HELLENIC COLLEGE
HOLY CROSS GREEK SCHOOL OF THEOLOGY

STUDENT HANDBOOK

2016
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“I came that they may have life, and that they may have it more abundantly.” John 10:10

Dear All,

Our Lord promises in the Gospel of John that when we are following His Voice as our Good Shepherd, He will provide us with abundant life – a life that is full of His grace, love, peace, and joy. We are called as his sheep to work towards the building up of our HCHC community as a place of “abundant life” through living Christian virtues such as kindness, forgiveness, gentleness, humility, self-control, and obedience.

Of course, this handbook cannot completely encapsulate what it means for us to live as such an Orthodox Christian community, but it does provide helpful guidelines to order our lives here in a way that is respectful and considerate of all. Be sure to make yourself familiar with all of the information that is assembled here and strive to conduct yourself in a way that is accordance with the moral precepts of our Faith and the policies of our School. In this way, we will experience the joy of the abundant life the Lord came to bring to us.

The mission of Hellenic College Holy Cross is to create a Christ-centered community life that forms the intellectual, moral, and spiritual lives of our students in order to develop you into the service-oriented leaders our Church and society desperately need. I look forward to another academic year as your Dean of Students as we work together to live up to the high calling of this sacred community of higher learning.

With love in Christ,

Fr. Nick
Vision and Mission Statements

INSTITUTIONAL VISION STATEMENT
To be the intellectual, educational and spiritual center of the Greek Orthodox Church in America stimulating, developing and sustaining ordained and lay vocations for service to Church and society based on faith.

INSTITUTIONAL MISSION STATEMENT
Hellenic College, Inc. is a center of higher education founded by, associated with and supported by the Greek Orthodox Archdiocese of America. The undergraduate college offers various programs leading to a bachelor’s degree, and the graduate school offers three programs leading to a master’s degree. The mission of Hellenic College, Inc., is the formation and the education of the person within the life of an Orthodox Christian community. To that end, it educates men for the holy priesthood of the Greek Orthodox Archdiocese and other Orthodox Christian entities, as well as men and women for leadership roles in Church, chosen professions, and society. HC, Inc, collaborates with the Orthodox Church affiliated institutions and ministries, and offers opportunities for lifelong learning.

HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY MISSION STATEMENT
Holy Cross Greek Orthodox School of Theology is an Orthodox Christian Seminary and Graduate School of Theology centered on the Trinitarian faith as revealed by Jesus Christ and as preserved in its fullness, geniuses, and integrity by the One, Holy, Catholic and Apostolic Church. The School embodies the historic and specific educational mission of the Ecumenical Patriarchate of Constantinople and its Archdiocese in the United States. Holy Cross educates its students to articulate and understand the biblical, historical, dogmatic, ethical and liturgical traditions of the Orthodox Church. Students are prepared to become future clergy and lay leaders of the Orthodox Church who demonstrate faith, sensitivity and compassion as they cultivate an attitude of offering a service of truth and love in the world. Through its graduate degree programs, Holy Cross offers men and women the opportunity to become spiritually mature persons through immersion in worship, theological studies and service to community.
HELLENIC COLLEGE MISSION STATEMENT

Hellenic College, an Orthodox Christian institution of higher learning, cultivates the intellectual, spiritual, and moral development of its students so that they might serve and contribute to society and the Church. To that end, Hellenic College fosters intellectual development in its students engaging them in liberal arts and professional curricula that demand rigorous inquiry and academic scholarship. The College promotes spiritual and moral development by incorporating students into the practices, teachings, and liturgical life of an Orthodox Christian community. The College offers also the opportunity to its students to become aware of the universal intellectual and cultural values of the Hellenic cultural heritage. The College encourages its students to respond to their unique vocations by committing to education, faith, and service in all aspects of their professional and personal endeavors.
About Your Campus

The magnificent site now known as Hellenic Hill was, like much of the surrounding land, owned for centuries by the illustrious Weld family. One of the first Welds in Massachusetts, Captain Joseph Weld, was granted almost three hundred acres by the colonial legislature in gratitude for his role in the Pequot War of 1637.

In 1857 Charles Goddard Weld, a descendant of Captain Weld, was born in a house built by his parents near what is now the rear entrance to the campus. The name of his birthplace was “Saint’s Rest”—a remarkable coincidence in light of subsequent history. When his father died, Charles Weld, by now a prominent physician affiliated with Massachusetts General Hospital, decided to build a much bigger and grander house at the crest of the hill. The architect, William York Peters of the firm Peters and Rice, was likely a Harvard classmate of Dr. Weld’s and could claim an impressive professional pedigree, having begun his career with the great Boston firm of Sturgis and Brigham.

Construction of the 25-room neoclassical structure (now the Archbishop Cavadas Administration Building) began in 1901 but proceeded slowly. As of 1904 it was still shown on town maps as unfinished. This is not altogether surprising in light of the elaborate interior detail, much of it intact to this day. The walls of the large reception hall are covered from floor to ceiling in seamlessly matched panels of exquisite Philippine mahogany interspersed with Corinthian pilasters. Several of the panels are in fact disguised doors leading to what were once the service areas of the house or to storage spaces. One, just inside the front door of the house, conceals a private staircase by means of which Dr. Weld could ascend directly to his private quarters without being seen by visitors.

The principal rooms surrounding the hall are similar to each other in design, with half-paneled walls, bronze sconces, tall windows and elaborate fireplaces, but closer examination reveals that the style of woodcarving and the type of marble fireplace surround is completely different in each room.

The most spectacular showpiece is unquestionably the ornate double staircase, which flanks the front door. Unlike the rest of the interior, which is fairly restrained and in keeping with the neoclassical exterior, it is a
masterpiece of fanciful carving reminiscent of the seventeenth-century English master carver Grinling Gibbons. Fruits and flowers, nuts and wheat stalks are all rendered to naturalistic perfection. Interestingly, the dominant elements are grapes and pomegranates, both commonly represented in Byzantine carving.

As befitted an estate of the early twentieth century, the house was surrounded by various outbuildings, including a handsome carriage house, and extensive formal gardens. The gardens are long gone, but a remnant remains: a large Japanese-style stone ornament, no doubt chosen to reflect Dr. Weld’s passion for Japanese art.

Unfortunately, Dr. Weld died in 1911, having enjoyed his hilltop domain for only a few years. His widow, the former Hannah Putnam Train, stayed on, alone except for her servants. In 1930 Mrs. Weld added a glass conservatory and adjoining terrace off the east side of the main hall, overlooking Jamaica Pond and the growing Boston skyline.

In October 1946 the estate was purchased by the Greek Orthodox Archdiocese after a long search for an appropriate property to which its seminary could be moved from rural Pomfret, Connecticut. The main house became the administration building, the stables were converted to classrooms, and “Saint’s Rest” became known as the “Kongoleteion” after a major benefactor. In 1953 a wing was added to the mansion, housing students until the construction of a separate dormitory in 1967, when it was converted to office space.

Over the years, all of the original buildings except one have been lost to demolition or fire, but the one that remains—Dr. Weld’s splendid house—still crowns Hellenic Hill. It is and will remain important to the town of Brookline as a landmark, to Massachusetts as an architectural treasure, and to generations of Hellenic College and Holy Cross students as the heart of their home away from home.
1 Peter J. Condakes Hall

This facility houses the cafeteria, and is located in the west wing of the Polemanakos Dormitory.

2 Polemanakos Dormitory

Donated by brothers Theodore and Nicholas Polemanakos of Houston, Texas, the Polemanakos Dormitory was first used in the 1968-1969 academic year. The three-story building has a capacity of 158 students housed in single rooms, and has both men’s and women’s floors. Each main floor has a study lounge and bathroom facilities. The building also houses a student lounge, recreation room, laundry room, RA office, and a Chapel.

3 Archbishop Cavadas Administration Building and Annex

This building was named after the first dean of the School. It was originally part of the Weld family’s estate. The building itself is about 100 years old. The property was purchased in the 1940’s by Hellenic College. During the 1953 academic year, the Cavadas Annex was added to provide more dormitory space. Currently the building houses administrative offices.

Holy Cross Bookstore is located in the lower level of the Archbishop Cavadas Administration Building. The bookstore carries textbooks and liturgical and other Orthodox books as well as religious items. Hours of operation are 9:30 am-4:30 pm, Monday through Friday.
4 Archbishop Iakovos Library and Learning Resource Center

The School’s Library was formerly known as the Cotsidas-Tonna Library, which was built in 1960 and remodeled in 1998. The newly built Archbishop Iakovos Library was financed through School funding and donations. It houses an extensive theological and cultural collection as well as sacred artifacts and archives of Archbishop Iakovos. The entire collection is accessible via the Internet. The library was dedicated on September 12, 1999, with President George Bush serving as Honorary Chairman of the Dedication Committee. When the exact site was being determined, the neighboring tree, which is over 150 years old, was preserved as a living landmark of the grounds.

5 Skouras Classroom Building

The Skouras Classroom Building, named for Spyros Skouras, was built in 1960. There are multiple classrooms in this two-story building. Among other classrooms, it houses the language lab and computer labs.

6 & 7 Pappas Gymnasium and Athletic Field

This facility is named after donors John and Thomas Pappas. The gym includes a basketball court and a state-of-the-art fitness center donated by the Archbishop Iakovos Leadership 100 Foundation. Adjacent is the athletic field.

8 & 9 Holy Cross Chapel and Alumni Memorial

The groundbreaking for our Chapel took place in 1960, with the first services held in 1963. GOYA chapters primarily raised funds for construction across the Archdiocese. The Chapel serves the Hellenic College and Holy Cross community, persons residing at the Philoxenia House (which provides housing for family members of those of the Orthodox faith who are undergoing surgery or other medical treatments in the Boston area) and other friends of the School. Next to the Chapel is the Alumni Memorial.

10 Maliotis Cultural Center

The Maliotis Cultural Center was built and donated to the School in 1976 by the late Costas and Mary Maliotis. It is a two-level structure consisting of a 346-seat auditorium, two 150-seat lecture areas, a 3,250 square foot lobby/exhibit area, and administrative offices. The purpose of the Center is to showcase different aspects of modern Greek culture, to further the interest in and understanding of Hellenic studies, and to foster the growth and development of HCHC.

11 Halki Village

Halki Village was constructed in 1982 and first utilized as seminarian apartments. There are 12 townhouses, which are now occupied by married students and their families.

12 Dendrinos Village

Dendrinos Village was constructed in 1995. The 24 apartments (which have 1, 2 or 3 bedrooms) are utilized for married student housing.
Diakonia (Service)

The only true and valid model of Christian leadership is The Servant. As Christian leaders, we must take servanthood as our icon and model.

*Williams & McKibbon, Oriented Leadership*

In keeping with the spirit of Christian obedience and service, an integral part of life on campus is service—*diakonia*—to members of our community and to visitors. Often taking the form of hospitality, serving food, or providing transportation, *diakonia* is an opportunity to become acquainted with faculty, administrators, hierarchs, clergy, dignitaries, and trustees.

The Office of Student Life is responsible for *diakonia* assignments. Students who serve in less desirable assignments are given priority, if they wish to be involved in *diakonia* for a special event. They may also be excused from other assignments. Any problems or concerns about *diakonia* assignments should be addressed to the Dean of Students.

Spiritual Life

The Apostle Paul reminds us that we are “all members of one another” (Ephesians 4:25). The relationship and communion we share with Christ and with one another form the foundation for our Christian community of faith and learning.

Worship

Monday through Friday, Orthros begins at 7:55 a.m. Vespers are held daily at 5:00 p.m. Sunday morning; Orthros begins at 8:00 a.m. and is followed by Divine Liturgy. Major feasts falling on weekdays are usually commemorated with Orthros beginning at 6:30 a.m. followed by Divine Liturgy.
Chapel Attendance and Decorum

The Chapel of the Holy Cross is the center of the campus’ spiritual life. As such, certain things should be noted:

- Chapel attendance is mandatory for seminarians. Lack of attendance can and will jeopardize seminarian status and Leadership 100 financial aid status.
- Chapel services are central to the spiritual formation of seminarians. The sacred services demand a respectful attitude and reverence on the part of all persons (seminarian or not) attending services. This applies regardless of age. Parents are asked to ensure their children remain in place and are sufficiently quiet so as not to disrupt services.

Spiritual Fathers Program

In keeping with the tradition of the Orthodox Church, students are encouraged, and seminarians are required, to establish and to maintain an on-going relationship with a spiritual father. Seminarians choose a spiritual father from a list of clergy provided by the Office of Spiritual Formation & Counseling Services (SFCS) under the direction of the President. Failure by a seminarian to chose a spiritual father by October 30 of each fall semester, or failure to keep in contact with one’s spiritual father, will result in loss of seminarian status and all its privileges. All other students may approach any priest who is either Spiritual Life on this list or in another way affiliated with the HCHC community to serve as a spiritual father.

The spiritual father guides his charges in development of Christian character and provides guidance in striving – *askesis*—toward spiritual development. Although maintenance of a relationship is considered essential for a student in the Seminarian Program, a seminarian can decide to change to another spiritual father – for any number of reasons. But, in this circumstance it is important for the seminarian to inform the previous spiritual father and the new one of the change. If you have trouble doing this, do not hesitate to talk to staff in the OSFCS. For the seminarian, his spiritual father will be his sponsor and signer of the *symmartyria* to be read at ordination.
OFFICE OF SPIRITUAL FORMATION & COUNSELING SERVICES

Students and families of students are invited to call upon the HCHC community's resources in the areas of spiritual formation and counseling to strengthen and enhance their personal growth. The SF/CS office supports the mission of Hellenic College Holy Cross Greek Orthodox School of Theology by nurturing the spiritual and psychological well-being and development of all students and their families working in conjunction with the faculty, alumni, and the Greek Orthodox Archdiocese. These programs are available to all students and family members. The Pastoral Care Director and Psychological Care Director coordinate the various services offered: Spiritual Fathers Program, Spiritual & Psychological Assessment, and Counseling & Referrals.

OFFICE OF VOCATION AND MINISTRY

The Office of Vocation & Ministry (OVM) at Hellenic College provides opportunities for college students, high school students, and those who serve them, for growth in Orthodox Christian vocation and leadership through theological inquiry, ongoing reflection, and service activities by way of retreats, workshops, classes, conferences, study sessions, and mini-grants.

STUDENT GOVERNMENT AND ORGANIZATIONS

Student Government Association (SGA)
Campus Activities Board (CAB)
Married Student Association (MSA)
Hellenic Student Association (HAS)
Missions Committee
Athletics Committee
Orthodox Christian Fellowship (OCF)
Orthodox Inter-Seminary Movement (OISM)
Hellenic College Psychology Club
St. Romanos the Melodist Byzantine Choir

Student Government Association (SGA)

The Student Government Association (SGA) is the official representative of the HCHC student body and aims to strengthen our religious, intellectual, and social responsibilities as well as to coordinate the shared desires of the students. The SGA is the parent organization of several smaller organizations
and committees that are under its auspices which includes the: Campus Activities Board, Married Student Association, Hellenic Student Association, Spiritual Life Committee, Athletics Committee, as well as many other programs and committees. Together, these organizations form a mutual effort to provide spiritual, social, and communal activities. The SGA is comprised of the Executive Board, the leaders of the campus organizations, and the Vice-Presidents of each class (four from Hellenic College and four from Holy Cross). It is thus the responsibility of every member of the SGA board to report back to their respective classes and organizations as to the different events in which our community is engaged.

**Campus Activities Board (CAB)**

The Hellenic College Holy Cross Campus Activities Board (CAB) is the center for campus fellowship and community. CAB sponsors various events throughout the year that are ideal for students of all ages. CAB prides itself on providing the best activities possible to suit all the students of HCHC. Our door is always open to students who want to offer their time and talents.

**Married Student Association (MSA)**

The MSA exists to foster relationships both within the married community, but also between the married community and the community-at-large. This is done through a series of private and group events, including both marital-enrichment and recreational activities.

**Hellenic Student Association (HAS)**

The purpose of the Hellenic Student Association at the Hellenic College Holy Cross Greek Orthodox School of Theology is to spread Hellenic culture and language through cultural events and activities. We work toward these goals by organizing events and meetings that will aid in spreading our beautiful Hellenic culture and heritage.

**Missions Committee**

The Missions Committee works to promote a mission consciousness at Hellenic College Holy Cross. It seeks to increase the awareness of the importance of missions as a central part of our lives as Orthodox Christians and within the Church, and tries to expose our students to the work of Orthodox Christian missionaries worldwide. The Committee promotes participation and support
for international and domestic cross-cultural missions through our annual Fall Missions Week and Lecture, regular meetings and group involvement in short-term mission trips during Spring Break and over the summer through the OCMC and the Missions Institute here at Hellenic College Holy Cross.

**Athletics Committee**

The Athletics Committee coordinates athletic events on campus to support fellowship, active lifestyles and friendly Christian competition. Athletics offers a variety of sporting intramurals throughout the year. Athletics participants may be students, faculty and spouses/family members of students.

“Pick-Up” games in the gymnasium sports are offered on a nightly basis, Monday through Thursday, except when intramurals must occupy the Pappas Gymnasium.

Besides Intramurals, the annual Columbus Day events are put on through Athletics, CAB and Alumni, including the Hellenic College vs. Holy Cross Football game in the morning and the HCHC Students vs. Alumni game in the evening.

**Orthodox Christian Fellowship (OCF)**

The official collegiate campus ministry program under the Assembly of Canonical Orthodox Bishops of the United States of America. OCF is charged with connecting Orthodox college students—and those interested in the Orthodox Christian faith—to Christ and His Church.

**Orthodox Inter-Seminary Movement (OISM)**

The OISM is a movement that helps to improve relations between Orthodox seminarians of all jurisdictions throughout the United States and Canada. Weekend encounters are held at the various member seminaries during the academic year. Emphasis is placed on spiritual, intellectual, and social activities among the representatives of all the member seminaries.

**Hellenic College Psychology Club**

The purpose of this organization is to provide programs and information concerning graduate schools and careers in the field of psychology. Here, we support student initiatives to attend and participate in Psychology
conferences and to attend Psychology organizations. (e.g. American Psychology Association.) Through this club, students also have the opportunity to work one-on-one with psychology faculty here at Hellenic College Holy Cross.

St. Romanos the Melodist Byzantine Choir

The School Byzantine Choir is named for St. Romanos the Melodist, after the saint of the Church known for his gift for sacred music. The choir, which chants ecclesiastical music in the Byzantine tradition and sings traditional Greek music, is often invited to perform at special occasions in the Greater Boston area and beyond.
Campus Security

CAMPUS SAFETY AND SECURITY

All residential educational institutions are vulnerable to criminal conduct. Therefore, all residents should always be mindful of the following:

1. Doors to rooms or apartments should be locked at all times.
2. Entryways to the Polemanakos Dormitory, Halki Village and Dendrinos Village apartment complexes should never be propped open or left unattended.
3. Residents should never unlock or open the door of the residence hall or apartment complex to anyone who is not a current registered student of HCHC.
4. Residents should never admit unknown persons into any non-public area.
5. Students should never allow other persons to occupy their rooms or apartments.
6. Students should avoid walking alone on campus after dark and, whenever possible, should walk in pairs.

If you see or hear anything out of the ordinary, please report the circumstances to the Resident Assistant or Director of Housing immediately. In emergency situations, of course, call 911.

The HCHC security guard is on duty, making rounds Monday-Friday from 4:30 p.m. - 2:30 a.m. There is 24-hour coverage on Saturdays and Sundays. Security can be directly reached at 617-730-7160 during those times.

Students may not access the following areas:

1. Vacant and abandoned buildings and property.
2. Rooftops.
3. Boiler and electrical rooms.
4. Administration Building on weekends or after 5:00 p.m. Monday - Friday.

Students should not be in campus offices (faculty, staff or other) after hours or in another student’s room without specific authorization. Students who gain unauthorized access into restricted areas are subject to disciplinary action.
FIRE & SMOKE ALARMS, HEAT DETECTORS & EXTINGUISHERS

When a fire alarm sounds, it is imperative that all students evacuate and stand clear of the building until signaled by officials to enter. Setting off a fire alarm without any sign of imminent danger is extremely irresponsible and is a federal crime. Fire extinguishers are for emergency situations only. Students who tamper with or discharge extinguishers for any reason other than emergency situations may be fined $250 plus the cost of recharging the extinguisher. Smoke alarms have been placed throughout the campus. Inoperable or malfunctioning smoke or heat detectors should be reported to the Director of Housing immediately. Tampering with or setting off smoke alarms or heat detectors is a violation of federal law. Students who tamper with smoke alarms or heat detectors for any reason other than emergency situations may be fined $250 plus the cost of repairing the equipment.

FIRE EVACUATION

Failure to evacuate a campus building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a campus representative, is prohibited.
Residential Life Policies

The following information applies to all HCHC residents. In addition to these regulations, the section following entitled “Married Housing Information” will offer specific additional regulations for those living in the married student housing complexes.

HCHC's residential program complements the educational mission of the school. Students who live in campus housing have certain freedoms and responsibilities. Regulations exist which are consistent with the educational purpose of the residential area. The residential environment requires those sharing a living unit to be both cooperative and considerate.

HCHC prohibits discrimination on the basis of race, color, national or ethnic origin or religion. All students are required to treat all individuals with respect and civility. All resident students must be able to live in a group setting, understand and respect appropriate boundaries in terms of lifestyle, noise level, safety, hygiene and common courtesy and be able to function within the parameters of the resources on campus.

AGREEMENTS
HOUSING ASSIGNMENTS
ASSIGNMENT CHANGES
CHECKING IN/OUT POLICY
DAMAGE DEPOSIT
INSPECTIONS
LAUNDRY FACILITIES
MAINTENANCE REQUESTS
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RESIDENT ASSISTANTS
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Dormitory Housing Information

Married Housing Information

AGREEMENTS

Each resident must sign a Housing Agreement prior to securing on-campus housing. Agreements are for the academic year (or portion thereof if otherwise specified). Housing Agreements are subject to early termination in the event of the student’s withdrawal, suspension or graduation; violation of any federal, state or local laws or bylaws; or any other official HCHC publication or notice; or other policies or regulations which may be established by HCHC from time to time. It is expressly acknowledged and agreed that the student is a resident only and is not a tenant, therefore having no right of exclusive possession by the student. Students and their family members reside in HCHC owned housing under the “Residency-at-Will” provision. Students and their family members must adhere to the guidelines set forth in the Student Handbook in order to reside in campus housing. Any guests of students are also asked to abide by the guidelines as set forth in the Student Handbook. Assignments are on the basis of a full academic year (unless otherwise specified). HCHC reserves the right to terminate the privilege of on-campus residence for any student found in violation of regulations as set forth in the Student Handbook or acceptable standards of behavior.

HCHC is primarily a residential campus. All students are required to carry a minimum credit load of 12 credits per semester in order to remain in student housing. Housing is available only to currently enrolled students. It is required that students will vacate campus housing upon graduation. Any student falling below full-time status must petition the Director of Housing to be considered for on-campus housing.
HOUSING ASSIGNMENTS

A student must fulfill the following requirements in order to be eligible for a housing assignment:

1. Complete pre-registration for the semester by the required deadline.
2. Do one of the following on or before the required deadline:
   a. Provide proof to the Financial Aid Office that his/her FAFSA is complete.
   b. Waive the right to file a FAFSA with the Financial Aid Office.
3. Be in good financial standing with HCHC.
4. Complete a housing form.
5. Be in good academic standing with HCHC.

ASSIGNMENT CHANGES

HCHC reserves the right to make changes in assignments as it deems advisable or necessary. The Director of Housing must approve all changes in advance. Changing rooms or apartments may affect the charges to your student account.

CHECKING IN/OUT POLICY

When checking in, every student must:

1. Obtain key(s) from the Director of Housing.
2. Check in with the Resident Assistant.
3. Review and sign the Housing Agreement.

When checking out, every student must:
Students are required to remove all personal items upon check-out, complete a Room/Apartment Condition Form, and returning key(s) to the Resident Assistant. The security deposit will be refunded if the student has complied with proper withdrawal procedures and the residence is left in the same condition in which it was when the student arrived.

DAMAGE DEPOSIT

All students are required to submit a damage deposit in an amount set by the Finance Office prior to moving on campus. All deposits which are held
by HCHC are non-interest bearing. Residents are responsible, both individually and collectively, for all damage and defacement of their rooms, apartment and/or common areas. If an individual is not found to be responsible for damage or defacement in public areas, then the residents may be collectively responsible by hall, floor or area depending on the Director of Housing’s review of that damage. Students will be billed for these damages during and/or at the end of each semester. For their own protection, students are required to complete a room/apartment condition form upon checking into and out of on-campus housing. Students acknowledge that they are responsible for any damage caused by their guests. The damage deposit will be returned within ninety days of the date the room inspection was completed, provided that all other account balances have been paid and no damage charges are assessed.

HCHC assumes no liability for loss or damage to a student’s personal property, be it by fire, flood, theft or any other cause. Every resident is encouraged to review his/her family personal property insurance coverage and to obtain appropriate coverage.

INSPECTIONS

HCHC reserves the right, without prior notice, for authorized personnel to enter any room or apartment at any time for any reason, including, but not limited to, the purpose of enforcing compliance with HCHC rules and/or state and federal laws and to investigate suspected violations thereof. HCHC also reserves the right to enter for the purpose of inspecting rooms and to take any other steps necessary or advisable for reasons of health, safety, and the administration of its residence hall/apartment program including confiscating any goods, materials and/or equipment that would violate the provisions of this agreement. Items not permitted in campus housing will be confiscated immediately. Confiscated items may be kept by the Director of Housing.

Reasonable efforts for notification of inspection will be announced for any non-emergency situation. Authorized personnel will knock once and identify themselves prior to entering and knock a second time. If there is no answer, they will enter using a master key. HCHC will conduct health and safety inspections of rooms during the Thanksgiving, Christmas, Easter, and spring breaks. Students who consistently fail room inspections must meet with the
Director of Housing and ultimately may become ineligible for on-campus housing.

**LAUNDRY FACILITIES**

Laundry facilities are located on the lower floor of the Polemanakos Dormitory and on the lower level of each apartment building. All machines are card-operated. You may obtain laundry cards from the Director of Housing. A machine to add value to laundry cards is located in the Library Building near the student mailboxes. HCHC assumes no responsibility for damage to clothing while washing or drying. Any mechanical difficulties with laundry machines should be reported promptly to the RA or to the Director of Housing.

**MAINTENANCE REQUESTS**

Students should alert the Resident Assistant to any maintenance problems. The RA will submit a maintenance request form to the Office of Operations. Emergency maintenance needs (i.e., loss of heat, electricity, hot water, etc.) should be communicated to a RA immediately. If the RA is unavailable, please contact the Director of Housing directly.

**PEST CONTROL**

HCHC contracts with a local pest control company which involves the regular assessment and spraying (as needed) of campus buildings. Please notify the Director of Housing if you experience a pest problem.

**PARKING**

Parking at HCHC is a privilege, not a right. Students must register motorized vehicles and pay a parking registration fee to obtain a parking permit. Any change of vehicle must be reported immediately. Any vehicle not displaying a valid, current HCHC parking permit and parked in permitted section may be towed without notice at the student’s expense.

Residents may not park in fire lanes, handicapped parking, reserved spaces or visitor spaces, in the Chapel courtyard, on grassy surfaces or in any area not clearly marked as a parking space. Cars that violate parking regulations are subject to towing at the owner’s expense. Our current towing company is
Robert’s Towing, 25 Goodenough Street, Brighton, MA 02135 - (617) 731-6500.

RESIDENT ASSISTANTS

Resident Assistants (RAs) are peer student leaders responsible for developing and fostering the spiritual and moral character of resident students. RAs function as facilitators in communication and as catalysts for ideas and activities in the campus living environment. Students are encouraged to participate in residence hall activities and to get to know all RA’s. Resident Assistants report directly to the Director of Housing.

VISITATION POLICY

In keeping with the propriety expected of an Orthodox Christian community, there are male and female floors located in the Polemanakos Dormitory. There are “open dorm” hours when all lounges are free for visitation from 12 pm until 6 pm on weekends, holidays, and snow days. Visitation hours during the week and evenings are restricted to the first floor lounges.

Although located on a male floor, the Saint John the Theologian Chapel is available for all students for services and individual devotion.

Dormitory Housing Information

ANIMALS & PETS
APPLIANCES
BATHROOMS
BICYCLES
BURNING/LIGHTING OF MATERIALS
CABLE TELEVISION
CAFETERIA
FIRE SAFETY
FURNITURE, LOFTS AND ROOM IMPROVEMENT GUIDELINES
INAPPROPRIATE INDOOR ACTIVITIES
INTERNET/CABLE
ANIMALS & PETS

Animals and pets of any kind are prohibited in on-campus housing. Stray animals should not be fed, as they frequently carry fleas and diseases that can cause harm or discomfort to humans.

APPLIANCES

The use of electrical appliances is limited for safety reasons. Items that are prohibited inside individual dormitory rooms include halogen lamps, hot plates, crock-pots, toaster ovens, microwaves, ovens, space heaters, indoor grills or skillets (i.e., George Foreman), etc. Snack foods should be properly stored and disposed of immediately in the dumpster to avoid insect and rodent infestation. Items permitted include fans, radios, hair dryers, alarm clocks, stereos and personal computers. Power strips should be used instead of extension cords (never plugged into each other or multiple strips plugged into an outlet). Per fire code, refrigerators are required to be directly plugged into the outlet.

BATHROOMS

Common area bathrooms must be respected and kept clean by all who use them. They shall be free and clear of all personal items. The washing of dishes/cups/silverware is strictly prohibited.
BICYCLES

Bicycles must be stored in the covered rack outside the entrance to the Polemanakos Dormitory. Bicycles found inside the dormitory or left unattended may be confiscated. HCHC assumes no responsibility for the security of bicycles.

BURNING/LIGHTING OF MATERIALS

The lighting and/or burning of any material, including, but not limited to candles, incense, scented oils, potpourri, etc. is strictly prohibited. Anyone found in violation of this policy may be fined and/or realize a loss of housing privileges.

CABLE TELEVISION

Students may contract with the local cable company for cable service, understanding that the charges will be billed directly to them. HCHC provides cable TV for all to enjoy in the JC Room of the Polemanakos Dormitory. Satellite dishes are not permitted.

CAFETERIA

Students living in the Polemanakos Dormitory participate in a 19-meal per week plan, allowing for breakfast, lunch and dinner Monday through Friday and brunch and dinner on Saturday and Sunday.

FIRE SAFETY

It is essential for the safety of all members of the college community to be particularly careful about fire hazards. Firearms, fireworks, halogen lamps and heating devices of any type, and any other property or material which has the potential to be dangerous to persons or property, are strictly prohibited from all residence halls. Students agree to comply with the regulations in the Student Handbook for appliances, computers and fire safety. At no time may a resident store or bring into any building a flammable, combustible or explosive fluid or material other than cleaning fluids that are customary for residential life.
Offenders of these regulations and abusers of fire alarms and other residence hall fire equipment will be subject to fines, removal from campus housing, disciplinary proceedings and/or criminal prosecution. False reports of fire or other dangerous condition, creation of a fire hazard or other dangerous condition, or activities that interfere with campus safety, civility or environmental health are strictly prohibited.

FURNITURE, LOFTS AND ROOM IMPROVEMENT GUIDELINES

Adequate furniture is provided in each room:
1. Furniture is to remain in the room to which it is assigned.
2. Furniture from public areas is to remain in its intended location.
3. Items from common areas, such as chairs, lamps, tables, etc., must not be moved into student rooms.

Removal of furniture or property from public areas or student rooms may result in disciplinary action.

Students who desire to make improvements to their residence must receive written approval from the Director of Housing. Any permanent improvement made to HCHC-owned property becomes the property of HCHC. Hanging items on walls in HCHC housing must be done with care. Students are asked not to use tape of any kind or staples to mount items on the walls or doors. Residents will be assessed appropriate fees for damages.

Lofts are permitted; however, they must be constructed of wood that has been pressure-treated with a fire retardant chemical. All loft plans and constructions must be reviewed and approved by the Director of Housing before construction, and must be removed at the time of check-out.

INAPPROPRIATE INDOOR ACTIVITIES

Sporting activities are prohibited inside campus housing buildings because potential harm to students and damage to campus housing could occur. This includes wrestling, biking, rollerblading, skateboarding, water fights, any type of ball games, etc. Students who damage campus housing in any way, even accidentally will be expected to pay for the cost of repairs and may be subject to additional fines.
INTERNET/CABLE

Students may arrange for service directly with Comcast or similar provider. HCHC does not assume financial responsibility for any aspect of cable/internet service.

KEYS/LOCKS

All keys must be returned to your Resident Assistant or the Director of Housing at time of withdrawal or time of moving out, whichever occurs first. At no time is it permissible for any resident to change the lock on his/her room, apartment or housing unit. If this should occur, school personnel will replace the lock and the cost of related labor and materials will be assessed to the student who changed the lock.

Failure to return all keys issued will result in a $100 lock charge and a $50 improper checkout fee. Loss of key(s) at any time after the initial issuance is subject to a $50 fine per key.

LOUNGES & MALE/FEMALE FLOORS VISITATION POLICY

The lounge on each main floor as well as the lounge in the JC Room are common areas designed to encourage students to gather for group activities. Please remember that all furniture and fixtures, including the television, are to be shared accordingly. It is the responsibility of the residents to leave these areas in the same condition in which they were found and to remember they are not to be used as an extension of your room.

In keeping with the propriety expected of an Orthodox Christian community, there are male and female floors in Polemanakos Dormitory. There are "open dorm" hours when all lounges are free for visitation from 12 pm until 6 pm on Saturdays, Sundays, holidays, and snow days. Visitation hours during the week and evenings are restricted to the first floors lounges from 6 until 10 pm on "school nights" and until 11 pm on Friday and Saturday or a night preceding a holiday. Although located on a male floor, the Saint John the Theologian Chapel is available for all students for services and individual devotion.

GUESTS

Per the Brookline Fire Department, only one person is allowed to occupy each dormitory room. Overnight guests are not permitted.
MEDICAL NEEDS

Students who have medical conditions that require the use of hypodermic needles are required to dispose of them in the proper manner. “Sharps” containers are available from the Director of Housing at no charge to students. Any other specific medical needs should be discussed with the Director of Housing immediately upon arriving on campus.

MOVE IN/OUT

Returning students may occupy residence hall rooms three days prior to the beginning of classes in the fall semester and three days prior to the spring semester. New students may occupy rooms beginning on the first day of orientation.

Residence halls are closed during the winter vacation period and students are not permitted to remain in rooms during these times unless approved in writing by the Director of Housing. The exceptions may include:

(1) Those students who are required to participate in the trip to Greece (students must vacate the dorm no later than 48 hours after returning from Greece);

(2) Those students who are enrolled in an HCHC summer class (summer school students must vacate the dorm no later than 48 hours after the last day of class); or

(3) eligible foreign national students who have received prior permission from the Director of Housing to remain.

Any student who fails to check-out of his/her room by the established checkout date may have his/her belongings packed and stored by a third-party company at the student’s expense and risk or disposed of at the discretion of the Director of Housing. HCHC assumes no liability for the removal of the student’s belongings.

NOISE LEVEL EXPECTATIONS

The designated quiet hours from Sunday to Thursday are from 10:00 p.m. to 9:00 a.m. and Friday to Saturday from 11:00pm to 9:00am in and outside of
the Polemanakos Dormitory. During this time all conversations, radios, stereos, televisions, musical instruments, chanting, etc., are to be held at a level that cannot be heard outside the door of the room. Students who repeatedly show disregard for quiet hours may be subject to disciplinary consequences.

Students who play guitars, keyboards or other potentially loud musical instruments are expected to abide by quiet hour rules and to keep the music to a respectable level. Students who have stereos, TV’s, computers, IPods, etc., must use them without disturbing others.

**DISPOSAL OF TRASH & SANITARY REGULATIONS**

All garbage must be wrapped or bagged and placed in the dumpster located nearest the residence facility. If the dumpster is full, residents must take the trash to another dumpster. Personal trash should not be placed in hall trash containers. Do not place refrigerators, air conditioners, microwaves, computers, batteries, metal, wood or furniture of any kind in the dumpsters. Improper disposal of these types of items will result in the student paying the fines assessed by the dumpster company.

Polemanakos Dormitory must comply with the Town of Brookline’s Lodging House Regulations and Article II of the State Sanitary Code. This code mandates that all residents maintain their room in a clean and orderly condition and without violation of regulations pertaining to obstruction of egress.

**SECURITY OF PERSONAL ITEMS AND STORAGE**

Each student is responsible for securing his/her personal belongings. It is recommended that students with expensive personal items such as jewelry and other items bring in a personal lock box to ensure the safekeeping of the items. HCHC suggests that you secure your belongings and lock your door when you are away. HCHC is not liable for any items that are lost or stolen on HCHC property. Students are strongly encouraged to insure valuable personal possessions.

**SMOKING**

Smoking is prohibited in any building on campus. All students agree to comply with this rule by virtue of residing in campus housing. The disposal of
cigarette butts anywhere on the grounds of HCHC is prohibited. Cigarettes must be put out and safely disposed of in a fire-safe container.

SOLICITATIONS

Solicitations, sales or promotions of any goods or services by any person or company are prohibited within the residence halls without approval from the Housing Director.

STORAGE

Limited storage for personal belongings is available. HCHC accepts no liability for these items and reserves the right to discard any items deemed to be abandoned or improperly stored.

TEMPERATURE CONTROL

To prevent water pipes from freezing and heating systems from becoming overworked, dormitory residents should not open room windows for prolonged periods of time during the winter months. Damages incurred by failing to comply with this regulation will be the financial responsibility of the student.

Married Housing Information

ASSIGNMENT PROCESS
AIR CONDITIONING UNITS
APPLIANCES
BALCONIES
BARBECUE GRILLS
BICYCLES & TRICYCLES
CAFETERIA
CLEANLINESS
COMMON AREAS
ELECTRICITY
GARDENING
HOUSING CHARGES
SUPERVISION OF CHILDREN
INTERNET/CABLE/TELEPHONE SERVICE
TEMPERATURE CONTROL
ASSIGNMENT PROCESS

HCHC provides a limited number of married housing apartments. However, availability is not guaranteed and currently enrolled students receive housing priority. Married housing is based on an academic year and is reviewed each summer. The following criteria must be met before placement on the wait list for an apartment:

1. Acceptance as a HCHC student.
2. Submission of acceptance fee.
3. Submission of the housing deposit fee.
4. Submission of the HCHC housing application.

Married housing students must maintain an enrollment of at least 12 credit hours per semester. Housing will be assigned on a first-come first-serve basis. However, family size will be taken into account to help determine housing assignments.

AIR CONDITIONING UNITS

Students may not install their own window air conditioning units at either Halki or Dendrinos Village housing units. However, students who wish to purchase an approved new unit from HCHC may do so by completing a work order and submitting it to the Buildings and Grounds department. You will be advised of the cost and will be required to submit the total sum in full prior to the purchase of the unit. The Buildings and Grounds staff will purchase the unit on your behalf and install it in the appropriate manner. Installation charges may be assessed at the discretion of the Director of Housing.

APPLIANCE

HCHC provides a refrigerator, dishwasher and stove in each apartment. Students may not install their own appliances. Problems with appliances should be reported to the Director of Housing. Any misuse of HCHC appliances will be the responsibility of the student, and all replacement charges will be added to the student’s account. Washers and dryers are located in each
apartment building. Personal washers and dryers may not be installed at any time.

BALCONIES

Balconies may not be used as storage spaces. Only patio furniture and similar items are allowed on balconies. Barbecue grills may not be stored on a balcony as per the order of the Boston and Brookline Fire Departments.

BARBECUE GRILLS

Residents are encouraged to use the barbecue grill located in the park area of married student housing. Personal grills are permitted, but must be located behind apartments on the brick-pad provided.

BICYCLES & TRICYCLES

Children under the age of twelve are required to wear helmets when riding bicycles or tricycles on campus. Bicycles and tricycles may not be ridden on any campus roadway. Bicycles must be stored in the bicycle rack located in the married student housing complex.

CAFETERIA

All married students and their families are invited to eat dinner in the cafeteria on community dinner night at no charge. Married students and all visitors may eat in the cafeteria at any time by paying the fees posted.

CLEANLINESS

Residents are asked to maintain apartments in a clean, orderly and healthy manner at all times. Residents experiencing problems with cleanliness or clutter will be asked to remedy the problem immediately. Residents with repeated unresolved problems in this area may be subject to the loss of housing privileges. Other important information includes:

1. Please do not anchor items on the wall that will cause permanent damage to the wall itself.
2. Stenciling or wallpapering is not permitted.
3. Only the Buildings and Grounds Department paints apartments.
4. The Director of Housing must first approve any modifications made to the apartment. All modifications become the property of HCHC.

COMMON AREAS

Married student housing residents shall keep common areas and facilities free and clear of all trash, debris, and personal items such as children's toys, bicycles, boots, shoes, outerwear, sleds, etc. To ensure the safety of all residents, any items left in common areas may be disposed of by HCHC without notice.

ELECTRICITY

Electricity is included in the housing fee for Halki Village. Electricity is not included within the Dendrinos Village housing fee. Dendrinos residents must pay directly to the electric company. You must set up an account with the utility company at www.nstaronline.com. Please contact the Director of Housing for your apartment’s physical address prior to setting up your account with the electric company.

GARDENING

HCHC maintains all campus grounds. No gardening, other than flowers in pre-approved areas, will be permitted without the written consent of the Director of Housing.

HOUSING CHARGES

All housing fees are due and payable with tuition as outlined in the School’s catalog. Housing fees are determined on a yearly basis. Each semester’s housing fees, including June, are due prior to the commencement of that semester. When you sign the Resident Agreement and move into the apartment, you are obligated to pay for the entire year of housing, as long as you are enrolled in any division of Hellenic College or Holy Cross. Withdrawal from housing does not warrant a refund unless the student meets all four of the following conditions:

1. Does not register at Hellenic College or Holy Cross for any courses, graduates, or is dismissed for academic reasons, and
2. Informs the Director of Housing in writing no later than June 30 for the
fall semester or November 15 for the spring semester, and
3. Gains the approval of the Director of Housing.
4. Is eligible for a refund

Housing charges accrue until your withdrawal has been approved, a Residence Withdrawal Form is completed, and you have completely moved out of the apartment. In the event of disciplinary suspension or dismissal from the apartment, refund of housing charges will be made as applicable.

SUPERVISION OF CHILDREN

Parents are responsible for overseeing children at all times. Children under the age of 12 must be under direct supervision at all times. In the event that a child’s behavior becomes unruly and poses a danger to the other children, the Director of Housing will take disciplinary actions, which may include removing the family from on-campus housing.

Parents and/or children may not disturb landscaped areas or planting beds. Playground areas are provided for the enjoyment of our children. Parental supervision is mandatory for all children under the age of 12. HCHC is not responsible for accidents or injury to any resident, their family members or their guests.

INTERNET/CABLE/TELEPHONE SERVICE

Apartment occupants are financially responsible for all aspects of Internet/cable/telephone services, including installation, repairs, maintenance, telephone jacks, extensions, etc. HCHC does not assume financial responsibility for any aspect of these services.

TEMPERATURE CONTROL

To prevent water pipes from freezing, apartment residents should not set thermostats lower than 65 degrees, or turn heat to the off position. Damages incurred by failing to comply with this regulation will be the financial responsibility of the student.
**VACANCIES**

The Director of Housing reserves the right to assign and to change student assignments at his/her discretion, to assign anyone on a temporary basis to vacancies, and to consolidate vacancies in order to achieve optimal utilization of facilities. Students who refuse to accommodate the School in its attempt to make the best use of vacant space will be subject to paying the full cost of the vacancies.

**VACATE INTENTION**

Residents who intend to vacate an apartment for reasons other than graduation must submit written notification to the Director of Housing; notification must be given sixty days in advance or the damage deposit will be forfeited. Residents who are vacating an apartment are asked to commit to a specific move-out date. The agreed-upon date will be used to determine the appropriate housing charges for the final month of occupancy. The resident must schedule a check-out appointment with the Director of Housing on the date they are scheduled to vacate.

Married students graduating in May must vacate their apartments on or before June 30. December graduates must vacate their apartment on or before December 30. Extensions may be granted to students with extenuating circumstances.
Student Code of Conduct

HCHC is an Orthodox Christian ecclesial institution of higher learning founded by the Greek Orthodox Archdiocese of America, and as such, it fosters a community life based on the evangelical commandments of our Lord and Savior Jesus Christ, the preaching of the Apostles, the witness of the martyrs, the striving of the ascetics, and the guidelines set forth by the Holy Fathers in the canons.

Our conviction, drawn from both our Orthodox Christian Tradition and the universal Hellenic cultural inheritance, is that learning involves the whole person – mind, body, and spirit. Thus we believe education is best in atmosphere of worship, prayer, participation in the sacraments, and the Church’s cycle of fasts and feasts. Our students are invited to embrace this grace-filled life that, we believe, enhances and enlightens the process of learning.

HCHC welcomes all who wish to live and study within the life of this sacred community. The nature of this holistic educational process requires that HCHC students are called to live according the moral precepts of our Orthodox Christian Tradition. While students are not expected to be perfect or sinless, they are expected to strive for holiness in their lives and to seek repentance and reconciliation when they fall short.

The Student Code of Conduct contained in this handbook provides both guidelines for community living that are in keeping with the above philosophy of education that is rooted in our Orthodox Tradition as well as pertinent laws and statutes emanating from the federal, state, and local governments. Upon enrollment, HCHC students agree to abide by all of the policies and rules of the institution, to live according to the moral precepts of our faith tradition, to treat all members of the community with kindness and respect, and – if necessary – to submit to sanctions imposed by the institution when falling short of the mark.
Student Behavior

ABUSIVE BEHAVIOR
APPEARANCE STANDARDS
ARRESTS
BEHAVIOR EXPECTATIONS
BIGORTY
CHARACTER DEVELOPMENT
CHEATING
DISPUTES
DISRUPTION
DOMESTIC VIOLENCE
DRUG/ALCOHOL
EMOTIONAL & SPIRITUAL HEALTH
FAILURE TO COMPLY
FORGERY
HARRASSMENT & STALKING
KNOWING PRESENCE
PERSONAL EXPRESSION
PLAGIARISM
SEXUAL IMMORALITY
STUDENT RESPONSE TIMES

ABUSIVE BEHAVIOR

Physical or mental abuse of any member of the HCHC community will not be tolerated.

Any kind of expressed or implied threat of mental or physical abuse against any person or his/her property for the purpose of submitting a person to physical pain or discomfort, indignity or humiliation at any time, regardless of the intent of such an act, is prohibited.

Such behavior includes, but is not limited to:

1. Detention by personal or mechanical methods
2. Misuse of one’s authority or leadership position
3. Forcing a student into violation of the law or HCHC regulations
4. Obscene or threatening phone calls
5. Threatening or intimidating another individual
6. Sending obscene or threatening email or instant messages.
7. Words that are spoken face-to-face as a personal insult to 
   the listener or listeners in personally abusive language inherently 
   likely to provoke a violent reaction.

Threatening or abusive behavior will not be tolerated. This includes, but is not 
limited to, sexual, racial or religious harassment, intimidation, hazing, prank or 
unwanted phone calls, email, graffiti or invasion of privacy.

Acts of verbal or written abuse, threats, intimidation, harassment, coercion 
and/or other conduct which creates a hostile or offensive working or 
educational environment are prohibited.

If you are being abused, or if you would like to report an abuse, please contact 
the Dean of Students immediately.

APPEARANCE STANDARDS

All Students

Because people have different perspectives regarding the concepts of modesty 
and appropriateness, HCHC has established appearance guidelines for all 
community members, including resident spouses and children. Students are 
encouraged to strive for excellence and to exceed minimum expectations in all 
areas, including dress. These standards are commonplace for most professional 
communities.

- Attire must be neat, clean and modest.
- Footwear is required.
- Head coverings (other than religious adornments) such as hats, 
  beanies, etc., may not be worn in class, the cafeteria, offices, or in the 
  Administration Building or the Chapel
- Anteri may be worn only by seminarians.
Seminarians

After receiving the blessing of the Archbishop to wear the School Cross, ordained and non-ordained seminarians will have the privilege and responsibility to wear the anteri in the Chapel, in the classrooms, and in the administrative offices. First year students will have the privilege of wearing the anteri only in the Chapel or as otherwise directed by the Dean of Students when necessary for various campus events. Any relaxing of this requirement comes at the request of the SGA President with the approval of the Dean of Students. With the exceptions of serving at parish assignments or other special events, non-ordained seminarians are not permitted to wear the anteri off-campus. Seminarians requiring disciplinary sanctions will lose the privilege of wearing their School Cross and anteri until deemed appropriate by the Dean of Students and the Seminarian Review Committee.

ARRESTS

Members of the HCHC community are required to conform to all local, state and federal laws. Students who are arrested for any reason (misdemeanor or felony) at the local, state or federal level are required to notify the Dean of Students immediately. HCHC will cooperate with authorities as appropriate. HCHC may pursue disciplinary action when students are suspected of unlawful behavior regardless of the status of criminal or civil proceedings.

BEHAVIOR EXPECTATIONS

It is expected that all HCHC community members will avoid the following behaviors:

1. Lying - withholding information or giving false information.
   Misrepresentation - misrepresenting an organization (or oneself) as an agent of HCHC.
2. Unauthorized use – unauthorized use of, entry into, or misuse of property in the possession of or owned by HCHC or any member of the HCHC community.
3. Theft – attempted or actual theft and/or damage to property of HCHC or property of a member of the HCHC community or other personal or public property.
4. Breaching security systems – jeopardizing or interfering with the safety and security systems established within the campus community,
including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.
5. Breaching IT systems – jeopardizing or interfering with IT systems established within the campus community.
6. Verbal abuse or threat to other persons.

BIGOTRY

Acts of bigotry that humiliate, disrespect, degrade or otherwise harm individuals is prohibited.

CHARACTER DEVELOPMENT

HCHC seeks to create an institutional culture that calls each member to a high standard of excellence in both personal and community matters. Excellence in all areas should be a distinctive mark of students and employees. Excellence is usually achieved through disciplined, sustained effort. Such excellence often results in external success (acknowledgment, promotions), as well as internal rewards (moral strength that comes from being well prepared, accomplishing important goals, serving the Church to our full capacity). Setting appropriate expectations for behavior is one way that HCHC helps students cultivate discipline and achieve success.

As an Orthodox Christian academic community, HCHC understands that our behavioral standards may seem lenient for some and strict for others, but it is nonetheless our intention to uphold Christian principles of conduct. We endeavor to promote personal lifestyle choices that deepen our love for God, build up the body of Christ, and advance the mission of HCHC.

CHEATING

For all academic matters, please Refer to the respective school Catalog.

DISPUTES

While harmony is the hallmark of any Christian community, conflicts do occur. HCHC desires to assist all members of our community in the resolution of personal disputes. When facing a dispute, community members are encouraged to seek and resolve the dispute first with the other person(s) who is involved.
Should you be unable to resolve the matter, it would be appropriate to ask an objective person to provide some guidance. In disputes involving students, an objective person could be a Resident Assistant, Dean of Students or a staff or faculty member.

**DISRUPTION**

Intentional disruption of classes, research, teaching, activities, programs or fire, police or emergency services is prohibited.

**DOMESTIC VIOLENCE**

Please refer to the [HCHC Sexual Harassment Policy](#).

**DRUG/ALCOHOL**

Please refer to the [HCHC Drug and Alcohol Policy](#).

**EMOTIONAL & SPIRITUAL HEALTH**

The Office of Spiritual Formation and Counseling Services (SFCS) is committed to offering support and assistance to students who are struggling in their personal lives. It is not unusual for students to experience difficult circumstances. Whether it is a relationship breakup, stress, depression, past trauma, or even the death of a loved one, professional counseling or pastoral guidance is sometimes needed.

Students are encouraged to contact the SFCS office that may provide referrals to qualified professional counselors. Students who have been diagnosed with a mental health disorder are also encouraged to contact the SFCS in order to receive support as necessary.

On rare occasions, a student (or the spouse or child of a student) may be required to leave HCHC in order to receive appropriate medical/psychological care. Students are subject to involuntary withdrawal from HCHC if it is determined they (or a spouse or child) are suffering from severe emotional distress, and, as a result of that distress, engage in or threaten to engage in behavior that may cause harm to themselves or to others, or that proves disruptive to the HCHC community.
Any suicide attempt will result in notification of local law enforcement authorities and/or mental health authorities to protect the student from harm.

The student who has involuntarily withdrawn will be permitted to return to HCHC only after the issue that led to the withdrawal has been successfully dealt with and a support plan has been developed by the SFCS and agreed to by the Dean of Students and the President.

Students with a history of eating disorders, abusive relationships, addiction of any kind, or who have experienced any other trauma are encouraged to seek helpful and supportive resources by contacting the Office of Spiritual Formation and Counseling Services.

**FAILURE TO COMPLY**

Failure to comply with the directives of HCHC officials or law enforcement officers, including, but not limited to, campus security and members of the resident life staff acting in the performance of his/her duties is prohibited.

**FORGERY**

Forgery or alteration or misuse of campus documents, records or identification, or knowingly furnishing false information, is prohibited.

**HARRASSMENT & STALKING**

Please refer to the [HCHC Sexual Harassment Policy](#).

**KNOWING PRESENCE**

A “knowing presence” contribution is defined as: “behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members.”

Students who choose to remain in the vicinity when one or more violations are occurring, and/or choose not to notify the appropriate personnel, are choosing to accept the consequences of that decision. Anyone who creates an opportunity or encourages another person to violate regulations may be
deemed as responsible as the actual perpetrator and may be subject to the same sanctions.

PERSONAL EXPRESSION

Sensitivity to the rights, needs and concerns of others should be evident in all public areas, including residence halls, apartment complexes and all campus buildings and grounds. Vulgar or coarse language, coarse joking, obscenity, lying, gossip, passing rumors, verbal abuse, intimidation and the like are prohibited.

PLAGIARISM

Please refer to the respective school catalogs.
SEXUAL IMMORALITY

Members of the HCHC community are required to refrain from all forms of sexual immorality, including, but not limited to: any form of pornography, rape, sexual violence and abuse and all other forms of sexual misconduct.

Furthermore, the use of any HCHC telephone, computer equipment or personal computer to access pornographic sites, services, and databases or talk stations is prohibited.

Please refer to the HCHC Sexual Misconduct Policy for the school’s complete policy.

Sexual Misconduct GOA Policy

For information regarding the policy of the Greek Orthodox Archdiocese of America regarding sexual misconduct, please visit the Archdiocese’s website at www.goarch.org. All students are urged to familiarize themselves with this policy.

STUDENT RESPONSE TIMES

Students are required to respond within 48 hours to requests for information from members of the faculty, staff and administration.
Drug and Alcohol Policy

Please refer to the Drug and Alcohol Policy.

Sexual Misconduct Policy

Please refer to the Sexual Misconduct Policy.

Hazing

Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is strictly prohibited. Disciplinary action will be pursued aggressively.

Hellenic College Holy Cross’ Hazing policy replicates the General Laws of Massachusetts – Chapter 269: Section 17 - Hazing; organizing or participating; hazing defined, Chapter 269: Section 18 - Failure to report hazing, and Section 19 - Issuance to students and student groups, teams, and organizations; report.
Disciplinary Process

DISCIPLINARY SANCTIONS
DISCIPLINARY LEVELS & SANCTIONS OF A NON-ACADEMIC NATURE
APPEAL PROCESS

Students should expect HCHC to confront any circumstance or behavior that might hinder personal growth or disrupt community life.

HCHC believes that when a student chooses to disregard community expectations, it has the obligation to suspend community privileges, including housing and class participation. Each incident is reviewed on a case-by-case basis, with consideration of the following:

1. Severity of the violation.
2. Context of the incident.
3. Responsiveness of the accused to confrontation, and
4. Degree to which the individual displays genuine repentance.

DISCIPLINARY SANCTIONS

When it employs sanctions, HCHC intends to:

- Be fair and consistent.
- Promote change in the individual.
- Provide restitution (in case of theft and/or loss).
- Restore the individual to the community.

The following is a list of possible sanctions available to HCHC. More than one of the sanctions may be imposed for any single violation. Other sanctions may be used when deemed appropriate by HCHC.

- **Warning:**
  A statement of the standards of conduct is made to the student with an official warning concerning future behavior.

- **Loss of privileges:**
  Denial of specified privileges for a designated period of time.
• **Loss of credit for assignments:**
  Credit may be taken away for assignments submitted, in the case of plagiarism.

• **Failure of course:**
  Student may be given a failing grade in a course.

• **Fines:**
  Fines vary according to the violation, and may include all costs involving damage to HCHC or private property.

• **Restitution:**
  This is compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

• **Discretionary sanction:**
  Work assignments, service to HCHC or other related discretionary assignments.

• **Mentoring/Accountability:**
  The student is required to meet for a specified period of time with a faculty or staff member for accountability and support.

• **Disciplinary contract:**
  A student is placed on disciplinary contract for minor and/or repeated behavior infractions.

  When placing a student on disciplinary contract, HCHC intends to communicate that the student’s behavior is serious and that subsequent behavior violations, as well as failure to complete disciplinary action, will result in more serious disciplinary action, up to and including immediate dismissal.

• **Disciplinary probation:**
  The student is expected to show development in responsible actions toward HCHC and members of the community for a specified period of time. A student is placed on disciplinary probation for major and/or repeated behavior infractions. Probationary students (academic, financial aid and disciplinary) are ineligible to hold student leadership positions.
When placing a student on disciplinary probation, HCHC intends to communicate that the student’s behavior is jeopardizing his/her enrollment and that subsequent behavioral violations, as well as failure to complete disciplinary sanctions, will likely result in an immediate dismissal from HCHC.

Probationary students are ineligible to hold student leadership positions, may not participate in public ministry at HCHC, and forfeit institutional scholarship awards.

HCHC generally informs the parents or legal guardians of students who are placed on disciplinary probation as permitted under the Family Educational Rights to Privacy Act.

- **Interim suspension:**
  Students are denied access to the residence halls/married student housing complexes, and/or to the campus (including classes) and/or all HCHC activities or privileges for which the student might otherwise be eligible.

- **Suspension:**
  The student is involuntarily separated from HCHC for a specified length of time. Suspended students are required to leave campus for the duration of the suspension and may not attend class, reside in on-campus housing, attend Chapel, eat in the cafeteria, etc. Absences from classes are not excused and faculty members are not obligated to permit students to make up missed classroom work. All academic and financial consequences caused by the suspension are the responsibility of the student.

- **Withdrawal:**
  The student is permitted to withdraw from HCHC without the privilege of returning until a time specified.

- **Dismissal:**
  The student is permanently separated from HCHC. No refunds are made, all financial aid may be canceled, and the student will suffer academic consequences of his/her actions. Dismissed students are required to leave campus immediately, will receive failing grades in all classes, and will not receive any financial refunds.
DISCIPLINARY LEVELS & SANCTIONS OF A NON-ACADEMIC NATURE

The list of disciplinary levels and sanctions below is intended to provide a general framework that will generally be followed in most cases. However, consideration is given to the specifics of the incident and the previous behavior of the student(s) involved, as well as to other relevant factors. Therefore, outcomes and procedures may differ. HCHC may respond to violations that do not appear on this list.

Level One
A level one infraction is a first-offense, incidental or minor infraction of HCHC policy: alcohol, bigotry, accidents, dress code, entertainment violation, quiet hour violation, failed room inspection, parking violation, burning candles, etc. Level one disciplinary responses include, but are not limited to, a warning, community service, reduction in community privileges, restitution, etc. A level one sanction cannot be appealed.

Level Two
A level two infraction is a serious or repeated infraction of HCHC policy: repeated level one infraction, lack of follow-through on a level one sanction, pornography, sexual immorality, alcohol or tobacco use, etc.

Level two disciplinary responses include, but are not limited to, all level one responses, disciplinary contract, mentoring, professional counseling, suspension of public ministry, removal from student leadership positions, suspension, etc.

Level Three
A level three infraction is a very serious or dangerous infraction of HCHC policy: repeated level two infraction, lack of follow-through on level two sanction, pornography, sexual immorality, theft, vandalism, alcohol or tobacco use, illegal drug use, lying, violation of the law, hazing, violent behavior, etc.

Level three disciplinary responses include, but are not limited to, all level two responses, restitution, disciplinary probation, suspension, withdrawal, dismissal, etc.

For most infractions, the Dean of Students (or other appropriate administrator) will conduct an informal meeting – called a disciplinary conference – to discuss the infraction with the student and assign any sanctions. In the event that an
infraction could lead to a removal from campus housing for longer than one week, suspension, or expulsion, the Dean of Students will convene a disciplinary hearing that will include members of the faculty and staff, and the student may invite the disciplinary representative of the SGA for advice and support. The student will be informed of the time and place of the hearing at least 48 hours in advance. HCHC may remove a student accused of serious misconduct from campus pending the result of a disciplinary hearing. The policy of HCHC is to conduct closed hearings.

The disciplinary process is not subject to formal rules of court or evidence. (For example, a student is not “found guilty” based on proving a case “beyond a reasonable doubt” as in criminal law but can be “held responsible” for a violation that is “more likely than not” to have occurred.) A student is always given the opportunity to give his or her account of events and to present evidence and other witnesses in either disciplinary conferences or hearings.

APPEAL PROCESS

Students may appeal a disciplinary decision on the grounds that:

1. Fair consideration was not provided to the student (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary or capricious).
2. New and significant information, not reasonably available at the time of the initial hearing, has become available.
3. The sanction or remedy imposed is not in keeping with the disciplinary guidelines outlined in the Student Handbook.

Students who wish to appeal a disciplinary decision should submit a letter of appeal to the President within three working days of the communication of the decision. The letter of appeal should outline the facts in the matter, the disciplinary decision, the rationale for why that decision is being appealed, and a list of persons the student wishes to participate in the appeal (if applicable). The President will generally request a meeting with the student and the person issuing the disciplinary decision to discuss the appeal, and may invite other persons, as he/she deems appropriate.

The President may appoint a committee to review the facts. The President serves as the final appellate level, and will issue a final sanction to the student.