



College Catalog

2024-2025 Academic Year V2

The content of this catalog is accurate as of February 2025. It is subject to change.

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1. Welcome from the Interim President & Provost

Welcome to IE New York College, a college dedicated to contributing to the excellence of New York City's leading higher education community. At IENYC, we take pride in our global and multicultural ethos. Inspired by our strong ties with IE University in Europe, we infuse an international perspective into all aspects of our institution.

Innovation and entrepreneurship are at the heart of what we do. Our teaching methodologies ensure that students receive an education that is both contemporary and impactful. Breaking away from traditional university models, we offer programs and content tailored to meet current market needs. We empower our students with the skills and mindset necessary to create and manage successful ventures in a dynamic, international business environment.

Our programs serve as a gateway to the vibrant and diverse US job market through a curriculum developed and taught by practitioner faculty. Committed to “business for good,” we integrate social and environmental responsibility into our curriculum, preparing our students to make a positive global impact.

IENYC is committed to providing an experience to students with the potential to benefit from, and contribute to our mission and values, and in doing so have a positive social impact in the city of New York and beyond.

Dr. Jacqueline LeBlanc
IENYC Interim President & Provost

2. General College Information

Introduction

IE New York College (hereinafter also “IENYC” or “the College”) was founded as *Glasgow Caledonian New York College* (GCNYC) in 2017 by Glasgow Caledonian University, its founding sole member. The College was granted a charter by the New York State Education Department to award master’s degrees in the area of business and adopted its mission to teach a business curriculum in service of the Common Good and the United Nations Sustainable Development Goals.

In July 2024, the sole membership of the College was transferred to *IE University* and GCNYC changed its name to *IE New York College*. Globally renowned for social impact for business and ESG Education, IE University and IENYC have complementary purposes with a focus on driving positive change through education, research and innovation. The relationship between IE University and IENYC brings the College a renewed opportunity to expand its community and impact, continuing its work to grow business practices in support of a just and sustainable future.

Mission

As New York City’s College for the Common Good, IENYC educates graduate students to be successful, compassionate leaders in sustainability and social impact. Guided by knowledgeable and experienced faculty, students learn to re-imagine business within the context of the United Nations Sustainable Development Goals, balancing profitability with the well-being of communities and the planet.

In fulfillment of this mission, IENYC is committed to:

- Providing a diverse, equitable, and inclusive college community that empowers, celebrates, and honors people of all backgrounds.
- Delivering an interdisciplinary curriculum with a global perspective taught in an intimate and interactive environment.
- Attracting and sustaining faculty who are committed to excellence, leadership, equity and service.
- Enriching lives and creating opportunities in New York City and beyond by forming a community of scholars, professionals, and strategic partners who drive change.
- Supporting applied research to drive innovation and develop practical, actionable solutions in an increasingly complex and interconnected world.

Vision

IENYC envisions a future where higher education transcends traditional boundaries, embracing a global perspective that integrates innovation, sustainability and social responsibility. We aspire to be the leading institution that shapes the future of education, equipping students with the skills and knowledge needed to excel in a rapidly changing world and make meaningful contributions to society.

Values

Our students, faculty, partners, staff and alumni are a learning community, who are mindful of the wider global context, with core values of:

- Integrity
- Responsibility
- Creativity
- Compassion

Identity

IENYC is an independent, not-for-profit higher educational institution committed to the Common Good chartered in New York State, based in New York City, offering business-related, post-graduate programs grounded in sustainability.

Charter Status

In June 2017, IENYC gained its provisional charter and degree awarding authority from the New York State Board of Regents.

Accreditations and Certifications

IE New York College is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB#166, Wilmington, DE 19801. (267-284-5000). IENYC's accreditation status was approved by the Commission at its meeting of March 10, 2022. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

IENYC has SEVP certification to issue Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status," to prospective international students after admitting them for a program of study and to enroll these international students after they enter the United States on an F student visa.

The Campus

The campus for IE New York College is located at 64 Wooster Street, in NYC's historic SoHo Neighborhood. The facility includes offices, classrooms, student study areas and event space.

3. Academic Calendar

3.1. IE New York College: Academic Calendar 2024/2025

ACADEMIC CALENDAR 2025

TRIMESTER B	DATE
Trimester B Registration	Mon, Jan 6, 2025 -Fri, Feb 14 , 2025
Late Registration (\$50 fee applied to continuing students)	Mon, Feb 17, 2025 -Fri, Feb 28, 2025
New Student Orientation	Wed, Feb 19, 2025
First Day of Classes	Mon, Feb 24, 2025
Ti B Classes	Mon, February 24-Thur, May 15
Last Day of Classes	Thur, May 15, 2025
Publication of Grades to Students	Wed, May 21, 2025
TRIMESTER C	DATE
Trimester C Registration	Mon, April 22, 2025 - Fri, May 16, 2025
Late Registration (\$50 fee applied to continuing students)	Mon, May 19, 2025 - Fri, June 6, 2025
First Day of Classes	Mon, June 2, 2025
Ti C Classes	Mon, June 2, 2025 - Thurs, Aug 21, 2025
Juneteenth - Campus Closed, No Classes	Thurs, June 19, 2025
Make-up Day for Thursday classes	Fri, June 27, 2025
Independence Day - Campus Closed	Fri, July 4, 2025
Last Day of Classes	Thurs, Aug 21, 2025
Publication of Grades to Students	Wed, Aug 27, 2025

4. Admissions

4.1. IENYC Graduate Programs

- 4.1.1. The IENYC Graduate programs listed below are offered to suitably qualified applicants. The language of instruction is English.
- i. Master of Science in Business for Social Impact and Sustainability
 - ii. Master of Science in Sustainable Fashion
- 4.1.2. IENYC offers clear advice and guidance to all applicants to enable them to make informed choices, and to apply to programs appropriate to their interests, academic qualifications, prior learning, and potential.

4.2. Non-degree students

- 4.2.1. Students may take individual courses as non-degree students on a space available basis. Non-degree students must provide transcripts and appropriate documents reflecting their qualifications for post-graduate study.

4.3. Master of Science Degree Admission Requirements

- 4.3.1. The Admissions Team at IE New York College reviews all applications holistically. The following criteria will help you understand our admissions process and the types of information you are required to submit.
- i. **U.S. Bachelor's Degree or International Equivalent:** All master's programs require a four-year bachelor's degree typically with a minimum 3.0 GPA or equivalent. If your degree is from an institution outside the United States, the Admissions Team will require you to submit translated and evaluated post-secondary credentials. IENYC recommends utilizing a NACES-accredited third-party verification agency for a course-by-course evaluation for admission consideration. The Admissions Team will use the evaluation provided to determine if the degree is the equivalent to a four-year bachelor's degree. These requirements may be different if there is an alliance or special agreement with their university of origin.
 - ii. **English Language Proficiency:** All master's programs require a solid grasp of the English language, both written and spoken. An English proficiency test is not required if you are a native speaker, you completed an undergraduate degree in English, you have worked and lived for more than two years in an English-speaking country, if you have extensive professional experience in English, or if you are currently studying an undergraduate degree in English. Applicants who do not have these qualifications are required to submit English proficiency test results for the Admissions Team to review.

Minimum score requirements:

- IELTS: 7
- TOEFL: 100 (school code: C614)
- Duolingo: 130

The Admissions Team accepts test scores taken within the past two years. If scores are older, the test must be retaken.

- iii. **Understand the Importance of IENYC's Core Values:** IE New York College's students, faculty, staff, partners and alumni are a learning community, who are mindful of the wider global context, with core values of integrity, responsibility, creativity, and confidence.
- iv. **Embody the Common Good Mission:** IE New York College's Common Good mission is to work with others, contributing to the achievement of the UN Sustainable Development Goals (SDGs) through problem solving and systems thinking, with specific emphasis on profitability and sustainability.

4.4. Application Requirements

- 4.4.1. Applicants to IENYC will use the online form, which can be found [here](#).
- 4.4.2. Please collect all the relevant application materials below before beginning the online application. To be considered for admission to IENYC, students must submit the following:
- 4.4.3.
 - i. **Online Application:** Click the link above to start the application process.
 - ii. **Résumé:** Submit an up-to-date résumé or curricular vitae for the Admissions Team to review.
- 4.4.4. **Post-Secondary Institution Transcripts:** IE New York College requires all post-secondary school transcripts for admission. Unofficial transcripts are allowed for application review, but official transcripts must be submitted upon admittance into a master's program. *If your degree is from an institution outside the United States, and there is no alliance or special agreement with your university of origin you must submit an official evaluation of post-secondary credentials from a NACES-approved agency, demonstrating U.S. bachelor's degree equivalency*". The Admissions Team will use the evaluation provided to determine if the degree is the equivalent of a four-year bachelor's degree. Official, translated and evaluated transcripts must be sent electronically, via courier or brought in person upon arrival at the College.
- 4.4.5. **Statement of Purpose:** Please follow the instructions and answer the questions asked in your specific degree application. There is a 750-word maximum.
- 4.4.6. **Two Letters of Recommendation (Optional):** If you decide to submit letters, please have your recommenders complete them on official letterhead and include your name and program of interest.

4.5. Application Deadlines

- 4.5.1. The Admissions Team encourages all prospective students to submit their application as early as possible to ensure a timely review process before each program reaches capacity. IENYC has rolling admissions and we strongly encourage international students to submit their applications no later than May 1 to ensure ample time for the visa process and to secure accommodations for the Fall term.
- 4.5.2. Application decisions are delivered electronically through the application portal on a rolling basis, roughly one week after an application is submitted and complete with all materials.

4.6. Admissions Decisions

- 4.6.1. IENYC will make one of two decisions on applications:
 - i. **ACCEPTED:** The student has met all requirements for admission and is granted a place in the program they applied to.
 - ii. **DENIED:** The applicant does not meet the criteria to be granted a place in the program they applied to.
- 4.6.2. Admissions decisions will be communicated to all applicants in an appropriate and timely manner.

4.7. Deferral of Enrollment

- 4.7.1. Prospective students may apply to defer their entry for up to one academic year, either at the point of initial application or by changing year of entry after securing admission. In the latter case, tuition fees and deposits paid to the College prior to deferral will be retained and carried over to the new entry trimester.

4.8. International Students

- 4.8.1. IENYC is authorized under Federal law to enroll nonimmigrant alien students.
- 4.8.2. In addition to the standard application requirements, the Admissions Team may require an interview with international student applicants once all application materials are complete and thoroughly reviewed. A member of the Admissions Team will reach out with more information.
- 4.8.3. If applicable, International Student Applicants may also be asked to submit English Language Proficiency exam results.
- 4.8.4. Please refer to the International Students page at www.iencyc.edu/international-students/ for more information including information about the Visa process.

4.9. Student Conduct, Terms and Conditions

- 4.9.1. By accepting an offer of admission at IENYC, applicants are expected to be aware of, and adhere to the IENYC policies, procedures, charter, statutes, ordinances and regulations.

4.10. IENYC Application Policies

- 4.10.1. Failure to submit complete, accurate, and authentic application documents consistent with admission instructions may result in denial or cancellation of admission to IE New York College. Applicants may be required to assist the Admissions Team in the verification of all documents submitted as part of the application review process.
- 4.10.2. All admissions decisions are final. The Admissions Team reviews each application holistically and thoroughly.
- 4.10.3. IE New York College does not discriminate on the basis of race, color, creed, religion, national origin, disability, political affiliation, age, sexual orientation, arrest record, veteran or marital status in its education programs or activities, including admissions.

4.11. Fraudulent Applications

- 4.11.1. IENYC will not admit applicants if information included in the application is considered to be fraudulent. If an applicant is suspected of providing fraudulent or plagiarized information or documentation, a decision will not be made until an investigation is carried out by the IENYC Admissions Team.
- 4.11.2. IENYC reserves the right to withdraw an application at any point of the application process, if any part is found to be falsified. The College may also terminate a student's registration if the student is found at a later stage to have submitted a fraudulent application.

4.12. Cancellation/Change of Program

- 4.12.1. The College reserves the right to change or cancel courses in the event of low enrollment. Applicants should note that the College has the right to withdraw an offer of admission after it has been made due to circumstances beyond its control. IENYC will communicate any such changes to the applicants as soon as possible. Alternative choices will be offered where possible.

4.13. Data Protection

- 4.13.1. IENYC processes personal information under the auspices of the US Family Educational Rights and Privacy Act (FERPA). Under this legislation, that IENYC voluntarily accepts and applies, students have the right to:
 - i. Inspect and review their educational records
 - ii. Seek to amend any records that they believe to be inaccurate or misleading
 - iii. Demand that personally identifiable information be disclosed only with their consent, except to the extent that FERPA authorizes disclosure without consent
 - iv. File a complaint against the institution

See the 'Family, Educational Rights and Privacy Act (FERPA) section for further details. And for more information regarding the processing of personal information covered by the European Union's General Data Protection Regulation for purposes of recruiting and evaluating prospective students and processing applications for admission, please check <https://www.iencyc.edu/iencyc-privacy-notice/> .

4.14. Use of Personal Image

- 4.14.1. As a global profile institution, in order to help communicate the unique learning and networking experience provided by IENYC, we may need to reproduce activities in which our students and other members of the IENYC community participate in IENYC's webpage, social networks and promotional materials. Therefore, as a student you expressly authorize IENYC to capture and subsequently use, reproduce, distribute, and publicly communicate the photographs and videos in which you appear in acts or events organized by IENYC, and which may be published in analogue or electronic media such as student lists, directories, intranet or social networks, among others. This capture and use authorization is granted free of charge, for all the territories of the world and as long as you do not expressly request otherwise. To

make any specific use of your image and participation as speaker or being interviewed in catalogues and promotional materials as interviewed, or any other used specifically referred to you as an individual, we will ask for your express consent.

5. Transfer Credit (TC)

5.1. IENYC recognizes that some students join IENYC already having earned some graduate-level credit at other accredited colleges, and we want to recognize the work you have done. Students may apply for Transfer Credit (TC) per the following guidelines.

- 5.1.1. Transfer Credit results in the acceptance of academic credits awarded by another accredited College; award of credits has to be evidenced by student's academic transcript from another College.
- 5.1.2. Whereas Transfer Credit is based on a review of academic transcript, Recognition of Prior Learning (RPL) is an assessment process that involves an evaluation of the student's knowledge in a subject area that they are seeking an award of credit for. Thus, TC and RPL are validated differently.
- 5.1.3. The benefits of TC are a significant reduction of tuition costs and time to degree completion. Students may transfer up to 12 credits of prior approved graduate course work.

5.2. How do I make a Transfer Credit claim?

- 5.2.1. Students enrolling in one of our graduate programs, who have successfully completed postgraduate credit in a comparable course at an accredited university, may apply for Transfer Credit. The course must be comparable to the IENYC course (in scope, length, and rigor); have been completed within the last five years; and the student must have received a "B" or higher in the course.
- 5.2.2. The student should complete a IENYC Transfer Request Form and attach an official transcript and course syllabus. IENYC staff and faculty will review the documents to determine that all learning outcomes for the course for which the student requests transfer credit have been met.
- 5.2.3. Transfer credit request should be made prior to commencing studies at IENYC.
- 5.2.4. For international students, acceptance of transfer credit does not result in a reduction of the full-time course load required of the F-1 student visa.

5.3. What is the cost of a Transfer Credit claim?

- 5.3.1. There is no cost for a transfer credit claim.
- 5.3.2. Transfer Credit is not a consideration when calculating satisfactory academic progress.

6. Financial Assistance

6.1. Intro

- 6.1.1. IE New York College (IENYC) understands financing a graduate degree is a major investment for any given student. Many IENYC students utilize different combinations of personal savings, scholarships, loans, outside grants, sponsors, or employer tuition benefits to cover the cost of attendance. The Admissions Team is happy to help each and every student explore their options. As the College for the Common Good, IENYC wants to ensure finances are not a barrier to pursue your academic aspirations.

6.2. Tuition

- 6.2.1. IE New York College's tuition rate for the 2024-2025 Academic Year is \$1,515.15 per credit. The full cost of tuition for each 33-credit master's program is \$50,000.
- 6.2.2. Matriculation Fee: Students who are attending full-time or part-time are assessed a per-semester matriculation fee of \$150.
- 6.2.3. Non-Matriculation Service Fee: Students who are registered in a course for credit as a non-matriculated student are assessed a non-matriculated service fee of \$150.
- 6.2.4. More information can be found in the Fees and Refund Policy section of this Catalog.

6.2.5. Scholarships

At IENYC we believe that a college education is an investment for a brighter future. Our institutional commitment to furthering our mission For the Common Good and our equally strong desire to build a diverse academic community made up of passionate students, regardless of financial circumstances, means that IENYC makes every reasonable attempt to help qualified students.

In this spirit we are proud to offer merit-based and need-based scholarships. The Admissions Team can help determine if you are eligible for these. More information can be found in the admissions section of the website, [click here](#).

6.3. Private Credit Based Loans

- 6.3.1. Private student loan programs offered by banks and other lenders are not federal financial aid loans; instead, a student borrows directly from and makes payments to the lender. Since they are not federal student loans, the terms are different from the Federal Direct Loan Program. Students should obtain their own personal financial advice when considering finance options.

6.4. Veterans Benefits

6.4.1. At this time, students are not currently eligible to apply Veteran's Benefits to IENYC tuition.

6.5. Tuition Refund Policy

Please see the Fees and Refund Policy section of this Catalog.

6.6. Official and Unofficial Withdrawal

6.6.1. Official Withdrawal

Students who are considering withdrawing from IENYC are strongly encouraged to discuss their situation with their Program Director first. Should a student decide to withdraw then they must notify the Director of Academic Administration and fully complete the withdrawal form (including gaining all necessary signatures).

6.6.2. Unofficial Withdrawal

If a student begins to attend class(es), but then stops attending all the courses they had enrolled in that trimester without officially withdrawing from the College, IENYC will consider that to be an unofficial withdrawal after four consecutive absences from all classes, and the student's record will be updated accordingly. The student has not unofficially withdrawn from the College if they are still attending at least a class.

7. Registration, Attendance and Student Records

7.1. Registration

- 7.1.1. Students are responsible for registering for their courses each trimester and being aware of registration dates (located in the Academic Calendar). Students in good financial standing will receive instructions from the Registrar on the first day of the registration period.
- 7.1.2. If a student is not in good financial standing at the time of registration, they will receive a reminder and instructions on payment options. They will not be able to register for courses until their financial standing has changed. For more details, see the Credit Control and Debt Management Policy section of this catalog.
- 7.1.3. Failure to complete registration by the first day of classes will mean that students may not be eligible to take classes for that trimester. Registration after the registration period ends requires a \$50 late registration fee per course.
- 7.1.4. For questions, students should contact the Registrar.

7.2. IENYC Tuition Refund Schedule

- 7.2.1. Please refer to the Fees & Refund Policy section in this Catalog for the Tuition Fee Refunds and Schedule.

7.3. Student Status

- 7.3.1. At IENYC, student status is based on the number of credits undertaken each trimester.
 - i. Full-time status requires a minimum of 9 credits of course work per trimester.
 - ii. Students who register for less than 9 credits are considered to be part-time.

7.4. Attendance Requirements

- 7.4.1. Attendance and arriving to class on time are of key pedagogical importance. Successful progress towards a degree depends on the full cooperation of both students and faculty members. Courses at IENYC utilize lectures and classroom discussions, which means that regular attendance, timely arrival, and active participation are essential and critical parts of the educational process.
- 7.4.2. On this basis, the College expects students to attend ALL classes, and requires attendance to be taken and recorded in all scheduled course sessions. Mandatory course sessions may take place on or off campus, in classrooms, laboratories and workshops, and at different times of the day or evening, as specified in the course syllabus or other course materials distributed to students.

- 7.4.3. Notwithstanding the expectation that students will attend all classes for which they are registered, the College understands that circumstances may require an absence. However, as graduate courses are organized in large blocks of time, it is college policy that students who miss more than two classes should withdraw from the course; students who fail to complete the withdrawal form will be given a grade of "X" for lack of attendance. (See 14.7.5)
- 7.4.4. An absence from a class session does not exempt a student from the completion of all missed academic work, and for covering the material delivered in any missed class session.
- 7.4.5. Faculty are responsible for taking attendance, reporting absences and providing attendance records to their Program Director each trimester.

7.5. Leave of Absence

- 7.5.1. Students wishing to withdraw temporarily from the College should consult with the Director of Academic Administration they will assist with the completion of the request form that is submitted to the Office of the Registrar. Normally, a Leave of Absence from study is granted for one trimester but may be extended to a maximum of two trimesters in exceptional circumstances. Students applying for a leave of absence must be in good academic and social standing. An approved leave of absence provides students with the right to return to the College and register for a future trimester without applying for readmission.
- 7.5.2. A Leave of Absence must be applied for and approved by the Director of Academic Administration and the Registrar in advance of the trimester in which it is to be taken. Students registered for and attending classes are not permitted to apply for a Leave of Absence retrospectively. They must withdraw from any courses in which they are enrolled following College protocol. Students are responsible for being aware of the College's Tuition Refund Schedule (section 10).
- 7.5.3. Students granted a Leave of Absence for medical reasons may be required to provide documentation from their healthcare provider that they are medically fit to resume their studies. Students failing to return from a Leave of Absence within one calendar year must apply for re-admission. If they are re-admitted, they will be governed by the degree requirements in effect at the time of re-admission.
- 7.5.4. Students on a Leave of Absence are charged a \$150 matriculation fee for each trimester they are on leave.
- 7.5.5. Students that do not apply for a leave of absence and do not register for classes by the second week of the trimester will be administratively withdrawn. They will need to reapply to the College if continuing in a subsequent trimester. They will be charged a re-application fee of \$150.

7.6. Auditing

- 7.6.1. If a student would like to audit a course, the student must contact the Director of Academic Administration for permission. A student is allowed to audit one course without being charged a fee. If a student chooses to audit an additional course, they are charged for audited courses at 50% of the tuition fee.
- 7.6.2. Courses cannot be audited as a means of satisfying requirements for an incomplete grade or as a means of changing a previous grade.
- 7.6.3. Current students auditing a course must be enrolled in other courses and in good financial standing with the College. Alumni auditing a course must also be in good financial standing with the college.

7.7. Course Drop/Add Policy

- 7.7.1. Students may request changes in their course schedules during the College's drop/add period which ends on the Friday of the first week of classes. Any schedule changes after this period will be considered a withdrawal from the course. A schedule change is not considered official until it is processed by the Office of the Registrar.
- 7.7.2. To Drop/Add a course, students must complete the Drop/Add process (as well as obtain the required signatures) to the Director of Academic Administration.
- 7.7.3. To learn how this will affect tuition payments please refer to the College's Tuition Refund Policy in the 'Fees and Refund Policy' section.

7.8. Withdrawing from a Course

- 7.8.1. Students may withdraw from a course after the drop/add period and will receive a (W) on their transcript.
- 7.8.2. Should a student decide to withdraw from a course then they must notify the Director of Academic Administration and complete the withdrawal process (including gaining all necessary signatures) available on the College's website. See Section 10 'Fees and Refund Policy' for more information.
- 7.8.3. For more information on how a withdrawal affects a student's transcript and GPA please refer to Section 14 'Grading Policies'

7.9. Withdrawing from the College

- 7.9.1. Students who are considering permanently withdrawing from IENYC are strongly encouraged to discuss their situation with their Program Director first. Should it be determined that a

student can and should withdraw, the student must complete the withdrawal process. See Section 10 'Fees and Refund Policy' for more information.

7.10. Re-Admission to the College

- 7.10.1. Students who have officially withdrawn from the College, or who have been away from the College past the deadline of an approved leave of absence, must apply for re-Admission. Please contact Admissions for more information.
- 7.10.2. Applications for re-admission must be made at least 60 days before the trimester begins, and additional material may be requested to inform the College's decision to re-admit. This timeframe may vary for international students and will be determined on a case-by-case basis.
- 7.10.3. Students dismissed from the College on academic grounds are not normally permitted re-admission. Re-admitted students may register for classes with the assistance of the Registrar at any time after the re-admission is approved and the requirements completed, provided this is after the priority registration period for the trimester of entry.

7.11. Maintaining Up-to-Date Contact Details

- 7.11.1. Students should inform the College of any change of details such as:
 - i. name
 - ii. phone number
 - iii. personal email
 - iv. address
 - v. emergency contact information

Students should contact the Registrar to make such changes.

7.12. Policy on Student Identity Verification

- 7.12.1. IE New York College has a process in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit, primarily through the use of a secure login and password.

Upon enrollment, all students at IENYC are provided with an IENYC Username for secure access to the College's system. Additional account information includes a Student ID Number and College email. Students are assigned a password when their account is first established in the Student Record System. For assistance changing your password, please contact it@ienyc.edu.

- 7.12.2. IENYC will comply with this policy and will ensure that all necessary personnel are informed. Transmission of login information is secured using standard encryption technology. At this time there are no additional fees associated with student verification.

7.12.3. Student Responsibility

At IENYC, a commitment to excellence, fairness, honesty, and respect within and outside the classroom is essential to maintaining the integrity of our community. The Academic Integrity policy specifically prohibits all forms of cheating, plagiarism and academic dishonesty.

All students are responsible for maintaining the security of usernames and passwords assigned to them. While IENYC takes every precaution to protect the security and integrity of their network, it is an individual's responsibility to take additional precautions, such as backing up email, contacts, documents, assignments, etc. Users are held responsible for knowledge of the information contained within the most recent IENYC College Catalog. Failure to read and comply with College guidelines will not exempt users from responsibility.

IE New York College complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA). This protects the privacy of student information. The full policy can be found on the College website, [click here](#).

8. Family Educational Rights and Privacy Act (FERPA)

8.1. The following constitutes the institution's policy concerning student rights of access to personal educational records in compliance with the Family Educational Rights and Privacy Act (FERPA).

8.2. Student Privacy Notice

- 8.2.1. IENYC holds, collects and processes information about its current and former students, applicants and potential applicants. The College is committed to protection the privacy of student education records, adhering to the requirements of the Family Educational Rights and Privacy Act (FERPA) that regulates maintenance of and access to student education records.
- 8.2.2. IENYC processes data relating to students for a variety of purposes for academic, administrative, management, welfare and health and safety reasons including:
- i. Recruitment, admission and enrollment
 - ii. Maintenance of the student record and management of academic processes
 - iii. Administering the financial matters including payment of fees
 - iv. Management of University services including library, residences and events
 - v. Provide support for students through, for example, Student Support Services
 - vi. Protecting the health and safety of employees, students and visitors on the sites
 - vii. Internal research including monitoring quality and performance
 - viii. Graduation and Alumni operations including fundraising
 - ix. Statistical and archive purposes

8.3. Policies and Procedures

- 8.3.1. In accordance with the statute and the FERPA regulations issued by the Department of Education, IENYC has adopted the following policies and procedures.
- 8.3.2. A "student" is defined as one who has attended IENYC or is attending IENYC and whose records are in the files of the College. Attendance begins with the date of the first enrollment at the College or participation in a College sponsored program or activity, whichever occurs earlier.
- 8.3.3. "Education records" are defined as those records, files, documents, and other materials that contain information directly related to a student and that are maintained by the College and University. These do not include files retained by individuals that are not accessible to any other person except a designee or replacement.
- 8.3.4. "Directory" information is limited to:
- i. Name
 - ii. Local and home address and telephone
 - iii. E-mail address
 - iv. School or college

- v. Class
- vi. Major field of study
- vii. Dates of attendance
- viii. Enrollment status
- ix. Expected graduation date
- x. Degrees and awards received
- xi. The most recent educational institution attended
- xii. Photograph of the student taken for College purposes, such as a Student ID Card photograph.

8.3.5. Directory information also includes class rosters listing students in a IENYC academic course; such rosters may only be used for the purpose of conducting that course.

8.3.6. "Record" means any information or data recorded in any medium, including, but not limited to handwriting, print, tapes, computer files, video or audio files, film, microfilm or microfiche.

8.4. Release of Directory Information

Directory information may be released unless the student files the appropriate form in the Office of the Registrar requesting that public information not be released. Former students may also request that their directory information not be disclosed; however, such requests will only apply to future disclosures and cannot affect information released prior to the opt-out request".

8.5. Student Record Locations

8.5.1. IENYC utilizes the student record systems of its partner institution, IE University (IEU). All students have records in one or more of the following offices:

Office of the Registrar (IENYC)
64 Wooster Street
New York, New York 10012

Office of the Provost (IENYC)
64 Wooster Street
New York, New York 10012

8.6. Student Record Access

8.6.1. If the student requests, THE UNIVERSITY will allow the student to inspect and review their education record within 45 days following receipt of the request. This access is limited to the individual student's education records and does not include information about other students or institutional aggregate data unrelated to the individual student. Additionally, THE UNIVERSITY will provide access only to records it maintains as part of the student's education

record and is not required to create, compile, or retrieve information beyond what exists in its systems.”

8.7. Student Record Access Exceptions

- 8.7.1. A student has the right to inspect and review their records, except as listed below. Any reference to student records or to access to student records in this document is subject to these exceptions:
- i. Confidential letters of recommendation placed in files before January 1, 1975
 - ii. Letters of recommendation or other documents that carry a waiver of the student's right to access
 - iii. Financial records of the student's parents or any information contained therein
 - iv. Employment records, except for those cases in which the employment is required as part of the student's program
 - v. Medical and psychological records
 - vi. Any information in a student's file regarding other students

8.8. Waivers Relinquishing Access

- 8.8.1. To ensure the confidentiality of references, certain documents may carry waivers signed by the student relinquishing the right of access to the document. Waivers are subject to the following conditions:
- i. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition, and candidacy for employment.
 - ii. Waivers cannot be required.
 - iii. The student shall be told, upon request, the names of those supplying references.
 - iv. All items in the student record not covered by waivers are open to the student.

8.9. Access to College Officials

- 8.9.1. Student education records are open to College officials who have a legitimate educational interest in the information contained in the records.
- i. A College official is an employee or other agent of the College. A College official may also be a person or company with whom the College has contracted to carry out a function on the College behalf.
 - ii. The determination of a "legitimate educational interest" will be made by the person responsible for the maintenance of the record. This determination will be made scrupulously and with respect for the individual whose records are involved. "A legitimate educational interest" requires that the individual seeking access is doing so for the purpose of performing a job function.

8.10. Access to Third Parties

- 8.10.1. Normally, records can be released, or access given, to third parties (i.e. anyone not a College official) only with the written consent of the student.
- 8.10.2. Without the consent of the student, releases to third parties generally may be given only as follows:
 - i. To federal officers as prescribed by law
 - ii. As required by state law
 - iii. To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students
 - iv. To accrediting agencies carrying out their functions
 - v. In response to a judicial order or lawfully issued subpoena
 - vi. To law enforcement agencies in the investigation of a specific criminal case.
 - vii. In connection with an emergency, to appropriate person if the knowledge of such information is necessary to protect the health or safety of the student or other persons
 - viii. To educational agencies or institutions that request records when a student seeks to enroll, or is already enrolled

8.11. Destruction of Student Records

- 8.11.1. Student records will be maintained and disposed of in accordance with the Records Retention Policy. This means that after completion of a student's studies, IENYC may still hold a student's personal information to satisfy statutory, regulatory or administrative requirements. [Click here](#) to view our Record Retention Policy.

8.12. Release of Deceased Student Records

- 8.12.1. FERPA rights cease upon the death of a student. However, it is the policy of IENYC that no records of deceased students be released to third parties after the date of death, unless specifically authorized by the executor of the deceased's estate or by the next of kin or where IENYC is legally required to release this information.

8.13. Record Correction Procedure

- 8.13.1. It is important that IENYC has a complete and accurate record of student's personal information. Every student is responsible for ensuring that the information held by the College is accurate, current and complete.
- 8.13.2. Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy right.
- 8.13.3. The procedures are as follows:

- i. The student must submit to the Registrar a request to amend the record. The student should identify the part of the record that the student wants changed and the reasons.
- ii. IENYC may comply or may decide not to comply. If not, the College will inform the student of the decision and advise the student of the right to a hearing. Requests for a hearing are to be sent to the College Registrar.
- iii. Upon request, the College will arrange for a hearing within a reasonable time and so notify the student.
- iv. The hearing will be conducted by a hearing officer who is a disinterested party. However, the officer may be an official of the institution. The student may be assisted by one or more individuals.
- v. The College will prepare a written decision based solely upon the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
- vi. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information or setting forth reasons for disagreeing with the decision.
- vii. The statement will be maintained as part of the student's record as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.
- viii. If the College decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.

8.14. FERPA complaints and violations

- 8.14.1. A person may file a written complaint with the Department of Education regarding an alleged violation of FERPA. [Click here](#) for more information.

8.15. Video Monitoring

- 8.15.1. The College's premises are monitored by video systems for the purposes of campus security and safety, the protection of property and the prevention and detection of crime. Video footage may also be used for investigations or proceedings arising under the College's regulations, codes and policies.

8.16. Further Inquiries

- 8.16.1. For any queries relating to the personal information held by the College in relation to a student, students should contact the Officer of the Registrar at registrar@ienyc.edu.

9. Information Services

9.1. Student IENYC Account and Email

- 9.1.1. Prior to the start of their first trimester, all new students will receive their Student ID #, Username, IENYC email address and password.
- 9.1.2. IENYC utilizes single-sign-on (SSO), usernames are used to access various college systems including email, Blackboard, the IE University Online Library, course registration and more.
- 9.1.3. To access your IENYC email account, go to www.office.com and log in with your username and password.
- 9.1.4. The College email system is the official channel of communication between students, their advisors, faculty and College administration. **Students are responsible for checking their email daily for important messages from IENYC faculty and staff.**
- 9.1.5. Students must use the College system to communicate with College faculty and staff to ensure that personal messages are safe on the College's secured servers, and that messages sent from non-college email addresses are not filtered out as spam.

9.2. Office 365

- 9.2.1. All students are provided with an Office 365 account which includes a license for the full Office suite. To begin, open a browser and enter the address: www.office.com. You will login using your IENYC email address and your password.

9.3. Resetting Account Password

- 9.3.1. If you forget your password, contact IENYC Helpdesk Technician at it@ienyc.edu.

9.4. Blackboard

- 9.4.1. Blackboard, is the College's learning management system. Here you can access your syllabi, course materials from your instructors and other helpful resources. You will log in with your username and password.

9.5. IE Universidad Online Library

- 9.5.1. Students and faculty have access to electronic resources, journals, databases and e-books through the IE University Library website at library.ie.edu to access these online materials. Students and faculty must log into the IE University Library using their IENYC credentials.

9.6. Information Services

- 9.6.1. Information systems are provided for the purpose of learning, teaching, and research. Use of information systems is subject to relevant College policies and conditions, which are designed to maintain the confidentiality, integrity and availability of information.
- 9.6.2. Use of electronic devices, academic software and the IENYC network is subject to relevant policies and conditions, which are designed to create and maintain an academic and administrative environment that is productive, ethical, legal, secure, facilitative and effective.
- 9.6.3. In order to ensure that information systems function in a secure, efficient and effective manner, the College reserves the right to examine any information at its facilities and to monitor use.
- 9.6.4. For further information on using your personal device, please see our IT and Personal Device Policy below.

9.7. IT and Personal Device Policy

- 9.7.1. IENYC grants its students and employees the rights and privilege of connecting their personal devices to our network. IENYC also reserves the right to revoke this privilege if users do not adhere to the policies and procedures outlined below.
- 9.7.2. This policy is intended to protect the security and integrity of the data regarding the institution, its students and its employees as well as protect our technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.
- 9.7.3. IENYC students and employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to our network.
- 9.7.4. Students must adhere to the applicable IT policies of the tools provided by third parties by virtue of the corresponding agreement with IENYC, which are available on Blackboard and [here](#).
- 9.7.5. All connectivity will occur through the Eduroam Network, which students can access with their IENYC credentials (email and password).
- 9.7.6. Acceptable Use

IENYC defines appropriate use as the use of Information systems for the purpose of learning, teaching research, engagement and administration.

All software and access provided by IENYC must be used in accordance with the End User license agreements of those products. Violation of such licensing agreements will lead in termination of access.

Devices may not be used at any time to:

- i. Store or transmit illicit materials.
- ii. Store or transmit proprietary information belonging to another company.
- iii. Harass others.
- iv. Conduct other activities which interfere with the College's ability to generate an academic and administrative environment that is productive, ethical, legal, secure, facilitative and effective.
- v. In order to ensure that information systems function in a secure, efficient and effective manner, the College reserves the right to examine any information on its facilities and to monitor use.

9.7.7. Devices and Support

- i. Connectivity and network issues are supported by the IT Helpdesk located on the IE University campus in Madrid. Issues related to IENYC email and log in credentials should be referred to the IENYC Helpdesk Technician, at IT@ienyc.edu.
- ii. Issues relating to personal hardware, laptops, tablets, or phones are the responsibility of the owner of that hardware.
- iii. Software issues are the responsibility of the party owning the software license.

9.7.8. Security

- i. In order to prevent unauthorized access, all devices accessing the network and its resources must be password protected using the features of the device and a strong password is required to access the = IENYC network.
- ii. Access to IENYC data is limited based on user profiles defined by IT and automatically enforced.
- iii. IENYC may remotely remove devices or deny access to the network or services if 1) a device is lost, 2) a student or employee terminates their enrollment or employment, 3) a data or policy breach, a virus or similar threat to the security of the College's data and technology infrastructure is detected.

9.7.9. Risks/Liabilities/Disclaimers

- i. While IENYC take every precaution to protect the security and integrity of their network, it is an individual's responsibility to take additional precautions, such as backing up email, contacts, documents, assignments, etc.
- ii. IENYC reserves the right to disconnect devices or disable services without notification.
- iii. Lost or stolen devices must be reported to IENYC within 24 hours.
- iv. The student is expected to use devices in an ethical manner at all times and adhere to the university's acceptable use policy as outlined above.
- v. The student is personally liable for all costs associated with the device.
- vi. The student assumes full liability for risks including, but not limited to, the partial or complete loss of university and personal data due to an operating system crash,

errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

9.8. Computer Use and File Sharing P2P and Copyright Infringement

- 9.8.1. IENYC considers the use of peer-to-peer (P2P) file sharing of copyrighted material, including music and videos, to be an inappropriate use of the College IT network. All students must comply with all federal, New York, and other applicable law; all applicable College policies; and all applicable contracts and licenses. This includes copyright laws, including the DMCA. The DMCA (Digital Millennium Copyright Act) makes it illegal to download and/or share unauthorized copyrighted materials, which are usually accessed through file sharing software, commonly known as peer-to-peer (P2P) networking software. The illegal (unauthorized) sharing of copyrighted material exposes the perpetrator to civil, criminal, and IENYC penalties.

These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

10. Student Services

10.1. Introduction

- 10.1.1. IENYC's Student Services are dedicated to the overall quality of student life at IENYC for all students. All Staff at IENYC are dedicated to ensuring an excellent student experience and to ensure that all students are able to access appropriate student support services as needed.

10.2. Student Bill of Rights

- 10.2.1. All students have the right to:
- i. Make a report to local law enforcement and/or state police.
 - ii. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
 - iii. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution.
 - iv. Report an incident and participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
 - v. Be treated with dignity and receive from the institution courteous, fair, and respectful health care and counseling services where available.
 - vi. Be free from any suggestion that the reporting individual is at fault or should have acted in a different manner to avoid such crimes or violations.
 - vii. Describe the incident to the appropriate and necessary institution representatives and not be required to unnecessarily repeat a description of the incident.
 - viii. Be protected from retaliation by the institution, any student, the accused and/or the Respondent, and/or their friends, families and acquaintances within the jurisdiction of the institution.
 - ix. Have access to at least one level of appeal after a determination has been made.
 - x. Be accompanied by an institution representative of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all hearings related to such process.
 - xi. Exercise civil rights and practices of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

10.3. Dignity at Work and Study Policy

10.3.1. General Principles

- i. A positive working and learning environment which supports dignity at work and study is vital to the success of the College. Therefore, we will take a Zero Tolerance approach to any form of unlawful discrimination, including harassment, retaliation, racism, sexism, homophobia, and any other unacceptable behavior. Dignity and respect should underpin our day-to-day behaviors, and everyone has rights and responsibilities under this Policy.

- ii. All staff, students and stakeholders at the College have a right to be:
 - Treated with dignity and respect
 - Work and learn in an environment free from discrimination, bullying and harassment
 - Valued for their skills, abilities and contributions.

- iii. All staff, students and stakeholders at the College have a responsibility to:
 - Behave in an appropriate manner, and in ways that are not derogatory to others;
 - Play their part in ensuring we create a positive working environment that is tolerant and supportive through treating each other with dignity and respect;
 - Challenge inappropriate behavior with confidence.

7.3.2 The College is committed to ensuring that:

- i. All potential and current staff, students and other stakeholders are treated fairly, and are not discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity and paternity, race, religion or belief (including lack of belief), sex, sexual orientation, socio-economic background, family circumstances or any other distinction.

- ii. An inclusive and supportive environment that values dignity at work and study is created for staff, students and others associated with its work, that truly recognizes and values staff and student diversity, and promotes good relations between different groups.

- iii. A shared awareness, understanding and commitment to equality and diversity is developed to enable all staff and students to act in accordance with this Policy, so that the principles of dignity, respect, equality and diversity can effectively be mainstreamed into the core of all College functions.

The full Dignity at Work and Study Policy can be found in the Consumer Information section at www.ie-nyc.org.

10.4. Anti-Bullying Policy

- 10.4.1. IENYC has a zero-tolerance policy against bullying and harassment of anyone within the College community. The College is committed to providing a caring and safe working and learning environment for students, faculty, and staff. Any violations of this policy will be subject to the Code of Student Conduct. See Section 8 'Code of Student Conduct.'

10.5. Orientation

- 10.5.1. Student Orientation is a required and vital start to a student's College experience and is designed to provide incoming students with the necessary information to assimilate into life on campus and in New York prior to the start of classes. The activities expose new students to the various components of the College including academic life, student support services and

student activities. Students will have the opportunity to meet their peers, IENYC faculty, staff and administrators.

10.6. Student Representation

- 10.6.1. A IENYC student is a voting member of the College's Academic Board to promote students' rights and welfare and to ensure student involvement in academic policy and curriculum formation.

10.7. Career Services

- 10.7.1. IENYC seeks to provide Career Services support designed to meet the needs of the students enrolled in our programs and alumni. Career Services at IENYC is focused on providing career counselling to our students and alumni and does not offer career placements at this time. Career development workshops are hosted throughout the trimester and one-on-one counseling is offered to all students and alumni. Career resources and counseling are also available for students and alum. Contact the Director of Career Services and Strategic Partnerships for more information.

10.8. Counseling

- 10.8.1. All students are eligible to receive (6) 30-minute counseling sessions per trimester. Students in need of counseling services should contact the Director of Counseling at Michael.Cohen@ienyc.edu referrals and information on scheduling an appointment.

10.9. Disability Services

- 10.9.1. IE New York College is committed to providing equal educational opportunity and participation for students with disabilities. We work with IENYC students to determine appropriate and reasonable accommodations that support equal access to education. Confidentiality is of the utmost importance. Disability-related information is never disclosed without student permission.

Students with impairments and conditions may request accommodations to assist them in their IENYC experience. To request an accommodation for a qualifying disability, a student must self-identify and contact the IENYC Disability Services Coordinator at Michael.Cohen@ienyc.edu .

- 10.9.2. To request disability services accommodations, students must complete a Disability Services Initial Request Form. Students are also required to provide documentation from a medical professional and complete a Disability Verification Form. Once these have been submitted to the Office of Disability Services, an in-person meeting will take place and a plan for appropriate accommodations will be reviewed with the student. Students are then responsible for having their accommodations plan signed by necessary faculty for final approval returned to the ODS. Students are responsible for submitting a request for accommodations each trimester.

- 10.9.3. It is the student's responsibility to request an accommodation. As some accommodations may take considerable time to arrange, students are urged to contact the IENYC Disability Services Coordinator at Michael.Cohen@ienyc.edu in order to request an accommodation as soon as possible after receiving notice of admission to the College.
- 10.9.4. The information and documents provided in support of a student's request for an accommodation shall be maintained as confidential. Individually identifiable information will not be disclosed except as may be required or permitted by law or pursuant to a release signed by the student.

10.10. Health Services

- 10.10.1. First Aid kits are on campus and available to all students. Select staff members have been trained in professional first aid and can give appropriate referrals to those in need of urgent care.
- 10.10.2. Urgent care services are not provided on campus. Students can visit the closest City MD to campus, which is located at 331 6th Avenue, New York City, NY 10014.
- 10.10.3. International Students seeking support for health services should contact the Director of Recruitment & Admissions, admissions@ienyc.edu.

10.11. Immunization Policy Statement

- 10.11.1. In accordance with New York State law (Public Health Laws 2165 and 2167), all students registering for more than 6 credits at IENYC (and born after January 1, 1957) must provide a certificate from a health practitioner or other acceptable evidence of such student's immunization against measles, mumps, and Rubella. Students who request an exemption to this rule on medical or religious grounds, must provide appropriate documentation as specified by the New York Department of Health (<http://www.health.state.ny.us>).
- 10.11.2. IENYC is also required to maintain a record for each student of either a certificate of immunization for meningococcal meningitis within the past 10 years; OR an acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student (or their parent or guardian if under 18).

Students must provide this documentation on or before their first day of class.

10.12. Residential Services

- 10.12.1. Residential services are available through Educational Housing Services. Information can be found on their website at: <https://www.studenthousing.org/>.

10.13. Additional Contacts & Information

10.13.1. International Students: For more information on services for International Students please contact admissions@ienyc.edu.

10.14. Title IX & Campus Safety

For more information on these services, please see the “Code of Student Conduct” or “Campus Safety” sections. For further information please contact the Title IX Coordinator at titleix@ienyc.edu.

11.Code of Student Conduct

11.1. Introduction

This Code of Student Conduct (“the Code”) applies to all students. IENYC believes that effective learning and teaching are best achieved in an ordered and disciplined environment. The Code seeks to ensure that student discipline is maintained in a manner that promotes fair and equitable treatment of all students. IE New York College reserves the right to digress from it, alter it or withdraw it at any time.

One of the purposes of this Code is to help and encourage students to achieve and maintain the standards of conduct required by the College. It is essential that all students comply with these standards and understand that if they fail to do so this is likely to lead to action by the College. The Code also outlines the action that will be taken when those standards are not met.

We, therefore, recognize the importance of attempting to resolve issues concerning unsatisfactory conduct within the College and we will take all measures to do so.

11.2. Application of the Code

- 11.2.1. This Code is not intended to create rights beyond our legal obligations.
- 11.2.2. All students of the College are subject to the jurisdiction of the Provost of IENYC in respect of their conduct.
- 11.2.3. Provost, through the Title IX Coordinator, has overall responsibility for the application of the Code.

11.3. Circumstances in which the Code will apply

- 11.3.1. IENYC will apply the procedures set out in this Code if it contemplates taking disciplinary action against a registered (or previously registered) student (unless the College, in its sole discretion, decides that it is inappropriate to do so).
- 11.3.2. The Code also applies to any offenses committed in another institution which students attend as part of a College course such as external secondments, placements, field trips, residential trips, etc. or part of any reciprocal agreement with another institution and/or when committed by any students to and/or on any “College Property.” This includes any property and/or premises owned or controlled by the College or to which access has been gained through membership of the College, including but not restricted to student services provided by another institution, athletic facilities, halls of residence, or other institutions providing services or facilities to students on behalf of, and in agreement with, IENYC.

11.4. Policy for Alcohol/Drug Use Amnesty

- 11.4.1. The health and safety of every student at IENYC is of utmost importance. IENYC recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an offense, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. IENYC strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to institution officials.
- 11.4.2. Any student acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to IENYC's officials or law enforcement will not be subject to disciplinary action under the Code for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.
- 11.4.3. IENYC's full Drug and Alcohol Policy and Drug and Alcohol Abuse Prevention Information can be found in Campus Safety section.

11.5. Offenses

- 11.5.1. Any suspected cases of misconduct should be reported to the Title IX Coordinator, Provost or another member of staff as soon as possible for consideration under the Code.
- 11.5.2. Offenses

The following is a non-exhaustive list of examples of Offenses:

- i. Anti-social behavior and/or foul language
- ii. Minor damage to, or unauthorized use of, College Property
- iii. Minor breaches of safety regulations
- iv. Refusing to fulfill minor contractual obligations
- v. Persistent Absenteeism
- vi. Noise beyond socially acceptable norms for the time of day/night
- vii. Offenses in connection with examinations or assessments which allow and/or are intended to allow the student to obtain an unfair advantage
- viii. Falsification, misrepresentation or misuse of documentation, prior qualifications and experiences, certifications, letters, e- communications, etc. presented or transmitted to any officer or student of the College or any person operating on behalf of the College
- ix. Use of the work of other students, past or present, or substantial and unacknowledged use of published (electronic as well as physical) material or violation of copyright material presented as the student's own work
- x. Acts of sexual misconduct as described in the Campus Safety section of this Catalog including, domestic violence, dating violence, stalking, or sexual assault as defined by the Clery Act, the Violence Against Women Act, Title IX, or New York State Education Law, articles 129-A and 129-B
- xi. A conduct violation that is equivalent to the definition of a Clery Act Part I Primary Crime (as set forth in 34 C.F.R. §668.46(c))

- xii. Avoidance or attempted avoidance of security procedures to gain access to files and work done by users of College computing equipment
- xiii. Use or attempted use of College computing equipment to gain unauthorized access to any College computing facilities and/or unauthorized access to web or other IT related material or access to networked materials in violation of law
- xiv. Engaging in or threatening to engage in behavior(s) that, by virtue of their intensity, repetitiveness, or otherwise, endanger or compromise the health, safety, or well-being of oneself, another person, or the general College community. This includes, but is not limited to, threatening, tormenting, mocking, intimidating, maliciously or inappropriately ridiculing another's work or comments beyond the scope of scholarly inquiry, and exploiting known psychological or physical vulnerabilities or impairment.
- xv. Impersonating another person or presenting oneself under false pretenses
- xvi. Theft, fraud, unauthorized possession, misapplication of and/or unauthorized access to or gross negligence in connection with funds or property of any kind
- xvii. Causing negligent or willful damage to or on College Property
- xviii. Causing negligent or willful damage to property owned by any member of the College community and/or any person acting on behalf of the College
- xix. Deliberate and malicious misuse of safety equipment and/or contravention of safe working practices or procedures likely to seriously endanger the health and safety of another person
- xx. Riotous or disorderly conduct affecting good order or persistently noisy or disruptive behavior anywhere within the College or on College Property, including student residences whether or not they are owned by the College
- xxi. Physical violence, actual or threatened against any individual or group of persons
- xxii. Abusive behavior including use of abusive language toward any student, College employee and/or any person acting on behalf of the College
- xxiii. Harassment, discrimination or incitement including harassment discrimination or incitement on the grounds of race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles, sex, sexual orientation, national origin, ethnic origin, religious, political or philosophical belief, disability, age, gender identity, marital status, mental condition or as detailed in the appropriate College policies available on the College's website, of which you are deemed to have made yourself aware and understood
- xxiv. Possession of weapons (defined as instruments designed to cause injury, intended to cause injury, or imply a threat to cause injury), including simulated weapons, are not allowed on the IENYC campus (see 'Weapons Policy')
- xxv. Possession, supply, use, abuse or touting of controlled substances and/or abuse of alcohol or prescription medication
- xxvi. Smoking on campus as described in our Smoke Free Campus policy in the Campus Safety section of this Catalog
- xxvii. Contravention of the United States Fair Use Doctrine (Section 107 of the Copyright Act) provides the statutory framework for determining whether something is a fair use and identifies certain types of uses—such as criticism, comment, news reporting, teaching, scholarship, and research—as examples of activities that may qualify as fair use
- xxviii. Unauthorized use of the College's internet and e-mail facilities and connections as defined in College Regulations pertaining to the use of Information Technology Facilities
- xxix. Avoidance or attempted avoidance of security procedures to gain access to files and work done by users of College computing equipment

- xxx. Use or attempted use of College computing equipment to gain unauthorized access to any College computing facilities and/or unauthorized access to web or other IT related material or access to networked materials in violation of law
- xxxi. Contravention of established procedures, working practices codes of practice and/or regulations dictated by current legislation or authorities
- xxxii. Non-return of any equipment or property loaned from the College
- xxxiii. Any conduct or activity of any nature which may bring the College into disrepute whether such conduct or activity takes place either in the College or outside the College, including violent behavior, threatening violence, misrepresentation and immoral or obscene conduct
- xxxiv. Failure to comply with the decision of the Provost in relation to an Offense or failure to comply with the decision of the Select Disciplinary Committee in the case of an appeal against a decision of the Provost in relation to an Offense.
- xxxv. Failure to comply with the College's Covid-19 health and safety policies (when in effect).
- xxxvi. Retaliation: Participating in any adverse action against an individual for making a good faith report of prohibited conduct or participating in any proceeding under this policy. This includes threatening, intimidating, harassing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy.
- xxxvii. Failure to comply with the decision of the Provost in relation to an Offense or failure to comply with the decision of the Select Disciplinary Committee in the case of an appeal against a decision of the Provost in relation to an Offense.
- xxxviii. Engaging in behavior as prohibited under other established IENYC College policies not otherwise cited above.

11.6. Reporting a Student Conduct Violation

- 11.6.1. If this matter is an emergency, please call 911 and notify the Title IX Coordinator or other College official immediately.
- 11.6.2. For non-emergencies, contact the Title IX Coordinator to complete an incident report, titleix@ienyc.edu.

11.7. Procedures

11.7.1. Preliminary Review

Upon receiving a report of or otherwise learning of an alleged violation of the Code of Student Conduct or other College policy, the Title IX Coordinator will present the information to the Select Disciplinary Committee to determine the most appropriate course of action. The Select Disciplinary Committee (SDC) will determine whether an informal frontline resolution is appropriate or if the launch of a full investigation is required. The SDC will then present their decision to the Title IX Coordinator.

If the SDC determines that an informal resolution is appropriate, the Director of Academic Administration will be notified and they, along with the Title IX Coordinator will determine an appropriate frontline resolution.

If the SDC determines that a full investigation is necessary, the Provost will be notified and the Title IX Coordinator or their designee will proceed with the investigation.

If the alleged violation is related to dating violence, domestic violence, sexual assault, Title IX Sexual Harassment or stalking, the Title IX Coordinator will determine whether there is reasonable belief that a policy has been violated and determine if they will conduct an investigation. See more in Campus Safety Section 17.

11.7.2. Investigation

Prior to any disciplinary action being taken, the allegation(s) will be investigated by the Title IX Coordinator, who will forward evidence, as appropriate, to the Select Disciplinary Committee.

Any cases of alleged dating violence, domestic violence, sexual assault, Title IX Sexual Harassment or stalking will use a separate investigation procedure conducted by the Title IX Coordinator. See Campus Safety (Section 17.)

Except in cases of student interim suspension as described below, the Title IX Coordinator will normally deliver the findings of their investigation to the Select Disciplinary Committee within 21 days. The SDC shall normally convene within 28 days of notification of the allegations to determine whether the alleged offense occurred and to take further action in accordance with the code.

i. Meeting with Reporting Party

The Title IX Coordinator or a designee may meet with the reporting party to review the complaint and request additional information. The Title IX Coordinator or a designee may also meet with other members of the IENYC community who may have information to share in relation to the complaint. The reporting party will be given a copy of IENYC's Code of Student Conduct and and/or any other relevant policies and procedures.

ii. Notification to Responding Party

The Title IX Coordinator or a designee will notify the responding party in writing as to the receipt of the complaint, the opportunity to respond to the complaint, and the need to meet with the Title IX Coordinator or a designee. Upon meeting with the Title IX Coordinator or a designee, the reporting party will be given access to IENYC's Code of Student Conduct and/or any other relevant policies and procedures. Prior to the disciplinary hearing, the Respondent will receive a copy of all relevant evidence presented to the Select Disciplinary Committee, which will be referred to during the hearing.

iii. Records

Where an alleged Offense has occurred, the Title IX Coordinator will consult records to ascertain if the student has a previous offense recorded on the central register of student disciplinary offenses. Where a previous offense has been recorded the second/subsequent offense will then be reported to the SDC for consideration.

11.7.3. Interim Suspension

IENYC reserves the right to suspend students on an interim basis from IENYC property, programs, and functions pending the outcome of a disciplinary review, where there is reasonable cause to believe the student's alleged behavior or continued presence at the institution poses a danger to the health, safety, or general welfare of the IENYC community. The Vice President & Provost shall have the authority to suspend the student. Where a student has been suspended, the Title IX Coordinator will conduct the investigation and provide their findings to the Select Disciplinary Committee within 14 days. This timescale may be modified if the allegations are complex and/or involve detailed investigation and/or a number of witnesses.

11.8. No-Contact Orders, Other Interim Measures, and Orders of Protection

- 11.8.1. In issues where there is a reporting individual and a Respondent, the Provost, on the recommendation of the Title IX Coordinator, has the right to issue a No-Contact Order or implement other interim measures.

Under a No-Contact Order, the Respondent is to have no contact with the reporting person, in person, by voice technology or electronic communication. Should both parties appear in the same public space, it is the responsibility of the Respondent to depart. In the event that a “No Contact Order” is issued, the Select Disciplinary Committee must convene within 7 days to determine whether the order is to be extended and for how long or to rescind the order.

The need to assess no-contact orders and any other interim measures will be made by the Title IX Coordinator based on a review of the available information and after talking with both the reporting party and the responding party. Both parties are entitled to request a prompt review of the need for, terms of, or potential modification of any interim measure, and both parties are entitled to submit evidence in support of their request.

Members of the IENYC community may also contact the New York Police Department to file an order of protection. While IENYC cannot make this request directly, IENYC can assist a member of the IENYC community in contacting the police and requesting an order of protection.

The reporting and responding parties have the right to receive a copy of any order of protection or equivalent received by IENYC, as well as the opportunity to meet or speak with the Title IX Coordinator about the order including information from the order about the responding party's responsibility to stay away from the protected person or persons, as well as an explanation of the consequences for violating the order such as arrest, additional conduct charges, and interim suspension. The person or persons protected by the order have the right to receive assistance from IENYC in contacting local law enforcement in effecting an arrest for violating the order.

11.8.2. Violation of No Contact Orders

Willful or repeated violations of “No Contact Orders” will be considered a threat to the health and safety of the community and will result in suspension by the Provost, pending the outcome of disciplinary proceedings. Individuals wishing to appeal such suspensions must do so by submitting a written appeal to the Provost for IENYC.

11.8.3. Respondent Withdrawal during Investigation

If a Respondent withdraws from the College while an investigation is in process, or if a Respondent chooses not to re-enroll, if an investigation overlaps more than one term, the Respondent has the right to request a completion of the investigation and the entire process including all appeals. An individual who completes the process agrees to be subject to the appropriate penalties if such are determined by the Select Disciplinary Committee.

11.8.4. Disciplinary Hearing and Evidence and Procedures

The student must take all reasonable steps to attend meetings at which they are requested to be present. If the student is unable to attend a meeting, they must explain this immediately and in advance to the person who invited them to the meeting or the person who is conducting the meeting.

For any disciplinary meeting, the timing and location of meetings will be reasonable, and the meetings will be conducted by the Select Disciplinary Committee in a manner that allows both parties to explain their respective cases. The Select Disciplinary Committee has the right to call for all relevant information including the right to call and hear witnesses and can take any necessary step under the procedures listed below without unreasonable delay:

- i. The Provost for IENYC shall not be a member of the Select Disciplinary Committee.
- ii. The Respondent will have the right to fully state their case, present relevant documentation and other information, submit a written statement to the Select Disciplinary Committee and lead evidence from witnesses at the disciplinary hearing. Any documentation, submissions or witness statements should be delivered to the Title IX Coordinator in advance of the hearing either by hand, recorded delivery or electronically with a signature.
- iii. At the meeting, the Respondent will have the right to be accompanied at the meeting by a chosen representative. The Respondent should advise the Title IX Coordinator who their representative will be in advance of the disciplinary hearing. The representative will be able to make submissions and ask questions on behalf of the Respondent but is not permitted to answer questions for the Respondent.
- iv. The Select Disciplinary Committee may adjourn the disciplinary hearing and delay making a decision where it is decided that further investigation into the allegations is required.
- v. All information obtained during the conduct of the Select Disciplinary Committee’s process will be treated as confidential and protected from public release until such time as all appeal

possibilities have been exhausted and a final resolution has been reached, unless otherwise required by law.

11.8.5. Composition of the Select Disciplinary Committee

The composition of the Select Disciplinary Committee shall be a Chair and 2 members appointed as follows:

- i. A chair, to be appointed by the IENYC Academic Board, will hold office for one academic year.
- ii. One member of the staff who shall hold office for one academic year.
- iii. The student representative serving on the Academic Board.
- iv. Each member of the SDC may have their terms extended at the discretion of the Academic Board, for further periods, in each instance not exceeding 5 years.
- v. In an effort to have a disciplinary process that is inclusive, equitable and respectful of all individuals involved, the Academic Board will make its best effort to compose a committee with members of diverse backgrounds.
- vi. Two members of the Select Disciplinary Committee shall form a quorum for the purposes of holding a disciplinary hearing.
- vii. The Chair may nominate one of the other members of the Select Disciplinary Committee to take the Chair in their absence.
- viii. No member of the Select Disciplinary Committee directly involved in the events giving rise to any charge or appeal shall be a member of the Select Disciplinary Committee hearing that charge or appeal.
- ix. The Select Disciplinary Committee shall have the discretion to appoint a legal adviser from outside the College to advise the Select Disciplinary Committee.
- x. The Title IX Coordinator or their nominee shall act as clerk to the Select Disciplinary Committee and shall be responsible for maintaining a confidential record of the proceedings of the Committee. The Title IX Coordinator shall have powers to prepare orders for the regulation of the proceedings and business of the Select Disciplinary Committee.

11.9. Penalties

- 11.9.1. The Select Disciplinary Committee shall have the power to impose any or all the following penalties when respondents are found guilty of Offenses. The Select Disciplinary Committee reserves the right to defer the imposition of any penalty in appropriate circumstances.

All Offenses and resultant penalties will be recorded using the Disciplinary Offenses Records Form. The Title IX Coordinator shall ensure that a Records Form is completed, signed and a copy given to the student. The original Records Form will be retained in a separate file by the Provost.

The Select Disciplinary Committee may impose one or more of the following penalties:

- i. Verbal or written warning
- ii. Removal of email account for a specified period
- iii. Reprimand
- iv. Fine
- v. Order to make good any damage caused to any property

- vi. Ban, period to be determined, from the College or College-related facilities
- vii. The withholding of the student's parchment on graduation
- viii. Behavioral requirement contract
- ix. Restriction of visitation/guest privileges
- x. Charge for damage and/or other loss arising from the student's conduct
- xi. Examination assessment being declared null and void
- xii. Suspension
- xiii. Expulsion

- 11.9.2. A decision will normally be made within seven days. Thereafter, the Provost will issue formal written notification of the decision of the Select Disciplinary Committee within seven days of the hearing of the disciplinary matter. Where that decision involves suspension or expulsion the formal notification shall be signed by the Chair of the Committee. Where the decision does not involve suspension or expulsion the Respondent will be advised of the improvements required in their conduct (if appropriate), the duration of any disciplinary warning and the potential consequences of any repetition of the Offense and/or commission of another disciplinary offense.
- 11.9.3. For crimes of violence, including but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the Federal Clery Act, Respondents will have a notation on their transcript: "Expelled after a finding of responsibility for a Code of Student Discipline violation."
- 11.9.4. If the Respondent withdraws while conduct charges are pending, the transcript will include the notation: "Withdrew with conduct charges pending" (unless the Respondent requests that the investigation is completed) See Section 8.6.6 above.

11.10. Appeals: Frontline Resolutions

- 11.10.1. The Select Disciplinary Committee shall hear appeals against frontline resolution decisions. Respondents have a right of appeal against decisions of the Title IX Coordinator and the Director of Academic Administration. Should a Respondent fail to comply with the decision of the Title IX Coordinator and the Director of Academic Administration or the decision of the Select Disciplinary Committee in the case of an appeal against a decision of the Title IX Coordinator and the Director of Academic Administration, this will constitute as an additional Offense.
- 11.10.2. An appeal may be considered on the following grounds:
- i. Evidence is now available which was not or could not reasonably have been made available to the Title IX Coordinator and the Director of Academic Administration at the time of the disciplinary hearing.
 - ii. The decision of the Title IX Coordinator and the Director of Academic Administration was unreasonable in the light of the evidence submitted and/or was unduly harsh and oppressive in relation to the Offense.

- iii. There was procedural irregularity or inadequacy in the conduct of the investigation of the Offense carried out by the Title IX Coordinator and the Director of Academic Administration.
- 11.10.3. The appeal to the Select Disciplinary Committee against the decision of the Title IX Coordinator and the Director of Academic Administration must be in writing and must be lodged with the Title IX Coordinator within 14 days of the date of the formal notification of the original decision. The Respondent must send any written documentation or submission in relation to the appeal either by hand, recorded delivery or electronic delivery with signature at the same time as lodging their written grounds for appeal.
- 11.10.4. All appeals shall be given preliminary consideration by the Chair of the Select Disciplinary Committee and by the Provost who shall be empowered to act on behalf of the Select Disciplinary Committee in determining whether an appeal is competent or to dismiss appeals that are incompetent.
- 11.10.5. The decision of the Select Disciplinary Committee in such appeals shall be final and not subject to appeal.

11.11. Appeals: Investigated Offenses

- 11.11.1. All Respondents found in violation of an Offense by the Select Disciplinary Committee shall have the right of appeal to the Provost.
- 11.11.2. An appeal may be considered on any of the following grounds:
- i. Evidence is now available, which was not or could not reasonably have been made available to the Select Disciplinary Committee at the time of the original hearing.
 - ii. The decision of the Select Disciplinary Committee was unreasonable in the light of the evidence submitted at the original hearing, and/or the decision of the Select Disciplinary Committee was unduly harsh and oppressive in all of the circumstances.
 - iii. There was procedural irregularity in terms of the regulations set out in the Code of Student Discipline which resulted in the student being significantly disadvantaged.
- 11.11.3. The Title IX Coordinator shall communicate in writing the details of this right to the student at the same time as formal notification of the disciplinary decision is made to the student.
- 11.11.4. Any appeal to the Provost of IENYC against the decision of the Select Disciplinary Committee must be in writing and must be lodged with the Title IX Coordinator within twenty-one days of the date recorded on the letter of formal notification of the Select Disciplinary Committee's decision. Any written documentation, witness statement or submission in relation to the appeal must be delivered to the Title IX Coordinator either by hand, recorded delivery or electronic delivery with signature at the same time as lodging their written grounds for appeal.
- 11.11.5. All appeals shall be given preliminary consideration by the Provost for IENYC. The Provost shall determine whether an appeal is competent or to dismiss appeals that are incompetent.

- 11.11.6. The decision of the Provost for IENYC shall be final.
- 11.11.7. The Provost for IENYC at their own discretion may appoint a legal adviser from outside the College to be in attendance at any meeting. This legal adviser, however, must not be the same person as the legal adviser to the Select Disciplinary Committee.
- 11.11.8. The Respondent shall have the right to appear in person before the Provost to present the evidence in support of their appeal. The Title IX Coordinator shall be in attendance at this meeting to maintain a record as well as to answer any questions about previous actions, investigations, or procedures.
- 11.11.9. The Respondent will have the right to be accompanied at the meeting by a chosen representative. The Respondent should advise the Title IX Coordinator who their representative will be in advance of the disciplinary hearing. The representative will be able to make submissions and ask questions on behalf of the Respondent but is not permitted to answer questions for the Respondent.
- 11.11.10. No member of the Select Disciplinary Committee shall be present when the appeal to the Vice President is under consideration.
- 11.11.11. The Provost shall have the right to prepare orders for the regulation of the procedure of the appeal hearing and shall have the right to uphold or reject all or part of the disciplinary decision as it deems right and appropriate. The Provost will normally issue a written decision within 7 days of the date of the appeal hearing.

11.12. Academic Integrity

- 11.12.1. At IENYC, a commitment to excellence, fairness, honesty, and respect within and outside the classroom is essential to maintaining the integrity of our community. By accepting membership in this community, students take responsibility for demonstrating these values in their own conduct and for recognizing and supporting these values in others. In turn, these values will create a campus climate that encourages the free exchange of ideas, promotes scholarly excellence through active and creative thought, and allows community members to achieve and be recognized for achieving their highest potential.
- 11.12.2. IENYC expects and requires its students to adhere to the highest standards of scholarship, research and academic conduct. Essential to the process of teaching and learning is the periodic assessment of students' academic progress through measures such as papers, examinations, presentations, and other projects. Academic dishonesty compromises the validity of these assessments as well as the relationship of trust within the community. Students who engage in such behavior will be subject to review and the possible imposition of penalties in accordance with the standards, practices, and procedures of IENYC. Violations may result in failure on a particular assignment, failure in a course, suspension or expulsion from the College, or other penalties.

11.12.3. Plagiarism, Ghost-Writing and Cheating

Plagiarism is defined as presenting another's work without adequate acknowledgement of its source, as though it were one's own. Plagiarism is a form of fraud. Some examples of plagiarism:

- i. a sequence of words copied from a source without quotation marks
- ii. an unacknowledged passage paraphrased from another's work
- iii. the use of ideas, sound recordings, computer data or images created by others as though it were one's own

Ghost writing is defined as the use of commissioned material, without reference or acknowledgement.

Cheating is defined as deceiving a faculty member or other individual who assess student performance into believing that one's mastery of a subject or discipline is greater than it is by a range of dishonest methods, including but not limited to:

- i. bringing or accessing unauthorized materials during an examination (e.g., notes, books, or other information accessed via cell phones, computers, other technology or any other means)
- ii. providing assistance to acts of academic misconduct/dishonesty (e.g., sharing copies of exams via cell phones, computers, other technology or any other means, allowing others to copy answers on an exam)
- iii. submitting the same or substantially similar work in multiple courses, either in the same semester or in a different semester, without the express approval of all instructors
- iv. submitting work (papers, homework assignments, computer programs, experimental results, artwork, etc.) that was created by another, substantially or in whole, as one's own

11.12.4. Individual faculty members will be responsible for determining whether a student has been guilty of plagiarism and to apply an appropriate penalty for any such plagiarism. Each faculty member will publish details of any penalties for plagiarism in their syllabus.

11.12.5. While individual faculty members will determine whether plagiarism has occurred in any particular case, plagiarism will include self-plagiarism (i.e. re-use of a student's own previous written work or data presented for assessment on a previous occasion).

11.12.6. Individual faculty members will also be responsible for determining whether there has been a case of ghost writing, which is considered to be an Offense. Faculty should refer any such case to the Faculty Chair to be considered under the Offenses procedures.

11.12.7. The Select Disciplinary Committee shall be competent to hear appeals against decisions of faculty made under the College Regulations regarding Plagiarism and Cheating.

11.12.8. Appeal Process

An appeal may be considered on any of the following grounds:

- i. Evidence is available, which was not or could not reasonably have been made.
- ii. The decision of the academic staff was unreasonable in the light of the evidence submitted at the original investigation, and/or the decision of the academic staff was unduly harsh and oppressive in all of the circumstances.
- iii. There was procedural irregularity or inadequacy in the conduct of the investigation of the Offense carried out by the academic staff.

11.12.9. The Faculty Chair or their appointee shall communicate the details of this right to the student in writing at the same time as formal notification of the decision of the faculty is made to the student.

11.12.10. The Faculty Chair or their appointee shall advise the student that any right of appeal to the Select Disciplinary Committee must be exercised by written notice which must be lodged with the Examiner within 14 days of the date recorded on the letter of formal notification of the academic staff's decision.

11.12.11. All appeals shall be given preliminary consideration by the Chair of the Select Disciplinary Committee and by the the Faculty Chair or their appointee who shall be empowered to act on behalf of the Select Disciplinary Committee in determining whether an appeal is competent or to dismiss appeals that are incompetent.

11.12.12. The decision of the Select Disciplinary Committee in such appeals shall be final and not subject to appeal.

11.13. Appeals of Transcript Notations

11.13.1. Respondents, who have a transcript notation where responsibility has been found, may appeal to the Faculty Chair or their appointee following the process.

11.13.2. Respondents who receive a transcript notation for withdrawing with conduct charges pending may not appeal the notation as there was no finding upon which to base the appeal.

11.14. Criminal Proceedings

11.14.1. In any case where it is considered that a person may be involved in criminal conduct, it is the duty of the Provost who, in consultation with the Title IX Coordinator, shall report it to the appropriate authority.

11.14.2. For the avoidance of doubt, in cases where a police investigation or action is underway at the same time as the College's investigation or disciplinary proceedings are underway, the College may still proceed with its investigations and/or disciplinary action. However, depending on the circumstances, such investigation and/or disciplinary action may be suspended. Any decision

to suspend proceedings will be made by the Provost in consultation with the Title IX Coordinator.

11.15. Records

- 11.15.1. The College will keep a record of disciplinary proceedings, including the written statement setting out the relevant allegations or circumstances surrounding the potential disciplinary action, a central register of disciplinary Offenses, all letters sent to or by the College in relation to that, written statements and minutes of meetings and appeal meetings.
- 11.15.2. These records will be maintained in accordance with the College's obligations in terms of data protection requirements and will be retained in accordance with the College's data retention policy which can be found [here](#).

11.16. Questions

Clarification on the terms of this Code can be obtained from the office of the Provost of IENYC or the Director of Operations, Title IX Coordinator.

12. Academic Concerns & Complaints Handling

12.1. Academic Concerns

- 12.1.1. If a student has a concern regarding their class such as course work, course content or classroom management, they are encouraged to first discuss a resolution with their instructor.
- 12.1.2. If they are unsatisfied with the outcome, they should escalate their concern to the appropriate Program Director. In the event that the instructor is the Program Director, they should escalate their concern to the Faculty Chair.
- 12.1.3. If at this stage, the student remains unsatisfied with the outcome, they should bring their concern to the Provost.
- 12.1.4. If at any point a student believes their concern should be escalated to a formal complaint, they may do so by following the instructions in the following section.
- 12.1.5. Any concerns related to Student Code of Conduct violations, harassment, acts of bias or discrimination, Title IX or Clery incidents (as described in the Campus Safety section of this catalog) should be reported as soon as possible directly to the Title IX Coordinator at titleix@ienyc.edu.

12.2. Complaints Handling

- 12.2.1. The Complaints Handling Procedure (hereinafter “CHP”) reflects IE New York College’s commitment to valuing its people and their concerns. This process is intended for the handling of formal complaints which will be recorded by the College. Students, recent students, applicants and members of the public should feel free to raise matters of concern without risk of disadvantage. Our aim is to resolve issues of dissatisfaction as close to the initial point of contact as possible and to conduct thorough and fair investigations of complaints so that, where appropriate, we can make evidence-based decisions on the facts of each individual case.
- 12.2.2. Resolving complaints early saves time and resources and contributes to the overall efficiency of the College. Concentrating on achieving an early resolution of a complaint as close to the point of contact as possible will free up the time of academic and support staff and ultimately contribute to the continued positive experience of our students and members of the public.
- 12.2.3. The full Formal CHP can be found at www.IENYC.edu in Consumer Information.

12.3. Scope and Purpose

- 12.3.1. What is a complaint?

For the purpose of this procedure, a complaint may be defined as:
‘an expression of dissatisfaction by one or more individuals about the standard of service, action or lack of action by or on behalf of the Institution.’

A complaint may relate to:

- the quality and standard of service
- failure to provide a service
- the quality of facilities or learning resources
- treatment by or attitude of a staff member, student or contractor
- inappropriate behavior by a staff member, student or contractor
- the failure of the College to follow an appropriate administrative process
- dissatisfaction with the college's policies (although it should be recognized that policy is set at the discretion of the College)

The definition of a complaint is very broad and the list above is not exhaustive. However, not every concern raised within the College is a complaint. For example, the following are not complaints:

- a routine, first-time request for a service
- a request under the Freedom of Information Law
- a request for information or an explanation of policy or practice
- an insurance claim
- a request for compensation only
- an attempt to have a complaint reconsidered where the College's decision has been made
- an appeal about an academic decision on assessment or admission

These issues will be dealt with under the alternative appropriate processes rather than the CHP. It should be noted, however, that some situations can involve a combination of issues, some are complaints and others are not, and each case will be assessed on a case-by-case basis.

Complaints related to the following areas may be recorded as complaints but will also be dealt with under the alternative appropriate processes:

- Code of Student Conduct violations
- Title IX violations
- Clery Act violations

12.3.2. Who can make a complaint?

The CHP covers complaints from anyone who receives, requests or is affected by our services. This includes, although is not limited to:

- current students and those who have left recently (all referred to as 'students' through the remainder of this procedure) where they have a complaint about matters which are (or were at the time they arose) the responsibility of the College
- members of the public, where they have a complaint about matters which are (or which were at the time they arose) the responsibility of the College
- members of the public who are applying for admission to the College and whose complaint does not relate to academic judgement.

Complaints made by a third party with the explicit permission of the complainant will be dealt with according to the same procedures and timescales.

12.3.3. Submitting a Formal Complaint

Formal complaints must be made by submitting a IENYC Formal Complaints Form (available at www.IENYC.edu in the Consumer Information Section or by request at complaints@IENYC.com) to the Director of Operations, Title IX Coordinator. Forms may be sent to complaints@ienyc.edu (with the exception of anonymous complaints, see below). General complaints made to College administration whether in writing, in person, by telephone, email or online will not be handled as a Formal Complaint unless the form is submitted. The form is required in order to provide full details of the complaint and the preferred resolution.

12.3.4. Submitting a Formal Complaint Anonymously

Complaints submitted anonymously will be considered if there is enough information in the complaint to enable the College to make further inquiries. However, the College may give consideration to the issues raised, and will record the complaint so that corrective action can be taken as appropriate. To submit an anonymous complaint please [click here](#).

12.3.5. Complaints involving other organizations or contractors

If an individual complains to the College about the service of another organization, but the College has no involvement in the issue, the individual should be advised to contact the appropriate organization directly.

12.3.6. Time limit for making complaints

Complaints should be raised with the College as soon as problems arise to enable prompt investigation and swift resolution. This CHP sets a time limit of six months to raise a complaint with the College, starting from when the complainant first became aware of the problem, unless there are special circumstances for requesting consideration of a complaint beyond this time.

13. Fees and Refund Policy

- 13.1.1. All students taking a course at IENYC will be required to pay tuition and other fees in respect of each course undertaken.

Fees are reviewed annually and are subject to change.

13.2. Mandatory Fees

- 13.2.1. Matriculation and Non-Matriculation Fees

Students are assessed a per-trimester matriculation fee of \$150. For more details see section 4.2.

- 13.2.2. Estimated Cost of Attendance for 2024 Academic Year

All students taking a course at IENYC will be required to pay tuition and other fees in respect of each course undertaken. Scholarships are available which may be applied to a student's fee as detailed in the College Financial Assistance section of the IENYC Catalog which is available on the IENYC website.

Tuition and fees are reviewed annually and are subject to change.

The tuition rate for the 2024-25 academic year is \$1,515.15 per credit (amounting to \$50,000 for the entire 33-credit program). The following breakdown of the cost of attendance for the academic year is based on an average part-time enrollment of 6 credits per trimester, and full-time enrollment of 9 credits per trimester.

	Full-Time	Part-Time
Tuition *	\$50,000	\$25,000
Matriculation Fee *	\$450	\$450
Room & Board (estimated)	\$23,000	\$23,000
Books & Supplies (estimated)	\$1,500	\$1,500
Transportation (estimated)	\$2,000	\$2,000
Personal Expenses (estimated)	\$2,500	\$2,500
Total Estimated Cost of Attendance	\$79,450	\$54,450

* Tuition and fees are subject to change on an annual basis. All other costs are estimated and based on IENYC's 10-month academic calendar.

- 13.2.3. All students must be registered for each Trimester separately and pay the fee due for the courses undertaken.

Payments should be made as outlined in section 10.4 – Payment Terms.

13.3. Non-Mandatory Fees

13.3.1. Transfer and RPL Fees

The cost for review and consideration of Transfer and RPL is \$500 per course. Where Transfer or RPL is applied, there is an additional transcription fee of \$500 per course.

13.3.2. Course Repeat and Continuation Fee

If a student does not receive a passing mark (above a “B-“grade), they have two options:

Option 1: Students will work with faculty to re-submit the course’s final assignment in order to receive a passing grade. There is no fee for this option.

Option 2: Students can re-take the course in a future trimester. They will be charged 50% of the original tuition fee.

Please see Section 14 of the IENYC Catalog for details on Assessment Regulations.

13.3.3. Thesis Extension and Continuation Fee

Students registered for the Thesis who require an extension to complete, will be charged a continuation fee of \$2,000 per trimester until such time as the student has completed their final work. For further details please refer to the Grading Policies section of this Catalog.

13.3.4. Other Fees and Charges

One official transcript per academic year can be provided to the student at no cost. A \$10 fee will be charged for any subsequent transcripts that the student may require. A \$25 fee will be charged for a replacement Student ID card.

13.4. Payment Terms

13.4.1. Tuition fees for a current trimester must be paid in full prior to an upcoming trimester.

13.4.2. Aligned with this payment policy, the payment schedule (if paid by trimester) is as follows:

Trimester 1:

February 24, 2025: Trimester starts

January 13, 2025: Invoices are issued

February 13, 2025: Deadline for invoice payment

Trimester 2:

June 2, 2025: Trimester starts

April 21, 2025: Invoices are issued

May 21, 2025: Deadline for invoice payment

Trimester 3:

September 8, 2025: Trimester starts

July 28, 2025: Invoices are issued

August 28, 2025: Deadline for invoice payment

- 13.4.3. In extenuating circumstances, IENYC may offer students the ability to pay their tuition fees in monthly installments during the course of the term.
- 13.4.4. **Acceptance of these payment deadlines is a condition of completing your registration with IENYC.**
- 13.4.5. If an individual is sponsored by their employer or another funding body, they must provide IENYC with proof of sponsorship prior to the start of the course. If the student's sponsor is reimbursing the student directly on receipt of payment, the student will remain liable for the fees and the above payment terms will be applied.
- 13.4.6. Sponsored individuals must ensure that their sponsor is made aware of this policy and as well as IENYC's Credit Control and Debt Management Policy (see Section 11). The sponsor will be invoiced directly for the tuition fee due. In the event that the sponsor fails to pay the fees, the student will be solely responsible for such fees. In the event of failure to pay such fees, we reserve the right to terminate the agreement between the student and College.

13.5. Payment Methods

13.5.1. Below are the details for IENYC's payment methods:

- All payments can be made online via Flywire, IENYC's trusted payment platform. Payment options include Credit/Debit Cards and Bank transfers.
- All payments must be made in US Dollars.
- IENYC is not able to accept cash payments.

When paying online, the student's personal information is kept secure during the transmission of payment. IENYC utilizes Flywire comprehensive information security program called "**Defense in Depth.**" This program is focused on keeping content secure throughout the entire system Heartland Merchant Services. Their software is the industry standard and encrypts all personal information, including credit card numbers, name and addresses.

13.6. Refund Schedule

13.6.1. Tuition refunds are determined and made on a course-by-course basis. They are based on a percentage of fees due up until the census date (28th day of term). In order to qualify for a refund, the student must provide official notice of withdrawal from the College or dropping of a course to their Program Director and receive approval from the Provost during regular College business hours.

13.6.2. Refunds are based on the following schedule:

- I. By 5pm on the Friday prior to the first class meeting 100%
- II. By 5pm on the Friday of the first week of classes 75%
- III. By 5pm on the Friday of the second week of classes 50%
- IV. By 5pm on the Friday of the third week of classes 25%
- V. Thereafter 0%

13.6.3. Unauthorized absence in any course will not relieve the student of the financial obligation and no refund will be due. Students who suspend their studies or are suspended by the College remain liable to pay any fees due up to the point of suspension.

13.6.4. In all instances (including exceptional circumstances) where a student is due to be refunded these must first be reviewed and authorized by the Provost of the College.

13.7. Student Referral Discount

13.7.1. A \$500 discount is available to all students as an incentive to refer a friend to the College. The discount will be applied to the students account (to be offset against future fees) once the referred individual is accepted, registers and attends class. These discounts will be approved by the Provost.

14. Credit Control and Debt Management Policy

14.1. Contained within this policy are the terms and conditions under which debt owed to IENYC is controlled. This policy specifically covers the collection of fees, sponsorship income and commercial debt.

14.2. Self-Funding

- 14.2.1. As detailed in the 'Fees and Refund Policy' section, all individuals on a program of study at IENYC will be required to pay fees and all other charges in respect of the courses undertaken.
- 14.2.2. The Fees and Refund Policy provides guidance on the payment terms and methods that apply. Students retain the ultimate liability for the payment of fees. This applies in the event of payment default by a third-party sponsor, such as a corporate sponsor/employer.
- 14.2.3. IENYC reserves the right to claim any late payment charges, interest, legal or other debt collection costs from individuals who fail to pay in accordance with any agreements made with IENYC.

14.3. Good Financial Standing

- 14.3.1. To be eligible to register for the next trimester's courses and attend the College for that trimester, the student must be in good financial standing. Neither transcripts nor grades will be issued to students, fee-payers, or others at the request of the student, unless the student is in good financial standing. Only students in good financial standing will be permitted to graduate and receive their degree diploma. To be in good financial standing, a student must have either have:
 - i. paid all outstanding fees, fines, and penalties, or
 - ii. agreed a payment plan with the College which is currently up to date.
- 14.3.2. If a debt remains unpaid the College reserves the right to pass the account details to our external debt collection agency to recover. Additional agency fees and legal fees may be incurred.

14.4. Overdue Individual Debt Collection Procedure – Sanctions Applied

- 14.4.1. While the procedure to collect monies outstanding is specific to each individual case, the following steps will be taken for all types of outstanding student debt:
 - i. Reminders issued from IENYC
 - ii. Direct contact from the finance/credit control team
 - iii. Prevented from re-registering for further courses until all debts have been paid in full and funds have cleared
 - iv. Prevented from graduating

- v. Prevented from receiving an academic transcript
- vi. Referral to a Debt Collection Agency - Should this action be required a recovery fee equal to 10% of the outstanding amount will be levied with debts recovered via the appropriate legal process.

14.5. Sponsorship and Commercial Debtors

- 14.5.1. IENYC's standard terms and conditions state that all invoices are due for immediate payment. Exceptions to this must be agreed in advance with the Provost.
- 14.5.2. Debt collection on commercial accounts will be a prescribed process dictated by time and responses from the debtor. While the procedure is specific to each individual case the following steps will be taken for all types of outstanding debt:
 - i. Reminders issued from IENYC
 - ii. Direct contact from the credit control team
 - iii. Referral to a Debt Collection Agency - Should this action be required a recovery fee equal to 10% of the outstanding amount will be levied with debts recovered via the appropriate legal process.
- 14.5.3. **In the event of a sponsor defaulting on payment, it is the student's responsibility to pay the fees. The student will receive an invoice for all outstanding fees. This invoice will be due immediately as per the standard terms and conditions.**
- 14.5.4. IENYC's bursary will be responsible for management of debt collection on behalf of the **College**. However, in cases where there may be exceptional circumstances the Financial Controller shall consult with the Provost of the College to discuss what further actions should be taken.

15.Credit Hour Definition

15.1. Credit Hour Policy and Credit Definitions

- 15.1.1. **Credit hour Definition:** IENYC adheres to the U.S. Department of Education’s definition of a credit hour as “... An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit ..., or the equivalent amount of work over a different amount of time.”
- 15.1.2. **Hybrid** and online courses have learning goals and rigor equivalent to those taught in the classroom. Contact hours are satisfied by using various course activities such as threaded discussions, journals, online seminars, interactive tutorials and online meetings. The syllabi and course content for these courses are carefully reviewed by the Director of Institutional Effectiveness and Online Learning to ensure equivalency to face-to-face courses.
- 15.1.3. **Learning outcomes** must be appropriate to post-graduate work and must be achievable in the prescribed timeframe.

16. Accreditation and Degree Granting Authority

16.1. Overview

- 13.1.1 IENYC was granted a provisional charter and degree granting authority by the Board of Regents of the State of New York in June 2017. The minutes of the Board of Regents providing our degree granting authority can be viewed at <https://www.regents.nysed.gov/report/jun-2017/higher-education>
- 13.1.2 IENYC is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) www.msche.org. IENYC's accreditation status is Accreditation Granted. The Commission's most recent actions on the institution's accreditation status in June and August, 2024, was to include the change of legal status, form of control, and ownership within the institution's scope of accreditation. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States.

17. Grading Policies

17.1. Successful Completion of a Course

- 17.1.1. Successful completion of a course will be defined as a final grade of “B-” or greater.

17.2. Satisfactory Academic Progress (SAP)

- 17.2.1. A student does not meet Satisfactory Academic Progress if they have a cumulative GPA below 3.0 OR if they fail to successfully complete at least 50% of all courses attempted in every trimester of enrollment.
- 17.2.2. A student who fails to achieve Satisfactory Academic Progress will be placed on Academic Probation; see below. The Program Director will send a letter to the student informing them that they have been placed on Academic Probation.

17.3. Academic Probation

- 17.3.1. Academic probation is an official warning from the College notifying students that their performance falls below the College’s requirements for “satisfactory academic progress.” While academic probation is not meant to be punitive, this warning should be taken seriously by students as it is an official acknowledgment that the student is in jeopardy of being dismissed if the academic issues persist.
- 17.3.2. Successful completion of a course will be defined as a final grade of “B-” or greater. In order to graduate from IENYC, the student needs a 3.0 or higher GPA. This includes earning both a cumulative 3.0 in program classes (program GPA), and a cumulative 3.0 in all academic coursework.
- 17.3.3. A student placed on Academic Probation for not making “Satisfactory Academic Progress” will need to achieve sufficient credit during the following trimester. To achieve full standing, a student must achieve a grade of “B” or higher in all courses until they have restored their GPA to a level above 3.0. Receiving a grade lower than a “B” in any course while on academic probation will result in academic dismissal.
- 17.3.4. While on Academic Probation, students are required to have a biweekly check-in with the Program Director. Students not maintaining their check-ins may also receive an academic dismissal.

17.4. Thesis Assessment

- 17.4.1. The Thesis Review Committee is made up of two faculty-appointed readers, which includes the Thesis Advisor and a second reader. When the Thesis Advisor determines that the Thesis is

complete, it's sent to the Program Director. Forwarding to the Program Director indicates that the Advisor views the Thesis as a PASS (technically a B- or higher).

- 17.4.2. Once the Program Director has received the Thesis, it will be given to the second reader. The second reader is asked to read the Thesis; no commentary or response is required; they will assign a grade of PASS or FAIL to the Program Director.
- 17.4.3. To vote PASS means that the second reader believes the Thesis should receive a grade of B- or higher and concurs with the first reader that the Thesis is of appropriate quality.
- 17.4.4. To vote Fail means that the second reader believes the Thesis should receive a grade of C+ or lower.
- 17.4.5. Once the readers have assigned a passing grade, the Thesis is officially accepted by the College.
- 17.4.6. Once the Thesis has been accepted by the College, the advisor submits the letter grade for the 6-credit Thesis course to the Program Director.

17.5. Thesis Submission Form and Copyright

- 17.5.1. The student must complete a submission form, which is turned in at the same time as their Thesis. Signing the form means that the Thesis is the student's original work, and theirs alone; and that any materials to which they do not own copyright, and that are included in the Thesis, constitutes a "fair use" of that material under U.S. Copyright law or that they have obtained all necessary permissions to use those materials.

The student holds the copyright to their Thesis, whether it is registered with the U.S. Copyright Office, or not. In submitting the Thesis, the student also grants IENYC the right to reproduce it for educational purposes without obtaining permission and without paying a royalty to the student.

17.6. Grading of Thesis

- 17.6.1. All Theses will be marked by the Thesis advisor and one appointed reader, none of whom are aware of the views of, or the marks being awarded by, the other readers. In cases in which the graders are unable to agree on the grade, it is the responsibility of the Provost to further assess the Thesis in consultation with the Program Director.
- 17.6.2. Where it is considered that an irregularity in the course assessment has occurred, guidance will be sought from the Provost in consultation with the Program Director.

17.7. Late Submission of the Thesis

- 17.7.1. Students registered for the Thesis who require an extension to complete, will be charged a continuation fee of \$2,000 per trimester until such time as the student has completed their final work.

- 17.7.2. A student must have their continuation fee paid during the term in which they complete. In order to have access to IENYC resources, including the library and information systems, the student must have their Thesis extension form submitted and approved by the College.
- 17.7.3. In order to request a Thesis extension, students must submit the Thesis extension form no later than 2 weeks in advance of the original Thesis due date. In addition to the form, students must submit a letter of explanation to their Thesis Advisor and the Program Director.

Please contact the Program Director for the form.

17.8. Late Submission, Failure to Submit Assignments & Incomplete Courses

- 17.8.1. Failure by a student to meet any given submission deadline without good cause will result in a grade of “F” for the coursework element concerned.
- 17.8.2. Where a student has good cause, supported by documentary evidence where appropriate, for a late submission and in advance of the submission deadline, a later submission date should be negotiated with the instructor teaching the course, or, if unavailable, the Program Director or the Provost.
- 17.8.3. Where a student has, in circumstances that could not reasonably be foreseen, supported by documentary evidence where appropriate, good cause for late submission which they have not intimated in advance, they must notify the instructor teaching the course, (or, if unavailable, the Program Director or the Provost) as soon as possible. Provided there are valid reasons for the late notification, a later submission date should be negotiated with the instructor teaching the course (or, if unavailable, the Program Director or the Provost).
- 17.8.4. Where the coursework assessment requires attendance at a specialized teaching session, either at the College (e.g. a lecture, seminar, or clinic) or elsewhere (e.g. a field exercise or professional visit), and, where a student has good cause for non- attendance, a revised submission date should be negotiated. If an alternative visit or exercise is not possible, the Faculty have discretion to provide, for example, data from another source, or similar.
- 17.8.5. If it is not possible for a student to arrange a late submission date, which in turn means a grade cannot be given on an assignment or course work, the student may request to receive an incomplete and, if granted by the instructor, will have 6 weeks to re-do the final assignment. A student may also request that the instructor allow them to earn a grade *without* completing the course, and if the instructor, in consultation with the Program Director, grants this request, the earned grade shall be assigned. If an Incomplete grade is registered, failure to complete the assignment in the subsequent six-week period shall convert the incomplete into the earned grade. This period may be extended further only upon timely appeal (before the end of the six-week period) to the Program Director which shall be granted in the sole discretion of the Program Director (or the Provost if the Program Director is unavailable). See the “Consideration of Extenuating Circumstances” section in this chapter.

- 17.8.6. Where a student believes that they have a legitimate reason for missing a final examination or failing to complete coursework, they may appeal to the Program Director or Provost in the first instance, for an extension to coursework deadlines beyond the end of trimester.
- 17.8.7. The Program Director or Provost may consult with the IENYC Academic Board to come to a decision. Should the appeal be approved, an interim grade of “I” (Incomplete) is assigned. Incomplete grades have no quality points and are not factored into a graduate student’s semester or overall GPA.
- 17.8.8. When a grade of “I” has been assigned, pursuant to Section 14.8.5, a final grade for the course will be assigned by the instructor once the student completes the course assignments. Incomplete grades are replaced by the earned grade and no record of the “I” (Incomplete) is noted on the transcript.

17.8.9. Failure of a Course

If a student does not receive a “B-“ or higher (i.e., a passing grade), they have two options:

- 17.8.10. Option 1: Students will work with faculty to re-submit the course’s final assignment in order to receive a passing grade. The student will have 6 weeks from the last day of class to re-submit the assignment. Failure to complete the assignment in the six-week period means the student shall earn their non-passing grade. This period may be extended further only upon timely appeal (before the end of the six-week period) to the Program Director, which shall be granted in the sole discretion of the Faculty Chair (or the Provost if the Program Director is unavailable). See the “Consideration of Extenuating Circumstances” section in this chapter.

Option 2: Students can re-take the course once only in a future trimester, absent extenuating circumstances and leave from the Vice-President & Provost. When a student re-takes a course, paying tuition for those credits anew, their new grade, which shall be based on the earned grade in the course, overrides the previous failing grade. The original course is expunged from the student’s official transcript.

For fee information please see the Fees and Refund Policy section of this Catalog.

17.9. Grading Information

- 17.9.1. Grade Point average is determined by converting course grades. The equivalency is as follows:

Letter Grade	GPA Score
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.8

D+	1.5
D	1
F	0

17.9.2. The formula for determining the GPA is the total of course quality points divided by the total number of course credits.

17.9.3. Instructors may assign students number or letter grades for individual course requirements. The conversion between the grading is as follows:

Letter Grade	Number Grade
A	94 and above
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
F	63 and below

17.9.4. **Incomplete:** So long as an Incomplete has not, pursuant to Section 14.8.5, been converted to a grade, a student’s cumulative GPA shall not be computed. So long as an Incomplete has not, pursuant to Section 14.8.5, been converted to a grade, then the Quality Points calculated from the “I” grade will NOT affect the student’s overall GPA calculation.

17.9.5. **Withdrawal:** A student is assigned a Withdrawal (W) when the student formally withdraws from a class in which they were registered. The withdrawal date must be recorded by faculty. The date recorded is the date on which the student notified the College they wished to withdraw. Zero Credit is awarded and a GPA of 0 is recorded. Where a student has withdrawn no later than the end of the 8th week of classes, then the Quality Points calculated from the W grade will NOT affect the student’s overall GPA calculation, otherwise the student will be considered to have attempted the course and the Quality Points calculated will be taken into account when calculating the student’s overall GPA. Students who withdraw later than the 8th week of class due to extenuating circumstances may appeal to the Program Director or the Provost for their withdrawal to be treated for GPA purposes as if they had withdrawn by the 8th week.

17.9.6. **X:** A student is assigned an “X” because the student stopped attending the class without formally withdrawing. The date recorded will be the date of last academic activity as reported by the faculty member teaching the class. Zero Credit is awarded and a GPA of 0 is recorded. Students with an X grade are considered to have attempted the course and therefore the Quality Point calculated from an X grade is used towards the overall student GPA Calculation.

- 17.9.7. A student who received an “X” grade may petition the Program Director or Provost to re-take a course as provided in Option 2 of Section 13.8.10 with all the privileges provided therein.
- 17.9.8. Satisfactory Progress: With respect to their thesis, a grade of satisfactory progress (SP) is assigned to a student, who did not complete the course requirements, but has proactively taken steps to complete the work.

17.10. Awards

- 17.10.1. There shall be two recognized honors (on student transcripts) depending on Grade Point Average:
- | | | |
|-----|-------------|---------------------------------------|
| i. | Distinction | Overall GPA of 3.9 or higher |
| ii. | Merit | Overall GPA in the range 3.75 to 3.89 |

17.11. Consideration of Extenuating Circumstances

- 17.11.1. Each student wishing the College to take Extenuating circumstances (see below) into consideration, the student must file an Extenuating Circumstances Form and submit it with appropriate documentation (self-documentation is not acceptable) to the appropriate Faculty.
- 17.11.2. Faculty will either recognize and accept the extenuating circumstances or deny the request.
- 17.11.3. If the student claim is recognized, Faculty will make a decision on how the student can demonstrate learning outcomes within a specified time frame.
- 17.11.4. The following circumstances are considered to be legitimate extenuating circumstances:
- i. Serious or significant medical conditions or illness (including both physical and mental health problems). Ailments so severe it was impossible to attend an examination /complete assessment AND was followed by appropriate medical documentation obtained within 48 hours of the exam/deadline
 - ii. Exceptional personal circumstances (e.g. serious illness or death of a parent or other person who brought you up, grandparent, brother or sister, spouse or partner or close friend, including participation in funeral and associated rites; a significant family crisis where there is evidence of acute stress; being a victim of significant crime; being in a serious car accident)
 - iii. Exceptional travel disruption beyond your control, and for which the student can provide independent evidence, which prevented you from attending an examination or other scheduled assessment
- 17.11.5. The following circumstances are not considered to be legitimate grounds for extenuating circumstances:
- i. Forms submitted without supporting evidence

- ii. Forms which do not state clearly how your performance in your assessments has been affected
- iii. Minor (usually seasonal) ailments such as sore throats, minor colds, headaches, hangovers, etc.
- iv. Long term illness or disability where special arrangements have already been made
- v. Circumstances which have already been fully catered for by the granting of a coursework extension
- vi. Examinations on the same or consecutive days or an inability to prioritize and schedule the completion of several pieces of work over a period of time
- vii. Death of a pet
- viii. Financial issues
- ix. Poor time management or personal organization
- x. Work commitments or conflicts
- xi. Failure, loss or theft of data, a computer or other equipment
- xii. Routine delays in public transportation

17.12. Grade Appeals

- 17.12.1. If a student feels that their grade has been determined inaccurately, they may appeal the grade. There are three criteria that can rationalize a grade appeal:
- i. The calculation of the grade was inaccurate
 - ii. The calculation of the grade or the weighting of assessments did not follow that presented in the syllabus
 - iii. A written notice updating the formula for grading was not provided
- 17.12.2. Disagreement with academic judgement does not constitute grounds for a grade appeal.
- 17.12.3. To appeal a grade, the student must file a grade appeal request with the Program Director t. The appeal must include the student's explanation for the grounds of appeal, as well as documentation the student possesses of grades received on previous assessments.
- 17.12.4. Decisions of Faculty in regard to the appeal are final and cannot be appealed further.

17.13. Communication of Results

- 17.13.1. Student course grades will be emailed to the student's College email address within three working days of the instructor grade submission deadline.

17.14. Currency of Credit

- 17.14.1. Once a student's degree has been conferred, students will receive their transcript.
- 17.14.2. Only credit earned within a six-year period can be used towards the completion of a named award.

18. Graduation Requirements Policy

18.1. Completion of Study and Graduation

- 18.1.1. In order to graduate with a master's degree, a student must earn a minimum of 33 credits with a minimum overall GPA of 3.0.
- 18.1.2. A final audit is carried out after grades have been submitted for the final term of enrollment. Students may not graduate without having a complete 'Graduation Audit' conducted by the Office of the Registrar.
- 18.1.3. Only students in good financial standing will be eligible to receive their degree diploma. Students must be in good financial standing no less than 1 month prior to the scheduled date for the release of their diploma and/or graduation. Students not in good financial standing at this point will not receive their diploma or be included in graduations. They may re-apply to graduate at the next available opportunity as per the published schedule.
- 18.1.4. As IENYC currently has a provisional charter by the New York Board of Regents, all awards will be conferred by the New York Board of Regents before degree diplomas are issued.

18.2. Commencement Exercises

- 18.2.1. The College holds one Commencement Exercise each year at the end of the Fall trimester in December to recognize students' achievements.
- 18.2.2. For the convenience of those students completing degree requirements in the Winter or the Spring Trimesters, degree diplomas are not held back until the next Commencement ceremony but are issued at three points in the academic year. All students, no matter in which trimester they complete their studies, are entitled to participate in the next Commencement ceremony following their completion of requirements.
- 18.2.3. Commencement participation is ceremonial and does not mean degree conferral has been granted or that a student has been awarded their master's degree.

19. Campus Safety

19.1. Introduction

- 19.1.1. At IENYC, campus safety is specifically the responsibility of the Provost and the Director of Operations, Title IX Coordinator—to whom any questions or concerns should be directed. They are responsible for the campus' annual safety report, as well as all initiatives to increase the safety and security of our campus.

The Provost and the Title IX Coordinator will be informed of all reports or formal complaints of violations of this policy and oversees the College's centralized response to ensure compliance with Title IX and the 2013 Amendments to the Violence Against Women Act (VAWA). The College Title IX Coordinator's responsibilities include (but are not limited to):

- Communicating with all members of the College community regarding Title IX and the Violence Against Women Act (VAWA), and providing information about how individuals may access their rights;
- Reviewing applicable College policies to ensure institutional compliance with Title IX and VAWA;
- Monitoring the College's administration of its own applicable policies, including this policy and the College Sexual Harassment Policy and all related record keeping, timeframes, and other procedural requirements;
- Conducting training regarding Title IX, VAWA, and prohibited conduct defined in this policy and related policies; and
- Responding to any report or formal complaint regarding conduct that violates this policy. For any report of which the College has actual knowledge (and any formal complaint), the College Title IX Coordinator shall oversee and implement the explanation and provision of any supportive measures. For any formal complaint, the College Title IX Coordinator oversees the investigation and resolution of such alleged misconduct, directs the provision of any additional supportive measures, and monitors the administration of any related appeal.
- Responding when (1) the school has actual knowledge of sexual harassment; (2) that occurred within the school's education program or activity (meaning locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the Title IX Sexual Harassment occurs, and b) any building owned or controlled by a student organization that is officially recognized by the College); (3) against a person in the United States; (4) at the time of filing a formal complaint, a complainant is participating in or attempting to participate in the education program or activity at the College.

The Title IX Coordinator may delegate certain responsibilities under this policy to designated administrators, who will be appropriately trained.

The Title IX Coordinator's contact information is as follows:

Jessica Chang-Russell

Titleix@ienyc.edu.

The College provides the contact information of the Title IX Coordinator to students, faculty, staff, applicants for admission, applicants for employment, and all labor unions or professional organizations agreements with the College.

19.2. Security and Access to College Facilities

- 19.2.1. General Access to College Facilities:
- 19.2.2. IENYC is committed to working with all members of the community to ensure that our campus facilities are as safe and secure as possible. Generally, the IENYC campus is open Monday-Friday from 9:00 AM to 6:00 PM, hours are extended on evenings when classes are in session (typically Monday-Wednesday) until 10:00 PM.
- 19.2.3. IENYC does not have a proprietary police or security department. The College hires contract security personnel to work in the College's campus on the ground floor and lower level of 64 Wooster Street during evenings when classes are in session from 5:00 PM to 10:00 PM. Students and faculty entering the building must present a IENYC ID card at the security desk.
- 19.2.4. The front doors remain locked when security personnel are not present and IENYC staff and most faculty have access to the building via a key card. The front doors remain locked with the exception of 5:00 PM to 8:30 PM during evenings when classes are in session and security personnel is present.
- 19.2.5. IENYC periodically hosts daytime and evening events. IENYC hires security personnel during events if the guest count exceeds 50 people. If the guest count meets or exceeds 100 people, two guards are hired to have one at each fire exit. Security personnel's responsibilities also involve providing general assistance to students, employees and visitors and securing the premises before closing the building.
- 19.2.6. IENYC Security:
- 19.2.7. The IENYC security staff are not sworn officers, but staff members from a contracted service, holding Security Guard licenses. None of the security personnel at IENYC have the authority to make arrests. Unless they are present during an incident or an incident is reported directly to them as a CSA (Campus Security Authority), they are not part of any investigation nor are required to write up reports.
- 19.2.8. While there is no proprietary police or security department at IENYC, institutional representatives do work with the New York Police Department (NYPD) as needed and the College will continue to build relationships with local precincts as the College grows.
- 19.2.9. Identification Cards:
- 19.2.10. All employees (staff and faculty) and students are required to carry a valid IENYC photo identification (ID) card. During class evenings or events, they will be asked to present their ID card to security. The replacement fee for an ID card is \$25.

- 19.2.11. College-Issued Key Cards:
- 19.2.12. IENYC staff and some faculty have a key card which unlocks the College's front doors. The Director of Operations and Office & Events Manager are responsible for issuing key cards and managing record keeping. The loss or suspected loss of a key card must be reported to the College immediately.
- 19.2.13. The Director of Operations and Office & Events Manager are also responsible for managing the key card access system. They can schedule time frames to unlock the doors and can review the campus access history.
- 19.2.14. Visitors:
- 19.2.15. During general business hours Monday-Friday 9:00 AM to 6:00 PM, visitors are allowed entrance via an intercom system. They must announce themselves at the front desk and wait until the employee they are visiting comes to meet them.
- 19.2.16. During periods when security personnel is present, guests will need to be on a list to be verified for entry.

19.3. Monitoring and Recording of Criminal Activity by Students at Non-Campus Locations of Recognized Student Organizations

- 19.3.1. IE New York College does not have any student organizations that own or control non-campus facilities. Therefore, local law enforcement is not used to monitor and record criminal activity since there are no non-campus locations of student organizations.

19.4. Policy Against Sexual Misconduct and Violence

- 19.4.1. IENYC prohibits the offenses of domestic violence, dating violence, sexual assault, stalking, Title IX sexual harassment, quid pro quo sexual harassment and other forms of sexual violence. These incidents are considered a violation of the Code of Student Conduct. In keeping with this commitment, IENYC has taken steps to help prevent and respond to sexual discrimination, relationship violence, sexual assault and other forms of sexual misconduct. These steps include thoughtful procedures for reporting and investigating incidents; educational programs; access to internal and external resources; and compliance with federal and state laws. Sexual discrimination includes discrimination based on sex stereotypes, sex characteristics, pregnancy or related condition, sexual orientation and gender identity.
- 19.4.2. IENYC will adhere to all the Department of Education's 2024 Title IX Final Rule amendments in their Title IX processes.

19.5. General Procedures for Reporting and Investigating a Crime or Emergency

- 19.5.1. Community members, students, faculty, staff, and guests are encouraged to report all crimes and emergencies, in an accurate and prompt manner, directly to the NYPD by dialing 911. During normal business hours, we encourage people reporting a crime or emergency to the NYPD to also report the incident, as soon as practicable, to IENYC's Title IX Coordinator, a CSA or other College official, and complete an incident report (copies available from the Title IX Coordinator or any other CSA.) Crimes should be accurately and promptly reported to the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report.

Members of the community are helpful when they immediately report crimes or emergencies to the NYPD and/or to the College's Title IX Coordinator, CSA or other College official, for purposes of including them in the annual statistical disclosure and assessing them for issuing Emergency and Timely Warning Notices, when deemed necessary.

Title IX Coordinator: Titleix@ienyc.edu

- 19.5.2. In response to a call, the NYPD takes action it deems appropriate, generally either dispatching an officer to the caller's location or asking the caller to report to the nearest NYPD precinct to file a report. The NYPD is responsible for the investigation of any reported crimes and other public safety emergencies. If assistance is required from the New York City Fire Department, they will be sent by the 911 dispatchers upon receiving an emergency call.
- 19.5.3. Our published materials for students, staff and faculty reflect our policy that the decision to report a crime is an individual choice; that the College commits itself to not revealing any details which would make victims or witnesses identifiable and provides ways in which individuals can confidentially make reports.
- 19.5.4. The College Catalog contains information about on- and off-campus resources (Appendix E) and is made available to all IENYC community members. The information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for IENYC. Crimes should be reported to NYPD officials and IENYC as described above to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.
- 19.5.5. Reports to professional counselors and pastoral can be kept confidential. Professional and pastoral counselors (Note: IENYC does not currently have pastoral counselors) are encouraged to inform their clients, if and when they deem it appropriate, of the procedures to confidentially report crimes to CSAs, when they deem it appropriate. Any Clery category crimes will be counted in the annual disclosure of crime statistics.
- 19.5.6. All incidents of Title IX Sexual Harassment will follow the Department of Education's Title IX Final Rule regulations issued in May 2020. These regulations include but are not limited to, investigating a formal complaint, investigations, hearings, standard of evidence, appeals and informal resolutions. These regulations can be found at the following link. <https://www2.ed.gov/about/offices/list/ocr/docs/titleix-comparison.pdf>

19.5.7. Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking:

The process by which IENYC College investigates and adjudicates reports of sexual misconduct and violence is outlined below.

- i. When both the reporting and responding parties are students, the process will follow the diagram represented in Appendix A. Further detail is described in the Code of Student Conduct.
- ii. When both the reporting and responding parties are employees of the college, the process will follow the diagram represented in Appendix B.
- iii. When the reporting party is an employee of the college, and the responding party is a student, the process will follow the diagram represented in Appendix B. Further detail is described in the Code of Student Conduct.
- iv. When the reporting party is a student, and the responding party is an employee, the process will follow the diagram represented in Appendix B.

19.6. Campus Security Authorities (CSA's)

19.6.1. In compliance with relevant regulation (including the Clery Act, the Violence Against Women Act, Title IX, and New York State Educational Law articles 129-a 129-b), the Provost of IENYC, or the Title IX Coordinator, will be responsible for identifying those faculty and staff who qualify as "Campus Security Authorities." The Provost will also be responsible for issuing a letter to each of those individuals informing them of those responsibilities and informing them of scheduled training session. Training sessions will be scheduled within two weeks of the beginning of Trimester A; letters to CSAs will be sent at least two weeks prior to scheduled training dates. Individuals hired in at other times during the academic year whose roles require that they be CSAs will receive their letter informing them of that status and their responsibilities when they are appointed, and the training will be incorporated into their induction. A copy of our Clery Handbook is kept in the Title IX Coordinator's office.

19.6.2. Training session for all CSAs include:

- i. Appropriate crime definitions for reporting
- ii. Geographic definitions applicable to reporting
- iii. Processes for passing information to appropriate individuals to allow timely warnings
- iv. Campus Emergency Action plan
- v. Review of all College policies in health and safety
- vi. Best practices for maintaining the safety of our students
- vii. Best practices for speaking with reporters of sexual violence
- viii. Legal and institutional reporting requirements
- ix. Processes for reporting crimes to College officials
- x. Student rights
- xi. College Code of Conduct and processes
- xii. Familiarization with all appropriate laws and policies related to campus safety and crime including the Clery Act, Violence Against Women Act, Title IX, and Educational Law article 129-a and 129-b.

19.7. As of August 2022, IENYC's CSA's are the:

- Director of Operations and Title IX Coordinator (646-596-2500), Main Floor Office
- Director of Academic Administration (646-768-5300), Main Floor Office
- Provost (646-842-1316), Main Floor Office
- College Security Guards, Main Floor Entrance

Contact information can be found in the IENYC Administration section on the last page of this Catalog.

19.8. Protection from Retaliation and Intimidation

- 19.8.1. Retaliation against any member of the IENYC community who files a report on sexual misconduct or violence is strictly prohibited. Likewise, intimidation of anyone who files a report or any witnesses to an incident is strictly prohibited. Members of the IENYC community found to have engaged in retaliation or intimidation, will be subject to disciplinary action that can include suspension, expulsion, separation, or termination from IENYC.

19.9. Reporting Individual Support

- 19.9.1. Beyond Code of Conduct Policies and Procedures, reporting individuals (students, employees, or members of the community) of sexual assault, domestic violence, dating violence and/or stalking will be made aware of supporting resources. In compliance with the standards established by the Violence Against Women Act (VAWA) and Education Law article 129, IENYC will provide written notification to reporting individuals with information on their rights, options and available resources including counseling, health, mental health, victim advocacy, legal assistance, student financial aid and other services for victims. This document can be found in Appendix E and is available in hard copy from the Title IX Coordinator. Contact Titleix@ienyc.edu.

19.10. Protective Measures and Accommodations for Reporting Individuals and Respondents

- 19.10.1. Upon receipt of a report or formal complaint of sexual misconduct or violence (including sexual assault, domestic violence, dating violence and/or stalking,) the College, through the Title IX Coordinator, will promptly contact the reporting individual to discuss the availability of supportive measures, consider the reporting individual's wishes with respect to supportive measures, provide written notification to the reporting individual of the availability of supportive measures with or without the filing of a formal complaint, and explain to the reporting individual the process for filing a formal complaint.

These supportive measures may include changes to academic, living, transportation and working situations or protective measures. They are designed to restore or preserve equal access to the College's educational and working programs or activities without unreasonably

burdening the other party, including measures designed to protect the safety of all parties and the broader College community, or deter sexual harassment. While a supportive measure may impose some restrictions on a party, it will not unreasonably burden them. The College may provide supportive measures to the reporting individual or respondent, as appropriate, as reasonably available, and will do so without fee or charge, regardless of whether the complainant seeks formal disciplinary action. Once supportive measures are approved, the parties or affected individuals will be notified in writing of the supportive measures. The College will maintain any supportive measures provided to the reporting individual or respondent as confidential to the extent possible.

19.10.2. Protective measures and accommodations may include:

- i. counseling;
- ii. extensions of deadlines or other course-related/academic adjustments;
- iii. modifications of work or class schedules;
- iv. modifications to mode of attending work or class (virtual or on campus);
- v. campus escort services;
- vi. mutual restrictions on contact between the parties;
- vii. leaves of absence;
- viii. increased security and monitoring of certain areas of the campus; and/or
- ix. any other measure that can be used to achieve the goals of this policy.

19.10.3. Requests for supportive measures may be made by or on behalf of the reporting individual or respondent to any College official, including the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of supportive measures and coordinating the College's response with the appropriate offices on campus.

19.10.4. All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a supportive measure. The College will take immediate action to enforce a previously implemented measure and disciplinary sanctions can be imposed for failing to abide by a College-imposed measure.

19.11. Geographic Definitions

19.11.1. IE New York College was founded by Glasgow Caledonian University (Scotland) which is the flagship campus which owns and controls schools in multiple locations. IENYC reported statistics refer specifically to IE New York College and do not include information from any other IE University campuses or partner campuses. For our annual Federal Campus Safety Report, IENYC defines its campus geography as follows:

- i. On-Campus: The Main and lower-level of 64 Wooster Street
- ii. Non-campus: Any additional facilities rented or controlled by IENYC for the purposes of the delivery of classes or required student activities. These locations are only considered as part of our report during such times as IENYC is actively using the site.
- iii. Public Property: For our reporting purposes, the only public property which the IENYC campus abuts is Wooster Street between Broome Street and Spring Street. The report includes reports of crime occurring on the street and either sidewalk.

For reporting to NYSED in compliance with Education Law article 129-B, geographic boundaries will not be used. Reporting will be based on the status of a reporting individual or Respondent being enrolled as a student of IENYC.

19.12. Crime Definitions

19.12.1. IENYC defines the crimes listed in its Annual Safety Report based on New York State definitions.

19.12.2. **Hate Crimes:** Items counted as hate crimes are those for which subjective evidence exists that said criminal acts were motivated by bias. Evidence of bias is determined by:

- i. Oral comments, written statements or gestures
- ii. Drawings, markings, symbols, or graffiti
- iii. Preponderance of incidents in a significant location
- iv. Incidents on holidays or dates of significance
- v. Previous involvement in hate crimes by perpetrators
- vi. Community perception that the incident was motivated by bias
- vii. Dating violence includes sexual or physical abuse as well as the threat of such abuse
- viii. Domestic violence includes felonies and misdemeanors involving individuals who have been intimate and/or shared a residence
- ix. Stalking reported as related to campus are those incidents where the perpetrator engaged in the stalking course of conduct or the victim first became aware of the stalking (the latter particularly important for electronic stalking)

Dating, Domestic and Intimate Partner Violence: A pattern of coercive behavior that can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an intimate partner. Such violence may occur in all kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with children in common, same-sex partners, and people who were formerly in a relationship with the person abusing them.

Sexual Assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. This includes the following:

- i. **Rape:** The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
- ii. **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
- iii. **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is

- incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
- iv. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
 - v. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
 - vi. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Title IX Sexual Harassment Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the College's education program or activity.

Complainant refers to the individual(s) who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment or any other prohibited conduct per this policy.

Formal complaint refers to a document filed by a complainant (meaning a document or electronic submission (such as by electronic mail) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the individual filing the formal complaint) alleging Title IX Sexual Harassment against a respondent and requesting that the College investigate the allegation of Title IX Sexual Harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College. A formal complaint may be filed with the College Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information provided in this policy, and by any additional method identified in this policy.

Formal complaint may also refer to a document signed by the College Title IX Coordinator alleging Title IX Sexual Harassment against a respondent. Where the College Title IX Coordinator signs a formal complaint, the College Title IX Coordinator is not a complainant or otherwise a party.

Respondent refers to the individual(s) who has been alleged to be the perpetrator of conduct that could constitute Title IX Sexual Harassment or any other prohibited conduct per this policy.

Stalking: Intentionally engaging in a course of conduct directed at a specific person with whom the perpetrator currently has, previously has had, or desires to have, some form of sexual or romantic relationship, that:

- 1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
- 2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with

such person, a member of such person's immediate family or a third party with whom such person is acquainted; or

- 3) is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Affirmative Consent: IENYC follows New York Education Law Article 129-B's definition of affirmative consent which is:

Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions, create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Furthermore, consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

19.13. Legal Compliance

It is the belief and intent of IENYC that all of our practices are in compliance with appropriate City, State and Federal Law. If an individual observes that the facility or practices are outside standards, they should make that known to the appropriate College official as well as the appropriate government agency, if they feel that the violation is serious enough to warrant such.

19.14. Keeping Students Informed

The Title IX Coordinator will have responsibility for regular review of student safety information posted on the website. This includes validating that information is up to date, that all links work, email links work, and responsible individuals and their phone numbers are correct and functional.

19.15. Emergency Actions

- 19.15.1. The appropriate practices for emergency situations are covered in the IENYC Emergency Action Plan section.

19.16. Timely Warnings & Emergency Notifications

- 19.16.1. At any point at which the IENYC Provost or the Title IX Coordinator has information about a Clery category crime (listed below) which represents or reflects an ongoing threat to the campus or its people, a “Timely Warning” will be issued to all students and employees of IENYC.

- 19.16.2. Clery Category Crimes:

- Criminal homicide
 - Murder and nonnegligent manslaughter
 - Negligent manslaughter

- Sex Offenses
 - Rape
 - Fondling
 - Incest
 - Statutory Rape

- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:
 - Arrests for liquor law violations, drug law violations, and illegal weapons possession
 - Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes, including:
 - The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes
 - The number of the following crimes that are determined to be hate crimes:
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
 - Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a)

- 19.16.3. A Timely Warning will be initiated when a criminal act has occurred, has been reported to the College by Police, to a campus CSA, and it is determined that there is a risk of the same crime occurring again by the same individual, agent, or circumstance. The College is not required to

provide a Timely Warning with respect to crimes reported by a pastoral or professional counselor.

- 19.16.4. If there is an *immediate threat* to the health and safety of students and employees, the College will follow its Emergency Notification Policies. (See 18.1)
- 19.16.5. The Timely Warning may be sent by the Provost, the Title IX Coordinator or a designee who is directed in writing to assume that responsibility. The individual launching the Timely Warning is permitted to do so upon receipt of relevant information.
- 19.16.6. Timely Warnings will be issued to all students, staff and faculty via some combination of text message, email, web posting, in building announcements, and/or public placards. Every effort will be made to ensure that reach of the warning is comprehensive.
- 19.16.7. To update your Emergency Contact information go to the Student Resources section at www.ie-nyc.org.
- 19.16.8. The issuing of a Timely Warning will be recorded as an incident in the campus' Daily Crime Log.

19.17. Information in Warnings and Notifications

- 19.17.1. Upon confirmation of a significant campus emergency or dangerous situation, IENYC will without delay, taking into account the safety of the community, determine the content of and send out the notification unless the notification will in the professional judgement of responsible authorities, or upon conferral with the emergency responders, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- 19.17.2. Information in direct communication should never release identifiable information about individuals but should provide appropriate information to allow others to be safe and to avoid potentially dangerous situations.

First notifications will provide specific actions (i.e., do not come to campus) and indicate that there will be a follow up message with additional information within 24 hours.

Within 24 hours, the college officer who sent out the message will provide an explanation or resolution; suggest specific follow up actions, or ways to achieve assistance or accommodation based on potential results from the situation; and update of the situation or incident if continuing.

19.18. Daily Crime Log

- 19.18.1. The campus will record all crimes reported to the College and from them generate a Daily Crime Log. The Log will include crimes committed on campus and within the College's Clery geography. The Daily Crime Log will present information about crimes without information that may in any way violate the confidentiality of any individual.

19.19. Campus Safety and Security Programs

19.19.1. Each New Student Orientation and employee onboarding will cover:

- i. The Code of Student Conduct and/or the Staff Handbook
- ii. Appropriate campus safety/security procedures and practices including fire safety and emergency procedures
- iii. Definitions of important terms including 'consent' to sexual activity in the applicable jurisdiction
- iv. Reporting structures
- v. Description of safe and positive options for bystander intervention
- vi. Information on crime prevention and risk reduction

19.19.2. Ongoing Programs and Campaigns to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking:

Students and Employees: Each trimester, IENYC will send out an informational webinar about campus safety including crime prevention and risk reduction, preventing dating violence, domestic violence, sexual assault, stalking and drug and alcohol abuse prevention to all students, staff and faculty. This video will also be available year-round at www.ie-nyc.org. Other materials with related information are also available on the website.

Employees: All College employees are required to complete an annual sexual harassment prevention online training course.

19.20. Safe & Positive Options for Bystander Intervention

19.20.1. Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

¹Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

²Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.

4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

19.21. Risk Reduction

19.21.1. With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
5. **Make sure your cell phone is with you** and charged and that you have cab money.
6. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
7. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
8. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
9. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
10. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
11. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - i. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - ii. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

- iii. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - iv. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
15. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
16. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

19.22. College Survey

- 19.22.1. IENYC will conduct a bi-annual survey on the campus environment. The survey will include an assessment of student familiarity and satisfaction with IENYC judicial and safety policies, adjudication and reporting procedures, and resource support in the area of campus safety. Results of the survey will be sent to the IENYC Board of Trustees for review and determination of appropriate action.

19.23. Annual Security Report

- 19.23.1. IENYC will publicly release an Annual Safety Report (ASR) on or before October 1 of each year. The ASR will include a copy of all crime and safety related policies, practices, and a report on the safety of the campus for the three previous years. IENYC will also file a certificate of compliance with New York State Education Law article 129 on or before the 1st of July each year. The Provost of IENYC, or the Title IX Coordinator will be responsible for this report.

19.24. Sex Offender Registry

- 19.24.1. The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. Information regarding a registered sex offender can be obtained by calling: New York State Sex Offender Registry Information Line at: 1-800-262-3257 or accessing it online at <https://www.criminaljustice.ny.gov/nsor/>.
- 19.24.2. Callers must be 18 years old and must provide their name, address and telephone number in order to request information. The Information Line is open Monday through Friday, from 8:00

am to 5:00 pm. To learn the status of an individual, callers must provide the individual's name and at least one of the following identifiers: the individual's street address and apartment number, driver's license number, social security number or birth date. A physical description is helpful but is not required. To use the online link, the person inquiring must provide their name and address to access information about the registered sex offenders. Nationwide information is available through the Department of Justice at: www.nsopr.gov.

19.25. Fire Inspection

- 19.25.1. IENYC will maintain a schedule of regular fire safety inspections as required by City and State Law. The schedule and a reporting of results will be included in each ASR.

19.26. Conduct Issues—Non-Criminal

- 19.26.1. Issues of conduct which violate college policy but not federal, state, or city law will be handled according to the IENYC Code of Student Conduct.

19.27. Underage Drinking Policy

- 19.27.1. As IENYC offers only postgraduate degrees, we do not anticipate that we will admit any students who are beneath the state drinking age. However, all state and federal laws, including the drinking age, will be fully enforced. Additionally, the IENYC Code of Student Conduct, section 8, considers this a Major Offense.

19.28. Smoke Free Campus

- 19.28.1. In alignment with New York State and IENYC policy, smoking is not permitted anywhere on the IENYC campus.

19.29. Weapons Policy

- 19.29.1. Weapons (defined as instruments designed to cause injury, intended to cause injury, or imply a threat to cause injury), including simulated weapons, are not allowed on the IENYC campus except when those possessed by Law Enforcement officials as recognized by appropriate governmental agencies. Those in possession of a weapon or a simulated weapon will be dealt with as a threat to campus safety and duly reported to NYPD and/or appropriate law enforcement agencies.

19.30. Class Cancellation (Weather) Policy

- 19.30.1. In the event of inclement weather or other acts deemed to make class meetings and College opening a safety risk for members of the community, the campus may be closed. Such decisions are made by the Provost of IENYC, the Director of Operations, or their designee. These announcements will be placed on the front page of the IENYC website. It will also be

sent to members of the IENYC community who have registered to receive text message announcements.

19.31. Alcohol and Drug Policy

- 19.31.1. The possession, sale or the furnishing of alcohol on campus is governed by IENYC's alcohol policy and New York State law. Alcohol is prohibited on campus except in the case of approved events where the sale and service of alcohol is being conducted by the College and/or an affiliated organization in accordance with College policy and State Law. Alcohol policies and applicable federal and state laws and regulations are strictly enforced by Campus Safety and Security.
- 19.31.2. Prohibited behaviors involving alcohol include, but are not limited to: use, sale, distribution, and possession; use, display or possession of any paraphernalia associated with alcohol; use of alcohol that leads to impairment and disorderly, destructive, or violent behavior to self or others; and, students under the age of 21 being in the presence of alcohol in the residence halls. The possession, sale, manufacture, or distribution of any controlled substance is illegal under Federal, State and Local law. IENYC strictly enforces all applicable laws and policies.
- 19.31.3. Prohibited behaviors involving drugs, controlled substances, related synthetic materials, and related paraphernalia (including altered or constructed devices used to conceal or consume) include, but are not limited to: use, possession, display, distribution, sale, and being under the influence. Prohibited behaviors involving look-alike drugs include, but are not limited to: possession, consumption, distribution, use, and forcing another to ingest "imitation drugs" or synthetic materials that are either not intended for human consumption or used to produce effects similar to an illegal drug or a substance or drug being used for an unintended purpose (e.g., synthetic cannabis, herbal incense, and or herbal smoking blends, Whip-it and other similar products).

Students and employees that violate policy or law are subject to College disciplinary action, criminal prosecution (under the NYS Penal Law; Article 220 - Controlled Substances Offenses, and/or NYS Penal Law; Article 260 - Offenses Relating to Children, Disabled Persons, Vulnerable Elderly Persons), fine and imprisonment.

Please see the Federal Drug Trafficking Penalties in Appendix C and the Commonly Used Drugs Chart including uses and effects in Appendix D.

19.31.4. Disciplinary Sanctions for Students

Incidents are considered a violation of the Code of Student Conduct and subject to both College disciplinary procedures up to and including expulsion and criminal prosecution.

19.31.5. Disciplinary Sanctions for Employees

Any violation of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

19.32. Drug and Alcohol Abuse Prevention Information

19.32.1. Statement on Self-Reporting and Bystander Intervention (Good Samaritan)

IENYC students are expected to be aware of their health and safety and to be bystanders who help fellow students when their health and safety is in danger. When a person's health or safety is threatened due to consumption of alcohol, unlawful drugs, controlled substances and/or other synthetic materials, domestic violence, dating violence, sexual assault or stalking, immediate actions should be taken. This includes alerting medical personnel, campus security, or an appropriate College official.

In all cases, the incident will be documented. When determining the appropriate response in the conduct process, the College will consider actions taken by any student who seeks assistance on their own behalf or the behalf of another student experiencing a medical emergency related to consumption of alcohol, unlawful drugs, controlled substances and/or other synthetic materials. In some cases, disciplinary sanctions may be reduced. This practice does not preclude action by Campus Safety or other legal authorities.

19.32.2. Alcohol and Drug Abuse Education Programs

At each New Student Orientation, IENYC will present information designed to prevent the illicit use of drugs and abuse of alcohol by students and employees. The presentation will include services related to drug use and abuse of alcohol.

The College will annually disseminate written informational materials annually to both students and employees. These written materials include information on the College's standards of conduct, disciplinary sanctions for violations of the standard of conduct, possible legal sanctions and penalties, health risks associated with alcohol and drug abuse, educational programming available to students, staff and faculty, counseling services, and referrals.

19.32.3. Health Risks: Drug and Alcohol Abuse (referenced from the National Institute of Health-NIH)

- Alcohol: Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine, and liquor. Alcohol is produced by the fermentation of yeast, sugars, and starches. It is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream.
- Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.
- Drug addiction is a brain disease. Although initial drug use might be voluntary, drugs of abuse have been shown to alter gene expression and brain circuitry, which in turn affect human behavior. Once addiction develops, these brain changes interfere with an individual's ability to make voluntary decisions, leading to compulsive drug craving, seeking and use.

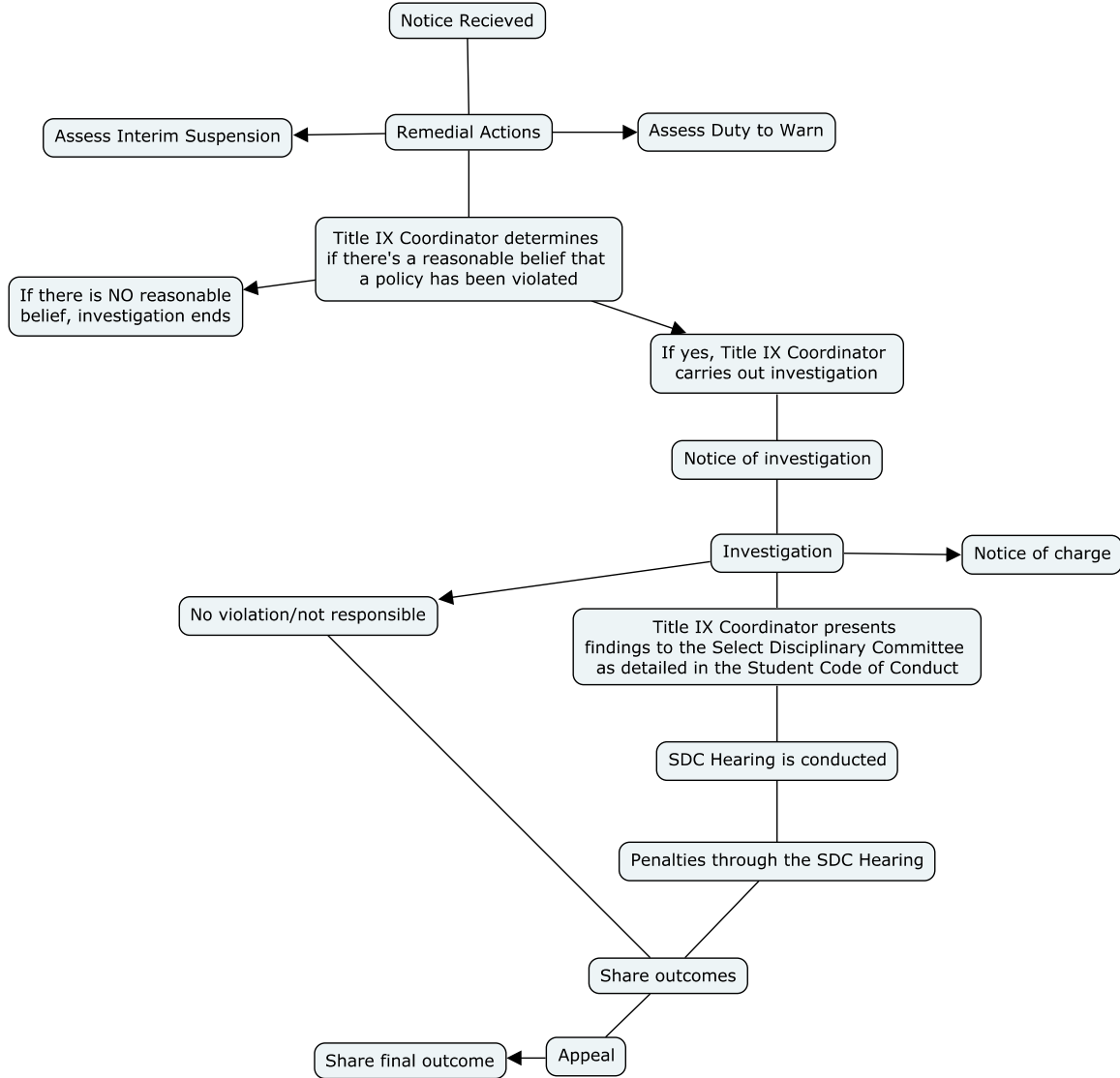
- The impact of addiction can be far reaching. Cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, and lung disease can all be a result of drug abuse. Some of these effects occur when drugs are used at high doses or after prolonged use; however, some may occur after just one use.

19.32.4. The following is a list of resources for local drug and alcohol abuse prevention programming:

- NYS Office of Addiction Services and Supports: <https://oasas.ny.gov>
- NYS Treatment Availability Dashboard: <https://findaddictiontreatment.ny.gov>
- NYC Health: Alcohol and Drug Use: <https://www1.nyc.gov/site/doh/health/health-topics/alcohol-and-drug-use.page>
- Inter-Group Association of A.A. of New York: <https://www.nyintergroup.org>

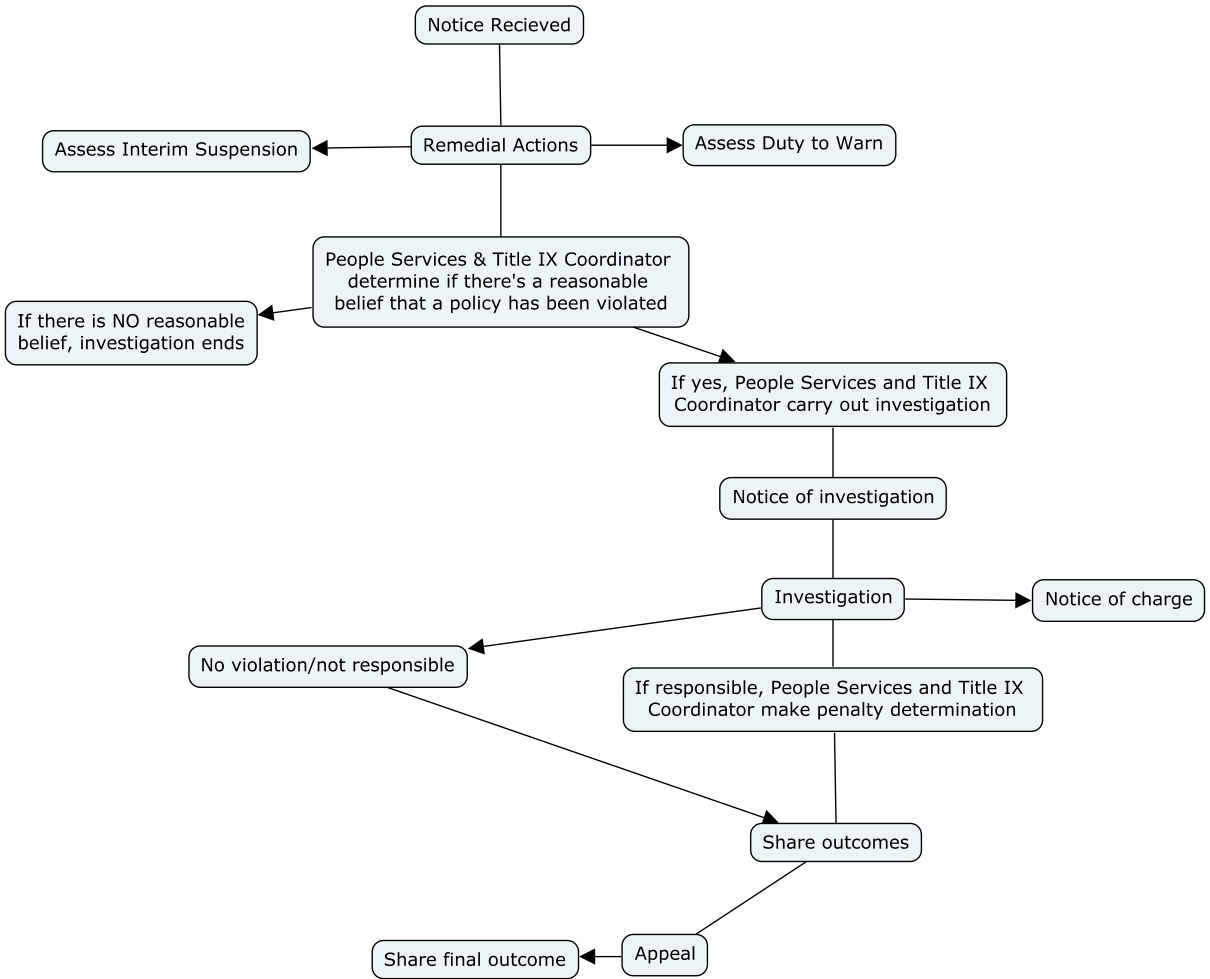
Appendix A:

Student Investigation Model for Violations of domestic violence, dating violence, sexual assault, stalking, Title IX sexual harassment, quid pro quo sexual harassment and other forms of sexual violence



Appendix B:

Employee Investigation Model for Violations of domestic violence, dating violence, sexual assault, stalking, Title IX sexual harassment, quid pro quo sexual harassment and other forms of sexual violence



Appendix C:

FEDERAL TRAFFICKING PENALTIES—

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture	100 gm or more pure or 1 kg or more mixture		
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

FEDERAL TRAFFICKING PENALTIES—MARIJUANA—

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

New York State Drug Possession Crimes and Penalties

Table 1 describes the different drug possession crimes and their penalties in New York. Penalties for these crimes range from a fine of up to \$100 for certain types of marijuana possession to up to 20 years in prison for 1st degree possession of a controlled substance.

Table 1: Drug Possession Crimes in New York

Crime	Degree	Conduct	Penalty
Possessing controlled substances (NY Penal §§ 220.03 to 220.25)	7 th degree	Possessing a controlled substance	Class A misdemeanor <ul style="list-style-type: none"> Up to 1 year in prison Up to \$1,000
	5 th degree (New York does not have a 6 th degree crime)	Possessing: <ul style="list-style-type: none"> a controlled substance with intent to sell at least ½ oz preparations containing narcotics preparations at least 50 mg phencyclidine (PCP) <ul style="list-style-type: none"> a <ul style="list-style-type: none"> at least 500 mg cocaine at least 1,000 mg ketamine ketamine with a prior conviction of ketamine possession at least 28 g of gamma hydroxybutyric acid (GHB) 	Class D felony <ul style="list-style-type: none"> 1 to 2.5 years in prison Alternate penalty of up to one year Up to \$5,000
	4 th degree	Possessing at least: <ul style="list-style-type: none"> ¼ oz preparations containing a narcotic drug ½ oz preparations containing methamphetamine or its precursors 2 oz preparations containing narcotics preparations 1 g stimulants 1 mg lysergic acid diethylamide (LSD) 25 mg hallucinogen 1 g hallucinogenic substance 10 oz dangerous depressant 2 lbs of depressants <ul style="list-style-type: none"> 250 mg PCP 360 mg methadone 50 mg PCP with intent to sell and prior conviction of a drug offense 4,000 mg ketamine 200 g GHB 	Class C felony <ul style="list-style-type: none"> 1 to 5.5 years in prison Alternate penalty of up to one year Up to \$15,000
	3 rd degree	Possessing: <ul style="list-style-type: none"> a narcotic with intent to sell a stimulant, hallucinogen, hallucinogenic substance, or LSD with intent to sell and a prior drug conviction at least 1 g stimulant with intent to sell at least 1 mg LSD with intent to sell at least 25 mg hallucinogen with intent to sell at least 1 g hallucinogenic substance with intent to sell at least ¼ oz preparations containing methamphetamine or its precursors with intent to sell at least 5 g stimulants at least 5 mg LSD at least 125 mg hallucinogens at least 5 g hallucinogenic substance at least ½ oz preparations containing a narcotic drug at least 1,250 mg PCP 	Class B felony <ul style="list-style-type: none"> 1 to 9 years in prison Alternate penalty of up to one year Up to \$30,000
	2 nd degree	Possessing at least: <ul style="list-style-type: none"> 4 oz preparations containing a narcotic drug 2 oz preparations containing methamphetamine or its precursors 10 g stimulants 25 mg LSD 625 mg of a hallucinogen 25 g hallucinogenic substance 2,880 mg methadone 	Class A-II felony <ul style="list-style-type: none"> 3 to 10 years in prison Up to \$50,000
	1 st degree	Possessing at least: <ul style="list-style-type: none"> 8 oz preparations containing a narcotic drug 5,760 oz of methadone 	Class A-I felony <ul style="list-style-type: none"> 8 to 20 years in prison Up to \$100,000
Possessing precursors of controlled substances (NY Penal § 220.60)	-	Possessing certain precursors of controlled substances with intent to make a controlled substance	Class E felony <ul style="list-style-type: none"> 1 to 1.5 years in prison Alternate penalty of up to one year

<i>Crime</i>	<i>Degree</i>	<i>Conduct</i>	<i>Penalty</i>
			• Up to \$5,000
Possessing methamphetamine manufacturing material (NY Penal §§ 220.70 to 220.71)	2 nd degree	Possessing a precursor, solvent, or chemical reagent with intent to use it or knowing another intends to use it to produce methamphetamine.	Class A misdemeanor • Up to 1 year in prison • Up to \$1,000
	1 st degree	Subsequent conviction of the 2 nd degree crime within 5 years of a previous conviction of the crime.	Class E felony • 1 to 1.5 years in prison • Alternate penalty of up to one year • Up to \$5,000
Possessing methamphetamine precursors (NY Penal § 220.72)	-	With intent to use or knowing that another intends to use it to manufacture methamphetamine, possessing a: • precursor and • solvent or chemical reagent	Class E felony • 1 to 1.5 years in prison • Alternate penalty of up to one year • Up to \$5,000
Unlawful Possession of Cannabis(NY Penal § 222.25)		A person is guilty of unlawful possession of cannabis when he or she knowingly and unlawfully possesses cannabis and such cannabis weighs more than three ounces or concentrated cannabis and such concentrated cannabis weighs more than twenty-four grams.	• Up to \$125
Unlawful Possession of Cannabis(NY Penal § 222.30)	3 rd degree	Possessing marijuana • cannabis and such cannabis weighs more than sixteen ounces; or concentrated cannabis and such concentrated cannabis weighs more than five ounces.	Class A misdemeanor • Up to 1 year in prison • Up to \$1,000
Unlawful Possession of Cannabis(NY Penal § 222.35)	2 nd degree	1. cannabis and such cannabis weighs more than five pounds; or 2. concentrated cannabis and such concentrated cannabis weighs more than two pounds.	Class E felony • 1 to 1.5 years in prison • Alternate penalty of up to one year • Up to \$5,000
	1 st degree	1. cannabis and such cannabis weighs more than ten pounds; or 2. concentrated cannabis and such concentrated cannabis weighs more than four pounds.	Class D Felony 1 to 5.5 years in prison Alternate penalty of up to one year Up to \$15,000

DRUG SALE CRIMES

Tables describing the different drug sale crimes and their penalties in New York can be viewed at <https://www.cga.ct.gov/2015/rpt/2015-R-0304.htm>

Appendix D:



WWW.DRUGABUSE.COM/RESEARCHERS

COMMONLY ABUSED DRUGS

DESCRIPTION	ADVERSE EFFECTS	PHYSICAL EFFECTS	PSYCHOLOGICAL EFFECTS	PHYSIOLOGICAL EFFECTS	TOXICOLOGICAL EFFECTS	ADDITIONAL RESOURCES
An extremely addictive stimulant amphetamine drug. For more information, see the Methamphetamine Research Report.	Adverse effects developed as an intravenous anesthetic has been discontinued due to serious adverse effects. Dissociative drugs are hallucinogens that cause the user to feel detached from reality. PCP is a feeble dissociative from reality. PCP is an abbreviation of the street name, phencyclidine. For more information, see the Hallucinations and Dissociative Drugs Research Report.	IC, Spice, Back, Mamba, Bliss, Bombay Blue, Flare Heat, Fire, Gung, Moon Rock, Skunk, Skunked, Uziar, Zita	None	None	None	• Substance Abuse and Mental Health Services Administration (SAMHSA) Treatment Locator: http://www.treatment.samhsa.gov , 1-800-662-HELP. • The "Find a Physician" feature on the American Society of Addiction Medicine (ASAM) website: http://www.asam.org for the public treatment. • The Patient Referral Program on the American Academy of Addiction Psychiatry website: http://www.aap.org by website. • The Child and Adolescent Psychiatrist Finder on the American Academy of Child & Adolescent Psychiatry Web site: http://www.aacap.org • Family and Youth Resources: http://www.aacap.org • The Surgeon General's Report on Alcohol, Drugs, and Health: https://addiction.surgeongeneral.gov/ • For clinical trial information, go to www.clinicaltrials.gov .
Street Names	Crack, Crack, Crystal, Fire, Glass, G, Fast, Ice, High, Speed	Crack, Mamba, Bliss, Bombay Blue, Skunk, Uziar, Zita	None	None	None	
Commercial Names	Desoxyn®	No commercial uses	No commercial uses for injected "both salts"	No commercial uses for injected "both salts"	None	
Common Forms	White powder or pill, crystal meth looks like pieces of glass or shiny blue-white "rocks" of different sizes	White or brown crystalline powder sold in small plastic or foil packages labeled "not for human consumption" and sometimes sold as jewelry cleaner, "talc", capsule, liquid	White or brown crystalline powder sold in small plastic or foil packages labeled "not for human consumption" and sometimes sold as jewelry cleaner, "talc", capsule, liquid	White or brown crystalline powder sold in small plastic or foil packages labeled "not for human consumption" and sometimes sold as jewelry cleaner, "talc", capsule, liquid	None	
Common Ways Taken	Swallowed, smoked, smoked, injected	Swallowed, smoked, injected (powder, alcohol to mix, paraly, organ, or marijuana)	Swallowed, smoked, injected	Swallowed, smoked, injected	None	
DEA Schedule	II	II	II	II	II	
Short-Term	Increased wakefulness and physical activity; decreased appetite; increased breathing; heart rate; blood pressure; temperature; irregular heartbeat.	Increased heart rate; vomiting; agitation; confusion; hallucinations; anxiety; paranoia; increased blood pressure	Increased heart rate; vomiting; agitation; confusion; hallucinations; anxiety; paranoia; increased blood pressure	Increased heart rate; vomiting; agitation; confusion; hallucinations; anxiety; paranoia; increased blood pressure	None	
Long-Term	Anxiety; confusion; insomnia; mood problems; violent behavior; paranoia; hallucinations; delusions; weight loss; severe dental problems ("meth mouth"); increased craving leading to skin sores from scratching.	Memory loss; problems with speech and thinking; loss of appetite; anxiety	Memory loss; problems with speech and thinking; loss of appetite; anxiety	Memory loss; problems with speech and thinking; loss of appetite; anxiety	None	
Other Health-Related Issues	Pregnancy, premature delivery; separation of the placenta from the uterus; low birth weight; lethargy; heart and brain problems	Risk of HIV, hepatitis, and other infectious diseases from shared needles	Risk of HIV, hepatitis, and other infectious diseases from shared needles	Risk of HIV, hepatitis, and other infectious diseases from shared needles	None	
In Combination With Alcohol	Masks the depressant effect of alcohol, increasing risk of alcohol overdose; may increase blood pressure	Unknown	Unknown	Unknown	None	
Withdrawal Symptoms	Depression; anxiety; tiredness	Headaches; increased appetite; sleepiness; depression	Headaches; anxiety; depression; irritability	Headaches; anxiety; depression; irritability	None	
Medications	There are no FDA-approved medications to treat methamphetamine addiction.	There are no FDA-approved medications to treat addition to PCP or other dissociative drugs	There are no FDA-approved medications to treat addition to synthetic cathinones	There are no FDA-approved medications to treat addition to synthetic cathinones	None	
Behavioral Therapies	• Cognitive-behavioral therapy (CBT) • Contingency management, or motivational incentives • The Matrix model • 12-Step facilitation therapy • Mobile medical application: reSET®	More research is needed to find out if behavioral therapies can be used to treat addition to dissociative drugs	More research is needed to find out if behavioral therapies can be used to treat synthetic cathinone addiction.	More research is needed to find out if behavioral therapies can be used to treat synthetic cathinone addiction.	None	

For More Information:

The NIDA website, www.drugabuse.gov/, has information on a variety of drugs and related information.

Some publications, including these details, are available in print. Free of charge.

To order print copies, call the DUGRHS Research Dissemination Center at 1-877-NH-NDA or go to [drugabuse.org](http://drugabuse.org/database.gov).

COMMONLY ABUSED DRUGS

WWW.DRUGABUSE.GOV/RESEARCHERS



PRINCIPLES OF EFFECTIVE TREATMENT

1. Addiction is a complex but treatable disease that affects brain function and behavior.
2. No single treatment is appropriate for everyone.
3. Treatment needs to be readily available.
4. Effective treatment addresses multiple needs of the individual, not just his or her drug use or misuse.
5. Remaining in treatment for an adequate period of time is critical.
6. Behavioral therapies—including individual, family, or group counseling—are the most commonly used forms of drug use disorder treatment.
7. Medications are an important element of treatment for many patients, especially when combined with counseling and other behavioral therapies.
8. An individual's treatment and services plan must be assessed continually and modified as necessary to ensure that it meets his or her changing needs.
9. Many drug-addicted individuals also have other mental disorders.
10. Medication-assisted treatment is only the first step of addiction treatment and by itself does little to change long-term drug use and misuse.
11. Treatment does not need to be voluntary to be effective.
12. Drug use during treatment must be monitored continuously, as lapses during treatment do occur.
13. Treatment programs should test patients for the presence of HIV/AIDS, hepatitis B and C, tuberculosis, and other infectious diseases, provide risk-reduction counseling, and link patients to treatment if necessary.

The Drug Enforcement Administration (DEA) schedule indicates the drug's potential for abuse or dependence. The most up-to-date scheduling information can be found on the DEA website.

DESCRIPTION	STREET NAMES	COMMON NAMES	COMMON FORMS	COMMONLY TAKEN	DEA SCHEDULE	SHORT-TERM	LONG-TERM	OTHER HEALTH RELATED ISSUES	IN COMBINATION WITH ALCOHOL	WITHDRAWAL SYMPTOMS	MEDICATIONS	BEHAVIORAL THERAPIES	
<p>Non-entirely addictive stimulant drug made from the leaves of the coca plant native to South America. For more information, see the Cocaine Research Report.</p>	<p>Blow/Burn, C, Crack, Crack, Crack, Crack, Rock, Snow, Toot</p>	<p>Cocaine hydrochloride topical solution (generic); rarely used in medical procedures)</p> <p>White powder, whitish rock crystal</p>	<p>White or brown powder or black sticky substance known as "black tar heroin"</p>	<p>Smoked, smoked, injected</p>	<p>I</p>	<p>Narrowed blood vessels, enlarged pupils, increased body temperature, heart rate, and blood pressure; headache, abdominal pain and nausea; euphoric, increased energy, alertness, insomnia, restlessness, anxiety, dry mouth and nose, increased heart rate, tremors, jitteriness, increased blood pressure, seizures, coma.</p>	<p>Use of sense of smell, nosebleeds, nasal damage and trouble swallowing from staining, infection and burn to inner tissue from dehydration, weight loss, lung damage from snorting, weight, depends on self-regulation and attention in stimulant abuse (personally) exposed. Risk of HIV, hepatitis and other infectious diseases from shared needles.</p>	<p>Pregnancy, premature delivery, low birth weight, neonatal abstinence syndrome.</p> <p>Risk of HIV, hepatitis and other infectious diseases from shared needles.</p>	<p>Dangerous slowdown of heart rate and breathing, coma, death.</p>	<p>Releases norepinephrine, muscle and bone pain, insomnia, vomiting, cold flashes with goose bumps (cold turkey).</p>	<p>Methadone Buprenorphine Naltrexone (short- and long-acting forms)</p>	<ul style="list-style-type: none"> • Cognitive-behavioral therapy (CBT) • Contingency management, or motivational incentives, including vouchers • The Matrix model • Community-based recovery groups, such as 12-step programs • Individual medical application: rESET™ 	
<p>Amphetamine-like drug made from household products such as spray paints, nailers, glues and cleaning fluids, also in the form of pills and capsules. LSD is an abbreviation of the street name 3,4-methylenedioxymethamphetamine. For more information, see the MDMA (Ecstasy) Abuse Research Report.</p>	<p>Brown sugar, China White, Dope, H, Hoop, Junk, Stag, Snak, Snack, White Hoop</p> <p>With OTC cold medicine and antihistamine. Cheese</p>	<p>Various</p>	<p>Pain killers or removers, deodorants, dry-cleaning fluids, greases, lighter fluids, correction fluids, permanent markers, electronics cleaners and face sprays, glue, spray paint, hair or deodorant sprays, hair-pencils, acrylic, aerosol computer cleaning products, vegetable oil sprays, window cleaners, perfume, windshield wiper fluid, car wax, car polish, antifreeze, etc.</p>	<p>Inhaled through the nose or mouth</p>	<p>Not scheduled</p>	<p>Confusion, nausea, slurred speech, lack of coordination, euphoria, dizziness, dry mouth, dilated pupils, loss of appetite, increased heart rate, tremors, jitteriness, sweating, blurred vision, loss of appetite, increased heart rate, loss of appetite, tremors, enlarged pupils</p>	<p>Rapid emotional swings, distortion of a person's ability to recognize reality, think rationally, or communicate with others, increased blood pressure, heart rate, body temperature, dizziness, loss of appetite, tremors, enlarged pupils</p>	<p>Fighty, fighting, headaches (called hallucinogen vessel spasm perception) [HSPC], ongoing visual hallucinations, disorganized thinking, paranoia, and mood swings.</p>	<p>Unknown</p>	<p>Unknown</p>	<p>There are no FDA-approved medications to treat addition to LSD or other hallucinogens.</p> <p>More research is needed to find out if behavioral therapies can be used to treat addition to hallucinogens.</p>		
<p>Various brand names in states where the sale of marijuana is legal.</p>	<p>Hashish, Boom, Goozler, Hail, Hippo</p>	<p>No commercial uses</p>	<p>Tablet, capsule, clear liquid, small, decorated squares of absorbent paper that liquid has been added to</p>	<p>Various</p>	<p>Various</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>
<p>Various brand names in states where the sale of marijuana is legal.</p>	<p>Hashish, Boom, Goozler, Hail, Hippo</p>	<p>No commercial uses</p>	<p>Tablet, capsule, clear liquid, small, decorated squares of absorbent paper that liquid has been added to</p>	<p>Various</p>	<p>Various</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>
<p>Various brand names in states where the sale of marijuana is legal.</p>	<p>Hashish, Boom, Goozler, Hail, Hippo</p>	<p>No commercial uses</p>	<p>Tablet, capsule, clear liquid, small, decorated squares of absorbent paper that liquid has been added to</p>	<p>Various</p>	<p>Various</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>
<p>Various brand names in states where the sale of marijuana is legal.</p>	<p>Hashish, Boom, Goozler, Hail, Hippo</p>	<p>No commercial uses</p>	<p>Tablet, capsule, clear liquid, small, decorated squares of absorbent paper that liquid has been added to</p>	<p>Various</p>	<p>Various</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>	<p>Shaded, eaten (in resin form or brewed tea)</p>

This can also be accessed online at:

https://www.drugabuse.gov/sites/default/files/nida_commonlyuseddrugs_final_printready.pdf

Appendix E: Procedures Victims Should Follow if a Crime of Sexual Assault, Domestic Violence, Dating Violence & Stalking Occurs

Procedures Victims Should Follow if a Crime of Sexual Assault, Domestic Violence, Dating Violence & Stalking Occurs (VAWA & CLERY ACT WRITTEN NOTIFICATION)

If you or someone you know has been hurt by sexual assault, domestic violence, dating violence, or stalking, **IENYC is here to help. You have the right to learn, and/or work in a safe and welcoming environment.** Violence is unacceptable, and College policy prohibits sexual assault, domestic violence, dating violence, and stalking. This document outlines steps to take depending on what services you want or need.

Your immediate and long-term safety is priority. The resources and options outlined below may be helpful as you decide what next steps are a good fit for you.

WHAT TO DO & HOW TO REPORT TO LAW ENFORCEMENT

- Get to a safe place. (For example, someone's home, the nearest hospital, or police precinct.) If you are the victim of assault and/or violence, the most important step is to get yourself to a place of safety to determine what courses of action you need to take
- Call 911 to be taken to an emergency room for medical care and/or for immediate police protection and assistance. A complete medical evaluation will include a physical examination, treatment, evidence collection, and counseling. Remember, you will not be made to do anything you do not want to do and may decline any part of the evaluation.
- If you have been sexually assaulted, it is important to seek medical care, especially if you have been physically injured. Even if you do not have any visible physical injuries from the assault, there may be physical injuries that you cannot see, and medical and health centers can provide additional services such as testing for sexually transmitted diseases and emergency contraception.
- When you call 911, explain what has happened and request to be sent to an emergency department that is a certified SAFE Center of Excellence. See below for more information and a list of hospitals in New York City with SAFE Centers
- To speak to a specialist about sex crimes, call the NYPD at 1-212-267-RAPE (7273)
- If you have information about a crime you would like to report, call 1-212-567-TIPS (8477)
- If you so choose, IENYC can assist you in notifying the appropriate local law enforcement.
- You also have the right to decline to notify law enforcement. If you choose not to notify the police, please know that you will still have access to all the forms of support and assistance listed below.

NEW YORK DEPARTMENT OF HEALTH CERTIFIED SEXUAL ASSAULT FORENSIC EXAMINER (SAFE) CENTERS OF EXCELLENCE

The SAFE Centers listed below provide sexual assault patients with:

- Sensitive, victim-centered, medical and forensic health care performed by a specially trained Sexual Assault Forensic Examiner (SAFE).
- Care that is timely, compassionate, and patient-centered, in a designated and appropriately equipped private room.
- Assurance about the quality of collection, documentation, preservation and custody of physical evidence by utilizing a trained and New York State Department of Health certified sexual assault forensic examiner to perform exams. These examiners are available to provide expert testimony if patients choose to report crimes to law enforcement.
- Psycho-social and legal support by a specially trained Rape Crisis Advocate or Counselor.
- Reliable referrals to mental and physical health care and follow-up services.

The following is a list of hospitals in New York City with SAFE Centers that provide the services listed above:

Manhattan

Bellevue Hospital, NYC Health + Hospitals	462 First Avenue Room A329 New York, NY 10016	212-562-3025
Mount Sinai Beth Israel - Petrie Division	Emergency Department Milton and Carol Petrie Division First Avenue at 16 th Street NY, NY 10003	212-420-2840
Lenox Health Greenwich Village, Northwell Health	North Shore LIJ Health System 30 7th Avenue New York, NY 10011	646-665-6910
Mount Sinai Hospital	The SAVI Program One Gustave L. Levy Place, Box #1670 NY, NY 10029	212-423-2140
Mount Sinai St. Luke's & Mount Sinai West	Crime Victims Treatment Center 411 West 114th Street, Suite 2C New York, NY 10025	212-523-3336, 212-523-6800
Harlem Hospital Center, NYC Health + Hospitals	Emergency Department, Room 2105 506 Lenox Ave New York, NY 10037	212-939-2250
Metropolitan Hospital Center, NYC Health + Hospitals	1901 First Avenue Room 2A33 New York, NY 10029	212-423-6466
Columbia University Medical Center, New York Presbyterian Hospital	Social Work Department Harkness Pavilion 622 West 168th Street 2 nd Floor New York, NY 10032	212-305-6204
Weill Cornell Medical Center, New York Presbyterian Hospital	525 East 68 th Street, Box 143 New York, NY 10032	212-746-4458

Brooklyn

Coney Island Hospital, NYC Health + Hospitals	Emergency Department, Room 1E8B 2601 Ocean Parkway Brooklyn, NY 11235	718-616-4400
Kings County Hospital Center, NYC Health + Hospitals	Crisis Center Room -SIN30, 451 Clarkson Avenue Brooklyn, NY 11203	718-245-4602
New York Presbyterian- Brooklyn Methodist	506 6th Street Brooklyn, NY 11215	718-80-3000
NYU Langone Brooklyn Hospital	150 55th St. New York, New York 11220	718-630-7000
Woodhull Medical Center, NYC Health + Hospitals	760 Broadway, Room 2BC-104 Brooklyn, NY 11206	718-963-8443

Bronx

Jacobi Medical Center, NYC Health + Hospitals	Social Work Department 1400 Pelham Parkway Room 1E4 South Bronx, NY 10467	718-918-5800
Lincoln Hospital, NYC Health + Hospitals	Emergency Department 234 E. 149th Street Bronx, NY 10451	718-579-5784
North Central Bronx Hospital, NYC Health + Hospitals	Social Work Department, Room 14A03, 3424 Kossuth Avenue Bronx, NY 10467	718-519-3013

Queens

Elmhurst Hospital, NYC Health + Hospitals	Emergency Department, 79-01 Broadway, Room B-1-27 Elmhurst, NY 11373	718-334-3054
Queens Hospital Center, NYC Health + Hospitals	82-68 164 th Street Jamaica, NY 11432	718-883-3090

Staten Island

Richmond University Medical Center	Emergency Department Room 532 355 Bard Avenue Staten Island, NY 10310	718-818-2995
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HOW TO REPORT TO CAMPUS AUTHORITIES

- Should you wish to formally report a crime to IENYC, please contact the Title IX Coordinator, Jessica Chang-Russell at TitleIX@ienyc.edu. A Campus Security Authority can also file a report for you.
- Please know that reporting to IENYC is not the same as notifying law enforcement. IENYC is required to disclose that a crime has occurred but is not required to report names.

IMPORTANCE OF PRESERVING EVIDENCE

- Do not change clothes, bathe, douche, or brush your teeth. This is important for the evidence collection process that will occur at the hospital.
- If you seek to place a report with the police or press charges, it is best for evidence collection to occur within 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order
- Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.
- Evidence collection does not require you to place a report with the police or press charges, but preserves evidence if you wish to place a report or press charges in the future.
- As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to

the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

- Additional Important and helpful information is available from RAINN (Rape And Incest National Network): <https://rainn.org/get-information/aftermath-of-sexual-assault/preserving-and-collecting-forensic-evidence>
- If you are the victim of stalking, please keep all emails, texts, and any other methods of contact.

CONFIDENTIALITY, ACCOMMODATIONS & PROTECTIVE MEASURES

- IENYC will take every step to keep your information private.
- Your confidentiality will be respected in any discussions you have with IENYC staff.
- IENYC will not share personally identifiable information about a reporting individual in any public notification or publicly available recordkeeping including Clery Act reporting and disclosures.
- While IENYC is legally required to report that a crime occurred and to warn others if a danger is posed, these reports will never provide any details which could reveal your identity.
- The IENYC Title IX Coordinator will take action to assist you with any reasonable accommodations and protective measures you might require, including academic accommodations; working accommodations; or other additional necessary measures. They are designed to restore or preserve equal access to the College's educational and working programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the broader College community, or deter sexual harassment. While a supportive measure may impose some restrictions on a party, it will not unreasonably burden them. The College may provide supportive measures to the reporting individual or respondent, as appropriate, as reasonably available, and will do so without fee or charge, regardless of whether the complainant seeks formal disciplinary action. Once supportive measures are approved, the parties or affected individuals will be notified in writing of the supportive measures. The College will maintain any supportive measures provided to the reporting individual or respondent as confidential to the extent possible.

Protective measures and accommodations may include:

- counseling;
- extensions of deadlines or other course-related/academic adjustments;
- modifications of work or class schedules;
- modifications to mode of attending work or class (virtual or on campus);
- campus escort services;
- mutual restrictions on contact between the parties;
- leaves of absence;
- increased security and monitoring of certain areas of the campus; and/or

- any other measure that can be used to achieve the goals of this policy.

Requests for supportive measures may be made by or on behalf of the reporting individual or respondent to any College official, including the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of supportive measures and coordinating the College’s response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a supportive measure. The College will take immediate action to enforce a previously implemented measure and disciplinary sanctions can be imposed for failing to abide by a college-imposed measure.

- The College will maintain any supportive measures provided to the reporting party or respondent as confidential to the extent that maintaining such confidentiality would not impair the ability to provide such accommodations or protective measures.

ADDITIONAL ON-CAMPUS RESOURCES

Counseling & Mental Health: Please contact Michael Cohen, PhD, IENYC Director of Counseling and Disability Services Coordinator, Michael.Cohen@ienyc.edu

Health: n/a

Victim Advocacy: Please contact Jessica Doeman, Director of Academic Administration, Jessica.Doeman@ienyc.edu

Legal Assistance: n/a

Visa & Immigration Assistance: Please contact Lilian Lopez, Managing Director Lilian.Lopez@ienyc.edu

Other: n/a

OFF-CAMPUS RESOURCES

Counseling: n/a

Mental Health: n/a

Health: In an emergency, please call 911. Urgent care services are not provided on campus. Students can visit the closest City MD to campus, which is located at 331 6th Avenue, New York City, NY 10014.

Victim Advocacy: n/a

Legal Assistance: n/a

Visa and Immigration Assistance: n/a

Student Financial Aid:
NYS Higher Education Services Corporation, 888-697-4372
U.S. Department of Education, 800-433-3243

Other: n/a

ADDITIONAL RESOURCES

Below are a few additional resources that are in Manhattan. You can also contact **3-1-1** at any time to be connected to additional services in New York City or in your own neighborhood.

Safe Horizon NYC:

2 Lafayette Street, New York, NY 10007 212-577-7700, 24/7 Hotline: 1-800-621-4673

Provides counseling, safety planning, legal help and court assistance, short-term housing, and other services to victims of domestic violence, rape, sexual assault, stalking, human trafficking, homelessness, and other forms of abuse.

Sylvia Rivera Law Project:

147 W. 24th Street, 5th Floor, New York, NY 10011 212-337-8550

Provides legal assistance to people who are transgender, intersex, or gender non-conforming, including help getting a name change, accessing health care, accessing government services or benefits, fighting harassment and discrimination, and other issues regarding gender identity.

Immigrant Defense Project:

40 W. 39th Street, Suite 501, New York, NY 10018 212-725-6422 www.immdefense.org

Provides legal advice, services, and support to New Yorkers and their families who are undocumented immigrants or are lawful permanent residents (“green card” holders), including those who are victims of crimes, have committed crimes, or are facing deportation.

Rape, Abuse and Incest National Network: <http://www.rainn.org>

Department of Justice: <http://www.ovw.usdoj.gov/sexassault.htm>

Department of Education, Office of Civil Rights: <http://www2.ed.gov/about/offices/list/ocr/index.html>

REPORTING & PROCEDURES FOR DISCIPLINARY ACTION

- To report an event requiring action on the part of IENYC, please contact the Title IX Coordinator, Jessica Chang-Russell titleix@ienyc.edu.
- All disciplinary actions involving students and/or employees will occur within the practices identified in the IENYC College Catalog.
- Prompt, fair and impartial process and will be conducted from the initial investigation to the final result by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability

- Both the complainant and the respondent will:
 - Have the same opportunity to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice
 - Receive simultaneous written notification of the result of any institutional disciplinary proceeding, procedures for appeal, changes to the result, and the date the results become final

RIGHTS OF REPORTING INDIVIDUALS

New York State Student Bill of Rights

In accordance with New York State Education Law, Article 129-B, also known as Enough is Enough, the following is the list of rights students can expect when reporting or responding to sexual offenses and relationship violence at IENYC:

All students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and receive from the institution courteous, fair, and respectful health care and counseling services, where applicable;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the institution, any student, the accused, and/or the respondent, and/or their friends, family, and acquaintances, within the jurisdiction of the institution;
- Access at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

New York State Crime Victims Bill of Rights

Victims of crimes in New York State have the following rights:

- A free copy of the police report, even if there was no physical injury.
- Payment waiver of fees for replacing a driver's license, permit, registration and license plates which were lost or stolen as a result of a crime.

- Have law enforcement and the District Attorney inform employers that the criminal case may require work absences. They can also explain the circumstances of the crime to creditors.
- Not to be penalized by an employer when appearing as a witness in a criminal proceeding, consulting with prosecutors or exercising other rights under the law. A violation of this law by an employer is a B misdemeanor. Employers, however, may withhold wages in these situations.
- File for victim compensation and assistance with the New York State Office of Victim Services. Victims of physical injury or relatives of murder victims are entitled to out-of-pocket expenses incurred as a result of the crime. These expenses may include the repair or replacement of damaged property, loss of earnings or support, medical and counseling bills, crime-scene cleanup or funeral expenses. Crime victims may also be eligible for transportation expenses incurred for necessary court appearances. Kidnapping, stalking and unlawful imprisonment victims may be eligible for an award to cover loss of earnings or support, unreimbursed costs for counseling, rehabilitative training and the costs of damaged essential personal property and security devices. Claims must be filed within one year of the crime or within one year of the victim's death. You can obtain a claim form from the police, the District Attorney, a hospital emergency room, the Office of Victim Services or from the Office of the Attorney General. Assistance is also available from other programs such as rape crisis centers and domestic violence and child abuse programs. Ask the District Attorney's office for referrals.
- Be notified of criminal proceedings. Victims who provide a current address and telephone number to the District Attorney have the right to be notified of the accused's: arrest; first appearance before a judge; release from jail while the criminal proceeding is pending; entry of a guilty plea, trial and sentencing; maximum and minimum terms of imprisonment if the offender is sentenced to prison and parole hearing date.
- Freedom from intimidation, threats or harassment. Intimidating a victim or a witness is a felony, apart from any charges the accused may already face. If you are threatened or your property is damaged by anyone connected to your case, you should contact the District Attorney's office and law enforcement immediately.
- Notice of discharge, release or escape of offender from a correctional facility. The District Attorney has a form to be completed in order to stay informed. The New York Victim Information and Notification Everyday (VINE) system provides up to date information about the custody status of offenders via the telephone or internet. Crime victims and other New Yorkers can call 888-VINE-4NY (888-846-3469) or go to www.vinelink.com to secure information about incarcerated defendants. By providing an inmate's identification number or date of birth, which you can obtain from the District Attorney, you can learn sentencing and release information. You may also register with VINE for automatic notification by telephone when the inmate is released.

20. Emergency Action Plan

20.1. Introduction

- 20.1.1. All employees and students should familiarize themselves with this plan and its requirements. In addition, all fire alarms are visual as well as auditory, and all fire exits are clearly indicated. For special events during which we have large numbers of attendees, we have hired fire marshals in attendance—their directions and instructions should be followed at all times. A first aid kit and defibrillator are available on the main level. Fire extinguishers are located throughout the building and the building is equipped with sprinklers.

20.2. Emergency Notifications

- 20.2.1. For instances where a significant emergency, potentially dangerous situation or immediate threat is confirmed, an Emergency Notification will be issued to all students and employees of IENYC. (This Notification will be issued in lieu of a Timely Warning.) These include all incidents identified in the IENYC Emergency Action Plan, but the Provost and/or the Title IX Coordinator have the right to expand those definitions based on their own discretion. These include, but are not limited to terrorist attacks, active shooters, natural disasters, environmental phenomena, weather, or infectious disease.
- 20.2.2. The Emergency Notification upon confirmation of the report of danger, will be sent without delay. Confirmation can include and be based on information from civil authorities, public media, or direct report or witnessing of situations.
- 20.2.3. Emergency Notifications will be issued to students and staff via some combination of text message, email, web posting, in building announcements, and/or public placards. Every effort will be made to ensure that reach of the notification is comprehensive.
- 20.2.4. An Emergency Notification may be sent by the Provost, the Title IX Coordinator or a designee who is directed in writing to assume that responsibility in their absence from campus at the required time of the Notification. The College has developed a library of potential messages to be used for Emergency Notifications.
- 20.2.5. The issuing of an Emergency Notification will be recorded as an incident in the campus' Daily Crime Log.

20.3. Testing

- 20.3.1. IENYC facilitates testing of our Emergency Action Plans and Emergency Notification procedure at least once per year. These tests will include students, staff and faculty and may be announced or unannounced. During such tests/drills, building occupants will be re-familiarized with the College's emergency response and evacuation procedures. All tests conducted will be documented by the Title IX Coordinator or their designee and will include a description of the exercise, the date, time and whether it was announced or unannounced.

20.4. Building Evacuation

- 20.4.1. If the fire alarm is triggered, all individuals should exit the building.
- 20.4.2. The fire alarm will be used for any threat to safety that requires evacuation of the building. Even if students or staff do not smell smoke or see flames, they are required to exit the building.
- 20.4.3. Upon exiting the building, turn left and head toward Broome Street. The meeting point will be the northwest corner of Broome and Wooster Streets:
 - I. Do not remain in front of the building as Emergency Vehicles will be arriving.
 - II. Do not depart until you have checked in with both IENYC Incident Commanders, who will ensure that everyone is present after the evacuation. If you wish permission to depart, please ensure that you have informed both Incident Commanders.
- 20.4.4. If a student has important information about the incident or anyone still in the building, the student should report it immediately to one of the IENYC Incident Commanders, who will communicate the information directly to Emergency Responders.
- 20.4.5. Once the students and staff have departed the building, no one may not re-enter until an Incident Commander, who after receiving clearance from Emergency Responders, says it is safe to return.

20.5. Seeking Shelter

- 20.5.1. If a safety threatening event occurs for which safe shelter is required, when directed, all individuals should go to the ground floor of 64 Wooster Street and remain as far to the east end as possible (inside Classroom 3).
- 20.5.2. While it is recommended that students and staff stay, they may assume the risk of departing; HOWEVER, before doing so, they must receive acknowledgement from both Incident Commanders.

20.6. Medical Emergencies

- 20.6.1. If someone should become seriously ill or injured, call or ask someone to call 911. Immediately report this to a College official. That College official will become the Incident Commander and will be the primary contact with emergency personnel. Be sure to pass on any and all relevant information to them.

20.7. Active Threat

- 20.7.1. In the event of an active threat such as an active shooter or other act of criminal violence, the College will (if safe to do so) send out a Campus Alert text message reading, “Shelter in place” or “Evacuate the building.”
- 20.7.2. College Personnel will keep you updated and/or provide further direction as they are able and as the situation warrants. At no time should students or staff/faculty accept directions from anyone other than a College Incident Commander, Campus Security Guard or Law Enforcement Personnel.

20.7.3. If you are on-campus during an active shooter:

- Run. Get out and get away as quietly and quickly as possible.
 - Evacuate regardless of whether others agree to follow
 - Leave your personal belongings behind
 - Help others escape, if possible.
 - If you can't run out, you can run away, buy time and create distance between yourself and the attacker
 - Call 911 as soon as it is safe to do so
- Hide. If you cannot run, find a place to hide where the attacker is less likely to find you.
 - Lock and/or barricade doors
 - Turn off lights
 - Remain quiet
 - Stay out of the attacker's view
 - Silence your cell phone
 - Hide behind large items that could protect you
- Fight. If all else fails, and only as a last resort, attack the shooter with whatever makeshift weapons you can find (scissors, portable fire extinguishers, chairs, etc.) to disarm and disable. It is best, when possible, to work with others.

20.7.4. Afterwards:

- When law enforcement arrives:
 - Remain calm and follow law enforcement personnel's instructions
 - Keep hands visible at all times
 - Avoid making quick movements towards law enforcement personnel
 - Do not stop to ask the officers for help or directions when evacuating. Just proceed in the direction from which they entered the premises.

20.8. Incident Commander Responsibilities and Actions

- 20.8.1. Incident Commanders will be the primary responsible parties for IENYC in an emergency situation and are the primary contact for emergency personnel. Incident Commanders will:

- i. Ensure that everyone has vacated the building in an evacuation situation
- ii. Ensure that individuals exit the building in a timely manner
- iii. Ensure that all individuals are in the appropriate areas in a seek shelter situation
- iv. Ensure that everyone is accounted for

20.8.2. Unless otherwise communicated, the Incident Commanders will be:

From 9am-5pm:

-Provost

-Title IX Coordinator

-If the above are unavailable, a IENYC staff Director may assume this role

After 5pm:

-Campus Security

-or a Faculty member present on campus

21. Intellectual Property Policy

21.1. Purpose

- 21.1.1. IE New York College (“IENYC” or “College”) encourages and supports scholarship and research, technical and creative efforts, and other academic and service activities and products of its faculty, staff, and students. As part of the mission of the College, employees and students produce new written materials, and many other expressions of research, creativity, and scholarly activity. These works often involve the rights and rewards of ownership, as well as responsibilities and a need for protection during development; these concerns affect the individuals involved as well as the College. IENYC recognizes that ownership and benefit from intellectual property may be multifaceted and strives to ensure appropriate benefits to all contributors.

21.2. Applicability

- 21.2.1. This policy applies to all IENYC faculty members (including adjunct faculty and visiting scholars), staff, and non-employees of the College engaged on a contracted basis, and students (collectively “Covered Parties”).

This policy applies to all forms of intellectual property, comprising all forms of expression and technology whose ownership is subject to legal protection in the United States or internationally, including but not limited to copyrights, patents, trademarks, other designations of source and all associated goodwill, tangible research property, and rights in data and other proprietary information.

21.3. Ownership of Intellectual Property

- a. Intellectual property created by Covered Parties is owned by the College if it is created within the scope of College employment.
- b. Academic works, such as books and articles, lectures, visual materials, and other teaching materials, are owned by the Covered Parties authoring them rather than the College, even if the academic works otherwise were created within the scope of employment. Where this intellectual property is incorporated into educational resources designed for ongoing College use, the College shall have a perpetual, nonexclusive, royalty-free license to use such intellectual property.
- c. If intellectual property is made by a student as part of student coursework at the College, the rights to that intellectual property are ordinarily owned by the student. The College will retain ownership when intellectual property arises from the student’s work within the scope of College employment. The College may also retain ownership under the terms of an agreement with the student, such as an agreement regarding financial assistance, a research fellowship, or other student employment agreement.
- d. The allocation of rights in intellectual property arising from research or creative work sponsored by government, industry, or other external organizations will typically be governed by the terms of a written agreement between the College and the sponsor. The College ordinarily will be required by the agreement or by law to grant the sponsor a

license, maintain or disseminate data, or grant other rights relating to intellectual property arising from the research or work and accordingly will take ownership of such intellectual property in order to meet its contractual obligations. Ownership and other provisions of this policy are subject to such agreements.

- e. The College and an individual Covered Party may negotiate specific written agreements for special projects such as College publications, digital courseware, or distance-learning curricula. Such agreements may reallocate intellectual property rights or otherwise alter application of this policy.
- f. Covered Parties who enter into consulting agreements or other private agreements with parties outside of the College must ensure that such agreements contain no requirement to assign or otherwise transfer rights in any intellectual property owned by the College under this policy. Arrangements with other research institutions that involve dual appointments, visiting scientist agreements, and other arrangements that may require exceptions to this policy require prior written approval by the Provost for Research.
- g. The owner of intellectual property that is subject to this policy, or licensee as may be applicable under section III.b above, shall bear all their expenses related to commercialization and/or protection, (e.g., licensing, selling, securing copyright or patent protection) of the intellectual property.

21.4. Publication

- 21.4.1. Nothing in this policy shall limit or restrict the right of Covered Parties to publish their intellectual property (e.g. papers, results of their research, etc.).

21.5. Income from Intellectual Property

- 21.5.1. Income (e.g., royalties, equity, sales) related to intellectual property shall be the property of the owner of the intellectual property, as ownership is defined by this policy.

22. Academic Degree Programs

Program Specification Documents outline in detail the description, content, learning outcomes and assessment methodologies for each program on offer. Brief descriptions of all IENYC programs on offer in 2024/2025 are outlined below:

MS in Business for Social Impact and Sustainability
Description:
Using business as an instrument for global change demands cross-sectoral collaboration by individuals committed to the idea that profitability and sustainability can go hand in hand. Entrepreneurs have always been attracted to opportunities that, to other people, might look like problems. New ‘social’ businesses are being launched with the aim of tackling the big challenges of today, whether social or environmental, while earning a healthy profit. Knowledge of the most critical academic research in the field combined with a global network of like-minded and highly motivated individuals provides a radical career boost in this diverse and challenging area. The program was developed for individuals driven by the idea that entrepreneurship and financial tools can further the common good. As a student in IENYC’s research-based MS in Impact-Focused Business and Investing, you’ll gain the knowledge and practical skill set to navigate the complexities and challenges of the dynamic and growing field of risk management. Students in this program will learn how to apply concepts for social business to corporations of all shapes and sizes – and learn what is required to launch a successful enterprise.
Courses:
<ul style="list-style-type: none"> • Business Strategy for the Common Good • Programming, Big Data and AI for Sustainable Finance • Navigating Global Change: Business Practices for the Common Good • Values-Based Leadership Skills for an Interconnected World • Introduction to Quantitative Analysis • Sustainability Policy & Metrics • Economic Concepts and Policy • Impact Through Social Entrepreneurship • Money as a Force for Social Good • The Chief Sustainability Officer • Marketing Strategy for Sustainability • Capstone

MS in Sustainable Fashion
Description:
IENYC’s M.S. in Sustainable Fashion prepares students for leadership in transforming the business and creative strategies of the fashion industry to support sustainability, social equity, and ethical practice. Building a new sustainably focused fashion business or shifting an existing business not currently managing sustainability considerations, requires a specific set of skills, considering all needs of the business from supply chain to marketing messaging. As the world changes and demands a new paradigm for operating a business – eschewing the former singular goal of profit for shareholders and replacing that with the need to serve a wide range of stakeholders – a new knowledge base, a greater flexibility and an entirely

different skill set is required to succeed. Success under such a paradigm is not just *doing better than before* but actively doing *good*.

Courses:

- Navigating Global Change: Business Practices for the Common Good
- Values-Based Leadership Skills for an Interconnected World
- Introduction to Quantitative Analysis
- Sustainability Policy & Metrics
- The System of Fashion
- The Culture of Fashion
- Sustainable Fashion Craft
- Research Methods for Sustainable Fashion
- Sustainable Fashion Strategy
- Fashion Proseminar
- Social Considerations in the Fashion System
- Material Considerations in the Fashion System
- Thesis

23.Course Descriptions

Code	Title	Credits	Pre-requisites
IENYC-3-37	Business Strategy for the Common Good (<i>Formerly known as Business Strategy as an Instrument for Economic, Social and Environmental Sustainability</i>)	3	none
<p>Business Strategy for the Common Good is designed to equip you with the knowledge and analytical tools to master strategic management in a rapidly changing world. This course will teach you how to make strategic decisions that foster sustainable growth across national boundaries. Through this course, you'll gain the skills to analyze and advise firms on the strategic choices necessary for sustainable growth. Prepare to lead with purpose, making strategic decisions that benefit both your organization and the broader world. Join us to become a catalyst for positive change, shaping strategies that ensure long-term success and a sustainable future.</p>			
IENYC-3-32	Navigating Global Change: Business Practices for the Common Good (<i>Formerly known as Contemporary Issues for Business and Society</i>)	3	none
<p>Businesses must adapt and lead responsibly in a world facing environmental degradation, economic inequality, and systemic challenges. "Navigating Global Change" equips students with the skills to address the most pressing global issues impacting business today. Mastering these areas will prepare future leaders with the necessary knowledge to rebalance equity across value chains, promote circular economies, and lead their organizations towards sustainable and inclusive growth. Join us in becoming part of the solution and shaping a better future for business and society.</p>			
IENYC-3-31	Values-Based Leadership for Interconnected World (<i>Formerly known as Personal and Professional Development</i>)	3	none
<p>Being an exceptional leader in today's complex and fast-moving business environment demands specific skills and the ability to successfully predict and adapt to changing realities. Through their words, actions and behaviors values-based leaders seek to inspire, influence and motivate others in their organization to lead with shared values and implement them consistently to the benefit of their business, people and the planet. In Values-Based Leadership Skills for an Interconnected World, students will accelerate their leadership by reflecting on their own assets and developmental needs, learn how others perceive them and leverage this new self-awareness to create their own leadership development action plan. Because performance in a leadership role requires more than just knowledge and skills, we will use group experiential activities to help students gain an understanding of the factors that drive effective values-based leadership across the spectrum of contexts affecting their ability to achieve great results. Additionally, at the completion of this course, students will also have developed specific leadership competencies, such as, leveraging their emotional intelligence to effectively develop and manage relationships, communicating effectively and motivating and coaching others.</p>			
IENYC-3-30	From Code to Intelligence: Applied AI for Social Entrepreneurship and Sustainability	3	none
<p>Professionalism in the areas of social impact and entrepreneurship, sustainability or finance requires a hands-on, practical introduction to AI, with workshops focusing on real-world applications and industry-relevant tools. Students will explore AI types, data handling, workflows, ethics, and open-source tools, culminating in a group project with real-world potential. Each session combines</p>			

theoretical knowledge, hands-on practice, and project development to prepare students for applying AI in various business contexts.			
IENYC-1.5-21	Introduction to Quantitative Analysis	1.5	none
Unlock the power of data to drive sustainable impact with Introduction to Quantitative Analysis. This course equips you with essential tools for applied research in sustainability, harnessing the growing volume of data to support informed decision-making. Dive into data analytics, visualization, and effective representation techniques that are crucial for crafting business strategies with a social impact. Explore statistical methods tailored for practical sustainability applications, learn best practices in data management, and master problem-solving skills using SPSS. Through engaging hands-on exercises, you'll transform data into actionable insights, enabling you to tackle real-world challenges and lead your organization towards a sustainable and impactful future. Join us to turn data into your most powerful ally for positive change.			
IENYC-3-27	Sustainability Policy and Metrics	3	IENYC-1.5-21
Sustainability Policy and Metrics equips you with the expertise to navigate the policy landscape in the sustainability sector. You'll learn how to track progress towards sustainable business success and use metrics like carbon foot printing to drive impactful change. Understanding these metrics is crucial for translating sustainability policies into actionable strategies that businesses and NGOs can implement. Through real-world examples and practical exercises, you'll develop the skills to analyze and report on sustainability impacts, ensuring that your strategies are both effective and compliant with governance standards.			
BSIS-1.5-22	Economic Concepts and Policy	1.5	IENYC-1.5-21
Economic Concepts and Policy provides you with essential analytical tools to understand and influence the global economy, focusing on how economic strategies can drive progress, prosperity, and sustainability. This course empowers you to tackle the pressing issues of our time by exploring the intersection of economics, sustainability, and policymaking. You will delve into the Foundational Principles of Macroeconomics & Microeconomics, Environmental Economics and Economics of Sustainable Development. By the end of the course, you'll have a comprehensive understanding of the global political economy's structures and processes. You'll be equipped to analyze contemporary economic landscapes and develop practical, fact-based policy arguments to support sustainable business. Join us to transform your understanding of economics and become a leader in shaping a prosperous and sustainable future.			
BSIS-3-34	Money as a Force for Social Good	3	none
The Money as a Force for Good course is designed to provide students with a comprehensive understanding of how financial mechanisms can be leveraged to achieve sustainable social impact. In this course, students will explore how financial tools and structures can enable social and environmental impact. Covering the evolution of money and capital, microfinance, venture philanthropy, access to capital, and impact investing, this course uses practical applications to teach students how to make informed financial decisions that align with principles of sustainability and social good.			
BSIS-3-28	Chief Sustainability Officer	3	none
Step into the role of a Chief Sustainability Officer (CSO) and lead your organization towards a sustainable future. This hands-on course equips you with the skills to assess business impacts on people and the planet, conduct thorough stakeholder analyses, and develop impactful sustainability initiatives. Dive deep into managing the organizational environment, ensuring that sustainability and social impact are embedded across the entire value chain—from sourcing and production to			

distribution and customer engagement. You'll design comprehensive sustainability strategies that address today's pressing issues and position your company as a leader in sustainable practices. Join us to become the driving force behind your company's commitment to a sustainable and prosperous future.			
BSIS-1.5-35	Impact Through Social Entrepreneurship	1.5	BSIS-3-34
This course immerses you in the dynamic world of social entrepreneurship, equipping you with the skills to create innovative solutions to pressing social, economic, and political challenges. Adopt a human-centered design perspective and engage in a hands-on approach to develop your own social enterprise, whether it's a nonprofit, for-profit, or hybrid model. Learn to critically assess social entrepreneurship across various contexts and craft a business model that balances financial returns with social and environmental impact. Through this course, you'll not only explore issues you care about deeply but also gain the practical tools to turn your ideas into reality.			
BSIS-1.5-33	Marketing Strategy for Sustainability	3	none
Unlock the potential of your brand with Marketing Strategy for Sustainability. This dynamic course empowers you with the knowledge and skills to seamlessly integrate sustainability into your brand strategy. Move beyond traditional consumer-focused marketing and tackle broader sustainability challenges head-on. Learn to analyze the environmental and social impacts of your products, develop innovative sustainable marketing strategies, and communicate these effectively to consumers. Through engaging teaching methods, you'll discover how to drive positive change and achieve long-term business success by embedding sustainability into your brand's core operations.			
BSIS-6-49	Capstone: Integrative Business Challenge	6	none
Are you ready to put your skills to the ultimate test? The Capstone Project challenges you to create and execute a robust business plan that has social impact and sustainability at its core. Your performance will be evaluated on the quality of your deliverables, culminating in a high-stakes presentation to a simulated Board of Directors. This capstone is the pinnacle of your academic journey, allowing you to apply your business knowledge to a real-world social impact and sustainability issue. You'll complete a comprehensive report and presentation, analyze data, and propose innovative solutions for sustainable business success, considering economic, social, and environmental impacts. This project will hone your leadership skills and prepare you for real-world challenges in business and sustainability			
SFASH-1.5-10	The System of Fashion	1.5	none
Fashion is a concept with many meanings and practices. It is at once a shared global language, a tool for developing personal identity and understanding affiliations with others, and an industry increasingly under fire for its destructive environmental and social practices. To best understand the layers of practice and meaning within the concept of fashion, fashion must be understood and approached as a system. By exploring fashion as a system, it is clearer to see where the system is most resilient, where it is most flexible, why many solutions to date have failed to affect meaningful change, and where the system finds partnership in other systems. This course introduces and explores the system of fashion, comprising three facets: the material culture of fashion, the symbolic system of fashion, and the global industry of fashion. Leveraging Donella Meadows' approach to systems thinking, this course asks participants to see fashion and the fashion industry through a holistic lens encompassing practices of representation, consumption, distribution, and production in order to better understand system behaviors, goals, feedback loops, and opportunities for disruption. This course covers a range of topics intended to appropriately contextualize fashion throughout			

history and within the globalized world of today as well as introducing participants to frameworks such as sustainability, theory of change, and the UNSDGs.			
SFASH-1.5-12	The Culture of Fashion	1.5	none
As visual language becomes dominant in an online consumer marketplace and the greater world, how do we understand and potentially leverage the provenance, relevance, value, worth, and cultural power of fashion for positive impact? How do we address its capacity for negative impact? By interrogating the exchange between consumer desire and corporate fashion marketing, this course proposes further investigation of their inherent duopoly. We will consider fashion as an indicator of social affinities, aspirations, privileges — and also of personal, societal, and environmental costs and benefits. As traditional notions of value shift, how might the ever-evolving notion of fashion be reshaped considering a more inclusive range of stakeholders and the impact on climate? Using a range of modalities, this course covers concepts of cultural diffusion, in-groups and out-groups, modern and historical consumer culture and their relationship to globalization, consumer behavior, and overconsumption.			
SFASH-1.5-16	Sustainable Fashion Craft	3	none
As one of the first industrialized sectors and one of the industries which fueled the Industrial Revolution, the fashion industry has a powerful manufacturing history which continues today. What does it take to make a garment? What are the processes typical to any fashion business to bring a product to market? What is the relationship between craftsmanship and value in the fashion system? And above all, what impact do these processes and products have on the sustainability or impact of a product, and ultimately the industry and system as a whole? This course focuses on Tier 1-2 of the supply chain and explores the relationship between craft, manufacturing, and sustainability for the fashion industry. This course covers a range of topics including product development, garment production methods, intellectual property and cultural appropriation, pre-consumer waste, manufacturing technologies, manufacturing certifications, measuring impact, and manufacturing sourcing strategies aimed at advancing sustainability and social impact goals within a fashion business.			
SFASH-1.5-18	Research Methods for Sustainable Fashion	1.5	none
This course aims to develop foundational skills in fashion-focused social science research that are needed for basic and applied research at the Master’s level oriented to the successful completion of the final thesis. Students will be introduced to logic, research design, measurement and sampling, methods of data collection and analysis, and research ethics. Students will consider the unique data conditions of the fashion system and engage with the facets of data stewardship and best practice. Students should be able to critically evaluate new concepts, ideas, evidence, and empirical data from a range of sources, develop sound and logical arguments, and transfer their skills into practice.			
SFASH-3-19	Sustainable Fashion Strategy	3	none
Building a new sustainably focused fashion business or shifting an existing business not currently managing sustainability considerations, requires a specific set of skills, considering all needs of the business from supply chain to marketing messaging. As the world changes and demands a new paradigm for operating a business – eschewing the former singular goal of profit for shareholders and replacing that with the need to serve a wide range of stakeholders – a new knowledge base, a greater flexibility and an entirely different skill set is required to succeed. Success under such a paradigm is not just doing better than before but actively doing good. This module covers the range of considerations specific to operating with a positive-impact lens but general to every fashion business,			

focusing on supply and value chain management, competitive conditions, innovation, risk management, communication approaches, consumer power, holistic costing strategies, regulation, and measuring business impacts.			
SFASH-1.5-20	Fashion Proseminar	1.5	none
Embedding sustainability or positive impact considerations with an organization, business, community, or other complex system requires a diverse skill set, long term vision, and flexibility. And while the academy offers useful theoretical and practical tools for those hoping to tackle issues of sustainability within the fashion industry, much of the progress being made is coming from those grappling with the issues within the industry in real time. This module connects students directly with leading practitioners of sustainable and impact focused fashion, who confront sustainability management issues daily within their respective organizations. Through guest presentations from a different industry practitioner each week, students will engage in dynamic discussion, readings, and writing assignments in order to understand real challenges, current motivations, and shifting stakeholders for sustainable-focused fashion businesses.			
SFASH-3-29	Social Considerations in the Fashion System	3	none
This course covers the human, community, and labor stakeholders and systems necessary to understand and appropriately engage to advance environmental sustainability, human dignity, and positive impact considerations within the global fashion system. Without a sufficient understanding of these areas, fashion sustainability practitioners cannot hope to address the deeply intractable economic, environmental and social problems within the supply and value chains of a fashion business. Looking across all tiers of the supply chain in arguably the largest labor intensive industry in operation today employing a disproportionate amount of the global female workforce, this course investigates the complicated labor history of the fashion system, the way in which power is managed within that system, geopolitical influences, the impacts and limits of transparency, the economic dynamic of labor within a globalized fashion industry, and metrics, approaches, and tools for advancing a more equitable fashion system.			
SFASH-3-55	Material Considerations in the Fashion System	3	none
Raw materials and textiles are an important component for any fashion business as textiles are the single largest material and cost component for any fashion product. Materials are also the likely starting point for any fashion business considering their own sustainability strategy. As the fashion industry increasingly acknowledges its known challenges and attempts to rectify the worst impacts, it is imperative that those who serve in sustainability and impact roles driving change for a fashion business understand the ‘wicked problems’ embedded within material considerations within the fashion industry and understand the strategic approaches to navigating complexity for greatest positive impact. Students will develop the comprehensive understanding needed to leverage materials to drive company impact goals. This module covers the complexity inherent in the diffuse and global fashion supply chain, the limits and potential for transparency within the material supply chain, circular materials, material innovation, costing, metrics and measurement tools and platforms, and certification.			
SFASH-6-36	Thesis	6	none
In this course, students are asked to investigate a fashion industry issue, collect relevant data to inform a proposal aimed at driving practical solutions. Drawing on the proposal developed in Research Methods for Fashion Design and the practical approach developed in Sustainable Fashion Strategy, this course asks students to finalize the thesis project proposal and plan, and progress and deliver the completed project. Students are required to demonstrate critical awareness of business practice, relevant theories and research techniques, and approaches. The project element of the			

course in particular offers students the opportunity to apply course concepts, theories and techniques, draw on internationally published literature and good practice, and develop and interpret knowledge about fashion industry and sustainability management practice learned throughout the program.			
IENYC-1.5-23	Research Methods I	1.5	none
This course aims to develop foundational skills in social science research that are needed for basic and applied research at the Master's level. Students will be introduced to research design, measurement and sampling, methods of data collection and analysis, and research ethics. Students should be able to critically evaluate new concepts, ideas, evidence, and empirical data from a range of sources and transfer their skills into practice.			
IENYC-1.5-24	Research Methods 2	1.5	IENYC-1.5-23
This course is designed to develop students' skills and knowledge to research and prepare a critical literature review on topics in their field of study. Through course assignments and readings, students will have the opportunity to explore potential topics for their research thesis. Students will be introduced to problem definition, the craft of research questions, working with scholarly literature, report writing, and presentation. Students should be able to critically evaluate new concepts, ideas, and written evidence from a range of sources and transfer their skills into practice. Emphasis is placed on logic and argumentation, evaluation and synthesis of information, and written communication skills.			
IENYC-1.5-25	Research Methods 3	3	IENYC-1.5-24
In this course students develop research proposals for their Master's thesis by applying the foundational skills in social science research gained in Research Methods I and II. Students will define their research problem, research design, methods of data collection and analysis, and plan for human subjects' protection.			
IENYC-6-26	Thesis	6	IENYC-1.5-23 IENYC-1.5-24
The aim of this course is to conduct business research/consultancy and report on the findings. Drawing on the proposal developed in Research Methods, the course focuses on the business research project, which involves an investigation of a substantial business issue or problem. Students are required to demonstrate critical awareness of business practice, relevant theories and research techniques and approaches. The project element of the course in particular offers students the opportunity to apply course concept, theories and techniques, draw on internationally published literature and good practice, and develop and interpret knowledge about management practice in their area of study.			

24.IENYC Administration Contacts

Interim President & Provost	Jacqueline LeBlanc, Ph.D.
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