

# Hellenic College Holy Cross Admissions Policies and Procedures

## Academic Year 2021-2022

Last Update: June 29, 2021<sup>1</sup>

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<sup>1</sup> Last update: June 29 reminder email sent to all returning and incoming students by the VP of Administration regarding deadlines for housing and proof of COVID-19 vaccination.

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# Compliance

## Office of Equity and Compliance

In May of 2021, HCHC established an Office of Equity and Compliance, which reports to the Vice President of Administrative Services.<sup>1</sup> The primary responsibility of the OEC is to ensure that HCHC remains in compliance with a number of federal, state, city/town and accrediting laws, rules and mandates, as well as School-related policies and procedures. For example, the OEC is HCHC's Title IX Office and also oversees data collection and reporting on federal and state mandates such as the Clery Act (fire and safety), and Drug and Alcohol Prevention. The OEC maintains records regarding student immunization, youth safety training, and background checks and it also collects data for Integrated Postsecondary Education Data System (IPEDS) seasonal collections, and accreditation and government compliance reports. The OEC works collaboratively with other HCHC offices, including Institutional Research and Evaluation, and Student Life. Our compliance program also provides governance as to how ethical conduct and integrity should be promoted within the college community.

In the announcement to the community, the utility of the office for Admissions and other departments was clearly stated:

In today's climate of increasing governmental legislation relating to discrimination, harassment, and retaliation, institutional compliance offices are widely recognized within higher education as indispensable. Given the rising standard for public accountability, the OEC enables HCHC, its faculty, administrators, staff, and students to better understand the School's policies and procedures prohibiting discrimination, harassment, and retaliation, and for reporting such conduct."

[Here is the link to this information on HCHC website.](#)

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<sup>1</sup> An email to the HCHC community went out on May 19, 2021 entitled "Announcement on New Office of Equity and Compliance."

# Policies for all HCHC Students, Faculty and Staff

The Office of Equity and Compliance maintains and communicates to the HCHC community policies to which all members shall adhere. These are listed on [the Office's webpage](#), and include the following:

- Drug and Alcohol Policy
- Sexual Misconduct/Title IX Policy
- Hazing Policy

The OEC regularly publishes reports to aid students and staff in the areas of campus security and safety, and drug and alcohol abuse prevention, which are also available on its [webpage](#).

## Title IX Compliance

All students, faculty and staff are required to take a formal training program through a third-party vendor application by Traliant. This is not simply for compliance, but also for everyone's personal benefit and protection. We see this as an opportunity to learn the values of an equitable campus, and to impart upon each constituent a sense of personal agency.

Title IX, established in 1972, decrees that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."<sup>2</sup> In the higher education environment, this is extended to encompass any degree of sexual abuse, harassment, stalking, etc. For full details of Title IX coverage, please refer to HCHC's formal policy [here](#).

All members of the HCHC community are protected by Title IX: faculty, staff, and students alike. Should you have any questions specific to Title IX, , please contact Fr. Philip Halikias at [phalikias@hchc.edu](mailto:phalikias@hchc.edu). Information regarding Title IX and all compliance matters is being

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<sup>2</sup> 20 U.S.C. § 1681 & 34 C.F.R. Part 106 (1972)

## Compliance

updated on our website in order to ensure that everyone in our community is aware of how we maintain a safe and equitable environment.

Dn. Gary Alexander (Title IX Coordinator) and Fr. Philip (Title IX Investigator) have been trained and continue to undergo continuing education through the Association of Title IX Administrators (ATIXA), which is developed in conjunction with expert legal counselors and policy enforcers in the field. ATIXA develops its training modules according to Title IX regulations.

## Required Training of Students, Faculty and Staff

All students, staff, and faculty are required to receive training in the following compliance policies:

1. Title IX/sexual misconduct
2. Hazing
3. Drug and Alcohol Addiction Prevention Program (DAAPP)
4. The Clery Act

According to an HCHC community memo,<sup>3</sup> training is required for all of these except hazing, although this will be touched on in other training modules. Training will be accomplished through Traliant, a leading educator in the field of higher education policies and education and regulatory compliance. The training modules are asynchronous and informative. Reception of these policies, as well as training, are required for compliance by all members.

Title IX: Massachusetts General Law requires that higher education institutions distribute every year to all its full-time students a copy of the Title IX policy, accompanied by training. The policy can be found on the webpage of the [Office of Equity and Compliance](#).

Hazing: Massachusetts General Laws require that higher education institutions distribute every year to all its full-time students a copy of the relevant part of the law, i.e.: Part IV, Title I, Chapter 269, sections 17, 18, and 19.

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<sup>3</sup> October 21, 2020.

## Compliance

The federal Drug-Free Schools and Campuses Act: (34 CFR § 86.100) requires institutions of higher education to distribute every year a report on its Drug and Alcohol Abuse Prevention Program (DAAPP) to each employee and student. This email and the report attached to it are intended to comply with such requirements, to be a reminder of important policies that guide life on campus, and to introduce resources available to our HCHC Community. All students, faculty, and staff should familiarize themselves with these policies and resources on the webpage of the Office of Equity and Compliance.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires that institutions which participate in Federal student aid programs provide information to all current students and employees regarding campus safety and security policies, procedures and statistics. In addition, the Higher Education Opportunity Act requires the disclosure of fire safety information and annual fire statistics for on-campus residence halls. This information is available on the webpage of the Office of Equity and Compliance.

# Student Code of Conduct

The Student Code of Contact is set forth and published in the Student Academic Guide on the webpage of the [Office of the Registrar](#). This section of the Guide also describes, Student Complaint Process, Alcohol and Drug Policies, Non-Discrimination and Sexual Misconduct Policies, and Campus Security, Fire, and Crime, which are not included below.

## Code

HCHC is an Orthodox Christian ecclesial institution of higher learning founded by the Greek Orthodox Archdiocese of America. 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 Church Fathers in the holy canons.

Our conviction, drawn both from our Orthodox Christian Tradition and from the universal Hellenic cultural inheritance, is that learning involves the whole person – mind, body, and spirit. Thus, we believe that education is best imparted and received in an atmosphere of worship, prayer, participation in the sacramental mysteries, and amidst the observance of the Church's cycle of fasts and feasts. Our students are invited to embrace this entire grace-filled campus experience that enhances and enlightens their 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 all HCHC students are called to live according to 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. However, where their behavior violates the rights or persons of others, relevant governmental laws, or the foundations of academic integrity, students should not expect lenience.

The Student Code of Conduct contained herein provides guidelines for community living that are in keeping with this Orthodox Christian philosophy of education, as well as laws and statutes emanating from the federal, state, and local governments which are pertinent to the higher education atmosphere. 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.

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.

## Character Development

Although here we highlight inappropriate conduct, students must do more than merely avoid wrongdoing. 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.

### Contents

In the below discussion of student misconduct, we limit ourselves to:

- Consideration of unacceptable Interpersonal Behavior or usage of Social Media; and
- Reporting misconduct and the disciplinary process.

## Policies Regarding Unacceptable Interpersonal behavior

As an institution of higher learning in the United States, HCHC is obliged to respect and uphold the principles and laws of the American nation and of the Commonwealth of Massachusetts. With ties to the Orthodox Church, HCHC is also obligated to follow ecclesiastical regulations and the moral standards of the Church. Each of these interests requires that HCHC establish and enforce certain policies, guidelines, and rules. **Upon**

**enrollment, students agree to abide by the policies, guidelines, and rules of HCHC, to respect the rights of all members of the HCHC community, and to submit to disciplinary sanctions imposed for violating the policies, guidelines, or rules of HCHC.** Of course, students are accountable for ordinary standards of behavior in a civilized society, including those behaviors not mentioned here.

HCHC reserves the right to deny admission to any applicant, deny applications for continuation into the graduate program, and to suspend or to expel any student whose behavior indicates that his/her presence at HCHC endangers or tends to endanger the health, safety, welfare or property of the members of the HCHC community or otherwise interferes or tends to interfere with the orderly and effective functioning of HCHC as an academic, spiritual, and residential community.

In the event of serious misconduct, the student is subject to immediate suspension or expulsion if in the judgment of the Dean of Students and/ or the Director of Housing or other designated HCHC staff member, there is a significant risk to the safety, well-being, or reputation of the HCHC community or one or more of its members.

## Examples of Prohibited Behavior

### 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.

Threatening or abusive behavior will not be tolerated. This includes, but is not limited to, sexual, racial, or religious harassment; intimidation; acts of bigotry that disrespect, degrade, or harm others; hazing; graffiti; prank or unwanted phone calls or e-mail; and 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.

The commission of an act of physical violence against any student or HCHC employee acting in the performance of his/her duties is considered an extremely serious offense. Any student who commits an act of physical violence against a Resident Advisor or any staff or

## Student Code of Conduct

faculty member will be subject to disciplinary action. A finding of responsibility in such a call will result in suspension or expulsion from HCHC.

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

## Alcohol and Drugs

Please refer to the HCHC Alcohol and Drug Policies in the Student Academic Guide.

## 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.

## Copyright Infringement

Copyright infringement is a violation of federal law as well as the U.S. Copyright Act and may result in both civil and criminal penalties. Consequently, any unauthorized copying or dissemination of copyrighted materials, (i.e., articles, music, films, etc.) is strictly prohibited by students and employees of Hellenic College Holy Cross and could lead to dismissal from the school or termination of employment.

Please be aware that individuals who share copyrighted sound recordings through a peer-to-peer client are often identified by the copyright holders and their agents. Such individuals are subject to legal action for their actions.

Civil copyright infringement could result in the payment of actual damages or statutory damages between \$750 and \$30,000 per item. If the act is considered "willful" infringement, the award may rise to not more than \$150,000. In addition the individual may also be assessed attorney fees.<sup>1</sup> Should Hellenic College be notified of such behavior, students, staff, and faculty of HCHC will be subjected to HCHC disciplinary actions as well.

## 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) 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. Students should not allow interpersonal disputes to fester for years, poisoning their community experience at HCHC.

## Disruption

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

## 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.

## Hazing

HCHC's Hazing Policy can be found [here](#).

## Knowing Presence: Failure to Confront or Correct Egregious Misconduct

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 the misconduct. 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.

## Mental Health

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 that they (or a spouse or child) are suffering from severe emotional distress and, as a result of that distress, they are engaging in or threatening to engage in behavior that may cause harm to themselves, 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 Office of Spiritual Formation and Counseling Services and agreed to by the Dean of Students and the President.

## Respectful Language

Vulgar or coarse language, coarse joking, obscenity, lying, gossip, passing rumors, verbal abuse, intimidation and the like are prohibited. In their speech students should evidence sensitivity to the rights, needs, and concerns of others, especially when in residence halls, apartment complexes, campus buildings, and grounds.

## Sexual Immorality and Misconduct

Please refer to the HCHC Title IX and Sexual Misconduct Policy found [here](#).

## 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 is prohibited.

## Unauthorized Access

Unauthorized use of, entry into, or misuse of property in the possession of or owned by HCHC or any member of the HCHC community is prohibited. This includes 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. It also includes jeopardizing or interfering with IT systems established within the campus community.

## Respect for Clergy, Faculty, Administration, and Staff

### Appearance Standards

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. Furthermore, such standards are professional and promote an attitude of sobriety and focus.

- Outside of chapel, Anteria may be worn only by clergy and seminarians.
- Attire must be respectful, clean, and modest.
- Appropriate footwear is required.
- Head coverings should not ordinarily be worn in class, the cafeteria, offices, or in the Administration Building.
- Chapel attire must be appropriate and in accordance with the guidelines set by His Eminence the Archbishop and the Chaplain.

### For Seminarians:

After receiving the blessing of His Eminence 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 when visiting or working in 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 for various campus events. 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 the School Cross and anteri until deemed appropriate by the Dean of Students and the Seminarian Review Committee.

## Dishonesty

Students are prohibited in their relationships with faculty, administration, and staff from acts of dishonesty, withholding information, or giving false information. Additionally, forgery, alteration, or misuse of campus documents, records or identification; as well as misrepresentation of an organization (or oneself) as an agent of HCHC.

## Student Response Time

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

# Communications Policies

Social media platforms such as Instagram, Facebook, LinkedIn, YouTube, Twitter, and others play a significant role in determining the digital reputation of Hellenic College Holy Cross (HCHC) and its faculty, staff, and students. As a general matter, the social media world is no different than the in-person world. The same laws, rules, policies, guidelines, and best practices that govern our relationships with students, parents, alumni, the media (whether new or traditional), and the community all apply online. Students are as responsible for their online posts as they are for their personal, verbal, or written interactions.

A general definition of social media includes forms of electronic communication that create communities of users who share messages, content, videos, and other material. In addition to the platforms noted above, examples include listservs, user groups, blogs, wikis, virtual social worlds (such as World of Warcraft or Second Life), and community ratings sites (such as Yelp and TripAdvisor).

## Social Responsibility

### Everything posted is public

Whether you are posting for school business or on your own personal page, you must assume that everything you post is public, will be available to the public forever, and can be forwarded well beyond where you think your comments might land. If you wouldn't say

what you're saying to a reporter or in a public space, then you probably shouldn't say it online.

## Your opinions are yours

If you identify yourself on a personal social media account as an HCHC student, faculty member, or employee, be sure that readers and viewers know that your views are your own and not those of HCHC. That is, you must clearly indicate that the content and views are not those of HCHC. Even with a disclaimer in place, however, personal posting may be interpreted as reflecting the official positions of HCHC, and will reflect on the school as well as on you.

## Be thoughtful about the distinction between personal life and business life

Also, if you use social media for professional purposes, be careful about mixing personal views and activities with your business sites. Some users have found it easier to keep separate individual accounts on specific platforms for personal and business content.

## Be respectful of others

Do not post information or content that is false, misleading, defamatory, abusive, harassing, threatening, discriminatory, obscene, or harmful to others. HCHC policies on harassment-free workplaces and discrimination apply in the online community as well as the physical community.

## Respect copyright and fair use

When posting and commenting, honor the copyright and intellectual property rights of others and of HCHC. When you use or share material that belongs to others, be sure to cite your source appropriately.

## Do not use HCHC's name, trademark, or logo for endorsements

Do not use the HCHC name, trademark, logo, or other school images on personal social media pages. Do not use HCHC's name to promote non-college enterprises, products, causes, or political candidates.

## Be careful and accurate

Before you post or comment, check your facts. Also, review your comments for clarity, grammar, and spelling.

## Privacy

### Protect confidential and proprietary information

Do not post confidential or proprietary information about students, faculty, staff, alumni, others, or HCHC. All employees of HCHC are subject to FERPA and other laws mandating the non-disclosure of private information about students, fellow employees, and others. Even on your personal social media sites, you must follow all HCHC policies on privacy and confidentiality. Faculty and staff who share confidential or proprietary information are subject to disciplinary action, including termination.

### Know privacy policies

Take the time to understand the privacy policies of the social media platforms you use. When those policies change, evaluate how those changes will affect you.

### Protect your private information

Be careful about disclosing personal information, including birth dates, family information, and the fact that you are away from home.

### Protect your passwords

Just as is necessary with any computer accounts, take care to choose strong passwords and keep them private.

## Respect school time and property

HCHC allows minimal time and use of school equipment for personal uses, but excessive use of equipment, resources, and time for personal social media activity may result in disciplinary action, including possible termination of employment for those students working at HCHC.

## HCHC Institutional Social Media

HCHC utilizes a variety of official social media sites and accounts to implement its marketing strategy and to build its reputation with alumni, employers, educators, and the wider community. The following policies apply to all HCHC social media sites and accounts.

### Permission required

Before establishing any social media account as an official HCHC site or account, the person or office involved must obtain written permission from the Marketing Design Manager. The Office of Marketing and Communications will maintain the list of all approved HCHC social media sites or accounts and has the right to revoke authorization for any such site or account at any time.

### Content regulation

Although HCHC is not compelled to do so, it may monitor the content of all HCHC social media accounts. The Marketing Design Manager has the right to remove content that violates HCHC policies at any time.

### Paid participation and endorsements

If anyone offers to pay an HCHC student or employee for participating in a social media platform, or offers to pay an HCHC student or employee for an endorsement in connection with that person's role at HCHC, that student or employee must obtain the permission of the Marketing Design Manager.

# **Disciplinary Process (for offenses other than sexual misconduct)<sup>1</sup>**

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, the Institution 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.

- Severity of the violation
- Context of the incident
- Responsiveness of the accused to confrontation, and
- Degree to which the individual displays genuine repentance

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<sup>1</sup> For the full description of the Disciplinary Process, see the Student Academic Guide.

# Admissions Information

Applicants to Hellenic College Holy Cross are applying to an institution committed to faith, education, and service and to facilitating the personal and professional growth of its students to service the Church and/or society. This commitment to spiritual growth and human service unifies the diverse student population at Hellenic College Holy Cross.

## Early Action Admission

Early Action Admission provides freedom and flexibility for students seeking an early indication of their chances for admission. Those admitted early are free to apply to other schools and compare financial aid offers from other institutions.

Benefits of Applying for Early Action

- Earlier receipt of admissions decisions
- Early consideration for scholarships and financial aid
- Earliest consideration for on-campus housing

## Regular Decision Admission

Applications submitted under the Regular Decision Admission will be reviewed on a rolling admission basis. HCHC will notify applicants of its decision within two weeks after complete application materials are received. Applications received after August 15 will be considered for the spring semester.

## Admission Process/How to Apply

Hellenic College Holy Cross accepts students of all races and creeds. It admits qualified first-year and transfer students to all programs in September and January. In evaluating applicants for admission, the Admissions Committee implements a holistic process. Admission is based on each candidate's academic record, application, personal essay, recommendations, extracurricular activities, and test scores (if applicable).

## Admissions Information

### Application Plan

- Early Action (freshman or transfer students) (Dec 1)
- Regular deadline (Mar. 1)
- Enrollment deposit deadline (May 1)
- Spring deadline (Nov 1)
- Spring enrollment deposit deadline (Jan 1)

If you wish to apply after the above dates, you may do so; however, Hellenic College Holy Cross cannot guarantee space or scholarship availability beyond posted deadlines.

# Requirements for Admission

## General Requirements for Admission: Hellenic College

The requirements for being admitted into one of the three degree programs in Hellenic College are set forth and published in the Student Academic Guide on the webpage of the [Office of the Registrar](#)

All of the following are taken into consideration in judging qualifications for admission:

- Completed HCHC application form or Common Application
- Personal essay (choose one of the Hellenic College questions or submit your Common Application essay)
- Official copy of all transcripts (all high schools and colleges you have attended)
- One letter of recommendation from an academic source  
(Employer letter of recommendation will suffice for graduate or non-traditional undergraduate students)
- ACT or SAT test scores (waived for transfer students with over 24 credits of college work, and students with a GPA of 3.0 or higher)
- Interview with the Director or Associate Director of Admissions

The following applicants must submit additional materials.

## Seminarian Applicants

- Hierarch's evaluation
- Spiritual father's recommendation

## Requirements for Admission

- Copy of baptismal/chrisamation certificate
- Background check

# International Applicants

- TOEFL/IELTS/Language proficiency test scores (HCHC Code #: 9794)<sup>1</sup>

# Transfer Applicants

- Submit course descriptions or course catalog from previous colleges/universities<sup>2</sup>

# Home-Schooled Applicants

Home-schooled applicants, like all other students seeking undergraduate admission to Hellenic College, must submit transcripts. Since some home-school programs do not follow a traditional high school curriculum, we ask that each home-schooled student either (a) submit a notarized transcript, or (b) send us a state-approved letter that indicates the completion of the home-school program is equivalent to a high school diploma.

# Semester of Faith

Semester of Faith is an immersion experience (akin to a semester abroad) through which current college students can experience life at Hellenic College for one semester, while taking a full course load of classes. Students can choose from religious electives, general

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<sup>1</sup> Results from the Test of English as a Foreign Language (TOEFL); Hellenic College requires a minimum score of 550 on the paper-based test or a minimum score of 79-80 on the new internet-based testing.

<sup>2</sup> Students wishing to transfer to Hellenic College from regionally accredited colleges must normally have a minimum 2.00 grade point average in their previous college work. Students transferring credit must have earned at least a C in the course from an accredited institution. Both an official transcript and a course catalog that lists course descriptions must be submitted for review. Courses are accepted that correspond to courses offered by Hellenic College or are related to them. A two-year residency is required. Eisodos is required of all incoming students; students transferring with more than 45 credits may petition the Registrar to be excused from the course. Once application materials are submitted to Hellenic College, they become the permanent record of Hellenic College and may not be returned to the applicant.

education courses, or courses required for their majors. The student's home institution has discretion on transferability of credits taken at Hellenic College. The program offers students an opportunity to study and live their faith in an Orthodox Christian community, while still completing their bachelor's degrees without interruption.

## Policy on SAT and ACT Scores

- If the student GPA is at least 3.0, generally the testing will be waived unless there are significant concerns about other aspects of the student's file.
- If the student holds a GPA between 2.7 and 3.0, the Admissions Department can determine if the test scores are required based on their best judgment. They may choose to have the file reviewed by the Faculty Admissions committee.
- If the student holds a GPA less than 2.7, test scores will be required before the student's application will be deemed completed.

## General Requirements for Admissions: Holy Cross

The requirements for being admitted into one of the three degree programs in Holy Cross Greek Orthodox School of Theology are set forth and published in the Student Academic Guide on the webpage of the [Office of the Registrar](#).

All of the following are taken into consideration in judging qualifications for admission.

1. Completed HCHC application
2. Personal essay
3. Interview with the Admissions Director
4. Official copy of all transcripts (undergraduate and graduate work)
5. Evaluation from one academic source (or employer if you have been out of school for over one year)
6. Letter of recommendation from a priest
7. GRE test scores (waived for students who have already earned graduate degrees or who have an undergraduate GPA of 3.5 or greater). It is the responsibility of each applicant to make certain his or her GRE scores are sent directly to Holy Cross from

## Requirements for Admission

the Graduate Record Examinations, Educational Testing Service, CN 6000, Princeton, New Jersey 08541-6000. The Holy Cross code number is R-3449-6. Visit [www.ets.org/gre](http://www.ets.org/gre).

The following applicants must submit additional materials.

## Seminarian Applicants

1. M.Div. essay
2. Hierarch's evaluation
3. Spiritual father's recommendation (If different from priest's)
4. Background check
5. Copy of baptismal/chrismation certificate

## International Applicants

- TOEFL test scores<sup>3</sup>

## Policies and Procedures for both Schools

Once application materials are submitted to Holy Cross, they become part of the permanent record and may not be returned to the applicant.

## Recruitment and Admissions Non-Discrimination Policy

Hellenic College Holy Cross Greek Orthodox School of Theology does not discriminate on the basis of race, creed, gender, sexual orientation, color, national or ethnic origin, marital status, veteran status, religion, age, or disability. We seek to provide opportunities and

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<sup>3</sup> Results from the Test of English as a Foreign Language (TOEFL); Holy Cross requires a minimum score of 550 on the paper-based test or a minimum score of 80 on the new internet-based testing.

experiences for all students on an equal basis. Application questions marked as not required are used for summary reporting purposes to ascertain compliance with the College's guidelines only. These answers are not used as a basis for admission or in any discriminatory manner.

## Once accepted, all students should:

1. Submit \$500.00 deposit to confirm enrollment and intent to live on campus (\$200.00 if you plan to commute to campus). We accept the following methods of payment: check, money order, or credit card. To make a payment, please send enrollment form to Office of Admissions and call the Bursar at 617-850-1272 to process your deposit.
2. Submit health report and immunization verification.
3. Contact Michael Kirchmaier, Director of Financial Aid, to discuss finalized Financial Aid award letter and scholarship opportunities. (mkirchmaier@hchc.edu; 617-850-1239)

## Immunization Requirements Policy

The Commonwealth of Massachusetts requires that our students receive the required vaccinations or immunizations for hepatitis B; mumps, and rubella; Tdap, and chickenpox. In addition, all students residing on campus are required to be vaccinated for Meningococcal (1 dose MCV4, or a dose of MPSV4 in the last 5 years). You may decline the vaccine after you have read and signed the MDPH Meningococcal Information and Waiver for Students at Residential Schools and Colleges:  
<http://www.mass.gov/eohhs/docs/dph/cdc/meningitis/info-waiver.pdf>

You must submit and complete your health form prior to enrolling at HCHC. The health form is one of several forms that is sent to you by the Bursar when we receive your deposit. After completion, you can scan and e-mail the form to the Admissions Office at (617) 850-1260. THIS DOCUMENT MUST BE RECEIVED BY JULY 15TH.

Your immunization information is a critical component of your medical records. Every student enrolled in Hellenic College Holy Cross shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization policies of the Massachusetts Department of State Health Services. Massachusetts State Law

## Requirements for Admission

requires all registered full-time, part-time, and visa-carrying students to show proof of the required immunizations below.

1. Tetanus, diphtheria, pertussis (Tdap) vaccine one-time booster after 6/2005. If booster date is > 10 years, a Td vaccine date must also be included.
2. Two MMR (measles, mumps, rubella) vaccines (these doses must be given at least four weeks apart beginning at or after 12 months of age). Laboratory proof of immunity is acceptable. Birth before 1957 in the US is also acceptable for college students with the exception of health science students.
3. Hepatitis B vaccine series (a total of three doses at varying intervals).
4. Two doses of Varicella vaccine or laboratory proof of immunity or a reliable history of varicella documented by a health care provider and birth before 1980 in the US is acceptable except for health science students. Completion of the Tuberculosis Screening/Testing Form and additional testing if necessary.
5. Required for residential students: one dose of Meningococcal MCV4 vaccine or MPSVA vaccine within the past five years or a completed waiver.
6. *COVID-19 vaccine approved by the FDA for emergency use or, for international students, approved by the World Health Organization.*

**Except for the COVID-19 vaccine, which must be submitted by August 17**, it is strongly recommended that proof of immunizations be submitted at the time of registration. You have 30 days from the start of classes to provide documentation of these vaccines. Failure to do so will prevent you from registering for the next semester's classes until documentation has been submitted.

The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (MD or DO) authorized to practice in the Commonwealth of Massachusetts that includes the physician's license number. Conscientious objections or waivers, which may be permissible for attendance in schools, do not qualify as exemptions.

# Student Categories for both Schools

## Regular Students

The term "regular student" is used for all students, including transfer, exchange, and international students, who have been accepted into one of the degree programs offered by

the school, and who pursue the degree requirements on a full-time basis. The course load for a full-time regular student depends on the degree program in which he or she is enrolled. A student is considered full-time when he or she is taking a minimum of 12 credits per semester. Full-time tuition rates remain the same for any student enrolled in 12 to 18 credits per semester.

## International Students

Students who are applying from foreign countries must obtain an F-1 student visa in compliance with sections 101(a) F(11) of United States law.

Hellenic College Holy Cross international students are responsible for keeping their own passports valid beyond the expiration date by six months. International students are required to report their addresses to the Immigration and Naturalization Service (INS) on Form I-53, available at any US post office on or before January 31 of each year.

Proficiency in English to pursue a course of study equivalent to that normally required of a US applicant must be demonstrated through the TOEFL scores. To be eligible for admission as an international student, you must meet the following criteria:

- Must be a degree-seeking student.
- Meet admission criteria for freshmen, for transfer students, or must possess a second bachelor's degree, whichever is applicable.
- Pass the TOEFL test with a minimum score of 550 on the paper-based test, or a minimum score of 79-80 on the internet-based TOEFL.
- File a HCHC Financial Statement that indicates that your sponsor has sufficient finances to support you for the duration of your stay in the United States. Downloaded financial statements must be mailed to us because signatures are required.
- Maintain full-time enrollment in order to comply with federal regulations.

When registering for the TOEFL exam, please note the Hellenic College Holy Cross TOEFL code number is 9794.

To be in compliance with federal law, international students must maintain full-time status (12 minimum credit hours). In addition to the admissions requirements for all students, international students must submit an immigration status declaration form and an affidavit

## Requirements for Admission

of support. Support from churches, organizations, individuals, other outside parties, etc., must be documented in writing and indicate monetary amounts thereof.

International students are required to be in full compliance with all laws and regulations regarding their studies and immigration status. Failure to do so is basis for dismissal.

# Student Categories for Hellenic College

## Special Students at Hellenic College

One may apply for admission as a special student. Normally, this is a student who does not technically fulfill all of the requirements for admission as a full-time or part-time candidate for a degree. Special- student status may be held for only one academic year. Following this, a student must request either full-time or part-time status, or must withdraw. Students with special-student status are ineligible for federal financial aid per the Department of Education. Students with special student- status are also ineligible for institutional scholarships.

## Seminarians at Hellenic College

Men studying at Hellenic College for preparation towards graduate theological studies for the purpose of ordination participate in a Seminarian Program designed for undergraduates that helps their vocational discernment. The Seminarian Program is open to men from all Orthodox jurisdictions and churches. For more information, see the Seminarian Handbook.

## The Beacon Program

The Beacon Program is an Academic Studies Success Program that will provide conditionally admitted students with the resources, mentorship, and skills necessary to meet successfully the academic requirements of college life. This will be provided through specialized courses designed to develop and strengthen basic communication and cognitive thinking skills, coordinated teaching incentives, academic advising, and individual counseling opportunities. At the end of that period, the Dean, Academic Services Coordinator, and two faculty members will reexamine the student's performance and accordingly remove the conditional status, or dismiss the student. The program serves to

empower students to do their best, not only while at Hellenic College, but well after they graduate.

# **Holy Cross Greek Orthodox School of Theology**

## **Seminarian Students**

Since its establishment in 1937, the primary purpose of Holy Cross has been and continues to be the preparation, education, and training of clergy for the Greek Orthodox Archdiocese of America. In conjunction with the academic requirements of the M.Div. program, men studying at Holy Cross toward ordination participate in an integrative Seminarian Program designed to facilitate the intellectual, spiritual, personal, interpersonal, and pastoral development of the student. The Seminarian Program is principally intended to prepare future priests to serve the needs of the Greek Orthodox Archdiocese of America, although it is open to men from other Orthodox jurisdictions and churches.

Upon acceptance into the Master of Divinity program, a declared candidate for the priesthood is considered for admission into the Seminarian Program during his first year of studies. During this time, the student's progress will be reviewed. The criteria for evaluation include:

- Academic performance
- Faithful attendance at chapel services
- Development of a stable and regular relationship with a designated spiritual father
- Ongoing participation in spiritual and psychological assessments
- Adherence to all the rules and regulations governing student life and other directives of the school

After verifying a candidate's academic and spiritual progress, the President makes the decision as to who receives the designation of seminarian. Formal recognition of seminarian status takes place in the fall semester of the second year at the ceremony of the Stavroforia, when crosses are presented to them after Great Vespers of the Feast of the Elevation of the Holy Cross (September 14). A second formal recognition of a seminarian's good standing

## Requirements for Admission

occurs in the fall semester of his senior year in the ceremony of the Rassoforia, when the seminarian is given the honor of wearing the exorasson, evidencing his fitness to preach the word of God.

Seminarians are expected throughout their tenure at Holy Cross to “grow in the grace and knowledge of our Lord and Savior Jesus Christ” (2 Peter 3:18) and to strive to live their lives “in a manner worthy of the gospel of Christ” (Philippians 1:27). Seminarians are encouraged to utilize the academic, spiritual, pastoral, psychological, and vocational resources of the school throughout their studies at Holy Cross. In order to assist a seminarian’s development, his progress is reviewed regularly by the Dean of Students.

Each year during the Seminarians’ program members of the faculty will meet with the students to discuss their work and progress at Holy Cross. In their final year, this meeting takes the form of the Senior Exit Interview, which provides an assessment of the student's overall work and performance at the seminary. Please note that even the successful completion of the Seminarian Program does not in itself warrant ordination. The decision to ordain is made solely by Church authorities of the candidate’s jurisdiction.

## Special Students at Holy Cross

At Holy Cross School of Greek Orthodox Theology, special students are classified according to the following three categories:

### Non-degree candidates

Holy Cross may accept a limited number of students (full or part-time) who do not technically fulfill all requirements for admission, but are permitted to enroll as special students for a period of up to one academic year. After this, students must fulfill admission requirements to attain regular status, or else withdraw. Special students are subject to the same regulations as regular students. Applicants in this category usually are not eligible for seminarian status or for financial assistance from the school. Special students are ineligible for federal financial aid per the US Department of Education.

### Non-matriculated students

Holy Cross admits a limited number of students who desire to take one or two courses, whether for credit or audit, on a non-degree basis. These applicants must demonstrate the

capacity to work successfully on the graduate level. They follow simplified registration procedures, the appropriate forms for which may be obtained from the Offices of Admissions and the Registrar. Should a non-matriculated student choose to apply to a degree program in Holy Cross, no more than 25% of the credits for that program may be earned as a non-matriculated student. Non-degree candidates are ineligible for federal financial aid.

## Hellenic College seniors

Hellenic College seniors who have nearly completed their college requirements and have available openings in their academic program may petition the graduate school Dean for Special Student status by completing the necessary form devised for this purpose. Normally, one to two courses per semester may be taken under this status with the approval of the Deans of both schools. Credit for such courses is applied toward the theology degree. In no instance is double credit given for any courses (that is, toward the fulfillment of requirements in both the College and School of Theology). Also, upon completion of their undergraduate studies, Hellenic College students who desire to enroll in the School of Theology must fulfill all admission requirements for entering Holy Cross.

## Part-time Students at Holy Cross

The School of Theology accepts a limited number of qualified students as degree candidates on a part-time basis. Tuition is determined on a credit-hour rate. Such part-time students must fulfill all admission requirements. In order to receive federal financial aid, part-time students must be registered for a minimum of 6 credits.

## Exchange Students at Holy Cross

Exchange students are those who are officially registered with other accredited graduate theological schools and seminaries and enroll at Holy Cross for a semester or more. Grades for the courses taken are transmitted to the school in which the student is officially registered. Financial obligations are determined by the protocol between these schools and Holy Cross.

## Special Ministerial Candidates at Holy Cross

Men who hold the Master of Divinity degree or its equivalent from a non-Orthodox theological school and have received ministerial ordination prior to their reception into the Orthodox Church and who wish to be candidates for the holy priesthood in the Greek Orthodox Archdiocese must normally have at least two years of active experience in a Greek Orthodox parish prior to their acceptance as seminarians of the Greek Orthodox Archdiocese. They must also complete three years of study at Holy Cross. The Holy Cross degree program will be tailored to meet individual needs. The modified course of study will include language courses and will be planned in consultation with the Dean and the candidate's academic advisor.

Candidates who hold advanced degrees (MA, Ph.D.) without any theological training will be enrolled in the three- or four-year M.Div. degree program. The completion of the degree program does not in itself constitute a guarantee for ordination. Upon the completion of the degree program, candidates may be required by Church authorities to do additional work in order to strengthen their linguistic abilities and refine their liturgical training.

## Residency at Holy Cross

In order to earn a Holy Cross School of Theology degree, there is a three-year residency requirement for the Master of Divinity degree, and a one-and-one-half year residency requirement for the Master of Theological Studies degree. A student must complete, at a minimum, 75% of the degree requirements for his or her program at the School of Theology.

# Internal Procedures

## Covid-19 Vaccination Policy and Housing Form Deadline<sup>1</sup>

As we prepare to reopen the campus for the fall semester, I must remind you that all of you are required to provide proof of being fully vaccinated against COVID-19 no later than August 17. This requirement is to ensure the continued safety of our campus and community to the greatest extent possible. Most people in the United States receive either the Pfizer or Moderna vaccine in two injections several weeks apart, and are not considered to be fully protected until two weeks after the second shot. This means that anyone in our community who has not yet been vaccinated should schedule the first injection no later than mid-July in order to meet the August 17 deadline.

A clear photo of each individual's vaccination card should be submitted to [compliance@hchc.edu](mailto:compliance@hchc.edu) as the necessary proof. Anyone with a medical or other legitimate extenuating condition that precludes vaccination should contact me at [galexander@hchc.edu](mailto:galexander@hchc.edu) as soon as possible to discuss possible options for special accommodation.

You are also reminded that July 7 is the deadline for securing campus housing. Please send your housing-related information to Marcie Moline at [mmoline@hchc.edu](mailto:mmoline@hchc.edu). September 1 is the official move-in day for new students and for those moving into married student housing. September 2 is the move-in day for all returning students who will be living in Polemanakos Dormitory. Students with holds on their accounts in the Finance Office will not be given keys until their accounts are in good standing.

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<sup>1</sup> Based on email to all returning and incoming students from Dn. Gary Alexander on June 29 entitled "Reminders about HCHC reopening."

# Deadline for Deposits for Hellenic College on May 1

As part of our ongoing efforts to align our practices with those generally accepted within higher education institutions like ours, Hellenic College Admissions will respect the national deposit deadline day of May 1. In our communication with accepted students, we will encourage them to make their deposit at their earliest convenience if they have made their decision to come to Hellenic. In doing so, they will receive certain benefits. In general, students who are accepted prior to April 15 will be required to make their deposit by May 1. Following April 15, students will be asked to make their deposit within 30 days of receiving their acceptance letter and financial aid documents from Admissions. During February, March, and April, Admissions conducts several events for accepted students in order to earn the trust and loyalty of our applicants.

## Applications Process Flow

For both Hellenic College and Holy Cross, marketing campaigns directed toward Orthodox parishes in America and referrals from priests, youth workers, and alumni associated with the Orthodox Church provide the primary source for the flow of inquiries and applicants each year. Marketing campaigns include social media posts and marketing emails, both direct and indirect through partnerships.

1. A student inquires or submits an application
  - 1.1 If Financial Aid Office receives initial inquiry, they notify Admissions.
2. Respond to inquiry or application: Admissions speaks to student (or emails if they cannot be reached by phone). All inquiries are sent to Admissions.
3. Application Received
  - 3.1 Confirmation email sent by system
  - 3.2 Task is created for account manager to follow up with student
  - 3.3 Admissions sends student information to FA. FA will then assist student filling out FASFA and Scholarship information.
  - 3.4 If student has college credits or AP Classes, Admissions contacts Registrar requesting evaluation of possible transfer credits.
4. Applicant Accepted/Denied

## Internal Procedures

- 4.1 Admissions speaks with student
  - 4.2 Inform Financial Aid of update of status by automated email
  - 4.3 If an International student, inform Janice King who is our US Government representative for Visa application process.
5. Student makes deposit
- 5.1 If Holy Cross, then acceptance letter requests student to make a deposit within 10 days of acceptance by making an appointment with an Admissions Representative. Deposit is made by Finance Office staff member during the appointment with the Admissions Representative.
  - 5.2 If Hellenic, students may send their deposit before the May 1 national deposit day if they have made their decision to attend Hellenic, otherwise all accepted students receive an email on April 15 reminding them to contact the head of College Admission to arrange to make their deposit no later than May 1. Students who make their deposit after May 1 will be accepted but are not guaranteed housing or the same level of scholarship funding as those who deposited by the national deadline.
  - 5.3 If a student is calling to make a deposit, they must have signed the award letter given to them by Financial Aid.
  - 5.4 Once a deposit transaction is completed by the Finance Office, the Bursar sends an email to the Admissions Team (Admissions Administrative Assistant and Account Owner), Financial Aid, Janice King, Registrar, and Housing.
  - 5.5 Dynamic list of deposited students is updated automatically in system. Beginning June 1, an excel document is shared daily via email to the Finance Office, Janice King, Financial Aid, and Admissions Staff, Registrar and Housing with all new and stop out incoming students.
  - 5.6 Admissions records data of the type of housing a student may need. This information is shared with Housing Office when the student makes a deposit.
6. Communications to Incoming Deposited Student include:
- 6.1 Beginning June 1, Finance Office sends out "packet" for incoming and returning students, including housing and health forms.
  - 6.2 Beginning June 1, Advisors are assigned to new students by the Dean of each respective school

## Internal Procedures

- 6.3 Beginning June 15, the Registrar contacts all new and returning “stop out” students to register them for the Fall term. In cases where transfer credits have been assigned, or other cases where there are complexities, the Registrar and the Advisor meet with the student via Zoom to register the student.
    - 6.3.1 Registrar updates the list of deposited students with the status of “Registration in process” or “Registered” in the HubSpot system.
  - 6.4 On June 15, Office of Student Life or Admissions will send out notice regarding dates of Orientation and move in date.
  - 6.5 Admissions will keep contact with students who have deposited with upcoming events and other news on campus in order to keep students excited about coming to HCHC.
  - 6.6 Beginning July 15, the Registrar will request Admissions to send to deposited students email with instructions to set up their HCHC email and access to the HCHC Portal and Canvas Learning Management System.
7. Students return housing, health, and other required forms
- 7.1 Housing form due by July 7
  - 7.2 Medical forms due by August 17