HJI
Student Handbook

2026-2027

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I. MISSION

HJI Mission Statement

HJI provides advanced academic and professional education for women and men who aspire to serve the wider society and world as transformational leaders in faith-based ministries or professional fields related to religion, peace, and public leadership.

Institutional Background

HJI is affiliated with the Family Federation for World Peace and Unification USA, and serves students from a wide range of religious, ethnic, and national backgrounds. HJI was founded by Rev. Sun Myung Moon and Dr. Hak Ja Han in 1975 as the Unification Theological Seminary, dedicated to providing a broad, ecumenical theological education. The school served as an integral part of the Founders' longstanding, faith-based ministry to promote interreligious and international peace. In 2023, the school was renamed as the HJ International Graduate School for Peace and Public Leadership, underscoring the institution's longstanding emphasis on peace and public service. The HJ in our name stands for ***hyo-jeong***, a Korean word that refers to the virtuous practice of honoring God, humanity, and the environment.

Our Vision

HJI will emerge as a center of excellence in higher education.

Core values

- Hyo-jeong, a Korean term, is a virtue, similar to filial piety, that is expressed by reverence for God, humanity, and the environment.
- Peace is a goal toward which we strive, one characterized by harmony, mutual respect, mutual prosperity and cooperation.
- Public Service is practiced by living for the sake of others and, in the context of HJI, living for the sake of our students, our community and the wider world.
- Dialogue underscores the importance of respectful person-to-person engagement, listening and learning, growing and developing.

II. STUDENT LIFE

A. New Student Orientation

During Registration Week the HJI organizes an orientation program for all new students. The program is designed to acquaint students with the mission and purpose of HJI, its organizational structure, curriculum, library and other facilities, student services and activities, and student rights and responsibilities.

B. Convocation

Convocation takes place during the first few weeks of the Fall semester and offers new students the opportunity to hear from HJI staff and faculty, learn more about the Mission and Purpose of HJI, become familiar with the Student Code (see

below), and to acquaint themselves with other members of the incoming class. With the growing online presence of HJI worldwide, new students who are able to attend the Convocation virtually, are invited to view a recording of the Convocation program, which can be watched at a convenient time of their choosing.

C. Community Life and Spiritual Formation

Community life within the Institution reflects the varied backgrounds of students, staff and faculty, all sharing a common commitment to and a quest for true love and authentic discipleship.

The student body is comprised of people from diverse nations and religious backgrounds with a rich variety of perspectives and life experiences. Students are encouraged to take advantage of opportunities to broaden cultural horizons and develop facility in intercultural communication.

Seminars and conferences organized by students and faculty focus on issues and topics of great value for the students. These programs bring students and faculty together in dialogue to enrich each student's overall experience.

D. The Student Code

All students are expected to conduct themselves with dignity, courtesy, responsibility, integrity, and with due respect for the rights of others. Students are expected to understand and respect the Student Code as an expression of their commitment to reflect the ethical and moral standards of HJI.

The Student Code

I commit myself:

1. To develop my character, spirituality, and capacity to serve the wider society and world as a public leader.
2. To uphold and live according to the highest moral and ethical standards in my personal life and relations with others;
3. To respect the diversity of cultural and religious traditions of those around me;
4. To attend enrolled classes and fulfill academic responsibilities with honesty and integrity;
5. To pursue my ministry or career path with integrity upon graduation.

I recognize that admission to HJI is a privilege and hereby make my sincere commitment in heart and action to the guidelines of this code, and to all standards of HJI as described in the Student Handbook.

E. Individual Responsibility

To foster a harmonious community, as well as to enhance the spiritual and character development of each student, the following guidelines have been established:

HJI highlights four principles as valuable guidelines: practice living for the sake of others; practice love and respect in my own family and community; practice interreligious, international, and interracial reconciliation and cooperation; and cultivate spiritual and moral leadership.

1. Students are expected to care for their physical well-being and to extend this care to the environment. In order to promote the physical well-being of the individual and community, the following guidelines are in place:
    a) Sexual harassment is not permitted.
    b) The use of illegal drugs is prohibited on campus. The campus is smoke-free and alcohol-free; consumption of alcohol and tobacco in general is strongly discouraged.
    c) On-campus students are expected to be proactive in making certain that public areas remain clean.
2. To promote academic and professional excellence , the following policies have been established. For a more specific delineation of academic policies and requirements consult the HJI *Catalog*, the *Academic Policies and Procedures Handbook* or the academic program handbooks. (The HJI *Catalog* is available on the HJI website. Handbooks are available in Populi.)
    a) Students are required to actively engage in all classes for which they are registered, unless properly excused by their professor.
    b) Students are expected to comply with all course requirements (e.g., paper due dates, class preparations, and projects).
    c) Students are expected to submit all assigned course work by the end of the term.
    d) Students should maintain a minimum cumulative GPA of 2.5; students failing to do this will be placed on academic probation.
3. The fulfillment of HJI's educational program represents not only a very significant intellectual achievement, it also represents the maintenance of high standards of academic honesty and integrity. The basic principles inherent in such honesty and integrity are as follows:
    a) Each student's work is to be the product of his or her own effort. Plagiarism, presenting someone else's work as one's own or failing to document sources or quotations or cheating in exams are serious violations of academic integrity. The penalty for repeated violation of this nature is suspension or dismissal.
    b) Each student shall give due and appropriate acknowledgment of the work of others when that work is incorporated into the writing of papers.
    c) No student shall submit the same work to more than one instructor without prior approval of the instructors involved.
    d) No student shall infringe upon the rights of others to have fair and equal access to library resources.

III. GRADUATE STUDENT ADVISORY COUNCIL (GSAC)

A. Mission

The Graduate Student Advisory Council (GSAC) serves as a representative body composed of graduate students and designated representatives from the Office of Enrollment Management and Student Life. The GSAC provides a structured forum for communication between students and institutional leadership, providing students with a structured opportunity to advise on issues related to student experience, academic life, student support services, and community engagement. The GSAC ensures that diverse student perspectives are reflected in institutional planning and decision-making processes.

The GSAC operates under the authority of the HJI administration and reports to the President through the Office of Enrollment Management and Student Life. Feedback and recommendations offered by the GSAC help inform institutional decision-making and contribute to continuous improvement efforts related to the graduate student experience.

B. Submission of GSAC Feedback and Recommendations

The GSAC may offer feedback and recommendations as follows:

- Provide feedback and recommendations on academic programs, student services and activities, and institutional policies affecting graduate students.
- Advise on issues related to student recruitment, retention, professional development, and community life.
- Communicate student perspectives, needs, and concerns to HJI leadership
- Support initiatives that enhance the mission and vision of HJI and contribute to student success.
- Submit an annual report to the President.

C. Membership

The GSAC shall consist of between 5 and 9 members, a majority of whom are graduate student members. The Council also includes administrative representation from the Office of Enrollment Management and Student Life.

Membership shall include:

- One (1) representative student from each of the four HJI degree programs.
- Additional student representatives to ensure diversity of geographic regions, faith traditions, and cultural backgrounds across the global student body.
- Up to two (2) representatives from the Office of Enrollment Management and Student Life (ex officio, non-voting).

Student members may be recommended by HJI students, faculty and staff, and shall be appointed by HJI for one-year renewable terms. Vacancies may be filled by HJI administration appointment from the same degree program or geographical region.

D. GSAC Officer Roles and Duties

The GSAC shall elect from among its student members a Chair, Vice-Chair, and

Secretary at the first meeting of each academic year. The Chair shall preside over meetings, coordinate with HJI officials, and serve as liaison between the GSAC and the Office of Enrollment Management and Student Life. The Vice-Chair shall assist the Chair and assume responsibilities in their absence.

E. Meetings

The GSAC shall meet at least once per semester with the President or other relevant HJI officials to advise on matters of student life, academic policy, and institutional development. Additional meetings may be convened by the Chair, the Office of the President, or the Office of Enrollment Management and Student Life as needed in response to emerging issues or requests from students or administration. The GSAC shall prepare minutes of meetings to document discussion topics, recommendations, and follow-up actions. An annual summary report shall be submitted to the President and made available to the broader HJI community to promote transparency and accountability.

IV. STUDENT ACTIVITIES AND EVENTS

Student activities and events provide opportunities for individuals to develop specialized skills and interests and to strengthen relationships with other students and stakeholders. Student activities offer a wide scope of choices through which each student can grow in leadership ability and explore non-academic areas, while developing personal potential.

A. Clubs, Organizations and Projects

Students may form and/or participate in a wide variety of clubs, organizations and projects that provide opportunities for individuals to develop specialized skills and interests. Any student wishing to initiate a new club should submit a proposal through an officer of the GSAC to the Office of Enrollment Management and Student Life .

B. Community Outreach

Students are encouraged to gain experience by participating in programs offered by local faith and public service communities to round out their education and to prepare for future leadership.

V. THE STUDENT AND THE FACULTY

We are privileged at HJI to have faculty from diverse backgrounds with the highest qualifications who are deserving of our students' highest respect. Students are expected to be punctual in classes and meetings, maintain a strong commitment to learning to learn, and be considerate of others.

Academic Freedom and Responsibility

As an academic institution, HJI is dedicated to promoting free inquiry in teaching,

learning, expression, and discussion of ideas. Academic freedom is essential to meaningful and creative scholarship. Nevertheless, freedom should not be confused with license and is to be exercised responsibly, within the principled spiritual, moral, ethical, and scholarly norms of HJI. Students should respect the rights and privileges of other students and members of the community. Any activities that disrupt the regular and essential operation of HJI or impede the free flow of ideas or personal movement and development are not permitted at HJI.

A. Student Responsibilities

1. Assignments

All students are responsible for completing class assignments within the time specified by their instructors.

2. Attendance/Absences

Students are responsible to participate in all classes for which they are registered. Any prolonged absences should be discussed with the instructor and Provost.

B. Faculty Responsibilities

1. Faculty Office Hours

Professors will announce and/or post their office hours for individual consultation and may be available at other times by appointment. Students should consult directly with the professor for appointments. All our instructors are quite willing to help students on an individual basis and students should not hesitate to contact them.

2. Academic Achievement

Students are assigned academic advisors at the beginning of their first year. Subsequent changes are possible. Academic advisors check a student's registration and grade reports, according to the academic policies and procedures administered by the Registrar's Office. Advisors assist students with course selection and in planning their programs of study.

C. The Library

Library regulations are available at the Library Office and on the HJI website.

VI. STUDENT SERVICES

A. Communications and Bulletin Boards

HJI events, news, and other postings can be found on Populi, the HJI Student Information System.

B. Counseling and Mentoring

Counseling and mentoring services are available to all students for personal and academic concerns. Serious matters are referred to appropriate professionals. Please reach out to the Office of Enrollment Management and Student Life.

C. Facilities Reservations and Scheduling

To reserve a meeting room on campus facilities for a special event, please contact the Administration.

D. Health Services

1. Students are solely responsible for their medical and dental expenses while at HJI. Students with long-term medical issues are encouraged to obtain the services of a local physician.
2. Healthcare in the United States can be expensive. Therefore, students, particularly married students with families, are strongly encouraged to enroll in a health insurance plan upon registration and to maintain their health insurance while being students at HJI. Students who elect to be uninsured must sign a waiver to that effect. Students enrolled exclusively in online classes are exempt from health insurance requirements.
3. Incoming students are expected to address their medical and dental problems prior to arriving at HJI. In this way students are ready to go to classes without delays. International students should receive immunizations in their country and submit the record of immunization when they apply.

E. Identification Cards

Student ID cards are available after Registration from the Dean of Enrollment Management.

F. Photocopying

Public photocopy machines are provided for a nominal fee. Any HJI computer or copy machine problems should be reported to the Director of Information Technology at it@hji.edu.

G. Internet Access

Wireless internet access, wireless or wired plug-in, is available in all parts of the campus.

VII. STUDENT FINANCIAL POLICIES

Student Fees Information on current student fees is available from the Finance Office. Students may also access their account information through the Student Information System (Populi).

A. Payment Plan

Students who wish to arrange for a payment plan must pay at least 25% of their tuition as well as service fee at registration time. HJI administrative fees must be paid in full.

The remaining tuition must be paid prior to registering for the following term's classes. Students are not permitted to register for classes if there are any outstanding debts from a previous semester.

B. Refunds

Students officially withdrawing from courses up until the end of the first week of classes are entitled to a complete refund of tuition. Those withdrawing from the second week through the end of the seventh week of the term are eligible for a limited refund as follows: 2nd week – 90%, 3rd week – 80%, 4th week – 75%, 5th week – 70%, 6th week – 60%, 7th week – 50%. No refund will be given to students who withdraw after the end of the 7th week of the term. A student is responsible for paying whatever balance remains after withdrawing.

VIII. STUDENT CONDUCT AND RESPONSIBILITIES

A. Student Responsibility to HJI

Students enter HJI voluntarily and are free to withdraw, subject to compliance with the regulations and policies of HJI. Attendance at HJI is a privilege, not a right, and students, who will be treated with dignity, are also expected to conduct themselves with dignity, courtesy, responsibility, and integrity toward HJI and all individuals within the community. HJI reserves the right to place on probation, suspend, or dismiss at its discretion any student who fails to maintain a satisfactory academic record, or acceptable personal conduct. Students may seek redress of any grievances through student due process provisions. Every student is guaranteed due process in academic and non-academic grievances. Please see the *Academic Policies and Procedures Handbook* for a detailed description of the process.

B. Probation, Suspension, or Dismissal

HJI reserves the right to place on probation, suspend or dismiss at its discretion, any student who fails to maintain a satisfactory academic record, or acceptable personal conduct. However, every student is guaranteed due process as outlined in the policies detailed in section XI below.

C. Student Disciplinary Procedures

Violations of the Student Code and basic rules and regulations of HJI may result in disciplinary procedures. Students have the opportunity to discuss perceived violations with the Dean of Student Life, officers of the Graduate Student Advisory Council, or Administrators before disciplinary procedures will be

considered. HJI will rely on one or more of the following procedures, depending on the nature of the violation:

1. Any member of the HJI community may bring the alleged violation to the attention of the Office of Student Life or the Office of the Provost, who will then bring it to the attention of the appropriate GSAC officers. The officers will then bring the alleged violation to the attention of the student involved, clarify through discussion the area of violation, and encourage conformity with the Code and basic rules and regulations of HJI.
2. *Informal Warning*. The student will be informed by the GSAC officer that continued violation may result in disciplinary action.
3. If the violation continues, the Provost or his/her representative will meet with the student, discuss the violation, and encourage conformity with the Code.
4. The violation will be brought to the attention of a special session of the President's Cabinet for its review, chaired by the Provost. The student involved will be invited and encouraged to represent his/her situation. At the Cabinet's discretion, further action may be taken.
5. *Formal Warning or Reprimand*. If the situation is still unresolved the President's Cabinet may issue a formal written warning or reprimand. The formal warning will contain notification of pending probation or suspension if the student continues to fail to conform with the Code.
6. *Probation*. Students will be notified through the Provost of a probationary period, not to exceed one school year. During this period the student must comply with all aspects of the Code and any specified conditions of the probation. Failure to do so may result in suspension or dismissal from HJI.
7. *Suspension*. Termination of student status will be put into effect for a given period. If readmission is possible, the terms under which it is granted will be specified in the order of suspension.
8. *Dismissal*. Student status will be terminated with the notification that readmission will not be considered.
9. Probation, suspension, or dismissal for violations of the Student Code may be appealed to the President.

D. Case-by-Case Approach

Disciplinary measures will be decided upon by a case-by-case approach, allowing consideration for individual situations. The President, and/or the President's Cabinet will rule on the most serious and consistent violations, allowing swift action to be taken in matters that may threaten life, the welfare of the community and/or HJI property.

E. Student Rights and Privileges

Upon acceptance at HJI, a student acquires the right to pursue the course of study to which he is admitted and the recognition that he will be treated as an adult. To protect and enhance student rights, the Student Due Process provisions have been developed.

1. Confidentiality of Student Information

HJI maintains academic records of its students; these records are not meant to infringe upon any student's right to privacy. Therefore, a policy of confidentiality has been adopted regarding all information that becomes a part of the student's permanent record. Only those records will be kept that are necessary to meet the goals of both the student and the Institution.

2. Access to Personal Student Records

Since information in HJI files is confidential, duplication shall be kept to a minimum, and files will not be available to unauthorized persons without the student's consent.

F. Leave of Absence/Withdrawal Procedures

1. **Leave of Absence (LOA)**: Leaves of absence are normally granted for one term only unless special circumstances justify an extended leave. A student desiring to take a leave of absence should meet with the Registrar to discuss his/her situation. A student should submit a formal request to the Office of Student Life or Office of the Provost (forms are available in the Registrar's office). A student who fails to return to HJI after their term of leave, and who has not requested and been granted a prolongation of their leave, is considered to have withdrawn. Students on Special Status are limited to only one leave of absence during their course of studies.

2. **Extended Leave of Absence**: To be granted an extended LOA, the student needs to submit a written request explaining how the LOA would contribute to his/her preparation or why it is necessary and include a plan covering the time away from HJI. The written request should include: Reason for requesting leave (e.g., health, financial, etc.); Length of time requested; Plan of action; Pertinent information regarding fulfillment of academic requirements while on leave.

3. **Withdrawal and Readmission**: If a student wishes to withdraw, he/she should meet with the Office of Student Life or Office of the Provost to discuss his/her situation. A student who has withdrawn and wishes to resume their studies at HJI may reapply to HJI by submitting the re- admission form to the Office of Admissions. The form is available at the Registrar's Office at registrar@hji.edu. Final approval is granted by the President.

IX. ACADEMIC INTEGRITY

Each student's work is expected to be a product of his or her own effort. Plagiarism is a form of dishonesty that occurs when a student passes off someone else's work as their own. Plagiarism in its most severe form occurs when a student purchases a paper from

a third party or submits an entire body of work written by a third party, as the student's own. These most serious cases can be reported to the Office of the Provost for disciplinary action. Possible actions include probation, suspension, or dismissal/separation from HJI.

Cutting and pasting material from various websites without citing the source of said material also constitutes plagiarism, as is a failure to cite sources in a paper, conveying the impression, intentionally or not, that another writer's work is the student's own. In these cases of plagiarism, the instructor may give the student an "F" for the offending assignment, require that the student repeat the assignment, or if the plagiarism continues, give the student an "F" for the course. A pattern of such behavior may be reported to the Office of the Provost. It can lead to serious consequences as listed above.

Use of generative artificial intelligence (AI) tools like ChatGPT in assignments is permitted only with prior permission of the instructor. If the instructor permits students to use AI for research, students should know that it may give false results and its facts need to be checked and verified. Any passages generated by AI must be given proper citation, just as for citing other authors' works. In addition, students must append a paragraph at the end of their work explaining how and why they used ChatGPT, which includes what prompts were used and what measures were taken to verify its accuracy. Students may not use AI to produce the content for an assignment. If an AI tool is used without obtaining prior permission and/or without providing the required citation or explanation, it will be treated as plagiarism.

Faculty reserve the right to use plagiarism detection software, such as Turnitin, to find instances of AI-generated writing, as well as plagiarism from other sources, in student assignments.

X. EMERGENCIES

All emergency/security situations should be reported immediately to the member of the administration closest at hand. Please give all pertinent details clearly. Also see relevant fire regulation and security sections. Contact person: Vice President for Administration and Provost.

XI. REVIEW AND REVISION OF THE HANDBOOK

The *Student Handbook*, with the policies contained therein, is reviewed throughout the academic year, and may be revised using the following procedures:

A. Recommendations for revision may be submitted through the Graduate Student Advisory Council, the Office of Student Life, or members of the President's Cabinet.

B. Recommendations for revision are reviewed by the President's Cabinet and the HJI President.

1. Recommended revisions go into effect after the approval by the President and following the notification of the student body. These are listed in the Appendix along with the date of their approval.
2. The *Student Handbook* is made available to the Board of Trustees.
3. The Handbook will be made available to new students during Orientation at the beginning of each semester.

XII. IMPORTANT HJI POLICIES FOR STUDENTS TO REVIEW

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

HJ International Graduate School for Peace and Public Leadership ("HJI" or the "Institution") protects the privacy of students' education records through compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99). This Policy defines the procedures available to students to give them appropriate access to personal records while protecting their confidentiality.

SCOPE

This Policy applies to current and former students enrolled at HJI.

POLICY

A. Access to Personal Records

1. A statement concerning the FERPA rights of students is permanently posted on the academic bulletin board. The full policy is posted in Populi and on the website.

2. A person is considered a student when he/she registered for a for-credit course and attended a class in person or participated in a class online.

3. Students may inspect and review their education records upon request. They should submit a written request to the custodian of the record, which identifies as precisely as possible the record(s) he/she wants to inspect. The student will be informed about time and place where to inspect the records, within 45 days of the request.

   The following is a list of the types of records that HJI maintains.

Type	**Office**	**Custodian**
Admissions Records	Admissions Office	Dean of Enrollment Management

Academic Records	Academic Administration Office	Registrar
Disciplinary Records	Academic Administration Office	Registrar
Health Records	Academic Administration Office	Registrar
Financial Aid Records	Academic Administration Office	Financial Aid Director
Financial Records	Finance Office	Bursar
SEVIS Records	Academic Administration Office	Primary Designated School Official (PDSO)

4. HJI reserves the right to refuse a student to inspect the following records:
    a. The financial statements of the student's parents.
    b. Letters and statements of recommendation for which the student has waived the right of access.
    c. Those records which are excluded from the FERPA definition of education records.

5. HJI reserves the right to deny copies of certain records in any of the following situations:
    a. The student has an unpaid financial obligation to HJI.
    b. There is an unresolved disciplinary action against the student.

6. HJI will disclose information from student's education record only with the written consent of the student, **except**:
    a. To school officials who have a legitimate educational interest in the records. School officials are:
        - Persons employed by HJI in an administrative, supervisory, academic, or support staff position.
        - Persons elected to and currently serving on the Board of Trustees.
        - Persons employed by or under contract to HJI to perform a special task, such as an attorney or auditor.
        - Students serving on an official committee or assisting other school officials in performing his/her tasks.

        A school official has a legitimate educational interest if the official is:
        - Performing a task that is specified in his or her position description or by a contract agreement.
        - Performing a task related to a student's education or placement.
        - Performing a task related to the discipline of a student.
    b. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
    c. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
    d. If required by a state law requiring disclosure that was adopted before November 19, 1974.
    e. To organizations conducting certain studies for or on behalf of HJI.
    f. To accrediting organizations to carry out their functions.
    g. To parents who claim the student as a dependent for income tax purposes.

h. To comply with a judicial order or a lawfully issued subpoena.
i. To appropriate parties in a health or safety emergency.
j. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
k. Upon request, HJI may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

7. HJI will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the student.

8. HJI designated the following items as Directory Information: student name, address, telephone number, e-mail address, place of birth, sex, marital status, photographic, video or electronic images, dates of attendance, cumulative credits earned, degree program, Thesis and Dissertation titles, honors received (including President's list), membership in honor societies, degrees received, previous school(s) attended and degree(s) received, and student's academic advisor.

   HJI may disclose any of those items without prior written consent, unless notified in writing by the student.

9. Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:
   a. A student must ask the appropriate custodian to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she wants the change.
   b. HJI may or may not comply with the request. If it decides not to comply the student will be notified of the decision and be advised of his/her right to a hearing.
   c. Upon request, HJI will arrange for a hearing.
   d. The hearing will be conducted by a hearing officer who is a disinterested party, but who may be an official of HJI. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
   e. HJI will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
   f. If HJI decides that the challenged information will not be changed, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
   g. The statement will be maintained as part of the student's education records

as long as the contested portion is maintained. If HJI discloses the contested portion of the record, it must also disclose the statement.

h. If HJI decides to change the challenged information, it will amend the record and notify the student, in writing, that the record has been amended.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to records and PII without the consent of the student to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without consent to researchers performing certain types of studies, in certain cases even when HJI objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student's consent PII from education records, and they may track participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

B. Notification of Rights Under FERPA

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day HJI receives a request for access. Students should submit a written request that identifies the record(s) they wish to inspect to the appropriate official. The official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask HJI to

amend a record by writing to the official responsible for the record, clearly identifying the part they want changed, and specifying why it should be changed. If HJI decides not to amend the record, the student will be notified in writing of the decision and advised of his/her right to a hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before HJI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. HJI discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. School officials are persons employed by HJI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); the founders; members of the Board of Trustees; or students serving on an official committee. A school official also may include a volunteer or contractor outside of HJI who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for HJI. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by HJI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

Students can obtain a copy of the complete policy from the Registrar.

B. NONDISCRIMINATION AND EQUAL OPPORTUNITY POLICY

POLICY STATEMENT

HJ International Graduate School for Peace and Public Leadership ("HJI" or the "Institution") is committed to maintaining a safe educational and working environment free from all forms of unlawful discrimination and harassment while simultaneously striving to foster deeper understanding, contextualization, and application of the Unification worldview within a world of diverse faiths. Unlawful discrimination or harassment on the

basis of race, color, national origin, religion, age, sex, gender, marital status, pregnancy, disability, veteran status, or any other status protected by federal, state, and local laws is prohibited in admission or access to, or treatment or employment in, HJI's programs or activities. HJI, however, reserves the right to exercise its religious preference in the employment of faculty members, administrators, and staff who are deemed essential to the religious mission of HJI.

This Policy informs individuals on the steps they can take if they believe they have experienced unlawful discrimination or harassment and bias-related crimes, also known as hate crimes. Unlawful discrimination and bias-related conduct is prohibited by laws that include, but are not limited to: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the New York State Hate Crimes Act of 2000 (codified in Article 485 of the New York Penal Law), and New York State Human Rights Law. Violators of this Policy may be subject to disciplinary action, up to and including termination of employment, expulsion, and/or legal action.

SCOPE

This Policy applies to the entire HJI community, including all students, faculty, employees, staff, applicants for employment, interns, contractors, volunteers, and persons conducting business with HJI.

This Policy applies to complaints and reports regarding unlawful discrimination or harassment not based on sex. HJI's Sexual Misconduct Policy should be consulted for any complaints and reports of Title IX sex discrimination, sexual harassment, or other forms of sexual misconduct.

DEFINITIONS

Complainant: A Complainant is an individual who makes a complaint of alleged wrongdoing.

Discrimination: Discrimination is unfair treatment of an individual based on characteristics protected under applicable law, including, but not limited to, race, color, national origin, religion, age, sex, gender, marital status, pregnancy, disability, or veteran status.

Harassment: Harassment is a form of discrimination. It means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyber bullying, that (a) has or would have the effect of unreasonably and substantially interfering with an individual's educational or employment performance, opportunities or benefits, or mental, emotional, or physical well-being; or (b) reasonably causes or would reasonably be expected to cause an individual to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to an individual; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment or workplace, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property or the workplace.[1]

[1] Definition adopted in part from New York State Education Law §11, with adaptations to include employees.

Hate Crime: Under the Clery Act, a hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under New York Penal Law §485.05, a person commits a hate crime when he or she commits a specified offense and either: (a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or (b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Respondent: A Respondent is an individual accused of wrongdoing.

Violent Felony Offense: A violent felony offense is a class B violent felony offense, a class C violent felony offense, a class D violent felony offense, or a class E violent felony offense, as defined in New York Penal Law §70.02.

POLICY

A. General Reporting

Any individual who believes they have been subjected to unlawful discrimination or harassment is encouraged to report their concerns to the Vice President for Administration. If the reported incident potentially falls under the category of a hate crime, the Vice President for Administration will notify the police and, if appropriate, building security. Individuals in positions of authority who receive a complaint about discrimination or harassment are required to report the incident. If the Vice President for Administration is the object of the complaint, the report should be made to the President. Reports should be made within thirty (30) days of an incident and may be given verbally or in writing. HJI will investigate all complaints of discrimination or harassment, including anonymous reports.

Reporting Bias-Related and Hate Crimes

Any individual who believes they have been the victim of a hate crime, or may have witnessed a hate crime, should report the incident as soon as possible to the NYPD by calling 911 and/or to the Vice President for Administration or building security, who will notify the police. Under the Clery Act, crimes that may be considered potential hate crimes include criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. Section 3 of New York Penal Law §485.05 also lists specified offenses that may constitute a hate crime. While use of bigoted language and prejudice is not considered a hate crime, it is usually classified as a bias incident and should be reported to the Vice President for Administration.

Reporting Sex Discrimination or Sexual Misconduct

Incidents of alleged sex discrimination or sexual misconduct should be reported to the Title IX Coordinator or Deputy Title IX Coordinator and will be addressed under HJI's Sexual Misconduct Policy.

B. Protections Against Retaliation

HJI prohibits retaliation against anyone who reports, or provides information about, an incident of discrimination or harassment. Any acts of alleged retaliation should be reported to the Vice President for Administration for investigation. Individuals who engage in retaliation may be subject to disciplinary action, up to and including expulsion or termination of employment.

C. Investigation

HJI will promptly and thoroughly investigate any reported complaints of unlawful discrimination or harassment. Upon first receiving a report, the Vice President for Administration (or building security personnel) will interview the Complainant as soon as possible to determine if the incident may fall under the category of a hate crime. An incident report will also be prepared.

If the initial investigation points to a possible hate crime, the police will be contacted immediately for further investigation. If building security was the first point of contact, the Vice President for Administration will also be notified about the incident. The Vice President may also elect to simultaneously conduct an internal investigation.

For incidents that do not rise to the level of a hate crime, the Vice President for Administration will proceed with an internal investigation. To the extent possible, investigations will be completed within ninety (90) days. It is recommended that investigations include the following steps:

- Interview the Complainant and Respondent, as well as any witnesses.
- Inform the Complainant, Respondent, and any witnesses that an investigation is underway, which includes interviews with the other parties involved. It should also be communicated that retaliation is prohibited.
- Collect and review any materials (e.g., emails, texts, or other documents) relevant to the allegations and conduct any other necessary fact-finding. Before a determination of responsibility has been reached, both the Complainant and Respondent will be afforded an opportunity to review and respond to any evidence collected.
- Create a written report summarizing the timeline of events, evidence, and findings.

D. Determination of Responsibility

Following the investigation, the Vice President for Administration will determine whether there was a violation of this Policy under a preponderance of the evidence. A written determination will then be issued to the parties, including, if applicable, any corrective or disciplinary action deemed appropriate. For commission of hate crimes, other penalties may apply (see below).

E. Appeals

Requests for appeal may be made within seven (7) days from the date the determination of responsibility is issued. The appeal should be sent in writing to the Vice President for Administration, who will notify the other party that an appeal has been made. The appeal will be considered by an independent committee that determines whether to pursue further action.

F. Penalties for Bias-Related and Hate Crimes

Penalties for commission of bias-related and hate crimes depend on the specified offense. Under Article 485 of the New York Penal Law:

1. When a person is convicted of a hate crime pursuant to this article, and the specified offense is a violent felony offense, as defined in section 70.02, the hate crime shall be deemed a violent felony offense.
2. When a person is convicted of a hate crime pursuant to this article and the specified offense is a misdemeanor or a class C, D, or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed, or one category higher than the offense level applicable to the defendant's conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.
3. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class B felony:
    a. the maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00;
    b. the term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02;
    c. the term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04;
    d. the maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05; and
    e. the maximum term of the indeterminate sentence or the term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06.
4. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall be not less than twenty years.
5. In addition to any of the dispositions authorized, the court shall require as part of the sentence imposed upon a person convicted of a hate crime pursuant to this article, that the defendant complete a program, training session, or counseling session directed at hate crime prevention and education, where the court determines such program, training session, or counseling session is appropriate, available, and was developed or authorized by the court or local agencies in cooperation with organizations serving the affected community.

In addition, HJI sanctions for commission of a hate crime by a student or employee may include expulsion, termination of employment, and/or legal action.

G. False Accusations

Knowingly initiating false or malicious complaints of discrimination or harassment is prohibited and subject to disciplinary action. This does not apply to complaints made in good faith that are later determined to be erroneous.

H. Religious Accommodations

Under New York State Education Law, each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by HJI for making available to such student such equivalent opportunity.[2]

I. Clery Act Compliance

Under the Clery Act, HJI is required to report bias-related and hate crimes occurring in specific geographic locations in its Annual Security and Fire Safety Report. The information published in the report includes the Clery crime type, the year of the offense, and the Clery location category. Information is disclosed in an anonymous manner that does not identify the reporting individual.

J. Contact Information & Resources for Victims of Bias-Related and Hate Crimes

Contact information, counseling, and other support services for victims of bias-related and hate crimes are available and provided below:

New York City	
Frank LaGrotteria, Vice President for Administration	(212) 563-6647 x112
Off Campus	
Police (Emergency)	911
Police (Non-Emergency)	311
Police, Midtown South Precinct	(212) 239-9811
Crime Victim Assistance Program (confidential)	(212) 239-9826
Hate Crimes Helpline	(212) 335-3100
Legal Aid Society	(212) 577-3300
NYPD Hate Crimes Task Force	(646) 610-5267
NYS Hate and Bias Prevention Unit	1-844-NO-2-HATE
NYS Hate Crimes Task Force	1-888-392-3644
NYS Office of Victim Services	1-800-247-8035
Safe Horizon 24-Hour Hotline	1-800-621-4673

[2] The full rights of students unable because of religious beliefs to register or attend classes on certain days may be found in New York State Education Law §224-A.

RELATED INFORMATION

- Sexual Misconduct Policy

C. SEXUAL MISCONDUCT POLICY

HJI is committed to maintaining a workplace and educational environment free from all forms of harassment and unlawful discrimination, including sexual harassment and sexual misconduct. HJI does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Any student, employee, or other individual covered by the policy who engages in unlawful sex discrimination, including sexual harassment or retaliation, will be subject to remedial and/or disciplinary action, up to and including termination, expulsion, and/or legal action. Inquiries about Title IX may be referred to HJI's Title IX Coordinator, Deputy Title IX Coordinator, and/or the U.S. Department of Education's Office for Civil Rights.

Contact information for the Title IX Coordinator and Deputy Title IX Coordinator is provided below.

Frank LaGrotteria
Title IX Coordinator
Vice President for Administration
4 West 43rd Street
New York, NY 10036
Phone: (212) 563-6647 ext. 112
Email: f.lagrotteria@hji.edu

Lynn Walsh
Deputy Title IX Coordinator
4 West 43rd Street
New York, NY 10036
Phone: (212) 563-6647 ext. 120
Email: l.walsh@hji.edu

Appropriate action will be taken to investigate and address any complaints about sex discrimination and sexual misconduct. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to HJI's full Sexual Misconduct Policy. HJI's full Sexual Misconduct Policy, including grievance procedures, is available in Populi or at https://www.hji.edu/sexual-misconduct-policy.

For complaints and reports regarding unlawful discrimination or harassment not based on sex, please refer to HJI's Nondiscrimination and Equal Opportunity Policy. HJI's

full Nondiscrimination and Equal Opportunity Policy and grievance procedures can be located in Populi or on HJI's website at https://www.hji.edu/nondiscrimination-and-equal-opportunity-policy.

D. DRUG AND ALCOHOL ABUSE PREVENTION POLICY

HJ International Graduate School for Peace and Public Leadership ("HJI" or the "Institution") is committed to fostering a productive, healthy, and safe learning and working environment that promotes the well-being of students, faculty, staff, and other members of its community. Toward this commitment, HJI has developed this Policy to maintain a drug- and alcohol-free environment in compliance with the Drug-Free Workplace Act and Drug-Free Schools and Communities Act Amendments of 1989.

SCOPE

This Policy applies to all HJI students, faculty, staff, and visitors on campus and at HJI-sponsored activities off campus.

DEFINITIONS

Drug Paraphernalia: The term "drug paraphernalia" means any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under specified federal law. It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.[3]

POLICY

A. Standards of Conduct

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, illicit drugs, and alcohol by students and employees on HJI property and at HJI-sponsored activities is prohibited.[4] This includes marijuana/cannabis, which, although decriminalized in New York State, remains prohibited for use, possession, and distribution under federal law. Under New York State Penal Law, possession or use of any drug paraphernalia is also prohibited.[5]

In compliance with Article 129-A of the New York State Education Law, HJI strictly prohibits any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

[3] 21 USC §863(d).
[4] 28 CFR §83.205(a) and 34 CFR §86.100(a)(1).
[5] New York Penal Law §220.

As a condition of enrollment, all students are expected to adhere to the terms of this Policy. As a condition of employment, any faculty member, staff member, or student employee will also abide by the terms of this Policy and will notify the Vice President for Administration if convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five (5) calendar days after the conviction.[6]

B. Sanctions

Violators of this Policy may be subject to disciplinary action up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct outlined above.[7] In certain cases, disciplinary action may include satisfactory completion of a drug abuse assistance or appropriate rehabilitation program approved for these purposes by a federal, state or local health, law enforcement, or other appropriate agency.[8]

Violations of this Policy may also result in criminal penalties or other sanctions under local, state, and federal law. Examples of such sanctions are provided below.

Legal Sanctions Related to Controlled Substances and Illicit Drugs

Under federal law, severe sanctions—including fines up to millions of dollars and possible life imprisonment—may result from the unlawful manufacture, distribution, possession, or use of controlled substances and illicit drugs. More information and specific penalties are available on the United States Drug Enforcement Administration (DEA) website, in 21 USC Chapter 13, and in 18 USC §1952.[9]

Article 220 and Article 222 of the New York State Penal Law cover criminal possession, sale, use, and manufacture of controlled substances, drug paraphernalia, and marijuana.[10] The operation of vehicles while under the influence of alcohol or other drugs is also covered in Article 120 (120.03-04) of the New York State Penal Law and Title 10 of the New York City Administrative Code.[11] Sanctions imposed—including fines and imprisonment—may depend on such factors as the seriousness of the offense, number of previous violations, drug type, and drug amount held or sold.

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[6] 28 CFR §83.205(c)(1)-(2).
[7] 34 CFR §86.100(a)(5).
[8] 28 CFR §83.225(b)(2) and 34 CFR §86.100(a)(5).
[9] For more details on Article 120, see https://www.nysenate.gov/legislation/laws/PEN/P3THA120. For more details on Title 10 of the NYC Administrative Code, see https://nycadmincode.readthedocs.io/t10/c01/index.html.
[10] For more details on Article 220, see https://www.nysenate.gov/legislation/laws/PEN/P3TMA220. For more details on Article 222, see https://www.nysenate.gov/legislation/laws/PEN/P3TMA222.
[11] For more details on Article 120, see https://www.nysenate.gov/legislation/laws/PEN/P3THA120. For more details on Title 10 of the NYC Administrative Code, see https://nycadmincode.readthedocs.io/t10/c01/index.html.

Legal Sanctions Related to Alcoholic Beverages
Under New York State's Alcoholic Beverage Control Law and Vehicle and Traffic Law, and New York City law:

- *It is illegal for anyone under the age of twenty-one (21) years to possess any alcoholic beverage with the intent to consume such beverage.* Penalties may include a fine of up to fifty (50) dollars and/or completion of an alcohol awareness program and/or up to thirty (30) hours of community service.

- *It is illegal for anyone under the age of twenty-one (21) years to purchase or attempt to purchase an alcoholic beverage through fraudulent means. This includes presenting any written evidence of age which is false, fraudulent, or not actually his or her own, for the purpose of purchasing or attempting to purchase any alcoholic beverage. First time violations may result in fines of up to one hundred (100) dollars and/or an appropriate amount of community service not to exceed thirty (30) hours. Further violations may result in penalties of fines between fifty (50) and seven hundred fifty (750) dollars and/or an appropriate amount of community service up to ninety (90) hours. Violators may also be required to complete an alcohol awareness program. If a driver's license is used as the false ID, one's license may also be suspended.*

- *It is illegal to misrepresent the age of a person under the age of twenty-one (21) years for the purpose of inducing the sale of any alcoholic beverage*. Such an offense is punishable by a fine of up to two hundred (200) dollars and/or by imprisonment of up to five (5) days.

- *It is illegal to deliver or give away or cause or permit or procure to be sold, delivered, or given away any alcoholic beverages to: (a) any person, actually or apparently, under the age of twenty-one (21) years; (b) any visibly intoxicated person; (c) any habitual drunkard known to be such to the person authorized to dispense any alcoholic beverages.* Penalties may include, but are not limited to, fines and/or imprisonment.
- *It is illegal to operate a motor vehicle while ability is impaired by alcohol or other drugs or while intoxicated with a Blood Alcohol Content of 0.08 or higher*. Penalties may include fines, loss of driving privileges, and possible imprisonment. Specific penalties are available on the New York State Department of Motor Vehicles website.
- *It is illegal to drink or consume an alcoholic beverage, or possess, with intent to drink or consume, an open container containing an alcoholic beverage in any public place except at a block party, feast, or similar function for which a permit has been obtained*. Violators may face a fine of up to twenty-five (25) dollars or imprisonment of up to one (1) day.

C. Health Risks Associated with Illicit Drug and Alcohol Abuse

Numerous health risks are associated with the misuse of illicit drugs and alcohol. Substance abuse may also negatively impact an individual's academic or work performance and may lead to violent or asocial behavior. A non-exhaustive overview of the general health risks associated with alcohol and other drug abuse follows.[12]

Alcohol
Excessive alcohol consumption can lead to brain damage that affects thinking, judgement, learning, speech, coordination, memory, mood, and other behavior. Heavy drinking can also damage the heart, liver, pancreas, and immune system and lead to high blood pressure, stroke, irregular heartbeat, cirrhosis, pancreatitis, depression, anxiety, various cancers, and possible death. Alcohol consumption while pregnant may result in stillbirth, miscarriage, or fetal alcohol spectrum disorders.

Depressants
Use of depressants, such as barbiturates and benzodiazepines, can cause headache, dizziness, nausea, shallow respiration, amnesia, dilated pupils, low blood pressure, weakness, disorientation, loss of coordination, blurred vision, impaired judgement, coma, and death from overdose.

Hallucinogens
Hallucinogens—which include LSD, psilocybin-containing mushrooms, PCP, ketamine, and ecstasy, among others—can cause depression, anxiety, fear, paranoia, nausea, vomiting, impaired memory, convulsions, seizures, elevated heart rate, dilated pupils, and possible death.

Marijuana
The effects of marijuana use include fatigue, distorted perception, paranoia, confusion, hallucinations, decreased coordination, higher risk of cancer, and issues with problem-solving, learning, and memory. Marijuana use is also associated with mental health issues such as psychosis, depression, and anxiety.

Narcotics
Use of narcotics—including opium, morphine, and heroin—can result in loss of appetite, clammy skin, convulsions, dizziness, shallow and slowed breathing, weakness, drowsiness, coma, and possible death.

12 More information is available from government resources such as the National Institute on Alcohol Abuse and Alcoholism (https://www.niaaa.nih.gov/alcohols-effects-health/alcohols-effects-body), the DEA (https://www.dea.gov/factsheets), and the Substance Abuse and Mental Health Services Administration (https://www.samhsa.gov/public-messages).

Stimulants
The effects of using stimulants such as cocaine, methamphetamine, and amphetamines include dizziness, hallucinations, convulsions, tremors, headache, vomiting, agitation, panic, hostility, paranoia, cardiovascular collapse, increased body temperature, excessive sweating, flushed skin, high fever, restlessness, aggression, erratic behavior, and death from overdose.

D. Support Resources for Drug or Alcohol Abuse

HJI encourages individuals concerned about drug or alcohol abuse to seek support and assistance. Contact information for the following resources is provided:

Off Campus

Police (Emergency)	911
Police (Non-Emergency)	311
Al-Anon (for relatives and friends of alcoholics)	(212) 941-0094
Alcohol and Substance Abuse Hotline	1-800-522-5353
Alcoholics Anonymous	(212) 647-1680
Alcoholism Council of New York	(212) 252-7001
American Council on Alcoholism	1-800-527-5344
Cocaine Anonymous	(212) 262-2463
Marijuana Anonymous	(212) 459-4423
Nar-Anon (for relatives & friends of substance abusers)	1-800-477-6291
Narcotics Anonymous	(212) 929-6262
National Council on Alcoholism and Drug Dependence	1-800-622-2255
Pills Anonymous	(212) 874-0700
Substance Abuse and Mental Health Services Admin	1-800-662-4357

E. STUDENT ANTI-HAZING POLICY

Stop Campus Hazing Act
Public Law No: 118-173 (12/23/2024)

This act requires institutions of higher education (IHEs) that participate in federal student aid programs to report hazing incidents. It also renames the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as the Jeanne Clery Campus Safety Act.

Specifically, the act requires each IHE to disclose hazing incidents that were reported to campus security authorities or local police agencies in its annual security report. The act defines the term hazing to mean any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that

(1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization (e.g., a club, athletic team, fraternity, or sorority); and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the IHE or the organization, of physical or psychological injury.

Additionally, each IHE must include in its annual security report (1) a statement of current policies relating to hazing, how to report hazing incidents, the process used to investigate hazing incidents, and information on applicable laws on hazing; and (2) a statement of policy regarding prevention and awareness programs relating to hazing that includes a description of prevention programs.

Further, an IHE must develop a campus hazing transparency report that summarizes findings concerning any student organization found to be in violation of the IHE's standards of conduct relating to hazing. An IHE is not required to develop or update this report unless the IHE has a finding of a hazing violation. The act does not apply to foreign IHEs.

1. Our Commitment: HJ International Graduate School for Peace and Public Leadership (HJI) is committed to providing a safe, respectful, and supportive environment. Hazing is strictly prohibited in any form.

2. What Is Hazing?: Hazing is any activity that causes embarrassment, fear, harm, humiliation, or pressure as a condition of membership or participation, regardless of whether a person appears to consent.

3. Examples of Hazing:

Physical Hazing:

- Forced drinking or consumption of substances
- Physical punishment or exposure to dangerous situations

Emotional/Psychological Hazing:

- Threats, insults, or intimidation
- Public embarrassment or ridicule
- Sleep deprivation or isolation

Coercive or Unsafe Activities:

- Pressured participation in illegal or dangerous activities
- Forced disclosure of personal information
- Unnecessary chores or demeaning tasks

4. Where This Policy Applies: This policy applies to all HJI students, groups, clubs, teams, programs, school events, and any off-campus activities connected to HJI.

5. Consent Is Not an Excuse: Even if someone agrees to participate, it is still hazing if the activity is harmful, humiliating, or pressuring.

6. Reporting Hazing: Students may report hazing to faculty, Student Services, administrators, or any trusted staff member. All reports are taken seriously and may be submitted confidentially.

7. Protection from Retaliation: Retaliation against anyone who reports hazing or participates in an investigation is prohibited and will result in disciplinary action.

8. Consequences for Hazing: Individuals or groups responsible may face disciplinary action, removal from organizations, suspension, dismissal, or referral to law enforcement.

9. Shared Responsibility: All students are responsible for fostering a culture of respect, safety, and leadership in alignment with HJI's mission.

10. Report: Report any incidents of Hazing to either the Title IX Coordinator or the Deputy Title IX Coordinator.

Title IX Coordinator

Vice President for Administration

481 Eighth Avenue, New York, New York 10001

212-563-6647 Ext 112

Email: f.lagrotteria@hji.edu

Lynn Walsh

Deputy Title IX Coordinator

481 Eighth Avenue, New York, New York 10001

Phone: (212) 563-6647 ext. 120

Email: l.walsh@hji.edu

F. REPORTING OBLIGATIONS UNDER THE CLERY ACT

Certain campus officials also have a duty to report sexual assault and other crimes for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law

enforcement regarding the type of incident and its general location (on-or off-campus, in the surrounding area, but no addresses are given for publication in the Annual Security and Fire Safety Report.

This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student conduct administrators, safety and security personnel, student activities staff, human resources staff, advisors to student organizations, and "any other official with significant responsibility for student and campus activities." The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category.

This reporting protects the identity of the victim and may be done anonymously. Individuals are free to report any assault or violation without fear of prosecution for unrelated activities, including but not restricted to drug and alcohol usage. All Clery reports of sexual assault and other crimes should be reported to the Title IX Officer.

FOR IMMEDIATE HELP
To report a sexual assault on a New York college campus to the State Police, call the dedicated 24-hour hotline at 1-844-845-7269. In an emergency, call 911. For confidential support resources, call the New York State Domestic and Sexual Violence Hotline at 1-800-942-6906. In New York City, call 1-800-621-HOPE or dial 311.

G. DUE PROCESS/GRIEVANCE PROCEDURES

HJ International Graduate School for Peace and Public Leadership ("HJI" or the "Institution") is committed to addressing grievances appropriately and equitably. This Policy outlines protocols for students wishing to file a complaint or grievance related to academic and/or nonacademic issues, including, for example, the distance learning experience and student conduct. For complaints related to the correction of records, see HJI's FERPA Policy.

SCOPE

This Policy applies to all current students.

POLICY

A. Academic Grievances

A graduate student with a complaint relating to academic work may appeal for review according to the following procedure:

1. The student must first consult with the Faculty member involved. Most cases should be resolved at this level.

2. A student who chooses to appeal the matter further may bring it to the Provost. The complaint should be in writing when the student meets with the Office of the Provost.

3. If the matter is not resolved by this administrator, the student may appeal in writing to an ad hoc Grievance Committee, which shall consist of the Provost, two Faculty members (not to include the Faculty member involved in the complaint), the Chair of the Graduate Student Advisory Council, and an additional student representative from the Graduate Student Advisory Council chosen by the Council Chair. The committee shall by a majority vote (by secret ballot) arrive at a recommendation to be presented in writing to the student and the Faculty member involved. Any decision made by the Grievance Committee will be binding on both parties.

The time limit for filing an Academic Grievance is 12 months from the term in which the incident occurred.

B. Non-Academic Grievances

The following procedure may be followed in a case where a student with a grievance relating to a non-academic aspect of student life appeals for a review.

1. The student must first consult with one of their Graduate Student Advisory Council officers. Most cases should be resolved at this level.

2. If the matter remains unresolved, the student may bring his/her appeal to the Dean of Enrollment Management and Student Life.

3. If further appeal is still necessary, the student may appeal in writing to the Ad Hoc Student Grievance Committee, which will meet for the purpose of hearing the grievance. Members of the Committee include: the Dean of Enrollment Management and Student Life, the Graduate Student Advisory Council Chair, a Graduate Student Advisory Council member, and two students at large. After hearing testimony from all parties involved, the Committee shall arrive at a recommendation by majority vote. The recommendation will be presented in writing to the student, all the parties involved, the President's Cabinet, and to the HJI President, who makes the final decision.

H. STATE AUTHORIZATION RECIPROCITY AGREEMENT (NC-SARA) PROCEDURE

Students engaged in Distance Learning at HJI have the right to lodge complaints or grievances about their distance learning experience. NC-SARA consumer protection provisions require the New York State, HJI's home state, through its NC-SARA State Portal Entity, to investigate and resolve allegations of dishonest or fraudulent activity by the state's NC- SARA-participating institutions, including the provision of false or misleading information.

Only those complaints resulting from distance education courses, activities and operations provided by HJI to students living in other NC-SARA states than New York come under the coverage of NC-SARA.

The complaint process is as follows:

1. Students must first attempt to resolve their complaint using the procedures as outlined above.

2. To appeal the outcome of the institutional process for handling complaints regarding Distance Education issues (except for complaints about grades or student conduct violations) students may submit a NC-SARA Complaint to the NC-SARA State Portal Entity within two years of the incident. (https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process)

NC-SARA State Portal Entity
New York State Education Department
89 Washington Ave
Albany, NY 12234

3. More information about the NC-SARA complaint procedure can be found at (https://nc-sara.org/sara-student-complaints-0/)

I. SOCIAL MEDIA AND TECHNOLOGY USE POLICY

HJ International Graduate School for Peace and Public Leadership ("HJI" or the "Institution") is committed to fostering a safe and respectful workplace and educational environment for in-person and online communications. This Policy is designed to guide students, faculty, and staff in the acceptable use of social media, email, forums, computers, networks, and other information technology resources at HJI.

SCOPE
This Policy applies to the entire HJI community, including all students, faculty, employees, and staff.

POLICY

A. Social Media: Introduction

Social media (e.g., Facebook, Instagram, X/Twitter, TikTok, blogs), email and other electronic communication tools are quick, easy to use, and can have a significant impact on people and the Institution. Because they are quick and often instantaneous, you need to follow the same ethical standards and laws as you would in face-to-face communications.

Social Media: Dos and Don'ts

- **Think twice before posting**
  There is no privacy on social media sites. Everything that is being posted can be retrieved by others – even if you delete it immediately. Search engines can find posts years after they were originally posted, people can copy, forward, or otherwise redistribute your posts. If you don't want something to be public – do not post it. If you are emotionally upset, wait until you have calmed down before posting.
- **Be authentic**
  Be honest about who you are. If you are representing HJI in an official capacity, say so. If you post personal views or opinions, state that they do not reflect the views of HJI (e.g., "the post is my own and does not represent HJI's position"). Never pretend to be someone else – even "anonymous" posts can be tracked back to the sender.
- **Be accurate**
  Be factual in your postings, especially when representing HJI. Verify your facts and check for grammar or spelling mistakes. If you make mistakes in content, acknowledge them, and post your correction (or retraction). If you change a posting in a blog, say so. You do not want to be charged with changing evidence.
- **Be respectful**
  You want to use the media sites to make your beliefs and opinions known, and this may lead to hot discussions. However, engage in them respectfully, without racial or ethnic slurs, personal insults, or obscenities. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.
- **Maintain privacy and confidentiality**
  Do not post private or confidential information about HJI, its students, faculty, staff members, or alumni. This pertains to gossip as well as information, especially those that may be protected under the Family Educational Rights and Privacy Act (FERPA) (see FERPA Policy).
  Please note that you may not post photos/pictures of individuals unless they have given permission to do so. HJI will seek written consent from students before their appearance in any media (see Media Consent Form).
- **Respect copyright**
  When posting follow the same copyright rules as in writing a paper. When in doubt, direct questions to the Library Director (see Copyright Compliance Policy)
- **Protect yourself**
  While you should be honest about yourself, do not provide personal information that can put you at risk.
- **Follow the law**
  You are responsible for your posts and may be open to charges of libel for content that seems obscene, fraudulent, or illegal. HJI reserves the right to delete

postings on HJI maintained sites (website, blogs, forum, bulletin boards) that are considered insensitive, harassing, or illegal.

Language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing abusive, hateful or embarrassing to any person or entity, or otherwise, is a violation of the Student Code.

Safety and Privacy Tips for Social Media Networking[13]

The internet is open to a world-wide audience. When using social media channels, ask yourself:

1. Did I set my privacy setting to help control who can look at my profile, personal information, and photos? You can limit access somewhat but not completely, and you have no control over what someone else may share.
2. How much information do I want strangers to know about me? If I give them my cell phone number, address, email, class schedule, a list of possessions (such as my CD collection) how might they use it? With whom will they share it? Not everyone will respect your personal or physical space.
3. Is the image I'm projecting by my materials and photos the one I want my current and future friends to know me by? What does my profile say to potential faculty members/advisors? Future graduate school/internship interviewers? Potential employers? Neighbors? Family? Parents? Which doors am I opening, and which am I closing?
4. What if I change my mind about what I post? For instance, what if I want to remove something I posted as a joke or to make a point? Have I read the social networking site's privacy and caching statements? Removing material from network caches can be difficult. Posted material can remain accessible on the internet until you've completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.
5. Have I asked permission to post someone else's image or information? Am I infringing on their privacy? Could I be hurting someone? Could I be subject to libel suits? Am I violating network use policy or FERPA privacy rules?
6. Does my equipment have spyware and virus protection installed? Some sites collect profile information to SPAM you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.

13 Reprinted with permission. Copyright © 2010 the Regents of the University of Michigan.

B. Technology Resources: Introduction

HJI provides students, faculty, and staff with technology resources to support the educational mission of the Institution. These resources include, but are not limited to computers, computer networks, software, and other hardware. Users are expected to use them responsibly and with consideration for the rights and needs of others.

General/Users Rights and Responsibilities/Use of Hardware or Software

HJI faculty, students, and staff may use HJI owned hardware, software, and software licenses under the following conditions:

- Computer use in the Information Commons is restricted to HJI students, faculty, and staff. A guest user must obtain permission from the Library Director.
- Users are expected to use electronic resources responsibly. This means among others that users should not be dominating resources and thereby excluding others from being able to use the resources. Users should not share their username and passwords.
- Users have to take responsibility for their own personal data, including backing up files on thumb drives, and properly logging off on public computers.
- Users should be aware of malware (viruses, Trojan horses, etc.) and take precautionary steps to avoid infection of public computers.
- Only authorized personnel may install programs on Information Commons computers.
- Users may not change, copy, or delete software unless authorized to do so;
- Users must follow all applicable copyright laws.
- Users who have access to confidential data are being held accountable to protect this data, especially in regard to FERPA (see FERPA Policy);
- Computer hardware may experience mechanical problems at any time resulting in the loss of data.
- Users must use computers and other equipment with care. They are responsible for any damage caused by misuse.
- HJI is not responsible for loss, destruction, or damage of personal files.
- HJI periodically deletes all files stored on Information Commons computers for security reasons.

Limitations of Use

The use of the resources is a privilege that can be revoked if the user is found to:

- share username and passwords.
- attempt to circumvent security measures.
- intentionally introduce viruses and other malicious programs.
- modify system or network facilities without proper authorization.
- interfere with the ability of others to use the network.
- interfere with the work of another user.
- use the Institution's computing resources for malicious or harassing communication.

- obtain unauthorized access to records or data maintained by HJI.
- violate copyright and other federal or state laws.
- do other illegal activities on HJI's resources (e.g., child pornography);
- physically damage technology resources.

I. EMAIL POLICY

POLICY STATEMENT

HJ International Graduate School for Peace and Public Leadership's ("HJI's" or the "Institution's") faculty, staff, and students are accorded various technical and informational resources, including but not limited to, computing devices and software, email accounts, and access to informational systems. These are the property of HJI and not of the individual student, staff, or faculty member.

For purposes of this Policy, "email" is defined to include all HJI-provided electronic services encompassing email, calendaring, contacts, contact management, mailing lists, and list management. All information published within these systems is the property of HJ International Graduate School for Peace and Public Leadership and is not to be used or redistributed for non-HJI purposes. The primary requirement for an HJI email account is a formal relationship to HJI, as defined below. This pertains to all students, staff, and faculty. When students, staff, and faculty are in a joint role or have more than one job position at HJI (such as both student and staff), they will have only one HJI email account.

HJI provides email accounts to faculty, staff, and enrolled students. Usage of the HJI email system indicates that you will abide by this Policy. Once your appointment, job, or studies end, your email and all related services such as mailing lists and remote access will be terminated. Any questions or requests regarding this Policy should be forwarded to the HJI Webmaster at: webmaster@hji.edu.

SCOPE

All HJI faculty, staff, enrolled students, invited users, and approved consultants qualify for an email account and are expected to follow HJI's email terms of use.

POLICY

a. Email Account

1. Departmental Accounts

Specified individuals within each department are authorized to request departmental accounts by submitting a request to the Office of the President. Departmental Accounts will be reviewed on a periodic basis and terminated if they are no longer in use. When a change in personnel results in a new individual becoming responsible for a particular department, all previously existing departmental email

accounts will become his/her responsibility.

Departmental email accounts are intended for institutional use only. If it is reported that a supervisor of a departmental email account has used the account for personal purposes, he/she will be required to delete such emails. At the time of the handover of the responsibility for a departmental account due to changes in personnel, if it is determined that justifiable circumstances led to the sending or receiving of emails of a private or personal nature at any time using the departmental account, the outgoing account supervisor will be permitted to forward copies of specific individual email messages to a personal email account.

2. Change in Eligibility

Should an individual's circumstances change such that he or she is no longer eligible for a "hji.edu" email account, HJI will terminate the email account.

3. **Separation from HJI and Impact on Email Accounts**

There are a variety of ways in which faculty, staff, students, consultants, and invited users separate from HJI.

4. Termination – Staff, Faculty

Staff and Faculty will immediately lose access to HJI email accounts upon termination or resignation. HJI will automatically deactivate access to the HJI email system and all other HJI services and systems including any further forwarding service.

5. Graduation from HJI – Staff, Faculty

Students remain eligible to have email accounts until they graduate or cease to be enrolled. Students who graduate from HJI will have their email accounts terminated in the last week of July, regardless of when in the academic year graduation occurs.

HJI graduates may be issued an HJI alumni/alumnae email account after graduation.

6. Retirement from HJI

Staff and faculty who retire from HJI may be eligible for an HJI email account upon request.

7. Leaves of Absence

When a student, faculty, or staff member is officially on a leave of absence, the email account will remain active during the approved

period of leave.

B. Email Terms of Use

1. Ownership of Data

All technical, informational, and data resources provided by HJI to students, staff, and faculty, including but not limited to computing devices and software, email accounts, and access to informational systems, are the property of HJI and not of the individual student, staff, or faculty member.

For purposes of this policy, "email" is defined to include all offerings encompassing email, calendaring, contacts and contact management, and mailing lists and list management. All information published on these systems is HJI property and not to be used or redistributed for non-business purposes.

2. Proper Usage

Email is provided as a professional resource to assist HJI students, faculty, and staff in fulfilling the educational, research, and service goals of HJI. Incidental personal use is permitted as long as it does not:

- have negative effects on any other email account.
- jeopardize the email system.
- get in the way of fulfilling your job.
- violate the law or any other provision of the HJI Social Media and Technology Use Policy
- violate any other HJI policy or guideline.

Each user is responsible for using the email system in a professional, ethical, and lawful manner.

Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other forms of electronic communications. HJI reserves the right to revoke email and related privileges from any individual violating these policies.

3. Prohibited Practices:

- **Disguising and or Impersonating Email Identities; "Spoofing"** Users should not disguise their identity or username while using the HJI email system or alter the From line or any other indications of origin on emails or postings. Behavior of this type violates the guidelines for student and professional conduct and is equivalent to fabricating identities on any other

written document.

- **Chain Email**
  Users should not initiate or forward chain email. Chain email is a message sent to a number of people asking each recipient to send copies with the same request to a specific number of others.

- **Unsolicited Email**
  Users should not send unsolicited non-school related email to persons with whom they do not have a prior relationship.

- **Use of Computer Resources**
  Users should not deliberately perform acts that waste or monopolize computer resources. These acts include but are not limited to non-school related mass mailings, spamming, bulk emails, chain letters, subscribing to excessive listservs and mailing lists, or creating excessive unnecessary traffic on the servers.

- **Abuse**
  Email and other services are provided as a professional resource to assist our students, faculty, and staff in fulfilling the educational, research and service goals of HJI. Each user is responsible for using the email system in a professional, ethical, and lawful manner. Incidental personal use is permitted as long as it does not have any negative effects on any other email account, jeopardize the email system, interfere with fulfilling your job, or violate the law or any other HJI policy or guideline.

  Those found to be abusing their HJI email account are subject to the rules and regulations governing the abuse of any school property or resources. Abuse includes, but is not limited to, the following instances:

    - Intentional and unauthorized access to other people's email.
    - Sending "spam", chain letters, or any other type of unauthorized widespread distribution of unsolicited mail.
    - Use of email for commercial activities or personal gain (except as specifically authorized by HJI policy and in accordance with HJI procedures),
    - Use of email for partisan political or lobbying activities.
    - Sending messages that constitute violations of HJI's Student Code.
    - Creation and use of a false or alias email address in order to impersonate another or send fraudulent communications.
    - Use of email to transmit materials in a manner which violates copyright laws.

In the event that you wish to report the receipt of abuse email, please forward it to webmaster@hji.edu.

4. **Privacy and Monitoring**
   The expectation of privacy for members of the HJI Community is not absolute, and the content of HJI email remains the property of the Institution. Any requests to gain access to email information will be directed to the HJI Vice President or the Director of Enrollment Management for approval.

   Emails that are deemed fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise possibly unlawful or inappropriate will be sent to the designated office for review.

5. **Forwarding**
   Manual or automated email forwarding is not prohibited. However, all HJI mail must be sent and replied to using an HJI email account.

6. **Software and Mailing List Distribution**
   Any software or documentation distributed by or downloaded from HJI services or sources is subject to copyright laws and may not be distributed. This includes but is not limited to all email directories, email mailing lists, bulletin boards, and software applications that are obtained from HJI or its computer servers via the web, email, or USB flash drives. Users willfully violating this policy will be reported to the proper organizations for appropriate disciplinary action.

7. **Viruses**
   Users should not open attachments or click links in email from senders unknown to the user. In some cases, virus-infected messages may appear to be sent from friends, colleagues, or other legitimate sources. Attachments and links can contain dangerous computer viruses, which are frequently spread via email. Email users are therefore encouraged to exercise caution around suspicious messages to prevent the spread of malware. **Anyone suspecting that they have a computer virus should contact IT at it@hji.edu.**

8. **Web Access**
   Access to Electronic Mail through Web client software is subject to the same policies and guidelines as email obtained via a desktop client.

The above content is largely adapted from the established email policies of the Harvard Medical School and Brown University, as well as other U.S. universities.

J. COPYRIGHT COMPLIANCE POLICY

HJ International Graduate School for Peace and Public Leadership ("HJI" or the "Institution") holds the following Policy in compliance with the Copyright Law of the United States (Title 17, U.S. Code), the Digital Millennium Copyright Act (DMCA) of 1998, and the Technology, Education and Copyright Harmonization Act (TEACH) of 2002.

SCOPE

This Policy applies to all students, faculty, and staff.

POLICY

A. Copying and Printing

The following notice is displayed on copy machines, printers, and scanners in the Library to alert users about compliance with the Copyright Law.

It is permissible for students to make a single copy of a portion of copyrighted material for personal study, research, and other academic purposes without permission. Photocopying a whole book or making multiple copies of a portion of the copyrighted material requires permission from the copyright holder. Illegal copying is strictly prohibited.

B. Online Course Reserves

In compliance with the TEACH Act of 2002, instructors can post a portion of copyright-protected material under the following conditions.

1. Access to the material is restricted to students enrolled in a particular course during the period the course is taught.
2. All items must have a complete bibliographic citation.

C. Online Access

The Library provides access to the online database through contractual agreements with database vendors. Access is restricted to HJI students, faculty, and staff.

D. Reporting and Penalties

Anyone who finds a copyright infringement should report to the Library Director. The Library Director examines the case and reports the findings to the Provost. HJI administration determines the penalty.

Additional official HJI policies may be found on Populi, the HJI Student Information Platform. To access the policies, use your assigned login and password to access the Home Page of Populi. In the upper lefthand corner, open the dropdown menu and click on "Files," then "Institutional Policies."