

HJI
Student Handbook

2023-2024

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HJI MISSION STATEMENT

HJ International Graduate School for Peace and Public Leadership provides advanced academic and professional education for current and future leaders of the Unification community and all faiths, that seeks to enhance their relationship with God, their effectiveness in ministry, public leadership, and interreligious peacebuilding. As a home of thought, we strive to foster deeper understanding, contextualization, and application of the Unification worldview within a world of diverse faiths.

HJI students form a natural community of colleagues and friends, striving to reach common goals together. This *Student Handbook* provides an outline for our community life. It is not exhaustive, of course, and much of it simply records the natural activities of people of good conscience and public mindedness. We hope that it will stimulate HJI students to begin their student career at HJI with high hopes and a deep desire to serve God and the world.

I. STUDENT LIFE

A. 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

Students are encouraged to attend Convocation that takes place within the first few weeks of the Fall semester. The purpose of Convocation is to offer 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 (outlined later in the Handbook), and to acquaint themselves with members of the incoming class. Continuing students are invited to participate in this meaningful launch of new students' educational career at HJI.

C. Community Life and Spiritual Formation

Community life within HJI reflects the varied backgrounds of its students, staff, and faculty. The student body is composed of people from diverse nations and religious backgrounds with a rich variety of perspectives and life experiences. Sharing out of their diverse cultures, student fellowship offers opportunities to broaden cultural horizons and develop facilities in intercultural communication.

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

In addition, as part of preparation for roles in ministry and public leadership, developing a rich personal relationship with God through prayer and worship is an important dimension of life at HJI.

Students at HJI are encouraged to attend Chapel services. Students are also encouraged to attend services at their own places of worship as well as at other houses of worship to broaden their understanding of worship traditions and to deepen their spirituality.

Spiritual formation is also enriched by acts of public service [to avoid confusing with a religious "service" as above paragraph. Extra-curricular responsibilities on campus and service projects and internships can provide opportunities to work with others and to address important individual and societal needs.

D. Religious Traditions and Cultural Backgrounds

The student body is comprised of people from diverse nations and religious backgrounds with a rich variety of perspectives and life experiences. Sharing out of their diverse cultures, student fellowship offers 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 HJI students. These programs bring students and faculty together in dialogue to enrich each student's spiritual and ministerial life.

E. The Student Code

All students are expected to conduct themselves with dignity, courtesy, responsibility, integrity, and with due respect for the rights of others. Purity, sobriety and morality are not only characteristics of a mature and responsible person but are essential to the maintenance of a free and orderly community. 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 before God:

1. *To develop my relationship with God through regular spiritual practices with full devotion of heart, mind and body;*
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 religious vocation 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 the Graduate School as described in the Student Handbook.

F. 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:

1. The spiritual life of the community is designed to promote individual spiritual development.
 - a) Conscientious participation in the spiritual life of the HJI community is encouraged. HJI highlights four principles as valuable guidelines: practice living for the sake of others; realize healthy and strong families; practice interreligious, international, and interracial reconciliation and cooperation; and cultivate spiritual and moral leadership.
 - b) Students' spiritual life will be supported by the Associate Dean of Student Life. Personal concerns and difficulties should be brought to his/her attention.
2. 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 keeping public areas clean.
3. To promote academic excellence and professional preparation for ministry and education, 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 expected to actively participate in regular course work and engage in dialogue with Faculty members.
 - b) Students are required to attend all classes for which they are registered, unless properly excused by their professor.
 - c) Students are expected to comply with all course requirements (e.g., paper due dates, class preparations, and projects).
 - d) All assigned course work is due by the end of the term.
 - e) Students should maintain a minimum cumulative GPA of 2.5; students failing to do this will be placed on academic probation.
4. The fulfillment of the Graduate School's educational program should represent a high quality of intellectual achievement in accordance with the highest 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.

II. STUDENT ORGANIZATIONS

The student body officers, and class representatives serve as liaisons between the student body and the Faculty, Administration, and the Board of Trustees. The student body officers include the President, Vice President, Secretary, and Treasurer of the Graduate Student Council. Together, the student officers and Council members link the Administration and the student body, coordinate activities, facilitate trust and teamwork, and seek to build a strong, healthy, and supportive community.

A. The Graduate Student Council (GSC)

Together, the student officers and Council members link the Administration and the student body, by coordinating activities, facilitating trust and teamwork, and seeking to promote a greater sense of community to better support the development of HJI.

The primary purposes of the GSC are to:

1. Provide a voice before the Administration for proposals and concerns of students enrolled at HJ International.
2. Coordinate and support student activities and events, including involvement in religious/civic activities and in organizations and interests outside of HJI.
3. Foster a strong familial bond among students and other members of the community.

1. GSC OFFICER ROLES AND DUTIES

Student officers are expected to uphold the proper standards in academic, and social activities. Officers are required to maintain a proper academic standing. Positions are held for one academic year; however, officers may resign, or be removed from office for academic and/or disciplinary reasons.

If a student officer resigns or is removed from office, a new appointment will be made by the President of the GSC in consultation with the Dean of Student Life. Also, student officers are replaced when taking a leave of absence from HJI. Based on criteria of their maturity and their leadership potential, GSC Officers are elected each year by the student body to fulfill the following positions and responsibilities:

- a. **Graduate Student Council President** - Maintains a public attitude and serves as a standard bearer in the community by upholding the dignity and spirit of the Student Code of Conduct; Works closely with the Dean of Students as a responsible channel for fostering open communication and dialogue; Represents the student body as a spokesperson at various gatherings.
- b. **Graduate Student Council Vice President** - The Vice President is to assist the student body President in all his/her duties. In addition, the Vice President fills the President's position in cases of his/her absence.

- c. **Secretary** - The Secretary takes the Minutes of the Graduate Student Council meetings and establishes a permanent record of meeting deliberations and resolutions. Minutes from the previous meeting are always reviewed for any correction or amendment and for approval by vote at the start of each GSC meeting.
- d. **Treasurer** - The Treasurer keeps track of monies raised through fundraising events, and submits all monies raised to the Finance Office to be deposited in the GCS account.

2. ELECTIONS

Elections of GSC members shall be conducted amongst current enrolled students of HJI each Fall semester. Candidates are nominated and voted upon by students.

Officer positions not filled in the Fall semester will be filled by the GCS President in consultation with the Dean of Student Life.

3. OTHER AREAS OF STUDENT INVOLVEMENT

The Graduate Student Council has the power to establish Standing Committees and such other committees or working groups as it deems necessary to carry out its responsibilities. (Permanent Committees that should be in place: Election Committee, Events Committee, Constitutional Committee.)

III. STUDENT ACTIVITIES AND EVENTS

Student activities and events provide opportunities for individuals to develop specialized skills and interests and to grow in better personal understanding of those around them. 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 participate in a wide variety of clubs, organizations and projects that provide, beyond wholesome relaxation, many opportunities for individuals to develop specialized skills and interests. Any student wishing to initiate a new club should submit a proposal through a class officer to the GSC.

B. Community Outreach

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

IV. THE STUDENT AND THE FACULTY

We are privileged at HJI to have faculty from diverse backgrounds with the highest qualifications and deserve the student's 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. Professors teach material from the perspective of their own background. Students should be aware that HJI Faculty members are not required to teach from any particular religious perspective, outside of denominational courses. From its inception, the school has valued a variety of cultural and religious perspectives.

A. 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 absolutely 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.

B. 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 attend all classes for which they are registered. Any prolonged absences should be discussed with the instructor and Provost.

C. Faculty Responsibilities

1. Faculty Office Hours

Professors will announce and/or post their office hours for individual consultation and are occasionally 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 and assist students in planning their programs of study.

D. The Library

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

V. STUDENT SERVICES

A. Bulletin Boards

The bulletin board outside the Registrar's office is reserved for academic and student activities information and carries major announcements, schedules, etc. Other boards for posting public information, as well as personal notes, are to be found outside the classrooms, and at other locations. HJI events, news, and other postings can be found on Populi, the HJI Student Information System.

B. Counseling and Mentoring

These services are available to all students for personal and academic problems. Serious matters are referred to appropriate professionals.

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. ID cards are to be used only for verification of student status.

F. Photocopying

Public photocopy machines are provided for which students pay. Any HJI computer or copy machine problems should be reported to the Director of Information Technology at it@uts.edu.

G. Mail Room

The campus mailroom is located outside the Oak Room. Important school notices and personal communications are distributed through the student mailboxes.

H. Internet Access

Wireless internet access, wireless or wired plug-in, is available in all parts of the campus. There's only one campus.

VI. STUDENT FINANCIAL POLICIES

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

A. Payment Plan

Students selecting 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.

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 who officially withdraw (see registration procedures for details) from courses up until the end of the 1st week of classes are entitled to a complete refund of tuition. Those withdrawing during the period between the start of the 2nd week until the end of the 7th week receive a 50% refund of tuition. No refund will be given to students who withdraw after the end of 7th week of classes. A student is responsible to pay whatever balance remains after withdrawing.

VII. THE STUDENT AND HJI**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 the Graduate School 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 the Graduate School 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. Guidelines for Student Conduct

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 *Student Handbook*.

C. 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 Associate Dean of Student Life, class officers, 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 class officers. The class 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 class 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 the 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@uts.edu. Final approval is granted by the President.

VIII. 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 persons: Vice President and Provost.

IX. 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 are made by the HJI Community, through the Graduate Student Council, the Office of Student Life, or members of the President's Cabinet.
- B. Recommendations for revision are reviewed by and then approved by the President's Cabinet and the HJI President.
 1. 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 for review.
 3. The Handbook will be made available to new students during Orientation at the beginning of each semester.

X. PRIVACY OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- A.** *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.
- B.** *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.
- C.** *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.
- D.** *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

XI. FERPA POLICY

This policy defines the procedures available to students to give them appropriate access to personal records while protecting their confidentiality.

- A. A statement concerning the FERPA rights of students is permanently posted on the academic bulletin board.
- B. A person is considered a student when he/she registered for courses and attended the first day of classes.
- C. 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 the time and place to inspect the records, within 45 days of the request.

The following is a list of the types of records that HJI maintains, their location and their custodians.

Types	Location	Custodian
Admission Records	Academic Administration Office	Dean of Enrollment
Academic Records	Academic Administration Office	Sr. Associate Dean
Disciplinary Records	Academic Administration Office	Registrar
Health Records	Academic Administration Office	Registrar
Financial Aid	Academic Administration Office	Financial Aid Director
Financial Records	Finance Office	Bursar
Immigration Records	Academic Administration Office	Primary Designated School Official (PDSO)

- D. HJI reserves the right to refuse a student to inspect the following records:
 - 1. The financial statements of the student’s parents.
 - 2. Letters and statements of recommendation for which the student has waived the right of access.
 - 3. Those records which are excluded from the FERPA definition of education records.
- E. HJI reserves the right to deny copies of transcripts or other records if there is an unresolved disciplinary action against the student.
- F. HJI will disclose information from student’s education record only with the written consent of the student, except:
 - 1. 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 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.
2. 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.
 3. 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.
 4. If required by a state law requiring disclosure that was adopted before November 19, 1974.
 5. To organizations conducting certain studies for or on behalf of HJI.
 6. To accrediting organizations to carry out their functions.
 7. To parents who claim the student as a dependent for income tax purposes.
 8. To comply with a judicial order or a lawfully issued subpoena.
 9. To appropriate parties in a health or safety emergency.
 10. To an alleged victim of any crime of violence or the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
 11. Upon request, HJI may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

G. 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.

H. 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 title, honors received (including Dean'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.

- I. 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 procedural steps related to the correction of records:
 1. 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.
 2. HJI may or may not comply with the request. If HJI decides not to comply the student will be notified of the decision and be advised of his/her right to a hearing.
 3. Upon request, HJI will arrange for a hearing.
 4. 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.
 5. 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.
 6. 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.
 7. 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.
 8. 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 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.

XII. AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

HJI fully complies with all federal, state, and local laws and executive orders, including Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. HJI does not discriminate in its admissions or in the administration of any of its programs or activities on the basis of race, religion, gender, age, color, disability, national origin, veteran status, marital status, or sexual orientation. In addition, HJI aggressively seeks and encourages applicants for admission and employment from diverse racial and ethnic backgrounds.

It is the expressed policy of HJI to operate all of its educational programs and activities in such a way as to ensure that they do not discriminate against any individual on the basis of the characteristics stated above.

HJI does not tolerate harassment in any form based upon race, religion, gender, age, color, disability, national origin, veteran status, marital status, or sexual orientation, nor does it tolerate any type of sexual harassment.

Members of the HJI community who believe that they have been subjected to such treatment are encouraged to contact the Vice President for Administration.

HJI complies with all federal and state nondiscrimination laws including Title IX, investigating complaints of discrimination, harassment, and sexual harassment, and

overseeing the informal and formal grievance process in accordance with the school's Discrimination and Harassment Policy.

XIII. DISCRIMINATION AND HARASSMENT POLICY

Policy Statement

HJI is committed to providing a working and learning environment where all members feel valued and are fully empowered to claim a place in and responsibility for our shared working, living, and learning community. Members of HJI community, guests, and visitors have a right to be free from discrimination and harassment and to be treated with respect. HJI does not discriminate in the administration of its educational policies, admissions policies, scholarships and loan programs, and other HJI programs and activities, and does not tolerate discrimination or harassment of its faculty, administration, staff, students, or visitors.

The school prohibits discrimination on the basis of race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military service or affiliation, genetic information, age, and any other characteristics protected by law.

Scope of Policy

This Policy prohibits discrimination against or harassment of members of the HJI community and guests. Its scope is inclusive of, but is not limited to, any individuals regularly or temporarily employed, studying, visiting, or with an official capacity at HJI (such as volunteers and contractors).

The filing of a complaint under this Policy is independent of any external investigation or court proceeding, and HJI will not necessarily wait for the conclusion of any external investigation or proceeding to commence its own investigation and to take immediate steps to ensure the safety and well-being of members of the campus community. An allegation of discrimination or harassment is not proof of prohibited conduct, and a claim will not be taken into account during performance review, promotion, reappointment, or other evaluation unless a final determination has been made that the Policy has been violated, or an agreement has been reached as part of an informal resolution process. If necessary and appropriate, decisions regarding extension, reappointment, or promotion may be deferred, in consultation with the appropriate supervisor or review committee, until the matter is resolved.

Relationship to Academic Freedom and Responsibility

As articulated in HJI statement on academic freedom, HJI is dedicated to freedom of inquiry in the pursuit of truth, is vigilant in defending the right of individuals to free speech, and is dedicated to the cultivation of an atmosphere in which all of its members may study, live, and work free from intolerance, discrimination, and harassment. The

Policy will not be construed as undermining the principle of academic freedom, which may include the introduction of controversial and challenging matters and demanding methods of inquiry within the teaching environment. However, discrimination and harassment are not legally protected, nor are they excused by reference to academic freedom of expression. Discrimination and harassment undermine the educational mission of the institution, its integrity, and the intellectual, working, and living environment for members of our community.

Definitions

- a) Discrimination is any distinction, preference, advantage for, or detriment to an individual compared to others that is based on an individual's actual or perceived race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military service or affiliation, genetic information, or age that adversely affects a term or condition of an individual's education, living environment, or participation in an HJI activity, or is used as the basis for or a factor in decisions affecting that individual's education, living environment, or participation in an HJI activity.
- b) Discriminatory Harassment is unwelcome conduct directed toward an individual based on the individual's actual or perceived race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military service or affiliation, genetic information, or age that is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's education, living environment, or participation in an HJI activity.
- c) Retaliatory Harassment is intentional action taken by an individual or allied third party, absent legitimate nondiscriminatory reasons, that harms an individual as reprisal for filing a grievance or for participating in an investigation or grievance proceeding.
- d) Sexual Harassment is a form of unlawful gender-based discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, limits, or deprives someone of the ability to participate in or benefit from HJI's educational program or activities or employment benefits or opportunities. The unwelcome behavior may be based on power differentials (such as in quid pro quo harassment where submission to or rejection of unwelcome sexual conduct by an individual is used as the basis for employment or academic decisions), the creation of a hostile environment, or retaliation.

For sexual harassment or Title IX-related issues specifically, please refer to HJI's Sexual Misconduct Policy. Examples of sexual harassment may include, but are not limited to:

- Egregious, unwanted sexual attention or other verbal or physical conduct of a sexual nature
- Implied or overt threats of punitive action, a result of rejection of sexual advances
- Conditioning a benefit on an individual's acceding to sexual advances
- Unwelcome, sexually explicit messages, statements, or materials
- Attempting to coerce an unwilling person into a romantic or sexual relationship
- Sexual violence
- Intimate partner violence
- Stalking, including cyberstalking
- Gender-based bullying

Record Retention for Discrimination and Harassment Complaints

Records relating to discrimination and harassment reports, investigations, and resolutions will be maintained in accordance with HJI records policies, generally for at least seven (7) years after the date the complaint is resolved. Records may be maintained longer in cases where the parties have a continuing affiliation with the school. All records pertaining to pending litigation or a request for records will be maintained in accordance with instructions from legal counsel.

Complaint Procedure

Violations of this policy will be dealt with using appropriate disciplinary action including expulsion or discharge. For complaint procedures related to sexual harassment or misconduct, please refer to the Sexual Misconduct Policy. Any student or employee who feels they have been subjected to other forms of harassment or discrimination shall file a written report within thirty (30) days of the conduct to the Vice President for Administration or the Provost. HJI will conduct a prompt and confidential investigation. If the Vice President for Administration or Provost is the object of the complaint, the written report should be sent directly to the President.

XIV. 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 misconduct. In accordance with federal, state, and local regulations, HJI's Sexual Misconduct Policy prohibits sexual harassment and unlawful discrimination against any student, faculty, or employee on the basis of sex.

Any student, employee, or other individual covered by the policy who engages in unlawful sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination, expulsion, and legal action.

Sexual harassment is defined in multiple ways under federal and state laws, including, but not limited to: Title IX, Title VII, and New York State Human Rights Law. Under Title IX, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the Institution conditioning the provision of an aid, benefit, or service of HJI on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Institution's education program or activity; or
- "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

Under Title VII, other forms of sexual harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any student, employee, or other covered individual who feels harassed is encouraged to report the behavior to the Title IX Coordinator. All supervisors, and managers, faculty, and other employees who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Title IX Coordinator.

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

Appropriate action will be taken through either informal or formal procedures to investigate and address any complaints about sexual misconduct. HJI's full Sexual Misconduct Policy, including grievance procedures, is available on the HJI website.

XV. DRUG AND ALCOHOL ABUSE PREVENTION

HJI recognizes its responsibility to prevent the illicit use of drug or alcohol on the institution's premises by faculty, students, and employees. The effects of drug or alcohol dependency compromise work and academic performance as well as health care. HJI (in consultation with the Office of the Provost, and the Office of Student Life, and faculty) has developed policy guidelines that reaffirm our commitment to the health and well-being of our faculty, students, and staff regarding the use of drugs and alcohol. This program provides specific information in compliance with the Drug-Free Schools and Communities Act Amendments of 1989. The Drug Prevention Policy is as follows:

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- It is the policy of HJI to prohibit the unlawful possession, use or distribution of illicit drugs and the abuse of alcohol by faculty, employees, and students on the premises or as part of any student activities.
- Violation of the above policy shall result in completion of a drug or alcohol counseling, treatment, or rehabilitation program approved for such purposes by federal, state, or local agencies as a requirement for continued enrollment. This policy includes appropriate disciplinary action, up to and including suspension or termination and possible referral for prosecution.
- The abuse of alcohol and illicit drugs is associated with several substantial health risks affecting performance both at work and home. Alcohol is associated with liver disease, ulcers, birth defects, malnutrition, heart disease and stroke and can cause brain damage. Its effects on performance include poor concentration, coordination, and judgment, as well as absenteeism, lateness, mood swings and fatigue. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and recall information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Cocaine abuse can result in death from heart or respiratory failure, stroke or seizures, lung, and voice damage. It causes impaired performance by decreasing attention span, causing poor judgment and mood swings, and induces paranoia, hallucinations, and depression from withdrawal. The abuse of marijuana and anti-anxiety drugs (such as valium, Librium, or Xanax) are also associated with both physical and performance impairments.

· The legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs or alcohol are severe and substantial requiring mandatory imprisonment and/or fines. Students may contact the Office of the Vice President for Administration for further information regarding federal and New York State penalties concerning unlawful distribution or trafficking of drugs and illegal possession of controlled substances. HJI strongly encourages students, faculty and employees needing help in dealing with drug or alcohol dependence to participate in drug counseling and rehabilitation programs approved for such purposes by federal, state, or local agencies.

This statement shall be distributed annually and shall be posted in conspicuous locations on campus. This Drug Prevention Program shall be reviewed biennially to determine its effectiveness and to implement changes to the program if they are needed, and to ensure that the disciplinary sanctions mentioned above are consistently enforced.

XVI. 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 (4673) or dial 311.

XVII. DUE PROCESS/GRIEVANCE PROCEDURES

To protect and enhance student rights, Student Due Process provisions have been developed.

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 President of the Graduate Student Council and an additional student representative from the Graduate Student Council chosen by the Council President. 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 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 Council President, a Graduate Student 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.

XVIII. 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. (<http://www.nysed.gov/college-university-evaluation/filing-complaint-about-college-or-university>)

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://www.nc-sara.org/student-complaints>)

XIX. 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 Networking¹

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.

¹ Reprinted with permission. Copyright © 2010 the Regents of the University of Michigan.

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.

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 protecting 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.

XX. EMAIL POLICY

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@uts.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 "uts.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.

- **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.

- **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.

- **Retirement from HJI**

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

- **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 of 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@uts.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 a 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 the 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@uts.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.

XXI. 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.

COPE

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.