

# HCHC School Catalog: Part I

## Academic Guide 2022-2023

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#### HCHC ACADEMIC GUIDE DISCLAIMER

*The Hellenic College Holy Cross guide is intended as a general guide to the institution's programs, courses, policies, fees, and procedures, all of which are subject to change without notice. All information contained within this document should be verified with the appropriate Hellenic College Holy Cross staff.*

*All efforts have been made by Hellenic College Holy Cross to ensure that the material is accurate and up to date, but Hellenic College Holy Cross, its board of trustees, and its employees are not liable for any loss or damage arising directly or indirectly from the possession, publication, or use of or reliance upon that information.*

*The provisions of this catalog are not intended to constitute a contract between the student and the institution. HCHC reserves the right to make changes at any time within the student's term of enrollment. Courses and faculty are subject to change through normal academic channels. Students are responsible for meeting in full the requirements for graduation set forth in the school catalog upon date of entry. The student's academic advisor assists in the planning of a program, but the final responsibility for meeting the requirements for graduation rests with the student.*

## HCHC MISSION STATEMENT

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 preparing for the holy priesthood of the Greek Orthodox Archdiocese and other Orthodox Christian entities, as well as men and women for leadership roles in the Church, chosen professions, and society. Hellenic College, Inc., collaborates with Orthodox Church-affiliated institutions and ministries, and offers opportunities for lifelong learning.

## ACCREDITATION AND AFFILIATION

### **Hellenic College, Inc.**

Hellenic College, Inc. is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education  
3 Burlington Woods Drive, Suite 100  
Burlington, MA 01803-4514  
(781) 425-7785  
E-mail: [info@neche.org](mailto:info@neche.org)

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

Holy Cross Greek Orthodox School of Theology (Hellenic College Inc.) enjoys a dual accreditation. It is accredited by the New England Commission of Higher Education. Holy Cross is also accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved: M.Div., MTS, and Th.M. The Commission contact information is:

The Commission on Accrediting of the Association of  
Theological Schools in the United States and Canada,  
10 Summit Park Drive  
Pittsburgh, PA 15275  
(412) 788-6505.

Holy Cross has a unique relationship with the Orthodox Schools of Theology at the Universities of Athens and Thessaloniki in Greece that provides opportunities for student and faculty exchange. Holy Cross also has a special relationship for student and faculty exchange with St. Vladimir's Orthodox Theological Seminary in Crestwood, NY.

# ADMINISTRATION

2022-2023

His Eminence Archbishop Elpidophoros of America  
Chairman of the Board of Trustees of Hellenic College Holy  
Cross

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President, Hellenic College Holy Cross

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Dean of Students

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BA., M.Div., Ph.D.  
Associate Dean of Students

Rev. Fr. Bartholomew Mercado  
BA., M.Div., Th.M.  
Chaplain

*Departments*

**Admissions & Enrollment**

Dr. Bruce Beck

Director

**Bookstore**

Nicholas Botsolis

**Buildings and Grounds**

Howard Thomas

Plant Manager

**Distance and Continuing Education**

Dr. Erika Veth

Director

**Financial Aid and Scholarships**

Michael Kirchmaier

Director

**Food Services**

Chartwells

**The Greek Orthodox Theological Review**

Dr. James Skedros

Editor

**Holy Cross Orthodox Press**

Rev. Fr. Anton Vrame

**Housing Director**

Constandina Demos

Office of Student Life

**Human Resources**

Dn. Gary Alexander

Director

**Institutional Advancement & Alumni Relations**

Rev. Fr. Jim Katinas

Vice President

**Library**

His Grace Bishop Joachim (Cotsonis) of Amissos

Director

**Registrar**

Jay M. Ostrosky

**Spiritual Formation and Counseling**

Dr. Ioana Popa

Psychological Care Counselor

**Office of Vocation and Ministry**

Dr. Ann Bezzerides

Director

**Learning about HCHC**

To learn more about Hellenic College Holy Cross and its programs, visit our website at [www.hchc.edu](http://www.hchc.edu) or contact the Office of Admissions toll- free at 866-HCHC-EDU (866-424-2338), 617-850-1285, or by fax at 617- 850- 1465. You may also write to: Office of Admissions, Hellenic College, 50 Goddard Ave., Brookline, MA 02445, or email: [admissions@hchc.edu](mailto:admissions@hchc.edu).

## DEPARTMENTS AND INSTITUTES

### General

#### **Archdiocesan Departments**

The Greek Orthodox Archdiocese Departments of Religious Education and Internet Ministries are located on the campus of Hellenic College Holy Cross. While these departments are not part of the organizational structure of Hellenic College Holy Cross, they cooperate with the faculty and administration in various endeavors.

#### **Holy Cross Bookstore**

Holy Cross Bookstore provides a nationwide service for Orthodox books as a source of Orthodox ecclesiastical and liturgical books in the United States. It also provides icons, icon prints, incense, prayer ropes, crosses, and recordings, as well as scholarly and popular books on theology, history, religious art, and Greek culture and civilization.

### Hellenic College

#### **The Kallinikeion Institute at HCHC**

The Kallinikeion Institute at HCHC is an intensive Modern Greek language program sponsored by the Kallinikeion Foundation. The program takes place every year for four weeks at the end of the Spring semester and offers a beginning, intermediate and advanced course in Modern Greek. Each course meets for an average of five hours per day, Monday through Friday, offering 90 hours of instruction and six credits towards graduation.

The Kallinikeion Institute provides its students with an abundance of opportunities to explore Greek culture, music, and literature, through program activities and HCHC resources.

Any Hellenic College Holy Cross full-time student is eligible for a scholarship towards the cost of tuition, room and board, and all the other benefits of the Kallinikeion Institute. The program is open to outside students as well, depending on availability. If you are planning to enroll in the Kallinikeion Institute, please visit the Kallinikeion website ([http://www.hchc.edu/academics/summer courses](http://www.hchc.edu/academics/summer_courses)) or contact the HCHC Registrar for more information on registration deadlines.



### **Maliotis Cultural Center**

The mission of the Maliotis Cultural Center is to promote Hellenic culture and language. The Center pursues this mission by producing, sponsoring, and hosting a variety of programs and events, often in collaboration with other educational and cultural organizations, including a number within the Greek American and Philhellenic communities- our primary constituencies- and local colleges and universities. MCC was built and donated to Hellenic College Holy Cross in 1976 by the late Costas and Mary Maliotis of Belmont, MA. The two-level structure consists of a 346-seat auditorium, two 150-seat lecture areas, exhibition and classrooms, a 3,250-square-foot lobby/exhibit area, administrative offices and a Pentelic marble exterior. Maliotis' website is <https://www.maliotis.hchc.edu/> and email is maliotis@hchc.edu.

### **Mary Jaharis Center for Byzantine Art and Culture**

Founded in 2010 through a generous gift from the Jaharis Family Foundation, the Mary Jaharis Center for Byzantine Art and Culture is dedicated to promoting and advancing knowledge about the rich heritage of the Byzantine Empire, which lasted for more than a thousand years and spanned three continents. The Center's mission is to create academic and educational resources that engage the wider public, scholars, and the Orthodox Christian community. Its programs encourage awareness and appreciation of Byzantium and its legacy.

The Mary Jaharis Center offers grants to advanced graduate students and early career professionals working in the field of Byzantine studies, provides financial support for sessions focused on Byzantine topics at major academic conferences, partners with Boston-area institutions to host lectures and conferences related to the study of the Byzantine Empire, and sponsors the Boston Byzantine Music Festival.

### **The New York Life Insurance Company Center for the Study of Hellenism in Pontus and Asia Minor**

The New York Life Center promotes the academic study of Hellenism in Pontus and Asia Minor. In doing so, it seeks to advance the HCHC mission of student spiritual formation, intellectual development, and awareness of the universal intellectual and cultural values of the Hellenic heritage.

To this end, it organizes and sponsors:

- Campus lectures and presentations: experts in the field are invited to campus to present scholarly work.
- A biennial Asia Minor Travel Seminar: students travel to the Center for Asia Minor Studies in Athens to research the archives and to Turkey to conduct field work. For more information, see <https://www.hchc.edu/summer-programs/asia-minor-travel-seminar/>
- Events, programs, and projects that shed light on the history and culture of the region.

## Holy Cross School of Theology

### **The Greek Orthodox Theological Review**

Established in 1954 by the faculty of Holy Cross, the Review has served as a vehicle for the publication of scholarly and theological articles related to Orthodox Christianity. Articles cover the range of theological disciplines with an emphasis on the Greek patristic and Byzantine traditions. Over the years, the GOTR has also served as a means of publishing important ecumenical documents related to the life and work of the Ecumenical Patriarchate and the Greek Orthodox Archdiocese of America. As a scholarly journal, the Review seeks to uphold the standards of academic rigor and scholarly debate.

### **Holy Cross Orthodox Press**

The earliest publications of the Press date back nearly to the founding of Holy Cross in 1937. From its modest beginnings, the Press has grown into a significant publisher of over five hundred books, chiefly in the disciplines of Orthodox spirituality, theology, patristics, liturgics, history, and culture. The Press has published books by well-known Orthodox authors, as well as by notable authors from other traditions. In recent years, the Press has also published numerous liturgical texts and a series of patristic texts newly translated into contemporary English. The publications of the Press, together with *The Greek Orthodox Theological Review*, have contributed to the advancement of Orthodox theological studies and the development of the Church not only in North America but throughout the world.

### **Missions Institute of Orthodox Christianity**

The Missions Institute of Orthodox Christianity seeks to offer a special dimension to the theological education and spiritual formation of the students at HCHC by promoting and emphasizing a vibrant mission consciousness through a variety of missiological courses, mission practica to Albania, Mexico, and other countries, and special programs and events that help future Church leaders understand the centrality of missions, evangelism and outreach.

Along with a missions elective each semester at Holy Cross and Hellenic College, other offerings of the Missions Institute include:

- A summer course and practicum entitled The Missiology of Archbishop Anastasios of Albania, which combines coursework on campus with a 12-day practicum to Albania. This experience is part mission class, part mission practicum, part pilgrimage.
- Annual Fall Missions Week, where missionaries and mission specialists are brought onto campus to spend a week with students, and then to offer the annual EFOM Missions Lecture.
- A Missions Conference on a specific topic every four years; past conferences have been devoted to the topics of “Speaking to Secular America” and “Orthodox Theological Schools and Seminaries and their Role in Global Missions.”
- Spring break mission trips to Project Mexico, Guatemala, Kenya or some other places around the globe
- Overseeing the HCHC student-run Missions Committee
- Sponsoring various missionaries and missions speakers to come on campus and offer occasional lectures
- Arranging missions lectures at other Orthodox seminaries
- Organizing summer missions internships for individual students
- Occasional post-graduate missions grants

### **Stephen and Katherine Pappas Patristic Institute**

Established through a generous gift from Stephen and Catherine Pappas, the Pappas Patristic Institute seeks to advance and promote patristic studies in the service of the academy and of the Church. The

Institute's primary emphasis is the study of the Greek patristic tradition broadly understood, with special attention given to the way in which, characteristic of Orthodox theology, the writings of the Church Fathers are integral to all areas of Christian thought. In particular, the Institute sponsors conferences, lectures, and workshops that intend to illuminate and communicate the richness of the Church's history and theology, and also supports publications on important themes, personalities, and aspects of the Christian tradition.

## CAMPUS VISITS

Hellenic College Holy Cross welcomes inquiries and visits to the campus from prospective students, their parents, alumni, and other interested persons. Please call the Office to set up a tour.

The administrative offices are open Monday through Friday from 9 a.m. to 5 p.m., with the exception of major feast days and holidays.

Generally prospective students are encouraged to visit the campus. Campus visits and meetings must be arranged in advance by contacting the Office of Admissions. While visiting campus, candidates can tour the campus with a student, as well as meet with the Admissions staff, faculty members, and (if requested) with a deacon or priest. Prospective students are welcome to attend classes while on campus. A limited number of rooms are available for those who wish to remain overnight on campus; however, a room should be reserved well in advance of the visit.

Further information on admissions may be obtained by contacting the Admissions Office:

Hellenic College Holy Cross  
Office of Admissions  
50 Goddard Avenue  
Brookline, MA 02445  
[www.hchc.edu/admissions](http://www.hchc.edu/admissions)

E-mail: [admissions@hchc.edu](mailto:admissions@hchc.edu)  
Telephone (617) 850-1260  
Toll-free at (866) 424-2338 (HCHC-EDU)  
FAX (617) 850-1460

## DIRECTIONS TO CAMPUS

The Hellenic College Holy Cross campus is just a few miles from the center of Boston and readily accessible by most means of transportation. General directions are given below. If you are coming by car and would like more detailed directions, enter your address as the starting point and 50 Goddard Avenue, Brookline, MA 02445 as your destination in your GPS device.

### **From Routes 95 and 128**

Take Route 128 to Exit 20A (Route 9 East). Once on Route 9, count nine sets of lights. At the ninth light, turn right onto Lee Street. Take Lee to the end and turn left at the light. Stay in the left lane and bear left almost immediately at the fork onto Goddard Avenue. Shortly after you pass the Park School on your left, less than a mile from the fork, look for the entrance to our campus on your right.

*Note: If you are coming from the Mass. Turnpike, exit onto Route 128 South and follow the directions above.*

### **From Logan Airport**

Follow the signs for the Callahan Tunnel/Boston. Once through the Callahan Tunnel, follow the signs for Storrow Drive. Exit onto Storrow Drive and follow it to the Kenmore/Fenway exit (this is a LEFT exit). Bear to the left (Fenway). At the light, turn right onto Boylston Street (outbound). At the fourth set of lights, bear left onto Brookline Avenue. At the seventh set of lights, turn left onto the Jamaicaway. At the third light, turn right onto Perkins Street. Go through one set of lights and continue past Jamaica Pond until you see the campus entrance on your left.

### **From Public Transportation**

Please call the campus operator at (617) 731-3500 and ask for the Office of Student Life, which can, with sufficient notice, arrange for shuttle transportation from any of several nearby subway, bus, or trolley stops.

# Hellenic College Holy Cross Map



**Hellenic College  
HOLY CROSS**  
Great Orthodox School of Theology

50 Goddard Avenue, Brookline, MA 02445  
(617) 850-1200 | [www.hchc.edu](http://www.hchc.edu)



## LEGEND

- |   |  |  |  |
|---|--|--|--|
|  UPPER ENTRANCE          |  CONDAKES CAFETERIA                         |  SKOURAS CLASSROOM BUILDING                       |  ALUMNI MEMORIAL          |
|  LOWER ENTRANCE          |  POLEMENAKOS DORMITORY                      |  PAPPAS GYMNASIUM & LEADERSHIP 100 FITNESS CENTER |  MALIOTIS CULTURAL CENTER |
|  CAMPUS MAIL ROOM        |  ARCHBISHOP CAVADAS ADMINISTRATION BUILDING |  THE ATHLETIC FIELD                               |  HALKI VILLAGE            |
|  STUDENT PARKING         |  ARCHBISHOP IAKOVOS LIBRARY                 |  HOLY CROSS CHAPEL                                |  DENDRINOS VILLAGE        |
|  VISITOR PARKING         |  |  |  |
|  FACULTY & STAFF PARKING |  |  |  |
|  MARRIED STUDENT PARKING |  |  |  |

## 2022-2023 HCHC Academic Calendar

### FALL 2022

<b>AUGUST</b>		
Tuesday	23	Canvas Learning opens
Wednesday	24	Arrival of new students and students residing in married student housing
Thursday-Friday	25-26	Arrival of returning students/Student Orientation/Academic Advising/Registration/Financial Clearance
Monday	29	FIRST DAY OF CLASSES
<b>SEPTEMBER</b>		
Monday	5	Labor Day: No Classes/Administrative Offices Closed
Thursday	8	Last day to add/drop courses
Monday	12	Convocation (12-2 PM/new students)
Wednesday	14	Exaltation of the Holy Cross: No Classes/Administrative Offices Closed
<b>OCTOBER</b>		
Monday	10	Columbus Day: Classes Held Online/Administrative Offices Closed
Tuesday	11	Monday Class Schedule
<b>NOVEMBER</b>		
Friday	11	Veterans Day: No Classes/Administrative Offices Closed
Monday-Friday	14-18	Advising & Registration for Spring 2023
Monday-Tuesday	21-22	Courses to be held online 11/21 and 11/22
Wednesday-Friday	23-25	Thanksgiving Holiday 11/23-11/25: No Classes/Administrative Offices Closed
Tuesday	29	Last Day to Withdraw from a course with a W grade
<b>DECEMBER</b>		
Monday	12	Last Day of classes
Tuesday	13	Study Day: No Classes/Administrative Offices Open
Wednesday-Tuesday	14-20	Final Exams: All courses are required to meet during the exam period for final examination or for continued in-class meeting.
Friday	30	Fall 2022 Final Grades are due



## SPRING 2023

SPRING 2023		
<b>JANUARY</b>		
Tuesday	10	Canvas Learning opens
Friday	13	Student Orientation/Academic Advising/Registration/Financial Clearance
Monday	16	Martin Luther King Day: No Classes/Administrative Offices Closed
Tuesday	17	FIRST DAY OF CLASSES
Saturday	21	Monday Class Schedule
Thursday	26	Last day to add and drop courses.
<b>FEBRUARY</b>		
Monday	20	Presidents' Day: All Classes Held Online/Administrative Offices Closed
Monday	27	Clean Monday/Great Lent: No Classes/Administrative Offices Closed
<b>MARCH</b>		
Monday	6	Start of Spring Break
Monday-Friday	3/6-3/10	No Classes/Administrative Offices Open; Spring Break 3/6-3/10; New Hellenic College Students Service Trip
Saturday	25	Annunciation
<b>APRIL</b>		
Monday-Friday	3-7	Advising & Registration for Summer 2023/Fall 2023
Monday-Friday	10-14	Paschal Recess: No Classes/Administrative Offices Closed
Monday	17	Bright Monday/Patriots' Day: No Classes/Administrative Offices Closed
Tuesday	18	Bright Tuesday: No Classes/Administrative Offices Open
Wednesday	26	Monday Class Schedule/Last Day to Withdraw from a course with a W grade
<b>MAY</b>		
Monday	8	Last Day of Classes for All Students
Tuesday	9	Study Day: No Classes/Administrative Offices Open
Wednesday-Saturday	10-13	Final Exams: All courses are required to meet during the exam period for final examination or for continued in-class meeting.
Monday	15	Final Grades due for graduating students
Monday-Friday	15-19	Student Events Week/End of Year Student Interviews
Saturday	20	COMMENCEMENT
Thursday	25	Holy Ascension (no classes held/offices closed)
Friday	26	Spring 2023 Final Grades are due for ongoing students
Friday	26	Memorial Day Observance: Summer Classes Held/Administrative Offices Closed
Monday	29	Memorial Day: No Summer Classes/Administrative Offices Closed

## SUMMER 2023

<b>MAY</b>		
Monday	22	Kallinikeion Institute begins
Thursday	25	Holy Ascension (no classes held/offices closed)
Friday	26	Spring 2023 Final Grades are due for ongoing students
Friday	26	Memorial Day Observance: (classes held/offices closed)
Monday	29	Memorial Day (no classes/offices closed)
<b>JUNE</b>		
Friday	16	Kallinikeion Institute ends
Friday	23	Kallinikeion Institute Final Grades are due

Revised: 07/27/22

## 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 in 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).

<b>Application Plan</b>	<b>Due Date</b>
Early Action (freshman or transfer students)	December 1st
Regular deadline	March 1st
Enrollment deposit deadline	May 1st
Spring deadline	November 1st
Spring enrollment deposit deadline	January 1st

*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.*

## General Requirements for Admission

### *Hellenic College*

The requirements for being admitted into one of the degree programs in Hellenic College are set forth below.

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)
- 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
- Copy of baptismal/chrisamation certificate
- Background check

## **International Applicants**

- TOEFL/IELTS/Language proficiency test scores\* (HCHC Code #: 9794)

*\*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.*

## **Transfer Applicants**

- Submit course descriptions or course catalog from previous colleges/universities\*\*

*\*\*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. Research and Executive Management 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.*

## **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 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**

While Hellenic College does not require SAT or ACT scores, we will accept any scores students submit as part of their applications.

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

The requirements for being admitted into one of the three degree programs in Holy Cross Greek Orthodox School of Theology are set forth below.

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

- Completed HCHC application
- Personal essay
- Interview with the Admissions Director
- Official copy of all transcripts (undergraduate and graduate work)
- Evaluations from one academic source (or employer if you have been out of school for over one year)
- Letter of recommendation from a priest
- 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 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**

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

## **International Applicants**

- TOEFL test scores\*

*\*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.*

### *Policies and Procedures for Hellenic College and Holy Cross*

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 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:**

- 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.
- Submit health report and immunization verification.
- Contact Michael Kirchmaier, Director of Financial Aid, to discuss finalized Financial Aid award letter and scholarship opportunities. ([mkirchmaier@hchc.edu](mailto: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 [admissions@hchc.edu](mailto:admissions@hchc.edu). **THIS DOCUMENT MUST BE RECEIVED BY JULY 15<sup>TH</sup>.**

Your immunization information is a critical component of your medical records. Every student enrolled at 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 requires all registered full-time, part-time, and visa-carrying students to show proof of the required immunizations below.

- 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.
- 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.
- Hepatitis B vaccine series (a total of three doses at varying intervals).
- 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.
- *Required for residential students:* one dose of Meningococcal MCV4 vaccine or MPSVA vaccine within the past five years or a completed waiver.
- While HCHC does not require COVID-19 vaccination, we strongly recommend that members of our community get the vaccine and booster.



## Student Categories for Hellenic College and Holy Cross

### **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 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 within 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.

### *Special Students within Holy Cross Greek Orthodox School of Theology* **Seminarian Students at Holy Cross**

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 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.

### **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.

## FINANCIAL INFORMATION

### Financial Information: Basic Fees

The academic year is divided into two semesters. The following are the expenses for each semester of the academic year 2022-2023 and are subject to change.

### Fees per Academic Year

Full-time regular course load <i>(up to 18 cr. hours)</i>	\$10,970.00/semester
Per additional credit hour <i>(over 18 credit hours)</i>	\$950.00/semester
Full Meal Plan	\$4,642.00
Commuter Meal Plan	\$2,566.00

### Housing Fees per Academic Year

For single students <i>(depending on selection)</i>	\$10,000.00 – \$16,000.00
For married students <i>(depending on selection)</i>	\$11,605.00 – \$18,780.00
Room and board security deposit <i>(Polemanakos Dormitory)</i>	\$400.00
Married Student Housing security deposit <i>(depending on selection)</i>	\$1,160.00 - \$1,800.00

Please see the following link for more details:

<https://www.hchc.edu/scholarships-and-aid/>

### Other Fees

Access fee	\$100.00/\$55.00
Parking fee	\$425.00/\$212.00
Student Activity	\$175 per semester
Registration	\$50 per semester
Graduation fee <i>(if applicable)</i>	\$250.00
Psychological Testing <i>(if applicable)</i>	\$550.00

### Residents/Commuters

Access fee	\$100.00/\$55.00
Parking fee	\$425.00/\$212.00
Student Activity	\$175 per semester
Registration	\$50 per semester
Graduation fee <i>(if applicable)</i>	\$250.00
Psychological Testing <i>(if applicable)</i>	\$550.00

**Note:** Student health insurance is mandatory under Massachusetts law, unless proof of other insurance is provided and an insurance waiver form is completed on the first day of classes or while obtaining financial clearance. We recommend students access the Massachusetts Health Connector, <https://www.mahealthconnector.org/>, to obtain appropriate coverage.

**Note:** Students residing in Polemanakos dormitory single rooms are required to have a full meal plan.

### **Financial Clearance**

Students must be financially clear (or in a payment program through the Bursar's Office) in order to enroll. The Bursar's Office reviews all student accounts to ensure financial clearance. Students and their families are encouraged to familiarize themselves with the information provided.

Students must have a zero balance through either anticipated financial assistance (certified and in process, if a student loan) or payment made in full. Balances on student accounts are due on July 15, for the fall semester and on December 15, for the spring semester. Students who are not financially clear will be blocked from registration. Students who leave the school with an unpaid balance will be subject to having official academic transcripts withheld and may face having unpaid balances referred to a collection agency.

In special cases, temporary deferred payment arrangements may be made, provided that the balance is paid in full before the end of that current semester. Every graduating student must settle and pay all financial obligations to the institution 20 business days prior to graduation, at the latest, in order to participate in graduation exercises and receive a diploma or transcript.

Financial clearance must be met for a student to receive transcripts or a diploma. Although someone else may pay the charges, e.g., parents, friends, parish, etc., all charges are ultimately the student's responsibility.



## **General Academic Requirements**

Eligibility for federal, state, and institutional financial aid may be impacted and/or revised if any of the following situations apply:

- If a student is pursuing an undergraduate-level program of study but is registered for graduate-level courses
- If a student is pursuing a graduate-level program but is registered for undergraduate-level courses (unless these courses have been approved by the academic advisor as preparatory coursework and the Office of Financial Aid has been notified)

Preparatory coursework financial aid eligibility is calculated upon the receipt of appropriate submission of signed forms from the Registrar. Students registered for courses that are not applicable to the designated program or degree may not be eligible for financial aid for these courses. Taking courses outside the degree or designated program could affect full-time enrollment status.

## **HCHC's Satisfactory Academic Progress Policy**

All students are required to be making measurable progress toward their degree requirements. See HCHC's undergraduate and graduate catalogs for the specific policy relating to Satisfactory Academic Progress (SAP). A student's progress is measured after every semester. Students not meeting the standards of SAP will be notified in writing, and their financial aid for the following semester may either be withdrawn or they will be placed on a Warning status, meaning they will be eligible for only the next semester's financial aid. Students placed on a Warning status will have one semester to improve. An appeal process is in place for students who have lost their financial aid due to the SAP review. Extenuating circumstances must be evident. Documentation will be required. A maximum of two appeals will be reviewed. HCHC's SAP Policy is separate and distinct from the Academic Probation and Suspension policy administered by the Office of the Registrar. HCHC's SAP Policy is separate and distinct from requirements for scholarship renewal. An approved SAP appeal does not guarantee the reinstatement of a scholarship, as the student will need to complete a separate scholarship appeal for the Scholarship Appeal Committee's review and decision.

### **HCHC's Withdrawal Policy as It Relates to Financial Aid**

Students who withdraw from the College (either officially or unofficially) are subject to federally required review of their federal aid called Return to Title IV Funds (R2T4). Once a student withdraws, HCHC is required to determine if the student is eligible to retain any financial aid. A calculation is utilized, which uses the following information: the date of the withdrawal, the financial aid received, and the amount of tuition charged. HCHC utilizes software provided by the federal government to determine how much of a student's federal financial aid must be either retained or returned. The calculation is based on the percentage of time that a student attends classes. If HCHC returns funds to the government due to the R2T4 calculation, the student is then responsible for any subsequent open balance to the institution caused by the refund return of funds.

### **Federal Refund Policy**

Recipients of Federal Title IV financial assistance who subsequently withdraw before completing 60% of their period of enrollment will be subject to the federal refund policy. Students must inform the institution in a timely manner of their withdrawal from the institution.

Briefly, a federal refund worksheet is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance.

### **HCHC Refund Policy**

Tuition and room and board refunds are determined by the number of weeks a student has attended class or has been in residence. The following chart show the percentage that is refunded per week(s) in attendance.

Week 1	90% Refund
Week 2	80% Refund
Week 3	60% Refund
Week 4	30% Refund

There are no refunds after the fourth week of the semester. Additionally, a student who withdraws from the school and fails to do so in the prescribed manner will not be entitled to any refunds.

## FINANCIAL AID

Hellenic College Holy Cross offers a program of financial assistance to those students who qualify. Financial assistance may be offered in the form of scholarships, grants, assistantships, federal student loans, and employment. Awards are based on academic performance, special skills, demonstrated need, and the availability of funds (95% of our students receive some form of financial aid). The Office of Financial Aid and Scholarships will be glad to discuss how a student's particular needs can be met.

Student loans provide students with the opportunity to borrow against future earnings. Several loan programs supported by the federal government are available on the basis of financial need. Work-study opportunities on and off campus make it possible for students to defray the cost of their education through part-time employment.

All students are expected to contribute to their education. All financial aid awards are considered supplemental to the contribution of the family and the student. To be eligible for federal funds a student must: be accepted by HCHC; be enrolled in a degree program; be a citizen or permanent resident of the United States; be in good academic standing and make satisfactory academic progress as outlined by HCHC and federal standards; and complete all necessary applications on a timely basis. All forms are available in the Office of Financial Aid.

### **Applying for Financial Aid/FAFSA**

Hellenic College Holy Cross encourages its present and prospective students to research the financial aid picture to keep abreast of any new funding programs. Realizing the expenses involved, every effort should be made to pursue any local awards that may be offered in your community. **Hellenic College Holy Cross requires all students who wish to be considered for financial assistance to submit the Free Application for Federal Student Aid, FAFSA:**

<https://studentaid.gov/h/apply-for-aid/fafsa>

A FAFSA is used to determine your eligibility for federal financial aid and/or grants. Once an Estimated Family Contribution (EFC) has been determined, the form is sent to Hellenic College Holy Cross to be used in determining eligibility for all financial aid programs. The student must

also complete the Hellenic College Holy Cross Institutional Financial Aid Documents.

The Federal Code for FAFSA for Hellenic College Holy Cross is **002154**.

### *Scholarships and Funding Opportunities*

#### **Alumni Scholarship**

Students who are dependent children of alumni of Hellenic College or Holy Cross may receive a 50% discount of the tuition rate OR may choose to take advantage of better school scholarship offers. The 50% alumni scholarship may not be combined with other school offers and does not become the base to which other school aid is applied. Students who are candidates for the holy priesthood must accept vocational funding before becoming eligible for this scholarship

#### **Employee Scholarship**

A student who is a dependent child of a full-time employee of Hellenic College or Holy Cross may receive a 50% employee scholarship which may not be combined with other school offers and does not become the base to which other school aid is applied.

#### **Leadership 100 and Seminarian Funding**

Students who are enrolled at Holy Cross and who have declared in writing their intention to be ordained as priests in the Greek Orthodox Archdiocese of America and who meet certain academic and performance-based standards are eligible for Leadership 100 loans. Leadership 100 loans are given only to Master of Divinity seminarian students. Once the student becomes ordained in the Greek Orthodox Archdiocese of America, the Leadership 100 loan is forgiven. The amount funded under each student loan is determined by the amount of available funding and the number of participants. The amount of funding received by each student shall be deemed a loan. Upon the student's ordination to the priesthood, the loan is forgiven. If a student leaves the school before graduation for any reason (except with written permission of the President), or otherwise decides that he does not want to pursue ordination, the loan will become payable. The school may utilize outside third-party resources to administer and collect against such loans. All qualifying students will be required to sign a *Declaration Agreement* in order to receive such funding.

### **State Scholarships**

Many states offer scholarships and/or loans to their residents who wish to attend colleges in their state. However, some states offer scholarships to their residents to attend schools in other states. The following states offer such 'portable' aid programs: Connecticut, Rhode Island, Vermont, Pennsylvania, and the District of Columbia. Students may obtain further information from their high school guidance departments or directly from the state agency responsible for such programs. Massachusetts residents may also write to the Office of Financial Aid and Scholarships.

### **Teacher Assistantship Program**

The Teacher Assistantship Program provides students with part-time positions assisting full-time members of the faculties. These assistantships are restricted to full-time, upper-class students whose cumulative grade point average is at least a 3.0 or B, and who demonstrate financial need. Candidates are selected by individual faculty members in conjunction with the Office of Financial Aid and Scholarships.

### **Work-Study Program**

The Work-Study Program offers a variety of part-time employment opportunities on and off campus. Students are selected based on demonstrated financial need and depending on the availability of positions. Work study jobs are assigned by the Finance Office and subject to eligibility.

### **Federal Direct Loan Program**

The Federal Direct Loan Program provides students with the opportunity to borrow money from the Department of Education in order to pay for their education. The total annual amount that a student may borrow is based on a student's status and year of study and varies from year to year according to federal guidelines. All Federal Direct Loans must be repaid. Under the Subsidized Loan Program, students begin their repayment six months after they complete their programs of study. The federal government subsidizes the interest while the student is in school. The interest on unsubsidized Federal Direct Loans is not subsidized by the federal government and can either be paid by the student during his or her program of study or may be deferred until six months after the student graduates. If the student chooses to have the

interest accrued, it will capitalize, and the principal of the loan will increase significantly.

### **Veterans Benefits**

In accordance with Sec. 103 of The Veterans Benefits and Transition Act of 2018:

Hellenic College Holy Cross Greek Orthodox School of Theology permits any covered individual\* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

*\*A **covered individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.*

Hellenic College Holy Cross Greek Orthodox School of Theology **does not** penalize Chapter 31 or 33 students if/when the VA is late making payments. Hellenic College Holy Cross Greek Orthodox School of Theology **does not** have any policies in place that would do any of the following while waiting for VA payments:

- Prevent enrolling
- Assessing a late penalty fee
- Requiring alternative or additional sources of funding
- Deny access to school resources

In order to prevent outstanding student accounts, Chapter 31 or 33 students must:

- Submit a COE or Statement of Benefits by the first day of classes
- Submit a written request to be certified
- Provide any additional information needed for certification

### **Delayed VA Payments**

Under S2248 PL 115-407 Section 103, Hellenic College Holy Cross Greek Orthodox School of Theology will not impose a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from the VA up to the certified benefits amount. Any portion of the student bill not covered by VA benefits is still expected to be settled by the due date.

### **Prior Credit**

The facility maintains written records of previous education and training of the veteran or eligible person and indicates appropriate credit has been given for previous education and training.

### *Financial Aid Disclosures*

Financial aid award(s) are not guaranteed and are subject to any and all revisions in federal, state, and institutional policies, availability of funds, changes in enrollment, minimum grade requirements, housing status, and timely submission of all required documentation, including official transcripts, as well as correction of any miscalculation of awards.

### **Federal Loan Programs Administered by HCHC**

Federal loans may be accepted or rejected by signing the Estimated Financial Aid Award letter. All loans must be repaid in accordance with the repayment terms associated with the loan. If a student wishes to borrow less than the offered amount, he or she can reduce the loan award by contacting the Office of Financial Aid.

Loans that are accepted will not be processed for disbursement until all required paperwork is completed and submitted. If the student is a first-time borrower of the Direct Stafford subsidized and/or unsubsidized loans, he or she is required to complete Entrance Counseling and a Master Promissory Note. If a first-time borrower of a Parent/Graduate PLUS loan, a PLUS Master Promissory Note is required. There is also an annual credit check. All of these processes must be completed at studentloans.gov. If a PLUS applicant has been denied a PLUS loan, he or she could obtain an endorser or may choose to document to the satisfaction of the U.S. Department of Education that there are extenuating circumstances related to his or her adverse credit history.

Once either of these courses of action has been completed, the PLUS applicant is also required to complete PLUS Credit Counseling on [studentloans.gov](http://studentloans.gov).

**Maximum Time Limit—Subsidized Usage Limit Applies (SULA):**

Limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower's educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150% limit to lose the interest subsidy on their Direct Subsidized Loans.

**Student Financial Aid Records**

Students are responsible for updating and maintaining accuracy in personal and demographic information as reported to the Office of Financial Aid. Communication with HCHC students shall be via officially assigned HCHC e-mail addresses, phone, and mailings. HCHC disclaims all liabilities for damages arising from the HCHC Student Information System of record, whether caused by data entry, programming error, computer malfunction, or any other possible circumstance that may result in misinformation. HCHC complies with the Federal Family Educational Rights and Privacy Act (FERPA), which affords students certain privacy rights with respect to their educational records. If a student wishes disclosure of his or her financial aid information to someone else, a signed FERPA Release Form is required to be on file in the Office of Financial Aid.



## SCHOOL CLOSING POLICY

The decision to close Hellenic College Holy Cross campus due to weather or an emergency will be made by the President.

In the event of a weather-related emergency or an emergency necessitating the cancellation or delay of work or classes, a message to inform the community will be sent using DialMyCalls no later than 5:30 a.m. An e-mail will also be sent. The DialMyCalls notification and e-mail will specifically note that Hellenic College Holy Cross is closed, and that employees, faculty, and students are not expected to report. No notification means that the campus is operating on a normal schedule.

Essential personnel will be required to work and certain offices and functions will be operational in the event of a campus closing. The expectation is that some arrangement for coverage/standby will be made between key departments, directors, and the staff. If an employee is required to work on such a day, compensatory time off will be provided to that employee, and scheduled at a time mutually convenient to the department and affected individual.

Should Hellenic College Holy Cross be closed, dining services will immediately adopt a weekend meal schedule. This means that only brunch (11:30 am - 1:30 pm) and dinner (5:30 - 7:00 pm) will be available. Any scheduled campus events will be cancelled unless prior arrangements have been made to hold the event regardless of weather conditions.

The President's Office via campus e-mail will communicate the decision regarding early dismissal of employees. Unless otherwise notified, all staff members are expected to remain at work until the close of business.

## CAMPUS PARKING POLICY

Every vehicle is required to maintain a valid registration and proof of insurance, along with a current HCHC permit while on campus. Upon completion of the vehicle registration form, a permit will be issued and is required to be affixed to the rear window, driver's side. Each permit indicates where the vehicle is to be parked. They are issued as follows:

- Commuters are issued commuter permits and are to park in the parking lot directly behind the gymnasium.
- Halki and Dendrin residents are issued Halki/Dendrin permits and are to park in their assigned spaces.
- Polemanakos residents are issued resident permits and are to park in the **red** marked spaces of the lower lot or in the spaces fronting the classroom wing before the gymnasium.
- Faculty and staff are issued permits to park in the **blue** marked spaces of Administration lot in front of the cross, Library lower lot, or the Chapel roadway.

**DO NOT PARK IN FIRE LANES, RESERVED OR VISITOR SPACES, OR THE CHAPEL COURTYARD.**

If your vehicle is towed, please contact Roberts Towing at 617-782-2525. They are located at 25 Goodenough Street in Brighton.

### **Non-Resident Driver Policy**

The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a "Non-resident Driver Statement" with the local police department in the city in which their school is located.

Pursuant to M.G.L. ch.90 s.3, every non-resident enrolled as a student who operates a motor vehicle in Massachusetts that is registered in another state during any period beginning September 1 of any year and ending on August 31 of the following year must file an [RMV "Non-resident Driver Statement"](#) with the local police department. Failure to file such statement is punishable by a fine not to exceed \$200. HCHC is required by the Commonwealth of Massachusetts to keep a record and provide proof to the state that students have been apprised of the law.

This applies to:

- Any student who lives in on-campus housing who operates a vehicle in Massachusetts and does not have a Massachusetts license plate
- Any student who is temporarily or permanently residing in Massachusetts, who operates a vehicle in Massachusetts, and does not have a Massachusetts license plate

This does NOT apply to:

- Faculty, staff, vendors, visitors, or volunteers
- Any student who operates a vehicle with a Massachusetts license plate

### **Instructions**

Students bringing vehicles into Massachusetts whose vehicles do not have Massachusetts license plates are required to [download and complete the Massachusetts Department of Transportation Non-resident Driver Statement form](#). This form must be completed for every vehicle.

## THE OFFICE OF STUDENT LIFE

The Office of Student Life (OSL) provides a holistic, integrated, and responsive approach to co-curricular education within the context of a nurturing and formative Orthodox Christian community life that addresses the social, moral, intellectual, and spiritual development of HCHC students and prepares them for roles of service-oriented leadership. To that end, OSL serves the HCHC community in many capacities and supports student initiatives for improving community life. OSL also assists students and their families with problems for which they have been unable to find adequate resolution elsewhere.

The Dean of Students oversees the following:

- Office of Spiritual Formation and Counseling (OSFC)
- Career and Vocational Counseling
- The Seminarian Program
- *Diakonia* (community service) assignments.
- On Campus Housing
- Dining Services for the residential life program
- The issuing of Student IDs
- The student directory
- Van pool
- Special needs of individual students and their families
- Disciplinary procedures
- The Student Government Association (SGA)
- Campus Activities Board (CAB)
- The *Synaxis* (gathering of the student body) schedule
- Guest speakers
- Retreats

### **Student Government Association**

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, including the Campus Activities Board, Married 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 all members 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**

The Hellenic College Holy Cross Campus Activities Board (CAB) focuses on campus fellowship and community. CAB sponsors various events throughout the year that are ideal for students of all ages. CAB's main events include the Fall and Spring Panigiris, Fall Fest, the "Chamby's" Awards Night, Boat Cruise, and Community Graduation Dinner Dance. 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.

### **Byzantine Choir**

The School's Byzantine Choir is named for St. Romanos the Melodist, the saint of the Church known for his gift for sacred music. The choir, which sings and performs ecclesiastical music in the Byzantine tradition and traditional Greek music, is often invited to perform at special occasions in the Greater Boston area and elsewhere. The St. Kassia Byzantine Choir, a women's choir composed of students from both schools, operates in conjunction with this program.

### **Married Student Association**

The Married Student Association (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.

### **Orthodox Inter-seminary Movement**

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.

### **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 or over the summer through the OCMC and the Missions Institute here at HCHC.

### **The Athletics Committee**

The Athletics Committee coordinates athletic events on campus to support fellowship, active lifestyles, and friendly Christian competition. Athletics currently holds four major sporting intramurals throughout the year: football, volleyball, basketball, and soccer. “Pick-up” games of the gymnasium sports are offered on a nightly basis, Monday through Thursday, except when intramurals must occupy the Pappas Gymnasium.

Besides intramurals, annual Columbus Day events are put on through Athletics, CAB, and the Alumni Association, 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 works to support Orthodox fellowship on college campuses through witness, prayer, service, and study. HCHC, housing the OCF headquarters on campus, is often able to come together with students from other OCF chapters in the Boston area, hosting service, prayer, and fellowship events throughout the year.

### **Sonia Belcher’s HCHC Admissions Ambassadors**

The Ambassadors are a group of carefully selected students from both Hellenic College and Holy Cross who are trained in youth ministry throughout the academic year. Implementing these skills, the

Ambassadors travel throughout the country to run programs for Orthodox Christian youth and educate them about HCHC.

### **Psychology Club**

Providing programs and information regarding graduate schools and career opportunities, the Psychology Club is led primarily by students in the Human Development program. Students explore psychological conferences and presentations and work closely with the psychology faculty at HCHC.

### **Hellenic Student Association**

Spreading Hellenic culture and language, HSA hosts cultural events and activities through- out the academic year.

### **Spiritual Life Committee**

Working to promote spiritual growth on campus, the Spiritual Life Committee hosts Synaxis, a weekly book club, allowing students to come together and discuss what they have read in light of Orthodox spirituality. The committee also hosts regular movie nights, service projects, and pilgrimages.

### **Syndesmos**

Syndesmos is an international organization of Orthodox youth with membership throughout the world. It assists in fostering intra-Orthodox cooperation. International meetings of member groups are held periodically.

# THE OFFICE OF SPIRITUAL FORMATION AND COUNSELING SERVICES

## **Our Mission**

Students and families of married 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 Office of Spiritual Formation and Counseling Services 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 staff, faculty, alumni, and the Greek Orthodox Archdiocese. These programs are available to all students and family members.

## **Counseling and Referrals**

The Office of Spiritual Formation and Counseling Services assists students and families of married students in addressing a wide range of social and emotional issues. Students and their families are invited to call upon the HCHC community's resources to define goals, develop strategies for change, and realize a greater understanding of self and others.

Counselors provide individual counseling, couple and family counseling, work with children, crisis intervention, and offer psycho-educational groups, support groups and workshops. Sometimes a spiritual father, faculty member, or staff member may refer students for assistance. Seminarian candidates also may be referred for counseling subsequent to their psychological evaluation. The SF/CS office also maintains a list of referral options off campus. (For example, referrals are made for services such as psychiatric evaluation or medication consultation by providers off-campus.)

Students and their families can contact the general counseling number by calling (617) 850-1204, or they may call or directly e-mail one of the counselors of the Office of Spiritual Formation and Counseling Services.

## **Spiritual and Psychological Assessments**

Spiritual Assessment uses instruments, interviews, and reflections that give students opportunities to address their spiritual and pastoral concerns.



Psychological Assessment strengthens and enhances emotional growth in students. While any student may inquire about using this service, it is required for those entering the Seminarian program.

These services are provided by the Danielsen Institute at Boston University, a licensed mental health clinic and pastoral counseling center. The Danielsen Institute, headed by Holy Cross alumnus Dr. George Stavros (M.Div. '91), provides a wide range of assessment services for those seeking candidacy for ordained ministry or religious life.

The assessment was designed in collaboration with the Office of Spiritual Formation and Counseling Services and has been tailored to the needs and concerns of Holy Cross. It captures a comprehensive and balanced understanding of the student, aiding overall emotional and spiritual formation.

For more information, please contact Dr. Bob Murray, the Psychological Evaluation Director, at (617) 850-1205 or [rmurray@hchc.edu](mailto:rmurray@hchc.edu).

### **The Seminarian Program**

Christian leadership requires a combination of love, knowledge, intuition, and faith – strengthened by self-confidence, tempered by humility, and modeled on the conciliarity of the Holy Trinity. Important as books are, liturgical and pastoral skills are best learned through the intangibles afforded by example and experience. The HCHC community is a parish in addition to being an educational institution. Seminarians are required to participate regularly in daily chapel services, scheduled *Synaxes* (community gatherings called by the President), *diakonia* (community service) assignments, on- and off- campus retreats, and other community events. In addition, all seminarians are required to participate in annual events such as the Greater Boston Greek Independence Day celebrations and graduation ceremonies. As future leaders of the larger community, seminarians must first show themselves to be self-motivated and responsible to the HCHC community. Although the responsibilities to the HCHC community may sometimes be hard to balance with the demands of academic life, in many ways one's future service to the Church and society will require a similar balance.

The President is ultimately responsible for admission to and participation in the Seminarian Program. The President is also responsible for overall implementation and effectiveness of the Office of Spiritual Formation and Counseling Services, which affirms a holistic view of formation. All students interested in the Seminarian Program must complete a separate application and complete the pre-admission requirements as detailed in the Seminarian Program Checklist. The candidate's dossier must be completed before he can be considered for the program.

The co-directors of the Office of Spiritual Formation and Counseling Services also advise the President on students' readiness for Church ministry (including, but not limited to, the participants of the Seminarian Program). Participation in activities promoting spiritual and psychological formation and development is expected of the seminarians and seminarian candidates.

### **Spiritual Fathers Program**

In keeping with the tradition of the Orthodox Church, students and families of married students are encouraged to establish and to maintain an ongoing relationship with spiritual fathers. The spiritual father guides his charges in development of Christian character and provides guidance in striving (*askesis*) toward spiritual development.

A relationship with a Spiritual Father is required for each participant in the Seminarian Program. The spiritual father will be his sponsor and signer of the *symmartyria* to be read at ordination. Please visit the Office of Spiritual Formation and Counseling Services for an updated Spiritual Fathers list.

## OFFICE OF VOCATION AND MINISTRY

### **Introduction**

The Office of Vocation and Ministry (OVM) programs and initiatives provide opportunities for growth in Orthodox Christian vocation and leadership through theological inquiry, ongoing reflection, and service activities to high school students, college students, young adults, and those who serve them.

OVM defines vocation broadly as one's unique and ongoing response to Christ's call to love God with heart, soul, mind, and strength and love one's neighbor as oneself. It seeks to encourage all participants to consider their lives as vocation and to nurture the next generation of leaders for the Church and the world.

OVM seeks to be theologically and faithfully Orthodox Christian; to be excellent stewards of the resources generously provided through grants and from individual benefactors; to work with integrity, energy, and creativity; to provide engaging and rich programs through effective administration; to publish resources to share learning; and to utilize collaborative inquiry for ongoing program planning and evaluation.

OVM currently runs the Holy Cross Graduate Certificate in Youth & Young Adult Ministry and Leadership, the Executive Certificate in Religious Fundraising (partnering with Lake Institute), and is the home base for the CrossRoad Summer Institute. The OVM-initiated publication *Christ at Work: Orthodox Christian Perspectives on Vocation* (ed. Ann Bezzerides, Holy Cross Orthodox Press, 2006) serves as a guiding text for our programming. The collection of essays *Eastern Orthodox Christianity and American Higher Education* (eds. Ann Bezzerides and Elizabeth Prodromou, University of Notre Dame Press, 2017) emerged from OVM programs that address the relationship between Orthodox faith and learning.

Housed in the Skouras Classroom building, Room 220, the OVM is a busy hub, with students and faculty frequently gathering for conversation around the coffee pot. Please stop by for a cup of coffee!

### *Certificate in Youth & Young Adult Ministry & Leadership*

This one-year Certificate in Youth and Young Adult Ministry and Leadership at Holy Cross Greek Orthodox School of Theology is designed for students who have completed their Bachelors and wish to deepen their theological knowledge while developing their skills and understanding for ministry and leadership with youth and young adults. The certificate program consists of an academic year of study at the master's level combined with training in the Telos Leadership Practices and an intensive work study component through CrossRoad Institute, a Metropolis' Youth & Young Adult programming, and/or a parish.

### *Executive Certificate in Religious Fundraising*

Since 2016 the OVM has partnered with the Lake Institute on Faith & Giving of Indiana University to offer a course for students, clergy, hierarchs, and lay leaders on religious fundraising. The Executive Certificate in Religious Fundraising (ECRF) is an 8-week virtual course that provides research, tools, and custom training to help the growing needs of leaders in parishes and faith-based organizations. To receive the Certificate, participants complete a practical application project that fits their own context – an amazing way to get coached on designing something new in fundraising at your parish and receive mentoring as you implement.

ECRF is offered through the OVM in collaboration with the Greek Orthodox Archdiocese's Department of Stewardship and Evangelism with support from Leadership 100.

### *CrossRoad Summer Institute*

CrossRoad Summer Institute is an academic summer program for high school juniors and seniors hosted on campus at Hellenic College Holy Cross and at other locations across the nation.

The program is for students who love:

- Classes in Orthodox theology and Scripture
- Discussions on vocation and calling

- Daily chapel services
- Service to the community
- Unparalleled fellowship for Orthodox Christian youth

In addition, CrossRoad annually hosts a retreat for its alumni every Lent at HCHC and publishes an alumni magazine. See [www.crossroadinstitute.org](http://www.crossroadinstitute.org) for more information.

### *Publications*

In addition to its programs, OVM seeks to publish resources to share what it is learning. The following are available through the Holy Cross Bookstore, OVM, and/or online at the OVM websites ([www.vocation.hchc.edu](http://www.vocation.hchc.edu), [www.crossroad.hchc.edu](http://www.crossroad.hchc.edu)):

- *Christ at Work: Orthodox Christian Perspectives on Vocation* (ed. Bezzerides, Holy Cross Orthodox Press, 2006).
- *Eastern Orthodox Christianity and American Higher Education* (eds. Bezzerides and Elizabeth Prodromou, University of Notre Dame Press, 2017).
- *Reflections on Mentoring at Hellenic College* (Ed. Bezzerides, Holy Cross Orthodox Press, 2010).
- Vocation and Parenting: An Audio Resource. Addressing the topics “The Vocation of Parenting” and “Parenting for Vocation.”
- “Our Youth and Their Vocation: Holy Decisions at the Crossroad of Life.” (By Ann Bezzerides, Nicholas Belcher, and Mary Long.)
- *Down the Road*  
The CrossRoad alumni newsletter, available at [www.crossroadinstitute.org](http://www.crossroadinstitute.org) and [www.vocation.hchc.edu](http://www.vocation.hchc.edu).

# ACADEMIC RELATED POLICIES

## Academic Freedom

### **Preamble**

Commensurate with its mission, Hellenic College Holy Cross adheres to the basic principles of academic freedom that guarantee the right of faculty to seek knowledge and present their findings without interference or penalty. As HCHC integrates its faith-based and academic missions, it adheres to the principles of academic freedom while simultaneously holding firm to principles based on the centuries-old dogmas and canons of the Orthodox Church.

In order to provide the guidelines and parameters by which the members of HCHC are guaranteed the exercise of academic freedom commensurate with institutional purpose and mission, the Board of Trustees, administration, faculty, and students of Hellenic College Holy Cross acknowledge the Association of Theological Schools' Policy Statement on Academic Freedom and Tenure (2010) and the New England Commission on Higher Education (NECHE) Standards of Accreditation (Standard 6.12, 2021). In light of these directives, HCHC is committed to providing the best possible teaching and learning environment, assuring the integrity of its mission founded in the faith and teachings of the Orthodox Church and respecting the practices of the Greek Orthodox Archdiocese of America.

### **Statement**

Academic freedom at Hellenic College Holy Cross is exercised in accordance with the following guidelines and expectations:

Hellenic College Holy Cross adheres to the basic principle of academic freedom which guarantees faculty the right to seek knowledge and present their findings without interference or penalty.

As an institution of higher education, HCHC integrates the Orthodox faith with learning. In that regard, HCHC will adhere to the principles of academic freedom while simultaneously holding firm to principles based on the centuries-old dogmas and canons of the Orthodox faith.

In the religious, theological, and philosophical exposition and investigation of the scriptural, doctrinal, canonical, and moral foundations of the Orthodox Church, all faculty are expected to distinguish carefully between their own insights, developments, and speculations, on the one hand, and the teaching and dogmas which are held by the Orthodox Church on the other. In the classroom, faculty are free to discuss without harassment or limitations those subjects in which they have competence and a claim to be specialists.

Hellenic College Holy Cross recognizes that this inherent right of the faculty is based on the principle that the function of an institution of higher learning is to increase and preserve knowledge, evaluate it, and impart it to others. For HCHC to perform this function, its scholars must be free to hold and express controversial views for the sake of testing ideas and advancing knowledge.

The Board of Trustees and the administration recognize the integral role of shared governance in making wise decisions that impact the quality of education. HCHC honors the critical role of the faculty in overseeing and evaluating academic programs, educational policies, student learning, student admissions and graduation, and faculty appointments and promotion.

Despite all good will, there may be conflicts arising from reported statements made by faculty in an academic setting. To meet this situation in cases which cannot be satisfactorily clarified and resolved by a conference between the dean and the faculty member, a formal process may be initiated by either the dean or the faculty member following procedures as outlined in the grievance process. This process allows for the presentation of the facts regarding the conflict to the Faculty Grievance Committee.

Any Faculty Grievance Committee decision involving only matters of a doctrinal, ecclesiastical, or canonical nature may be further appealed within 10 working days, in writing, to the Holy Eparchial Synod of the Greek Orthodox Archdiocese of America (10 East 79th Street, New York, NY 10075) for a final decision.

## Academic Integrity

Hellenic College Holy Cross insists upon the highest standards of academic integrity in all student work, both written and oral. As part of their scholarly development, students learn how to work cooperatively in a community of scholars and how to make fruitful use of the work of others without violating intellectual honesty. Students are expected to respect the parameters of academic collaboration and the proper forms of quoting, summarizing, and paraphrasing. Faculty advisors and other faculty members will provide additional information and instruction in this area.

A student is subject to disciplinary action if found to be in violation of the accepted norms of student accountability in his or her academic work. All work submitted to meet course requirements (homework assignments, papers, examinations, etc.) must be the student's own work, designed and presented for one course only.

In the preparation of work submitted to meet course requirements, students should always take care to distinguish their own words and ideas from information derived from primary and secondary sources. The responsibility for learning the proper forms of citation lies with each individual student. In addition, all paraphrased material must be acknowledged.

### **Examples of Academic Dishonesty**

- **Data falsification:** The fabrication of data or the alteration of data included in a report
- **Plagiarism:** Taking another's statements, ideas, or information without full and proper acknowledgment and presenting them as one's own
- **Collusion:** Allowing another student to copy one's own work, using purchased essays or term papers, relying upon computer or smartphone-based aids when not authorized to do so, and cooperating without authorization on an assignment or during an examination



## **Disciplinary Procedures**

Disciplinary action will be taken in the event of academic dishonesty.

- The faculty member will present evidence of academic dishonesty to the student. If academic dishonesty is confirmed by the student or is indisputable on account of the evidence, the faculty member will inform the Dean and arrange a meeting between the student, the Dean, the faculty member, and if necessary, other involved parties.
- In the event that the reporting faculty member is also the Dean, this process will be mediated by the chair of the Faculty Committee for Degrees, Policies, and Procedures.
- If the above meeting results in agreement between the Dean and the faculty member that academic dishonesty has occurred, faculty members for other courses in which the student is currently enrolled will be informed of the student's academic dishonesty. In addition, the Dean and the faculty member who initiated the process of assessing the student's infraction will proceed with disciplinary measures that correspond to the severity of the act. Those measures may include but are not limited to the requirement that the student rewrite the corrupted assignment(s) for a lower grade; withdrawal from the course without reimbursement; failure of the course in which the student cheated; or academic probation.
- If the student is accused of academic dishonesty a second time, the process will be repeated. If confirmed, the second academic probation will result in more severe consequences. The student may also be expelled from HCHC.

## **Academic Expulsion**

If a student is found guilty of a serious violation of academic integrity, HCHC may expel the student. Expulsion is a permanent and irrevocable dismissal of a student from the institution. The Dean will appoint an ad hoc committee who will meet together to interview the student regarding the questions of academic impropriety. The student is given the opportunity to give his or her account of events and to present evidence. The student may invite his or her academic advisor for advice and support during the interview. The committee interview is closed to observers and is not subject to any formal rules of court or of evidence. Following the committee's review, the case is referred to the Dean, who will make the final decision.

## **Student Appeal Process**

The student may appeal the initial finding of academic dishonesty by petitioning the Dean for the formation of a Disciplinary Committee. In that case, the Dean appoints three faculty members, which may not include himself or the faculty member initiating the disciplinary action. These three committee members elect a chair, who then requests reports from the involved faculty member and the student describing their version of what happened. The committee's decision is communicated to the Dean, who informs both the instructor and the student of the final decision.

## **Grade-Related Grievances**

### *Contesting Grades on Exams or Assignments*

During the semester, if a student would like to contest the grade of an exam or assignment, the following process is observed.

- The student discusses with the professor the contested grade within 30 days of receiving the grade. The professor explains why the student received that grade.
- If the student believes that the grade was arbitrary, he or she will petition the Dean. Upon review, the Dean will determine whether the grade remains or if the matter should be reviewed by two other faculty members.
- After consultation with the reviewers, the Dean will make the final determination. In the event that the instructor in question was the Dean, this process shall be followed by the chair of the Faculty Committee for Degrees, Policies, and Procedures.
- The entire process should be concluded within two weeks of the assignment having been returned to the student.
- In the event that the student is contesting a final exam or an assignment that was submitted in the last two weeks of the semester, this process will be followed within the first two weeks of the posting of final grades. If the student wishes to contest a grade, he or she must do so within 14 days of receiving the grade. When appropriate, the final course grade will be revised accordingly.

## **Contesting Final Course Grades**

Final course grades are final. A student may challenge a final grade only by demonstrating that an error was made in computation or that a properly submitted assignment was overlooked. Students must contact

the Registrar and the instructor within thirty days of the end of the semester to initiate a review of the grade. The Registrar and the instructor will review their records to determine whether an error was made and respond within seven days.

### **Contesting Transfer Credits**

In the case of contested transfer credits, the following process is followed.

- The student petitions the Committee on Degrees, Policies, and Procedures to reconsider the number of courses and credits accepted for transfer, offering additional or clarifying information about such courses/credits.
- This Committee convenes to discuss the petition and render its decision and will inform the student of its decision within 60 days.

### **Student Complaint Process**

Hellenic College Holy Cross recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached informally, a formal complaint process is available (see the section titled ***Student Complaint Process*** within this document) which assures impartial and equitable resolution of the conflict.

This process is initiated by the student and is available to any student who believes that he, she, or another student has been treated unfairly. Such a student has the right to have his or her complaint heard fairly and promptly. The student will receive support and information each step of the way.

## **Attendance Policies**

### **Class Attendance**

Students are expected to attend class promptly and regularly, to prepare assignments with care, to turn in their papers on time, and to take an active part in class discussions.

On the syllabus of each course, the professor will make it clear to his or her students that excessive absences will necessarily affect their actual progress and achievement in learning and will be taken into account

when their work is evaluated and grades are determined. HCHC defines “excessive absences” as more than 150 minutes of absence from class; instructors are free to use a stricter definition.

Students in excess of 300 minutes of absence from class must petition for an *Excused Absence* (see below) to receive a passing grade in the course. Any student not granted an excused absence will be required to withdraw from the class.

### **Final Exams**

The final week of each semester is set aside for final exams or a final class meeting. With the exception of changes authorized by the Dean, all final examinations must be given during this week, according to the schedule announced by the Registrar. Professors are not expected to provide alternate exam dates to students. In extraordinary circumstances (see below, under excused absences), a student may petition the Dean for a final exam to be administered on another date.

### **Excused Absences**

Excused absences are any absences from class that will not result in any consequences, e.g., reduction of grade, disciplinary action, etc. These are usually absences for extraordinary reasons, and in excess of those permitted by the HCHC attendance policy and the instructor. They include, but are not limited to:

- Serious health concerns
- National Guard service
- Family tragedy
- Automobile accident
- Any unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury

It is the responsibility of the student to notify the HCHC Registrar. Notification should include an e-mail to the Registrar as soon after the situation as possible. Contact information for the HCHC Registrar: (617)-850-1261 and [regsitrar@hchc.edu](mailto:regsitrar@hchc.edu).

This notification must be followed by written confirmation that provides:

- The reason for the absence
- Documentation confirming the situation, (i.e., a record of appointments or documentation from a healthcare provider stating the student has been under the doctor's care, a copy of an accident report, etc.)
- The date the student expects to return to class

No absence will be excused, and no examination scheduled during the absence will be rescheduled, unless such documentation is obtained.

The Registrar will confer with the Dean about approving the absence and will notify the student of the decision. The Registrar will report the status of the decision regarding the excused absence to the student's professors, academic advisor, Academic Services, Counseling Services, and Office of Student Life. Instructors may not excuse any absences from class without this notification.

### **Absences for Official HCHC Responsibilities**

In rare circumstances, students may be required to participate in college activities. It is the student's responsibility to provide the class professor with a written notice supporting the absence BEFORE the date of the absence. The notice must specify the dates and times the student will be absent and be approved by the Registrar.

### **Distance Education Attendance**

Students receiving financial aid must attend their online classes to continue to receive aid. Academic attendance in a distance education course must include academic engagement in at least two of the following activities:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an examination;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or

- Interacting with an instructor about academic matters. Academic engagement does not include actions such as living in on-campus housing; logging into an online class or tutorial without participating; or participating in academic counseling or advising.

In distance education courses with synchronous instruction, instructors may use clock hours to record student attendance.

## Registration

The Hellenic College Holy Cross academic year consists of the fall and spring semesters, and a summer session. Registration, advisement, and orientation periods prior to each semester vary in length according to the requirements for the semester. There is a reading and examination period at the end of each semester.

Each student is expected to be familiar with all regulations covering the curriculum and is responsible for planning a course of study in accordance with those regulations and requirements pertinent to his or her intended degree.

Registration takes place in several steps, all of which must be completed before registration can be considered valid. To register, students should:

- Obtain financial clearance from the Finance Office.
- Review course offerings and student advising worksheet in the *MyHCHC* student portal.
- Meet with academic advisor to review course selections.
- Register online and review class schedule in the *MyHCHC* student portal.
- Make course adjustments during the designated course drop/add period at the beginning of each semester.

Any student who fails to register at the appropriate scheduled time is assessed a late registration fee of \$100.

## **Dual Enrollment**

High school students enrolling at Hellenic College for college credit are subject to the same policies, procedures, and FERPA guidelines as adult student learners.

## **Course Adjustments**

Course adjustments (add/drop) can be made via the *MyHCHC* student portal during the Add/Drop period. Any course dropped after this time is considered a course withdrawal and requires the completion of the *Course Withdrawal* form located in MyHCHC (Resources tab). Applicable refunds are outlined within the financial information section.

## **Pass/Fail Course Option**

Students are expected to engage in credit-bearing courses based on the normally designated course grading structure. Students seeking a Pass/Fail course option in a graded course must declare so within the course add/drop period. Dean's approval is required.

## **Academic Advisor**

Each student is assigned a faculty academic advisor. The advisor's role is to assist the student with his or her academic progress and intellectual development. To this end, the advisor meets with the student once or twice each semester to discuss the student's academic standing, acquaint him or her with faculty policies and recommendations, review and approve his or her course registration, and be available for consultation. Each faculty member has an office and may be seen during the posted office hours. Additional information is available on the portal.

## **Declaring a Major**

Students should plan to declare their majors by spring of their sophomore year. The *Declaration of Major* form is located in MyHCHC (Resources tab).

## **Course Auditing**

Any student intending to audit a course (and earn no credit) must note this on the registration form and formally register for the course as an audit to receive the permission of the course instructor. Auditors are expected to attend all regular classes. A student who first registers for the course for credit may change to auditor status only during the drop/add period. A student who first enrolls in a course for auditor status may change to credit status only during the drop/add period.

Courses audited are not included in determining the total credits earned. The charge for auditing courses is 50% of regular tuition rates.

Seminarian wives may audit courses at no charge. A registration form must be completed in the Registrar's Office indicating the course is for audit (no credit). Audited courses are limited to two courses per semester.

### **Reading and Research Courses**

Reading and Research courses provide students with opportunities to work closely with full-time faculty members in a special field of study that complements the student's program. The student will have the opportunity to pursue research of a scholarly nature or to complete a special term project. Reading and Research courses offer students the chance to study content that is not part of the regular curriculum. It is not a substitution for, nor individualized tutoring in, courses regularly offered.

HCHC is not obligated to provide Reading and Research courses. Arrangements for Reading and Research courses must be made during the registration period.

#### *Hellenic College*

A student may undertake a Reading and Research course by drafting a proposal in cooperation with the appropriate instructor. This proposal should be prepared on a form available in the Registrar's Office. It must carry the signature of the faculty member and the chair of the department and then should be submitted to the Dean of the College for final approval. Reading and Research courses are reserved for juniors and seniors. The student must have a GPA of 3.0. Generally only one directed study per year is allowed. Each student is normally allowed two Reading and Research courses toward his or her degree.

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

Reading and Research courses are accompanied by a syllabus and a learning agreement, submitted to the Dean for approval. For Reading and Research courses, the general Boston Theological Interreligious Consortium standard is 15 pages of written work per academic credit.



### **Directed Study**

A Directed Study course is one-on-one instruction in a course listed in the catalog but not offered on the current schedule. Students may be granted permission to take these courses independently under the supervision of a professor. Such courses must already be listed in the catalog with established titles, course numbers, and descriptions. Directed study courses are typically offered in instances when a course is required for graduation that semester.

HCHC is not obligated to provide directed studies. Arrangements for directed study courses should be made during the registration period, and finalized no later than the drop/add period.

### **Cross-Registration**

HCHC students have the opportunity to broaden their intellectual horizons by taking advantage of cross-registration opportunities with other local colleges, universities, and schools of theology.

#### *Hellenic College*

Students can cross register at Boston College and Regis College. Students who wish to cross-register must have the approval of their program chair and have completed one semester of coursework at Hellenic College. Students should have a GPA of 3.0 or above and be in good academic standing (no probation or disciplinary issues). They are permitted a maximum of one cross-registration course per semester unless granted permission otherwise by the Dean.

Hellenic College students may also register for graduate courses in Holy Cross Greek Orthodox School of Theology. In order to register for a graduate course, the student must have the approval of both deans, beginning with the dean of Hellenic. Students may take no more than one course per semester in the graduate school, and only two courses total in their undergraduate career. Cross-listed courses, such as Modern Greek and Byzantine Chant courses, are exempt from these restrictions.

#### *College Year in Athens (CYA)*

Established in 1962, CYA was the first study-abroad program in Greece for English-speaking undergraduates. All programs are delivered in English at the Athens-based International Center for Hellenic and

Mediterranean Studies (DIKEMES) located next to the Kallimarmaro (Marble) Stadium and the National Gardens in the heart of the city.

Undergraduate students seeking to participate in the College Year in Athens (CYA) program must consult with their advisors and complete the Transfer of Credit Pre-Approval Form at least 3 months prior to CYA semester start. Students must have a 3.0 minimum cumulative grade point average and be in their junior or senior year of studies. Students are not eligible for CYA in their final semester at the College. Southwestern University (Georgetown, TX) is the school of record.

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

Holy Cross is a member of the Boston Theological Interreligious Consortium (BTI), a consortium of eight theological schools in the Boston area. Students from Holy Cross, in consultation with their academic advisors, may cross-register for elective courses without charge at any of the other BTI schools. The number of electives permitted to be taken in the BTI may not exceed half the number of electives available in any given degree program. This restriction may be lifted when additional courses not offered at Holy Cross are taken to cover degree requirements or for specialization.

### **Elective Courses at Holy Cross**

Because of the comprehensive nature of the Orthodox tradition (which embraces Scripture, Church history, the Church Fathers, dogmatic theology, liturgics, canon law, etc.) and other essential requirements pertaining to language studies and vocational skills, the degree programs (except the Th.M.) allow for only a limited number of elective courses. The limited number of elective slots and moderate number of students taking electives necessitate the policy that elective courses must normally enroll a minimum of four and a maximum of eight M.Div. and MTS students, with preference given to graduating seniors. A filled elective course can additionally enroll a combined total of four Th.M. and BTI students. In advanced 7000-level courses, preference is given to Th.M. students. All other arrangements are considered rare exceptions and require the approval of the Dean.

### **Semester Course Load**

The minimum course load for full-time students is 12 credits. The normal course load for students is 15 credits, and students may register

for up to 18 credits at no additional tuition charge. Any Hellenic College student taking more than 18 credits per semester will be required to pay additional tuition, and obtain the approval of their academic advisor and the Dean. Students in the School of Theology must obtain the Dean's approval for a course load that exceeds 16.5 credits in a semester. Students are not permitted to overload in their first year of study except in extenuating circumstances and with the approval of their academic advisor and the Dean.

### **Summer Courses**

HCHC offers courses during summer sessions. Students may enroll in up to 6 credits in one session. Summer tuition rates apply. Cross-registration is not available during summer sessions.

### **Course Evaluations**

HCHC provides the opportunity for students to complete course evaluations during a minimum 10 day evaluation period at the conclusion of every semester and prior to the final examination period. Course evaluations are administered online and student responses are anonymous. Survey participation is encouraged, but not mandatory. Survey results are available for instructor review thirty days after final grades are due. While survey submissions remain anonymous, instructors have access to student comments in addition to general statistical information.

## **Academic Support**

Academic Services provides support to all students enrolled in Hellenic College Holy Cross. Individual appointments provide strategies and interventions to help students be active in their learning. Campus-wide workshops are presented on a variety of study topics such as: time management, active reading, effective note-taking, writing research papers, the writing process, exam preparation, and memorization skills. Workshops and individual tutoring may be required by faculty for students whom they determine to be in need of academic services.

Additionally, peer tutors in several subjects are available for individual appointments and drop-in hours in the evening. Faculty members may require students to work with a tutor to help improve their writing.

## **Services for Students with Disabilities**

Hellenic College Holy Cross is committed to providing a supportive community for students with disabilities who are accepted for admission. HCHC seeks to provide all students with disabilities a community of faith and learning that affords them equal access and reasonable accommodation for their disabilities. Students with disabilities are asked to provide the Academic Services Coordinator with documentation of the disability within the first two weeks of the semester. Diagnoses and accommodation suggestions must be current, evaluated within the last two years. Guidelines for documentation may be found on the HCHC Portal under Resources, in the office of Spiritual Formation and Counseling Services, and in the Academic Services office.

All students must sign a *Consent for Services* agreement. HIPPA and FERPA forms are available on the HCHC Portal.

Once documentation has been received and reviewed, the Academic Services Coordinator will meet with the student to confirm the accommodations required. A letter detailing the specifics of the accommodation will be written at that time. The Coordinator will contact the Dean and instructors to discuss appropriate assistance and accommodations.

The details of a student's disability will not be discussed without the student's permission. The rights of students with disabilities are protected under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA).

## **Course Transfers, Waivers, and Advanced Credit**

### *Hellenic College*

#### **Transfer Credit**

Students entering Hellenic College are eligible to receive up to 60 credits towards graduation. Once matriculated, Hellenic College students may transfer up to a maximum of 18 credits (CLEP, AP, or transfer), not to exceed the maximum of 60 credits permitted. Students may receive credit for select courses completed with a grade of C or higher, preferably from another accredited college. Students will submit their courses to the Registrar to evaluate whether or not the

courses may be counted for credit within a student's program. The Registrar will inform the student of which credits were deemed appropriate. Students seeking to transfer credits from an unaccredited institution must demonstrate that course content and the qualifications of instructors meet the standards of an accredited institution by submitting additional documentation as requested (e.g., course syllabi, faculty biographies, etc.).

Hellenic College observes the recommendation of the College Board in determining the credit value of College Level Examination Program (CLEP) Exams in the related subject matter. Students should consult the program chairs for guidance in determining the appropriate exams.

Students who served in the military may have received training for which they may receive college credits. Military students may obtain their transcript through AARTS, the computerized transcript system that produces official transcripts for eligible soldiers upon request by combining a soldier's military education and job experience with descriptions and college credit recommendations developed by the American Council on Education (ACE) and submit it to the Registrar for evaluation.

Students who took Advanced Placement (AP) courses in high school and received a score of 3 or higher on the Advanced Placement examination may submit those courses to the Registrar for evaluation and potential credit.

Matriculated students desiring to take courses outside Hellenic College must complete a *Transfer of Credit Pre-approval* form, available in the Registrar's Office. No credits will be awarded without official transcripts or score reports.

### **Time Limitations**

The College reserves the right to determine the number of credits from prior coursework that may be applied to a degree program. Courses in specific majors taken more than ten years prior may need to be repeated.

### **Department Administered Exams**

Students may also be granted credit or advanced standing on the basis of departmental administered exams in the event that a CLEP exam is not

available. Each department will specify the maximum number of credits which a student may receive, or for which courses a student may receive advanced standing.

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

#### **Transfer Credit**

Once a student has matriculated at Holy Cross, he or she must complete a *Transfer of Credit Pre-Approval* form for any coursework outside of Holy Cross in which the student is seeking credit to be granted at Holy Cross. A student may transfer a maximum of 18 credits once matriculated, but must adhere to the residency requirement for his or her specific program. Students participating in the Middler Year Abroad in Greece program (IKY) may transfer up to 30 credits of coursework from this program

Students wishing to transfer credit from regionally accredited theological schools and graduate seminaries must normally have a 2.5 cumulative grade point average in their previous academic work.

Students transferring credit for a course must have earned at least a C grade in the course. Course(s) accepted for transfer must have been eligible for graduate credit at the institution where they were taken and, preferably, were completed at an institution accredited by a recognized accrediting body. Further, transfer courses should correspond to course(s) offered by the School of Theology. Course descriptions may be requested of the applicant.

Students wishing to transfer graduate credit from an unaccredited institution(s) must demonstrate that the course content and the qualifications of the instructors meet the standards of an accredited institution by submitting additional documentation (e.g., course syllabi, faculty biographies, etc.).

#### **Time Limitations**

Credits earned more than ten years before admission or readmission to a degree program in the School of Theology may not be applied toward a degree. The faculty reserves the right to determine the number of credits from prior coursework which may be applied to a degree program.

### **Advanced Standing**

Holy Cross periodically admits students with advanced standing to one of its master's degree programs. Advanced standing may be granted (1) without credit by exempting students from some courses but not reducing the total number of academic credits required for the degree, or (2) with credit by reducing the number of credits required for the degree. Advanced standing refers to decisions about students' competence when no transcripts of graduate credit are presented. Advanced standing with credit is granted only after appropriate means of assessment of a student's knowledge, competence, or skills that would normally be provided by the specific courses for which they have been admitted with advanced standing. Advanced standing with credit cannot be granted on the basis of ministerial or life experience and may not fulfill more than one-fourth of the total credits for a degree program.

## **Placement and Proficiency Testing**

Hellenic College students are assessed for competencies in mathematics and writing upon enrollment in the College. Placement aids in determining which class is most suitable for the student. All undergraduate students are expected to complete testing or have met the required credits. Semester of Faith students are exempt from placement/proficiency testing, but may be required to complete testing, should they seek future matriculation at Hellenic College.

### **Modern Greek Language Placement Testing**

Testing determines Modern Greek Language placement. Students are not required to complete Modern Greek Language Placement testing, but may request testing if higher-level course placement is desired. Students seeking upper-level placement in Modern Greek must consult with the Greek Studies Program Chair for placement.

Seminarians of the Greek Orthodox Archdiocese must complete 18 credits of Modern Greek during their studies at HCHC. Only 6 credits may be waived through placement testing.

### **Writing Proficiency Testing**

Testing determines writing proficiency and is not used for placement purposes. Students may not 'test out' of ENGL 1101/English Composition I and ENGL 1202/English Composition II requirements

via the Writing Proficiency Test administered by Hellenic College. (BEACON students follow a revised curriculum that replaces English Composition I and II with Academic Writing I and II.)

Transfer students who have met the writing requirements for their degree program with transfer credit or Advanced Placement (AP) credit (minimum score of 3) are exempt from the Writing Proficiency Test.

## Academic Standing and Honors

All students must maintain a semester grade point average of 2.0 (C) per semester in order to be considered in good academic standing. A cumulative grade point average of 2.0 is required for graduation.

Students are responsible for meeting the full requirements for graduation as set forth in the HCHC catalog upon date of entry. In the event of program changes or adjustments, students shall be informed of the changes and they shall be advised how they will continue to meet the requirements for graduation. The academic advisor assists in the planning of a program, but the final responsibility for meeting the requirements for graduation rests with the student.

<b>Grading System</b>		
Grade	Points	Grade Equivalent
A	4.0	93 and above
A-	3.67	90–92
B+	3.33	87–89
B	3.0	83–86
B-	2.67	80–82
C+	2.33	77–79
C	2.0	73–76
C-	1.67	70–72
D	1.0	65–69
F	0.0	Failure
I	Incomplete	
P	Pass	
AU	Audit	
W	Withdraw	



### **Graduation Honors**

- Students with a grade point average of 3.50 or higher but less than 3.69 receive their diplomas “With Distinction.”
- Students with a grade point average of 3.70 or higher but less than 3.89 receive their diplomas “With High Distinction.”
- Students with a grade point average of 3.90 or higher receive their diplomas “With Highest Distinction.”

At commencement, the highest-ranking undergraduate with 90 credits completed at Hellenic College and the highest ranking M.Div. graduate with two-thirds of all credits completed at Holy Cross are selected to deliver valedictory addresses.

### **Hellenic College Semester Honors**

- Students with a semester grade point average of 3.0 or higher but less than 3.50 are placed on the Honors List.
- Students with a semester grade point average of 3.50 or higher but less than 3.80 are placed on the Dean’s List.
- Students with a semester grade point average of 3.80 or higher are placed on the President’s List.

### **Graduating Ceremony Requirements**

Students are eligible to walk in commencement provided that they do not exceed more than 6 credits outstanding to complete their degree program. All credits must be completed within the summer term immediately following May commencement. Students who are not projected to complete all required credits for their degree programs at the time of commencement must petition the Degrees, Policy, and Procedures Committee of the faculty of their respective school to walk no later than the end of February in the year in which they plan to walk.

## **Transcripts & Confidentiality**

### **Requesting transcripts**

Official transcripts are \$5.00 per copy. A [transcript request](#) must be completed prior to the release of the transcript. Both print and e-transcripts are available. HCHC reserves the right to withhold the processing of any transcript request if a student has an unpaid financial obligation to the College. Unofficial transcripts are available to currently enrolled students in the *MyHCHC* portal at no cost.

## **Confidentiality**

The Registrar's Office gives students the opportunity to prevent personal information from being released to friends, relatives, or interested persons who inquire at the Registrar's Office and to delete the student's name from the student directory, in order to comply with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment).

This is accomplished by completing a form that is available in the Registrar's Office, MyHCHC or on the Registrar's webpage.

## **FERPA RIGHTS**

HCHC complies with the Family Education Rights and Privacy Act of 1974, as amended, which governs the maintenance of student records. Under the Act, students may inspect and review their records and generally prohibit disclosure of personally identifiable information; however, the Act permits disclosure without consent in certain instances, including disclosure to faculty or administrators who have a legitimate educational reason for accessing the file and to parents of dependents as that term is defined by the Internal Revenue Service.

### *Directory Information*

"Directory information" shall be available without limitation to any interested party unless the student specifically requests that any or all directory information be withheld. A student may limit the release of directory information for any given year by filing a request with the Registrar's Office. HCHC has defined "directory information" to include:

- Student's name
- Participation in officially recognized activities
- Degree and awards received
- Major fields of study
- Dates of attendance
- Other similar information as defined by HCHC

### *Educational Records*

"Educational records" include any records in the possession of the College which are shared with or accessible to another individual. The following student records are not included among educational records

and therefore are not subject to the Act. However, these records may be protected from disclosure by other provisions of federal or state law.

- Private notes or records held by educational personnel (these documents become subject to student review only if they are made available to others within HCHC or to outside parties).
- Student medical or psychiatric records created and maintained solely for treatment purposes (these documents are regulated by Massachusetts law). Under this law, students have the right to confidentiality of their medical records as well as the right to inspect and obtain a copy of these records

### *Confidentiality of Student Records*

The Act affords students the following rights with respect to their education records:

- The right to inspect and review the student's education records within 45 days of the day HCHC receives a request for access. Students should submit to the Registrar official written requests that identify the record(s) they wish to inspect. The HCHC official will make arrangements for access and notify the student.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask HCHC to amend records that they believe are inaccurate or misleading. They should write the HCHC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If HCHC decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by HCHC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel staff); a person or company with whom HCHC has contracted (such as an

attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the US Department of Education concerning alleged failures by Hellenic College, Inc. to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue  
SW Washington, D.C. 20202-4605

### *Verification of Student Identity*

The United States Federal Higher Education Opportunity Act (HEOA) of 2008 along with the New England Commission of Higher Education (NECHE) require student identification verification for online and/or distance learning. This policy serves to establish the means through which student identities are verified at Hellenic College Holy Cross when students are not physically present in the classroom. This policy applies to all students enrolled in a course or program of study that is credit bearing but which does not require physical presence in the classroom.

1. The following options are approved methodologies for verifying student identities and shall be implemented:
  - a. Unique and secure login username and password to the MyHCHC portal, video conferencing software, and learning management system,
  - b. Availability of test proctoring with required photo identification at the time of examination, and/or
  - c. Other technologies or practices that are effective in verifying student identification.
2. All methods utilized at HCHC are equipped with safeguards to protect student privacy.

Students are notified at the time of registration or enrollment if there are any student fees or charges associated with the verification of student identity.

## Policies Regarding Academic Status

### **Incomplete Grades**

Students are expected to complete course requirements by the dates established by the instructors. In the event that requirements are not completed, a student may petition for an extension by filing a *Petition for an Incomplete*. This form must be obtained from the Registrar's Office and the request must be approved by the instructor, who will grant the incomplete if it is deemed appropriate. Completed and approved petitions must be filed in the Registrar's Office no later than the last day of class. No incomplete grades may be granted without this form. All course requirements must be completed within thirty days from the last scheduled final examination day of the semester, after which all incompletes are converted to grades based upon submitted course requirements. Only one request for an extension will be granted each semester per student, unless otherwise recommended by the academic advisor and approved by the Dean.

### **Withdrawal from a Course**

Withdrawal takes place after the conclusion of the course add/drop period. A student should obtain a *Course Withdrawal* form from the Registrar's Office. Withdrawals from courses will be recorded on transcripts as a W grade. The last day to withdraw from a course is listed on the academic calendar. Students are not allowed to withdraw from more than one course per semester without the recommendation of the academic advisor and approval of the Dean. For undergraduate semester honor rolls, a student must earn 12 credits in that semester.

### **Repeating a Course**

A course with a grade below a C- may be repeated. The grade earned in the first attempt of the course is retained on the student's permanent academic record; however, only the highest grade earned for a repeated course is computed in the cumulative grade point average. Repeat courses must be approved by the Registrar's Office.

### **Probation**

Less than a 2.0 (C) grade point average automatically places a student on academic and financial aid probation. Students, academic advisors, the Academic Services Coordinator and the Financial Aid Office will be informed in writing of the student's probationary status by the Registrar

in January for the spring semester and in June for the fall semester, provided that all the student's grades have been received by the Registrar's Office.

Students on academic probation may not exceed 12 credits the following semester. During that semester they are required to meet with an advisor periodically to discuss their progress. Additionally, students must meet with the Academic Services Coordinator on a weekly basis to monitor academic progress. Students may also be required to attend workshops, work with an academic tutor, or seek personal counseling through the Spiritual Formation and Counseling Office. Students may register for more than 12 credits only once they have proven that they can complete 12 credits in a given semester with a grade of at least C in each class (no grade below C, withdrawals, or incompletes).

Students who are on academic probation for two semesters, consecutive or not, will receive from the Registrar notification of automatic academic dismissal and will be required to discontinue their studies at Hellenic College. Students who have a grade point average of less than 1.0 (D) shall receive an automatic academic dismissal. See below for further instructions on reinstatement and/or readmission.

The College reserves the right to require the withdrawal of any student whose academic work falls below its standards, who violates its rules and regulations, or whose continuing presence constitutes a risk to the well-being of others or the community as a whole.

### **Leave of Absence**

HCHC grants a leave of absence only for extraordinary circumstances over which the student and HCHC have no control. A leave of absence granted for medical reasons must have certification by a physician that the student is unable to meet the normal student activities required. Procedures for applying for a leave of absence are the same outlined in the section under **Withdrawals from HCHC**. A request for a leave of absence must be filed with the Registrar's Office before the end of the semester. A leave of absence will be granted for one semester, not to exceed 180 days. No student may have a leave of absence longer than one semester during his/her enrollment, subject to review by the Dean.

A student on a leave of absence may not enroll at another school during that period since he/she is considered a student at HCHC. Failure to

observe this regulation will result in disciplinary action. The effective date for a withdrawal, leave of absence, or stop out is the date the application is filed with the Registrar.

### **Stop Out**

Students who are not eligible for an approved leave of absence may seek a stop out. Students seeking to leave HCHC with the intention of returning at a later date (not to exceed 180 days) will be considered a stop out. A stop out does not apply to absences from classes for short-term reasons.

### **Withdrawal from HCHC**

If a student desires to withdraw voluntarily from HCHC, he or she must secure an *Enrollment Status Change* form from the Registrar. If withdrawal takes place after the eighth week of instruction, grades of W will be entered on their transcript. Credit will not be granted. In the case of a minor, withdrawal will not be permitted without written consent from the parents or guardian. A student who fails to withdraw in the prescribed manner will not be entitled to an honorable dismissal nor to any refund. When applicable, notations will be entered on the permanent transcript as to the standing of the student at the time, such as “withdrew while disciplinary action pending,” etc. Readmission after withdrawal must be made through the Office of Admissions, for which see “Readmission after Withdrawal from HCHC.”

### **Readmission after Withdrawal from HCHC**

Students who have withdrawn voluntarily from HCHC may seek readmission within two years through a simplified process. Students must submit the following documentation:

- A *Petition for Readmission* form
- A letter addressed to the Director of Admissions detailing reasons for seeking readmission
- A one- to two-page update to the original autobiographical statement recounting activities since leaving Hellenic College
- Official transcripts documenting all academic work undertaken since leaving Hellenic College
- International petitioners must submit anew the following forms:
  - Affidavit of support, immigration status declaration, and dependent family visa request and affidavit (if applicable).

All communications with HCHC must be conducted through the Office of Admissions. Petitions must be completed by June 25 for the fall semester and October 25 for the spring semester. The Admission Committee will decide on the petition after reviewing the original application dossier together with the student's record and the autobiographical statement update. Students must reapply if returning after more than two years.

### **Probation and Academic Dismissal**

Less than a 2.0 (C) semester grade point average automatically places a student on academic and financial aid probation. Students, academic advisors, and the Financial Aid Office will be informed in writing of the student's probationary status by the Registrar in January for the spring semester and in June for the fall semester, provided that all the student's grades have been received by the Registrar's Office.

Students who are on academic probation for two semesters will receive from the Registrar notification of automatic academic dismissal and will be required to discontinue their studies at HCHC. Students who earn a semester grade point average of less than 1.0 (D) shall also receive an automatic academic dismissal. See below for further instructions on reinstatement and/or readmission.

HCHC reserves the right to require the withdrawal of any student whose academic work falls below its standards, who violates its rules and regulations, or whose continuing presence constitutes a risk to the well-being of others or the community as a whole.

Within two weeks of being notified of academic dismissal, a student may formally petition for reinstatement by submitting to the Dean's Office a petition explaining any mitigating circumstances concerning the academic dismissal. If reinstated, a student will be ineligible for federal financial aid until satisfactory academic progress is proven.

In the event the petition to be reinstated is denied, a student may seek readmission in one of the following two semesters. The following documentation must be submitted:

- *A Petition for Readmission* form
- A letter addressed to the Director of Admissions detailing reasons for seeking readmission



- A one- to two-page update to the original autobiographical statement recounting activities since dismissal
- Official transcripts documenting all academic work undertaken since dismissal
- International petitioners must submit anew the following forms:
  - Affidavit of support, immigration status declaration, and dependent family visa request and affidavit (if applicable).

All communications with HCHC must be conducted through the Office of Admissions. Petitions must be completed by June 25 for the fall semester and by October 25 for the spring semester.

Students whose petitions have been denied may submit a new, complete application after two years have elapsed from the date of their dismissal. Students who have not petitioned for readmission and later seek readmission more than one year from the date of their dismissal must submit a new application.

#### *Hellenic College*

Students on academic probation may register for a maximum of 12 credits the following semester. During that semester they are required to meet with advisors and Academic Services regularly to discuss their progress. Students may register for more than 12 credits once they have proven that they can complete 12 credits in a given semester with a grade of at least C in each class (no grade below C, withdrawals, or incompletes).

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

Credit is allowed for only one course per semester in which a student receives a grade of D. Credit is not allowed for a second required course in the same field (e.g., Systematic Theology, Church History, Old Testament, etc.) in which a student receives a D during the entire academic program. Furthermore, the following stipulations also apply to passing credit for a D:

- If, in any given semester, more than one D is received, credit for only one such course will be given toward graduation requirements.
- If, in any given semester, more than one D is received and one of the grades is for an elective course, credit will be given for the elective course, not the required course.

- If, in any given semester, two or more Ds are received in required courses, the student may choose which course will be designated for credit and which course(s) will be repeated, except in cases involving a second D in required courses of the same area.

## Policies Regarding School Closure

In the event of institutional closure, Hellenic College Holy Cross leadership agrees to make arrangements with the Massachusetts Department of Higher Education (Mass DHE) and the Commission on Institutions of Higher Education (NECHE) of the New England Association of Schools and Colleges to secure records and afford students access to their records. The institution would comply with all requirements including:

- NECHE’s [Considerations When Closing and Institution of Higher Education](#);
- NECHE’s recommendations for [Teach-Out Plans and Teach-Out Agreements](#);
- Mass DHE’s [Massachusetts Board of Higher Education’s Institutional Closure requirements](#);
- Mass DHE’s [Records from Closed Institutions for transcripts and diploma information](#).

## Policies Regarding Disaster Recovery

### **Safeguarding Records**

HCHC makes every effort to digitally store faculty, staff, and student records and information. In addition, HCHC follows record keeping guidelines as they are stipulated in the Academic Policies Handbook.

### **Emergency Continuation of Education**

In the event of an emergency that requires cancellation of in-person classes, HCHC students and faculty are prepared to pivot to remote synchronous teaching and learning without interruption. Each faculty member is provided licensed access to video conferencing software, and they are required to have a link set up and available in all of their courses in the learning management system (LMS). Additionally, all courses delivered through any modality (on-campus, online, remote) are required to have a course set up and available with the course syllabus and policies present. The Learning Management System is set up in a way that allows continuation of education regardless of physical location.

## STUDENT CODE OF CONDUCT

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, when 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*

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
- Student Complaint Process
- Campus Security, Fire, and Crime
- Alcohol and Drug Policy
- Sexual Misconduct and the Title IX Regime

For Academic Dishonesty and its consequences, look instead to the relevant section under “Academic Policies.”

## **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 Christian 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 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 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.

### **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**

Hazing is defined by Massachusetts law as:

“any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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<sup>1</sup> Source: United States Code, Title 17, Sections 504 & 505

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.”

Disciplinary action against students who engage in hazing will be pursued aggressively.

Hellenic College Holy Cross’ hazing policy replicates the General Laws of Massachusetts in Chapter 269, “Crimes Against Public Peace.”

- Chapter 269: Section 17 – Hazing; organizing or participating; hazing defined
- Chapter 269: Section 18 – Failure to report hazing
- Chapter 269: Section 19 – Issuance to students, student groups, teams, and organizations; reporting.

### **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 Sexual Misconduct Policy.

### **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.
- 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 (Dean of Students).

*For Seminarians:*

After receiving the blessing of His Eminence the Archbishop to wear the School Cross, ordained seminarians will have the privilege and responsibility to wear the aneri in the Chapel, in the classrooms, and when visiting or working in administrative offices. Seminarians will have the privilege of wearing the aneri 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 aneri off-campus. Seminarians requiring disciplinary sanctions will lose the privilege of wearing the School Cross and aneri 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**

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)*

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.

### **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:** Students 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, may not participate in public ministry at HCHC, and forfeit institutional scholarship awards.
  - 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 immediate dismissal from HCHC.
  - 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 and will receive failing grades in all courses.

## **Disciplinary Levels and 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: unlawful possession of alcohol, 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, unlawful use of alcohol, tobacco use, etc.

Level two disciplinary responses include, but are not limited to, all level one responses plus 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 plus 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.

***Note:** Hierarchs of seminarians and seminarian candidates are notified of disciplinary actions when students are found in violation of any charges brought against them.*

### **Appeal Process**

Students may appeal a disciplinary decision on the grounds that:

- Fair consideration was not provided to the student (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary or capricious).
- New and significant information, not reasonably available at the time of the initial hearing, has become available.

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 disciplinary 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.

## Student Complaint Process

*(For offenses other than sexual misconduct)*

How a student can get help for themselves or others

### **Introduction**

Hellenic College Holy Cross recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached informally, a formal complaint process is available which assures impartial and equitable resolution of the conflict.

This process is initiated by the student either for him/herself or on behalf of another student. Such a student has the right to have his or her complaint heard fairly and promptly. The student will receive support and information each step of the way.

Complaints should be filed as soon as possible and no more than 90 days after the incident occurs. A complaint may be resolved at various stages of the process.

The complaint process may not be invoked for matters which have established, independent appeal processes. Examples of these include, but are not limited to:

- Academic standards
- Code of student conduct
- FERPA
- Financial aid
- Grades
- Title IX
- Discrimination and harassment
- Consumer protection
- VA GI bill feedback

Matters which are not subject to complaint also include the following:

- Employment and personnel decisions
- Federal and state laws
- Policies of the Board of Trustees

## **Process for Filing a Complaint**

### *1. Informal Complaint*

Hellenic College Holy Cross requires that the student make every effort to informally resolve a complaint or concern. It is important that the student speaks directly with the person with whom he/she has a complaint, so that the person has the opportunity to work with the student to resolve the issue.

In the case of a complaint with staff or faculty in particular, the student is advised to:

- Contact HCHC employees by phone or email to schedule an appointment
- Clearly state the concern
- Indicate how the student would like the issue resolved

If a student's complaint or concern is not resolved to his or her satisfaction, the student may continue with a formal complaint.

### *2. Formal Complaint*

Formal complaints involve review by the faculty or staff member's supervisor. To submit a formal complaint, a student must use the Hellenic College Holy Cross "[Student Complaint Form](#)" found on the website's [policies and procedures page](#). *(Please note that a student must be signed into Chrome with his/ her student email account in order to access the form.)* A student may also print and complete the form, and then send it directly to the Dean of Students, Office of Student Life, Administration Building.

After the form is submitted, the student will receive notification via his or her HCHC e-mail account. The notification will occur within five business days and it will provide information regarding the next steps in the process. If necessary, the e-mail may also ask for additional information.

If, after following all of the steps outlined in the first response, a complaint or concern has not been resolved to the student's satisfaction, the student may appeal the decision.

### *3. Appeal*

To appeal the decision made through the formal complaint process, a student must submit an email to [studentcomplaints@hchc.edu](mailto:studentcomplaints@hchc.edu). The student must state the following:

- Brief outline of the steps taken toward resolving the issue
- Decision given
- Reason for appealing this decision
- Possible solution(s) to the issue
- Contact information (phone, e-mail, etc.)

After the email requesting an appeal is submitted, the student will receive notification via his or her HCHC email account. This notification will occur within five business days and will provide the next steps in the process, along with the contact person for this appeal.

Complaints that involve faculty, staff, or the deans will ultimately be adjudicated by HCHC's president. The president's decision is final and cannot be appealed.

If you have any questions or would like assistance with any portion of this process, please contact [studentcomplaints@hchc.edu](mailto:studentcomplaints@hchc.edu).

### **External Complaint Process**

If you have already completed the Student Complaint process through HCHC and your issue is not resolved, an external complaint process is available through one of the following options, depending on your current location, as explained here: [https://www.hchc.edu/wp-content/uploads/2022/08/Student-Complaint-URL-Language\\_BHE.pdf](https://www.hchc.edu/wp-content/uploads/2022/08/Student-Complaint-URL-Language_BHE.pdf)

If you are residing in Massachusetts, California, or a non-NC-SARA participating location, please use this form:

<https://www.mass.edu/forstufam/complaints/complaintform.asp>

If you are residing in a State that is [a member of NC-SARA](#), please use this form: <https://www.mass.edu/foradmin/sara/complaints.asp>

## ALCOHOL AND DRUG POLICIES

The mission of Hellenic College Holy Cross is the “education and formation of the person within the life of an Orthodox Christian community.” HCHC is committed to ensuring an environment for its staff, faculty, and students that is consistent with the moral precepts of our faith as well as all applicable local, state, and federal statutes.

### **Alcohol Policy**

Under Massachusetts law, the possession, distribution, or sale of alcohol is forbidden for any members of or visitors to our HCHC community under the age of 21. Members of our community under the age of 21 are required to remove themselves from social gatherings where alcohol is present.

The Orthodox Christian tradition allows for moderate and responsible consumption of alcoholic beverages, while forbidding excessive drinking and drunkenness. As such, HCHC permits members of the community 21 years of age and older to possess and consume reasonable amounts of alcohol during approved school functions and within private dormitory rooms and married student housing apartments. The possession and/or use of bulk amounts of alcohol, (i.e., kegs, beerballs, etc.) or instruments for the rapid consumption of alcohol (funnels, etc.) are strictly forbidden, as are all “drinking games.” Regardless of age, drinking and open containers of alcohol are prohibited in public and common areas (such as the dormitory lounges.)

Members of our community (faculty, staff, and students) are prohibited from enabling underage drinking. Any member of the HCHC community hosting a private social gathering must be aware of his or her legal responsibilities as a host (please visit [socialhostliability.org](http://socialhostliability.org) for more information.)

Any organization planning an event where alcohol is to be served must submit a proposal in writing to the Dean of Students for approval at least one week in advance of the event. The organization must secure the services of our food service provider, Chartwells, through the Events Office – who will in turn hire appropriate bartending services.

In light of the mission of our school, any excessive drinking and drunkenness, as well as drunk and disorderly conduct, are strictly prohibited.

### **Drug Policy**

HCHC prohibits the possession, use, consumption, manufacturing, sale or distribution of drugs, as well as the possession, use, manufacturing, or sale of drug paraphernalia. Additionally, the possession of drugs with intent to deliver, sell, or manufacture is prohibited.

The term “drugs” broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use (e.g., the misuse of prescription drugs, over-the-counter drugs, or household products)

HCHC takes the abuse of alcohol and drugs very seriously. Violations of the alcohol and drug policy will result in disciplinary action.

### **Seeking Help for Alcohol or Drug Abuse**

As an Orthodox Christian community, we are first and foremost concerned for the safety and well-being of our students. Students who voluntarily seek help for drug or alcohol abuse will not be subject to disciplinary action. Additionally, students are encouraged to seek necessary medical help for emergency situations due to the ingestion of drugs or alcohol. Calls made on behalf of self or others in such situations will not be treated as a disciplinary matter but will require follow-up with the Office of Spiritual Formation and Counseling Services. Failure to follow through with these referrals will result in disciplinary action. Repeated and consistent patterns of seeking help may result in further review and the possibility of a mandated medical leave of absence.

Students are made aware of the academic, psychological, physical, spiritual, and legal consequences of alcohol and substance abuse through mandatory completion of the Traliant Online Course Modules. Additionally, the SFCS office offers assessment and screening for both alcohol and substance abuse related concerns/issues.

## Online Resources for Students

### **HCHC's Drug and Alcohol Abuse Prevention Program**

<https://www.hchc.edu/wp-content/uploads/2021/09/DAAPP-AnnualReport-2020-2021.docx.pdf>

### **Alcohol Prevention Coalition**

<http://www.outsidetheclassroom.com/solutions/higher-education/Coalition.aspx>

### **Massachusetts Bureau of Substance Abuse Services**

<http://www.mass.gov/eohhs/gov/departments/dph/programs/substance-abuse/>

## NATIONAL 24-HOUR HOTLINES

### **Alcohol Abuse Hotline**

1-888-369-0842

### **Massachusetts Bureau of Substance Abuse Services**

1-800-327-5050 Toll-free

TTY 1-888-448-8321 Toll-free

Help is available at [Helpline-online.com](http://Helpline-online.com)

### **Alcoholics Anonymous Meetings**

<https://www.aa.org>

### **Substance Abuse and Mental Health Services Administration**

<https://www.samhsa.gov/find-help/national-helpline>

## TITLE IX AND SEXUAL MISCONDUCT POLICY AND RESOURCES

For HCHC's full Title IX and Sexual Misconduct Policy, please see the following link: [https://www.hchc.edu/wp-content/uploads/2021/09/HCHC-Title-IX\\_Sexual-Misconduct-Policy-1.pdf](https://www.hchc.edu/wp-content/uploads/2021/09/HCHC-Title-IX_Sexual-Misconduct-Policy-1.pdf)

### Reporting Sexual Misconduct

Individuals are encouraged to report alleged incidents of sexual misconduct immediately, whether they are a victim or observer of an incident, in order to maximize HCHC's ability to respond promptly and effectively by taking steps to end the behavior, prevent its recurrence, and address its effect. Incidents can be reported to the following individuals by telephone, e-mail, mail, or in-person at any time:

#### **Title IX Coordinator**

Fr. Dn. Gary Alexander  
(617) 850-1322

#### **Dean of Student Life**

Fr. Michael Kouremetis  
(857) 352-4736

#### **Equity & Compliance Officer**

Fr. Philip Halikias  
(617) 582-3216

#### **Campus Security**

(617) 304-3774

Incidents may be reported confidentially to the Office of Spiritual Formation and Counseling Services. Disclosure to these individuals will not trigger an investigation into the complainant's allegations against the complainant's wishes.

### **Office of Spiritual Formation and Counseling Services**

Ms. Betty Paganis  
(617) 850-1206

Dr. Robert Murray  
(617) 850-1205



### *Evidence Collection and Medical Treatment*

Sexual Assault Nurse Examiners (SANEs) are specially trained nurses who provide immediate, compassionate, and comprehensive medical-legal evaluation and treatment.

**Beth Israel Deaconess Medical Center ER** (preferred hospital)  
617-754- 2323

**Brigham and Women's Hospital ER**  
617-732-5636

Any other hospital or medical facility with a SANE.

### *Counseling and Support*

**Boston Area Rape Crisis Center**  
24-hour hotline: 800-841-8371  
[www.barcc.org](http://www.barcc.org)

**Fenway Community Health Violence Recovery Program**  
617-927-6250  
[www.fenwayhealth.org](http://www.fenwayhealth.org)

### *Domestic Violence Support and Advocacy*

**Jane Doe, Inc.**  
<http://www.janedoe.org>

### *Reporting and Legal Support*

**Greater Boston Legal Services**  
617-371-1234  
<https://gbls.dbdes.info/our-work/family-law>

**Victim Rights Law Center**  
617-399-6720

### *Government Resources*

**White House Task Force to Protect Students from Sexual Assault**  
[www.notalone.gov](http://www.notalone.gov)

## CAMPUS SECURITY

For HCHC's full Security, Crime, and Fire Policies, please see the **Annual Campus Security & Fire Safety Report:**

[https://www.hchc.edu/wp-content/uploads/2021/09/HCHC-Annual-Campus-Security-Fire-Report\\_2020.docx-1-1.pdf](https://www.hchc.edu/wp-content/uploads/2021/09/HCHC-Annual-Campus-Security-Fire-Report_2020.docx-1-1.pdf)

### *Facilities Access Policies*

#### **Restricted Access**

Students may not access the following areas:

- Vacant and abandoned buildings and property
- Rooftops
- Boiler and electrical rooms
- The Administration Building on weekends or after 5:00 p.m., Monday – Friday

#### **Campus Offices**

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.

#### **Residence Halls**

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

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

## *Reporting Crime and Emergencies*

### **General Reporting Procedure**

Always, in case of an emergency call 911. All members of the HCHC community are urged to report any crime, fire, or suspicious circumstance immediately even when the victim of the crime elects not to or is unable to make such report. Confidential crime reports can be filed with the Brookline Police Department (617-730-2222). If it is a dormitory related situation, the student is to report anything he/she sees or hears out of the ordinary to the Resident Assistant, the Resident Directors, or the Dean of Students immediately.

Brookline Police Emergency Line	617-730-2222
Boston Police Department (District E-13 Jamaica Plain)	617-343-5630
Campus Security	617-304-3774
Fr. Michael Kouremetis (Dean of Students)	857-352-4736
Dn. Gary Alexander (VP of Administrative Affairs)	978-457-2193
Counseling Office (Provides confidential counseling)	617-850-1204

## EMPLOYMENT RELATED POLICIES

### **Notice of Non-discrimination**

HCHC is committed to establishing and maintaining an environment free of all forms of discrimination and harassment for all members of the College community. HCHC prohibits discrimination against any person on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity or expression, genetic information, military service, or because of marital, parental, veteran status, or any other protected class. HCHC does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs, or in the context of employment. Sexual misconduct, including sexual harassment as defined in this Policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Sex discrimination is also prohibited under Title VII of the Civil Rights Act of 1964, Massachusetts General Laws Chapter 151B, and other applicable statutes.

### **Coordination with HCHC's Non-discrimination Policy<sup>2</sup>**

HCHC recognizes that discrimination and harassment related to a person's sex can occur in connection with misconduct related to a person's sexual orientation, gender identity, or gender expression, race, color, ethnicity, national origin, religion, age, disability, or other protected class. Targeting a person on the basis of these characteristics is also a violation of state and federal law and College policy. Under these circumstances, HCHC will endeavor to coordinate the investigation and resolution efforts of sexual misconduct complaints with the investigation and resolution of complaints of discrimination or harassment based on other protected classes.

### **Promotion and Advancement Policy**

Hellenic College Holy Cross (HCHC) believes that each employee should have the opportunity to advance to the highest level that his or her talents, experience and qualifications allow. To that end, HCHC has a policy encouraging promotions and advancement from within. In order to give our employees advance awareness of available job opportunities, notice of available positions are displayed on job posting boards located in the Cafeteria and outside the Human Resources Office seven calendar days before posting with outside/external placement

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<sup>2</sup> These are part of the HCHC Sexual Misconduct Policy

resources. Positions are also posted on the HCHC website, [www.hchc.edu](http://www.hchc.edu) after the seven-day waiting period. Employees are encouraged to apply for promotional and advancement opportunities.

In all situations, HCHC is committed to selecting the best candidate for the opportunity, and therefore positions will ultimately be awarded to the candidate who, in HCHC management's judgment, is most qualified.

## Employee Conduct and Discipline Policy

It is HCHC's commitment and responsibility to provide a safe and non-threatening work environment. To this end, each Hellenic College Holy Cross (HCHC) employee is required to conduct himself or herself in a dignified, businesslike manner at all times. In keeping with our Orthodox Christian values, you shall treat managers, supervisors, co-workers, faculty members, students, staff, customers, suppliers, and others you come into contact with as part of your work with the utmost professionalism and respect. Employees must conform to all HCHC work rules, operational guidelines, policies, and procedures, and follow instructions from supervisors with respect to all work-related matters. It is not possible to list all conduct that is inappropriate in the workplace. What follows are samples of conduct which may result in disciplinary action, up to and including termination of employment, at the sole discretion of HCHC management. The exact discipline is determined at the sole discretion of HCHC, depending on its evaluation of the relevant facts and circumstances.

### *Abusive or Threatening Language*

Use of abusive or threatening language on HCHC property or during work time is prohibited.

### *Attendance*

Satisfactory attendance is important for efficient operations. Any unplanned absence may place an unfair distribution of the work load on others. If, however, you are ill and your presence at work will likely have an adverse effect on yourself or on others, you are not expected to report to work. Attendance records will be considered part of the employee's performance review.

Employees who do not call in advance either their supervisor or Human Resources will be charged with an unexcused absence except under extraordinary circumstances. Employees who are excessively absent will be subject to disciplinary measures up to and including termination.

HCHC has a flexible work schedule to work remotely. The above attendance rules apply whether you are working remotely or in the office.

#### *Destruction of Property*

Destruction and/or abuse of HCHC property, or the property of others, is prohibited.

#### *Dishonesty*

Dishonest behavior is a serious offense. Dishonest behavior includes: stealing, lying about matters connected with work, falsifying records and documents, unauthorized personal use of HCHC property, doing unauthorized private work on employer time, and giving or receiving a bribe in any form.

#### *Theft*

Theft of HCHC property, or the property of others, will result in immediate termination and prosecution to the full extent of the law.

#### *Workplace Disruption*

Each employee has a duty not to disrupt or distract co-workers in the performance of their duties and responsibilities.

#### *Workplace Violence*

Harassment or intimidation on HCHC property or during work time will not be tolerated from any source. Any serious offensive act, such as physical or verbal harassment, threats, or intimidation, or bringing a weapon to work, may result in immediate termination.

All employees have a duty to advise management of any suspicious workplace incidents. Information provided will be held in confidence to the greatest possible extent. Retaliating against any employee for bringing such information to management's attention is prohibited.