



STUDENT HANDBOOK

<https://ahos.edu/>

2024

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INTRODUCTION

The Antiochian House of Studies (AHOS) was established in 1980 under the aegis of the ancient and unbroken tradition of the Roum Orthodox Patriarchate of Antioch with the express purpose of offering a theological education to as broad a public as possible. For over forty years, through its unique distance-learning framework, AHOS has offered programs of theological study for Orthodox Christians and others to increase their knowledge of the faith and to acquire practical skills in support of their work in the Church.

Since its inception, AHOS has offered specialized academic training on a professional level to thousands of students from all over the world, representing all Orthodox Christian jurisdictions, as well as students from Roman Catholicism and various Protestant traditions, including the Lutheran, Anglican/Episcopal, Evangelical, Methodist, Anabaptist, and Southern Baptist churches, among others.

AHOS Mission Statement

AHOS brings to North America the ethos of the historical “School of Antioch,” of the Roum Orthodox Patriarchate of Antioch and all the East. Antioch has a missionary heritage characterized by a rich ethnic and linguistic diversity. AHOS provides a distinctly Antiochian Orthodox Christian education for clergy, laity, and others by establishing an opportunity to experience the Orthodox way of life. The House of Studies curriculum provides for the teaching of Orthodox worship, doctrine, action, and relationship through rigorous academic studies and spiritual direction. This is accomplished through residential and hybrid learning opportunities in an intimate home environment implicit in our name “House.” We are committed to faithfulness to our Apostolic Tradition as preserved and expressed in the Antiochian Orthodox Christian Archdiocese of North America.

AHOS Standards of Integrity Statement

Students, Faculty, Administration, and support staff of AHOS are expected to abide by professional academic standards of integrity at all times relevant to their studies at AHOS. Conduct shall adhere to the following standards, among others:

1. **Academic integrity** – plagiarism, cheating, dishonest or intentionally misleading references to the works of others or historical facts, submitting the work of others (including work for hire by third parties) and other violations of academic integrity are not tolerated.

2. **Interpersonal integrity** – physical, emotional, sexual, ethnic or religious discrimination, harassment, or demands are not tolerated. NOTE: this shall be construed in light of canonical Orthodox standards with regard to receiving communion, serving on the Holy Altar, ordination, and related issues; but those ineligible to receive communion or the grace of ordination shall be treated with dignity and respect at all times.

3. **Personal integrity** – public drunkenness or displays, immodest or compromising dress or behavior, use of controlled dangerous substances and other similar violations of professional academic and community standards are not tolerated.

4. **Legal integrity** – conviction of or entry of a plea of “nolo contendere” or “no contest” to any felony charge except a felony conviction for acting consistent with religious beliefs (such as, but not limited to, convictions for pro-life demonstration or public proclamation of the Gospel), or a misdemeanor involving the violation of any other of the standards of integrity may be grounds for filing of a complaint.

AHOS Theological Commitment

The spiritual legacy of Antioch is a theological treasure distinctive in its essence and emphases. In its doctrinal discernment, liturgical development, exegetical method, ascetical discipline, and pastoral practice, that legacy is distinctively “therapeutic,” focused on the healing of humanity beset by the corrosive effects of alienation from God. This healing is rendered possible through encounter with the Holy Trinity: the Father, the Son eternally begotten of the Father, and the coeternal Spirit proceeding from the Father. The drama of salvation centers on Jesus Christ, the incarnate Logos who entered into the human condition, voluntarily suffering death and overcoming it by his glorious resurrection, and who perfected the work of salvation by asking the Father to send the Holy Spirit, whose transformative power is manifest among us to the present day.

According to the Antiochian perspective of salvation, it is the grace of the Holy Spirit that heals and unifies the soul by awakening the *nous*, the “eye of the soul,” which makes authentic communion with God possible. It is this communion that restores human beings to the “beauty of Adam” lost through sin, and is especially evident in the saints whose lives adorn the Antiochian heritage.

The rich Antiochian witness has exerted continual influence on the development of Christian identity, both in the East and the West, and is therefore worthy of ongoing cultivation and propagation, which is the very purpose of the Antiochian House of Studies. Today the Antiochian witness becomes effective if AHOS students assimilate it in its depth and pass it on in the contemporary milieu, which can undoubtedly benefit from its unique insights.

Student Vision and Values

Welcome. This Student Handbook provides information needed for students of the Antiochian House of Studies (“The House”). Students are expected to review and familiarize themselves with this Handbook (“The Housebook”). For any questions, emails can be sent to the appropriate school officials listed in the AHOS Directory (see below). Supplemental information can be obtained online at www.ahos.edu.

The Antiochian House of Studies (AHOS) is a community of faith and learning guided by a theological vision based on the faith of the Orthodox Church, which is the unbroken tradition of the Patriarchs, Prophets, Apostles, Martyrs, Confessors, Ascetics, Ecumenical Teachers, and Holy Fathers of every generation, to the present day.

The theological curriculum of the Antiochian House of Studies is designed not only to convey the Apostolic faith of the Orthodox Church, but also to impart the inner life of the Church, that is to say, the spiritual life of the age-old and unbroken tradition of the Saints - the Life in Christ. To this end, the theological curriculum of the House of Studies is deliberately characterized by the Orthodox Biblical and Patristic theological presuppositions, doctrines, and ethos, so that every aspect of the inter-related activities of learning, teaching and research are deeply imbued with this ascetico-theological vision. The students of the House of Studies, therefore, are encouraged, and indeed expected to live the liturgical and spiritual life of the Church, and will naturally discover how intimately interwoven Christian doctrine and life are. Indeed, the liturgical life of the Orthodox Church is a sine qua non, without which it is not possible to penetrate the deeper significance of the doctrines of the Church. Students of the Antiochian House of Studies (“The House Students”) are expected to strive to live by the ethos and spirit of the commandments of Jesus Christ and His Holy Orthodox Church.

AHOS Directory

Executive Office	Contact	Telephone	Email Address
Office of the President	V. Rev. Michel Najim	213-925-5188	Frmichel@ahos.edu
Office of the Dean	Rt. Rev. Fr. Fadi Rabbat	973-780-0221	Frfadi.rabbat@ahos.edu
Office of the Residency	V. Rev. Fr. Elias Boulos	913-663-4772	Fr.eliasboulos@ahos.edu
Office of the Provost	V. Rev. George Shalhoub	248-444-1000	Frgeorge.shalhoub@ahos.edu
Office of the Vice President	Dr. Emmanuel Gergis	615-293-4729	Emmanuel@ahos.edu
Office of the Registrar	Julia Ritter	1-833-468-2467	Julia@ahos.edu
Office of the Bursar	Anna Nasser St. Luke Orthodox Church	714-971-2244 * Please leave a message	anna.nasser@ahos.edu
Master's Thesis and Doctoral Dissertation Requirements	V. Rev. Patrick Viscuso	Email Only	Frpatrik.viscuso@ahos.edu
Administrative Assistant	Alia Sweis	Email only	alia.sweis@ahos.edu

AHOS IT Support	George Said	Email Only	support@ahos.edu
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Accreditation

For many years, AHOS’s master’s degree was granted in partnership with the St. John of Damascus School of Theology of the University of Balamand in Lebanon and was internationally accredited by the Commission for Higher Learning of the Republic of Lebanon.

On June 7, 2022, AHOS received full accreditation through the Association of Theological Schools (www.ats.edu) to offer the following degrees:

- Master of Divinity (MDiv)
- Master of Theological Studies (MTS)
- Master of Pastoral Care & Counseling (MPCC)
- Doctor of Ministry (DMin)
- Doctor of Philosophy (PhD)

The following non-degree course of study is also offered:

St. Stephen’s Certificate in Orthodox Theology

(For a fuller description of these programs, see <https://ahos.edu/academics/programs-and-degrees>)

NON-DISCRIMINATION POLICY

It is the policy of AHOS to provide equal educational opportunities to our students and do not discriminate on the basis of race, color, gender, or national or ethnic origin.

DISABILITY ACCOMMODATION

For qualified individuals with disability AHOS provides reasonable accommodations. Reasonable accommodations are modifications or adjustments to the tasks, environment or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program, according to the definition provided by U. S. Department of

Education in 2007. Absent undue hardship, effective and reasonable accommodations must be provided for any students with disability as defined by Title II of the Americans with Disabilities Act. Accommodations must be worked out initially between the individual student and the teacher or between him or her and the resident director or librarian.

ANTI-HARASSMENT POLICY

For qualified individuals with a disability AHOS provides reasonable accommodations. Reasonable accommodations are modifications or adjustments to the tasks, environment or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program, according to the definition provided by U. S. Department of Education in 2007. Absent undue hardship, effective and reasonable accommodations must be provided for any students with disability as defined by Title II of the Americans with Disabilities Act. Accommodation must be worked out initially between the individual student and the teacher or between him or her and the resident director or librarian.

AHOS IT HELP DESK SUPPORT

AHOS has IT Help Desk support available to provide Tier I and II technical support and troubleshooting for Populi user account management, troubleshooting Windows Operating system, and provide basic end-user troubleshooting for educational software and systems. Additionally AHOS IT Help Desk meets Accreditation Standard IT Requirements and manages the AHOS Email system. AHOS IT Help Desk acknowledges every ticket submitted within 2-4 business hours and solves and closes most tickets within 1-2 business days.

AHOS IT Support Process:

1. The User initiates a service request by sending an email to support@ahos.edu
2. The automated system replies to the student's email with a ticket number and notifies the helpdesk agent.
3. The helpdesk agent starts taking action and communicates with the User via email, Telephone, or video conference if needed.
4. After making sure that the problem is solved, the agent closes the ticket, and/or follows up for further action, if needed.

POPULI

Populi is a web-based online portal used by AHOS to keep academic records, admissions, courses, class correspondence, and student billing. Official correspondence from AHOS will be sent to the email address and/or mailing address listed in the student's Populi account. Ensure the Populi account is up to date. For IT support contact AHOS IT Support at support@ahos.edu. For additional information on Populi Security please go to the Appendix section of this handbook.

PLAGIARISM

Plagiarism a fraudulent activity including but not limited to the following: taking someone else's work or ideas and attributing them to himself or herself without adequately and accurately crediting the sources; taking the majority of his or her work from another source, even if the source is cited; use of inaccurate or incomplete citations; or employing Artificial Intelligence ("AI") in work product in whole or in part without disclosing the use and the extent of such AI. The House students must be aware that plagiarism is a serious offense and should take diligent measures to avoid not only committing intentional fraud but also avoiding any fraud that may be caused by being insufficiently informed about the fraudulent nature and extent of plagiarism. Further questions and concerns about plagiarism should be referred to the appropriate course instructor.

AHOS Statement of Academic Integrity

Integrity in academic work is required of all our students. Academic dishonesty is any breach of this integrity and includes such practices as cheating (the use of unauthorized material on tests and examinations), submitting the same work for different classes without permission of the instructors; using false information (including false references to secondary sources) in an assignment; using information from the internet with no reference of the source, improper or unacknowledged collaboration with other students, and plagiarism (not citing the source of phrases of three or more words not their own). The Antiochian House of Studies takes seriously its responsibility to uphold academic integrity and to penalize academic dishonesty.

References and Citations

In citing references in the work products students should refer to the appropriate style manuals, such as The Chicago Manual of Style or The Society of Biblical Literature Style Manual, to ensure that all their work products contain full and accurate citations. See also Appendix A: Abbreviations for the Books of the Bible (taken from SVS Press Style Sheet, p. 10).

AHOS PROGRAMS

The Antiochian House of Studies (AHOS) is a community of faith and learning guided by a theological vision based on the faith of the Orthodox Church, which is the unbroken tradition of the Patriarchs, Prophets, Apostles, Martyrs, Confessors, Ascetics, Ecumenical Teachers, and Holy Fathers of every generation, to the present day.

The theological curriculum of the Antiochian House of Studies is designed not only to convey the Apostolic faith of the Orthodox Church, but also to impart the inner life of the Church, that is to say, the spiritual life of the age-old and unbroken tradition of the Saints - the Life in Christ. To this end, the theological curriculum of the House of Studies is deliberately characterized by the Orthodox Biblical and Patristic theological presuppositions, doctrines, and ethos, so that every aspect of the inter-related activities of learning, teaching and research are deeply imbued with this ascetico-theological vision. The students of the House of Studies, therefore, are encouraged, and indeed expected to live the liturgical and spiritual life of the Church, and will naturally discover how intimately interwoven Christian doctrine and life are. Indeed, the liturgical life of the Orthodox Church is a sine qua non, without which it is not possible to penetrate the deeper significance of the doctrines of the Church.

Audit Student Program

AHOS offers the opportunity for students who wish to audit a class or program. PhD programs are excluded. An audit student may register for credit courses on a non-credit basis. For admission, students must comply with the AHOS admission standards as outlined in the requirements for each AHOS program. Auditors will not receive credits applicable to certificate or degree requirements. Tuition for courses audited are the same as those for courses taken for credit. The AHOS fees will be waived. The Additional information available on AHOS website [Audit Student Program - Antiochian House of Studies \(ahos.edu\)](#).

St. Stephen's Certificate Program

The St. Stephen's Certificate in Orthodox Theology is a non-degree program for those seeking an education in Orthodox theology at the graduate level, but who do not wish to obtain a degree. Open to students with a high school diploma, the St. Stephen's Certificate may be completed in 2-1/2 years (5 semesters). Courses are identical to those offered in the Master of Theological Studies (MTS) program, but the Certificate does not require the research and writing of a Master's Thesis. Additional information available on AHOS website [St. Stephen's Certificate Program \(non-degree | TAHOS\)](#).

Master of Theological Studies (MTS)

The Master of Theological Studies (MTS)* is a three-year graduate degree designed for those interested in a rigorous education in theology across a range of topics: Scripture, Doctrine, Fundamentals of Orthodox Christianity, Liturgical Theology, Pastoral Theology, Church History, Patristics, and Canon Law. The hybrid educational model includes online courses, intensive reading and writing, directed ministry/projects, and an annual Residency week held at the Antiochian Village in western Pennsylvania. This multi-faceted educational approach enables students to acquire a firm theological foundation, and helps them to absorb the practical relevance of the Orthodox Christian ethos. Additional information available on AHOS website [Master of Theological Studies | TAHOS](#).

Master of Divinity (MDiv)

The Antiochian House of Studies (AHOS) has been offering programs of theological study in a distance-learning format for over 35 years. The Master of Divinity (MDiv) degree is designed to equip students with comprehensive theological knowledge and train them for various ministries in the Church. It is also intended to prepare qualified Orthodox students and seminarians to be ordained to the priesthood and/or pursue postgraduate degrees. In this professional degree, the Master of Divinity students become well-versed in Orthodox history, Biblical and Patristic writings, and in practical methods that can be applied in priestly practices. The essential value of this degree lies in nurturing students' spiritual, personal, and vocational formation under the guidance of their professors and spiritual Fathers. Additional information available on AHOS website [Master of Divinity | TAHOS](#).

Master of Pastoral Care & Counseling (MPCC)

The Antiochian House of Studies' Master of Pastoral Care & Counseling is a 66-credit degree program, with a specific focus of training clergy, chaplains, health care professionals, and laity to provide complex supportive care to individuals and families from a uniquely Orthodox Christian pastoral theological foundation. Although some sociological and psychological methodologies are employed, our focus is centered around patristic Tradition and spiritual therapy. Additional information available on AHOS website [Master of Pastoral Care & Counseling | TAHOS](#).

Doctor of Ministry - Eastern Christian Focus

The Doctor of Ministry (DMin) degree with Eastern Christian Focus is offered in partnership with the Pittsburgh Theological Seminary (PTS) in Pittsburgh, Pennsylvania. Additional information available on AHOS website [Doctor of Ministry | TAHOS](#).

PhD in Orthodox Studies

In addition to its master's degree programs, the Antiochian House of Studies (AHOS) offers a doctoral program, the PhD in Orthodox Studies, which was introduced in 2016 and has since received accreditation by the Association of Theological Schools (ATS) in the United States and Canada.

The PhD program is the first of its kind to be set in an English-speaking framework in North America. Its general purpose is to train specialists in Biblical and Patristic theology, with the specific aim of transmitting the wisdom and ethos of the Orthodox Biblical and Patristic tradition to our theologians, pastors and educators; who in turn will be better suited to raising the standards of Orthodox Christian education throughout North America, and beyond. Additional information available on AHOS website [PhD in Orthodox Studies | Antiochian House of Studies AHOS](#).

AHOS PROGRAM GRADUATION REQUIREMENTS

Students completing an AHOS program must meet the curricular requirements per the Program of Study listed above. Diplomas are awarded at the graduation ceremony during the Fall Residency each year. Students who are unable to attend graduation will have their diploma mailed to their address as listed in Populi following graduation. If students would like to have their diploma mailed to an alternate address, they will need to contact The Office of the Registrar at julia@ahos.edu.

Master's Thesis guidelines are located on AHOS website [Thesis Guidelines | Antiochian House of Studies AHOS](#). Doctoral Dissertation guidelines are located on AHOS website [Doctoral Dissertation Guidelines | TAHOS](#). For additional information on Master's Thesis and Doctoral Dissertation Requirements contact V. Rev. Patrick Viscuso at Fpatrick.viscuso@ahos.edu.

An AHOS student has seven years to complete their course of study. If a student chooses to take leave of absence between course program completion and writing a Master Thesis an online Bridge Application must be submitted located on AHOS website [Bridge Application | TAHOS](#) to complete program requirements.

FINANCIAL POLICY

Attending AHOS requires an investment of time, effort, and money. Understanding and planning how students will meet financial commitments is critical to overall success as a student. The information below is designed to inform students of AHOS policies and practices related to financing education.

Tuition Fees

- Audit Student Program, \$85 per credit hour
- Saint Stephen's Certificate \$85 per credit hour
- Master of Divinity (MDiv) \$85 per credit hour
- Master of Theological Studies (MTS) \$85 per credit hour
- Master of Pastoral Care & Counseling (MPCC) \$85 per credit hour
- Doctor of Ministry (DMin) \$2394 per semester
- Doctor of Philosophy (PhD) \$2394 per semester

Fee Charges

The following fee is charged for each online admissions form.

- AHOS Online Application Fee \$75 per application

The following required deposit fee charge is applied to all new students to confirm their intention to begin studies. This deposit goes towards paying their Fall semester tuition balance.

- AHOS Deposit Fee \$100

The following fee charges are applied to all Fall Semester for all program invoices:

- Annual Library Fee \$100
- Annual Technology Fee \$100

The following fee charges are applied to applicable Spring Semester invoices:

- Graduation Fee \$125

The following fee charges are applied to applicable Master program invoices:

- Master Thesis Fee \$150
- Master's Thesis Extension Fee: \$500 per additional year

The following fee charges are applied to applicable PhD program invoices:

- PhD Tuition Fee \$500 tuition per extra year (beginning the fourth year)
- Dissertation Submission Fee \$150
- Graduation Fee \$200

The following fee charges are applied to applicable students who take a Leave Of Absence (LOA) invoices:

- Leave of Absence \$50 per year

Note: The AHOS fees will be waived for the Audit Student Program.

Tuition Schedule

The Office of Registrar enrolls each student for the upcoming Fall or Spring semester. The Office of the Bursar assigns each student a "Tuition Schedule" for each AHOS program enrollment. Each tuition schedule contains the amount of tuition paid based on the number of credits taken by the student located in Populi.

Payment Plan

Students have the option of setting up a payment plan. Before the invoices out, The Office of Bursar creates a payment plan for the semester in Populi. The payment plan is set up is four payments each for 25% of their total amount due. Populi will show upcoming payments and when the future payments will be processed. Please contact The Office of Bursar to set up a payment plan at anna.nasser@ahos.edu.

Invoicing and Payment Options

The students are emailed based on the fee charge schedule, refund deadline, and tuition deadline dates created by the Office of the Bursar. The email is automatically posted on the student's Populi Activity Feed front page account.

To pay by check or with credit card please follow these instructions:

1. Log in to your Populi account

2. In the BLUE banner at the top, click on "My Profile" (next to "My Courses")
3. Click on your "Financial" tab.
4. Under your Financial tab you will find:

-- A link to "Print Statement" (below your name). Click here to generate a PDF (you do NOT have to print it) with your current charges and payment instructions, including the address to send checks.

-- A "Make a Payment" button (to the right). Click here to pay by credit card, with the option AT THE BOTTOM of that screen to either pay the full amount or to select a payment plan (click on "This is a one-time payment" to view and select payment plan options). Please note that credit card transactions incur a 3% processing fee.

If you'd like to pay by check, please make your checks payable to the Antiochian House of Studies and mail to:

Anna Nasser - AHOS
St. Luke Orthodox Church
13261 Dunklee Ave
Garden Grove, CA 92840

Refund Policy

The deadline to withdraw from classes and receive a refund is 14 days after the first day of the semester. The Office of Bursar sends a "Refund Reminder Email" seven business days before the refund deadline. The email is automatically posted on the student's Populi Activity Feed front page account. No refunds will be made after the second week of the term. The refund policy is located on AHOS website [Refund policy | Antiochian House of Studies AHOS](#).

Student Account Lock Policy

Beginning Spring 2023 semester, instead of removing students from their classes for non-payment The Office of the Bursar has started a new policy of placing "locks" on student accounts. Students will be informed that if they do not have any payment in place by the deadline (or have not contacted The Office of the Bursar), their Populi accounts will be locked. Students receive three notifications before a lock is placed on their account.

The "Add a Lock" function in Populi allows AHOS to place "locks" on student courses, financial, grades, and/or registration. Students will not be allowed to access their Populi account until 50% of their outstanding tuition has been paid.

At the end of the current semester if students have not paid their invoices, The Office of the Bursar will contact the Office of the Registrar to request the identified students not be enrolled in the upcoming semester and place a “lock” on their Populi account. Students do have the option to contact The Office of the Bursar to make a payment. If students do not contact and do not make any payment arrangements, The Office of the Bursar will mark the remainder of their tuition as “uncollectible.”

Withdrawal Payment Policy

Students who begin their studies and do not complete them are still required to pay if they withdraw after the refund deadline. In some cases, students have only partially paid off their invoice and do not pay the remainder of the balance. When this happens, The Office of the Bursar will mark the remaining balance as “Uncollectible: Bad Debt”. Usually, those students have no intention of pursuing any AHOS degree or certificate.

SCHOLARSHIP POLICY

AHOS strives to provide its students with exceptional and personalized customer service. We provide our students with financial need-based scholarships with equitable and nondiscriminatory systems for processing financial assistance that meet all applicable laws and regulations.

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. Students may contact their local parish priest for educational debt guidance. AHOS has a very limited capacity to offer scholarships to students in need.

Financial Need-Based Scholarships Policies and Procedures

AHOS works with the Admissions Committee in administrating policies related to financial need-based scholarships awarded in the Scholarship Acceptance Letter. Questions and application requests regarding scholarships can be made directly to the Admissions Committee at admissions@ahos.edu who works with students to place students in assistantships.

Scholarship Criteria

Each year, a designated amount shall be applied for the benefit of student/(s) who are enrolled in AHOS, for the purpose of scholarships using the following criteria:

- Such student must show promise of being successful in his/her studies,

- Such student must have been active in showing concern for others in
- their religious and local community, with special consideration given to
- their level of involvement in their Church activities,
- Consideration may be given to financial need though not the major criterion,
- Consideration may be given to Antiochian seminarians.

Scholarship eligibility to continue receiving scholarship funds will be evaluated each semester, based on academic standing in the program. Scholarship students must remain enrolled in a minimum of 9 credits per semester and maintain at least a B- in all AHOS courses. The scholarships available are:

1. **Full Scholarship.** The student has a full scholarship for the semester. The student does not pay:

- \$100 deposit
- \$100 library fee
- \$100 technology fee

The student pays:

- Book fee
- Residency

2. **Partial Scholarship.** The student has a 50% reduction of tuition for the semester. The student does pay:

- \$100 deposit
- \$100 library fee
- \$100 technology fee
- Book fee
- Residency

3. **EM and MDiv Scholarship.** The student has been accepted by the Antiochian Orthodox Christian Archdiocese of North America as a seminary student in the MDiv Program. The entire tuition will be covered by the Archdiocese. The student has an additional 50% reduction of tuition for the MDiv Program for the semester. The Archdiocese will pay:

- \$100 deposit
- \$100 library fee
- \$100 technology fee
- Book fee
- Residency

Note: The Antiochian Orthodox Christian Archdiocese of North America may give a full scholarship for MDiv students who are seeking to become a parish priest within the Antiochian Orthodox Christian Archdiocese. Please contact your local parish priest to coordinate between AHOS and The Antiochian

Orthodox Christian Archdiocese of North America.

4. MDiv Scholarship. The student has a 50% reduction of tuition for the MDiv Program for the semester.

The student does pay:

- \$100 deposit
- \$100 library fee
- \$100 technology fee
- Book fee
- Residency

The financial need-based scholarships awarded are available based on academic performance and financial need. The financial need-based scholarships are awarded per semester with conditions. The scholarship does not apply to the cost of books each semester and participating in the annual Residency at Antiochian Village. The student is responsible for paying for the Residency, including lodging, meals, and transportation.

Updated policies and procedures for all programs are communicated through the AHOS website. New policies or changes will also be communicated through emails made directly to students, faculty, and/or staff.

Scholarship Records Management

All records and conversations between an aid applicant and AHOS are confidential and entitled to the protection securely documented in Populi.

Scholarship Deadline

All students are asked to complete their financial need-based scholarship form by no later than two weeks after academic acceptance letter. An acceptance may be made by the Admissions Committee based on financial need.

Scholarship Disbursements

The Office of the Bursar disburses the financial need-based scholarships to the student's account 14 days prior to the start of classes.

Scholarship Risk

Students who fail to meet the qualitative guidelines of being enrolled in a minimum of 9 credits per semester and maintain at least a B- in all AHOS courses during the current academic year will not qualify for additional scholarship aid for the next academic year. If the student withdraws from AHOS, the

financial need-based scholarships will be considered cancelled due to academic withdrawal.

COURSE REGISTRATION

Office of the Registrar

The Office of the Registrar is responsible for registration, transcripts, verifications and major/minor changes, grade collection and distribution, graduation certification, diploma issuance, and recording of transfer credit determinations made by the Transfer Credit Policy.

Course Registration Procedures

Each AHOS program and degree follows a standardized course structure, published on the ahos.edu website, consisting of a series of courses that are taken in a certain order by all students in the same program. The Registrar enrolls students in the appropriate courses based on their program of study and their current academic standing. While it is the Registrar’s responsibility to handle enrollment, it is the sole responsibility of the student to communicate with the Registrar regarding specific needs or requests regarding enrollment. Program directors, advisors, and faculty do not have the system access to enroll students in classes. The Registrar is available to assist students with questions regarding registration and course adjustment.

Course Enrollment Schedule

Course registration generally takes place during the following months:

Spring Semester December

Fall Semester July

Students can expect to see their courses in Populi (under the “My Courses” tab) at least two weeks before the semester begins. Students can check their course enrollments for the coming semester, verify that these courses are appropriate for their particular program of study and their standing in the program, and notify The Office of the Registrar immediately, but no later than the second week of the semester, if any course adjustments are necessary.

Course Structure and Advising

A sequence of specific courses has been established and standardized for each program, organized by Unit (semester). Students will not deviate from the published course sequence unless they fail to complete a particular course in the sequence. If this occurs, the student will need to retake the missed course the following year (since each course is only offered once per year) and will need to work with the Registrar or academic advisor to establish a course plan that will allow the student to complete the required courses in an appropriate order.

When a student has failed or withdrawn from a course, it is essential that they discuss their scheduling plans with the Registrar. Students may wish pause their studies, take a Leave of Absence, and return when the missing course is offered next, and then resume the regular course sequence. In some cases, students may be approved to pursue a “Unique sequence of study” where they move ahead to take some of the courses in the next Unit (semester), and then complete the missing course(s).

The role of the Registrar, in consultation with academic advisors such as the Dean and Program Directors, is to assist and advise students in the attainment of their educational goals. The Registrar does not control the student/advisee’s course selection rather guides the student in selecting an approved course sequence. The responsibility for fulfilling all major and degree requirements for graduation lies with the students.

Course Adjustments

A course adjustment is any change to a finalized schedule including changes in credit options or grading options.

Dropping and adding courses prior to the add/drop deadlines: Students may drop and add courses until the drop/add deadlines for each session. Depending on the student's course load, dropping or adding a course may result in a tuition and/or financial aid adjustment.

Adding courses after the add deadline: Adding a class after the add deadline requires the consent of the instructor and academic unit head of the course. If consent is granted, an override will be entered by the department into the student system or the student will be enrolled. Classes may be added with this consent through the last day to add a class with permission deadline.

Withdrawing from a class after the add/drop deadline: A student may withdraw from a course after the drop deadline but before the end of the semester. A student who withdraws from a course after the drop deadline will receive a grade of "W" for the course, and this grade will be recorded permanently on the student's transcript regardless of the status of the student in the course at the time of the withdrawal.

Withdrawing from a course will not result in a tuition reduction. Students are responsible for knowing their enrolled course schedules and for making any desired course adjustments prior to the published enrollment deadlines. Failure to attend or to complete a course will not result in a "W" grade unless the student has formally withdrawn by emailing the course instructor and Registrar.

Confirming Course Schedule

Students may view their schedule at any time in Populi. Students are responsible for the accuracy of their schedules, so they are expected to review their class schedule prior to the start of each semester to insure that their schedule reflects the courses they are required to take, or their intended course of study, and then again prior to the second week of the semester to verify that any changes they intended to make have been completed.

Course Repeat

A student may repeat any of the courses that he or she has taken, except courses originally taken and passed for credit. All grades will be included when calculating the student's grade point average. All grades will appear on the student's transcript, but a course that has been repeated will only be counted once toward satisfying graduation requirements. Students may also request to retake a course on an Audit basis (not for credit), for example if the student wishes to take in the course's content but does not need the credit to graduate. In addition, if the student has failed a course, the student will have to take the course again to earn credit towards the AHOS program completion. Payment of course repeat will be based on current AHOS fee schedule.

Enrolled Versus Audit Student

Registration for credit ("Enrolled") will result in a grade based on academic achievement in a course. Registration as an Auditor (AUD) is an option and does not result in credit earned. Auditor status may require permission of the faculty teaching the course. Students wishing to audit a course should submit a request to The Office of the Registrar. Although students do not receive academic credit for audited courses, the same tuition and fees apply for all courses, whether taken for credit, or as an Auditor.

Course Limit

Some courses may have a maximum enrollment number. For this reason, if a student wishes to take a course that is not required for their program of study, they will need to inquire The Office of the Registrar.

Prerequisite and Eligibility Requirements

Students should consult the appropriate catalog to determine prerequisite or eligibility requirements for any course that is out of sequence with their particular program of study. Without special permission, students cannot take for credit a course for which the prerequisite has not been met or for which they are not eligible. In addition, students cannot take for credit a course that is a prerequisite to a course they have already taken.

Public Transfer of Credit Policy For Existing Students

For existing students who wish to transfer credits from an accredited postsecondary institution would request a formal review of course(s) in question by contacting the Office of Dean. The Office of the Dean will review the request based on the Admissions policy stated above be followed. The Office of the Dean can be contacted at info@ahos.edu.

AHOS's policy on the transfer of credits can only be approved if the course or courses in question are characterized sufficiently by Orthodox Patristic theological presuppositions, the saving doctrines of the Church (as expressed by the Seven Ecumenical Councils, and certain other local councils that have ecumenical authority), as well as the ascetic, pastoral and liturgical ethos of the Saints. The purpose of these stringent criteria is simply to maintain the distinctively Orthodox character of the formation which AHOS strives to promote and impart to each and every one of our students. The Admissions Team is responsible for approving the transfer credit policy and reviewing this policy ongoingly in conjunction with the Office of the Dean.

Change of Program or Concentration

Current students wishing to change their program of study or their area of concentration should the Office of the Registrar at to initiate the request. If approval is required (for example, if the student wishes to pursue a different degree program), the Registrar will advise the student as to the appropriate procedure for requesting the change.

Academic Records

The transcript is the official student record including grades earned to date, as well as date of graduation, degree received, and date of withdrawal or dismissal if applicable. Beginning in fall of 2019, AHOS began utilizing Populi for student enrollment. Coursework taken and credits earned prior to this date are recorded in paper files, which stored in the archives of The Office of Registrar at the Antiochian Village. In a case where a student has records both on paper and in Populi, the Registrar will manually create a transcript that includes all coursework in one document.

Unofficial Transcripts: Unofficial transcripts are available to currently enrolled students via Populi, or by contacting The Office of the Registrar. Populi instruction below:

1. Go to the student's Profile. Click on Student view.
2. Click Transcript Actions and select Request official transcript.
3. Fill in the request details—program, recipient, etc.
4. Choose a charge method by selecting None.
5. Click Submit.

Official Transcripts: Transcripts are only released at the request of the student. Currently enrolled students and alumni may request official transcripts by contacting The Office of the Registrar.

GRADING POLICY

The following grading scale (based on percentages) is normally used in AHOS courses:

Percentage	Letter Grade
97–100:	A+
94–96:	A
90–93:	A-
88–89:	B+
84–87:	B
80–83:	B-
78–79:	C+
74–77:	C
70–73:	C-
68–69:	D+
64–67:	D
60–63:	D-
< 62:	F

It should be noted that some courses, such as the Praxis Project courses, are graded “**Pass/Fail.**” Students taking these courses should be aware that the “Pass” grade has no effect on their GPA, but a “Fail” grade does have a negative effect.

Grade Reporting

Final Grades are posted in Populi by faculty within 30 days of the end of the semester.

Grade Changes and Appeals Process

If a student believes that a grade was assigned in error, the student should address the faculty (or faculty members, in the case of a jointly taught course) no later than thirty (30) days after the final grade has been issued in Populi. In the event this is not feasible, or the student and Faculty have not resolved the issue, the student will contact the Dean within 60 days after the alleged issue. The Dean shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) via their AHOS email addresses within fifteen (15) days of receiving the complaint.

Incomplete Grades

AHOS does not offer the option of “Incomplete” or “I” grades. Faculty may, at their own discretion, offer an extension of a week or two to allow a student to complete work prior to the date when grades must be submitted for that semester. Students should be aware that not all faculty will entertain requests for extensions, and requesting an extension does not mean the request will be granted. Faculty reserve the right to require that all work be completed prior to the end of the semester and will in most cases outline their policy in their course syllabus.

Students who are not able to complete the work by the deadline have two options: 1) request to withdraw from the course with a grade of “W” or 2) take an “F” for the course. In both cases, the student will need to retake the course in a future year for a passing grade. If an extension has been given, but the work is not completed prior to the grades due date and a Withdrawal is not requested, the grade will be permanently recorded as an “F” (and the student may retake the course for a passing grade in a future year).

Withdrawal Process

The withdrawal process at AHOS begins when the student makes an initial request to The Office of the Registrar to declare an intent to withdraw. Enrolled students who intend to withdraw from all course work during the first two weeks of the semester will receive a full refund of their tuition and fees.

After the second week of courses and up to the end of the semester, withdrawal is still possible, but no refund will be issued. In addition, AHOS faculty cannot give a grade of “**Incomplete**” in their courses. If students are unable to complete course work before final course grades are due to the Registrar, they should consider the option of withdrawing from the course.

If a student wished to withdraw from a class, contact the Office of the Registrar.

Dean’s List

A full-time student with a grade point average 3.5 or above in a year is recognized by the Dean each year.

Residency

Participation in the in-person Residency is central to the AHOS education. Residency is held at the Antiochian Village in western Pennsylvania, USA.

NEW STUDENTS: In-person participation in a one- or two-week Residency is required of all students at the START of their first year of study. Length and frequency of Residency depends on the particular program - see below. Residency is considered the official start of the academic year and in-person participation is expected of all students.

CONTINUING STUDENTS: For two years during the Covid-19 pandemic, exceptions were made while virtual attendance at a “Residency” was allowed (2020 and 2021). However, AHOS has returned to the in-person Residency experience. Thus, students who attended a “virtual Residency” in 2020 and/or 2021, but who had an interruption in their course sequence in the year following that Residency, must attend the in-person Residency at the start of the year when they plan to resume (or complete) their studies. These students must confirm with the Registrar and the Residency Director as to which week of Residency to attend. Residency is considered the official start of the academic year and in-person participation is expected of all students. For additional questions or support contact Fr. Elias Boulos at Fr.eliasboulos@ahos.edu.

Student Complaints Regarding Course Instruction

Students having complaints regarding course instruction should discuss their perceptions directly and respectfully with the pertinent faculty members. If this is not possible, or if this approach has already been taken without resulting in any resolution, students may submit their complaints in writing to the Dean, who will then intervene to arrive at a resolution. The decision of the Dean in such matters will be final.

Grievance Procedures

The following grievance procedure is intended to preserve the integrity of the graduate educational endeavors of AHOS in the context of an Orthodox Christian ethos. Students are required to abide by this procedure as an expression of love and justice as embodied in Christ and enjoined by Orthodox Tradition.

As used below, a grievance shall refer to a complaint by a student that he or she has been aggrieved as it pertains to matters including, but not limited to, academic or non-academic issue that a student has with a faculty, staff member, administrator, or department or program of AHOS. A grievance may arise when a student has a reasonable belief that he or she has been adversely affected by bias, unfairness, arbitrariness, or a violation of AHOS policy or practice.

1. The First Stage is Informal Request. Informal communication can often be an effective means of resolving differences when there is open communication and an attempt to see all perspectives of the issue. In this stage, the student member who is aggrieved communicates directly with the person whose actions or decisions are in question. This communication may be verbal or in writing. If the personal or bodily safety of the aggrieved student member is a concern, this step may be skipped. The individual who is approached shall respond to the communication within five (5) business days with any clarification or explanation of the decision or action.

2. The Second Stage is Formal Complaint. Students who are not satisfied with the outcome of the Informal Request, or those for whom safety concerns necessitate skipping Informal Request, may initiate a Formal Complaint. In the usual event that the student has already made an Informal Request, the Formal Complaint shall be brought within 10 days of receiving the informal clarification or explanation.

A grievance may be brought to any chief administrator (the President, the Provost, or the Dean). The administrator receiving the grievance may refer the matter to another administrative officer for purposes of conducting an initial review. The reviewing administrator may not be related by blood or affinity within two degrees to the complaining party or the individual against whom the grievance is filed and may not be a parish member or a hierarchical superior of either.

The complaining party shall detail with specificity, in writing, the subject matter of the grievance. The complaining party shall attach all available documentary evidence and a list of all witnesses or parties having information relevant to the grievance. The grievance should state the identity of the aggrieved party and the individual whose decision or action gives rise to the complaint. The complaint shall also include a description of the manner in which the action or decision is alleged to violate AHOS policy and procedures, as well as any State or Federal laws alleged to have been violated, if known. Finally, the complaint shall detail all attempts at informal resolution.

The reviewing administrator may interview the complaining party, the subject of the grievance, any witnesses or other persons concerned and read any pertinent written materials to clarify the details of the grievance. If, on the face of the written complaint, it becomes clear that the subject matter cannot be grieved under this procedure; or that the person filing the complaint has no grievance rights; or the complaint has not been filed in a timely fashion as described above, the reviewing administrator shall so indicate in a letter to the complainant.

If the reviewing administrator determines that the subject matter of the complaint can be grieved under this procedure, the person filing the complaint does have grievance rights, and that the complaint has been filed in a timely fashion, then the matter shall be brought to the attention of the President of AHOS along with all information obtained related to the complaint. The President shall promptly appoint a reviewing committee consisting of one AHOS administrator and two members of the AHOS faculty. At least two members of the reviewing committee shall be canonical Orthodox Christians in good standing with their ecclesiastical hierarchy. Neither the complaining party, nor the subject of the grievance, nor the President of AHOS, nor the reviewing administrator, nor any witness who presented evidence to the reviewing administrator or who is expected to have material evidence to present to the reviewing committee may be a member of the reviewing committee. A member of the reviewing committee may not be related by blood or affinity within two degrees to the complaining party or the individual who is the subject of the grievance and may not be a member of the parish or a hierarchical superior of either.

A hearing shall be held by the reviewing committee within ten business days of the referral of the matter to the President of AHOS. The hearing may be adjourned from time to time by the review committee. At the hearing and following any adjournment thereof, the initial grievance and all evidence shall be carefully reviewed. The reviewing committee may call witnesses and request the submission of further evidence. The complaining party and the subject of the grievance complaint shall be afforded the opportunity to call witnesses and present evidence and written statements of witnesses who are not present, and the subject of the grievance may be argued in mitigation. The subject of the grievance may not be represented by legal counsel. The aggrieved student may be accompanied by an advocate who is another member of the student body. No rules of evidence shall be applied, and the reviewing committee shall make its decisions based on the exercise of sound discretion.

If the subject of the grievance is formally requested, translators shall be provided at the expense of AHOS to contemporaneously translate the proceedings into the first language of the subject of the grievance or into sign language if necessary. The President of AHOS shall not be present at the hearing.

After careful review of the initial complaint and all evidence presented, the reviewing committee shall render its determination of appropriate action by majority vote, including a recommendation of official action to be taken by the President. The reviewing committee shall promptly communicate its decisions and all records of the matter to the President. If no majority vote of the reviewing committee can be rendered (e.g., if one member abstains or refuses to vote and the other two members votes cancel each other), the President shall immediately appoint an appeal committee who shall make a final determination and recommendation to the President of the action to be taken.

The President of AHOS shall review the recommendation and the records of the matter and within five business days of receipt of the recommendation of the reviewing committee and the records of the matter shall communicate to the reviewing committee, the complaining party and the individual who is the subject of the grievance either (a) agreement with the recommendation of the reviewing committee and the action to be taken as recommended by the reviewing committee, or (b) a request for reconsideration of the outcome or the action to be taken, stating with clarity and specificity the reasons for the request and the specific evidence or supporting material that substantiates the request, or (c) abstention from the matter, giving in writing with specificity the reasons for abstaining, whereupon the Provost shall make the determination set forth in (a) or (b) above.

If the reviewing committee receives a request for reconsideration from the President, the reviewing committee shall meet within three business days and duly consider the request for reconsideration and the reasons for that request with the evidence or supporting material cited, and shall immediately confirm or modify its recommendation to the President, who shall communicate the final decision of the reviewing committee to the complaining party and the subject of the grievance.

3. Appeal. An appeal of the final decision of the reviewing committee may be requested in writing by the complaining party, the individual who is the subject of the grievance, or the President of AHOS if that official believes that the fundamental ethos of AHOS is compromised by the recommendation of the reviewing committee as to the outcome to be applied. Notice of appeal shall be delivered to the President (or Provost if the President is the appealing party and shall be referred within three business days to an appeal committee of the Board of Trustees appointed by the President (or Provost).

The appeal committee shall consist of three of the following selected by the President (or Provost): the Academic Dean, the Vice President, one or more tenured Faculty members, none of whom were directly involved in (i) the filing of the complaint, (ii) the initial review as the reviewing administrator, (iii) serving on the reviewing committee, (iv) determining the outcome, or (v) communicating the determination of the reviewing committee to the parties to the complaint; and none of whom is related by blood or affinity within two degrees to the complaining party or the individual who is the subject of the grievance, or a member of the parish or a hierarchical superior of either. The appeal committee shall be provided with a copy of the complaint, all evidence received and compiled during prior process, and the written appeal.

The appeal shall be heard within ten business days of the referral to the appeal committee and shall be heard on the record compiled during the prior process. The parties, which shall consist of the

complaining party, the subject of the grievance and the President, if the President has noted the appeal, shall be afforded an opportunity to appear and to make a written or oral statement to the appeal committee, but no further evidence may be presented. A translator shall be made available at the expense of AHOS, if requested by a party. The determination of the appeal committee as to the outcome and the official action to be taken by the President of AHOS (or the Provost if the President is the appealing party) shall be made by majority vote of the appeal committee, and shall be communicated in writing to the President (or the Provost, if the President is the appealing party), the Chair of the Board of Trustees and the parties, and shall be final. The President shall note the determination of the appeal committee and shall implement the outcome as directed by the appeal committee.

Disciplinary Procedures

The President and the Dean 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 on account of being clearly inconsistent with the ethos and spirit of The House as founded upon the Orthodox Christian Tradition in its theology and canonical practice.

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, if any, 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 and or the Dean of AHOS in the form of a written complaint. The President will initiate a hearing at which the parties concerned will be given the opportunity to present their case. The President and or the Dean 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 a written appeal is filed 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 bring to the hearing committee. The findings of the committee (the hearing board) will be presented in a written report to the President. The recommendations of the committee (the hearing board) will become the basis for the final decision, to be issued by the President. The determination of the President regarding the case shall be considered final, as there is no further internal appeal process.

FACILITIES AND SERVICES

Antiochian Village

For its intensive residential courses, AHOS currently has the use of the Antiochian Village Heritage & Learning Center, a.k.a., Antiochian Village Conference & Retreat Center. It is located in the beautiful southwestern region of Pennsylvania, U.S.A. For further information, please visit: www.antiochianvillage.org

Antiochian Village Directory

Office	Contact	Telephone	Email Address
Main		724-238-3677	frontdesk1@antiochianvillage.org
Executive Director	Amy Stiffler	724-238-3677 x402	amy@avcenterpa.org
Bookstore	Amy Stiffler	724-238-3677 x402	amy@avcenterpa.org
Library	Katie Strevig	724-238-3677 x409	library@avcenterpa.org

Library Services

AHOS also has the use of the Antiochian Village Heritage Library. It 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.

Orthodox Academic Society (OAS)

AHOS hosts and supports activities promoting The Orthodox Academic Society (OAS). OAS fosters and enhances an active academic theological community among AHOS students, faculty, alumni, and scholars at-large whose research and interests are aligned with the Orthodox Christian Tradition. OAS intends to offer Fall and Spring Symposia each year. The presented papers may be submitted for publication in the OAS journal.

OAS Membership consists of AHOS students, faculty and staff. They are encouraged to sign up for OAS membership via online registration at www.AHOS-OAS.org.

Symposia Procedures:

A call for papers (CFP) is announced to the AHOS community at large located at www.ahos-oas.org/symposium. Students who are currently enrolled or who have graduated from one of the following degree programs are invited to submit a paper for consideration: Masters of Theological Studies, Masters of Pastoral Care and Counseling, Doctor of Ministry, and PhD in Orthodox Studies.

The papers submitted for possible presentation at OAS Symposium are reviewed by a committee consisting of President and Dean of AHOS or the designated persons by them.

APPENDIX A

Abbreviations for the Books of the Bible

(from SVS Press Style Sheet, p. 10)

Old Testament (Canon of the Septuagint)

Gen	Genesis	Dan	Daniel
Ex	Exodus	Hos	Hosea
Lev	Leviticus	Joel	Joel
Num	Numbers	Am	Amos
Deut	Deuteronomy	Ob	Obediah
Josh	Joshua	Jon	Jonah
Judg	Judges	Mic	Micah
Ruth	Ruth	Nah	Nahum
1 Sam	1 Samuel	Hab	Habakkuk
2 Sam	2 Samuel	Zeph	Zephaniah
1 Kg	1 Kings	Hag	Haggai
2Kg	2 Kings	Zech	Zechariah
1 Chr	1 Chronicles	Mal	Malachi
2 Chr	2 Chronicles	Tob	Tobit
Ezra	Ezra	Jdt	Judith
Neh	Nehemiah	Wis	Wisdom
Esth	Esther	Sir	Sirach (i.e., Ecclesiasticus)
Job	Job		
Ps	Psalms	Bar	Baruch
Prov	Proverbs	1 Esd	1 Esdras
Eccl	Ecclesiastes	2 Esd	2 Esdras
Song	Song of Solomon	1 Macc	1 Maccabees
Is	Isaiah	2 Macc	2 Maccabees
Jer	Jeremiah	3 Macc	3 Maccabees
Lam	Lamentations	4 Macc	4 Maccabees
Ezek	Ezekiel		

New Testament

Mt	Matthew
Mk	Mark
Lk	Luke
Jn	John
Acts	Acts
Rom	Romans
1 Cor	1 Corinthians
2 Cor	2 Corinthians
Gal	Galatians
Eph	Ephesians
Phil	Philippians
Col	Colossians
1 Thess	1 Thessalonians
2 Thess	2 Thessalonians
1 Tim	1 Timothy
2 Tim	2 Timothy
Titus	Titus
Philem	Philemon
Heb	Hebrews
Jas	James
1 Pet	1 Peter
2 Pet	2 Peter
1 Jn	1 John
2 Jn	2 John
3 Jn	3 John
Jude	Jude
Rev	Revelation

AHOS adopts St Vladimir's Seminary Press' convention to demarcate chapter and verse of a biblical quotation with a period, not a comma, and page numbers separated by an en dash. For example, 1 Cor 7.25-26.

APPENDIX B

Ethical Use of Technology and Research Resources Policy

1. Purpose:

The purpose of this policy is to promote responsible, ethical, and appropriate use of our AHOS's technology and research resources. This policy is designed to ensure compliance with legal and regulatory requirements related to the use of technology and research resources.

2. Scope:

This policy applies to all employees, students, contractors, volunteers, and any other individuals who have access to AHOS's technology and research resources. This policy applies to all types of technology and research resources, including but not limited to computers, software (AHOS website, Microsoft 365, Populi, and Zoom), networks, data, equipment, and facilities.

3. Policy Guidelines:

A. Appropriate Use of Technology:

1. Faculty, staff, and students of AHOS must use technology responsibly and avoid activities that are illegal, unethical, or harmful. The school will provide training and support to ensure that all users are aware of their responsibilities and obligations with regards to the use of technology.
2. AHOS will take appropriate measures to ensure the security and privacy of personal information, including the use of passwords, encryption, and other security measures. AHOS will also establish procedures for reporting security breaches and other incidents related to the use of technology.
3. AHOS will ensure that all users are aware of the school's policies and procedures related to the use of technology, including the acceptable use policy and the policy on the responsible use of social media.

B. Appropriate Use of Research Resources:

1. Faculty, staff, and students in AHOS must use research resources appropriately and responsibly. This includes obtaining the necessary approvals and permissions before conducting research, using resources only for authorized purposes, and properly citing and acknowledging the sources of research data.

2. AHOS will provide training and support to ensure that all users are aware of their responsibilities and obligations with regards to the use of research resources. This includes training on the use of research databases, citation practices, and the responsible conduct of research.

3. AHOS will establish procedures for reporting incidents of research misconduct, including plagiarism, fabrication, and falsification of data.

aa. Guidelines for Research with Human Participants:

AHOS will follow guidelines for research with human participants that meet all applicable laws and regulations. This includes obtaining informed consent from participants, protecting the privacy and confidentiality of participant information, and ensuring that research does not cause harm or undue distress to participants.

bb. Responsible Conduct of Research:

i. AHOS is committed to the responsible conduct of research, which includes the ethical collection, analysis, and dissemination of data.

ii. AHOS will establish procedures for reporting incidents of research misconduct, including plagiarism, fabrication, and falsification of data.

iii. AHOS will provide training and support to ensure that all faculty, staff, and students are aware of their responsibilities and obligations with regards to the responsible conduct of research.

4. Responsibilities:

All users of AHOS's technology and research resources are responsible for complying with this policy and any related policies, regulations, or laws. All users are responsible for reporting any suspected violations of this policy or any related policies or regulations to support@ahos.edu.

5. Acceptable use:

All users must use AHOS's technology and research resources only for lawful purposes that are directly related to our institute's mission and goals. Users may not use these resources for personal gain, commercial purposes, or any other unauthorized activity. All users must respect the intellectual property rights of others and comply with all applicable copyright, trademark, and patent laws.

6. Security:

All users must take reasonable measures to protect the security of AHOS's technology and research resources from unauthorized access, use, or disclosure. All users must use strong passwords and maintain the confidentiality of their login credentials. Users must not share their login credentials with others and must not access or attempt to access any resources that they are not authorized to use.

7. Data protection:

AHOS is committed to protecting the privacy and security of all data and information used or generated by our technology and research resources. Users must comply with all applicable data protection laws and regulations, including but not limited to the GDPR, HIPAA, and FERPA. Users must not disclose, share, or transfer any confidential or sensitive information without authorization.

8. Intellectual property:

Users must respect the intellectual property rights of others and must not use our institute's technology and research resources to infringe upon these rights. All intellectual property created or developed using AHOS's resources remains the property of AHOS. Users must obtain appropriate permissions and licenses before using any copyrighted or trademarked materials by contacting support@ahos.edu.

9. Policy Implementation:

- a) AHOS will communicate this policy to all faculty, staff, and students who use technology and research resources.
- b) AHOS has established procedures for obtaining necessary approvals and permissions for research, obtaining informed consent from participants, and ensuring the privacy and confidentiality of participant information.
- c) AHOS will provide training and support to faculty, staff, and students on the ethical and appropriate use of technology and research resources and on guidelines for research with human participants.
- d) AHOS has established an IT Team to oversee and approve all research involving human participants and ensure compliance with applicable laws and regulations.
- e) AHOS has established procedures for reporting incidents of research misconduct and will investigate all such incidents promptly and thoroughly.
- f) AHOS will periodically review and update this policy as necessary to ensure that it remains current and effective.

10. Monitoring and enforcement:

AHOS reserves the right to monitor the use of our technology and research resources for compliance with this policy and any related policies or regulations. Violations of this policy may result in disciplinary action, up to and including termination of employment or expulsion from our institute.

Users must report any suspected violations of this policy or any related policies or regulations to support@ahos.edu.

Review and revision: This policy will be reviewed periodically to ensure that it remains up-to-date and relevant. Any revisions to this policy will be communicated to all users of our institute's technology and research resources.

APPENDIX C

Populi Security of Student Records

AHOS keeps a permanent file for each student through Populi. Student files may contain transcripts, admission application materials, correspondence, course material 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 in secured folders.

Populi has various security layers with controls in place at their local data centers to protect privacy of student information in ways that meet all applicable laws and regulations, including, as necessary, those from ecclesial or denominational bodies. The list below is taken from [An overview of Populi's data security measures – Populi Knowledge Base \(populiweb.com\)](#):

- Customer data is stored in SSAE 22 Type II compliant data centers.
- The data centers feature compartmentalized security zones and biometric access controls.
- The primary data center backs up to a cloud-based data center.
- Populi is guarded by firewalls and overseen with proactive monitoring for hacking/probing attempts.
- All user access to Populi occurs over 256-bit SSL-encrypted connections.
- User logins require alphanumeric passwords; two factor authentication is also offered.
- User accounts are locked after too many failed login attempts.
- User sessions are subject to automated timed logouts after a certain period of inactivity.
- Information access in Populi is based on an individual user's role-based permissions.
- All changes to core academic and financial data (as well as other data) are tracked in system change logs. All financial transactions have a complete audit trail.
- Customer data is backed-up on a rolling basis: daily, weekly, and monthly.
- The company has a Privacy Policy that discusses the collection, use and disclosure of information.
- The company has a statement on FERPA, which is available in Section 4.5 of the Privacy Policy linked above.
- The company has a business continuity plan that outlines disaster recovery (among other things).