

THE ANTIOCHIAN HOUSE OF STUDIES

STUDENT HANDBOOK

2017 - 2019

Working Document

Antiochian House of Studies
Student Handbook 2017 – 2019
Copyright © 2017 by Antiochian House of Studies

First edition 2017

1020 Baseline Road
La Verne, CA 91750 USA

www.tahos.org

Printed in the United States of America

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior permission of the Antiochian House of Studies.

TABLE OF CONTENTS

I. Welcome to AHOS..... 4
I.A.1 Mission Statement..... 4
I.A.2 Accreditation..... 4
I.B. AHOS Directory..... 5

II POLICIES

II.A.1. General 6
II.A.2. Notice of Nondiscriminatory Policy..... 6
II.A.3. Plagiarism..... 6
II.B.1 Financial Policy..... 6
II.C.1 Academic Records..... 7
II.D.1. Grievance Procedures..... 8
II.D.2. Disciplinary Procedures..... 9

III FACILITIES AND SERVICES

III.A.1. Antiochian Village..... 10
III.A.2. Library Services..... 10

I. WELCOME TO AHOS

This Student Handbook contains much of the information that you will need as a student of the Antiochian House of Studies. Please take a moment to familiarize yourself with the contents. Should you have any questions that are not answered in this Handbook, please email us at: registrar@tahos.org or contact the appropriate office, listed in the AHOS Directory (see p. 5 of this Handbook). You may also visit us online at www.tahos.org.

I.A.1 MISSION STATEMENT

The mission of the Antiochian House of Studies is to prepare pastors and lay-servants of the Church for bearing witness to the healing and regenerating love of Jesus Christ in the world. Each program of study, therefore, strives to convey the ascetic-theological vision of the Christian way of life, as expressed in the Holy Scriptures, Worship and Tradition of the Orthodox Church.

I.A.2 ACCREDITATION

AHOS is currently preparing to submit an application for Associate Membership to the Association of Theological Schools in the United States and Canada (ATS) before September 1, 2017, and is therefore already striving to set up its graduate theological programs in conformity with ATS Education Standards.

I.B. AHOS DIRECTORY

| | Telephone | Email Address |
|------------------------------|------------------|--|
| Office of the President..... | 201-569-0095 | theoeduc1@gmail.com |
| Office of the Provost..... | | |
| Financial Office..... | 201-569-0095 | Theoedu1@aol.com |
| Dean..... | 570-470-7804 | veniamin@tahos.org |
| Vice President..... | | emmanuel@tahos.org |
| Program Directors: | | |
| General Theology..... | 201-569-0095 | theoeduc1@gmail.com |
| Youth Ministry..... | | |
| Musicology..... | | |
| Iconology..... | | |
| Oriental Studies..... | | |
| Pastoral Counseling..... | | |
| PhD Program..... | | |
| Antiochian Village | | |
| Main..... | 724-238-3677 | |
| Executive Director..... | Ext. 402 | amy@antiochianvillage.org |
| Library Director..... | Ext. 409 | julia@antiochianvillage.org |
| Events Coordinator..... | Ext. 408 | events@antiochianvillage.org |
| Bookstore..... | Ext. 406 | bookstore2@antiochianvillage.org |

II. POLICIES

II.A.1. General

Students of the Antiochian House of Studies are expected to strive to live by the the ethos and spirit of the commandments of Jesus Christ and His Holy Orthodox Church.

II.A.2 Notice of Nondiscriminatory Policy

The Antiochian House of Studies admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the House of Studies. It does not discriminate on the basis of race, color, gender, national or ethnic origin in its educational policies, admissions policies, scholarships, or any other organization-administered programs.

II.A.3 Plagiarism

Plagiarism includes any use of the words or ideas of another without adequately and accurately crediting the source, or taking the majority of one's work from another source, even if the source is cited, or use of inaccurate or incomplete citations. Students at AHOS should be aware that plagiarism is a serious offense and should take measures to avoid not only intentional fraud, but also any fraud that may result from being insufficiently informed about the nature of plagiarism. Students should make reference to the appropriate style manuals to ensure that all their works contains full and correct citations. Questions and concerns about plagiarism should be referred to the appropriate course instructor.

II.B.1 Financial Policy

Tuition Costs for Master's Degrees

Tuition is due and payable prior to the start of the Fall and Spring semesters. The tuition for each semester of the first two (or three) years of the M.Th. programs is \$525.00 USD (\$1,050.00 USD per year). The tuition for the final (research) year of the M.Th. programs is \$1,500 USD, plus an administrative fee of \$75.00 USD. There is also a one-time library fee of \$25.00 USD, paid at the beginning of the first year of the program. In addition, students are expected to purchase their own textbooks in accordance with their course syllabi.

Pastoral Counseling students will also be responsible for a special residency fee of \$100.00 USD, payable by check to, "The Antiochian Orthodox Institute for Pastoral Counseling", when they arrive for the intensive residency. This fee contributes to the center's significant professional accreditation costs per year.

Room and board for the intensive residencies typically cost from \$350 – \$750 USD per week, depending on whether the student desires a single or shared room.

Tuition Costs for PhD Program

The cost per credit for the Ph.D. program in Orthodox Studies is \$399.00 USD. The total number of credits for the AHOS Ph.D. program is 36. There is a \$500.00 USD tuition fee per extra year (from the fourth year on), a \$200.00 USD dissertation submission fee and a \$200.00 USD graduation fee. Additionally, there is a yearly technology fee of \$100.00 USD and a library access fee of \$100.00 USD. The total tuition costs over a three-year period is currently \$15,439; which comes to \$5,146.33 per year (for the first three years).

All fees are subject to change at the discretion of AHOS.

Government Funding Programs

Please note that students of AHOS are not currently entitled to apply for federal student aid programs and AHOS is not a VA-approved institution for GI Bill funding. AHOS has a very limited capacity to offer scholarships to students in need.

Scholarships

Application for scholarship assistance should be made in writing and submitted to the Office of the President.

II.C.1. Academic Records

Student Transcripts

An official transcript will be issued upon the written request of the student. Transcripts will be sealed and sent directly to the institution in question.

Student Files

AHOS will keep a permanent file for each student. Student files may contain transcripts and application materials, correspondence, and other relevant documentation. These files will be confidential. They may be accessed by the student (by appointment), or by the appropriate AHOS personnel, as required, for referring to, and maintaining, records.

All student information entered into the Populi administrative system (as from January 1, 2018), for purposes of record keeping will be maintained on a confidential basis and will be accessible to the student, or appropriate AHOS personnel, only.

II.D.1. Grievance Procedures

Informal Procedure

In the first instance, whenever possible, an informal resolution should be sought between the parties involved in a potential grievance case. A student may approach a member of Faculty or a Chief Administrator (the President, the Provost, or the Dean), as appropriate, for assistance approaching the party or parties concerned.

Formal Procedure

If an informal approach is not appropriate, or the student determines that the grievance has not been resolved by such an approach, then a formal complaint may be filed. Such a complaint should be addressed, in writing, to a Chief Administrator of AHOS (the President, the Provost, or the Dean). At this point a meeting is arranged between the members of the Administration and parties involved in the grievance, who will discuss the resolution offered by the Administration.

Appeal

If the formal grievance failed to be resolved satisfactorily by the Administration of AHOS, it should be passed on to the Chairman of the Board of Trustees. The Chair of the Board may then either, i. request written statements from all parties involved, and then render a decision based on his evaluation of them, or ii. call for the establishment of an Ad Hoc Grievance Committee, which will investigate the matter fully and submit recommendations for equitable resolution of the grievance to the Chair. Members appointed to the Ad Hoc Grievance Committee must be impartial, and have no personal involvement in the prior stages of the grievance process, and also no vested interest in its outcome.

All parties involved are permitted to attend the proceedings of the Ad Hoc Committee.

The Ad Hoc Committee shall issue a written report of its findings after the conclusion of its proceedings, detailing every aspect of the investigation, and supporting its findings, where possible, by means of documentary evidence.

The report shall be delivered to the Chair of the Board, and copies will be sent to the parties. At this point, any members of the Committee who disagree with the report are permitted to file a minority report.

The Chair of the Board, after receiving the Ad Hoc Committee Chair's written report, will notify the aggrieved parties in writing regarding the outcome of their appeal. The Chair of the Board's decision is final, and no further internal appeal may be made.

II.D.2. Disciplinary Procedures

The President of AHOS may, at his sole discretion, dismiss a student from the School when he considers that the actions of the student in question warrant such dismissal by being clearly inconsistent with the ethos of a student of Orthodox theology.

Informal Procedure

Both academic or non-academic complaints may be lodged against a student by a member of Faculty, Administration, support staff or fellow student, by bringing the matter to the attention of a chief administrator (the President, the Provost, or the Dean), who may interview the parties concerned, in order to clarify the details of the complaint and determine what action should be taken.

Formal Procedure

If the chief administrator determines that the matter should become the subject of a formal complaint, then the matter shall be brought to the attention of the President of AHOS in the form of a written statement of complaint. The President will initiate a hearing at which the parties concerned will be given the opportunity to present their case. The President of AHOS will determine what, if any, disciplinary actions may be appropriate and the student will be informed of his decision in writing.

Appeal

In the event of an appeal, which must be made in writing, to the Office of the President, the President shall convene a committee for the purpose of reviewing the details of the case and considering the evidence which the parties concerned may choose to bring to the hearing. The findings of the committee will be presented in a written report to the President. The recommendations of the committee will become the basis for the final decision, to be made by the President. The determination of the President regarding the case shall be considered to be final.

III. FACILITIES AND SERVICES

III.A.1. Antiochian Village

For its intensive residential courses, the Antiochian House of Studies currently has the use of the Antiochian Village Heritage & Learning Center, a.k.a., Antiochian Village Conference & Retreat Center. It is located in beautiful Southeast Pennsylvania.

For further information, please visit: www.antiochianvillage.org.

Tel. 724-238-3677.

Email frontdesk1@antiochianvillage.org.

Address: 140 Church Camp Trail, Bolivar PA 15923-2312.

III.A.2. Library Services

AHOS also has the use of the Aniochian Village Heritage Library. A 5,000 square footage facility, the Library has listed in its catalogue 26, 750 books/journals, with approximately %5,000 more materials that are not yet catalogued. It has 16 print journal subscriptions; 80 archived and/or partial subscriptions. It also subscribes to 3 electronic databases (ATLA Religion Database, ATLA Serials, and Early Church Texts). It also possesses the *Vetus Testamentum*, both in print and online. It has a comfortable seating capacity of 25, two computers available for student use, and it is served by two librarians.

The Heritage Library is also utilized by Pittsburgh Theological Seminary (PTS), and has been evaluated and approved by ATS in the context of the PTS D.Min. Eastern Christian Studies Focus.