

A THEOLOGIAN IS ONE WHO PRAYS TRULY, AND HE WHO PRAYS TRULY IS A THEOLOGIAN



Holy Trinity Orthodox Seminary Student Handbook 2019-2020

HOLY TRINITY ORTHODOX SEMINARY

Accredited by the New York State Board of Regents
and the New York State Commissioner of Education
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Mission

The mission of Holy Trinity Orthodox Seminary is to serve the Russian Orthodox Church Outside Russia by preparing students for service to the Church.

This is accomplished by training students in disciplines which are preparatory for active service to the Church as clergy, monastics, choir directors and cantors, iconographers, and lay leaders.

As the only Seminary within the Russian Orthodox Church Outside Russia, the Seminary opens its doors annually to applicants not only from United States but from abroad, thereby serving its mission to serve parishes in all corners of the world.

Many Members of the Russian Orthodox Church Outside Russia are now primarily English-speaking, and the English language has gained predominance as an international language. Therefore, Holy Trinity Orthodox Seminary has risen to meet this need of our Church by offering instruction in English to English-speaking seminarians.

The Seminary emphasizes the importance of spiritual life in theological education. Active participation in the life of the monastery, on whose premises the seminary is located, allows students to experience firsthand the spiritual depth of the Orthodox Church and gives future clergy a rare opportunity of gaining a thorough foundation and experience of the Orthodox Liturgical life.

Finally, the Seminary strives to preserve the high scholarly standards, teaching, and traditions of the Russian Orthodox Church.

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Calendar 2019-2020

Fall Semester Secular Calendar

New Student Orientation & Placement Exams	Sept 2-4
First Day of Classes	Sept 5
Fall Convocation	Sept 9
St. Job of Pochaev	Sept 10
Beheading of St. John the Baptist	Sept 11
Nativity of the Theotokos	Sept 21
Exaltation of the Holy Cross	Sept 27
Protection of the Mother of God	Oct 14
Autumn Holiday (American Thanksgiving)	Nov 25-29
Entry of the Theotokos	Dec 4

St. Nicholas the Wonderworker	Dec 19
Last Day of Classes	Dec 31
Final Exam Week	Jan 1-4 / 2020
Nativity & Beginning of Nativity Vacation	Jan 7

Spring Semester

First Day of Classes	Jan 21
Three Hierarchs	Feb 12
Meeting of the Lord	Feb 15
First Week of Great Lent	March 2-7
Annunciation	Apr 7
Passion Week	Apr 13-18
Pascha	Apr 19
Bright Week	Apr 20-25
St. George the Great-Martyr	May 6
Last Day of Classes	May 20
Final Exam Week	May 21-27
Translation of Relics of St. Nicholas	May 22
Ascension of the Lord	May 28
Commencement & Summer Vacation	May 31

Telephone Numbers

INTERNAL PHONE EXTENSIONS

From outside, dial [1\(315\)858 0940](tel:1(315)858 0940) + ext. after four or eight rings

Monastery Office – Fax [1 \(315\) 858 0505](tel:1(315)858 0505)

221 Main Office Number – Answering Machine
 222 Holy Trinity Publications (Editorial, Production, Business & Marketing)
 224 Fr Victor
 225 - Fr Theophylact or [1\(315\) 858 3914](tel:1(315)858 3914)– **VOICEMAIL ACTIVE**
 237 Holy Trinity Publications (Sales and Fulfillment)

Monastery Building

226 Abbot - Fr Luke – **VOICEMAIL ACTIVE**
 239 3rd floor
 240 4th floor
 241 Kitchen
 242 Mail Room
 243 Holy Trinity Publications (Typesetting) – Fr Anatoly
 244 Monastery Archives
 245 Bookstore
 252 IT
 255 Fr Theophylact Cell – 311

Seminary Building – Phone/Fax: [1 \(315\) 858 0945](tel:1(315)858 0945)

230 Dean's Office - Dr. Nicolas Schidlovsky
 232 Assistant Dean's Office- Fr. Ephraim

246 Museum

Seminary Dormitory

233 Archimandrite Nektarios Office or Phone/Fax [1 \(315\) 858 0450](tel:13158580450)

234 2nd Floor

257 Archimandrite Nektarios

Icon Studio – Phone/Fax: [1\(315\) 858 2535](tel:13158582535)

247 Icon Mounting Studio – Fr Leonid

A Short History of the Monastery and Seminary

Holy Trinity Monastery was founded in 1930 by Hieromonk Panteleimon (later Archimandrite) and his assistant Ivan Kolos (later Archimandrite Joseph). They bought a small piece of land near the village of Jordanville and built a house and a chapel on it. On the day of the consecration of the chapel, the house together with the chapel burned to the ground. The little brotherhood's spirit did not fall, but on the contrary the brothers continued to work with even greater zeal. Within a short time, the building which is now used as the Seminary dormitory was acquired. In this building were a chapel, print shop, and cells. The construction of the church began in the summer of 1946. In November of that same year, fourteen brothers arrived from Pochaev Monastery in Vladimirova in Carpatho – Russia. In 1950, with the help of the new brothers, the building of a stone church was completed and consecrated by Metropolitan Anastassy. They began work on the Monastery building in 1952. In 1966 the foundations were laid for the new Seminary building. In 1989, to celebrate the 1000th anniversary of the Baptism of Russia, an imposing bell tower was built containing a peal of fourteen bells.

About the Seminary

Holy Trinity Orthodox Seminary is a school of theology in the canonical jurisdiction of the Russian Orthodox Church Outside Russia, a self-governing part of the Russian Orthodox Church (Moscow Patriarchate). The Seminary is established as an institution of higher education in the State of New York, being accredited by the New York State Board of Regents and the New York State Commissioner of Education since 1948 with the absolute charter granted on May 25, 1962. As the only Seminary within the Russian Orthodox Church Outside Russia, the seminary opens its doors annually to applicants from North America and from abroad, thereby fulfilling its mission to serve the Russian Church Abroad in all corners of the world.

The purpose of the Seminary is to provide education in Orthodox theology to the candidates for the priesthood in the Russian Orthodox Church Outside Russia or any other Orthodox Church, as well as to future lay leaders in those Churches, to promote the study and research of Orthodox theology, and to bear witness to the intellectual and spiritual legacy of traditional Russian Orthodox Christianity. The Seminary grants its graduates the four-year degree of the Bachelor of Theology (B.Th.) (HEGIS 2301), a three-year graduate professional degree of Master of Divinity (HEGIS 2301), as well as

the Certificate in Pastoral Studies (HEGIS 5623), Certificate in Theological Studies (HEGIS 5623), and Certificate in Liturgical Music (HEGIS 5610).

The Seminary is located on the grounds of the world-renowned Holy Trinity Orthodox Monastery in Jordanville, NY, near the historic Mohawk Valley in Upstate New York, one mile north of the Village of Jordanville, within a triangle formed by Cooperstown, Utica, and Albany. The Seminary fulfills its mission in concert with the mission of Holy Trinity Monastery in Jordanville, N.Y., with which it maintains a very close relationship. Historically, the Monastery has been the source of the Seminary's existence and is the center of its spiritual and liturgical life.

Short History of Holy Trinity Orthodox Seminary

Holy Trinity Orthodox Seminary was founded in 1948 by Archbishop Vitaly (Maximenko; 1873-1960) under the auspices of Holy Trinity Monastery as a school for the young members of the monastic brotherhood, but thanks to the untiring efforts of its founder, Archbishop Vitaly, and its first Dean, Professor Nicholas N. Alexandrov (1886-1970), the Seminary has grown into a theological school for Orthodox Christian students from all over the world.

From the very beginning, the Seminary emphasized the importance of spiritual life in theological education. Active participation in the liturgical, spiritual, and working life of the monastery has always been a distinctive feature of its program of theological formation, allowing the students to experience first-hand the spiritual depth of Orthodoxy and giving them as future pastors a rare opportunity of gaining a thorough experience of the Orthodox liturgical life. This was the foundation of the Seminary life established and maintained through the tireless labours of its ever-memorable Rectors: Archbishop Vitaly, Archbishop Averky (Taushev; 1952- 1976), and Metropolitan Laurus (Škurla; 1976- 2008).

In the course of over sixty five years of its existence, the Seminary has produced more than three hundred graduates, including two metropolitans, a number of archbishops, bishops, and many priests, deacons, and devout laymen.

Likewise, the Seminary always sought to preserve the high scholarly standards and intellectual traditions of the pre-revolutionary Russian Orthodox Church, and the Seminary library, publications, museum, and archives play an important role in achieving this goal. This continuity was secured through the efforts of the first generation of Seminary professors, which included such luminaries as Protopresbyter Michael Pomazansky (1888-1988), Nikolai D. Talberg, Ivan Andreev, Archimandrite Konstantin (Zaitsev), and others. The current generation of Seminary professors seeks to the best of their ability to maintain the legacy of their predecessors, while striving to impart to the new seminarians the rich heritage of the Russian Orthodox theological tradition.

In subsequent years, the Seminary has continuously improved and developed its academic standards and practices in response to the changing demographics of the Russian Orthodox Church Abroad. For a number of years now, the majority of the Seminary courses have been taught in English, and the program of study of Russian and Church Slavonic languages continues in its full rigor, as the Seminary seeks to

enable its students to serve both Russian-speaking and English-speaking communities. These changes augmented the main mission and goal of the seminary: to serve the Russian Orthodox Church Outside Russia by preparing students to be effective pastors serving the Church and proclaiming the Gospel to the world.

SPIRITUAL LIFE

RULES FOR CHURCH ATTENDANCE, COMMON PRAYERS, SERVING, KLIROS, HOURS AND EPISTLE READING

The most important place for those preparing for the priesthood is the church. Therefore the Seminary program is so arranged as to give students the greatest opportunity possible to come to the Divine services in church. Every day in the life of a seminarian must begin and end with prayer: both communal (Divine Liturgy, Compline) and personal in one's room.

It is important for a student of the Seminary to realize that, however important it is to fulfill one's academic requirements and simply to attend church services, he will not attain spiritual benefit and fulfill his purpose without consistent spiritual and ascetic effort: that is, without an interior spiritual life that is based on truth, humility, and repentance. Such a life is expressed through a continuous discipline of prayer and is grounded and fulfilled in the regular participation in the sacraments of the Church. As our Lord said to His disciples, "from the days of John the Baptist until now the kingdom of heaven suffereth violence, and the violent take it by force" (Matthew 11:12).

CHURCH ATTENDANCE IN GENERAL

All seminarians are **required** to attend these Divine services: The All-Night Vigil and Divine Liturgy for Sundays and Great Feasts, Common Matins and the following Divine Liturgy, and the daily Divine Liturgy on weekdays (Monday through Saturday) with the following exceptions: Two days can be missed during the week; if there is a Feast, then only one; if Two feasts, then none may be missed.

Note: Seminarians who attend the weekday afternoon services (Vespers & Matins), are encouraged to stand and participate in the reading/singing on kliros (in order to observe and to learn the services).

During an All-night Vigil, the students are expected to come on time and stay in church until the dismissal. If a student needs to leave the church to use the restroom or to have a drink of water/tea, it is better to do it during the kathisma readings, in order not to miss the reading of the Gospel.

The seminarians assigned to serve in the altar should be in church before the beginning of the service: **no later than 15-20 minutes for vigil and general matins, and 30 minutes for the Divine Liturgy.**

The regular weekday schedule of services (outside of Lent) is as follows:

Midnight Office 5:00 am
Divine Liturgy 6:00 am
Vespers & Matins 4:00 pm
Compline 7:15 pm

During the First Week of Lent (Clean Week), there are no classes, but the students are expected to attend ***all weekday services*** from Sunday evening to Saturday morning. During Holy Week, the students are likewise expected to attend Matins and Presanctified Liturgy on Holy Monday, Tuesday, and Wednesday, and ***all*** services from Matins of Holy Thursday to Pascha Matins & Liturgy.

During Lent (Weeks 2-6, when classes resume), seminarians are **expected** to attend the Liturgy of the Presanctified Gifts on Wednesday and Friday and Lenten Vespers on Monday, Tuesday, and Thursday.

The schedule of weekday Lenten services is as follows:

Monday, Tuesday, Thursday

5:00 am Midnight Office
6:00 am Matins and First, Third, Sixth, and Ninth Hours and Typica
6:00 pm Vespers
7:15 pm Great Compline

Wednesday and Friday

5:00 am Midnight Office
6:00 am Matins and First, Third, Sixth, Ninth Hours and Typica
11:00 am (Friday) Liturgy of the Presanctified Gifts
5:00 pm (Wed.) Liturgy of the Presanctified Gifts
7:15 pm Great Compline

Prostrations During the Divine Liturgy

In accordance with the custom of Holy Trinity Monastery, during the Divine Liturgy from Monday to Saturday the faithful make full prostrations (*zemnoy poklon*) at these times:

- 1) before the beginning of the Holy Anaphora, at the words “Let us give thanks to the Lord”;
- 2) at the exclamation “Especially for our Most Holy, Immaculate, Most Blessed and Glorious Lady...”;
- 3) at the end of the hymn “Meet it is in truth to bless thee, O Theotokos...” or at the end of the festal theotokion sung in its place (*zadostoinik*);
- 4) at the beginning of the Lord’s Prayer;
- 5) when the Holy Gifts are brought out for communion, at the words “With the fear of God, with faith and love draw nigh”;
- 6) when the Holy Gifts are transferred to the table of oblation, at the exclamation “Always, now and ever, and unto the ages of ages.”

Full prostrations are not performed on Sundays and on the feasts of the Lord, as well as between the feasts of Pascha and Pentecost and the feasts of Christmas and Theophany. On the great feasts of Theotokos and the Saints, usual weekday prostrations are performed.

Evening Prayers

Evening Prayers are conducted in Slavonic and English at the Compline service. Students are encouraged to participate on kliros

Church attendance when Seminary is in session

It is a requirement for all seminarians to attend the Divine Liturgy six days a week with feast days and Sundays being compulsory. Two days can be missed during the week, if there is a Feast, then only one, if Two feasts, then none may be missed.

It is the responsibility of the seminarians to sign in for the Divine Liturgy. All seminarians need to be in Church by 6:00 am. After 6:10 am the sign in book will be removed.

If seminarians are assigned to serve for the week they need to be in Church by 5:30am. If there is a common matins service during the week the seminarians assigned for the week need to serve for matins and be in Church by 6:20 pm. It is not allowed to leave during the service or leave before the service finishes unless permission is received from the Dean of Students.

Church attendance during breaks and exams

Attendance at liturgy is not compulsory, except for the days where there is common matins, vigils and liturgy on Sunday and feast days.

Grading for practical liturgics is done by dividing the number of days a student attended Liturgy by the number of days they were supposed to attend, taking into account (subtracting) the days that were excused due to illness or obedience. Then the standard grading system is applied to the percentage that comes up. If students have a poor attendance record, they will not be considered for a scholarship.

KLIROS DUTIES

Every Saturday a schedule is posted outside the Monastery Trapeza with a list of seminarians who are assigned to serve on kliros. If someone is assigned on Tuesday then that means they need to be at the service for Vespers and Matins on Monday afternoon. Seminarians are assigned in pairs. The first on the list is responsible for preparing the service ahead of time so that there will not be any disorder in Church. If there is a need for the main conductor not to be present, they need to first ask permission from the Dean of Students and then find someone who will be able to conduct the service. Failure to attend a service will result in being assigned for two extra days the following week or kitchen duties without record of hours. Hours are not recorded for kleros duties.

READING OF THE HOURS AND EPISTLE

Check the schedule on the notice board in the dormitory. Seminarians assigned to Hours and Epistle need to have prepared the reading for the epistle readings for the day and know how to read the hours by finding the troparia and kontakia read for the third and sixth hour. They do not need to attend morning prayers but need to be in Church by 5:45 am so as to read the hours.

SPIRITUAL FATHERS/CONFESSORS

Each seminarian must have a spiritual father while studying at HTS. Seminarians need to inform the Dean of Students who their spiritual father will be.

All seminarians (including subdeacons and readers) venerate the icons by seniority. Exception is made only for priests and deacons who take their places according to their seniority.

RULES FOR SERVERS AT HOLY TRINITY MONASTERY

1. The servers are obliged to arrive for the service at the appointed time, i.e. at least thirty minutes prior to the ringing of the bell. In the event of a proposed absence the student needs to ask permission from the Dean of Students and find a replacement.

2. Before entering the altar, servers must leave all their outer garments (overcoats, hats, etc.) in the entry area, and only then enter the holy place, with reverence.

3. On entering the sanctuary, the server must make three prostrations towards the holy table (on Saturday evening and Sunday, or on the eve of great feast days and on the feast themselves – bows from the waist, the hand touching the floor; on other days – full prostrations). Thereafter, they must approach all the priests for a blessing. If a hierarch is present in the sanctuary, the blessing is taken from him alone.

4. Immediately afterwards, the server approaches the senior priest for a blessing to vest in the sticharion (or, if a hierarch is present, he is approached). Such vesting can take place with the blessing of the hierarch or priest; there are no circumstances in which vesting without such a blessing can be tolerated. Servers may NOT vest in the sanctuary, but must do so either in the vestry or the sacristy.

5. The server must not arrive late for the divine service. He must understand that his task is to help the priest that is serving the divine services, so that, while standing at the holy Altar, the priest is not distracted from his prayers by matters which are of secondary importance. Hence, not only must the servers avoid arriving after the divine services have begun, but must indeed arrive fifteen minutes early for vigil and thirty minutes before the liturgy so that there may be time to prepare everything needed before the beginning of the service, and not to run or fuss about the sanctuary or the church after the service has already begun.

N.B.: Those of the servers who arrive late should stand among the people in the church with reverence and not enter the sanctuary unless they are called to do so.

6. Each server is to be entrusted with a particular task, either in the sanctuary or in the sacristy (e.g.: stikharia, dikirion, trikirion, fans, candles, staff, sensor, et al.), which is to be his permanent responsibility during that service.

7. During the divine service, ALL SERVERS MUST STAND WITHIN THE SANCTUARY, with the exception of whose responsibilities require their presence in the sacristy. During the Eucharistic canon, i.e. from “I believe...” to “Meet it is...”, ALL SERVERS MUST STAND IN THE SANCTUARY.

8. During the divine service special orders may be issued by the senior subdeacon or senior server. The other servers are to carry out these orders without question, and at

all times to be attentive and careful as to the proper and correct fulfillment of their duties.

9. After the conclusion of the Liturgy, all servers should receive a blessing from the hierarch or serving priest to remove their stikharia. No server may divest himself before the hierarch's departure. In the event of extreme need to leave earlier, a server may inform the senior subdeacon of this and receive a blessing from the senior priest prior to leaving.

10. To preserve order, a rank of seniority is maintained among the servers. Among ordained subdeacons, ordained readers who are permitted to wear the crossed orarion, and ordained readers: according to the time of their ordination; among monks: according to the time of their tonsure; and among seminarians: according to their course in the seminary.

11. The servers may not consume wine and bread prepared for those who partake of Holy Communion. Everyone, without exception, who receives Communion outside of the Altar (i.e. those who are neither priest nor deacon), should take the wine and bread prepared for that purpose in the body of the church.

12. If there is a moleben or any other service after the Liturgy, all servers without exception are to participate by standing with the rest of the clergy, usually in the middle of the church. While in the sanctuary, the utmost reverence and respect should be expressed in everyone's demeanor and bearing. This is the Holy of Holies, and the Altar is the very Throne of God, Who is invisibly present. Accordingly, one is expected to show awe and fear before the King of Kings and therefore any idle chatter and especially laughter is extremely improper.

ACADEMIC LIFE

CLASS ATTENDANCE

Students are expected to attend all classes for which they are registered. The instructor marks the attendance after the class has finished, either using the attendance sheets, provided by the Office of the Dean, or by using the "Attendance" function on the HTOS "Populi" web page for the course. Instructors will notify the Office of the Dean if a student has apparently ceased to attend classes.

Students who cannot attend a class for an excusable reason (such as illness, family illness etc.) must notify

- 1) the instructor and/or the Office of the Dean; and
- 2) the Dean of Students

by email or text message or in person before the beginning of the class. The students who are absent for excusable reasons are marked as “Excused” on the attendance sheet. If a student does not have time to notify the instructor or the Dean of Students before the beginning of the class (esp. due to an emergency), he must inform them after class as soon as possible.

ABSENCE AND TARDINESS POLICY

According to the Seminary catalog, “excused absences do not affect a student’s grade.” Two unexcused absences will result in grade reduction for the course one half of a letter grade (e.g. A to A-, A- to B+, etc.), however, the final decision concerning grade reduction is the prerogative of the course instructor. Further absences will affect the final grade accordingly. A student whose attendance of the course is lower than 70% may receive the grade of FN (failure for non-attendance), with the approval of the instructor. A student may appeal the grade reduction for non-attendance by following the procedures described in Article 4.30 below and in the Seminary catalog.

A student who is late for the regularly scheduled class session for more than five (5) minutes (given that the instructor is in class and the class session has begun) is considered as “tardy” for the class, and is marked accordingly on the attendance record. Three instances of tardiness will be counted as equal to one unexcused absence, and will affect the grade accordingly

Students who may be late for class are obliged to inform instructors in advance.

Students who arrive more than 15 minutes late may be marked “absent.”

The Seminary reserves the right to require the withdrawal of any student whose academic work falls below expected standards. The same applies to students who ignore Seminary rules and regulations or who interfere with the wellbeing either of other students or with the community as a whole.

The instructors shall reserve the right to establish their own attendance and tardiness policies, as long as these do not substantially contradict the institutional policy. Such policies should be clearly stated in the course syllabus. The instructors also reserve the right to exclude from a class session any student or auditor who demonstrates disruptive, rude, and disrespectful behaviour toward the instructor or his own peers, and who interferes with the conduct of the class. The student who is excluded from a class session is marked on the attendance sheet as “absent.” The instructor shall report the instance of a student’s expulsion from class to the Office of the Dean.

EXCUSED ABSENCE POLICY

Students are responsible for informing the Dean of Students, Assistant Dean and instructor(s) of lessons to be missed prior to the incidence of any absence as well as the reason for it. If the student fails to inform the Dean of Students, Assistant Dean and instructors, the absence shall be regarded as unexcused.

For example, if a student falls ill on a Monday, and is sick until Tuesday, he must inform key personnel on Monday and Tuesday.

Process: A student who expects to be absent from class for any reason should do the following:

1. Log into Populi
2. Send an email using Populi's email delivery to the Assistant Dean, Dean of Students, and faculty of classes for that day **by 8am the same day**.
3. In the CC line, add the email address of each instructor for that day. If you begin to type the name of the instructor, Populi should prompt you with a selection.

You will need to do the same for each day that you expect to be absent. In this way, everyone will be informed and there will be a record in case the administration or the instructor makes a mistake.

Limits: Students are permitted a total of five sick days per semester. Students who are sick for three or more days in a row will be sent to Bassett Convenient Care in Herkimer at their own expense.

Students who experience academic difficulties, fall ill, or have other concerns relating to their course of studies, should consult the Dean of Students

SEMINARY YEAR

The academic year begins around the beginning of September. At the end of each semester, all examinations are held according to a published schedule. Thanksgiving vacation occurs during Thanksgiving week; Nativity vacation occurs between the Feasts of the Nativity and Theophany (Old calendar); the Paschal vacation is held during Bright Week. There are no classes on major feast days of the Orthodox Church when students are expected to participate in festal services. These days, however, are not regarded as free time or as an opportunity for travel away from the Seminary. During the first week of Great Lent and during Passion Week, regular classes are not held; all students participate in and attend the divine services which occupy the major portion each of these weeks.

Holidays

For the 2019-2020 Academic Years students are allowed to leave for the following breaks:

- 1) Thanksgiving Break November 25-29. Students may leave on Friday after classes on November 22.
- 2) Christmas Vacation January 7 – January 20. Students may only leave after the Christmas Liturgy and be back by January 20.
- 3) Paschal Break April 20-26. Students may leave after the Paschal Liturgy and must be back by April 26 before classes.
- 4) End of Year. Students are allowed to leave for their summer break only after Commencement on May 31, 2019.

DEGREE REQUIREMENTS

Degrees are awarded annually at the close of the spring semester. Degrees will be awarded only upon successful completion of the following requirements:

1. A grade point average of at least 2.00 (C average).
2. Successful completion of the comprehensive examinations.
3. A thesis of at least thirty pages on a theological or related subject that has been approved by the Dean and the assigned faculty advisor.
4. A certificate from the librarian stating that all library books have been returned deposited in Dean's office.
5. Satisfactory grades of 65% in Practical Liturgics, which determine the level of active participation in attendance of church services.
6. Payment of debts for tuition and room and board.

GRADING SYSTEM

Grade.....	Grade Points
A (Excellent).....	4.0.....93-100
A-.....	3.7.....90-92
B+.....	3.3.....87-89
B (Good).....	3.0.....83-86
B-.....	2.7.....80-82
C+.....	2.3.....77-79
C (Average).....	2.0.....73-76
C-.....	1.7.....70-72
D+.....	1.3.....67-69
D (Pass).....	1.0.....65-66
F (Failure).....	0.0.....00-64
Inc (Incomplete).....	0.0
W (withdrawal).....	0.0

Only credits compatible with seminary courses will be considered for transfer and counted towards a degree.

A grade of Incomplete (Inc) may remain on a student's record for one semester following the semester in which it was received. Incomplete (Inc) automatically becomes a Failure (F) if a course requirement is not met by the end of that semester.

If at the end of the first semester of a student's first year in seminary academic performance is unsatisfactory, he may be placed on probation for the following semester or required him to withdraw from the Seminary. When students are placed

on probation, his continuation in seminary will depend on overall performance for the whole year.

The Registrar's Office issues transcripts upon request for a fee of \$5.00 per transcript. Although a student may request an unofficial copy for his own use, official transcripts are issued directly to other academic institutions. Requests for transcripts are not accepted by telephone, email or fax. Written requests must include the following information: legal name, date of birth, place of birth, dates of attendance, date of graduation. All transcript requests need to be signed and dated. Transcript request forms may be obtained in the administrative offices or downloaded at www.hts.edu. Transcripts will not be issued until the student has met all outstanding financial obligations to the Seminary.

REPORTING OF GRADES

A grade report is issued to all students at the end of each semester by the Dean's office. The dean will counsel and provide academic advice to students whose progress falls below average.

ACADEMIC INTEGRITY

The learning environment at Holy Trinity Seminary is intended to be one of trust. Students are expected to adhere to academic conduct that honors that trust and respects the integrity of the academic community. Cheating, plagiarism, or collusion are unacceptable. Suspected violations of academic integrity will be handled by the Dean's office and, if warranted, by the Pedagogical Council and may result in penalties up to, and including, expulsion from Seminary. Written warnings after the first two violations of this policy will be kept in a student's personal file, with expulsion possible after the third infraction.

Examination and Term Paper Requirements

1. Volume. The instructor will determine an approximate number of typed pages. Please adhere to the required length for each question.

2. Structure and appearance. Copy each exam question before answers. A course paper must contain:

- a title
- an introduction: the main thesis and a brief explanation of the purpose of the paper.
- the main part: a comparative overview of existing research and various perspectives and a personal investigation of the subject matter.
- a conclusion: contains closing remarks with a restatement of the main idea based on the proposed analysis.
- bibliography: must include the author, the book or the article title, the place and year of publication.
- label each page with your name in its right top corner.

3. Style and content

- the style should be of scientific prose.
- observe spelling, punctuation and stylistic rules.
- the work should be organized in a logical and comprehensive fashion.
- use examples to support and illustrate your analysis and conclusions.
- extensive quotations are not recommended. Use only those quotes which substantiate your viewpoint.
- all quotes must have references.
- term papers must be accompanied by a bibliography containing all books and articles used in the research.

Your paper must be a product of your own research. Plagiarism (i.e. an intentional appropriation of another person's ideas and efforts) constitutes intellectual theft and, as such, will not be tolerated in an Orthodox seminary. If plagiarism is evident the student will receive a failing grade for the assignment and a written warning. A second warning for academic dishonesty will result in expulsion from the Holy Trinity Seminary.

Requirements for the submission of term papers

Research paper requirements, such as content, size and appearance as well as the submission deadline are determined by the course instructor at the beginning of the semester. students are expected to conduct independent research under the guidance and with the assistance of the instructor **over the course of the entire semester.**

Research papers **must be submitted by the deadline.** Submission of a paper one day late will result in a letter grade deduction (e.g., "B" → "B" or "C" → "D"). Each subsequent week that passes will constitute an additional reduction of one third of a letter grade.

Graduating seniors should be especially conscientious about observing the deadlines as their grades must be submitted before the graduation day and their instructors frequently have to grade a large number of papers in a short time.

ESL Courses

A students whose level of English exceeds the minimum TOEFL requirement but is below a proficiency sufficient for English 107-108 must enroll in ESL courses until he completes English 107. If a student passes his ESL course but is unable to pass to the next level, he may repeat the same course. He may receive credit for one repeat. If he does not pass to the next level after repeating the course, he may repeat the course again, but will receive no credit for that course.

FINANCES

SCHOLARSHIP ELIGIBILITY

Financial scholarships are awarded to students in good standing who demonstrate both good scholarship and good citizenship. Awards are traditionally announced at the reception on the Feast of the Three Hierarchs, however, awards may be offered for the first semester prior to the beginning of the year. The criteria include many academic factors including church attendance.

All students receiving a scholarship will be expected to thank the donor of the scholarship with either a letter, video interview, or both, as determined by the Development Director.

Minimum requirements for eligibility to receive scholarships include a grade point average of 3.0 or better with no failing grades, and a minimum of 80% attendance at daily Liturgies. A student's attendance figure shall not include excused absences, including the general allowance of one excused absence per week. (See excused absence policy.)

In the case that a student falls below the minimum requirements during the course of the academic year, the Scholarship Committee may decide to retract part or all of a given award. This decision applies to all scholarships except the work-study program.

OBEDIENCE OR “POSLUSHANIE” IN SERVICE TO OTHERS

Introduction

In pursuing the degree of Bachelor of Theology at Holy Trinity Orthodox Seminary, in addition to their academic requirements and spiritual discipline, students must realize in practice and learn by experience the concept of Christian service to others, particularly those in their own Seminary community. It is for this reason that every student is required to give a weekly portion of his time to a work assignment at the Seminary. The fulfillment of work assignments by the seminarians also helps the Seminary to keep the maintenance costs low, establishing normal and sustainable fiscal procedures at the Seminary.

Community Service

There are two kinds of work assignments at Holy Trinity Orthodox Seminary: 1) community service; 2) work/study. Every student in all residential programs must complete a minimum of **60 hours of community service per semester**.

The Dean of Students makes the community service assignments on a weekly basis (see the bulletin board), which may include (but are not limited to):

- **cleaning** the student residence and the Seminary building;
- **kitchen assignments**, esp. for Sundays and feasts, assisting the cook in the preparation of meals, setting the tables, cleaning up, washing dishes.

Other assignments also fall into the category of community service. These may include, but are not limited to:

- the “general cleaning” of the Seminary and Monastery prior to Christmas and Pascha;
- assistance at special convocations, conferences, symposia, lectures, retreats, etc.;
- assistance in preparation for the Seminary Commencement day.

Community service assignments are to be performed under the supervision of either assigned student supervisors or of the seminary/monastery staff. If a student cannot complete the assigned task at the assigned time, he must inform the Dean of Students and his supervisor, and then he must personally find a replacement. With the exception of the “general cleaning,” a student must later make up the hours of community service that he missed.

The work/study assignments are open to undergraduate **students only**.

Recording Hours with Work Sheets

Every student should complete a worksheet (community service log) on a weekly basis, indicating the hours and the type of community service that he has performed. The work sheets should be submitted to the Assistant Dean and the Dean of Students for review.

Acceptance of late submission of worksheets for either work study or Community service, is at the discretion of the Assistant Dean

Work / Study Program

Monastery obediences can provide students with valuable work experience. Possibilities include iconography, icon mounting, printing, library science, archival methods, museum, bee-keeping, carpentry, book-binding, translating, assistant teaching, choir directing, journalism, grounds keeping, gardening, maintenance work, church cleaning, kitchen duties, dormitory maintenance, monastery publishing, bookstore, candle making, cooking, sewing, etc.

Their work schedule is co-coordinated with the person in charge of a particular area who is responsible for supervising each area of work. Seminarians are responsible for recording their hours worked every week.

Seminarians record their hours from Monday to Sunday, the person responsible for the work signs the hours, and the seminarians deliver the sheets to the Administration Office of the Seminary on Wednesday of the following week. Each student is given a book with hour-record sheets for his personal records sufficient for the whole semester. The loose individual sheet is placed on top of the student copy worksheet over carbon paper so that the loose sheet is given at the end of the week to the person in charge to review with the copy retained by the student for his own records.

When a student has been assigned to an obedience, it is his responsibility diligently to fulfill and to abide by the agreed schedule.. The following policies apply to all students who have decided to work off part of their tuition and board.

1. They may not change the schedule or miss their obedience unless it is a medical emergency.

2. They must respect the privacy and confidentiality of their particular work area and not share any Monastery or Seminary resources in material or electronic format without the prior consent of the administration..
3. Failure to abide by the schedule and to follow instructions, as well as inaccurate recording of hours may result in the immediate withdrawal from the work-study program. In that case the student must pay in cash for the remaining amount of room and board outstanding as well as follow the set disciplinary measures.

Jobs that require training and/or skilled labor, including but not limited to these areas: bookstore, museum, archives administrative offices, library, candle factory, icon mounting studio, carpentry and building maintenance, IT, camera work, photo editing, website work, and publications will qualify as work-study jobs.

Students are not guaranteed to be assigned a job. It is necessary to express your desire and intention informally with each supervisor, who has the authority to accept or decline. If a student is selected for the job, he will not receive wages but will be expected to fulfill 100 hours per semester at this job. The 100 hours qualifies a student for a lower room and board rate. Without work-study, the rate is \$2645 per semester or \$5290 per year. With work-study the rate lowers to \$1575 or \$3150 per year. Although an hourly wage is not calculated, the value of the discount divided by 100 hours works out to \$10.70 per hour.

What happens when 100 hours is fulfilled? We will handle this on a case-by-case basis.

What happens if 100 hours is not fulfilled? In this case, the room and board rate will be prorated as a percentage and that discounted amount applied, the remainder will be charged to the student account.

What is the deadline for fulfilling 100 hours? The deadline will be the Sunday before the first day of classes of the following semester. It is possible to work over vacation time, pending approval from a supervisor.

It is the responsibility of the supervisor to provide the opportunity to work 100 hours per semester. In cases of conflict or disagreement, the Seminary administration will arbitrate.

STUDENT LIFE

STUDENT LIFE SUMMARY

As an Orthodox Christian theological school, Holy Trinity Orthodox Seminary sees the goal of its degree programs as encompassing both academic, intellectual enrichment and spiritual formation of future pastors as wholesome, fully-developed persons. For this reason, as students of Orthodox theology, seminarians are subject to a discipline that is not only academic, but in some respects, also monastic. Students are expected to participate in daily church services together with the monastic brotherhood and the local Orthodox community. Active liturgical participation, including singing in the seminary choir and serving in the sanctuary, are important aspects of the students' preparation for their future service to the Church.

The students of the Seminary are expected to conduct themselves at all times in a manner consistent with their vocation both inside and outside of the monastery. Each student of the Seminary is required to abide by the standards of conduct established in the *Student Handbook* and other regulations and policies. It is presumed that the students have come to the Seminary for the purpose of preparing themselves to serve the Orthodox Church, and unbecoming conduct is inconsistent with that aim.

The seminarians' day normally begins with morning prayers and Divine Liturgy at 6:00 a.m. Following breakfast, classes meet from 8:00 a.m. until noon. After the noon meal students take part in various aspects of the Monastery's work or complete their homework. In the evening, after supper, students and monks assemble for Compline. Evenings are devoted to study. Silence is observed after 10:00 p.m.

Students take their meals in the Monastery refectory together with the monastic brotherhood. Lunch attendance is compulsory for all students. Meat and poultry are never served and all fasting rules of the Orthodox Church are strictly observed.

All students are expected to follow Holy Trinity Monastery's fasting Ustav, unless their Holy Trinity Monastery Spiritual Father grants an exception.

The Seminary is an enclosed institution of higher learning; students do not have the right to leave Monastery property without permission. However, students are free to leave for the summer as well as Nativity and Paschal vacations. Those students who remain in the Monastery during the summer months actively participate in all of the Monastery's activities.

Seminary students are required to attend a schedule of church services, to attend all classes for which they are registered, to fulfill all duties prescribed by the Seminary administration, and to observe the rules and policies specified in the *Student Handbook*. Seminarians are expected to conduct themselves at all times in a manner keeping with their position both inside and outside the Monastery.

The Seminary requires strict adherence to its rules and regulations. It is presumed that the students have come to Seminary for the purpose of preparing for active service in the Orthodox Church; frivolity and unbecoming conduct are inconsistent with that aim. The Seminary reserves the right to suspend, expel, or refuse to register any student whose academic status, conduct, or attendance is unsatisfactory

PREROGATIVES OF SEMINARIANS

Personal Behaviour

Behaviour and Attire

At all times, both on the Seminary grounds and outside of the Seminary, students of the Seminary must look and behave in a manner appropriate for a student of an Orthodox theological school and consistent with their vocation.

Seminarians wear cassocks in church, during classes, and during meals in the **Monastery Refectory**, as well as at any official seminary events (conferences, retreats, public talks, etc.).

Black/dark pants and shoes (with black socks) should be worn under the cassock. White socks, flip flops, tracksuits, shorts are inappropriate and unacceptable. Likewise, jackets, coats, and sweaters should not normally be worn on top of the cassock in class, at church, and at meals, with the exception of ecclesiastical vests.

When not wearing church/class attire, e.g. off campus, students should be dressed in a neat and appropriate manner. Work clothes, e.g. worn during the fulfillment of community service, should also be appropriate and exclude shorts, tracksuits, pajamas, flip-flops, and T-shirts with inappropriate logos (alcohol or offensive material, etc.).

Personal Appearance and Hygiene

The hair should be neat in appearance; long hair should be tied in a knot or a ponytail. It is incumbent upon students to maintain, on account of others, the standards of personal hygiene, which is achieved by regular and frequent showering and regular washing of clothes, bedsheets, and blankets.

Etiquette

In relating to the members of the Seminary administration, faculty, and staff, as well as monastery clergy and brotherhood, seminarians must always be courteous and polite to all. Rude, insubordinate, boorish behaviour is unsuitable for a member of the Seminary community and makes a student liable to disciplinary sanctions.

In addressing their superiors in the Seminary, students must know and observe proper forms of address, such as:

- ordained faculty and staff (priests and deacons) are always addressed as “Father (name).”
- faculty members who are subdeacons, readers, or lay men or women are always addressed as “Professor” or “Professor (*last name*),” regardless of their academic rank.
- non-ordained faculty members who possess an earned doctorate may also be addressed as “Dr (*last name*)”; non-ordained staff members are addressed as “Mr/Mrs/Ms (*last name*).”

When greeting the Abbot of the monastery, as well as other priests, for the first time in one day, a seminarian must ask for a blessing.

Smoking

Smoking is forbidden in any of the Seminary or Monastery buildings on campus, as well as inside the graduate residences.

Alcohol Policy

New York State law prohibits the sale, consumption by, and possession of alcohol for those under the age of 21, unless in the home and it was given to them by a parent or legal guardian. In general, distribution of alcohol to minors is strictly prohibited, including from and to family members. Seminary students under the age of 21 are expected to abstain from drinking alcohol on Seminary or Monastery grounds or in any

illegal context while studying at Holy Trinity Orthodox Seminary. Students traveling abroad must abide by the laws of the country in which they are present.

Seminary students over the age of 21 may consume alcohol on campus only at approved events. Seminary students, when off-campus, must abide by the laws of the state or country, and are prohibited from distributing alcohol to anyone under the legal age. Seminary students should abstain from attending events where there is immoderate and irresponsible use of alcohol, including the use of instruments for the rapid consumption of alcohol and any “drinking games.” This applies to all seminary students, regardless of time (including vacation time) or place.

Seminarians who are over the legal age of 21 are expected to drink moderately and to avoid heavy drinking and alcohol abuse at all times. Any alcohol served should remain in the place where it is served.

Students in graduate residences who host a social gathering, particularly the one that includes the dorm students of the Seminary, must be aware of his legal and moral obligations as a host. In particular, any host who enables irresponsible or illegal behavior will be held responsible by the Seminary administration, whether or not any legal consequences are incurred as a result.

Drug Policy

Holy Trinity Orthodox Seminary 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. Unless prescribed by a licensed and qualified physician, the use, transfer, or possession of prescription medications 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).

Firearms and Ammunitions

Firearms and ammunition of any type is strictly forbidden on the Seminary/Monastery campus, in the graduate residences, in student vehicles that are parked on campus, and on any student’s person. If such are discovered, a student is liable to disciplinary sanctions.

As a theological school, Holy Trinity Orthodox Seminary is guided in its activities by canon law. In accordance with the canons and decisions of the Orthodox Church, all inhabitants of the monastery are obligated to be in obedience to the Abbot.

Students enter the theological seminary wearing cassocks and belts like novices in the monastery but with a specially modified regime. Therefore they are obliged to submit

to the Seminary and Monastery authorities according to the dictates of their consciences and Christian obedience that calls for humility and respect for spiritual superiors. Students must be clearly aware of these things and must consider beforehand whether they are really inspired by an Orthodox Christian attitude, and whether it makes sense for them to study in the Seminary under such conditions.

All monastic students are under obedience to the Abbot of the Monastery, regardless of ecclesiastical rank or tonsure.

Life in the Seminary is based on the traditions of the Church and on the conscientious striving of each person to lead a virtuous Christian life.

HOUSING AGREEMENT FOR HTOS DORMITORY

Purpose and Scope

The purpose of this section is to clarify the obligations and guidelines for each student residing in Seminary housing, specifically in a dormitory room. A student who chooses to stay in the dormitory for any length of time gives implied consent to all of the following provisions. If a student refuses consent, he must vacate the premises immediately in accordance with move-out policies. This agreement is valid and binding until the student moves out of the dormitory and off the Monastery premises. The agreement may be updated at any time at the discretion of the Seminary administration. The administration shall inform students of any significant change to this agreement.

Summary

A dormitory room belongs to the Seminary. It is a privilege to reside in the dormitory, not a right. The dormitory is situated on Monastery property, and residents are considered part of the Monastery community. Students are expected to show respect to all members of the administration, faculty, and Monastery community. Students are expected to respectfully abide by all rules outlined in this document. The responsibility of enforcement rests with the Dean of Students and the Student Affairs Committee, under the direction of the Dean. Students are expected to abide by the decisions and judgments of the Dean of Students, whether or not the student agrees with the decision. An appeal process is provided, and any appeal must follow the appeal process strictly. Anything other than the approved appeal process will be considered a breach of discipline. Breaches of discipline will be handled as outlined in the Seminary Catalog and Student Handbook. A student can be required to leave the premises in the event of early withdrawal, suspension, violation of any federal, state or local laws and any other official notices by Holy Trinity Seminary, during or outside of the academic year.

The dormitory is a men's dormitory. Women are allowed to visit in the dormitory lounge only.

Moving in

New students may occupy dormitory rooms two weeks prior to the beginning of Seminary classes. If a new student wishes to come earlier he may write to the Dean of Students and ask for permission. A \$200 room deposit is due prior to the date of move-in. New seminarians need to read the Housing Agreement in full, sign it, and then obtain a key from the Dean of Students. Before a room is occupied an inventory will be taken of all the furniture and condition of the room. No changes may be made without the prior consent of the Dean of Students. Students are responsible for providing their own linen, including sheets, blankets, pillows, and towels. No nails or double-sided tape may be used to mount icons or anything else on the walls or doors.

Moving out

This policy also applies to students who change from one room to another. Before any student leaves, he must return his key to the Dean of Students and submit a statement indicating any damage to the room. A standard cleaning fee of \$75 may apply. Any personal belongings left behind in a given dorm room or in another person's room automatically become the possession of HTOS and will be disposed of as deemed appropriate. All keys must be returned to the Dean of Students upon changing rooms or moving out. Lost or unreturned keys will incur a \$10 charge per key. Graduating students have two weeks from the date of graduation to vacate their rooms, except by special arrangement, subject to approval by the Dean.

A note about summer vacation: Students have been allowed in the past to keep their belongings in rooms over summer vacation. This is a privilege. It is understood that the Summer Youth Program may utilize all Dormitory rooms, if a student does not want personal belonging disturbed, they are required to remove them. The Seminary reserves the right to require any student to remove his belongings from the room during the summer vacation.

Damages to Seminary or Monastery property:

Residents are responsible, both individually and collectively for their room and common areas. If the room or common area is assessed to be in need of repairs due to the action or negligence of a student, the room deposit will be used against the cost of repairs. If damages are extensive, the Seminary may charge the student an additional fee. Students may be billed for damages at any time following an inspection and decision of fault. The seminary reserves the right to deny a student housing if damage fees are not paid in full.

Damages to Personal Property

Holy Trinity Orthodox Seminary assumes no liability for loss or damage to personal belongings through fire, flood, any Act of God, theft or cause from another person. It is

the responsibility of each individual to secure his personal belongings. Personal property insurance may be purchased privately.

Daily Schedule and curfew:

Students living in common in a dormitory must be respectful of the quiet times in the dormitory. Rooms are not soundproof, and the halls echo. During quiet times, all gatherings and conversation should be in public areas and conducted so as not to disturb the quiet and rest of anyone. Quiet time begins at 10:00pm in the dormitory on regular days, and 12:00pm after All-Night Vigils. Students who wish to gather for conversation after 10pm on regular days and after midnight following All-Night Vigils may do so in an approved public common area, and ensure that nobody is disturbed by the noise. Quiet time ends after the wake-up bell or talanton on regular days. On Sundays and Feast days, it ends one hour prior to the Divine Liturgy.

Seminary students are expected to abide by a curfew. Students are expected to be on campus no later than 10 pm on regular days, and no later than 12:00 pm midnight after All-night vigil.

What about music?

Music is part of life even in the Monastery church. In dorm rooms and cells, however, silence is the norm. Therefore, students may not play musical instruments in the rooms and common areas. Music or media of any kind in rooms and common areas may be listened to only via headphones.

Room Inspections

Announced inspections will be conducted at the discretion of the Dean of Students by two or more members of the faculty and/or administration. The announcement may be made the same day or the day prior at the mid-day trapeza and an announcement will be posted on the bulletin board. The student is expected to be present at the time of the inspection. If the student is not present, the inspection may be carried out without the student present.

Unannounced inspections are part of regular inspections in the interest of maintaining good order. They may be conducted at the discretion of the Dean of Students, and generally with the student present, unless the Dean of Students or any member of the faculty or administration has a safety concern or other serious concern in which case the faculty member or administrator may enter the room immediately and without the student present.

HTOS reserves the right to confiscate and hold indefinitely any alcohol or illegal substance, including medicine without a valid and current prescription. In addition, any item which breaks any fire code, local, state or federal law, or is specifically

forbidden by Seminary or Monastery rule will be removed and disposed of at the discretion of the Dean of Students or other Seminary representative.

Personal items in dorm rooms

Permitted items include fans, radios, hair dryers, alarm clocks, personal computers, small refrigerators, coffee machines, electric kettles, and pocket knives/multi-tools¹. Power strips/surge protectors should be used instead of extension cords due to the possibility of lightning strikes and power surges.

The following items are not permitted: halogen lamps, hot plates, crock pots, toaster ovens, ceramic or open-element space heaters, anything deemed a fire hazard, air conditioners (except for medical necessity), broadcast televisions, including tv cards attached to a computer, window displays, door decorations, firearms or weapons, hunting knives, switchblades, and prescription medicine without a prescription. No alcoholic beverages are allowed in the dormitory for storage or consumption. See Alcohol and Drug policy in the Student Handbook for complete information.

No clothing or personal items are to be stored or left anywhere in the basement or anywhere outside of the student's room.

Oil lamps may be lit while the resident is in his room. When he leaves he needs to put out the lampada until he returns to his room. The lampada must be secure in an area where it cannot slide off or have things fall on it.

Furniture

Furniture is provided in common and dorm rooms. Dorm rooms are generally, but not necessarily, furnished with a bed, desk, and dresser or bureau for use. Normal wear is inevitable, but students are responsible for damages above and beyond normal wear. Any decision to determine the difference between normal wear and damage shall rest with the Dean of Students. Furniture is not to be removed from public areas, nor furniture removed from unoccupied rooms. Removal of furniture or property from public areas or student rooms is a violation that may result in disciplinary action. Any concerns over furniture should be addressed to the Dean of Students.

Keys and Locks

Students may not replace the lock of their room. If a student replaces his own lock, the lock will be removed and replaced and a \$100 fee charged for the cost and labor of replacement. Students will be charged \$10 for lost or unreturned keys

Common Areas

The kitchen on the second floor is for the use of the students. Meat is allowed. In general, each student may use the kitchen but should keep in mind it is for everyone, and must clean up each and every time it is used, and before leaving (not put off for

later). The following specific rules are to preserve fair use, cleanliness, and sanitary conditions:

- Personal items may be stored in the refrigerator but must be kept in sealed containers and clearly labeled.
- The kitchen is stocked with its own cookware and dishware. **No cutlery, plates, cups, or bowls may be taken from the monastery without express permission of the Monastery Econom.**
- Each student is responsible for washing all dishes and cookware he has used immediately after using it. Dishes and cookware should remain in the kitchen, and not be washed in the bathrooms.
- Monastery food and pantry items belong to the Monastery. **Students may not take food or pantry items from the Monastery without the express permission of the Monastery Econom.**

If the kitchen is left dirty or neglected, the Dean of Students may close the kitchen until the problem is rectified. Anyone may volunteer to rectify the situation.

Laundry facilities are located in the basement of the dormitory building. Many people use these facilities, so washing and drying should be finished and removed promptly. Clothing that is left for more than one day will be considered abandoned, removed from the laundry area, and donated to a local charity.

The gym area is provided with equipment for the health of students. The only place where gym equipment may be used is in the gym. The gym may be used during regular hours and not during quiet times (e.g. not after 10pm on a typical weekday).

Guests

Male guests of seminarians may stay at the Seminary Dormitory, provided that approval is sought from the Dean of Students and there are rooms available. Women guests may visit only in the common sitting area of the first floor of the dormitory.

Host students must ensure that guests follows all HTS guidelines. Guests must be at least 18 years of age.

Monastics and Non-Monastics

Although there is a common life between the Seminary and Monastery, students must be aware that the monastics have their own space which is for monastics only. Students who live in the dormitory are not allowed to enter the cells in the monastery building. Likewise monastics are not allowed to enter the dormitory rooms. Acceptable meeting spaces for studying together include the guest refectory and Monastery lounge.

Smoking

Smoking is not allowed in any of the buildings of the Seminary and Monastery. Fines in the amount of \$50 will be issued per occurrence. Smoking is also not allowed on the Monastery grounds.

Maintenance Requests

Maintenance requests need to be submitted to the Dean of Students by filling out a Maintenance Request Form. The Dean of Students will then inform the people responsible for such work.

Dormitory Cleaning

Students are obliged to perform regular cleaning duties as assigned by the Dean of Students.

DISCIPLINARY ACTION

STUDENT DISCIPLINARY PROCEDURES

(The following section, slightly amended, corresponds to Section 6.01-6.20 of the Regulations of the Faculty Council, approved September 6, 2016.)

Standards of Student Conduct

Each student of Holy Trinity Orthodox Seminary is required to abide by the standards of conduct set forth in this *Student Handbook*. The rules and standards outlined in the *Student Handbook* may be amended, revised, extended, or clarified at any time. These rules and standards are binding on all students enrolled at the Seminary.

Categories of Offenses

The Seminary recognizes two categories of offenses, subject to disciplinary action and sanction(s) described below. These categories correspond to the offenses involving instances of **dishonesty**, and offenses involving instances of **proscribed conduct**.

Dishonesty

The offenses defined as “dishonesty” includes all forms of cheating, plagiarism, collusion, knowingly making false accusations, intentionally providing false information to the Seminary on a form or application or in response to an official inquiry, and misusing official documents of the Seminary with the intent to defraud.

The offenses of cheating, plagiarism, and collusion constitute academic dishonesty and are defined as follows:

- A. ***Cheating*** on an examination or test is defined as any conduct that is contrary to, or inconsistent with the terms of examination or test established by the instructor.
- B. ***Plagiarism*** is defined as the reproduction, without acknowledgment, of published or unpublished ideas, arguments, written work of any other person, either verbatim or in close paraphrase, presenting these materials as one’s own work. The work of “any other person” in this case includes the work of fellow students and one’s own previously submitted work, if reproduced verbatim and without reference.
- C. ***Collusion*** is defined as the unauthorized cooperation between students or between a student and any other person in producing a work which the student presents or intends to present as one’s own. The instances of cooperation that

have been authorized by the course instructor (e.g. teamwork) are not considered dishonest or forbidden.

Cheating on an Examination

Normally, a student caught cheating during an examination should not be allowed to continue the examination, will be asked to leave the examination room. If the course instructor possesses evidence that a student has cheated on an examination or test (especially if the cheating has been detected during the examination), this faculty member may impose one or more academic sanction, which include:

- a) an oral reprimand and a reduced or failing grade for the examination;
- b) the requirement to take another examination, or to write a paper on a designated topic;
- c) a combination of these sanctions, or
- d) a failing grade for the course.

If the faculty member decides to impose any of these sanctions he or she shall notify the Dean of the Seminary. The Dean shall decide whether this sanction merits a written warning to a student, and whether this warning should be added to the student's personal file.

In the case of a repeated and blatant violation of the standards of academic integrity, the faculty member may request for additional sanction(s) to be imposed. This decision will be subject to the discretion of the Dean.

Plagiarism

According to the Seminary Catalog, "the learning environment at Holy Trinity Seminary is intended to be one of trust. Students are expected to adhere to academic conduct that honors this trust and respects the integrity of the academic community." Plagiarism is considered to be a moral, academic, and intellectual offense that violates the principle of trust, and therefore every instance of plagiarism will be thoroughly investigated and, if proven, will necessarily entail a disciplinary sanction.

Investigating Plagiarism

The investigation of the instance of plagiarism shall be done by the faculty member to whom the work was submitted. The faculty member may consult other faculty or staff members in his or her investigation. If the faculty member will find the allegation to be supported by clear and credible evidence, he or she shall impose a sanction or sanctions upon the student, which may include:

- a) a reduced or failing grade for the assignment;
- b) the requirement to complete other written assignment(s);
- c) a combination of these sanctions, or
- d) a failing grade for the course.

If the faculty member decides to impose these sanctions, he or she shall notify the Dean of the Seminary. The Dean shall determine whether a written warning to a student should be issued, and whether this warning should be added to the student's personal file.

Proscribed Conduct

The offenses defined as "proscribed conduct" refer to all violations and offenses that are not encompassed by the description of "dishonesty," specifically including:

- a) immoral and dishonorable conduct; rude, disrespectful, unethical behaviour toward ecclesiastical authority, faculty, administration, monastics, Monastery and Seminary staff, other students or persons; violation of the Seminary alcohol and substance abuse policy (as outlined in the Student Handbook); sexual misconduct; harassment, bullying, and discrimination; criminal activity;
- b) disobedience and insubordination to ecclesiastical authority, administration of the Seminary, course instructors, and one's superiors; continued and repeated violation of the Seminary policy concerning class attendance, church attendance, and community service; rude, disrespectful, and disruptive behavior in class, in church or on the Monastery property;
- c) public and repeated proclamation of teachings incompatible with the teachings of the Orthodox Church, abandonment of the Orthodox Christian faith and of the canonical Orthodox Church;
- d) any other conduct unbecoming a student of the Seminary or any other violation of the policies set forth in the Student Handbook or action contrary to the best interests of the Seminary.

Allegation of Offense

If any person believes that he or she is in possession of credible evidence that an offense (dishonesty or proscribed conduct) has been committed by a student of the Seminary, the person may make an allegation to the Dean of the Seminary. If the offense concerns an instance or instances of proscribed conduct, the person is advised to consult with the Dean of Students before filing a formal allegation.

Once the allegation is filed with the Office of the Dean, the investigation follows the procedure established in this Handbook.

Role of the Dean of Students

The Dean of Students reserves the right to issue oral and written warnings or reprimands to students for isolated instances of proscribed conduct and minor infractions of the established rules of the Seminary. The Dean of Students brings the cases of serious instances of proscribed conduct and of repeated and blatant breaches of discipline to the attention of the Dean of the Seminary.

Investigation of the Offense

Following the filing of formal allegation, the Dean shall conduct an investigation. If the allegation concerns instances of proscribed conduct, the Dean may charge the Dean of Students and/or the Committee on Student Affairs with the conduct of the

investigation. Following the investigation, if the Dean determines that there is sufficient evidence that the allegation is true, the Dean shall present these findings to a student in the presence of the Dean of Students.

Following the presentation of the findings, given the student's response, the Dean shall decide whether to impose a sanction. If the Dean decides not to impose any sanction, the matter is terminated. If the Dean decides to impose a sanction, and the student accepts it, the matter is terminated. The Dean of the Seminary shall determine whether this sanction will be recorded in the student's personal file.

Formal Charges

If the student declines to accept the sanction, the Dean of the Seminary shall notify the Rector and the Faculty Council concerning the filing of formal charges. The Faculty Council, with the knowledge and consent of the Rector, shall constitute a Hearing Panel consisting of three faculty members who neither filed an allegation nor witnessed against the student. If the formation of such panel is impossible, the Rector shall conduct the hearing, together with two other faculty members whom he invites to the hearing.

Hearing

The Hearing Panel or the Rector (if he conducts the hearing) shall notify the student of the formal charges against him, as well as of the date and place of the hearing. Upon conducting the hearing, the Hearing Panel or the Rector shall determine the guilt or innocence of the student. If the student is found guilty, the Panel or the Rector shall impose a sanction. The Dean of the Seminary and the Dean of Students may make a non-binding recommendation concerning the sanction that seems appropriate to them.

Sanction(s) Imposed

The sanction(s) which can be imposed by the Dean of the Seminary or by the Hearing Panel or the Rector include:

- a) a written letter of warning or formal reprimand, indicating that the repetition of the proscribed behavior shall entail a greater sanction;
- b) probation;
- c) suspension from the Seminary for a defined period of time;
- d) a permanent notation on a student's official record;
- e) expulsion from the Seminary, or
- f) a combination of these sanctions.

Repeated violations resulting in two letters of warning or reprimand will result in the imposition of a greater sanction after the third infraction.

A student is suspended from the Seminary, pending the outcome of the investigation and/or hearing, if his presence on campus threatens the safety of other students, faculty, and Seminary and Monastery staff.

Specific instances of proscribed conduct, including sexual misconduct, substance abuse, and criminal activity, will necessarily result in the student's immediate suspension and/or expulsion from the Seminary after the first instance of such misconduct.

Appeal

Following a determination of guilt and the imposition of a sanction by either the Hearing Panel, the Dean or the Rector, the student may file an appeal to the Faculty Council as a whole. The student's appeal cannot concern the findings of the investigation, but may concern whether the procedures prescribed by these Regulations were followed and whether the sanction merits the offense for which it is imposed. The new evidence, unavailable at the time of the original hearing, can also serve as the grounds for appeal. Upon receiving the appeal, the Faculty Council may resolve to impose a lesser sanction, to allow the previous sanction to stand, or to impose a greater sanction. There shall be no further appeals.

Probation

A student is placed "on probation" by the decision of the Dean of the Seminary in consultation with the faculty. A student can be placed on probation pending the outcome of the investigation or hearing. A student can also be placed on probation if he has unfulfilled obligations before the Seminary (financial, academic, et al.). If the outstanding obligations are not fulfilled within one semester, the Office of the Dean may place the student on administrative hold or recommend that he be dismissed from the Seminary.

Withholding a Degree

The Faculty Council may resolve to withhold a degree from a graduating student if there is a pending investigation or hearing concerning suspected instance of dishonesty or proscribed conduct, or if such investigation or hearing has shown that the degree candidate was guilty of dishonesty or proscribed conduct. The Faculty Council may recommend that the degree to be awarded if the investigation or hearing showed the student not guilty of the charges.

Postponed Graduation

The Faculty Council may resolve to postpone the award of a degree to a student of the graduating class who has outstanding obligations before the Seminary, including but not limited to:

- a) not having submitted the Thesis/Extended Essay/Senior Project, or not submitting it on time or in an acceptable format;
- b) having one or two incompletes for his last semester courses;
- c) having an outstanding financial debt before the Seminary with no expectation of repayment of this debt in the near future;
- d) not having completed his field education (practicum) requirements;

- e) having outstanding obligations before the Seminary Library.

Considering these outstanding obligations, the Faculty Council may resolve to postpone the award of a degree until these obligations are fulfilled. At its own discretion, the Faculty Council may allow this student to take part in the Commencement ceremonies, to walk as part of the graduating class, and to receive the cover of the diploma and the blessing from the presiding bishop. At one of the subsequent meetings of the Faculty Council, when the Office of the Dean shall report that the obligations have been fulfilled, the Council shall recommend to the Board of Trustees to award the degree at that time. No diploma or official academic transcript shall be issued to a student who was not awarded the degree due to the outstanding obligations before the Seminary.

DISCIPLINARY MEASURES

Breaches of discipline, moral lapses, insubordination to authority, or action contrary to the best interests of the community and Seminary may lead to probation in the form of a written warning from the disciplinary committee. Two unheeded warnings may result in expulsion. If the breach is serious and immediate dismissal may be the result. The senior members of the staff are responsible for administering discipline within the Seminary. A student contesting a grade, evaluation, or disciplinary decision is encouraged to speak first with the responsible instructor or official. If the issue cannot be resolved in such a manner, the student may then address his concern to the Dean. If the issue still remains unresolved the Pedagogical Council will review the matter for a final determination.

Responsibility for the maintenance of discipline lies with the Dean of Students. He oversees the behavior of the students, and all students are obliged to obey him.

For infringement of the prescribed regulations, the Dean of Students may impose an appropriate disciplinary penalty, such as:

1. An oral or written reprimand.
2. Assignment of obedience without “hours”.
3. Assignment of special obedience, work, or confinement to the monastery grounds.
4. Deprivation of privileges.

More serious infringements of regulations will be handed over to the Rector who can impose the following consequences:

1. The foregoing measures.
2. Deprivation of the right to wear a cassock.
3. Expulsion from the Seminary at the discretion of the Administration.

Although the Dean of Students is responsible for order and discipline in the Seminary, the Rector and Dean also assist in fulfilling these obligations. In the case of any misunderstanding, the student should consult the Dean of Students or his spiritual father. To address any serious complaints see appendix for Student Complaint Procedures.

TERMINATION

A student may be terminated from the Seminary for the following reasons:

1. Failure to maintain a satisfactory academic record.
2. Lack of aptitude or personal fitness to serve the Church.
3. Behavior that violates generally acknowledged canons and standards of scholarship or professional practice.
4. Behavior that is unacceptable in a Christian community and disruptive to the educational process.

The Seminary reserves the right to withhold a degree from a candidate when there is compelling evidence of serious moral misconduct, or pending disciplinary action.

SEXUAL MISCONDUCT POLICY

Enough is Enough

In keeping with the best interest of maintaining a safe learning environment, Holy Trinity Seminary shall inform all current and incoming students of rights and regulations pertaining to sexual assault on and off campus. This includes a student bill of rights, a uniform definition of affirmative consent, a statewide amnesty policy, and expanded access to law enforcement.

Student Bill of Rights

All students have the right to:

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure by the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by the institution, any student, the accused an/or the respondent and/or their friends, family and acquaintances within the jurisdiction of the institution.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.

11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Uniform Definition of Affirmative Consent

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent.

The following is meant to act as guidance for the community:

- a) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol
- c) Consent may be initially given but withdrawn at any time.
- d) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- e) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- f) When consent is withdrawn or can no longer be given, sexual activity must stop.
- g) Minors who cannot consent under New York's laws covering age of consent are considered incapacitated for purposes of this section.

Policy for Alcohol and/or Drug Use Amnesty

The health and safety of every student at Holy Trinity Seminary is of utmost importance. Holy Trinity Seminary recognizes that students who may have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Holy Trinity Seminary strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Holy Trinity Seminary's officials or law enforcement will not be subject to Holy Trinity Seminary's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

Sexual Assault, Domestic Violence and Stalking Prevention

The Seminary shall inform incoming students about sexual assault, domestic violence and stalking prevention measures through programs which may include workshops, seminars, discussion groups and film presentations, in order to disseminate information, promote discussion, encourage reporting of, and facilitate prevention of sexual assault, domestic violence and stalking offenses, tailored for the context of the Seminary. Specifically, the Seminary shall provide educational programs to promote the awareness of sexual assault, domestic violence, and stalking offenses.

SPECIFIC RULES IN ALPHABETICAL ORDER (A FULL COPY OF ALL POLICIES ARE AVAILABLE UPON REQUEST):

Absence from the Monastery

The Seminary is a closed academic institution. Students may not leave the grounds of the Seminary and Monastery without permission and a blessing. For any trips to town students must first ask permission from the Dean of Students. Trips to town are not to take place during obediences, afternoon classes and kliros assignments. Students are required to return by 10 PM.

For a more prolonged leave of one night or more the student must approach the Dean of Students for permission and a blessing. Permission for this kind of leave is given only under special circumstances. The request for a **Leave of Absence Form** needs to be completed at least three days prior to leaving and permission granted also by the spiritual father. It is the responsibility of the students to inform the Dean of Students that they will be away by Friday noon.

During Seminary holidays students must inform the Dean of Students of their dates of departure and return. It is necessary to leave a phone number and address where, if necessary, they may be contacted. Students remaining in the monastery during long vacations must follow the rules and customs of the Dormitory and Monastery as usual.

Animals and Pets

Animals and pets are not allowed on campus without prior permission from the administration. Do not feed stray animals as they often carry fleas and diseases, and become dependent.

Bias related crimes

Crimes committed against a person based on a perception regarding his race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person regardless of whether the belief or perception is correct will not be tolerated at Holy Trinity Seminary.

Bicycles

Bicycles may not be kept in the Seminary Dorm Building. The only place allowed to store bicycles is in the garage next to the Dorm. It is the responsibility of the owner to secure the bicycles.

Dishwashing Schedule

Please check the schedule for dishwashing at the beginning of each semester. All Seminarians are assigned to wash small and big dishes on a rotation basis. It is the responsibility of those assigned that the dishes are washed immediately after lunch and supper and that the kitchen area is clean and the garbage has been removed. See Appendix: **Procedures for Dishwashers**

Disorderly Conduct

The seminary will not permit any reckless misconduct that endangers the mental or physical health of a member of the Seminary community, Seminary or Monastery guests, visitors, or any other person. This policy governs the conduct of students, faculty, and staff, as well as any individuals on the premises of the Seminary or facilities not owned by the Seminary but used for Seminary purposes. Intentional or reckless misconduct includes, but is not limited to:

- 1) Deliberately causing injury to another person or threatening to do so.
- 2) Physically restraining or detaining another person or forcibly removing a person from a place where he or she has a right to remain.
- 3) Deliberate damage to or theft of Seminary or Monastery property.
- 4) Entering private administrative, faculty, or staff offices without permission.
- 5) Entering into or remaining in a Seminary building or facility for any purpose other than its authorized use.
- 6) Remaining in a Seminary building or office after it has been closed.
- 7) Refusing to leave any building or facility after a request to do so by an authorized administrator.
- 8) Obstructing the movement of persons and vehicles in or around Seminary facilities.
- 9) Deliberately disrupting classes, lectures or meetings or deliberately preventing another person from expressing First Amendment-protected views.
- 10) Forcing another individual or participating in an effort to force another person to ingest alcohol, drugs, or other substances for any reason.
- 11) Violating the Seminary's policy on the use and possession of weapons on campus.
- 12) Willfully inciting another individual to engage in intentional or reckless misconduct.
- 13) Unlawful use, sale, or distribution of controlled substances
- 14) Stalking, harassment, or intimidation
- 15) Any conduct not enumerated above which violates federal law, New York law or local law.

Dress Code

Seminarians must wear a cassock and **belt** during classes, church services, and meals in the refectory as well as any official Seminary events. Students must wear black slacks and shoes under their cassocks. **White socks that show, flip flops, or tracksuits are unacceptable.**

Jackets, coats, and sweaters are not to be worn on top of the cassock in class, church, and at meals, with the exception of ecclesiastical vests.

Fire and Smoke Alarms, Fire Extinguishers

Deactivating Fire alarm/smoke detectors by removal from their mounting and / or removing batteries is prohibited and will lead to possible disciplinary measures.

In case of fire:

1. **In the Seminary:** First warn everyone on the premises and quickly evacuate them from the building, closing behind you all doors and windows. Inform monastery or seminary office of the fire. Only if a member of the administrative staff is not present should a student himself telephone the fire department (number 858-1111). The students must make every effort to extinguish the fire themselves with the use of fire extinguishers.

2. **In the Dormitory:** A fire alarm system is installed in the seminary dormitory. In case of fire a bell automatically begins to ring. In the event of fire everyone must leave the dormitory, closing behind them doors and windows. Then follow the same procedure laid out above.

In case it is necessary to call the police, contact the administration. Students must not themselves summon the police.

When a fire alarm sounds all residents are to exit the building from the nearest exit and assemble in front of the parking lot opposite the dormitory building and wait for further instructions from the Dean of Students. In the case of faulty smoke alarms please notify the Dean of Students.

Meals

There are three meals during the day and two during Great Lent.

Breakfast is served immediately after Liturgy. **Talking is not permitted during meals. Lunch is compulsory for all students.** They are to make every effort to come one time. **No food is to be served on plates until after the prayer.** After prayers everyone is to leave trapeza quietly and not sit around talking. No food is to be taken to the dormitory unless someone is sick.

Breakfast and Supper are not compulsory.

Medical Needs and Insurance

In case of an accident, contact the administration. In case of illness, the student should inform the Dean of Students. If help cannot be given by the Monastery infirmary, the student will need to make an appointment with a doctor or to be driven to the hospital. The Seminary does not offer health insurance covering students in case of illness.

However, under the new US Health Laws, each and every student must obtain health insurance. Private companies offering private health insurance are listed on the Seminary website. New York State offers health insurance which may be purchased through the “Marketplace.” If a student cannot afford private health insurance, he can apply for New York State Medicaid through the “Marketplace.” For assistance in applying, Bassett HealthCare Services will help you to sign up.

Parking

Students must register motorized vehicles and receive permission before bringing a car on campus and HTM. They need to fill out an **On- Campus Vehicle Registration Form**

Resident/Class Assistants (Dzhurnii-Pomoshniki)

Resident/Class Assistants are students chosen once a year to represent the particular year to which they belong. Their responsibilities include the following:

- Passing on information to students of the particular year.
- Reporting to the Dean of Students.
- Making sure that a fellow sick student of their year has food brought to them as needed..
- Classrooms are kept clean, windows are closed in the winter at the end of classes, and the class register is returned to the secretary every Friday.

Request for leave

Students who would like to leave the seminary during the course of the regular academic semester (excluding vacation times) must consider the following policy about the Arrivals/ Departures Committee.

“Students of Holy Trinity Orthodox Seminary who wish to be considered for an early departure or late arrival must submit a request in writing to the HTS Dean. The Rector and Dean have delegated all decisions of this nature to a special committee. The committee will consider the request and the decision shall be final. No appeal will be considered. Students who leave early or return late without written permission will be considered for disciplinary action, at the discretion of said committee. A late return is defined as missing classes on the first day for unexcused reasons.

In addition, the committee shall also consider requests to leave for any overnight stay or unusual event during the semester.

Requests for short trips for common reasons should be first directed to the Seminary Inspector, as usual.

If there are any pastoral considerations, the committee may defer a decision to the student’s confessor/spiritual father.”

If a student wishes to attend Sunday or Festal services elsewhere, he needs approval from the Rector.

A student can expect a response within three working days.

- 1) Visitors are only allowed in the common lounge area.

- 2) Monastics are not allowed to visit the students in their rooms. Students are not allowed to visit monastics in their cells.

Security of Personal Items

Each student is responsible for securing his personal belongings. HTM and HTS are not liable for any items that are lost or stolen on HTM property.

Transportation

Students are responsible for arranging transportation to and from the Seminary to either Utica Amtrak, Albany or Syracuse airports. The Seminary cannot guarantee rides to and from these locations. However, if the Seminary does offer to drop off or collect, the student is expected to pay the stated fee listed in the section "Vehicles". Seminary is not responsible for arranging pickup / drop off of other family members/significant others. These are to be arranged by students themselves or the family member/significant other.

Trash

All trash needs to be disposed of responsibly in the garbage disposal area on the first floor of the dormitory. Please use the recycling bins for plastic, metal, glass and cardboard.

Items for burning are to go only into the trash can marked "For Burning".

Vehicles

The use of the Monastery vehicle is a privilege and not a right, subject to certain guidelines. Only drivers with a New York State license may drive the Monastery vehicle. As the vehicle belongs to the Monastery and may not be available, trips to town should occur with the consideration of the needs of fellow seminarians in mind. Students using the Monastery van are to fill in the log folder and return the van with the tank as listed below.

All students who would like to use Monastery vehicle have to submit the following:

1. A copy of driver's license,
2. Certified abstract of personal driving record.
3. Proof of Defensive Driving Course
4. Students have to return the monastery vehicle in a timely manner, clean in\out, and with a half-full tank. Before returning the car, students have to fuel the car at pump stations either in Richfield Springs or in Mohawk.

New Monastery Van Policy

Effective Sept. 1, 2018

Gas: The Monastery van must be returned with the fuel tank at the level it was taken, or higher. If it is below, a fee of \$8 per gallon will be charged collectively for the persons who used the van to refill

Fee Schedule: In addition to fuel, every time the van is used there will be a flat fee on the following schedule payable before leaving the Seminary:

Richfield Springs rental fee: \$25, returning with the same level of gas or higher..

Herkimer: Rental Fee: \$26, returning at the same level of gas or higher.

Train/Bus Station, Utica: Rental Fee \$38 and returning at the same level of gas or higher.

Syracuse airport: \$94 Returning with the same level of gas or higher.

Albany Airport: \$100 Return with the same level of gas or higher.

All Other Destinations: \$.50 per mile plus returning with the same level of gas or higher.

Log Book: The log book is to be returned to Fr. Nektarios after each trip. It is the responsibility of the driver to fill in the miles sections of the log book, date, the name of the driver and number of people travelling. The driver must have the van inspected by Fr. Nektarios or assigned official upon returning from any and all trips. The seminary official(s) will take note of the condition of the van and confirm the miles driven. The van may not be lent again until this happens.

Keys: The keys are to be returned to Fr Nektarios or a designated official.

Drivers: They will be appointed by the Dean of Students. A driver must have a clean driving record (no accidents or DUI), and have been driving for a minimum of two years. All drivers must take an approved defensive driving course. No other seminarians will be allowed to drive the vehicles.

Cleaning: The van must be left clean after each use.. The drivers will be responsible for organizing the cleaning. Clean is considered free of trash, washed, vacuumed, and the interior hard surfaces wiped down as needed. Any carpet stains should be cleaned with a steam-cleaner. If the van is not left clean to the satisfaction of the Dean of Students or his delegate, then a cleaning fee will be assessed equal to the rental fee..

Weekly Assignments

1. The assignment sheet goes up every Saturday. Make sure you check every Saturday at lunch to see if you are assigned to kliros, kitchen, altar serving and reading in trapeza.
2. If it is necessary you may switch with someone. You must first ask permission from the Dean of Students and then make sure you find someone of equal ability with you, i.e. if you are assigned first on kliros make sure your replacement is capable. It is the responsibility of the student to let the serving priest know that you have switched.
3. Servers for Liturgy need to be in church at 5:30am to begin helping in the altar.
4. Readers in Trapeza for lunch should read at supper also.

INTERNET POLICIES

System and Network Connectivity

The Seminary is connected to the Internet for email and administrative purposes only. The Internet connection provides opportunities for research by faculty and students as well as a means for external connection to the Seminary resources.

Accounts

All network and computing services at Holy Trinity Seminary will have a personal account after the network systems are upgraded. Access via a laptop will require that users register their computers and agree to the rules and guidelines governing this service.

Seminarians staff and all pre-registered users will need to register their laptops with the Dean of Students before using them on the network. Registration includes:

1. Acceptance of the rules and guidelines governing network connectivity.
2. IP and Mac address registration.
3. Confirmation of an active anti – virus software installed on the laptop.

Locating your MAC address ensures that your Ethernet adapter or “card” is installed properly in your computer. Some newer computers come with Ethernet service pre – installed (notably many laptops and recent Apple Macintosh computers such as the iMac). This process can be done at registration.

- 1) **Windows :** To locate your hardware address in Windows click on the “Start” menu in the bottom left hand corner of your screen and select “Run”. Enter “cmd/k ipconfig /all” (without the quotation marks). A screen similar to the one depicted above will appear. The “Physical Address” is the address that needs to be recorded.
- 2) **Mac OS X:** Open System Preferences. Click on the Network panel. Show “Built – in Ethernet” and click on the TCP/IP tab. The Ethernet Address (aka MAC address) is displayed in the lower – left corner of the panel.

Refer to **Internet Policies Agreement Form**

Archives and Library

Application for access to the collections should be made to: library@hts.edu.

LIBRARY POLICIES

Persons entitled to use the Library

The following persons are allowed to use the Library:

- Seminarians
- Members of the Seminary faculty and staff
- Members of the brotherhood.
- Other persons may be permitted to use the facilities and resources of the library subject to completion and approval of the Library Resource Application form, which may be found at the circulation desk.

Circulating items

Patrons may borrow the follow items:

- Books not designated “non-circulating” or “Reference.”
- CD’s, audio cassettes, videos and DVD’s.

Loan periods and maximum number of items that can be borrowed

	Items	Circulating	Audio/CD	VHS/DVD
Seminarians	15	1 term	14 days	7 days
Faculty	30	1 year	14 days	7 days
Members of the Brotherhood	5	1 month	14 days	7 days
Other approved borrowers	5	1 month	14 days	7 days

Returning items

All items are to be returned in the book drop in the circulation area. Please do not hand items directly to the circulation attendant or leave them on top of the counter.

Fines

1. Books incur a fine of 5¢ per book per day.

2. Audio/Visual items incur a fine of 20¢ per item per day.
3. Failure to respond promptly to an email “recall” notice will result in fines as high as \$5.00 per day and/or a severe reduction in borrowing privileges during the following term.

Lost books

Patrons should take great care to treat books well and not misplace them. They are invaluable resources and enhance the quality of educational life at the Seminary. When a patron loses a book that is replaceable, the patron must pay the cost of the book. If it is not replaceable, then the patron will have to work out an arrangement with the Seminary administration.

Damaged books

If the patron has damaged a book through careless use, he must pay for the cost of repair.

Borrowing privileges blocked or reduced

Patrons will not be able to borrow if they have overdue items. Students who fail to return all of their books to the library promptly at the end of the term will have their borrowing privileges reduced during the following term.

Recalling items

Since students and faculty are currently allowed to borrow many books for long periods of time, it is essential that each borrower respond promptly to recall notices received via email.

Books are ordinarily only subject to recall after the first patron has had the item for two weeks.

In order to recall a book:

1. Log into your library account
2. Find the record for the book in question
3. Click the recall button and verify that your name appears correctly in the subject line
4. In the message field, please let the library know the urgency of your request.

Reviewing your library account

Username: first letter of your first name + your entire last name (for example: twilliams).

Password: hts

When first logging into your account, you should select “My Portal,” then “Details,” and then click the edit icon under “Change Password” in order to keep your account secure.

Non circulating items

Patrons may not take out of the library the following items:

- Books which have a red label and/or are stamped as Library Use Only and/or are marked as Non-circulating within the catalog
- Periodicals (Request at Circulation)
- Reference material

The library has a large collection of titles in religion, history and literature from pre-revolutionary Russia as well as many fragile items documenting the Russian émigré experience. Given the limited number of extant copies of such items throughout the world, they may be used only in the library.

Theses, Pamphlets and Non-current Periodicals

Student theses and pamphlets may not be taken out of the library. Please consult the circulation attendant for access to this part of the collection as well as for access to non-current periodical issues and volumes stored in the closed stacks area.

Reference items

All print reference materials are located in the second row of the main book stacks opposite the audiovisual cases.

Archives

Access to the archives is limited only to staff approved to enter by the Curator. Approximately one-third of the collection has been microfilmed and is available for use by researchers within the Research Reading Room. Inquire at the circulation desk or email library@hts.edu to arrange for use of the materials.

SPECIAL REGULATIONS

Patron conduct

- No person shall interfere with the work of another patron in the library by making undue noise or by any other means.
- No patrons shall enter into areas of the library restricted from public access. That includes the area behind the circulation desk and all closed stacks and offices.

Inspection policy

Library workers have the right to inspect bags if necessary.

Food and Beverage policy

No food or drinks are allowed in the library.

RESEARCH GUIDE

Library Collections

The book collections are arranged by the classification system of the Library of Congress. Please see the map at the end of this guide and signs in the library for locations of specific classification ranges. There is a map within the library catalog attached to each call number in this classification system. Clicking on the call number or the map symbol will highlight where a book is located.

Locating missing books

If you are unable to locate a book on the shelf, first re-check the catalog record to see whether it is perhaps on loan or shelved in a different section (i.e. Oversized, Reference, Closed Stacks, etc). [NOTE: the map within the online catalog is not able to distinguish "Oversize", "Reference", etc from the General collection.] If you are still unable to locate the book, please let the circulation attendant know the author/title, call number and your name. Library staff will search for the item and let you know when it has been found.

Finding periodicals

Current periodicals are shelved behind the Circulation Desk. Please have the circulation attendant retrieve particular issues for you. You may read current periodicals in either of the two chairs in the library stacks. If you would like to utilize the Research Reading Room, ask a circulation attendant to assist you.

The library's holdings of past issues of titles held do not appear yet in the online catalog. Please ask at the Circulation Desk for assistance ascertaining the library's holdings and for access to particular issues.

Online Catalog

Currently more than 35,000 bibliographic records representing over 47,000 volumes are searchable in the online catalog. The catalog may be accessed in the following ways:

1. On the patron computer opposite the circulation desk it should appear as the home page. This computer should be used only for quick searches to find materials within the library.
2. Through the Web, via the Library Catalog link of the Library section of www.hts.edu.

All bibliographic records have complete information represented by Latin alphabet characters. A growing number of records representing items published in Cyrillic also have some keyword searchable bibliographic information in Cyrillic. At this time, however, for the most comprehensive search of items published in Cyrillic you should use the Russian or Church Slavonic transliteration tables at the end of this guide.

The Holy Trinity online catalog offers eight options for searching (**Basic, Advanced, Authors, Corporate Authors, Lists, Series, Subjects, Titles**). Below is an explanation of the first two options and brief overview of the remaining six search options.

1. BASIC SEARCH

If you know the exact title or a keyword for the book that may not be linked to many other books in the collection, you should begin typing it into the General search field and selecting “Basic Search” from the drop-down menu on the right. The catalog will provide a short drop-down list of suggestions matching what you are typing. Hit “enter” with one of the highlighted suggestions for results.

If you do not obtain desirable results you should proceed to “Advanced Search.”

2. ADVANCED SEARCH

Choosing “Advanced Search” from the drop-down menu on the right of the General search field brings up the Advanced Search screen. Once you have typed a term into the General search field, you may choose an option from the drop-down menu below that will limit or expand the search to find the best match, all of the words, any of the words, the phrase, or an exact match of the term(s) you entered. The search may be further modified by checking or unchecking the boxes at the top of the Advanced Search screen.

If you would like to search only for a CD, Video or Reference item, then you should use the “Collections” menu on the bottom right of the screen. The locations of all non-circulating books are set to Closed Stacks, Closed Stacks Oversize, or Closed Stacks Super Oversize. Therefore, if you are interested in searching only for books you may check out, limit the Collection by “General”.

The other boxes on the Advanced Search screen may help you to refine a search. The Lookup buttons next to the Author and Subject fields allow you to search for the standardized ways in which subjects and authors are represented in North American library catalogs. These fields are not yet fully controlled and regularized in Holy Trinity’s catalog, so it is best to employ them to verify the words you are using within your keyword searches rather than to depend on them as the definitive “Authority file” of the catalog.

3. OTHER SEARCH OPTIONS

The remaining six options in the drop-down menu on the right of the General search field are essentially an extension of the “Lookup” buttons on the Advanced tab allowing you to search for terms within specific fields, namely: Authors, Corporate Authors, Lists, Series, Subjects, and Titles. Any phrase found via those options which appear on one or more bibliographic record in the database should also appear as a hot link in each bibliographic record. That allows you to search directly on this term, while browsing other records retrieved in response to another query.

INTERLIBRARY LOAN

Faculty and students may request to have items borrowed from another library. Patrons should send complete bibliographic information as identified in **WorldCat** to library@hts.edu in order to request materials. The funds Holy Trinity has at its disposal to support borrowing from other libraries are limited. If your research will require extensive borrowing from other libraries, you should contact the Curator.

HOURS

Semester Period:	Mon-Thu	1:00 – 7:00 PM
	Fri-Sat	1:00 – 4:00 PM
Summer Hours:	Wed	2:00 – 4:00 PM
Major Feast Days		Closed

CONTACTS

Catalog and borrower accounts:

<http://hts.softlinkliberty.net/liberty/libraryHome.do>

Library-related queries:

Michael Perekrestov

Curator and Librarian

email: mperekrestov@hts.edu

How to reach the Seminary

Physical address:

1407 Robinson Road
Jordanville, NY 13361

By air:

SYRACUSE AIRPORT – Taxi to Syracuse bus depot (about a 10 minutes ride). Bus to Utica. Bus to Mohawk. Taxi to Monastery (15 – minutes ride).

By train or by bus:

UTICA – Order a ticket to Richfield Springs (Adirondack Trailways), from there take a taxi to the Monastery.

By car:

THRUWAY – Exit 30 (Herkimer). Route 28 (South). Take Route 28, turn left at Jordanville Road. The Monastery is about a mile past Jordanville, to the left side of Route 167.

ROUTE 20- To Richfield Springs, then Route 167 (North) at Richfield Springs. Monastery in about a mile past Jordanville.

GPS Address:

1407 Robinson Road
Mohawk, NY 13407

Student Guide to the Local Area

TRANSPORTATION

Amtrak Bus and Train Station

Address: 321 Main St.

Utica, NY, 13501

For Up – To – Date Schedules, Fares & Reservations, visit www.amtrak.com

Bus companies serving the station:

- 1) CENTRO of Oneida
- 2) Greyhound Lines
- 3) Birnie Bus Services
- 4) Utica-Rome Bus Company
- 5) Adirondack Trailways
- 6) Coach USA/Chenango Valley Bus Company

www.amtrak.com

Taxi Service in Utica

Elite Taxi: (315) 732-0200/1566, Howard Ave, Utica, NY

City Cab: (315) 724 – 5454 Erie, Utica , NY

Courtesy Cab Company: (315) 797 7272

Albany Bus Station

Address: 34 Hamilton St, Albany, NY 12207

Tel: 518 436-9651

BANKS

Bank Of America Branches and ATMs

(800) 432-1000, One West Main St, Little Falls, NY 13365

To apply for a Bank Of America Card:

1. Social Security Number;
2. Passport

NBT Bank Branches and ATMs

194 Main St, Richfield Springs, NY 13439

Tel: (315) 858-2800

399 East Albany St, Herkimer, NY 13350-2031

Tel: (315) 867-2133

JORDANVILLE PUBLIC LIBRARY

189 Main St, Jordanville, NY 13361

(315) 858-2874

JORDANVILLE POST OFFICE

137 Main St, Jordanville, NY 13361-9998

(315) 858-2884, (800) 275-8777

Working Hours: Mon-Fri - 12:30pm-4:45pm

Social Security

Please use this information in order to obtain a Social Security Card

Federal Building, 10 Broad St, Utica, NY 13501

Phone Number: 315 797-7614,

Work Hours: MONDAY - FRIDAY: 09:00 AM - 04:00 PM

To apply for a Social Security number:

Student: If you are an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that:

- Identifies you;
- Confirms your current school status; and
- Identifies your employer and the type of work you are, or will be, doing.

We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the letter. The letter must describe:

- Your job;
- Your employment start date;
- The number of hours you are, or will be, working; and
- Your supervisor's name and telephone number.

If you are an F-1 student authorized to work in curricular practical training (CPT), you must provide us your Form I-20 with the employment page (page 3) completed and signed by your designated school official.

If you are an F-1 student and have a work permit (Form I-766) from DHS, you must present it.

If you are a J-1 student, student intern or international visitor, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

Appendices

HANDBOOK ADDENDUM FORM

Holy Trinity Orthodox Seminary

PO Box 36

Jordanville, NY 13361

Any revisions to the Student Handbook will be done using the Addendum form below. This form will be posted on the student notice board for a week, starting from the posted date written on the form.

This form is a revision of policy _____ in the Student Handbook. Page _____

Revision:

Date Revised: _____

Date Posted: _____

DORMITORY HOUSING AGREEMENT FORM

PLEASE PRINT

LAST NAME	FIRST NAME	MIDDLE	
PERMANENT ADDRESS		CITY	STATE ZIP CODE
()	PERMANENT TELEPHONE	E-MAIL	DOB

EMERGENCY CONTACT INFORMATION:

LAST NAME	FIRST NAME	RELATIONSHIP
STREET ADDRESS		CITY STATE ZIP CODE
()	()	E-MAIL
HOME TELEPHONE	WORK TELEPHONE	

OCCUPANCY START DATE: ☐ SUMMER, 2011 ☐ FALL, 2011 ☐ WINTER/SPRING, 2012

EXPECTED DATE OF ARRIVAL: ROOM:

EXPECTED GRADUATION YEAR:

ALL HOUSING IS SMOKE FREE.

SIGNATURE DATE

Security Deposit

\$200 is charged to the student's account for the room deposit.

OFFICE USE ONLY

DATE APPLICATION RECEIVED:

ROOM/APARTMENT ASSIGNED:

ON – CAMPUS VEHICLE REGISTRATION FORM

Holy Trinity Orthodox Seminary

PO Box 36

Jordanville, NY 13361

Students who park a vehicle on seminary property are required to maintain legal registration and insurance for their vehicle. Students with a legally registered and properly insured vehicle will, upon completing the Seminary's vehicle registration form, be allowed to park their vehicle for the current academic year. Subsequently, students are expected to notify the Dean of Students if any information regarding their registration or insurance changes.

Students with a vehicle on campus who have not received approval to park their vehicle on HTM grounds, or who fail to comply with seminary registration requirements, may have their cars towed, and will be subject to disciplinary action.

ON-CAMPUS VEHICLE REGISTRATION

Student Name: _____

Registered To: _____

Address: _____

Phone no.: _____

Vehicle Plate: _____ State: _____

Insurance Co.: _____

Office Use only:

Approval Granted By: _____

Date Valid From _____ to _____

MAINTENANCE REQUEST FORM

Holy Trinity Orthodox Seminary
PO Box 36
Jordanville, NY 13361

Date: _____

Requester Name: _____

Phone # _____

Floor : _____ Room No. _____ Other Area: _____

Description of Problem or Request of additional Furnot:

If Seminary vehicle - description of service/problem (please be specific):

I give permission to the maintenance department to enter my room to correct the problem.

Office Use only:

Approval Granted By: _____

Date Valid From _____ to _____

Signature

Date Completed Maintenance Signature

LEAVE OF ABSENCE FORM

Holy Trinity Orthodox Seminary

PO Box 36

Jordanville, NY 13361

Name: _____ Year in Program: _____

Address during Leave of Absence:

Phone: _____ Email: _____

Timing of Requested Leave: From _____ to _____

Brief Explanation of the Reason for Requested Leave:

If studies are not resumed at the specified return date, the student will be withdrawn by default from the seminary.

Signature: _____

Date: _____

Office Use only:

Approval Granted By: _____

Date Valid From _____ to _____

ABSENCE FROM CLASS FORM

Holy Trinity Orthodox Seminary

PO Box 36

Jordanville, NY 13361

Name: _____ Year in Program: _____

Classes missed: From _____ to _____

Brief explanation of why you are not able to attend class/es:

Signature: _____

Date: _____

Office Use only:

Approval Granted By: _____

Date Valid From _____ to _____

DORMITORY CLEANING PROCEDURES

Saturday (date) _____ (month) _____ to Friday (date) _____ (month) _____ 20__

Area assigned to clean: _____ Person assigned to clean: _____

Checked by Fr Nektarios: _____ Date: _____

Basement	This includes the back reading room, shower and toilet in that area, corridor in that area, staircase leading to the basement, corridors in basement, laundry room, linen room, game room, trash area
First Floor	This includes the toilet and shower on the first floor, the corridor, the entrance area, the lounge room, the prayer room, phone room and stairs leading to the second floor from main entrance and north side of the dormitory which lead to kitchen
Second Floor	This includes the three bathrooms and shower rooms, the kitchen, the corridor, the attic and the staircase leading to the first floor back reading room

Checklist for cleaning bathrooms	Friday
1. Remove all trash and put new bags.	
2. Fill the soap dispenser with hand soap.	
3. Replace Paper roll in the dispenser.	
4. Sweep the floor.	
5. Pour toilet bowl cleaner around the toilet bowl. Let sit for five minutes and then use toilet brush to clean inside the toilet bowl. Empty the water from the toilet brush base. Flush the toilet.	
6. Spray toilet seat and area around it then throw hot water and rinse off. Then use paper rolls to wipe the toilet seats and surfaces around the bowl and throw in trash.	
7. Use a sponge to scrub the sink and walls, then dry with sponges – washing the sponges in water to remove soap.	
8. Spray the sinks, surfaces, wall areas that need cleaning with the multipurpose spray.	

9. Fill the bucket with hot water and add floor cleaner liquid and mop the floors. When finished, empty the water carefully into the toilet bowl and flush.	
10. Place 5 toilet paper rolls on the cover of each toilet	

Checklist for cleaning showers	Wednesday
1. Spray the walls and glass of showers and let sit for a few minutes	
2. Scrub the walls and showers making sure you remove all stains.	
3. Rinse walls and glass with water using a bucket	
4. Scrub and clean sinks	
5. Mop the floor	
6. Empty trash and put a new bag	

Checklist for cleaning Kitchen on Second Floor	Wednesday
1. Open fridge, clean and throw anything that has gone bad.	
2. Clean the bench properly	
3. Scrub the heating element well.	
4. Scrub the sink and rinse	
5. Sweep and mop the floor	
6. Empty trash and put a new bag.	

Checklist for cleaning corridors and stairs, lounge area and reading room	Wednesday
1. Corridors: Sweep corridors and mop	

2. Corridors: Clean dust of window seals	
3. Lounge room: Vacuum, dust furniture and water plant	
4. Reading Room: Vacuum, dust furniture, clean window seal	
5. Prayer room: Vacuum the carpets, clean icon corner, dust, clean windows on door leading to prayer room	

INTERNET USAGE AGREEMENT FORM

This document describes what is expected of you as a user of the computing equipment and local area network at Holy Trinity Seminary. It is not intended to be a complete list of allowed and forbidden activities, but rather a guideline for the ethical use of our hardware, networks, and software. As a user of these facilities, you should do your share to keep them as a good place to work. Any activity that would diminish their usefulness has no place. Some specifics are spelled out below.

Violations of these principles and guidelines may result in the loss of login privileges and other disciplinary actions. Examples of inappropriate behavior are: using machines for playing games when others want to use them for serious work, distracting other students using the facilities, offending others intentionally or unintentionally by what you write on the boards or display on screen, leaving trash around.

1. **Logins:** Your login is for your personal use and no one else.
2. **Unauthorized Use:** Unauthorized use of seminary computers and the seminary network may involve not only a transgression of seminary policy – subjecting you or others to disciplinary action – but may also be a violation of state and federal laws and have criminal and civil penalties. You do not have permission to use seminary administrative menus and programs *unless specifically authorized to do so*. You *must not* attempt to determine how these programs work (“de – engineer”).
3. **Privacy and Confidentiality:** As a user you must respect the privacy of others. Examples of privacy invasion include reading other people’s mail, sending anonymous mail, using accounts other than your own, reading or deleting unprotected files, etc. We consider data on the disk as real property. As much, finding a file in another user’s directory that is readable to the world is like finding a house with the front door unlocked. It is wrong to read this file without invitation from the owner, just as it is wrong to go into a house with an unlocked door and watch TV. We will respect your privacy, but as owner of the system we reserve the right to inspect internet and network usage for periodical checkups and inform you in the event that your computer uses excessive bandwidth, is infected with viruses which could potentially cause problems to the network or is being used to access blocked categories. You must also respect the privacy of printed output as well as on – system, whether paid or not, any seminary information should be held in strict confidence. This is normal business practice in the outside world and it applies here too.
4. **Licenses:** Much of our software is covered by license agreements between the seminary and other companies and organizations. You do not have the right to copy programs from the systems for your own or other use elsewhere – this is both a violation of copyright and of simple ethics. You must not install any programs on any seminary system, including personal computers, no matter how well intentioned – there are severe penalties under law. The seminary’s stated policy is that illegal copying is both immoral and criminal.
5. **Electronic Mail:** You should treat the use of electronic mail as you would any correspondence. Be careful that others beyond your intended recipient may read what you eventually – even without your permission.
6. **Internet:** You need to be aware that excessive time spent browsing the Internet, and some Internet content, may be dangerous to your well being. *Use the Internet wisely. Be circumspect in your use of newsgroups and list servers. Do not download programs onto Seminary computers from the Internet (you may, however, suggest which programs we should consider installing for your use).* Internet sharing is strictly forbidden.
7. **System Maintenance:** You must not alter the configuration parameters of programs, change network hardware, plug in unauthorized devices etc. All such activities are reserved to *Systems Administration*. Suggestions may be sent to cyprian@hts.edu. You should take care not to alter or damage interface devices such as hubs, nor to alter or change cabling and connectors. Do not allow cables to be damaged by stepping on them, rolling chair wheels over them or allowing them to be constricted behind desks or furniture.
8. **Reporting Trouble:** Problems with equipment and with computer programs should be reported to cyprian@hts.edu for resolution. You should not attempt to fix these problems yourself.

THESE RULES & GUIDELINES are not meant to be complete, but merely indicative of the standard of conduct that should be maintained by all users of the seminary systems and

networks – regardless of whether the user is a student, a member of the staff, a faculty member or a guest.

YOUR ACCEPTANCE of these rules and guidelines is a condition for use of the seminary systems and networks. If you do not wish to observe these rules and guidelines, you should make this known and your access rights will be withdrawn. Violation of the rules and guidelines may subject you to disciplinary action – and/or civil and criminal penalties when appropriate.

I understand and accept these rules and guidelines:

Signature: _____

Date: _____

PROCEDURES FOR DISHWASHING

Checklist for using the Dishwasher

1. Check that the white round plastic dish washing detergent is not empty. If so replace with a new one by unscrewing the red cover and placing it upside down.
2. Check that there is blue rinse aid in the slot. If not then open a new packed and drop it into the tube.
3. Check that there is dishwashing soap on the floor under the sink. If not inform the econom.

Procedures for Using the Dishwasher

1. Before beginning to wash dishes turn on the dishwasher, let it fill with water and wait until the temperature rises to around 160 degrees.
2. Rinse cutlery before putting in the washing machine.
3. Scrub the cups well before putting in the dishwasher
4. After you are done washing dishes turn of the dishwasher, lift the inner handle to empty the water and empty the little rectangular tray of food scraps and put. Back.

Procedures for taking out the trash and recycling

1. The person assigned to **small dishes** at **lunch**(or in summer the person who does both small and big dishes) is responsible for emptying the recycling bins and taking them to the recycling house next to the blue metal trash bin. He needs to make sure the bins are clean and then put a new clear 60 gallon bag.
2. The trash is emptied together with the person doing small and big dishes after the dishes have been washed at **lunch**. The bags are placed in the big blue bin outside. The trash bins are rinsed if needed and then replaced with new black 32 gallon bags.

Sinks

1. After the dishes have been washed the sinks are to be cleaned from food scraps, washed and rinsed so that they are clean and no food remains in the sinks.

Kitchen Floor

1. The kitchen floor, food preparation area and back cooking area is to be swept and mopped after all the dishes have been washed.
2. The mop and bucket is kept next to the sink. It is to be filled with hot water and disinfectant is to be poured in. The disinfectants will be kept under the sink. The dirty water is to be emptied outside – not in the sink.
3. Before the floor is cleaned the black mats are to be rinsed with hot soapy water using the black hose and then let out to dry.

Small Dishes

The person assigned to small dishes needs to return the plates, cups and cutlery on the trolley opposite the coffee machine area and put in order. He needs to return the soup bowls and trays and put in order according to size and group. No soup or salad bowls are to go under the preparation table.

The person assigned to small dishes is responsible for the cutlery cart.

1. Collect all the bin trays and place on the sink area.
2. After emptying the collection bins rinse the bins, wipe the cart, place the collection bins back on the tray.
3. Empty the cutlery tray, rinse with hot water and put back on tray
4. Empty the trash and put in a new bag.
5. Place the cutlery cart back in the trapeza area.

Small Dishes include:

- Cutlery
- Plates
- Cups
- Soup bowls
- Plates
- Plastic, porcelain trays

Big Dishes

Big dishes include the following:

- Pots and pans
- Coffee and milk jugs
- Equipment for food preparation

Lunch

The washing of small and big dishes is to begin immediately after lunch. No one assigned to dishes is to leave dishes for the afternoon.

Supper

The washing of big dishes is to begin immediately after supper and must be finished by 9pm

ORDER OF VENERATION OF HOLY ICONS AT COMPLINE

- Most Holy Trinity our God, glory to Thee.
- Glory, O Lord, to Thy precious Cross and Resurrection.
- Most holy Theotokos, save us.
- All Ye heavenly Hosts of holy angels and Archangels, pray to God for us.
- Holy great John, the Forerunner of the Lord, pray to God for us.
- Holy Apostle Andrew pray to God for us.
- Holy Apostle and Evangelist Luke, pray to God for us.
- Holy Hierarch Averky (Abercius of Hierapolis), pray to God for us.
- Holy Hierarch Nicholas, pray to God for us.
- Holy Hierarch Athanasius, pray to God for us.
- Holy Hierarchs of Christ, Basil the Great, Gregory the Theologian, and John Chrysostom, pray to God for us.
- Holy Hierarch Mark (of Ephesus), pray to God for us.
- Holy Hierarch Arsenius (of Serbia), pray to God for us.
- Holy Hierarchs of Christ, Mitrophan (of Voronezh), Theodosius (of Chernigov), and Joasaph (of Belgorod), pray to God for us.
- Holy Hieromartyrs Dionysius (the Aeropagite) and Haralampus, pray to God for us.
- Holy Great – martyr and Trophy – bearer George, pray to God for us.
- Holy Great – martyr Demetrius, pray to God for us.
- Holy Great – martyr and Healer Panteleimon, pray to God for us.
- Holy Martyr Tryphon (the Gooseherd), pray to God for us.
- Holy Martyr Vitalis, pray to God for us.
- Holy martyr Phanurius (the newly – appeared, of Rhodes), pray to God for us.
- Holy Monk – martyrs of Zographou (Monastery on Mt. Athos), pray to God for us.
- Holy Great – martyr Barbara, pray to God for us.
- Holy Martyr Parasceve, pray to God for us.
- Our Holy Father Job (Abbot and Wonderworker of Pochaev), pray to God for us.
- Our holy Father Anthony and Theodosius and the other Wonderworkers of the Caves (of Kiev), pray to God for us.
- Holy Father Sergius, pray to God for us.
- Holy Father Seraphim, pray to God for us.
- Holy Father John (of Rila), pray to God for us.
- Holy Righteous Caesarius (brother of St. Gregory the Theologian), pray to God for us.
- Holy Equal – to – the – Apostles Vladimir, pray to God for us.
- Holy Righteous John (of Kronstadt), pray to God for us.
- Holy Father Herman (of Alaska), pray to God for us.
- Holy blesses Xenia (of Petersburg), pray to God for us.
- Ye New Russian Martyrs and Confessors, pray to God for us.
- All Ye Saints of the land of Russia, pray to God for us.
- All Saints, pray to God for us.

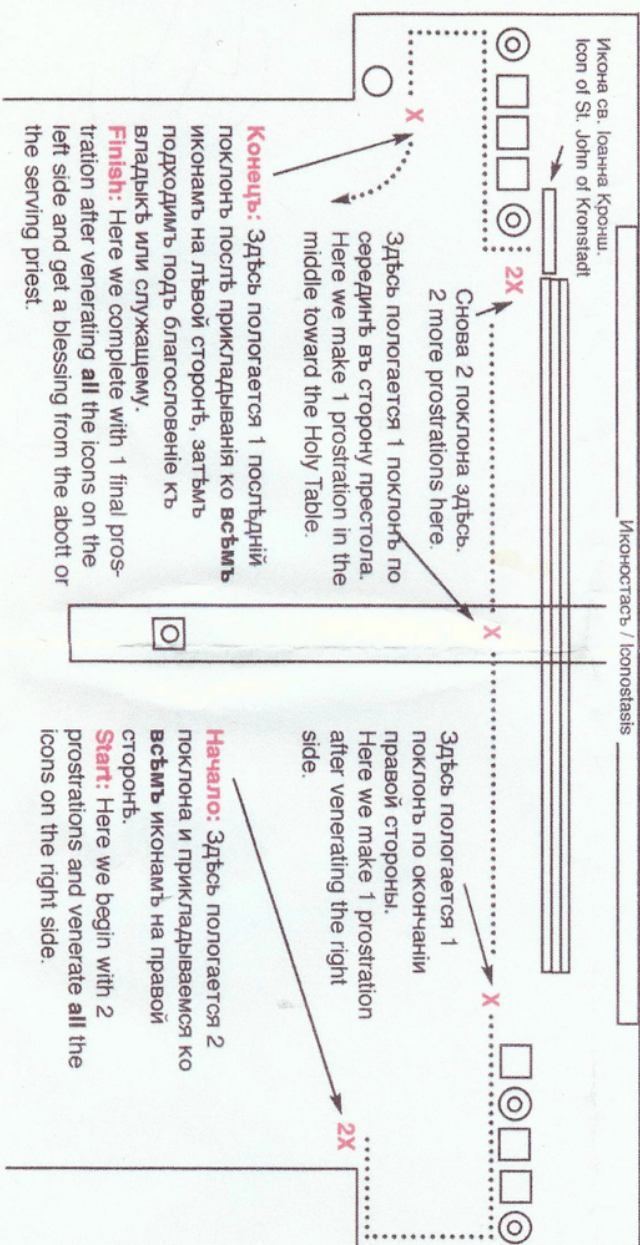
Прикладывание к иконамъ (съ земными поклонами) The Veneration of Icons (when prostrations are required)

Для болѣе чиннаго порядка при прикладываніи къ иконамъ въ концѣ полунощницы и повечеріа, пожалуйста имѣйтъ виду слѣдующее:

- 1) Если верхняя центральная икона Господа Спаса на иконостасѣ освѣщена одной красной лампадой (безъ двухъ синихъ по сторонамъ (какъ бываетъ когда малые поклоны), тогда земные поклоны положены.
- 2) Пожалуйста не задерживайте очереди.

In order to facilitate the uniform and orderly veneration of icons at the end of Midnight Office and Compline, please bear in mind the following directions:

- 1) If the top middle icon of our Lord and Saviour on the iconostasis is illuminated by a single red lamp instead of a red lamp with two blue lamps (as is the case for half-prostrations), then full prostrations are needed.
- 2) Please don't hold up the line, but keep in pace with the person in front of you.



Благодаримы! Thank you

STUDENT COMPLAINT PROCEDURES

Definition

The purpose of this procedure is to provide guidelines, which promote the effective resolution of student complaints and concerns. A complaint expresses dissatisfaction with the actions of a faculty or staff member of the Seminary, which the student believes to be unfair or inconsistent with Seminary policy or usual practices.

Exclusions

Student concerns with existing Seminary policy or practices are excluded from this complaint procedure and should be brought to the attention of the appropriate Seminary committee or administrator.

Time Limitations

A student wishing to express a complaint, as previously defined, should do so not later than three calendar weeks of the time the student became aware of the concern. The timely initiation of a complaint rests with the student.

Complaint Procedures

1. It is recommended that student complaints begin with the person against whom the complaint is being made. If the issue involves the instructor of a course, the complaint is with instructor. The student shall first contact him or her and attempt to resolve the complaint. Pertinent documentation should accompany the complaint.
2. If the complaint is not resolved at the level of the instructor, the student should schedule an appointment with the Dean.
3. The Dean is responsible for administering the student complaint procedure and may, when appropriate, make recommendations for the resolution of student complaints.
4. As a final level of appeal, the student may request a review of the complaint by the Dean, who may then refer it to the Rector and the Faculty Council.

File Retention

Written documentation will be retained by the Seminary of all written complaints for the period of six calendar years.



Свято-Троицкий монастырь

HOLY TRINITY RUSSIAN ORTHODOX MONASTERY

P.O. Box 36, Jordanville, NY, 13361-0036 Tel: 315-858-0940 Fax: 315-858-0505

Work List - РАБОЧИЙ ЛИСТ Name / Имя: _____

ДАТА: From Monday _____ to Sunday _____

DATE ДАТА	DESCRIPTION ОПИСАНИЕ	NO. OF HOURS КОЛ-ВО ЧАСОВЪ	SIGNATURE ПОДПИСЬ

TOTAL HOURS
ВСЕГО ЧАСОВ _____

MONETARY VALUE TOWARD TUITION \$
ОБЩАЯ СУММА ЗА ВРЕМЯ УЧЕБНОГО ГОДА \$ _____