personal identification of the student involved.
  - e. Accrediting organizations in order to carry out their accrediting functions.
  - f. In compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that students are notified previous to compliance.

D. Disclosure to parents:

Information about a student will be released to the parents only with the written permission of the student involved.

E. Emergency release of file materials:

The institution will release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

F. Procedures for student access, review, and challenge of files:

1. A student may initiate access to the school files concerning himself by:

- a. Directly contacting the given office where the file exists, or
- b. Contacting the Dean of Students or Academic Dean who will assist the student in identifying the locations where files may be kept on him.

2. When the student appears at a given office and requests access to the school files about himself:

- a. 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.
- b. The student should be free to make notes concerning the contents but NO COPIES of the material should be made. Also, no material should be reviewed by the student except in the presence of the responsible staff member. Furthermore, no material should be removed from the file at the time.
- 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 file 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 under the direction of the President-Rector, shall provide for a written or oral presentation from the student in support of his request for deletion and/or modification. It also provides for other input in support of or in opposition to the deletion or modification.
- 4) The hearing officers shall provide the student, in writing, the decision concerning his request for deletion or modification, including the rationale for the decision.
- 5) The hearing will be conducted within fifteen (15) working days after the student formally requests it.

G. Release and transfer:

The student (currently enrolled or formerly enrolled) may request transfer or release of file materials in the following ways:

1. By signing a File Transfer Request Form obtained from the Registrar, and by paying whatever fees are established for such transfers. The Registrar will forward the request to the responsible official. The request form contains a “consent to release agreement” that must be signed by the student before any records are released.
2. For students no longer in attendance at Kenrick School of Theology, a letter from the student requesting the release of materials from files will ordinarily be accepted as “consent to release”. If the matter warrants, a signed “consent to release agreement” will be required.
3. Requests for release of records will be processed as rapidly as can be managed, but always within forty-five (45) days of the date of the signature on the “consent to release agreement”, or the equivalent.
4. The student will receive a copy of all materials released if he makes such a request.
5. Kenrick School of Theology has the right to withhold transcripts for financial and administrative reasons. (cf. Kenrick School of Theology Catalog and Regulations for Administrative Probation)

V. **FILE REVIEW, ELIMINATION OR TRANSFER OF MATERIALS, AND SECURITY**

A. File Review:

1. Admissions & Personal Data File: After a student is accepted, the following is kept in this file: baptismal and confirmation certificates; letters of request for admission from the applicant, his Director of vocations, Bishop, or Religious Superior; letter from the sponsoring Bishop or Religious superior; Kenrick-Glennon Seminary Health Form; Kenrick School of Theology Admissions Form and photograph; and the autobiographical essay. The emergency information sheet is placed in a separate index file. Academic transcripts and the Academic Information Form will be transferred to the Academic File. Letters of recommendation will be kept in the President-Rector's File and will be available to the President-Rector, Dean of Students, Staff Psychologist and the Core Formation Team for developmental and formational use with the student.

If the student has a special history which requires particular attention for the sake of growth and development during the years of formation, the Admissions Committee may write a memorandum to the President-Rector incorporating all pertinent data and attaching pertinent documentation. This memorandum will be placed in the President-Rector's File and the student will be informed by the President-Rector of the existence of the memorandum and its content through a personal interview.

If a student is not accepted, personal data information is returned to the applicant and other data is not retained in the seminary files.

In case of delayed acceptance, the file is maintained for three years and then handled as above.

2. Academic File: This file is reviewed under the supervision of the Academic Dean and Registrar at the end of each semester to make corrections, additions, or deletions.

B. Elimination of Materials:

1. Those items are eliminated from the Academic File and the Admissions and Personal Data File which are not specified as documents to be included in each type of file, or which are in some manner duplicating material already contained in the file. Eliminations are conducted by the individuals responsible for the particular files. Transcripts of grades are maintained in the Academic Office for all former students.
2. Contents of the President-Rector's File are eliminated when a student is ordained to the priesthood or leaves the seminary, except materials that would be relevant to a future request for a dispensation in the case of a priest, or to a future request for recommendation in the case of a student reapplying for the priesthood or religious life.

The President-Rector retains copies of the following:

- a. Application and photograph
- b. Baptismal and confirmation certificates
- c. Letter of acceptance
- d. Letters to Ordinary
- e. Evaluations for diaconate
- f. Evaluations for priesthood
- g. The last evaluation for those who leave before ordination
- h. Petitions
- i. Letters from Ordinary regarding petitions and call to orders
- j. Dimissorials
- k. Testimonials
- l. Profession of Faith
- m. Promise of Celibacy
- n. Rector's certification for diaconate
- o. Document from Church of baptism regarding diaconate
- p. Rector's certification for priesthood
- q. Document from Church of baptism regarding priesthood
- r. Consent to release form
- s. Matriculation blank
- t. Formation summary sheet - appendix
- u. Transcripts from former schools and standardized test results

These materials are placed in the student's Permanent File which is referred to below.

3. Materials on a student are eliminated from the Field Education File when a student is ordained to the priesthood or leaves the seminary.

C. Security

For purpose of security, the Academic Transcript and Permanent Files are regularly microfilmed (with the exception of the student evaluations). One copy is kept in the Seminary archives, another is kept in the Archdiocesan Archives. Use of this material is limited in the same fashion as the original files, although statistical data, without reference to personal identification, is available to the Vocation Office.

**Kenrick-Glennon Seminary  
Kenrick School of Theology  
Order of the Day  
2008-2009**

	<b>M on</b>	<b>Tuesda y</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Friday</b>	<b>Sat.</b>
<b>Breakfast available</b>	<b>6:45-8:30 am</b>					<b>7 am</b>
<b>Morning Prayer</b>	<b>7:00 am</b>					<b>Private</b>
<b>Holy Mass</b>	<b>7:30 am</b>			<b>11:15 am</b>	<b>7:30 am</b>	<b>8:00 am</b>
<b>Adoration (sign-up)</b>	<b>N oo</b>		<b>Noon-5p m</b>	<b>Noon-3p m</b>	<b>Noon-3p m</b>	
<b>Lunch</b>	<b>Noon</b>					
<b>Conference and</b>		<b>1:15 -3:30</b>				

<b>Holy Hour And Adoration</b>	<b>A do ra tio</b>	<b>5:00 pm Requir</b>	<b>*Adoration, et al.-M,W-F at according to schedule</b>			
<b>Rosary</b>	<b>Optional 5:15 PM, Required Tuesday (No Communal Rosary Friday)</b>				<b>Private</b>	
<b>Evening Prayer</b>	<b>Common 5:40 pm</b>			<b>Private</b>	<b>Private</b>	
<b>Dinner</b>	<b>6:00 pm</b>					
<b>House Meetings</b>		<b>7:00 pm</b>				
<b>Night Prayer</b>	<b>Optional 9:30 pm (M-Th)</b>					
<b>Quiet in Corridors</b>	<b>10:30 pm (every night)</b>					
<b>Sundays with Seminary Mass</b>						
<b>MP</b>	<b>Mass</b>	<b>Brunch</b>	<b>Dinner</b>			
<b>8:30 am</b>	<b>9:00 am</b>	<b>10:15 am</b>	<b>5:15 pm</b>			