CERTIFICATE IN UNIFICATION LEADERSHIP HANDBOOK

ACADEMIC YEAR 2026-2027

HJ International Graduate School for Peace and Public Leadership

481 8th Avenue
Suite 1223
New York, NY 10001

Table of Contents

I. INTRODUCTION 3

II. MISSION AND PURPOSES OF THE HJ INTERNATIONAL GRADUATE SCHOOL FOR PEACE AND PUBLIC LEADERSHIP 3

III. DESCRIPTION OF THE CERTIFICATE IN UNIFICATION LEADERSHIP 3

IV. PROGRAM LEARNING OUTCOMES 4

V. THE ACADEMIC PROGRAM FOR THE CERTIFICATE IN UNIFICATION LEADERSHIP 4
A. Graduation Requirements 4
B. Certificate in Unification Leadership Curriculum 4
C. Certificate Graduation Review (CGR; Capstone) 5

VI. ASSESSMENT OF STUDENT LEARNING 5

VII. POLICIES GOVERNING REGISTRATION AND ACADEMIC WORK 6
A. Academic Advisement 6
B. Registration Procedures 7
C. Credit Hours 8
D. Registration Holds 8
E. Transfer Credits 8
H. Attendance 10
I. Due Dates for Course Work 10
J. Incomplete Grades 10
K. Academic Integrity 10
L. Leave of Absence and Withdrawal from HJI 11
M. Grading, Probation, and other Academic Policies 12
N. Assessment Activities 12
O. Academic Grievances 12
P. Confidentiality of Student Records 12

VIII. RESOURCES 13
A. Faculty 13
B. Community Life 13
C. New York City Campus 13
D. Library Services 13
E. Internet Service 14

IX. OTHER POLICIES 14
A. Official Communications 14
B. Graduation and Commencement 14

X. APPENDIX A: CERTIFICATE IN UNIFICATION LEADERSHIP WORKSHEET 16

XI. APPENDIX B: CERTIFICATE GRADUATION REVIEW GUIDELINES 17

XII. APPENDIX C: PLAGIARISM AND ACADEMIC INTEGRITY POLICY 19

XIII. APPENDIX D: SEXUAL MISCONDUCT STATEMENT 20

I. Introduction

This handbook is intended to provide students, faculty and administrators with a description of the Certificate in Unification Leadership (Foundation Program) at the HJ International Graduate School for Peace and Public Leadership (HJI). It presents an overview of the vision and practice that inform the program so that students may set their personal educational goals within the parameters of the program. Students are responsible for requirements as published in this handbook and the HJI *Catalog* for the year in which they enter the Certificate Program.

While this handbook contains a description of the general requirements leading to the Certificate in Unification Leadership, students are expected to be familiar with descriptions of individual courses as stated in the current HJI *Catalog*. For other student-related services and activities, students are encouraged to consult the *Student Handbook*.

II. Mission and Purposes of the HJ International Graduate School for Peace and Public Leadership

HJ International Graduate School for Peace and Public Leadership 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.

Mission Statement

The institution offers one post-baccalaureate certificate: the Certificate in Unification Leadership (Foundation Program); three degrees at the Masters level: Master of Arts in Religious Studies, Master of Divinity, and Master of Arts in Peace Studies; and one theological degree at the Doctoral Level: Doctor of Ministry.

The school is committed to maintaining a curriculum of high academic quality, fostering the spiritual formation of its students, building a community of peace and justice beyond race, nation and religion, and working cooperatively with churches, seminaries, public and private institutions and with civil society in the implementation of these ideals.

III. Description of the Certificate in Unification Leadership

The Certificate in Unification Leadership is a graduate-level certificate program. It gives students an opportunity to devote only one year to theological study in order to obtain advanced theological education and specific leadership skills. This Certificate focuses on the theoretical and practical skills that prepare one for leadership in the Family Federation for World Peace and Unification (FFWPU) or its affiliated organizations. All of the credits earned in this certificate program can be applied towards the MA in Religious Studies degree or M.Div. degree.

IV. Program Learning Outcomes

- Explain the Unification faith in terms of its scripture, theology, or history
- Explain and appraise elements of the Judeo-Christian tradition in terms of scripture, theology, or history
- Articulate the fundamentals of ministry in relation to pastoral care and/or ministerial leadership

V. The Academic Program for the Certificate in Unification Leadership

A. Graduation Requirements

To be awarded the Certificate in Unification Leadership, a student must fulfill the following requirements:

- 18 credit hours
- A minimum grade point average of 2.50
- Certificate Graduation Review (CGR)

Course requirements for the Certificate in Unification Leadership are listed in the *HJI Catalog.* Course offerings each term are listed on the Master Schedule, published by the Registrar prior to registration.

Candidates are responsible for fulfilling the graduation requirements listed in the catalog published for the academic year in which they matriculate at HJI, regardless of any program or policy changes published in catalogs of subsequent years, unless special provision is made for a student to opt into an alternative program. Graduation requirements for the Certificate in Unification Leadership students entering in academic year 2026-2027 are stated in the *HJI Catalog 2026-2027,* and are also available on the web at www.hji.edu.

B. Certificate in Unification Leadership Curriculum

The curriculum of the Certificate in Unification Leadership consists of 3 components:

- Unification Studies (3-6 credits), e.g., THE 5631 Divine Principle in Depth, LTR 5151 The Unification Movement, LTR 5622 Life and Thought of SMM and HJHM, LTR 5503 Unification Worldview and Society, EDU 5604 Unification Apologetics, THE 5611 Unification Philosophy

- Theological Studies (6-9 credits), e.g., THE 5131 Systematic Theology, LTR 5131 History of Christianity I, LTR 5132 History of Christianity II, SCR 5131 Hebrew Bible, SCR 5141 New

Testament Foundations, LTR 5141 World Religions and the Encounter with Religious Pluralism; THE 5141 Ethics and Social Justice

- Ministry (3-6 credits), e.g., MIN 5104 Homiletics, MIN 5601 Unification Ritual and Traditions, MIN 5102 Worship and Liturgy, MIN 5107 Leadership and Congregational Development, EDU 5311 Spiritual Formation, MIN 5106 Ecumenism and Interfaith, PAS 5101 Pastoral Care and Counseling

C. Certificate Graduation Review (CGR; Capstone)

The Certificate Graduation Review (CGR) is an opportunity for students to synthesize learning experiences.

Students must pass the CGR as a graduation requirement during the last semester of study. The CGR consists of:

1. CGR Essay and three sample papers/presentations, one from Unification studies; one from theological studies; and one from ministry.
2. Interview with Faculty Advisor and one student peer of the student's choice
3. Faculty CGR Evaluation (Pass/Fail)

Students are required to submit an essay (800-1,000 words) to his/her Faculty Advisor and student peer prior to the meeting. The CGR Essay should include the following components:

1. Explain the motive/purpose of enrolling in the Certificate Program
2. Describe the development/maturity of your faith/theology/ministerial-leadership through the course of studies
3. Describe the vision for the future of the student based on his/her studies in the certificate program. Ex. A ministerial leadership, further studies for an advanced degree, etc.

See Appendix B for detailed guidelines for the CGR.

VI. Assessment of Student Learning

At the CGR, students are assessed on the program learning outcomes pertaining to the three areas of study (Unification Studies; Theological studies; Ministry). The Program Learning Outcomes and Assessment Rubric covers the basic level of knowledge. Integration/synthesis of knowledge is assessed through the CGR essay, which includes a Spiritual Formation component.

Assessment Rubric:

Program Leaning Outcomes	Progressing	Fair	Good	Excellent
Explain the Unification faith in terms of scripture, theology, or history	Discuss some basic concepts of the Divine Principle or True Parents' life or Unification Movement	Explain the basic elements of Unification theology or history or core texts	Explain the fundamentals of Unification theology or its history or core texts; explain the value of Unificationism to personal life and society	Articulate the fundamentals and distinctive elements of Unification theology or history or core texts; explain the value and significance of Unificationism and appraise its application to personal life and society
Explain and appraise elements of the Judeo-Christian tradition in terms of scripture, theology, or history	Characterize the Judeo-Christian tradition entirely from the perspective of their own faith	Demonstrate basic knowledge of the Bible, elements of theology and/or events and persons in biblical and Christian history	Demonstrate familiarity with the Bible, elements of theology and/or events and persons in biblical and Christian history; appraise these elements in relation to their own faith	Demonstrate familiarity with the Bible, theology and/or events and persons in biblical and Christian history; discuss diversity and nuances within these elements of the tradition as they relate
Articulate the fundamentals of ministry in relation to pastoral care and/or ministerial leadership	Demonstrate some knowledge in ministry primarily from the experiences of their own faith.	Demonstrate basic knowledge of ministry in the areas of pastoral care and/or ministerial leadership	Articulate the fundamentals of ministry in the areas of pastoral care and/or ministerial leadership; apply such knowledge and skills to their own experiences	Demonstrate familiarity with the fundamentals of ministry in the areas of pastoral care and/or ministerial leadership; demonstrate the integration of such knowledge with their experiences

VII. Policies Governing Registration and Academic Work

A. Academic Advisement

At the beginning of their first year students are assigned an academic advisor. They may continue with this advisor or select another advisor at any time during their remaining time at HJI. Students are encouraged to be proactive and to meet with their advisors on a consistent basis. However, at

the very least, students are expected to meet with their advisors at Registration and to consult with them when making schedule changes, applying for Independent Study, or withdrawing from a course.

B. Registration Procedures

Students must register for their courses prior to the beginning of each semester. Registration materials are available online or in the Registrar's Office for pre-registration. No student can register with financial obligations remaining from the previous term.

Each student will have an individualized Certificate Worksheet uploaded in Populi, which records their fulfillment of program requirements. The Worksheet should be used in choosing courses and shown to their academic advisor.

Enrolled students are able to register on-line by using the tools and information provided through the on-line registration portal. Students who register on-line are expected to follow the same registration procedures as students who register in-person; however, physical signatures of Advisors will be replaced by electronic permissions, and other procedures may be changed as well to account for the nature of on-line transactions.

Students are not permitted to register more than one week late, except under unusual circumstances that require the approval of the Provost. After the first week, which is termed the Add/Drop Period, students may only register for a course with the instructor's permission.

Late registration fees apply after Registration Day. Students should note that the fee increases by $15 per day for every weekday that the student delays his/her registration.

Registered students may add or drop a course during the first week the course is offered without the permission of the instructor. They are entitled to a full refund of tuition during that period. Regular registration days and Add/Drop periods are listed on the Academic Calendar.

Withdrawal from a course after the first week of classes requires the approval of the instructor and their Academic Advisor. Course withdrawals are permitted up to (but not including) the last week of class. Students missing four out of the first seven weeks without giving written notification are given an automatic administrative withdrawal, effective after the 7th week, with no refund. See the HJI Catalog for a schedule of refunds available to students officially withdrawing from courses.

A normal full-time course load for each semester is 9 credits. Course loads over 12 credits need approval by the Provost, and are normally granted only to students with a G.P.A. of 3.5 or higher.

C. Credit Hours

HJI uses two definitions, "regular face-to-face instruction" and "time on task," for a credit hour following NYS Education Department guideline. HJI uses various forms of course delivery. The coverage of course contents and assignments are the same regardless of the form of delivery for each credit.

Regular Face-to-Face On-Site Courses
Each course at HIJ is assigned a specific number of credits. A credit hour is defined based on New York State Department of Education guidelines. One credit "requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments" (Glossary of Program Registration Terms | New York State Education Department (nysed.gov))

Online Courses (synchronous or asynchronous)
HIJ uses "time on task" for online courses following the New York State Department of Education guidelines, which reads "Time on task is the total learning time spent by a student in a college course, including instructional time as well as time spent studying and completing course assignments (e.g., reading, research, writing, individual and group projects.)" (Distance Education Program Policies | New York State Education Department (nysed.gov))
One credit requires 45 hours of "time on task" as defined above.

Hybrid Courses
Hybrid is a format that combines multiple modes of delivery among face-to-face on-site, face-to-face on zoom (synchronous online), and asynchronous online.
HJI uses the "time on task" definition described in the online course section above and one credit requires 45 hours of "time on task."

Intensive Courses
Regular courses are taught in a 15-week format. Any course less than 15-weeks is an intensive. HJI uses the "time on task" definition as described above. One credit requires 45 hours of "time on task."

Independent Study & Directed Study
One credit requires 45 hours of "time on task."

D. Registration Holds

1. Students will not be allowed to register if there is a balance on their account.
2. Students who are on Academic Probation are not allowed to register unless they provide the Provost with an acceptable plan that remedies the situation that gave rise to Academic Probation.
3. Students cannot register for another term if they have more than 12 credits of incompletes.

E. Transfer Credits

Students may receive 3 transfer credits for courses taken in graduate programs at other institutions accredited by an agency that is recognized by the United States Department of

Education or, in the case of international institutions, by an agency that is recognized by its national government or equivalent. Transfer credit applies only to courses that cover the same material as a course offered at HJI and only if the student has earned a minimum grade of B with full credit. The maximum number of credits for a course transferred is the number of credits HJI awards for the corresponding course. Undergraduate courses cannot be counted towards transfer credit. To apply for transfer credits, a student must submit to the Provost official transcript(s) and a Transfer Credit Form stating the HJI courses for which the credit is sought. The Provost evaluates the request.

Transfer credits normally apply to credit earned prior to attending HJI. Students enrolled at HJI who interrupt their studies to attend another school may not transfer those credits without prior approval from the Provost.

In order to better ascertain the HJI's distinctive approach to the field of study, students are encouraged, as time permits, to audit HJI courses for which they have received transfer credit.

Transfer credits should be applied for upon entry into the certificate program.

HJI does not grant credit for life experience.

F. Auditing

Students may enroll in a course as auditors with permission of the instructor. Auditors are expected to attend classes on a regular basis. Auditing cannot be grounds to subsequently waive a course.

G. Distance Learning

Courses designated as distance learning courses may have a variety of delivery methods.

Some courses are given exclusively through a learning management system (Canvas), where students sign into the course online and work through the prescribed content and assignments. The content and assignments may involve viewing videos, reading articles, taking quizzes, participating in threaded discussions, or writing short essays. These courses may be given in an intensive format. Students who plan to take a course through Canvas are required to complete the Online Orientation prior to starting the course.

In some cases, courses are delivered through Zoom.

Students wanting to register for distance learning courses may do so during the normal registration process. Tuition for distance learning courses is the same as for all credit-based courses.

H. Attendance

Students are expected to attend all sessions of a course for which they are registered. Excused and unexcused absences may be taken into account in evaluating a student's grade for the course. The instructor and student may negotiate the best means of making up work missed during an absence.

I. Due Dates for Course Work

All work for a course is due no later than the end of the exam period. Students planning to graduate must complete all work at least one week before graduation to allow time for all records to be cleared before graduation. Upon satisfactory completion of all requirements, the candidate is recommended for the certificate.

Students scheduled to graduate must complete all courses, pay all outstanding fees, and return all library books. If a student has only one remaining academic obligation on Graduation Day, he or she may join the procession but will not receive a signed certificate until those obligations are met. Students with incompletes on Graduation Day may still be counted as graduates for that date if their late work is completed within 30 days after graduation.

J. Incomplete Grades

Faculty will assign grades at the end of the semester according to the work completed. There are no Incompletes except in the case of legitimate medical or personal reasons. The Associate Provost is responsible to ensure that the faculty abide by the policy. An Incomplete must be made up during the following term regardless of whether the student takes a leave of absence or not. In any case, the student is assigned a grade at the end of that period. Students with more than 12 credits of incompletes cannot register for another term.

Incompletes are also assigned if a course or project is expected to last longer than a semester. In such cases, students will be allowed a reasonable time to complete the course work. However, the Incomplete grade will be changed administratively to an F either after two years from the time of registering for the course or after the student has been inactive for two semesters due to withdrawal or leave of absence. Please note that attendance at commencement does not relieve one from the responsibility to complete their degree requirements.

K. Academic Integrity

Each student's work is expected to be a product of his or her own effort. Plagiarism, presenting someone else's work as one's own or failing to document sources or quotations, is a serious violation of academic integrity.

International students for whom English is not their native language may be tempted to quote the prose of a source as if it were their own work, but that is plagiarism. Students are responsible to learn the proper way to quote sources in their papers and to clearly distinguish quoted material from their own writing. The Library staff can provide research support to assist students' citation skills.

Also, no student shall submit the same work to more than one course without prior approval of the instructor.

Students may employ another person to correct English grammar, proofread and type their papers, but *not* to rewrite the paper in perfect English. The style and content of the paper should still be recognizably that of the student. In addition, a student who completely rewrites another student's paper is also liable to disciplinary action.

Cooperative learning is encouraged at HJI with the approval of the instructor. However, students cannot submit a jointly produced work falsely represented as the product of one individual.

Plagiarism, cheating on exams, and other acts of academic dishonesty are regarded as serious offenses and are treated accordingly. The penalty for a violation of this nature can range from a course grade of 'F' to disciplinary probation, suspension or dismissal for repeated violations.

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.

See also Appendix C.

L. Leave of Absence and Withdrawal from HJI

Students may interrupt their program of study for a leave of absence by filing a request with the Registrar.

Unreported leaves of absence may be taken as evidence of a withdrawal from the institution.

Normally a leave of absence is granted for one term only. Extended Leave of Absence Forms for more than one term are available from the Registrar's office.

A student withdrawing from either the Program or from HJI is asked to notify the Registrar in writing.

M. Grading, Probation, and other Academic Policies

Consult the HJI Catalog for policies on Grading, Grade Point Average, President's List, Academic Probation and Readmission to HJI.

N. Assessment Activities

HJI values student feedback about courses and the HJI program in general. Students have several opportunities to assist the institution in assessing its courses and programs. One of these is Course Evaluations, available at the end of each term through Populi, HJI's official student information system. Students fill out an Entrance Questionnaire at the beginning of the program, a Graduating Students Questionnaire after graduation, and other assessment instruments and surveys during their time at HJI. The Certificate Graduate Review gives students the opportunity to reflect on their learning experiences in the Program and offer recommendations for improvements. The institution appreciates student cooperation in filling out these assessment tools which make it possible for HJI to make improvements to the Program.

O. Academic Grievances

A 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 Associate Provost. The complaint should be in writing when the student meets with the Associate 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 Associate 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 end of the term in which the incident occurred.

P. Confidentiality of Student Records

HJI maintains records concerning the activities and accomplishments of its students. Because the institution recognizes the student's right of privacy, it maintains strict confidentiality regarding the information which becomes a part of the student's permanent records. HJI has an institutional FERPA (Family Educational Rights and Privacy Act) policy, which is available from the Registrar, and is posted in Populi and on the institutional website.

VIII. Resources

A. Faculty

Faculty advisors check a student's registration and grade reports based upon the Registrar's office guidelines. Faculty members including advisors indicate their office hours and/or contact information in the syllabus each term. Faculty advisors will be in direct communication with advisees at the beginning of each term. This is part of their commitment to supporting student success.

Full-time and part-time faculty members are also diligent about assisting students in achieving their academic, professional and personal goals. A central commitment of the faculty is to make available from their specific disciplines new insights for the practice of educational ministry. To this end the faculty engages in research, writing and other professional work which are brought to the classroom and which advances the frontiers of knowledge.

B. Community Life

HJI's community life is an expression of religious ideals. It provides informal educational experiences, a sustaining spiritual fellowship, and an opportunity for reflection upon the meaning of faith and its relationship to ministry.

HJI's community life is intended to facilitate personal and spiritual growth. Through periodic programs students develop their skills in preaching, teaching and liturgy. Students may also develop collegial relationships through participation in student government.

Students are expected to maintain a life of high ethical standards, upholding the standards outlined in the Student Code, including respect for other persons and their personal property at the institution. In this way, students are encouraged to develop their character.

See the Student Handbook for more information.

C. Benefits of the New York City Campus

The New York City Campus in midtown Manhattan is an invaluable resource to HJI students. Because of unique opportunities presented by ministries in the metropolitan area, new courses have been developed that are of particular relevance to students who intend to do religious and educational work in an urban setting.

D. Library Services

The Library provides ready access to books, e-books, numerous print periodicals, DVDs, and online access to electronic databases with full-text journals. Students are able to access the Library Catalog through the internet. The Library Staff regularly provides instruction on the use of library resources for study and research.

HJI maintains and continually expands the holdings of its Library to provide research and reading material for HJI's community. Faculty and students are encouraged to submit suggestions for the purchase of books and materials appropriate for their courses or for use in research.

The HJI Library also makes available resources from other Seminary libraries in the area through its participation in the New York Area Theological Library Association.

Mindful of the rights of others to fair and equal access to library resources, students will follow library policies about not removing reference books from the library, returning reserve books promptly, and following established procedures for checking out all books.

For more information, please visit the Library webpage at https://www.hji.edu/library/

E. Internet Service

HJI has several computers located on the campus for student use. Wireless service is available throughout the campus including the Student Lounge, the Library, and the classrooms. When setting up their computer on the network, students are to observe the rules and technical protocols for the network as stated in the Student Handbook in order to prevent any disruption of service. Students are also expected to follow the Social Media Policy (see *Catalog*).

The student computers are regularly undergoing maintenance through tune-ups and updates, and cleaned of information to prevent viruses. The computers allow students to check their email, search the internet, write papers and print out documents.

IX. Other Policies

A. Official Communications

Email is an efficient and effective method of communication. Therefore, HJI provides an email address to each registered student. This HJI email address is the only address that the institution (i.e. faculty and staff) will use to communicate electronically with students. Students are held responsible for all information communicated from HJI by email.

B. Graduation and Commencement

To become a candidate for graduation, students fill out the "Application for Graduation" form when they register for their final term and pay the graduation fee. Students who do not register as candidates at the start of term may not graduate.

Candidates for graduation are expected to have completed all program requirements, including the Certificate Graduation Review, by the last day of examination period of the final term of study. Incompletes from previous terms must be cleared.

Students with incompletes on Graduation Day may still be counted as graduates for that date if their late work is completed 30 days after graduation.

Students with more than three credits of missing degree requirements, including incompletes, on Spring Graduation Day may not participate in commencement. In special circumstances a student may appeal to the Office of the Provost, who may grant an exception based on the merit of the case.

Students' certificates will be signed by the President. Students will receive their certificate only after all academic requirements have been completed, all financial obligations to HJI have been taken care of, and all Library books have been returned.

X. Appendix A: Certificate in Unification Leadership Worksheet

FOUNDATION PROGRAM WORKSHEET

Entering Academic Year 2026/27 _____

UNIFICATION STUDIES (3-6 credits)

[ ] Divine Principle in Depth	3	[ ] _____	___
[ ] Unification Philosophy	3	[ ] _____	___
[ ] Unification Worldview & Society	3		

Subtotal Unification Courses:

THEOLOGICAL STUDIES (6-9 credits)

[ ] The Hebrew Bible	3	[ ] _____	___
[ ] New Testament Foundations	3	[ ] _____	___
[ ] Church History	3		
[ ] Systematic Theology	3		

Subtotal Theological Courses:

MINISTRY (3-6 credits)

[ ] Pastoral Care and Counseling	3	[ ] _____	___
[ ] Min. Leadership & Congr. Dvlpmt.	3	[ ] _____	___
[ ] Homiletics	3		
[ ] Unification Ritual and Traditions	3		

Subtotal Ministry Courses:

Certificate Graduation Review: ___

Total Credits Required: 18

Credits fulfilled so far:

Credits incomplete or F:

XI. Appendix B: Certificate Graduation Review Guidelines

The Certificate Graduation Review (CGR) is an opportunity for students to demonstrate that they have synthesized the program competencies and are prepared to apply them in the workplace. It is the capstone for the Certificate in Unification Leadership. Students must pass the CGR as a graduation requirement during the last semester of study.
The CGR consists of:

1. CGR Essay and three sample papers/presentations

2. Interview with Faculty Advisor and one student peer of the student's choice

3. Faculty CGR Evaluation (Pass/Fail)

The CGR Essay and sample papers and/or presentations

Students are required to submit an essay (800-1,000 words) to his/her Faculty Advisor and student peer prior to the meeting. The CGR Essay should include the following components:

- Explain the motive/purpose for enrolling in the Certificate Program
- Describe the development/maturity of your faith/theology/ministerial-leadership through the course of studies?
- Based on your studies in the certificate program what do you envision as your future? Ex. A ministerial leadership, further studies for an advanced degree, etc.

In addition, students are required to submit three sample papers/presentations, one from Unification studies; one from theological studies; and one from ministry.

Possible items that may be included:

1. Papers completed for a course,

2. Projects developed for a course,

3. Specialized assignments (PowerPoint presentations, homiletics sermons, etc.),

4. The theological reflections or supervisors' reports from a CPE or Field Education Internship,

5. Other written or created products that reflect your learning progress while at HJI, such as a speech, or an article for a student newsletter

6. A product of a community activity in which you participated while a student at HJI, such as a sermon given at a church, or an article for a community newsletter.

LinkedIn

Creation of a LinkedIn account is recommended and may be included as evidence of having achieved program-related learning competencies.

XII. Appendix C: Plagiarism, Use of Artificial Intelligence, and Academic Integrity Policy

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.

XIII. Appendix D: Sexual Misconduct Statement

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.

Frank LaGrotteria
Title IX Coordinator
Vice President for Administration
4 West 43rd Street
New York, NY 10036
Phone: (212) 563-6647 ext. 115
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 on HJI's Institutional Policies webpage 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 Institutional Policies webpage at https://www.hji.edu/nondiscrimination-and-equal-opportunity-policy.