

# ieNYC

# College Catalog

2025-2026 Academic Year V5

The content of this catalog is accurate as of January 2026. It is subject to change.

## Contents

1.	Welcome from the President.....	3
2.	General College Information.....	4
3.	Academic Calendar .....	5
4.	Admissions.....	6
5.	Transfer Credit (TC) .....	12
6.	Financial Assistance.....	13
7.	Registration, Attendance and Student Records.....	15
8.	Family Educational Rights and Privacy Act (FERPA).....	20
9.	Information Services.....	25
10.	Student Services.....	29
11.	Student Support Policies.....	34
12.	Code of Student Conduct.....	37
13.	Academic Concerns & Complaints Handling.....	62
14.	Fees and Refund Policy.....	67
15.	Credit Control and Debt Management Policy.....	71
16.	Credit Hour Definition.....	73
17.	Accreditation and Degree Granting Authority.....	74
18.	Grading Policies .....	75
19.	Graduation Requirements Policy .....	81
20.	Campus Safety.....	82
21.	Emergency Action Plan .....	113
22.	Intellectual Property Policy.....	117
23.	Academic Degree Programs.....	119
24.	Course Descriptions .....	127
25.	IENYC Administration Contacts.....	140

## Version Control

Version	Release Date	Changes
2025/2026 V1	August 2025	2025/2026 First Version
2025/2026 V2	October 2025	Updates to position titles
2025/2026 V3	December 2025	Updates to Code of Student Conduct and Campus Safety
2025/2026 V4	January 2026	New programs added
2025/2026 V5	January 2026	Academic Calendar Updates

## **1. Welcome from the President**

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 President

## 2. General College Information

### Introduction

*IE New York College* (hereinafter also “IENYC” or “the College”) was founded as *Glasgow Caledonian New York College* (hereinafter “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 Universidad* (hereinafter “IE University”) and GCNYC changed its name to **IE New York College**. Globally renowned for business and ESG Education, IE University and IENYC have complementary purposes with a focus on driving positive change through education, research and innovation.

### Mission

IE New York College is committed to shaping the next generation of globally minded leaders. Located in the heart of the world's most dynamic city, IENYC creates opportunities for ambitious minds and offers an education that inspires innovation and fuels transformative change. Through a rigorous, experiential, and student-centered learning environment, we position students for successful careers and cultivate entrepreneurial thinkers and ethical leaders—empowered with the knowledge, skills, and global perspective to drive positive change in industry, society, and the world.

### 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

IENYC is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4<sup>th</sup> 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 IENYC 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. IENYC: Academic Calendar 2025/2026

<b>IENYC Academic Calendar 2025/2026</b>	
<b>Trimester A</b>	<b>Date</b>
Trimester A Registration	Tue, July 15, 2025 - Thu, July 31, 2025
Labor Day - Campus Closed	Mon, Sept 1, 2025
New Student Orientation	Tue, Sept 2, 2025 – Fri, Sept 5, 2025
First Day of Classes	Mon, Sept 8, 2025
Thanksgiving Break – No Classes	Mon, Nov 24, 2025 - Fri, Nov 28, 2025
Last Day of Classes	Thu, Dec 4, 2025
Publication of Grades to Students	Thu, Dec 11, 2025
Capstone Presentations	Thu, Dec 11, 2025- Fri, Dec 12, 2026
Commencement	Sat, Dec 13, 2025
<b>Trimester B</b>	<b>Date</b>
First Day of Classes	Mon, Jan 12, 2026
Tri B Classes	Mon, Jan 12, 2026 – Fri, Apr 3, 2026
Martin Luther King Jr. Day - Campus Closed*	Mon, Jan 19, 2026
*Make-Up Class Scheduled for	Fri, Jan 23, 2026
President's Day – Campus Closed*	Mon, Feb 16, 2026
*Make-Up Class Scheduled for	Fri, Feb 20, 2026
Last Day of Classes	Fri, Apr 3, 2026
Publication of Grades to Students	Fri, Apr 10, 2026
<b>Trimester C</b>	<b>Date</b>
First Day of Classes	Mon, Apr 27, 2026
Tri C Classes	Mon, Apr 27, 2026 – Fri, Jul 17, 2026
Memorial Day - Campus Closed*	Mon, May 25, 2026
*Make-Up Class Scheduled for	Fri, May 29, 2026
Juneteenth – Campus Closed	Fri, Jun 19, 2026
July 4 – Independence Day – Campus Closed*	Thu, Jul 2, 2026 (Classes held online) – Fri, Jul 3, 2026
Last Day of Classes	Fri, Jul 17, 2026
Capstone Presentations	Mon, Jul 20, 2026 – Wed, Jul 22, 2026
Publication of Grades to Students	Mon, Jul 27, 2026
Commencement	Sat, Jul 25, 2026

## **4. Admissions**

### **4.1. IENYC Graduate Programs**

4.1.1. IENYC offers graduate-level programs taught entirely in English to qualified applicants from diverse academic and professional backgrounds. Our current graduate offerings include:

- i. Master of Science in Business Analytics and AI\*
- ii. Master of Science in Business for Social Impact and Sustainability
- iii. Master of Science in Finance\*
- iv. Master of Science in Management
- v. Master of Science in Strategic and Creative Marketing, Communications and Media\*

\*These programs will be offered starting in the academic year 2026/2027

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. Applicant Categories**

**Students applying to IENYC graduate programs fall into the following categories (students may fall into one or more of these categories):**

- 4.2.1. **Domestic Students:** U.S. Passport Holders
- 4.2.2. **International Students:** Individuals who are nonimmigrant alien students.
- 4.2.3. **General Applicants:** Individuals who are not currently in the U.S. on an F-1 visa.
- 4.2.4. **Transfer Applicants:** Individuals currently in the U.S. on an F-1, or who have studied in the U.S. with such a visa within the last five months.
- 4.2.5. **3+1 Program Students:** These students are enrolled in the 3+1 pathway in collaboration with IE University or other partner universities. This distinctive program enables students to complete their undergraduate studies at the partner university and pursue a master's degree at IENYC in New York—providing a dynamic, cross-continental academic experience. For admission purposes, their immigration status may be considered either domestic or international, depending on individual circumstances.
- 4.2.6. **Non-Degree Students:** Individuals may enroll in select, individual graduate-level courses on a space-available basis without pursuing a full degree. Applicants seeking Non-degree student status must provide transcripts and supporting documents verifying their qualifications for graduate studies. Completion of the full Degree Student application is not required.

#### **4.3. Master of Science Degree Admission Requirements:**

4.3.1. The Admissions Team at IENYC reviews all applications holistically. The following criteria will help you understand our admissions process and the types of information you are required to submit.

##### **4.3.2. U.S. Bachelor's Degree or International Equivalent Requirement**

i. All master's programs at IENYC require the completion of a four-year bachelor's degree with a minimum GPA of 3.0 or its international equivalent. Applicants with degrees from institutions outside the United States must submit official translations and credential evaluations of their post-secondary education. IENYC recommends using a NACES-accredited third-party verification agency to complete a course-by-course evaluation for admissions review. The Admissions Team will use this evaluation to assess whether the degree meets the U.S. four-year bachelor's degree standard. Please note that requirements may vary for applicants coming from partner institutions or universities with specific agreements in place.

##### **4.3.3. Application Requirements**

Applicants to IENYC must complete the online application form, available [here](#). Before starting the application, it is recommended to gather all the necessary materials listed below. Applications will only be considered complete when all required components are submitted:

i. **Online Application**

Begin the process by completing the form available through the provided link.

ii. **Résumé or Curriculum Vitae**

An updated résumé or CV must be submitted for review by the Admissions Team.

iii. **Post-Secondary Institution Transcripts**

IENYC requires transcripts from all post-secondary institutions attended. While unofficial transcripts may be submitted initially for review purposes, official transcripts are required upon admission to a master's program. Official, translated, and evaluated transcripts must be submitted electronically, via courier, or delivered in person upon arrival at the College.

iv. **English Language Proficiency**

All master's programs at IENYC require strong proficiency in both written and spoken English. An English proficiency test is not required for applicants who meet one of the following criteria:

- Native English speaker
- Completed an undergraduate degree in English
- Lived and worked in an English-speaking country for over two years
- Extensive professional experience in English
- Currently enrolled in an undergraduate program taught in English
- Applicants who do not meet any of the above criteria must submit English proficiency test scores. Accepted tests and minimum score requirements are:

- IELTS: 7
  - TOEFL: 100 (school code: C614)
  - Duolingo: 130
- Only test scores obtained within the last two years will be accepted. Older scores will require re-testing

v. **Understand the Importance of IENYC's Core Values**  
 IENYC's students, staff, faculty, partners and alumni are a learning community, who are mindful of the wider global context, with core values of integrity, responsibility, creativity, and compassion.

vi. **Statement of Purpose**  
 Applicants must follow the instructions provided within the application form and respond to the designated questions. The statement should not exceed 750 words.

vii. **Admissions Test**  
 Admissions test requirements vary by program. Applicants may be asked to complete a standardized test and submit results to the Admissions Committee. Please see more details below.

viii. **Letters of Recommendation (Optional)**  
 While not required, up to two letters of recommendation may be submitted. These should be written on official letterhead, clearly state the applicant's name and the program of interest and be completed by individuals familiar with the applicant's qualifications.

#### 4.3.4. International Students

In addition to admission requirements. International students are required to submit a declaration of finances. Applicants must identify who will be financing their U.S. education and provide proof that sufficient funds are available for their studies.

Please refer to the Applying to IENYC page at [www.iencyc.edu/applying-to-iencyc/](http://www.iencyc.edu/applying-to-iencyc/) for more information.

#### 4.3.5. Admissions Tests

Admissions test requirements for master's programs at IE New York College vary by program. Depending on the program, applicants may be required to submit results from one of the following standardized tests: the GMAT, the GRE, or the IE New York College Admissions Test.

The IE New York College Admissions Test is an institutionally developed assessment that measures a candidate's logical, verbal, and numerical reasoning abilities in English. Test results are submitted directly to the Admissions Committee and are not disclosed to the applicant. There is no predetermined number of correct answers needed to pass, as performance is reviewed holistically in the context of the complete application.

- Master of Science in Management (MSM)

Applicants may submit the GMAT, GRE, or the IE New York College Admissions Test. If the Admissions Committee has concerns regarding a candidate's analytical skills, an admissions test score may be required regardless of the initial submission.

- Master of Science in Finance

Applicants are required to submit either the GRE, GMAT Focus Edition, CFA Level I, or CAIA Level I. Preferred GMAT range is 625–755. Waivers may be granted to candidates with strong GPAs in quantitative coursework or relevant professional experience in investment banking.

- Master of Science in Business Analytics and Artificial Intelligence

Applicants may submit the GMAT, GRE, or IE New York College Admissions Test.

- Master of Science in Business for Social Impact and Sustainability (BSIS) and Master of Science in Strategic and Creative Marketing, Communication and Media

This program does not require standardized test scores. However, applicants may have the option to submit the IE New York College Admissions Test as part of their application.

#### 4.3.6. **Waivers and Exemptions for Admissions Tests**

IE University alumni and currently enrolled students are exempt from the admissions test requirement, as they have already fulfilled this component in their prior application process.

### **4.4. Application Deadlines**

4.4.1. 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.

### **4.5. Admissions Decisions**

IENYC issues one of two official decisions for all completed applications:

4.5.1. **Accepted:** The applicant has successfully met all admission requirements and is offered a place in the program to which they applied.

4.5.2. **Denied:** The applicant does not meet the necessary criteria for admission and is not offered a place in the program.

4.5.3. All decisions are communicated to applicants in a timely and respectful manner following the completion of the review process.

### **4.6. Deferral of Enrollment**

4.6.1. 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, if their deferral is accepted, tuition fees and deposits paid to the College prior to deferral will be retained and carried over to the new entry trimester.

## **4.7. Student Conduct, Terms and Conditions**

4.7.1. 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.

## **4.8. IENYC Application Policies**

4.8.1. Failure to submit complete, accurate, and authentic application documents consistent with admission instructions may result in denial or cancellation of admission to IENYC. Applicants may be required to assist the Admissions Team in the verification of all documents submitted as part of the application review process.

4.8.2. All admissions decisions are final. The Admissions Team reviews each application holistically and thoroughly.

4.8.3. IENYC does not discriminate on the basis of sex, gender, race (including traits historically associated with race), color, national origin or citizenship, religion, age, disability (including pregnancy-related conditions), gender identity or expression, transgender status, sexual orientation, predisposing genetic characteristics or carrier status, marital or familial status, veteran status, military status, domestic violence victim status, known association or relationship with someone in a protected classification, or any other characteristic protected by federal, state, or local law. Please see our full Dignity and Respect Policy on our website.

4.8.4. **Fraudulent Applications**  
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.

4.8.5. 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.

## **4.9. Cancellation/Change of Program**

4.9.1. The College reserves the right to change or cancel courses and/or programs 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.

## **4.10. Data Protection**

4.10.1. 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

4.10.2. 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.ienyc.edu/ienyc-privacy-notice/>.

#### **4.11. Use of Personal Image**

4.11.1. 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 (hereinafter "TC") per the following guidelines.**

- 5.1.1. TC 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 TC 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 TC claim?**

- 5.2.1. Students enrolling in one of our graduate programs, who have successfully completed graduate credit in a comparable course at an accredited university in the United States or the institution's country of origin, may apply for TC. 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 an 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. TC request should be made prior to commencing studies at IENYC.
- 5.2.4. For international students, acceptance of TC 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 TC claim?**

- 5.3.1. There is no cost for a TC claim.
- 5.3.2. TC is not a consideration when calculating satisfactory academic progress.

## **6. Financial Assistance**

### **6.1. Intro**

6.1.1. 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 that finances are not a barrier to pursue your academic aspirations.

### **6.2. Tuition**

6.2.1. Please refer to the Fees and Refund Policy section of this Catalog for IENYC's tuition rates for the 2025-2026 academic year.

6.2.2. Matriculation Fee: Students who are attending full-time or part-time are assessed a per-trimester 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.

### **6.3. Scholarships**

6.3.1. 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](#).

### **6.4. Private Credit Based Loans**

6.4.1. 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.

### **6.5. Veterans Benefits**

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

## **6.6. Tuition Refund Policy**

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

## **6.7. Official and Unofficial Withdrawal**

6.7.1. 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).

6.7.2. 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 Office of the Registrar at [Registrar@ienyc.edu](mailto:Registrar@ienyc.edu).

### **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 fewer\ 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.
- 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 first consult with their Program Director, who will assist with the completion of the request form that must be submitted by the student to the Office of the Registrar. If a Leave of Absence from study is granted, it will usually be approved for one trimester, but it 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, subject to availability.
- 7.5.2. Students considering a Leave of Absence must also consult with the College Principal Designated School Official (PDSO) or a Designated School Official (DSO) (for international students) in addition to their Program Director. Application for a Leave of Absence must be submitted to the Registrar and approved by the President. The application must be submitted to 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.
- 7.5.3. Students granted a Leave of Absence for medical reasons may be required to provide documentation from their healthcare provider stating that they are medically fit to resume their studies. Students failing to return from a Leave of Absence within one calendar year must apply again for their 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 Faculty Chair 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 should first consult with their Program Director and must complete the Drop/Add process (as well as obtain the required signatures) with the Registrar.
- 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 should first consult with their Program Director and complete the withdrawal process (including gaining all necessary signatures) with the Registrar. See the 'Fees and Refund Policy' section for more information.
- 7.8.3. For more information on how a withdrawal affects a student's transcript and GPA please refer to the 'Grading Policies' section.

## **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 the 'Fees and Refund Policy' section 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 the Associate Director of Global Student Services and Recruitment 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 must contact [Registrar@ienyc.edu](mailto:Registrar@ienyc.edu) to make such changes to their records. Once the Registrar has confirmed these changes are complete, students must notify the PDSO or DSO.

## **7.12. Policy on Student Identity Verification**

- 7.12.1. IENYC 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](mailto: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 (located in the Code of Student Conduct section) 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.

IENYC 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 an 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 President (IENYC)  
64 Wooster Street  
New York, New York 10012

#### **8.6. Student Record Access**

8.6.1. If the student requests, IENYC 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, IENYC 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](mailto: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. Multi-factor authentication is required to sign into the account.
- 9.1.2. IENYC utilizes single-sign-on (SSO), usernames are used to access various college systems including email, Blackboard, course registration and more.
- 9.1.3. To access your IENYC email account, go to [www.office.com](http://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](http://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](mailto:it@ienyc.edu) or go to <https://passwordreset.microsoftonline.com/> to reset your password.

### 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 via SSO

### 9.5. Online Library

- 9.5.1. Students and faculty have access to electronic resources, journals, databases and e-books through the IENYC Library website.

## **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. IENYC has 3 Wi-Fi networks. Students, employees and guests should connect to the WIFI SSID associated with their role.
  - IENYC Students: IENYCStudents
  - IENYC Employees: IENYCorp
  - IENYC Guests: IENYC-Guest
- 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. Issues related to IENYC email and log in credentials should be submitted through the Servicenow Portal <https://support.iencyc.edu/nyc>. All users will need to log in using their IENYC username and password
- ii. Connectivity and network issues are supported by the IT Helpdesk located on the IE University campus in Madrid.
- iii. Issues relating to personal hardware, laptops, tablets, or phones are the responsibility of the owner of that hardware.
- iv. 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.
- 9.8.2. 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. Student Services at IENYC is designed to support the overall quality of student life and contribute to a positive, inclusive, and engaging educational environment. Services are structured to be accessible, relevant, and responsive to the diverse needs of the student body.

Student Services encompasses a wide range of resources that promote academic success, personal well-being, cultural integration, and professional development. Areas of support include orientation, counseling and disability services, health services, career services, international student services and campus life engagement. These services are integral to the student experience and play a key role in supporting both the academic and personal development of all students enrolled at IENYC.

### **10.2. Student Welcoming & Orientation Week**

10.2.1. IENYC offers a mandatory Orientation Week for all new students beginning their studies on campus. This program is designed to support students in their academic, social, and cultural transition to college life. Orientation Week takes place during the week prior to the start of classes. Throughout the week, students will participate in a variety of sessions, talks, and events that introduce them to campus life, key college services, and the broader IENYC community. Activities include:

- Academic Overview – Students receive detailed information about course structure, grading systems, and academic expectations.
- Advising & Support – Opportunities to meet IENYC staff, select student representatives, and the academic support team.
- Student Life – Introduction to student clubs, campus resources, cultural and sports activities, and wellness services.
- International Student Guidance – Specialized sessions on immigration regulations, cultural adjustment, and living in New York City.
- Social Integration – Events and mixers designed to foster connections among students from both domestic and international backgrounds.
- Participation in Orientation Week ensures that students are well-informed, feel welcomed, and are prepared to begin their journey at IENYC with confidence.

10.2.2. Arrival Recommendations for International Students

International students holding an F-1 visa may enter the United States up to 30 days prior to the official start date of their academic program. IENYC strongly encourages students to plan their arrival at least two weeks before the beginning of classes. This early arrival allows students adequate time to secure housing, acclimate to the city, and fully participate in the college's Orientation Week.

### **10.3. Career Services**

- 10.3.1. IENYC is committed to supporting students as they prepare to navigate their professional paths. While Career Services at IENYC does not offer direct job placement, it provides a robust array of resources and personalized support tailored to the diverse goals of our graduate community.
- 10.3.2. Offered through the Talent & Careers Department, the Career Services program is designed to guide students through all stages of their career development. Services are available throughout the academic year.

Key components of the Career Services program include:

- *Individual Career Advising*  
Personalized sessions focused on résumé and cover letter development, interview preparation, job search strategies, and general career planning.
- *Career Development Workshops*  
Workshops held throughout each term covering topics such as personal branding, LinkedIn optimization, navigating the job market, and building professional presence.
- *Career Week (Held Once Per Term)*  
A flagship event featuring employer panels, industry presentations, networking opportunities, and on-campus recruitment activities designed to expose students to a range of career paths and professional environments.
- *Alumni and Employer Networking*  
Engagement opportunities that connect students with alumni and professionals across various industries to expand networks and gain insight into potential career trajectories.
- *Skill-Building Resources*  
Access to curated tools, webinars, and training sessions focused on developing essential skills aligned with global workforce demands.

- 10.3.3. Career Services are an integral part of the student experience at IE New York College, fostering professional readiness and empowering students to pursue opportunities in internships, employment, or continued education with confidence and clarity.

### **10.4. Counseling**

- 10.4.1. All students are eligible to receive (3) 30-minute counseling sessions per trimester. Students in need of counseling services should contact the Director of Counseling at [Michael.Cohen@ienyc.edu](mailto:Michael.Cohen@ienyc.edu) referrals and information on scheduling an appointment.

## **10.5. Disability Services**

- 10.5.1. IENYC is committed to providing equal educational opportunity and participation for students with disabilities. We work with IENYC students to determine appropriate and reasonable accommodations for students with documented disabilities. Disability-related information is never disclosed without student permission.

To request an accommodation for a qualifying disability, please contact the IENYC Disability Services Coordinator at [Michael.Cohen@ienyc.edu](mailto:Michael.Cohen@ienyc.edu).
- 10.5.2. The process for requesting a disability service accommodation involves an initial interview and/or the completion of the Disability Services Initial Request Form. All accommodation requires formal documentation from a medical or other relevant professional and completed a Disability Verification Form. Once these have been submitted, the accommodation request is reviewed and requires a final approval from the Faculty Chair and the students' instructor/s. An in-person meeting will take place and a plan for appropriate accommodation 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 Disability Services Coordinator. Students are responsible for submitting a request for accommodations each trimester.
- 10.5.3. As some accommodations may take considerable time to arrange, students are urged to request an accommodation as soon as possible after receiving notice of admission to the College.
- 10.5.4. 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.

## **10.6. Health Services**

- 10.6.1. 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.
- 10.6.2. Urgent care services are not provided on campus. For serious illness or injury, students should dial 911, visit a hospital emergency room or an urgent care facility.
- 10.6.3. For more information on IENYC's emergency procedures, please see the "Emergency Action Plan" section.

## **10.7. Residential Services**

- 10.7.1. IE New York College (IENYC) does not provide on-campus accommodations, nor does it have formal agreements with housing providers. However, the College maintains contacts with a variety of student residences, co-living spaces, and

housing agencies in New York City. These contacts may offer students assistance in finding suitable off-campus accommodations, along with potential discounts.

10.7.2. Students are advised to refer to the student guide for additional information on available housing options. It is recommended that students begin their housing search well in advance to secure accommodations that align with their preferences and needs.

## **10.8. International Students Services**

10.8.1. Immigration

Immigration regulations can be difficult to understand and navigate. As international students in the United States, students are required to follow the rules governing their F-1 visa. Global Student Services at IENYC assist with any concerns related to immigration status. However, it is important to remember that the Department of Homeland Security (DHS) holds students accountable for understanding and complying with the regulations tied to their status while in the U.S. Failure to follow these rules could result in losing immigration status, making students no longer legal in the United States.

10.8.2. IENYC is not responsible for the student's obtaining of the required documentation, for its maintenance, or for the student's legal status in the United States. Notwithstanding the foregoing, the College's Global Student Services team offers personalized guidance to help students understand and comply with U.S. immigration regulations. Services include:

- Pre-Arrival Support – Guidance on visa application procedures, required documentation for F-1 student visas.
- Form I-20 Issuance – Timely processing and delivery of Form I-20 for admitted students to begin their visa process.
- Maintaining Visa Status – Ongoing support to ensure students understand and meet their visa requirements, including full-time enrollment, work authorization, travel, and program extensions.
- Work Authorization Advising – Information on CPT (Curricular Practical Training), OPT (Optional Practical Training), and on-campus employment eligibility.
- Regulatory Updates – Regular updates and reminders regarding important immigration deadlines and changes to federal policies.
- One-on-One Advising – Access to individual advising appointments for personalized immigration-related concerns.

10.8.3. The College is committed to helping international students remain in good standing with their immigration status while making the most of their academic and professional opportunities in the U.S.

## **10.9. Additional Contacts & Information**

10.9.1. International Students: For more information on services for International Students please contact [admissions@ienyc.edu](mailto:admissions@ienyc.edu).

## **10.10. Campus Safety & Title IX**

For more information on these services, please see the “Code of Student Conduct,” “Campus Safety” and “Emergency Action Plan” sections. For further information please contact the Title IX Coordinator at [titleix@ienyc.edu](mailto:titleix@ienyc.edu).

## **11. Student Support Policies**

### **11.1. IENYC Dignity and Respect Policy**

#### 11.1.1. Purpose and Coverage:

At IENYC, we believe that academic and professional excellence can only thrive in an environment built on ethics, integrity and respect. We are committed to providing a learning and working environment where diversity, equity and inclusion are valued and all members of the IENYC community are welcomed and safe. As an institution, we believe in the importance of implementing the principles of dignity and respect into all functions of the college.

This policy applies to all members of the IENYC community, including students, alumni, staff, faculty, trustees and visitors.

#### 11.1.2. General Principles

A positive working and learning environment which supports dignity and respect is vital to the success of the College. Therefore, the College prohibits harassment and discrimination in admission, employment, and administration of its programs and activities, on the basis of sex, gender, race (including traits historically associated with race), color, national origin or citizenship, religion, age, disability (including pregnancy-related conditions), gender identity or expression, transgender status, sexual orientation, predisposing genetic characteristics or carrier status, marital or familial status, veteran status, military status, domestic violence victim status, known association or relationship with someone in a protected classification, or any other characteristic protected by federal, state, or local law.

All students, employees and stakeholders at the College have a right to be:

- Treated with dignity and respect
- Working and learning in an environment free from discrimination and harassment
- Valued for their skills, abilities and contribution

All students, employees and stakeholders at the College have a responsibility to:

- Behave in compliance with this policy
- Play their part in ensuring we create a positive environment that is tolerant and supportive through treating each other with dignity and respect
- Challenge inappropriate behavior with confidence

The College will not tolerate any kind of unlawful discrimination or harassment against students, faculty, staff, applicants for employment or admission, visitors, or any other individual providing services to the College. Violations of this Policy are considered misconduct. To further this commitment, the College prohibits retaliation for reporting or opposing discrimination or harassment, and for participating in or otherwise cooperating with an investigation into alleged violations of this Policy.

11.1.3. This Policy applies to conduct that:

- Occurs on College premises;
- Occurs during any College-sponsored program or activity, regardless of location. "Program or activity" also includes computer and internet networks, digital platforms, and computer hardware or software owned, operated by, or used in the operations of the College; or
- Occurs off campus but has continuing adverse effects and/or causes substantial disruption on College premises or in any IENYC program or activity.

11.1.4. Accountability

Strong and clear leadership is key to ensuring that our commitment to this policy is realized. The President and Managing Director are responsible for ensuring that the policy is effectively implemented, and employees are aware of their responsibilities, accountabilities, and training needs to fulfil these.

11.1.5. Enforcement of this Policy

Violations of IENYC's Dignity and Respect Policy are considered misconduct. The College is committed to handling complaints of discrimination and harassment in a prompt, equitable, and transparent manner.

Reports of suspected violations will be investigated according to the appropriate policy. Depending on the specific incident, IENYC may follow one or more procedures as listed in the Code of Student Conduct, Employee Handbook, Faculty Handbook, Complaints Handling Procedure, Campus Safety Policy or other appropriate policy statements.

To report a suspected violation of this policy, please contact the Title IX Coordinator at [titleix@ienyc.edu](mailto:titleix@ienyc.edu).

11.1.6. Policy Review

This policy is effective as of May 2025. This policy was formed in consultation with the Academic Board who shall periodically review this policy and its implementation to evaluate its effectiveness and make recommendations to the College. The College retains sole discretion for determining what, if any, revisions to this Policy may be necessary.

## **11.2. Anti-Bullying Policy**

11.2.1. 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 the 'Code of Student Conduct' section.

## **11.3. Student Representation**

11.3.1. The voice of our students is vital when it comes to making improvements to the student experience and driving positive change at the College overall. IENYC is

committed to the inclusion of the student perspective and representation in discussions of College policies, practices and structure.

- 11.3.2. Student Academic Board Representative: One IENYC student serves as a voting member on the College's Academic Board to promote students' rights and welfare and to ensure student involvement in academic policy and curriculum formation. Students are expected to attend meetings every 3 months and occasional additional meetings. This student is nominated by the Academic Board at the beginning of each Academic Year. The student Academic Board Representative should consult with the Cohort Representatives prior to Academic Board meetings to collaborate on anything they may want to present at the upcoming meeting.
- 11.3.3. Student Cohort Representatives: One or two students per cohort are elected as Cohort Representatives. These students are nominated by their cohort classmates during Student Orientation Week. The Cohort Representatives will serve as liaisons between their classmates and IENYC's academic and administrative teams, communicating ideas, suggestions, complaints and providing feedback. They will also encourage integration within their peers, promote communication between their group and instructors, and collaborate with the Student Academic Board Representative.
- 11.3.4. Students serving in these roles may also be asked to participate on other committees that require student representation such as accreditation or hiring committees.

#### **11.4. Immunization Policy Statement**

- 11.4.1. 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.>)
- 11.4.2. 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).
- 11.4.3. Students must provide this documentation on or before their first day of class.

## **12. Code of Student Conduct**

### **12.1. 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. IENYC reserves the right to digress from this Code, alter this Code, or withdraw this Code at any time, subject to applicable law.

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. The Code also outlines the action that will be taken when there are complaints or concerns those standards have not been met.

We, therefore, recognize the importance of resolving issues concerning unsatisfactory or inappropriate conduct within the College and we will take appropriate measures to do so.

### **12.2. Application of the Code**

- 12.2.1. This Code is not intended to create rights beyond our legal and regulatory obligations, and will at all times be interpreted and administered in accordance with applicable law (including in the event of conflict between the Code and applicable law).
- 12.2.2. The Title IX<sup>1</sup> Coordinator (defined below) has overall responsibility for the application of the Code, subject to the oversight of the President and the Managing Director.

### **12.3. Circumstances in which the Code will apply**

- 12.3.1. This Code will apply in the following circumstances:

- The misconduct involves IENYC students and:
  - Occurs on any College Property<sup>2</sup>;
  - Takes place in connection with an IENYC program or activity—online or in-person—anywhere in the world, including study abroad programs.
  - Occurs off-campus but has continuing effects on-campus;

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<sup>1</sup> IENYC is currently not a recipient of federal financial assistance and is therefore not legally bound by Title IX, the Clery Act, and other federal laws whose applicability is tied to receipt of federal funding. Nevertheless, it voluntarily seeks to comply with such laws—without creating a legal obligation to do so—as a matter of discretion.

<sup>2</sup> “College Property” 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.

- The allegation is made against an IENYC student, including offenses in another institution which IENYC 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.
- Allegations of Title IX Sexual Harassment and/or Sexual Assault and Intimate Partner Violence are made against any IENYC staff or faculty member.

12.3.2. IENYC reserves the right to modify the procedures set forth herein on a case-by-case basis, in its sole discretion, subject to applicable law.

12.3.3. Allegations of misconduct against staff and faculty will be addressed in accordance with the Employee Handbook or related policies unless they involve allegations of Title IX Harassment or Sexual Assault and Intimate Partner Violence, in which case they will be addressed in accordance with the applicable procedures herein. Human Resources will also be notified of any complaints made against staff or faculty.

#### **12.4. Policy for Alcohol/Drug Use Amnesty**

12.4.1. 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 and/or law enforcement.

12.4.2. Any student, bystander, or other reporting individual acting in good faith who reports an incident of alleged 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.

12.4.3. IENYC's full Drug and Alcohol Policy and Drug and Alcohol Abuse Prevention Information can be found in Campus Safety section.

#### **12.5. Select Definitions**

12.5.1. **Complainant** refers to the individual(s) who is alleged to be the victim of conduct that could constitute a violation of this Code.

12.5.2. **Respondent** refers to the individual(s) who has been alleged to be the perpetrator of conduct that could constitute a violation of this Code.

12.5.3. **Party/ies** refers individually to a Complainant or Respondent or collectively to the Complainant and Respondent.

12.5.4. **Title IX Coordinator** refers to the person designated by IENYC to coordinate to administer this Code.

The contact information for the Title IX Coordinator is as follows:

Jessica Chang-Russell, *Director of Operations, Title IX Coordinator*  
Address: IENYC 64 Wooster Street New York, NY 10012  
Email: [titleix@ienyc.edu](mailto:titleix@ienyc.edu) or [Jessica.chang@ienyc.edu](mailto:Jessica.chang@ienyc.edu)

12.5.5. **Formal Complaint** means a document filed by a Complainant or signed by the Title IX Coordinator alleging Title IX Harassment against a Respondent and requesting that IENYC investigate the allegation of Title IX 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 IENYC with which the Formal Complaint is filed. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by email (complaints@ienyc.edu). The full Complaints Handling Procedure including a model Formal Complaint form are available on [our website](#). As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by email or through an online portal provided for this purpose by the recipient) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not considered a Complainant.<sup>3</sup>

## 12.6. Offenses

The following section is a non-exhaustive list of examples of prohibited conduct:

12.6.1. **General misconduct** includes, but is not limited to:

- i. Anti-social or abusive behavior and/or abusive language
- ii. Destruction of property
- iii. Breaches of safety regulations
- iv. 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
- v. Noise beyond socially acceptable norms for the time of day/night
- vi. 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.
- vii. Physical violence, actual or threatened against any individual or group of persons
- viii. Possession of weapons (defined as instruments designed to cause injury, intended to cause injury, or imply a threat to cause injury), including simulated weapons, on IENYC Property (see 'Weapons Policy' in the Campus Safety section)

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<sup>3</sup> Throughout this Policy, policies that apply only to Title IX Harassment are identified through boxes and blue text. Such policies replace the general policies with respect to their subject matter. If there is no policy specific to Title IX Harassment on a particular topic, the general policy on that subject will apply, except to the extent prohibited by applicable law or accreditation standards.

- ix. Harassment, discrimination or incitement discriminatory harassment 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 (which you are required to read and abide by), when such conduct does not meet the definition of Title IX Harassment
- x. Persistent Absenteeism
- xi. Avoidance or attempted avoidance of security procedures to gain access to files and work done by users of College computing equipment
- xii. 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
- xiii. Impersonating another person or presenting oneself under false pretenses
- xiv. Theft, fraud, unauthorized possession, misapplication of and/or unauthorized access to or gross negligence in connection with funds or property of any kind
- xv. 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
- xvi. Possession, supply, use, abuse or touting of controlled substances and/or abuse of alcohol or prescription medication
- xvii. Smoking on campus as described in our Smoke Free Campus policy in the Campus Safety section of this Catalog
- xviii. 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
- xix. Contravention of established procedures, working practices codes of practice and/or regulations dictated by current legislation or authorities
- xx. Non-return of any equipment or property loaned from the College
- xxi. 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
- xxii. Failure to comply with the decision adopted by IENYC in relation to an Offense
- xxiii. 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 Code. This includes threatening, intimidating, harassing or any other conduct that would discourage a reasonable person from engaging in activity protected under this Code.
- xxiv. Engaging in behavior as prohibited under other established IENYC College policies not otherwise cited above.
- xxv. Any other conduct that IENYC determines is inconsistent with a respectful, collegial, and safe learning and living environment

12.6.2. **Academic Misconduct** includes, but is not limited to:

- i. Offenses in connection with examinations or assessments, including conduct designed to gain obtain an unfair advantage
- ii. 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

- iii. Plagiarism, including 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
- iv. Unauthorized or undeclared use of artificial intelligence to complete or assist with assignments or examinations
- v. Contravention of the United States Fair Use Doctrine (Section 107 of the Copyright Act), which 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

12.6.3. **Title IX Harassment** is a specific type of misconduct defined in accordance with applicable law and accreditation rules. When conduct does not meet these narrow definitions, **it will often still be prohibited and chargeable under this Code but will be adjudicated in a different manner.**

In order for misconduct to be characterized as Title IX Harassment, it must meet (1) "jurisdictional" requirements; and (2) conduct requirements, *i.e.*, be of a specific nature. *If both jurisdictional requirements are not met and/or the conduct does not fall within the definitions, below, the conduct does NOT qualify as Title IX Harassment*

To meet the **jurisdictional** requirements:

- The Complainant must have been physically present in the United States when the alleged misconduct occurred; **and**
- The Complainant must have been participating or attempting to participate in an IENYC program or activity<sup>4</sup> (including employment) at the time of the alleged misconduct.

The following types of misconduct satisfy the **definitional** requirements:

:

- An employee of the IENYC conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an IENYC education program or activity (including employment);
- "Dating Violence" (defined below);
- "Domestic Violence" (defined below);
- "Sexual assault" (defined below); and
- "Stalking" (defined below)

12.6.4. **Definition of Sexual Assault and Intimate Partner Violence**

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<sup>4</sup> "Program or activity" includes locations—on or off-campus—events, or circumstances over which IENYC exercises substantial control over both the Respondent and the context in which the Title IX Harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by IENYC.

“Sexual Assault and Intimate Partner Violence” refers to the following misconduct:

- **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim
- **Domestic Violence:** felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of New York, or other applicable jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of New York, or other applicable jurisdiction
- **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others or (B) suffer substantial emotional distress.
- **Sexual assault:** includes “forcible sex offenses,” i.e., “any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent,” and “non-forcible sex offenses,” i.e., “unlawful, nonforcible sexual intercourse” such as statutory rape and incest, but excluding prostitution.

#### 12.6.5. **Affirmative Consent**

Sexual contact of any kind is permitted only where all participants have given Affirmative Consent. The definition of Affirmative Consent applies to both Title IX Harassment and other forms of sexual misconduct that do not meet the definition of Title IX Harassment.

Consistent with New York Law, **Affirmative Consent** is defined as “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.

IENYC adheres to the following principles as guidance for the IENYC community:

- 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.

## **12.7. Reporting a Conduct Violation**

- 12.7.1. Any suspected cases of misconduct under the scope of this Code should be reported to the Title IX Coordinator or another member of staff as soon as possible for consideration under the Code.
- 12.7.2. To submit an incident report, please contact the Title IX Coordinator or a CSA as listed in the Campus Safety section of this catalog.
- 12.7.3. Complaints may be made by following IENYC's [Complaint Handling Procedure](#).
- 12.7.4. If this matter is an emergency, please call 911 and notify the Title IX Coordinator or other College official immediately.
- 12.7.5. For non-emergencies, contact the Title IX Coordinator to complete an incident report, [titleix@ienyc.edu](mailto:titleix@ienyc.edu) or follow the [Complaints Handling Procedure](#).
- 12.7.6. In accordance with applicable law, different reporting procedures apply in reports of Title IX Harassment. In order to proceed with disciplinary proceedings related to such a complaint, IENYC must be in receipt of a **Formal Complaint** (of Title IX Harassment, as defined above).

## **12.8. Student Rights When Reporting an Incident of Dating Violence, Domestic Violence, Sexual Assault, or Assault under the scope of this Code**

- 12.8.1. All students have the right to the following, when reporting possible Dating Violence, Domestic Violence, Sexual Assault, or Assault:
  - i. Report a crime to IENYC and local law enforcement and/or state police.
  - ii. Have disclosures of any crime including 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 IENYC.

- 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 IENYC.

#### 12.8.2. Resources for those Affected by Sexual Assault and Intimate Partner Violence

Please refer to Appendix E.

### **12.9. Preliminary Procedures**

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 proceed as set forth below. Procedures that apply only to allegations of Title IX Harassment will be identified as such.

#### 12.9.1. Meeting with Reporting Party

The Title IX Coordinator or a designee will meet with the Complainant to:

- review the complaint and request additional information (as needed);
- explain the resolution procedures and provide a copy of IENYC's Code of Student Conduct and and/or any other relevant policies and procedures;
- explain the availability of Supportive Measures and learn the Complainant's preferences with respect thereto; and
- Explain and discuss the availability of Informal Resolution and learn the Complainant's preferences with respect thereto.

If the complaint alleges Title IX Harassment but is not submitted as a Formal Complaint, the Title IX Coordinator will explain to the Complainant the process for filing a Formal Complaint, and clarify that supportive measures are available whether or not a Complaint is filed. If the Complainant declines to file a Formal Complaint, the Title IX Coordinator may submit a Formal Complaint on behalf of the Complainant, if it is not clearly unreasonable to do so under the circumstances. Generally, this will only occur where the alleged misconduct involves sexual violence, actual or perceived serious threat, or risk of harm any member of the IENYC Community. If the Title IX Coordinator signs a Formal Complaint, the victim of the alleged misconduct will be treated as a Complainant, and this Code will apply in the same manner as if the Complainant had filed the complaint.

#### 12.9.2. Written Notice

Written notice will be provided to both the Complainant and the Respondent. The written notice, sent to give the Respondent enough time to prepare a response before any initial interview, will include:

- Notice of IENYC's Code of Student Conduct policy and Complaints Handling Policy (where relevant), including the informal resolution process;
- Appropriate details regarding the allegations known at the time, including the identities of the parties involved in the incident, if known, the conduct allegedly constituting a policy violation, and the date and location of the alleged incident(s);
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the investigation process;
- A statement that a determination regarding responsibility will be made at the conclusion of the investigation process; and
- A statement that knowingly making materially false statements or knowingly submitted materially false information is prohibited; and
- **In the case of (i) Title IX Harassment and (ii) Sexual Assault and Intimate Partner Violence offenses that do not meet the definition of Title IX Harassment only**, a statement that both Parties may have an advisor of their choice, who may be, but is not required to be, an attorney, present at all meetings, interviews, and hearings during the grievance process, and may inspect and review evidence.

#### 12.9.3. Meeting with the Respondent

The Title IX Coordinator or a designee will meet with the Respondent to:

- Discuss the allegations and request additional information (as needed);
- Explain the resolution procedures and provide a copy of IENYC's Code of Student Conduct and and/or any other relevant policies and procedures;
- Explain the availability of supportive and interim measures and learn the Respondent's preferences with respect thereto; and
- Explain and discuss the availability of informal resolution and learn the Respondent's preferences with respect thereto.

#### 12.9.4. Preliminary Review

The Title IX Coordinator will first determine whether the complaint constitutes a Formal Complaint of Title IX Harassment or any other type of complaint, and proceed accordingly.

##### 12.9.4.1. All Complaints *Except Formal Complaints of Title IX Harassment*

The Title IX Coordinator will first determine whether the conduct alleged in the complaint, if established, would violate any policy of IENYC. If not, the complaint will be dismissed and the Parties notified.

If the Title IX Coordinator does not dismiss the complaint, the Title IX Coordinator will determine if an informal resolution is appropriate or if the launch of a formal investigation is required, in consultation with the Parties, as appropriate. Informal Resolution of Sexual Assault and Intimate Partner Violence offenses is permitted only with the agreement of the Parties.

The Title IX Coordinator will present their decision regarding how to proceed:

- In the case of Informal Resolution, the [Managing Director]
- In the case of a formal investigation, the President.

#### 12.9.4.2. Formal Complaints of Title IX Harassment

The Title IX Coordinator will evaluate the Formal Complaint to determine whether the conduct alleged in the Formal Complaint would constitute Title IX Harassment if proved. If it does, it *must* be addressed in accordance with Title IX Harassment-specific procedures, below. If it does *not*, it *must* be dismissed and instead must be re-assessed under the preliminary review procedures applicable to other complaints.

The Title IX Coordinator *may* either direct re-assessment under the preliminary review procedures for non-Title IX Harassment matters or outright dismiss the complaint if:

- The Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint (or does not wish to pursue the Formal Complaint, if it was submitted by a third party);
- The Respondent is no longer enrolled at or employed by IENYC; or
- The specific circumstances prevent IENYC from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Upon dismissal of a Formal Complaint for Title IX purposes, the Title IX Coordinator will:

- Promptly and simultaneously notify both Parties in writing of the dismissal and the reason for dismissal;
- Evaluate and address the complaint in accordance with the above preliminary procedures for non-Title IX Harassment matters.

If a Formal Complaint is not dismissed, the Title IX Coordinator will determine whether to authorize the possibility of Informal Resolution, or instead require that a full investigation take place. Informal Resolution will never be authorized, or will be discontinued, if:

- Either Party, prior to resolution, does not consent or revokes their consent to Informal Resolution;
- The Respondent is an IENYC employee or faculty member; or
- If substantiated, the allegations would most likely warrant expulsion or suspension.

If the Title IX Coordinator determines that an Informal Resolution may be appropriate, the Managing Director will be notified and they, along with the Title IX Coordinator, will meet with the Parties to discuss information resolution.

If a formal resolution proceeds, the President will be notified and the Title IX Coordinator or their designee will proceed with the investigation.

## **12.10. Supportive Measures**

### 12.10.1. Definition

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a complaint or where no complaint has been filed. Such measures are designed to restore or preserve equal access to IENYC's education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or IENYC's educational environment, or deter policy violations.

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 Complainant 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.

### 12.10.2. Examples

Supportive Measures may be implemented by the Title IX Coordinator, with or without request of the Parties. The Parties shall be afforded an opportunity to request Supportive Measures (or modifications thereto) that affect them and may submit evidence to the Title IX Coordinator in support of their request.

#### 12.10.2.1. Supportive measures 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. changes in work or housing locations;
- viii. leaves of absence;
- ix. increased security and monitoring of certain areas of the campus; and/or
- x. any other measure that can be used to achieve the goals of this Code.

#### 12.10.2.2. Mutual No Contact Orders

In appropriate circumstances, the Title IX Coordinator may issue a No Contact Order. Under a No-Contact Order, the Parties are to have no contact with one another, in person, by voice technology, or by electronic communication. The Title IX Coordinator will determine whether to issue a No Contact Order based on a

review of the available information and generally after speaking with both the Complainant and Respondent. Both Parties are entitled to request a prompt review of the need for, terms of, or a No Contact Order, and both Parties are entitled to submit evidence in support of their request.

In accordance with New York law, when there is a No Contact Order, if the Complainant and Respondent observe each other in a public place, it shall be the responsibility of the Respondent to leave the area immediately and without directly contacting the Respondent.

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 Complainant and Respondent parties have the right to receive a copy of any order of protection or equivalent received by IENYC from police or the court system, 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.

#### 12.10.2.3. Interim Suspensions

IENYC reserves the right to suspend Respondents on an interim basis from IENYC Property, programs, and functions pending the outcome of a disciplinary review, where the Title IX coordinator determines—based on an individualized safety and risk assessment—that not suspending the Respondent would pose an immediate threat to the physical health or safety of any student or other individual exists arising from the alleged policy violation.

The Complainant and Respondent shall be afforded notice and an opportunity to challenge the decision immediately following the interim suspension by submitting a written appeal to the President.

Where a Respondent has been suspended under this provision, the Title IX Coordinator will endeavor to conduct the investigation and provide their findings to the SDC within 14 days. This timescale may be modified if the allegations are complex and/or involve detailed investigation and/or a number of witnesses.

#### 12.10.3. Requesting Supportive Measures

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.

12.10.4. Confidentiality of Supportive Measures.

The College will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

12.10.5. Violations of Supportive Measures (including No Contact Orders)

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. Disciplinary sanctions can be imposed for failing to abide by a College-imposed measure.

Violations of "No Contact Orders" may be considered a threat to the health and safety of the community, and may result in suspension by the President pending the outcome of disciplinary proceedings and other disciplinary action. Individuals wishing to appeal such suspensions must do so by submitting a written appeal to the President for IENYC.

## **12.11. Informal Resolution**

The Title IX Coordinator [or Managing Director] or a designee will oversee Informal Resolutions. Informal Resolutions may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. There is no set of procedures that will apply to Informal Resolution; rather, the Parties, together with the Title IX Coordinator and the designee, are encouraged to choose the resolution option that is best for them and serves the educational needs of IENYC.

Information Resolution of Sexual Assault and Intimate Partner Violence complaints (and Title IX Harassment complaints, see below) may occur only with the agreement of the Parties and the Title IX Coordinator.

Outcomes of an Informal Resolution process may involve sanctions or appropriate remedial measures, such as no contact orders, permanent assignment of an employee to a different unit/department, and changes in academic/course schedules, among others.

The Title IX Coordinator will keep records of the Informal Resolution finding and of the outcome/resolution reached. In certain cases, Informal Resolutions may result in a written resolution agreement that both parties approve and sign. Failure to abide by the resolution outcome/resolution may result in sanctions.

In the case of Title IX Harassment allegations, informal Resolution is voluntary and available only where a Formal Complaint has been filed and the Title IX Coordinator, the Complainant, and Respondent all agree to Informal Resolution. Information Resolution is never available to resolve allegations that an IENYC faculty member or employee engaged in Title IX Harassment with respect to a student.

Since the Informal Resolution process is voluntary in the Title IX Harassment Context, the Reporting Party, Responding Party, and Title IX Coordinator may each decide to end the Informal Resolution process at any time before its completion, including if the Title IX Coordinator determines that any IENYC community members' safety is at risk. In that case, the Complaint will be resolved through Formal Resolution. However, once a Complaint has been resolved through Informal Resolution, the result becomes binding, the case will be closed, and a complaint about the same alleged incidents will not be accepted. If an Informal Resolution process is terminated in favor of Formal Resolution, the information obtained during Informal Resolution may be used in a subsequent Resolution.

Before any Informal Resolution process begins, the Title IX Coordinator will provide the Parties with a written notice including:

- the allegations contained in the Formal Complaint
- the requirements of the Informal Resolution process;
- that any signed agreement reached at the end of the Informal Resolution is binding and precludes a subsequent complaint about the same incidents;
- that any Party has the right to withdraw from the Informal Resolution process at any time before an Informal Resolution agreement is signed and resume the grievance process with respect to the Formal Complaint; and
- that records created in connection with the Informal Resolution process must be preserved and, in limited circumstances, shared in accordance with applicable law.

The Informal Resolution process will not begin until both Parties submit a signed acknowledgment that they reviewed and understand the foregoing notice and agree to participate in Informal Resolution. No Party will be required by IENYC to agree to Informal Resolution as a continued condition of employment or participation in any other IENYC educational program or activity. The Informal Resolution process will not result in sanctions, unless the Parties agree to such sanctions.

## **12.12. Formal Resolution:**

### **12.12.1. In General**

Complaints that are not dismissed or resolved through Informal Resolution are resolved through the Formal Resolutions described in this section. The procedures for the investigation of Title IX Harassment and other matters are similar.

However, the manner of fact-finding will be slightly different:

- Non-Title IX Matters: fact-finding will be made following an investigation, without a live hearing

- Title IX Matters: fact-finding will be made following an investigation that concludes with a live hearing

#### 12.12.2. IENYC's Discretion in non-Title IX Matters

Notwithstanding the foregoing and the procedures set forth below for non-Title IX Harassment Policies, IENYC reserves the right, in its sole discretion, to follow the Title IX Harassment Procedures (in whole or in part) for non-Title IX Harassment matters (e.g., by having a live hearing). However, Parties will be provided written notice of any such changes prior to commencement of the investigation process.

#### 12.12.3. Select Disciplinary Committee

Findings regarding responsibility or non-responsibility for policy violations will be made by a Select Disciplinary Committee ("SDC"). The method of fact-finding will vary based on whether the complaint is one of Title IX Harassment or another type of alleged misconduct.

The composition of the SDC shall be a Chair and 2 members appointed as follows:

- i. A chair, to be appointed by the IENYC Academic Board. As of May 2025, this position is held by the Director of Counseling.
- ii. One member of the staff to be appointed by the IENYC Academic Board. As of May 2025, this position is held by the Director of Administrative Services & Bursary.
- iii. The student representative serving on the Academic Board, or if there is no such student serving, then someone appointed by the Managing Director and Title IX Coordinator.

**Notwithstanding the foregoing, due to training requirements and applicable law, for adjudication of matters related to Title IX Harassment or Sexual Assault and Intimate Partner violence, the student representative will be replaced by someone appointed by the Managing Director and Title IX Coordinator.**

- iv. Each member of the SDC may have their appointment terminated at the discretion of the Academic Board.
- v. To avoid the inability to reach a decision in the absence of unanimity, all three members of the SDC must participate in disciplinary proceedings.
- vi. The Chair may nominate one of the other members of the SDC to take the Chair in their absence.
- vii. No member of the SDC directly involved in the events giving rise to any charge or appeal or posing any other conflict of interest shall be a member of the SDC related to that charge or appeal.
- viii. The SDC shall have the discretion to appoint a legal adviser from outside the College to advise the SDC.
- ix. The Title IX Coordinator or their nominee shall act as clerk to the SDC 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 SDC.

- x. The President shall not be a member of the SDC.

#### 12.12.4. Notice to Parties

Prior to any hearing, interview, or other meeting at which a Party is invited or expected to attend, advance written notice will be provided—typically at least 48 hours prior to the applicable start time—which will include the date, time, location, and participants for such event.

#### 12.12.5. Investigation

##### 12.12.5.1. In General

All complaints that are not dismissed or resolved through Informal Resolution will be investigated by an investigator or panel of investigators (the “Investigator”).

For Non-Title IX Harassment Matters, the SDC will conduct the investigation, provided that the SDC may instead designate the Title IX Coordinator or a designee to conduct the investigation under its supervision.

For Title IX Harassment matters, the Title IX Coordinator or a designee will conduct the investigation, and the SDC will take no part in the investigation.

##### 12.12.5.2. Procedures

During the investigation, the Complainant and the Respondent will have an equal opportunity to be heard, to submit evidence (inculpatory and exculpatory), and to identify witnesses (fact and expert). The Investigator will gather facts and information through interviews (of the Parties involved and witnesses), supporting documents provided by the Parties and witnesses, and by collection other types of evidence including documentary, digital, direct, and circumstantial evidence. The Parties are not restricted from discussing the underlying allegations under investigation or from gathering evidence and witnesses to support their defense—but must maintain confidentiality with respect to the investigation and adjudication process—or to gather and present relevant evidence.

All interviews will either be audio recorded by the Investigator (with no other recording permitted) or memorialized through an interview memo drafted from the Investigator’s contemporaneous notes and recollections.

Absent good cause and notice to the Parties, the investigation must be concluded within [21] days of the filing of the complaint or Formal Complaint, as applicable.

##### 12.12.5.3. Representation

Where the complaint alleges Title IX Harassment or Sexual Assault and Intimate Partner Violence Offenses, both Parties will be permitted the opportunity to be accompanied to any meeting, interview, or hearing by the advisor of their choice, who may be, but is not required to be, an attorney. A Party’s advisor will not be permitted to speak or otherwise participate during meetings or interviews; except during hearings as explained below. This restriction applies to advisors for both Parties.

In all other matters, advisors are not permitted to attend meetings, interviews, hearings, or other proceedings or to otherwise participate in the investigation or adjudication process.

If a Party does not have an advisor in a Title IX Harassment or Sexual Assault and Intimate Partner Violence matter, IENYC will provide such Party with an advisor of IENYC's choice, free of charge, who may be, but is not required to be, an attorney.

#### 12.12.5.4. Review of Evidence

The Investigator will provide both Parties an equal opportunity to inspect and review any evidence—both inculpatory and exculpatory—obtained as part of the investigation that is directly related to the complaint, regardless of whether IENYC intends to rely upon it in making a determination regarding responsibility or sanctions.

At the conclusion of the investigation but prior to the completion of the Investigative Report or Draft Statement of Conclusions (discussed below), the Investigator will notify the Parties and their advisors (where applicable) of where and how they may review the evidence. IENYC will have sole discretion over how the evidence is made available for review (provided that the process will apply equally to the Parties. The Parties will have ten (10) days (from the date the evidence was made available for review) to submit a written response to the Investigator and provide any additional evidence, and, in the case of Sexual Assault and Intimate Partner Violence matters, may also submit Impact Statements (described below) at this time.

The Investigator will disclose to the Complainant/Respondent any written responses, including Impact Statements, and additional evidentiary submissions by the other Party prior to completing the Draft Statement of Conclusions. All written responses will be appended to the Draft Statement of Conclusions.

### 12.12.6. Determination of Responsibility – Non-Title IX Harassment

#### 12.12.6.1. Draft Statement of Conclusions

At the conclusion of the investigation, the SDC will convene to review and discuss the evidence, findings of fact, conclusions regarding responsibility, sanctions, and/or remedial measures. Thereafter, the SDC will prepare a Draft Statement of Conclusions, which summarizes:

- (1) The steps of the investigation;
- (2) The evidence presented;
- (3) The SDC's findings of fact;
- (4) The SDC's conclusions regarding responsibility or non-responsibility for policy violations, including the vote(s) regarding responsibility;
- (5) Sanctions to be imposed; and
- (6) Remedial measures to be implemented

A finding of responsibility or non-responsibility will be made by simple majority vote. No members of the SDC may abstain.

#### 12.12.6.2. Transmittal of Draft Statement of Conclusions to the Parties

Within [10] of the conclusion of the investigation, the SDC shall simultaneously provide the Parties with a copy of the Draft Statement of Conclusions, with the evidence considered attached thereto as appendices.

The parties will have [5] days, from the date of receiving the Draft Statement of Conclusions to respond in writing, if they wish to do so, advocating for changes to content or conclusions of the Draft Statement of Conclusions. Such responses will be included as part of the Final Statement of Conclusions.

#### 12.12.6.3. Final Statement of Conclusions

The SDC will consider the responses of the Parties, make any agreed-upon revisions, and issue a Final Statement of Conclusions within [10] days of the expiration of the period for the Parties to submit comments to the Draft Statement of Conclusions. The SDC will simultaneously transmit the Final Statement of Conclusions to the Parties, the Title IX Coordinator, and the President.

If not timely and properly appealed, as set forth below, the Final Statement of Conclusions will become binding.

### 12.12.7. Determination of Responsibility – Title IX Harassment

#### 12.12.7.1. Investigative Report

The Investigator will prepare an Investigative Report that fairly summarizes the evidence and the investigative steps. The Investigative Report will be completed and provided to the Parties and their advisors—in hard or electronic copy—no *earlier* than the conclusion of time to respond to evidence in writing, above, and *no later than* [10 days prior] to the live hearing, discussed below. The Parties will be permitted to share a written response to the Investigative Report prior to the live hearing, subject to deadlines communicated in writing (that shall not be less than [10 days] after receiving the Investigative Report). All written responses will be shared with all Parties and appended to the Investigative Report. Prior to the live hearing before the SDC, the Title IX Coordinator will forward the Investigative Report (including evidentiary attachments and Parties' written responses) to the SDC.

#### 12.12.7.2. Pre-Hearing Procedures

Following the expiration of the period for Party responses to the Investigative Report, a live hearing will be held before the SDC. The live hearing will be held within 30 days of the issuance of the Investigative Report, unless an extension is granted for good cause. Upon written request of either Party made at least twenty-four (24) hours prior of the hearing, the hearing will be held in separate rooms with live video feeds allowing the SDC and the Parties to simultaneously see and hear the Party or witness answering questions. Otherwise, the hearing will be held with the Parties in the same room.

No later than ten (10) days prior to the hearing, the SDC will propose a list of non-Party witnesses that it intends to question. No later than five (5) days prior the hearing, the Parties may identify any additional witnesses that they wish question. Generally, witnesses not previously interviewed or identified by the Parties will not be permitted to testify, absent good cause shown by the Party offering such testimony at the hearing.

### 12.12.7.3. Hearing Rules

No Party or witness can be compelled to attend the hearing or speak at the hearing. If a Party (or Parties) who has received proper notice of the hearing does not attend, the hearing will proceed in the absence of that Party (or Parties). No negative inferences will be drawn from the decision not to attend.

Advisors for the Parties will be permitted to question the other Party and any witnesses. Only advisors may speak during live hearings only when examining witnesses or when addressed by the SDC and may not make arguments, including with respect to the relevance of evidence or questions, except with respect to sexual history questions, as explained below.

If a Party does not have an advisor present at the live hearing, IENYC will provide such Party with an advisor of IENYC's choice, free of charge, who may be, but is not required to be, an attorney.

Only relevant questions are allowed. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The SDC must explain to the party proposing the questions any decision to exclude a question as not relevant. With the exception of questions related to the sexual predisposition or prior sexual behavior of any Party or witness, no objections will be permitted, and no one present, including advisors for either Party, may make arguments as to the relevance of evidence.

If a party or witness does not submit to cross-examination at the live hearing, the SDC must not rely on any statement of that Party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Audio recordings of all hearings will be made by IENYC. No other person, including Parties and witness, may make recordings. The audio recordings will be provided to the Parties and their advisors within one week of the hearing. No transcripts will be created.

### 12.12.7.4. Hearing Format

The SDC has the discretion to set the format of the hearing, in a manner compatible with the terms of this Code and applicable law and regulations. The following procedures shall serve as the default procedures.

1. The SDC will explain the hearing procedures to the Parties and their advisors, and summarize the allegations;
2. The Complainant will be offered an opportunity to make a statement;
3. The SDC will generally (but is not required to) pose questions to the Complainant;
4. The Respondent's advisor may question the Complainant;
5. The Respondent will be offered an opportunity to make a statement;
6. The SDC will generally (but is not required to) pose questions to the Respondent;
7. The Complainant's advisor may question the Respondent;

8. The SDC will then question any witness who the SDC determines may have relevant information, including witnesses identified one or both Parties. However, the SDC may bar witnesses who are not reasonably expected to have relevant information;
9. After the SDC questions a witness, the advisors for the Complainant and Respondent may question the witness (with the order of questioning determined by the SDC);
10. The SDC is permitted to interject and ask follow-up questions at any point.
11. After all witnesses have spoken, each Party (and not their advisors) will be permitted to make a brief final statement, addressing any factual matters and/or requesting that appropriate inferences be drawn.

Impact Statements may be submitted within five (5) days of the hearing. No other written submissions will be accepted following the hearing, absent approval of the SDC.

#### 12.12.7.5. Decision

Following the hearing, the SDC will issue a written determination. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness

The written decision will be issued with ten (10) business days of the hearing, and shall include:

- Identification of the allegations allegedly constituting Title IX Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, investigative methods and evidence gathering, and hearings held;
- A finding of responsibility or no responsibility, with respect to each allegation;
- A statement of findings of fact and the rationale for each such finding;
- If the Respondent is found responsible, any disciplinary sanctions IENYC imposes on the Respondent;
- whether remedial measures—measures designed to restore or preserve equal access to IENYC's education program or activity—will be provided; and
- IENYC's procedures and permissible bases for the Complainant and Respondent to appeal.

The SDC will provide the written determination to the Parties, the Title IX Coordinator, and the President simultaneously.

Decisions will become final upon expiration of the appeal period or no appeal is filed.

### **12.13. Impact Statements**

In all matters involving Title IX Harassment or Sexual Assault and Intimate Partner Violence, the parties may submit statements to the Title IX Coordinator explaining how the alleged misconduct affected them. These statements must be submitted in accordance with the timelines above. Impact Statements will not be forward to or considered by the SDC unless the SDC first determines that the Respondent is responsible for one or more policy violations.

### **12.14. Prior Infractions**

If the SDC concludes that the Respondent is responsible for committing a violation of this Code, before it imposes sanctions, it will request a copy of the Respondent's disciplinary

record from the Title IX Coordinator. The SDC will consider prior infractions or lack thereof only in determining the appropriate sanction to impose.

## **12.15. Sanctions**

12.15.1. The SDC shall have the power to impose any or all the following penalties when respondents are found responsible for violations of this Code. The SDC 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 President.

The SDC 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 diploma 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. Probation
- xiii. Suspension
- xiv. Expulsion
- xv. Other appropriate sanctions as may be determined by the SDC that are appropriate under the circumstances.

12.15.2.

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/suspended] after a finding of responsibility for a Code of Student Discipline violation."

12.15.3. The Title IX Coordinator is responsible for the implementation of any sanctions and remedial measures.

12.15.4. Failure to comply with a disciplinary or remedial measure is a separate offense and may subject the violator to sanctions.

## **12.16. Appeals: Formal Resolutions**

- 12.16.1. Both the Complainant and Respondent may file an appeal—only on the grounds listed below—from:
  - i. The dismissal of a complaint (including a Formal Complaint of Title IX Harassment);
  - ii. The result of a Formal Investigation
- 12.16.2. Appeals may be based only on the following grounds:
  - i. The dismissal of a complaint (including a Formal Complaint of Title IX Harassment) was incorrect as a matter of law or policy, as to one or more allegations. For the avoidance doubt, the decision *not* to dismiss a complaint, in whole and part, is not appealable;
  - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
  - iii. The sanction imposed was unduly harsh or lenient under the circumstances;
  - iv. There was procedural irregularity that affected the outcome of the matter; and;
  - v. The Title IX Coordinator, Investigator, Managing Director (in the case of Informal Resolution) or a member of the SDC had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.
- 12.16.3. 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.
- 12.16.4. Any appeal must be: (1) in writing; (2) addressed to the President of IENYC; and (3) submitted to the Title IX Coordinator.
- 12.16.5. The deadline for submission of appeals is fourteen (14) days from the date of the appealed-from decision.
- 12.16.6. 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.
- 12.16.7. The Title IX Coordinator shall, as soon as practicable upon receipt of an appeal, submit copies of the appeal to the non-appealing Party, the President, and the SDC.
- 12.16.8. The President will conduct a preliminary review and dismiss any appeals that are procedurally improper (*e.g.*, are submitted too late or do not raise a recognized basis for appeal).
- 12.16.9. The SDC shall promptly (generally, with five business days) submit the full record of its proceedings to the President.

- 12.16.10. The non-appealing Party will have fourteen (14) days to respond in writing, addressed to the President and submitted to the Title IX Coordinator.
- 12.16.11. No additional appeal submissions will be accepted without the approval of the President.
- 12.16.12. Within ten (10) business days of receiving the response to the appeal or the deadline for the response passing if no response is filed, the President will issue a written decision. The written decision will include the President's decision and reasoning and will be simultaneously provided to both Parties.
- 12.16.13. The decision of the President for IENYC shall be final.
- 12.16.14. The President for IENYC may consult with legal counsel, at their discretion.
- 12.16.15. No member of the SDC, the Title IX Coordinator, or the Managing Director shall participate in the deciding of an appeal.

## **12.17. Appeals: Informal Resolution**

Informal Resolutions where the Parties agree to a resolution are not appealable. This includes all Informal Resolutions of Title IX Harassment matters.

Where an Informal Resolution results in a finding or sanction not agreed to in advance by the Parties, either Party may appeal in accordance with the procedures for appeals of Formal Resolutions, provided that the SDC will fill all roles filled by the President in appeals of Formal Resolutions, and the decision of the SDC will be final and not subject to further appeal.

## **12.18. Freedom from Bias; Training**

IENYC requires that the Title IX Coordinator and anyone else involved in investigation, decision-making, or Informal Resolution process on behalf of IENYC be free from any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent specifically.

IENYC ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on:

- the definition of offenses, including of Title IX Harassment;
- the scope of IENYC's programs or activities;
- how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and
- how to serve impartially, including by avoiding pre-judgment of the facts at issue, conflicts of interest, and bias.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will also receive applicable training on:

- any technology to be used at a live hearing;
- issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant;
- issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will not rely on sex stereotypes and will promote impartial investigations and adjudications.

## **12.19. Criminal Proceedings**

- 12.19.1. In any case where it is alleged that a person may be involved in criminal conduct and IENYC has a legal duty to report the matter to law enforcement authorities, it is the duty of the President, in consultation with the Title IX Coordinator, to do so.
- 12.19.2. In cases where a law enforcement/prosecutorial investigation or action is underway at the same time as the College's investigation or disciplinary proceedings are underway, the College will generally still proceed with its investigations and/or disciplinary action, although it reserves the right to suspend such proceedings in its sole discretion.
- 12.19.3. However, investigations/adjudications of Title IX Harassment and Sexual Assault and Intimate Partner violence may be suspended for a maximum of ten (10) days, unless law enforcement specifically requests and justifies a longer delay.

## **12.20. Confidentiality**

IENYC strives to investigate all matters of alleged misconduct with due regard for confidentiality and privacy of all Complainants, Respondents, and witnesses, and to maintain the confidentiality of the complaint and privacy of the persons involved to the greatest extent practicable under the circumstances. Parties, witnesses, advisors, and any other person participating in the investigation process shall therefore maintain the confidentiality of the information obtained throughout the complaint resolution process, subject to any exceptions provided elsewhere in this Code.

As a point of clarification, Parties are not prevented with discussing the allegations with others (except for the other Party where there is a no-contact order in place) or from gathering evidence.

If a Complainant does not wish for their name to be shared, does not wish for there to be an investigation, or does not want formal resolution to be pursued, the Complainant may make an appropriate request to the Title IX Coordinator. Factors that are considered by the Title IX Coordinator in evaluating these requests include: the Complainant's concerns; the best interests of the IENYC Community; fair treatment of all involved, including the Respondent's right to have specific notice of the allegations prior to disciplinary proceedings; and IENYC's obligations to provide a safe and non-discriminatory environment. **Disciplinary action is generally prohibited where the Complainant remains anonymous (and always prohibited with respect to Title IX Harassment, when the Complainant remains anonymous).** Complainants who request any of the foregoing related to confidentiality will be promptly informed of IENYC's decision related to the request.

## **12.21. Withdrawal from IENYC or from Proceedings during their Pendency**

Either Party may withdraw from participating in disciplinary proceedings at any time without penalty. However, the proceedings may continue without the participation of the withdrawing party, subject to applicable law, and a withdrawing Respondent may be found responsible for

a violation of this Code and disciplined, notwithstanding their withdrawal. If the Respondent withdraws while conduct charges are pending, their transcript will include the notation: "Withdrew with conduct charges pending" (unless the Respondent continues to participate in the proceedings following withdrawal).

If proceedings are pending at the time of graduation or degree granting, IENYC may withhold the Respondent's degree subject to completion of adjudication of the pending complaints.

## **12.22. False Statements**

No person shall knowingly or willfully make any false statement in connection with any alleged violation of this Code or investigation or resolution thereof. Violations of the foregoing will subject the violator to disciplinary action. However, no disciplinary action will be taken against any person who makes allegations or statement in good faith, believing them to be true, even if they turn out not to be true or are not substantiated.

## **12.23. Prohibition on Retaliation**

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing described in this Code. Prohibited retaliation may include filing, in bad faith, a complaint against an individual under this or another IENYC policy.

## **12.24. Records**

12.24.1. The College will maintain, in accordance with its records retention policy and applicable law (for seven years, in the case of Title IX Harassment matters), records of:

- each complaint and investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the Respondent, and any remedial measures implemented;
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

12.24.2. 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](#).

## **12.25. Deadlines**

All deadlines set forth herein may be extended by IENYC for good cause, except where prohibited by law.

## **12.26. Questions**

Clarification on the terms of this Code can be obtained from the office of the President of IENYC or the Title IX Coordinator.

## **13. Academic Concerns & Complaints Handling**

### **13.1. Academic Concerns**

- 13.1.1. 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.
- 13.1.2. 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.
- 13.1.3. If at this stage, the student remains unsatisfied with the outcome, they should bring their concern to the President.
- 13.1.4. 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.
- 13.1.5. 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](mailto:titleix@ienyc.edu).

### **13.2. Academic Integrity**

- 13.2.1. 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.
- 13.2.2. 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.
- 13.2.3. 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 trimester or in a different trimester, 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

- 13.2.4. 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.
- 13.2.5. 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).
- 13.2.6. 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.
- 13.2.7. The SDC shall be competent to hear appeals against decisions of faculty made under the College Regulations regarding Plagiarism and Cheating.
- 13.2.8. Use of AI

The college recognizes the evolving role of artificial intelligence (AI) in academic and professional contexts. As such, the appropriate use of AI tools and technologies may vary depending on the learning objectives and disciplinary standards of individual courses. Students are expected to refer to each course syllabus for specific guidance regarding AI use. Instructors will clearly outline their expectations, and students are responsible for adhering to the AI policy as defined for each course.

### 13.2.9. 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.

13.2.10. 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.

13.2.11. The Faculty Chair or their appointee shall advise the student that any right of appeal to the SDC 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.

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

13.2.13. The decision of the SDC in such appeals shall be final and not subject to appeal.

### 13.3. Appeals of Transcript Notations

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

### 13.4. Complaints Handling Procedure

13.4.1. The Complaints Handling Procedure (hereinafter "CHP") reflects IENYC'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.

13.4.2. 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.

13.4.3. The full Formal CHP can be found at [www.IENYC.edu](http://www.IENYC.edu) in Consumer Information.

## **13.5. Scope and Purpose**

13.5.1. 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

13.5.2. 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.

#### 13.5.3. Submitting a Formal Complaint

Formal complaints must be made by submitting a IENYC Formal Complaints Form (available at [www.IENYC.edu](http://www.IENYC.edu) in the Consumer Information Section or by request at [complaints@IENYC.com](mailto:complaints@IENYC.com)) to the Director of Operations, Title IX Coordinator. Forms may be sent to [complaints@ienyc.edu](mailto: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.

#### 13.5.4. 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](#).

#### 13.5.5. 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.

#### 13.5.6. 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.

## 14. Fees and Refund Policy

### 14.1. 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.

#### 14.2. Mandatory Fees

##### 14.2.1. Matriculation and Non-Matriculation Fees

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

##### 14.2.2. Estimated Cost of Attendance for 2025-26 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 Financial Assistance section.

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

The tuition rates for the 2025-26 academic year are as follows:

##### 14.2.3. M.S. in Business Analytics and Artificial Intelligence, M.S. in Finance, M.S. in Management, and M.S. in Strategic and Creative Marketing, Communication and Media: Per-credit tuition: \$1,818

Annual Cost of Attendance:	Full-Time
Tuition *	\$60,000
Matriculation Fee *	\$450
Room & Board (estimated)	\$23,000
Books & Supplies (estimated)	\$1,500
Transportation (estimated)	\$2,000
Personal Expenses (estimated)	\$2,500
<b>Total Estimated Cost of Attendance</b>	<b>\$89,450</b>

##### 14.2.4. M.S. in Business for Social Impact & Sustainability : Per-credit tuition: \$1,515.15

Annual Cost of Attendance:	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
<b>Total Estimated Cost of Attendance</b>	<b>\$79,450</b>	<b>\$54,450</b>

\* 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.

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 the Payment Terms section below.

### **14.3. Non-Mandatory Fees**

#### 14.3.1. 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.

#### 14.3.2. 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.

#### 14.3.3. Other Fees and Charges

A \$25 fee will be charged for a replacement Student ID card.

### **14.4. Payment Terms**

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

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

#### **Trimester A:**

September 8th, 2025: Trimester starts  
July 14th, 2025: Invoices are issued  
August 14th, 2025: Deadline for invoice payment

#### **Trimester B:**

January 12<sup>th</sup>, 2026: Trimester starts  
November 17<sup>th</sup>, 2025: Invoices are issued  
December 17<sup>th</sup>, 2025: Deadline for invoice payment

#### **Trimester C:**

April 24<sup>th</sup>, 2026: Trimester starts  
February 27<sup>th</sup>, 2026: Invoices are issued  
March 27<sup>th</sup>, 2026: Deadline for invoice payment

- 14.4.3. In extenuating circumstances, IENYC may offer students the ability to pay their tuition fees in monthly installments during the course of the term.
- 14.4.4. **Acceptance of these payment deadlines is a condition of completing your registration with IENYC.**
- 14.4.5. 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.
- 14.4.6. 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. 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.

## **14.5. Payment Methods**

- 14.5.1. 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.

## **14.6. Refund Schedule**

- 14.6.1. 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 (28<sup>th</sup> 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 President during regular College business hours.

- 14.6.2. 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%

- 14.6.3. 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.

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

## **15. Credit Control and Debt Management Policy**

**15.1. 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.**

### **15.2. Self-Funding**

- 15.2.1. 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.
- 15.2.2. 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.
- 15.2.3. 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.

### **15.3. Good Financial Standing**

- 15.3.1. 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.
- 15.3.2. 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.

### **15.4. Overdue Individual Debt Collection Procedure – Sanctions Applied**

- 15.4.1. 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.

## **15.5. Sponsorship and Commercial Debtors**

- 15.5.1. 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 President.
- 15.5.2. 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.
- 15.5.3. **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.**
- 15.5.4. 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 President of the College to discuss what further actions should be taken.

## **16.Credit Hour Definition**

### **16.1.Credit Hour Policy and Credit Definitions**

- 16.1.1. **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 trimester or trimester hour of credit ..., or the equivalent amount of work over a different amount of time."
- 16.1.2. **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 Faculty Chair to ensure equivalency to face-to-face courses.
- 16.1.3. **Learning outcomes** must be appropriate to post-graduate work and must be achievable in the prescribed timeframe.

## **17. Accreditation and Degree Granting Authority**

### **17.1. Overview**

- 17.1.1. 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 name of the College at that time was Glasgow Caledonian New York College. 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>
- 17.1.2. IENYC is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) [www.msche.org](http://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.

## **18. Grading Policies**

### **18.1. Successful Completion of a Course**

18.1.1. Successful completion of a course will be defined as a final grade of "B-" or greater (i.e., the passing grade).

### **18.2. Satisfactory Academic Progress (SAP)**

18.2.1. A student achieves Satisfactory Academic Progress (SAP) if their cumulative GPA is 3.0 or above, and if the student successfully completes (i.e., receives a B- or greater) at least 50% of their courses in every trimester of enrollment.

18.2.2. Satisfactory academic progress is defined as maintaining a **Grade Point Average (GPA) of 3.0 or above for each trimester** the student is enrolled in the academic program. 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.

### **18.3. Academic Probation**

18.3.1. 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.

18.3.2. A student placed on Academic Probation for not making "Satisfactory Academic Progress" will need to achieve full standing 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.

18.3.3. 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.

### **18.4. Late Submission, Failure to Submit Assignments & Incomplete Courses**

18.4.1. 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.

18.4.2. 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, with the Program Director or the President.

18.4.3. Where a student has, in circumstances that could not reasonably be foreseen, supported by documentary evidence where appropriate (i.e., extenuating

circumstances), 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 President) 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 President).

- 18.4.4. 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 instructor has discretion to provide, for example, data from another source, or similar.
- 18.4.5. 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 assignment, 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 President if the Program Director is unavailable). See the "Consideration of Extenuating Circumstances" section in this chapter.
- 18.4.6. When a grade of "I" has been assigned, 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.

#### 18.4.7. **Failure of a Course**

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

- 18.4.8. 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 President if the Program Director is unavailable). See the "Consideration of Extenuating Circumstances" section in this chapter.
- 18.4.9. Option 2: Students can re-take the course once only in a future trimester. 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.

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

## **18.5. Grading Information**

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

<b>Letter Grade</b>	<b>GPA Score</b>
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

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

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

<b>Letter Grade</b>	<b>Number Grade</b>
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

18.5.4. **Incomplete:** So long as an Incomplete has not been converted to a grade, a student's cumulative GPA shall not be computed. So long as an Incomplete has not been converted to a grade, then the Quality Points calculated from the "I" grade will NOT affect the student's overall GPA calculation.

18.5.5. **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 the instructor. 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 President for their withdrawal to be treated for GPA purposes as if they had withdrawn by the 8th week.

- 18.5.6. 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 the student's 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.
- 18.5.7. A student who received an "X" grade may petition the Program Director or President to re-take the course.
- 18.5.8. 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.

## **18.6. Awards**

- 18.6.1. 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

## **18.7. Consideration of Extenuating Circumstances**

- 18.7.1. 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 instructor.
- 18.7.2. An instructor will either recognize and accept the extenuating circumstances or deny the request.
- 18.7.3. If the student claim is recognized, the course instructor will make a decision on how the student can demonstrate learning outcomes within a specified time frame.
- 18.7.4. The following circumstances are 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
- 18.7.5. 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

## **18.8. Grade Appeals**

- 18.8.1. 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
- 18.8.2. Disagreement with academic judgement does not constitute grounds for a grade appeal.
- 18.8.3. To appeal a grade, the student must file a grade appeal request with the Program Director. The appeal must include the student's explanation for the grounds of appeal, as well as documentation of the student's grades received on previous assessments.
- 18.8.4. Faculty decisions regarding the appeal are final and cannot be appealed further.

## **18.9. Communication of Results**

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

#### **18.10. Currency of Credit**

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

## **19. Graduation Requirements Policy**

### **19.1. Completion of Study and Graduation**

- 19.1.1. 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.
- 19.1.2. 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.
- 19.1.3. 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.
- 19.1.4. 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.
- 19.1.5. Students participating in a 3+1 program must both have officially been awarded their bachelor's degree and have completed all IENYC master's degree requirements before IENYC can process and issue their master's diploma.

### **19.2. Commencement Exercises**

- 19.2.1. Commencement Exercises for the 2025-2026 academic year will take place at the end of the Spring trimester in July.
- 19.2.2. 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.
- 19.2.3. Commencement participation is ceremonial and does not mean degree conferral has been granted or that a student has been awarded their master's degree.

## **20. Campus Safety**

### **20.1. Introduction**

20.1.1. At IENYC, campus safety is specifically the responsibility of the President 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 President and the Title IX Coordinator will be informed of all reports or formal complaints of violations of this policy and oversee the College's centralized response to ensure compliance<sup>5</sup> 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
- Ensuring appropriate responses to complaints of Title IX Harassment in accordance with the applicable procedures of The Code of Student Conduct.

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](mailto: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.

### **20.2. Security and Access to College Facilities**

20.2.1. General Access to College Facilities

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

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<sup>5</sup> Please note that IENYC is currently not a recipient of federal financial assistance, including Title IV student financial aid and is therefore not legally bound by Title IX, the Clery Act, and other federal laws referenced herein. Nevertheless, it voluntarily seeks to comply with them—without creating a legal obligation to do so—as a matter of discretion.

is open Monday-Thursday from 9:00 AM to 8:00. Staff working hours are typically 9:00 AM to 5:00 PM Monday-Friday.

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 days when classes are in session from 9:00 AM to 8:00 PM. Students and faculty entering the building must present a IENYC ID card at the security desk.

The front doors generally remain locked with the exception of certain events. They will only be unlocked when security personnel are present. IENYC staff and certain faculty have access to the building via a key card.

IENYC periodically hosts daytime and evening events. IENYC hires security personnel during these 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.

### **20.3. IENYC Security:**

- 20.3.1. 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.
- 20.3.2. 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.
- 20.3.3. Identification Cards:  
All staff, faculty and students are required to carry a valid IENYC photo identification (ID) card. Upon entering the building, they will be asked to present their ID card to security. The replacement fee for an ID card is \$25.
- 20.3.4. College-Issued Key Cards:  
IENYC staff and some faculty have a key card which unlocks the College's front doors. The Director of Operations and IT Operations Coordinator 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.
- 20.3.5. The Director of Operations and IT Operations Coordinator 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.
- 20.3.6. Visitors:  
During general business hours Monday-Thursday 9 AM – 5 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.

All guests must write their name and date on the sign-in sheet upon entering the building. The sign-in sheet is typically managed at reception but may also be managed by security. Guests will also receive a guest badge sticker.

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

20.4.1. IENYC 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.

#### **20.5. General Procedures for Reporting and Investigating a Crime or Emergency**

20.5.1. Members of the IENYC community 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 occurring on or around campus 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.

20.5.2. IENYC Community members are also encouraged to report non-life-threatening incidents, acts of aggression, or suspicious behavior on or around campus to a CSA to file an incident report.

20.5.3. Members of the IENYC community that report any incidents of sexual misconduct, relationship violence and/or stalking will be able to discuss support measures and have resolution options explained to them by the Title IX Coordinator. More information is provided in the Code of Student Conduct section.

20.5.4. 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.

20.5.5. 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.

20.5.6. Our published materials for students, staff and faculty reflect our policy that the decision to report a crime is an individual choice, and the College endeavors to support students in reporting crimes on a voluntary, confidential basis.

20.5.7. 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.

20.5.8. The following resources are available to students on a confidential basis (*i.e.*, are generally not required to disclose conversations with students): Director of Counseling

## **20.6. Campus Security Authorities (CSA's)**

20.6.1. 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 President of IENYC, or the Title IX Coordinator, will be responsible for identifying those faculty and staff who qualify as "Campus Security Authorities." The President 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.

20.6.2. 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.

## **20.7. As of August 2025, IENYC's CSA's are the:**

- Director of Operations and Title IX Coordinator ([titleix@ienyc.edu](mailto:titleix@ienyc.edu)), Main Floor Office
- Associate Director of Global Student Services & Recruitment, Main Floor Office
- President (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.

## **20.8. Reporting Individual Support**

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](mailto:Titleix@ienyc.edu).

## **20.9. 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 raise it with the appropriate College official.

As noted above, IENYC is currently not a recipient of federal financial assistance, including Title IV student financial aid and is therefore not legally bound by Title IX, the Clery Act, and other federal laws referenced herein. Nevertheless, it voluntarily seeks to comply with them—without creating a legal obligation to do so—as a matter of discretion.

## **20.10. 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.

## **20.11. Emergency Actions**

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

## **20.12. Clery Act Definitions and Geography**

IENYC defines the crimes listed in its Annual Safety Report in accordance with the Clery Act and its implementing regulations.

20.12.1. Clery Act Categories

20.12.1.1. Clery Act Crimes

- **Murder and nonnegligent manslaughter:** the willful (nonnegligent) killing of one human being by another
- **Negligent manslaughter:** the killing of another person through gross negligence
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft
- **Motor vehicle theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Hazing:** any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization, and causes or creates a risk, above the reasonable risk encountered in the course of participation in IENYC or the organization.

#### 20.12.1.2. Sexual Assaults

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private 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 his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

#### 20.12.1.3. Violence Against Women Act (VAWA) Offenses:

- **Domestic Violence:** A felony or misdemeanor crime of violence committed—
  - (A) By a current or former spouse or intimate partner of the victim;
  - (B) By a person with whom the victim shares a child in common;
  - (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
  - (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

#### 20.12.1.4. Hate Crimes

- Any criminal offense, that is motivated, in whole or in part, by bias based on race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability, including those listed above.
- Reporting includes the number of occurrences of the crimes listed above, as well as the number of instances of the following, when determined to be hate crimes:
  - Larceny-theft
  - Simple assault
  - Intimidation
  - Destruction/damage/vandalism of property

#### 20.12.1.5. 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

### 20.12.2. Geographic Definitions

IE New York College's sole member is IE University (Spain), but IENYC operates under an independent charter governed by New York State. IENYC reported statistics refer specifically to IE New York College and do not include information from Spain or any other IE University partner campuses. For our annual Federal Campus Security 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.

## **20.13. Timely Warnings & Emergency Notifications**

20.13.1. At any point at which the IENYC President or the Title IX Coordinator has information about a Clery category crime (listed above) which represents or reflects an ongoing threat to the campus or its people, a "Timely Warning Notification" will be issued to all students and employees of IENYC

Upon receiving a report that a Clery Act crime has occurred, has been reported to the College by Police or 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, IENYC will initiate the process for sending a Timely Warning Notification.

20.13.2. The content of Timely Warning Notifications will be written by the Title IX Coordinator in consultation with the President, Managing Director or other College leadership in their absence.

20.13.3. If there is an *immediate threat* to the health and safety of students and employees, the College will follow its Emergency Notification Policies. (See the Emergency Action Plan section)

20.13.4. The Timely Warning may be sent by the President, the Title IX Coordinator or a designee who is directed in writing to assume that responsibility, upon receipt of relevant information.

20.13.5. 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.

20.13.6. To update your Emergency Contact information please contact [Registrar@ienyc.edu](mailto:Registrar@ienyc.edu).

20.13.7. The issuing of a Timely Warning will be recorded as an incident in the campus' Daily Crime Log.

## **20.14. Information in Warnings and Notifications**

20.14.1. 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.

20.14.2. Information in direct communications should not release identifiable information about victims but should provide appropriate information to allow others to be safe and to avoid potentially dangerous situations, including suspect descriptions.

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.

## **20.15. Daily Crime Log and Fire Log**

- 20.15.1. The College will record all crimes reported to the College and from them generate a Daily Crime Log. The Log will include the nature, date, time, general location of each crime committed on campus and within the College's Clery geographic area, including the disposition, if known.
- 20.15.2. The College will record all fires that have occurred in on-campus College housing, including those owned or leased by the College. The Log will include the date, location, and nature of the fire, along with any resulting damage, injuries, or deaths.
- 20.15.3. Neither the Daily Crime Log nor Fire Log will include specific or identifying information about individuals involved in the crime or fire.

## **20.16. Campus Safety and Security Programs**

- 20.16.1. Each New Student Orientation and employee onboarding will cover:
  - i. The Code of Student Conduct and/or the Employee 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
- 20.16.2. 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.ienyc.edu](http://www.ienyc.edu). 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.

## **20.17. Safe & Positive Options for Bystander Intervention**

- 20.17.1. 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."<sup>1</sup> 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 list<sup>2</sup> 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.

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

<sup>2</sup> Bystander 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.

## **20.18. Risk Reduction**

20.18.1. 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](http://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.

## **20.19. College Survey**

- 20.19.1. 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.

## **20.20. Annual Security Report**

- 20.20.1. 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 1<sup>st</sup> of July each year. The President of IENYC, or the Title IX Coordinator will be responsible for this report.

## **20.21. Sex Offender Registry**

20.21.1. 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/>.

20.21.2. 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](http://www.nsopr.gov).

## **20.22. Fire Inspection**

20.22.1. IENYC will maintain a schedule of regular fire safety inspections as required by City and State Law.

## **20.23. Conduct Issues—Non-Criminal**

20.23.1. 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.

## **20.24. Underage Drinking Policy**

20.24.1. IENYC prohibits the consumption, possession and distribution of alcohol by anyone under the age of 21 at any time on IENYC's campus, or at college-sponsored events in compliance with New York State law. All state and federal laws will be fully enforced. Additionally, the IENYC Code of Student Conduct considers violation of this policy to be a major offense.

## **20.25. Smoke Free Campus**

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

## **20.26. Weapons Policy**

20.26.1. 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.

## **20.27. Class Cancellation (Weather) Policy**

20.27.1. 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 President 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.

## **20.28. Alcohol and Drug Policy**

20.28.1. 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.

20.28.2. 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.

20.28.3. 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, NYS Penal Law; Article 260 - Offenses Relating to Children, Disabled Persons, Vulnerable Elderly Persons, or other applicable law), fine and imprisonment.

Please see the federal and New York drug penalties in Appendix C<sup>6</sup> and the Commonly Used Drugs Chart including uses and effects in Appendix D.

#### 20.28.4. 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.

#### 20.28.5. Disciplinary Sanctions for Employees

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

### **20.29. Drug and Alcohol Abuse Prevention Information**

#### 20.29.1. 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.

#### 20.29.2. 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.

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<sup>6</sup> Please note that laws, including penalties, are subject to change at any time, and that IENYC is not responsible for notifying students of changes or regularly updating this information. This information does not constitute legal advice.

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

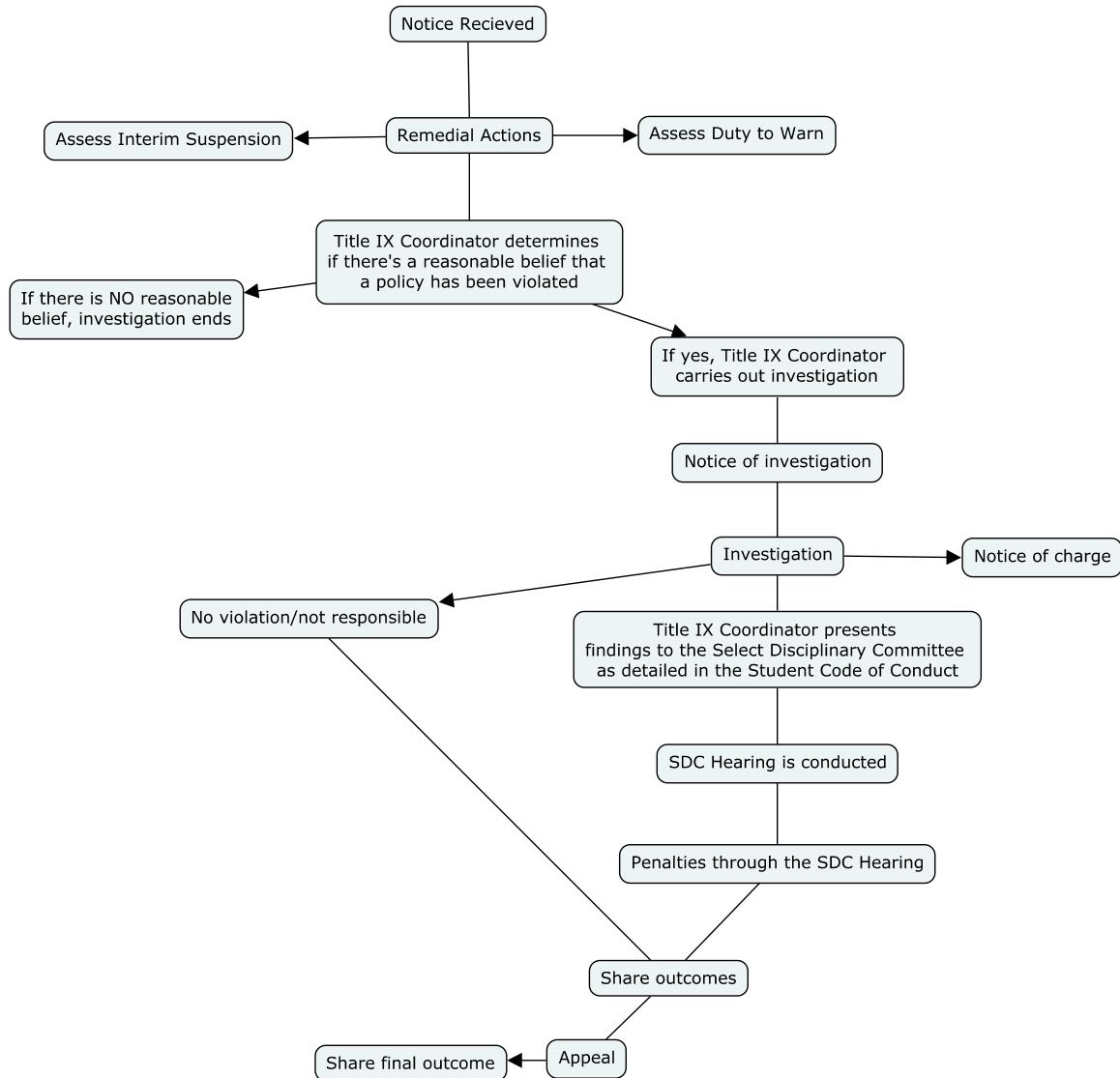
- Alcohol: Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine, and liquor. Alcohol is produced by the fermentation of yeast, sugars, and starches. It is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream.
- 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.

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

- 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>

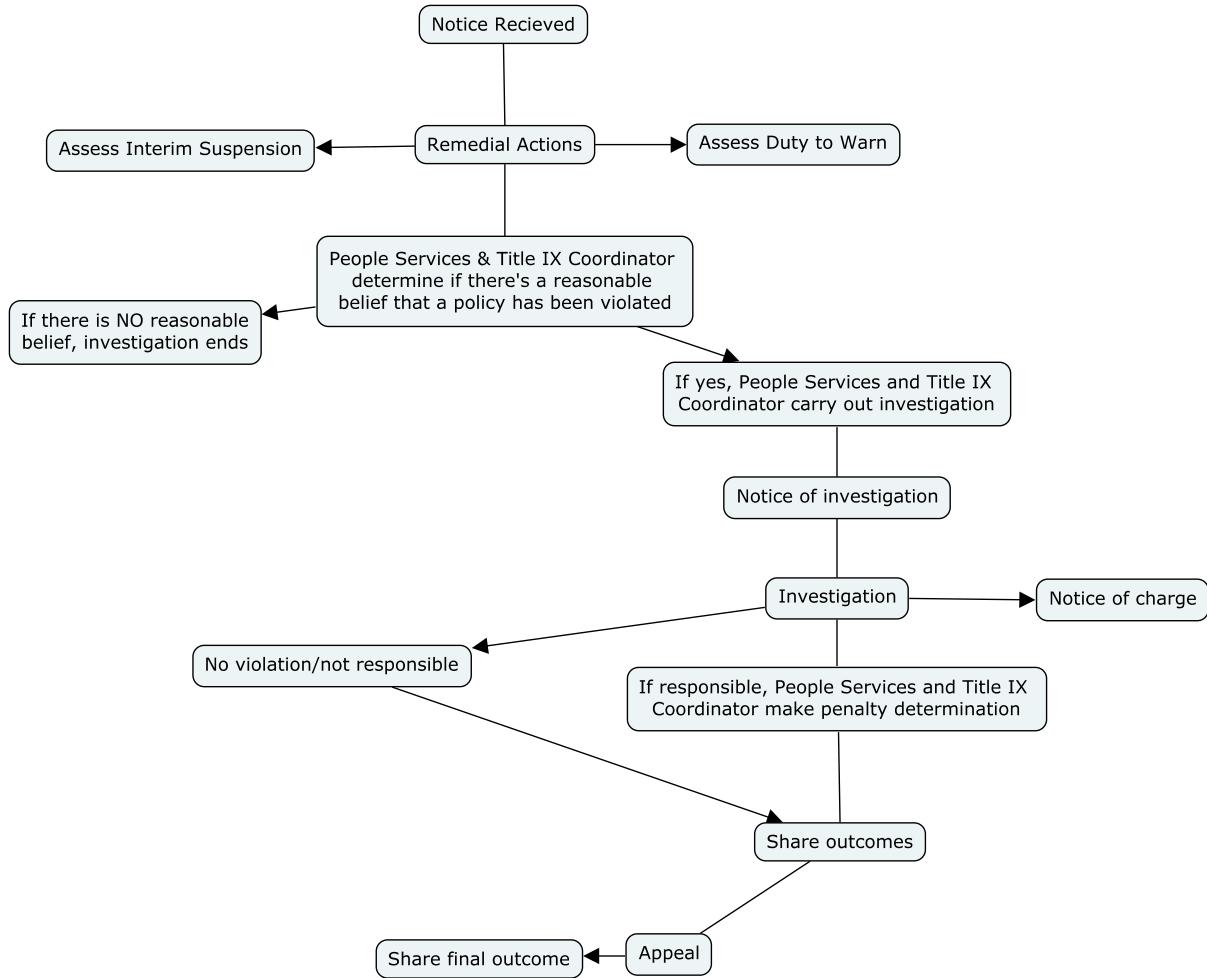
## Appendix A:

### 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	<b>First Offense:</b> 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.	5 kgs or more mixture	<b>First Offense:</b> 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.
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	<b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment.
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	Fine of not more than \$20 million if an individual, \$75 million if not an individual.
LSD (Schedule I)	1–9 grams mixture	<b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment.	10 grams or more mixture	<b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture	Fine of not more than \$8 million if an individual, \$50 million if not an individual.	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	<b>First Offense:</b> 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.		
Flunitrazepam (Schedule IV)	1 gram	<b>Second Offense:</b> 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.		
Other Schedule III drugs	Any amount	<b>First Offense:</b> 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.		
		<b>Second Offense:</b> 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.		
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more	<b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		
		<b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

## 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 1<sup>st</sup> 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 <sup>th</sup> degree	Possessing a controlled substance	Class A misdemeanor • Up to 1 year in prison • Up to \$1,000
	5 <sup>th</sup> degree (New York does not have a 6 <sup>th</sup> degree crime)	Possessing: • a controlled substance with intent to sell • at least ½ oz preparations containing narcotics preparations • at least 50 mg phencyclidine (PCP) • a • 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 • 1 to 2.5 years in prison • Alternate penalty of up to one year • Up to \$5,000
	4 <sup>th</sup> degree	Possessing at least: • ½ 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 • 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 • 1 to 5.5 years in prison • Alternate penalty of up to one year • Up to \$15,000
	3 <sup>rd</sup> degree	Possessing: • 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 ½ 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 • 1 to 9 years in prison • Alternate penalty of up to one year • Up to \$30,000
	2 <sup>nd</sup> degree	Possessing at least: • 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 • 3 to 10 years in prison • Up to \$50,000
	1 <sup>st</sup> degree	Possessing at least: • 8 oz preparations containing a narcotic drug • 5,760 oz of methadone	Class A-I felony • 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 • 1 to 1.5 years in prison

			<ul style="list-style-type: none"> <li>• Alternate penalty of up to one year</li> <li>• Up to \$5,000</li> </ul>
<b>Crime</b>	<b>Degree</b>	<b>Conduct</b>	<b>Penalty</b>
Possessing methamphetamine manufacturing material (NY Penal §§ 220.70 to 220.71)	2 <sup>nd</sup> 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 <ul style="list-style-type: none"> <li>• Up to 1 year in prison</li> <li>• Up to \$1,000</li> </ul>
	1 <sup>st</sup> degree	Subsequent conviction of the 2nd degree crime within 5 years of a previous conviction of the crime.	Class E felony <ul style="list-style-type: none"> <li>• 1 to 1.5 years in prison</li> <li>• Alternate penalty of up to one year</li> <li>• Up to \$5,000</li> </ul>
Possessing methamphetamine precursors (NY Penal § 220.72)	-	With intent to use or knowing that another intends to use it to manufacture methamphetamine, possessing a: <ul style="list-style-type: none"> <li>• precursor and</li> <li>• solvent or chemical reagent</li> </ul>	Class E felony <ul style="list-style-type: none"> <li>• 1 to 1.5 years in prison</li> <li>• Alternate penalty of up to one year</li> <li>• Up to \$5,000</li> </ul>
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 <sup>rd</sup> degree	Possessing marijuana <ul style="list-style-type: none"> <li>• cannabis and such cannabis weighs more than sixteen ounces; or concentrated cannabis and such concentrated cannabis weighs more than five ounces.</li> </ul>	Class A misdemeanor <ul style="list-style-type: none"> <li>• Up to 1 year in prison</li> <li>• Up to \$1,000</li> </ul>
Unlawful Possession of Cannabis(NY Penal § 222.35)	2 <sup>nd</sup> 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 <ul style="list-style-type: none"> <li>• 1 to 1.5 years in prison</li> <li>• Alternate penalty of up to one year</li> <li>• Up to \$5,000</li> </ul>
Unlawful Possession of Cannabis (NY Penal § 222.40)	1 <sup>st</sup> 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 Between 1-3 and 7 years in prison Alternate penalty of up to one year Up to \$5,000

## 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>

## COMMONLY ABUSED DRUGS

## WWW.DRUGABUSE.GOV/RESEARCHERS



## Appendix D:

DESCRIPTION	Associated drug(s) used as an inhalant or snorter	Associated drug(s) used as an inhalant or snorter that has been discontinued due to serious adverse effects. Disinfective drugs are usually stronger and more dangerous. Sometimes slangily called "synthetic marijuana" and marketed as a "natural" "safe," "legal" alternative marijuana.	Associated drug(s) used as an inhalant or snorter that cause the user to feel detached from reality. PCPs are an abbreviation of the specific name, phenylcaine. For more information, see the Hallucinogens and Dissociative Drugs Research Report.
<b>STREET NAMES</b>	Candy, Chalk, Crystal, Fire, Glass, Ice, Fire, Ice, Meth, Speed	IC, Spice, Bala, Bala, Bombay Blue, Blue Ice, Fire, Gen, High Poles, Skunk, Smashed, Xanadu, Zina	Angel Dust, Bath, Big, Love Boat, Peace Pill
<b>COMMON NAMES</b>	Desogn <sup>®</sup>	White powder or small crystal rocks of glass or yellow-white rods of different sizes	No commercial uses
<b>COMMON TERMS</b>		Injected, snorted, swallowed, smoked (purer, added to mint, parley, orange, or marijuana)	Dried shredded plant material that looks like potpourri and sometimes sold as "incense"
<b>DEA SCHEDULE</b>	II		Smoked, swallowed (swallowed & tea).
<b>SHORT-TERM</b>	Increased alertness and physical activity, decreased appetite, increased breathing, heart rate, blood pressure, temperature, irregular heartbeat, and temperature.	Delusions, hallucinations, paranoia, proneness to fits, sense of distance from one's environment, anxiety. Low doses: slight increase in heart rate, increased blood pressure and heart rate, shallow breathing, face flushing and sweating, numbness of the hands or feet, problems with movement.	Increased heart rate, vomiting, agitation, confusion, hallucinations, anxiety, paranoia, increased blood pressure.
<b>LONG TERM</b>	Anxiety, confusion, insomnia, mood hallucinations, delusions, weight loss, severe dental problems ("meth mouth"), intense itching, leading to skin sores from scratching.	Memory loss, problems with speech and thinking, loss of appetite, anxiety.	Memory loss, vomiting, "locking up" and down of eyes, strong loss of balance, dizziness, incoordination, and death.
<b>OTHER HEALTH-RELATED ISSUES</b>	Pregnancy (preterm delivery, separation of placenta from uterus, low birth weight, birth defects), heart and liver problems, diseases from shared needles.	PCP has been linked to self-injury, risk of HIV, hepatitis, and other infectious diseases from shared needles.	Use of synthetic cannabinoids has led to an increase in emergency room visits in certain areas.
<b>IN COMBINATION WITH ALCOHOL</b>	Increases the depressant effect of alcohol, increasing risk of fainting or overdose; may increase risk of fainting or overdose.	Unknown	Unknown
<b>WITHDRAWAL</b>	Depression, anxiety, tiredness.	Headaches, increased appetite, sleepiness, depression.	Headaches, anxiety, depression, irritability.
<b>MEDICATIONS</b>	There are no FDA-approved medications to treat methamphetamine addiction.	There are no FDA-approved medications to treat addiction to PCP or other dissociative drugs.	There are no FDA-approved medications to treat synthetic cannabinoid addiction.
<b>BEHAVIORAL THERAPIES</b>	Cognitive behavioral therapy (CBT), contingency management, or motivational incentives (MI), relapse prevention, and behavioral treatments targeted to users.	More research is needed to find out if behavioral therapies can be used to treat synthetic cannabinoid addiction.	Cognitive behavioral therapy (CBT), contingency management, or motivational incentives (MI), phone, and internet quit resources, behavioral treatments targeted to users.
			• Cognitive-behavioral therapy (CBT) • Self-help materials • Mail, phone, and internet quit resources • Behavioral treatments targeted to users • Mobile medical application (m-ET)

### Additional Resources:

- Substance Abuse and Mental Health Services Administration (SAMHSA) Treatment Locator: <http://www.findtreatment.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.acapo.org/patient-resources>
- The Child and Adolescent Psychiatrist Finder on the American Academy of Child & Adolescent Psychiatry (AACAP) website: [http://http://www.acapo.org/acapafamilies\\_and\\_YouthResources/CP\\_Finder.aspx](http://http://www.acapo.org/acapafamilies_and_YouthResources/CP_Finder.aspx)
- The Surgeon General's Report on Alcohol, Drugs, and Health: <https://addiction.surgeongeneral.gov/>
- For additional information, go to [www.drugabuse.gov](http://www.drugabuse.gov).

### For More Information:

- The NDW website: [www.drugabuse.gov](http://www.drugabuse.gov), has information on a variety of drugs and related information.
- Some publications, including these data, are available print, free or charge. To order print copies, call the IR-747s Research Dissemination Center at 1-877-NIH-IR-747 or [go to drugabuse.drugabuse.gov](mailto:go to drugabuse.drugabuse.gov).

This can also be accessed online at:

[https://www.drugabuse.gov/sites/default/files/nida\\_commonlyuseddrugs\\_final\\_printready.pdf](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 Carroll Petrie Division First Avenue at 16 <sup>th</sup> 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 <sup>nd</sup> Floor New York, NY 10032	212-305-6204
Weill Cornell Medical Center, New York Presbyterian Hospital	525 East 68 <sup>th</sup> 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 -S1N30, 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 <sup>th</sup> 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](mailto: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](mailto:Michael.Cohen@ienyc.edu)

**Health:** n/a

**Victim Advocacy:** Please contact Andrea Gonzalez, Associate Director of Global Student Services & Recruitment

**Legal Assistance:** n/a

**Visa & Immigration Assistance:** Please contact Lilian Lopez, Managing Director, [Lilian.Lopez@ienyc.edu](mailto: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 6<sup>th</sup> 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. 24<sup>th</sup> Street, 5<sup>th</sup> 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. 39<sup>th</sup> Street, Suite 501, New York, NY 10018 212-725-6422 [www.immdefense.org](http://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](mailto: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](http://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.

## **21. Emergency Action Plan**

### **21.1. Introduction**

21.1.1. 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.

### **21.2. Emergency Notifications**

21.2.1. 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 President, Managing Director 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.

21.2.2. 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.

21.2.3. 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.

21.2.4. An Emergency Notification may be sent by the President, the Title IX Coordinator, Managing Director 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 pre-approved potential messages to be used for Emergency Notifications.

21.2.5. The issuing of an Emergency Notification will be recorded as an incident in the campus' Daily Crime Log.

### **21.3. Testing and Training**

21.3.1. IENYC facilitates testing and training 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/training, 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.

## **21.4. Building Evacuation**

- 21.4.1. If the fire alarm is triggered, all individuals should exit the building.
- 21.4.2. 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.
- 21.4.3. 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.
- 21.4.4. 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.
- 21.4.5. 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.

## **21.5. Seeking Shelter**

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

## **21.6. Medical Emergencies**

- 21.6.1. 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.

## **21.7. Active Threat**

- 21.7.1. 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."
- 21.7.2. 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.

21.7.3. 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.

21.7.4. 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.

## **21.8. Incident Commander Responsibilities and Actions**

21.8.1. 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

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

From 9am-5pm:

- President
- Director of Operations & Title IX Coordinator
- Managing Director
- If the above are unavailable, an IENYC staff Director may assume this role

After 5pm:

- Campus Security
- or an IENYC staff Director or Faculty member present on campus

## **22. Intellectual Property Policy**

### **22.1. Purpose**

22.1.1. IENYC 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 the ownership of and related benefits from intellectual property may be multifaceted and therefore strives to ensure appropriate benefits to all contributors. Ownership of intellectual property in an academic setting is defined as the legal and institutional rights to creations resulting from scholarly, research, or creative activities conducted by faculty, students, or staff.

### **22.2. Applicability**

22.2.1. 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.

### **22.3. Ownership of Intellectual Property**

- a. Intellectual property created by Covered Parties in the course and scope of their employment or engagement by the College shall be owned by the College, unless otherwise agreed in writing.
- b. Notwithstanding subsection (a), academic works, including but not limited to, books and articles, lectures, visual materials, and other teaching materials, shall be owned by the Covered Parties, regardless of whether they 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, reproduce and adapt such intellectual property, for educational purposes.
- 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, unless: (i) it is created in the course of College employment; or (ii) otherwise subject to a written agreement—such as a financial aid, research assistantship, or internship agreement, research fellowship—that explicitly transfers ownership to the College.
- 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. The College and Covered Parties may negotiate project-specific agreements that modify this policy's default ownership rules, provided such agreements are made in writing and approved by the competent person of IENYC. 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 President.
- f. The owner of intellectual property that is subject to this policy, or licensee as may be applicable under section 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.

#### **22.4. Publication**

- 22.4.1. 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.).

#### **22.5. Income from Intellectual Property**

- 22.5.1. 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.

## 23. Academic Degree Programs

### 23.1. Descriptions of IENYC programs on offer in 2025/2026 are outlined below:

#### **Master of Science in Business for Social Impact & 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.

#### **Program Learning Outcomes:**

- Critically assess global environmental, economic, and systemic challenges and evaluate corporate strategies that advance inclusive growth and circular economies.
- Formulate strategic business plans that integrate sustainability, ethics, and long-term competitiveness in global market environments.
- Apply statistical and data visualization tools to interpret business trends and support evidence-based decision-making for social impact.
- Analyze macroeconomic, microeconomic, and global policy dynamics to construct data-driven arguments for sustainable business practices.
- Demonstrate values-based leadership by aligning ethical reasoning, emotional intelligence, and social responsibility in managing complex organizations.
- Apply AI-driven tools and ethical frameworks to solve organizational problems and enhance decision-making in dynamic business environments.
- Use structured problem-solving and advanced analytics to address uncertainty, evaluate entrepreneurial opportunities, and support innovation-driven growth.
- Evaluate corporate financial health using financial statements, models, and key finance principles to support investment and strategic planning decisions.
- Design and execute integrated marketing strategies that leverage data analytics and digital platforms to enhance customer engagement and brand positioning.
- Develop resilient and sustainable supply chain strategies that improve operational efficiency and adaptability in global contexts.
- Integrate knowledge across business disciplines to deliver strategic, data-informed solutions to real-world organizational challenges, demonstrating leadership and communication excellence.

<b>Courses:</b>	<b>Credits:</b>
Business Strategy for the Common Good	3

From Code to Intelligence: Applied AI for Social Entrepreneurship and Sustainability	3
Navigating Global Change: Business Practices for the Common Good	3
Values-Based Leadership Skills for the Interconnected World	3
Introduction to Quantitative Analysis	1.5
Sustainability Policy & Metrics	3
Economic Concepts & Policy	1.5
Impact Through Social Entrepreneurship	1.5
Money as a Force for Social Good	3
The Chief Sustainability Officer	3
Marketing Strategy for Sustainability	1.5
Capstone: Integrative Business Challenge	6
<b>Total Credits:</b>	<b>33</b>

<b>Master of Science in Management</b>
<p><b>Description:</b> The Master of Science in Management (MSM) program is designed to equip students with advanced knowledge and skills essential for effective leadership and management in contemporary organizational contexts. Rooted in a comprehensive understanding of management theory and practice, the program emphasizes critical thinking, analytical prowess, strategic leadership and decision-making abilities. Students will be taught by leading academic practitioners with backgrounds stretching from start-up entrepreneurship to senior multinational corporation leadership and consulting. Working in a collaborative environment, students will gain a 3600 holistic view of the business world and develop leadership competencies through experiential learning, simulations, case studies and real-world business laboratories. Students will gain and promote global awareness and cultural competence applying sustainable practices and employing diverse perspectives to succeed in globalized and competitive economy. Our program stresses innovation and entrepreneurship by familiarizing students with the latest breakthroughs in business technologies.</p> <p><b>Program Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>• Critically assess global environmental, economic, and systemic challenges and evaluate corporate strategies that advance inclusive growth and circular economies.</li> <li>• Formulate strategic business plans that integrate sustainability, ethics, and long-term competitiveness in global market environments.</li> </ul>

- Apply statistical and data visualization tools to interpret business trends and support evidence-based decision-making for social impact.
- Analyze macroeconomic, microeconomic, and global policy dynamics to construct data-driven arguments for sustainable business practices.
- Demonstrate values-based leadership by aligning ethical reasoning, emotional intelligence, and social responsibility in managing complex organizations.
- Apply AI-driven tools and ethical frameworks to solve organizational problems and enhance decision-making in dynamic business environments.
- Use structured problem-solving and advanced analytics to address uncertainty, evaluate entrepreneurial opportunities, and support innovation-driven growth.
- Evaluate corporate financial health using financial statements, models, and key finance principles to support investment and strategic planning decisions.
- Design and execute integrated marketing strategies that leverage data analytics and digital platforms to enhance customer engagement and brand positioning.
- Develop resilient and sustainable supply chain strategies that improve operational efficiency and adaptability in global contexts.
- Integrate knowledge across business disciplines to deliver strategic, data-informed solutions to real-world organizational challenges, demonstrating leadership and communication excellence.

<b>Courses:</b>	<b>Credits:</b>
Economic Concepts & Policy	1.5
Introduction to Quantitative Analysis	1.5
Corporate Finance & Accounting	3
From Code to Intelligence: Applied AI for Contemporary Business	3
Navigating Global Change	3
Business Strategy	3
Operations & Supply Chain Management	3
Values-Based Leadership	3
Analytics, Problem Solving and Decision Making	3
Marketing Fundamentals, Digital, and Analytics	3
Capstone	6
<b>Total Credits:</b>	<b>33</b>

**23.2. Descriptions of new IENYC programs on offer starting in 2026/2027 are outlined below:**

**Master of Science in Business Analytics and AI**

**Description:** Rapid advances in data-analytics and artificial intelligence technologies offer business, government, and social impact organizations an unprecedented opportunity to improve their decision-making processes and hence performance by harnessing the value of data as a strategic asset. The M.S. in Data Analytics and Artificial Intelligence prepares students for careers as data professionals and leaders of data-informed sustainability and social impact strategy. The program will equip students with knowledge, skills and tools in three areas: (a) data analytics, (b) artificial intelligence, and (c) translational skills (e.g., data presentation, data-driven decision-making, critical and structured thinking, communications, teamwork, etc.). Students will learn and practice these skills in the context of implementing sustainable development in private, public, and social sectors. Our graduates will be ready to serve and transform organizations through data-driven research for the public good during their capstone projects, where measuring the performance of sustainable development is an area of increasingly high priority in these organizations.

**Program Learning Outcomes:**

- Demonstrate in-depth understanding of key theoretical frameworks and concepts in data-driven decision-making with specific knowledge of data gathering, processing, assessment, and reporting to support design and implementation of strategies;
- Acquire the ability to identify and use appropriate analytical tools (e.g., Excel, Python) to collect, visualize, and analyze diverse sets of data to support real-world decision-making including identifying problems and developing actionable insights;
- Demonstrate excellent skills in communicating data-based insights to decision-makers and the public;
- Demonstrate the capability to apply artificial intelligence tools and techniques to solve real life problems;
- Understand the importance of ethical and social aspect in data driven decision making processes, and the impact of decisions in sustainability aspects.

<b>Courses:</b>	<b>Credits:</b>
Statistics for Data Analytics	1.5
Introduction to Quantitative Analysis	1.5
Python for Data Analytics	3
Service for AI	1.5
Data Visualization and Story Telling	1.5

SQL and Data Architecture	3
AI and Machine Learning	3
Data Intensive Architecture	3
Marketing Fundamentals, Digital and Analytics	3
Reinforcement and Deep Learning	3
Sustainability Policy and Metrics	3
Business Strategy for the AI-Driven World	3
Data Analytics and Machine Learning Capstone	3
<b>Total Credits:</b>	<b>33</b>

### **Master of Science in Finance**

**Description:** The Master of Science in Finance develops strategic thinkers who will apply analytical skills to a career in global finance. Students study Corporate Finance, Investment Banking, Capital Markets and Alternative Investments, delving into advanced financial concepts and theories in financial modeling, leveraged finance and investments, venture capital, private equity, portfolio management, equity and credit research, real estate investments, quantitative equity and fixed income strategies, as well as how to apply algorithms to analyzing and trading markets. Students choosing Sustainable Finance track will learn to use sustainability policy and metrics in their investment strategies.

#### **Program Learning Outcomes:**

- Demonstrate in-depth understanding of key theoretical frameworks and concepts in corporate finance and financial accounting
- Apply statistical concepts to the financial data analysis
- Understand how to interpret and effectively use their knowledge of micro- and macro-economic fundamentals
- Know how to use advanced technological breakthroughs such as Machine Learning and AI for superior financial analysis
- Understand financial valuation models for the equity and fixed income markets
- Effectively use optimal portfolio construction tools and internalize principles of prudent risk management of financial assets and market instruments
- Be an expert in different forms of financing and capital use, be able to evaluate costs and benefits of various financing strategies

- Respect financial regulations and follow the principles of ethical finance professional

<b>Courses:</b>	<b>Credits:</b>
Economic Concepts & Policy	1.5
Introduction to Quantitative Analysis	1.5
Foundations of Corporate Finance and Accounting	3
From Code to Intelligence: Applied AI for Contemporary Business	3
Strategic Finance: Portfolio Management, Asset Allocation, Derivatives and Risk Management	3
<b>CHOICE OF TWO TRACKS OUT OF THREE OFFERED</b>	
<b>TRACK 1: Global Markets</b>	
Asset Pricing in Global Markets	1.5
Credit Markets and Research	1.5
Hedge Funds Investment Strategies and Analytics	1.5
Portfolio Management and Construction	1.5
<b>TRACK 2: Alternative Investments</b>	
Equity and Debt Financing Markets	1.5
Alternative Investments: Private Markets, Private Equity and Venture Capital	1.5
Securitization, Leveraged Finance, Mergers & Acquisitions	1.5
Real Estate Markets	1.5
<b>TRACK 3: Sustainable Finance</b>	
Money as a Force for Social Good	3
Sustainability Policy and Metrics	3
Business Strategy for the Common Good	3
Capstone	6
<b>Total Credits:</b>	<b>33</b>

## **Master of Science in Strategic and Creative Marketing, Communication and Media**

**Description:** In today's rapidly evolving digital landscape, effective marketing strategy is more critical than ever. Organizations across all sectors are actively seeking innovative forms of engagement, fostering open innovation, and implementing sophisticated brand co-creation strategies to connect with their audiences. This cutting-edge program is meticulously designed to equip young professionals with the essential tools to navigate and excel within the digital challenges of a constantly evolving media landscape to meet business challenges.

### **Program Learning Outcomes:**

- Develop a comprehensive understanding of marketing principles, digital strategy, and integrated communications in a global context.
- Cultivate critical thinking and problem-solving skills to address real-world business and marketing challenges.
- Develop an in-depth understanding of current and emerging digital media channels, platforms, and technologies, including AI, social media, SEO/SEM, and content marketing.
- Cultivate advanced analytical skills to collect, interpret, and leverage diverse data sets (e.g., consumer behavior analytics, market research) to inform and optimize strategic marketing decisions.
- Design and execute strategic marketing campaigns that align with organizational goals and respond to dynamic market conditions.
- Analyze ethical issues and sustainability considerations in marketing strategy and brand management.
- Develop leadership and management skills essential for leading marketing teams, managing cross-functional projects, and driving organizational growth in a dynamic environment.

<b>Courses:</b>	<b>Credits:</b>
Marketing Fundamentals, Evolution and Integrated Marketing Communications	3
Consumer Behavior and Market Insights	1.5
Crisis Communication and Reputation Management	1.5
Brand Strategy	1.5
Brand Management and Communications	1.5
Content Marketing and Communications	1.5
Generative AI for Marketing	1.5

Marketing Strategy for Sustainability	1.5
<b>Choose two of the following specializations:</b>	
<b>Influencer Marketing &amp; Engagement Strategy:</b>	
Customer Engagement and Loyalty Programs	1.5
Mobile Marketing Strategies and Communications	1.5
Influencer and Event Communications Lab	1.5
Social Media Marketing	1.5
<b>Brand Management and Product Marketing:</b>	
Leveraging Brand and Product Management	1.5
Brand and Product Lifecycle Marketing	1.5
Finance for Marketeers	1.5
Data-Driven Analytics for Communicators	1.5
<b>Creative Strategy and Content Production:</b>	
Data Visualization and New Media	1.5
Mixed Media Content Creation	1.5
Copywriting, Storytelling, and Other Stories	1.5
Content Creation for Extended Realities	1.5
Capstone: Integrative Marketing Challenge	6
<b>Choose one Elective:</b>	
Economic Concepts and Policy	1.5
Introduction to Quantitative Analysis	1.5
<b>Total Credits:</b>	<b>33</b>

## 24. Course Descriptions

Code	Title	Credits	Pre-requisites
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 and R. 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 footprinting 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.			
IENYC-3-30	From Code to Intelligence: Applied AI for Contemporary Business Social Entrepreneurship and Sustainability	3	none
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 theoretical knowledge, hands-on practice, and project development to prepare students for applying AI in various business contexts.			
IENYC-3-31	Values-Based Leadership for Interconnected World <i>(Formerly known as Personal and Professional Development)</i>	3	none
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.			

IENYC-3-32	<b>Navigating Global Change: Business Practices for the Common Good</b> <i>(Formerly known as Contemporary Issues for Business and Society)</i>	3	none
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.			
IENYC-3-37	<b>Business Strategy for the Common Good</b> <i>(Formerly known as Business Strategy as an Instrument for Economic, Social and Environmental Sustainability)</i>	3	none
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.			
BSIS-1.5-22	<b>Economic Concepts and Policy</b>	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-3-28	<b>The Chief Sustainability Officer</b>	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-1.5-33	<b>Marketing Strategy for Sustainability</b>	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.

<b>BSIS-3-34</b>	<b>Money as a Force for Social Good</b>	<b>3</b>	<b>none</b>
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.			

<b>BSIS-1.5-35</b>	<b>Impact Through Social Entrepreneurship</b>	<b>1.5</b>	<b>BSIS-3-34</b>
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.			

<b>BSIS-6-49</b>	<b>Capstone: Integrative Business Challenge</b>	<b>6</b>	<b>none</b>
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.			

<b>MNCT-3-10</b>	<b>Corporate Finance and Accounting</b>	<b>3</b>	<b>none</b>
Develop a strong financial foundation with Corporate Finance & Accounting for Finance and Management. This course covers fundamental principles in financial accounting, corporate finance and financial modeling, providing you with the tools to assess financial statements, build analytical models and make data-driven business decisions. You'll explore key topics such as investment and financing decisions, dividend policy and financial strategy, gaining insights into how companies allocate resources and manage risk. Designed to enhance financial expertise, this course blends theory with practical applications, preparing you to navigate financial complexities and contribute to business success. By the end, you'll have a comprehensive understanding of corporate finance, equipping you to analyze financial data and develop sound financial strategies.			

MNGT-3-12	Operations and Supply Chain Management	3	IENYC-3-1
<p>Operations and supply chain management is one area of the business that is gaining more and more importance due to its value creation for the company and the customer. By managing operations and supply chains efficiently, firms can gain competitive advantages in a red ocean, creating and implementing operational innovations that lead to blue oceans. In this course, you will learn about creating a more sustainable supply chain, allowing you to become more aligned, adaptable, agile and resilient to emerging disruptions. This course covers relevant topics such as process fundamentals, inventory management, logistics and transportation, mass customization, lean management, sustainable, circular and green supply chain, and products and service design, including matching supply and demand tools.</p>			
MNGT-3-13	Analytics, Problem-Solving and Decision Making	3	IENYC-3-1
<p>Master the art of data-driven decision-making with Analytics, Problem Solving and Decision Making. This course combines structured problem-solving techniques with data analytics, equipping you with the critical thinking skills needed to address business challenges. You'll explore the Seven Steps Methodology, learning how to define problems, break them down into manageable components and develop actionable work plans. The course also covers key data analysis techniques, including forecasting models, risk evaluation, machine learning and visualization tools, enabling you to interpret data effectively and make informed strategic choices. Additionally, you'll apply these skills to entrepreneurial contexts, using the Lean Startup methodology to assess business opportunities and design innovative solutions. By the end, you'll be prepared to tackle complex challenges and drive value through data-backed insights.</p>			
MNGT-3-14	Marketing Fundamentals, Digital and Analytics	3	IENYC-3-1
<p>This course provides a deep dive into both traditional and digital marketing strategies, equipping you with the tools to position products and services effectively in today's dynamic marketplace. You'll explore core marketing concepts, including segmentation, consumer behavior and brand management, alongside digital techniques such as SEO, SEM, content marketing and social media engagement. Additionally, you will develop expertise in data analytics to measure campaign effectiveness, predict consumer trends and enhance customer experiences. The course emphasizes omnichannel strategies to create seamless interactions across touchpoints. By combining strategic insight with data-driven decision-making, you'll be prepared to design impactful marketing campaigns that drive engagement, loyalty and business growth.</p>			
MNGT-6-20	Capstone in Management	6	none
<p>The capstone project isn't just a progress measurement tool. It represents a significant milestone in your journey toward personal and professional development within MS in Management. This final project requires you to consolidate the knowledge and skills you've acquired throughout the program to prepare and present comprehensive recommendations, demonstrating your ability to apply theoretical concepts to real-world scenarios. Consider this capstone project as an opportunity to evaluate the personal growth you have achieved throughout the program. It can take various formats—each designed to assess your capacity for action-oriented synthesis, critical revision and assimilation of the diverse management principles and practices you have engaged with over the year.</p>			

DATAN-1.5-10	Service for AI	1.5	DATAN-3-10
Creating AI solutions using no-code or low-code platforms revolves around the democratization of AI development. These platforms allow users with limited or no programming experience to build, deploy, and manage AI models, thereby accelerating the adoption of AI technologies across various domains. By leveraging these tools, businesses can quickly address their AI needs, reduce development time, and lower costs. This approach combines principles from artificial intelligence, machine learning, and user-centric design to create accessible and efficient AI solutions.			
DATAN-3-10	Python for Data Analytics	3	none
At its core, Python for Data Analysis is a comprehensive exploration of the Python programming language and its powerful applications in data manipulation, visualization, and machine learning. Given the rapid increase in data-driven decision-making, proficiency in Python offers a critical edge in transforming raw data into actionable insights. This course combines practical coding skills with fundamental data science principles, emphasizing hands-on experience and real-world applications. Students will begin with the basics of Python programming, learning about its syntax, data structures, and control flow mechanisms. The course then delves into advanced topics such as data manipulation using Pandas, where students will learn to handle large datasets, perform complex data transformations, and ensure data quality. Visualization techniques using libraries like Matplotlib, Seaborn, and Plotly will enable students to present data in compelling and informative ways, making insights easily digestible.			
DATAN-1.5-11	Data Visualization and Storytelling	1.5	DATAN-3-10 DATAN-3-11
Foundational topics in the course include (1) how humans understand our visual environment and why “stories” about data communicate information so powerfully, (2) behavioral psychology about the way human react to information about ecological collapse and investing proactively and urgently to promote the common good, (3) how to apply that knowledge to create verbal and visual narratives that clarify rather than obfuscate actionable information contained in data, and (4) rhetorical and digital methods for persuasively presenting judgments and proposals for acting in furtherance of sustainability. Students also learn to craft oral presentations that are clear, easy to follow, informative and compelling; and to develop delivery skills that improve comprehension audibility, comfort, and audience engagement. This course uses data, cases, and examples in sustainability.			
DATAN-3-11	Statistics for Data Analytics	1.5	none
This course introduces the fundamentals of statistical analysis, R programming language, and R Studio environment. Students will learn the building blocks of descriptive and causal inference, including summary statistics, survey sampling, measurement, hypothesis testing, linear regression and probability theory with examples and case studies related to sustainability. Students will also learn how to create basic data visualizations in R, including times series plots, scatter plots and bar graphs. In addition, students will focus on interpreting statistical findings and presenting results in a compelling manner. This course uses data, cases, and examples selected to motivate the potential to deploy statistical methods to promote the common good.			
DATAN-3-12	SQL and Data Architecture	3	DATAN-3-10
This course provides an overview of database architecture, data modeling, and database management. We will apply principles of database design and techniques of database application development, for efficient storage and query processing. We will study the SQL query language in detail and gain practical knowledge of its' semantics and transaction processing.			

<b>DATAN-3-13</b>	<b>AI and Machine Learning</b>	<b>3</b>	<b>DATAN-3-10 DATAN-3-11</b>
This course will enter gradually into more advanced supervised learning techniques, and the practical deployment of AI models. It covers a range of topics including ensemble methods and stacking, boosting methods with a special focus on Gradient Boosting Machine (GBM), LightGBM, and XGBoost, as well as the fundamentals and applications of neural networks, transitioning to large language models. Participants will deeply explore hyperparameter optimization and experiment tracking, using platforms like Weights and Biases for model performance monitoring.			
<b>DATAN-3-14</b>	<b>Data Intensive Architecture</b>	<b>3</b>	<b>DATAN-3-10 DATAN-3-11</b>
Data intensive architecture refers to the design and implementation of systems capable of processing, storing, and analyzing massive amounts of data efficiently. With the exponential growth of data over recent years, understanding and leveraging Big Data technologies has become crucial for businesses to meet their evolving needs. Data-intensive architecture combines principles from computer science, distributed systems, and data engineering to create robust frameworks that support large-scale data processing.			
<b>DATAN-3-15</b>	<b>Reinforcement and Deep Learning</b>	<b>3</b>	<b>DATAN-3-10 DATAN-3-11</b>
This course also introduces deep learning, a subset of machine learning that involves neural networks with many layers. Students will learn the foundational concepts, algorithms, and techniques used in deep learning, and how to apply them to real-world problems. The course covers both theoretical aspects and practical implementations using popular frameworks.			
<b>DATAN-6-16</b>	<b>Business Analytics and AI Capstone</b>	<b>6</b>	<b>none</b>
The Capstone Project is designed to allow students to demonstrate their proficiency in using the tools, knowledge, and skills acquired during their Master in Business Analytics and Artificial Intelligence program. This project serves as the final, comprehensive experience of their master's program and requires students to create, present, and defend an original work as a graduation requirement. The project provides an opportunity to tackle a real-world problem or challenge, normally presented by an external company. Participation in the Capstone Project involves performing a thorough analysis, developing recommendations based on the provided data, and regularly interacting with the Advisor. Students will work in groups. While part of the assessment is based on group efforts, each team member will also be individually evaluated, reflecting their personal contributions and performance.			
<b>FINCE-1.5-10</b>	<b>Asset Pricing in Global Markets</b>	<b>1.5</b>	<b>FINCE-3-10</b>
The course provides an in-depth understanding of asset pricing in global markets. Building on prior knowledge from the Strategic Finance course, students will delve deeper into the theories and models used to price financial assets, including stocks, bonds, and derivatives. The course will cover key topics such as market efficiency, arbitrage, and the role of information in asset pricing. Students will also explore the impact of macroeconomic factors on asset prices and learn how to apply asset pricing models to real-world data. The course is designed for students with prior knowledge in finance and investments, aiming to deepen their understanding and practical application of asset pricing theories. Students with an interest in capital markets jobs such as sales, trading, structuring, portfolio management at buy-side institutions as well as risk management control functions are advised to take this course particularly strongly.			

FINCE-3-10	Foundations of Corporate Finance and Accounting	3	none
This course provides a comprehensive overview of the fundamental principles and applications of corporate finance and accounting. Students will learn how to analyze financial statements, develop financial models, and understand the key concepts of corporate finance including investment decisions, financing decisions, and dividend policy. The course is designed for students interested in enhancing their financial analytical skills and applying them to practical business scenarios. The course is divided into three main knowledge areas: Financial Accounting and Analysis, Corporate Finance, and Financial Modelling.			
FINCE-1.5-11	Credit Markets and Research	1.5	FINCE-3-10
This course deals with an advanced understanding of credit markets and research, building on the foundational knowledge from previous courses in corporate finance and strategic finance. Students will delve into the analysis and valuation of credit instruments, the role of rating agencies, and the impact of macroeconomic factors on credit markets. The course emphasizes practical applications and real-world case studies to equip students with the skills needed to excel in credit research and analysis. Topics include credit risk assessment, bond valuation, term structure of credit markets, structured credit products, and the integration of ESG factors into credit analysis.			
FINCE-3-11	Strategic Finance: Portfolio Management, Asset Allocation, Derivatives and Risk Management	3	none
This course explores the core concepts and practical tools of strategic finance, with a focus on managing portfolios, allocating assets, utilizing derivatives, and controlling financial risk. Students will gain hands-on experience in constructing investment strategies, applying derivative instruments, and designing risk mitigation frameworks. Emphasizing both analytical depth and applied insight, the course is ideal for those seeking to strengthen their strategic financial decision-making. The curriculum is organized into four key knowledge areas: Portfolio Management, Asset Allocation, Derivatives, and Risk Management.			
FINCE-1.5-12	Hedge Funds Investment Strategies and Analytics	1.5	FINCE-3-10
This course delves into an in-depth exploration of hedge fund investment strategies and analytics, building on prior knowledge from courses in corporate finance, strategic finance, and equity and credit research. Students will study the structure and operation of hedge funds, various investment strategies, performance measurement, and risk management techniques. The course emphasizes practical applications, including managing a simulated hedge fund portfolio and developing trade recommendations. Topics include long/short equity, global macro, event-driven strategies, relative value, and multi-strategy approaches.			
FINCE-1.5-13	Portfolio Management and Construction	1.5	FINCE-3-10
A comprehensive exploration of portfolio management and construction, building on prior knowledge from courses in corporate finance, strategic finance, and asset pricing (the prerequisites) is fundamental for professional interest in global markets and asset management. Students will study the key principles and techniques involved in managing investment portfolios, including asset allocation, risk management, performance measurement, and portfolio optimization employing advanced theories and modelling techniques. The course emphasizes practical applications and real-world scenarios, enabling students to develop and manage simulated investment portfolios. Topics include strategic and tactical asset allocation, factor investing, portfolio rebalancing, and the use of advanced financial models.			

FINCE-1.5-14	Equity and Debt Financing Markets	1.5	FINCE-3-10
<p>Building on foundational knowledge from prior coursework in corporate finance, strategic finance, and asset pricing (the pre-requisites), students will gain expert insights into the core services, products, pricing methods, and processes used by banks to secure financing through international capital markets. The curriculum includes a detailed examination of the structure and operation of equity and debt markets, various financing strategies, performance measurement, and risk management techniques. Key topics covered include initial public offerings (IPOs), seasoned equity offerings (SEOs), corporate and municipal bonds, and the intricacies of credit rating processes. Emphasizing practical applications, the course engages students in real-life case studies to apply the concepts learned and develop financing strategies for businesses. Through this course, students will learn to originate, structure, price, and execute both ECM (Equity Capital Market) and DCM (Debt Capital Market) deals, with a particular focus on public offerings.</p>			
FINCE-1.5-15	Alternative Investments: Private Markets, Private Equity and Venture Capital	1.5	FINCE-3-10
<p>Focusing on private markets, private equity (PE), and venture capital (VC) is important for understanding the function and methods of alternative investments industry. Building on prior knowledge from courses in corporate finance, strategic finance, and asset pricing (the prerequisites), students will gain advanced insights into the private investment landscape. The curriculum covers the full investment cycle of PE and VC, including fundraising, deal screening, investment, portfolio management, and exit strategies. Emphasizing practical applications, the course uses real-life case studies to apply theoretical concepts and develop investment strategies. Key topics include the dynamics of the private equity ecosystem, valuation methods, value creation, and the unique challenges of managing venture capital investments.</p>			
FINCE-1.5-16	Securitization, Leveraged Finance, and Mergers & Acquisitions	1.5	FINCE-3-10
<p>Students will be engaged in a comprehensive examination of securitization, leveraged finance, and mergers &amp; acquisitions (M&amp;A) and will gain advanced insights into the mechanisms and strategies employed in these critical areas of finance. The curriculum covers the structure and operation of high-yield bonds and leveraged loans, securitization processes, and the strategic considerations as well as operational environment of M&amp;A transactions. Emphasizing practical applications, the course engages students in real-life case studies to apply theoretical concepts and develop appropriate financing for businesses. Key topics include structuring and pricing leveraged finance deals, understanding the dynamics of the securitization market, and executing successful M&amp;A transactions.</p>			
FINCE-1.5-17	Real Estate Markets	1.5	FINCE-3-10
<p>The course explores the dynamics of real estate markets and the unique challenges associated with real estate investments. The curriculum covers various aspects of real estate finance, including the structure and operation of real estate markets, property appraisal, investment analysis, and the use of debt and equity in real estate financing. Emphasizing practical applications, the course engages students in real-life case studies to apply theoretical concepts and develop investment strategies. Key topics include the valuation of commercial real estate, real estate investment trusts (REITs), and the role of real estate in a diversified investment portfolio.</p>			
FINCE-3-18	Business Strategy for the AI-driven World	3	none
<p>The course teaches students to understand how AI and analytics are transforming industries and business strategy. Students explore how to maximize the competitive advantage brought by the data-driven decision making, market intelligence and digital transformation frameworks to contemporary business organization.</p>			

FINCE-6-19	Finance Capstone	6	none
The capstone project is not merely a progress measurement tool; it represents a significant milestone in your journey toward personal and professional development within the Master of Finance program. This culminating project requires you to synthesize and consolidate the knowledge and skills you have acquired throughout the course. You will be expected to prepare and present comprehensive financial recommendations, demonstrating your ability to apply theoretical concepts to real-world scenarios.			
MRKT-3-10	<b>Marketing Fundamentals, Evolution &amp; Integrated Marketing Communications</b>	3	none
This foundational course introduces students to the core principles of marketing, tracing its evolution from traditional frameworks to today's dynamic, digitally driven landscape. Students will explore key marketing concepts, consumer behavior insights, and strategic positioning within contemporary contexts. Emphasizing Integrated Marketing Communications (IMC), the course delves into how brands cohesively engage consumers across diverse channels, including digital, social media, and emerging technologies. Participants will learn to leverage data analytics and artificial intelligence (AI) to craft compelling, personalized marketing strategies.			
MRKT-1.5-11	<b>Consumer Behavior &amp; Market Insights</b>	1.5	none
This course explores consumer behavior through the lens of market research and psychological insights. Students will acquire foundational knowledge in both qualitative and quantitative research methodologies, including neuromarketing techniques. The curriculum emphasizes understanding critical cognitive processes such as perception, attention, motivation, and attitudes, equipping students with the tools to uncover actionable consumer insights. Through practical applications and real-world case studies, participants will learn how to effectively interpret market data, identify target audience insights, and leverage behavioral economics to influence consumer decisions. By the end of the course, students will have mastered the skills necessary to conduct rigorous consumer research, translating insights into strategic marketing decisions.			
MRKT-1.5-12	<b>Crisis Communication and Reputation Management</b>	1.5	none
This highly interactive course equips students with essential strategies and practical tools for effective crisis management and reputation protection in today's fast-paced digital environment. Participants will examine different types of crises, including product-related issues, management misconduct, and social media backlash, and learn how to strategically navigate each scenario. The curriculum focuses on crisis communication best practices, stakeholder engagement, media interaction, and social media crisis response. Through role-play simulations, group exercises, and analysis of real-world case studies, students will develop the competencies needed to mitigate reputational harm, effectively manage communication during critical incidents, and lead recovery efforts.			
MRKT-1.5-13	<b>Brand Strategy</b>	1.5	none
This course focuses on the strategic and creative foundations of building brands from the inside out. Students will learn how to define brand purpose, create naming systems, develop identity frameworks, and structure brand portfolios. Through applied workshops and project-based learning, the course equips students to craft authentic, purpose-driven brand strategies aligned with long-term business goals.			

MRKT-1.5-14	Brand Management and Communications	1.5	none
<p>This course provides students with a strategic and practical understanding of brand management in today's dynamic business environment. Through a combination of theoretical frameworks and real-world applications, students will explore how brands are built, communicated, and sustained over time. Key topics include brand equity, positioning, architecture, innovation, loyalty, and crisis management. Students will examine how branding influences customer behavior, business performance, and long-term value creation. Emphasis is placed on both global and local brand strategies, as well as the role of purpose, sustainability, and digital transformation in shaping modern brand experiences. By the end of the course, students will be equipped to make informed, strategic decisions to develop, grow, and manage strong brands across sectors and markets.</p>			
MRKT-1.5-15	Content Marketing and Communications	1.5	none
<p>This course provides students with an in-depth understanding of how to design, manage, and optimize content strategies across today's fragmented media landscape. It explores the strategic use of owned, earned, paid, and shared media (OEPS), audience segmentation, platform-specific storytelling, influencer and UGC integration, and discoverability through SEO/SEM and LLMs. Through practical assignments and cross-channel projects, students will develop the skills to craft effective content across platforms such as Meta, TikTok, LinkedIn, YouTube, Discord, and Podcasts, while aligning messages to audience needs and brand goals.</p>			
MRKT-1.5-16	Generative AI for Marketing	1.5	none
<p>This course provides a comprehensive understanding of how artificial intelligence is transforming modern marketing and communications. Students will explore cutting-edge applications of AI across content creation, audience segmentation, predictive analytics, and marketing automation. Key focus areas include generative AI (text, image, video, audio), personalization strategies, conversational interfaces (chatbots, voice assistants), and ethical considerations surrounding data privacy. Through hands-on labs and real-world case studies, students will gain practical experience with tools such as Salesforce, Adobe Experience Cloud, Midjourney, and Runway, preparing them to lead data-driven, AI-enhanced marketing initiatives.</p>			
MRKT-1.5-17	Customer Engagement and Loyalty	1.5	MRKT-3-10; MRKT-1.5-11; MRKT-1.5-12
<p>This comprehensive course equips students with strategic insights into customer engagement, relationship marketing, and loyalty programs, emphasizing balanced mastery across these critical areas. Participants will explore the principles and strategies behind successful customer engagement, including personalized communication, emotional connections, and experiential interactions. The course also delves into the psychological and economic motivations driving consumer loyalty, CRM practices, and best-in-class methodologies for designing and evaluating effective loyalty programs. Leveraging digital tools such as AI-driven email marketing, data analytics, and CRM platforms, students will learn to create engaging customer journeys, foster meaningful relationships, and drive long-term retention and sustainable business growth. Through hands-on projects, interactive case studies, and real-world examples, students will develop comprehensive skills in crafting and implementing customer-centric strategies that enhance brand loyalty and deepen customer engagement.</p>			

MRKT-1.5-18	Mobile Marketing Strategies and Communications	1.5	MRKT-3-10; MRKT-1.5-11; MRKT-1.5-12
<p>This course explores the core principles and emerging opportunities of mobile marketing in today's always-on, connected world. Students will develop the skills to create mobile-first marketing strategies that align with broader business goals, leveraging channels such as apps, SMS/MMS, mobile search, mobile advertising, and geolocation. Special emphasis will be placed on UX, responsive design, app store optimization, and mobile analytics. Students will also explore the future of mobile engagement, including voice search, AR/VR, AI-powered customer support, and ethical issues related to data privacy. Through real-world examples and hands-on exercises, students will gain the tools to design and optimize impactful mobile marketing experiences.</p>			
MRKT-1.5-19	Influencer & Event Communications Lab	1.5	MRKT-3-10; MRKT-1.5-11; MRKT-1.5-12
<p>This lab-based course explores how influencer marketing, public relations, and event experiences intersect to shape brand visibility, trust, and engagement. Students will learn to design integrated campaigns that combine earned media, influencer partnerships, and brand events, both online and in-person. Emphasis is placed on aligning creative storytelling with strategic objectives and managing performance, relationships, and reputational risk across communication channels.</p>			
MRKT-1.5-21	Leveraging Brand & Product Management	1.5	MRKT-3-10 MRKT-1.5-11 MRKT-1.5-12
<p>This course provides an integrated exploration of brand and product management strategies, focusing on innovation, product development, and effective brand positioning to achieve market leadership. Participants will gain a comprehensive understanding of how successful products and brands are conceived, developed, and managed from initial ideation through launch, market penetration, and ongoing refinement. The course emphasizes a customer-centric approach, covering essential topics such as brand identity, brand architecture, product lifecycle management, user-centered design, prototyping, and Minimum Viable Product (MVP) creation. Students will also delve into key industry practices, including leveraging AI for innovation, sustainable branding approaches, and personalized marketing strategies. Through practical exercises, case studies, and interactive group projects, participants will acquire actionable skills to leverage product and brand management effectively, driving continuous innovation and sustainable competitive advantage.</p>			
MRKT-1.5-22	Brand & Product Lifecycle Marketing	1.5	MRKT-3-10 MRKT-1.5-11 MRKT-1.5-12
<p>This course offers an in-depth exploration of product lifecycle management, emphasizing strategic brand management across each stage: from product development and market introduction to growth, maturity, and decline. Participants will gain insights into how successful products and brands navigate evolving markets, consumer expectations, and competitive landscapes. The course underscores the importance of aligning brand identity, positioning, and equity with the distinct phases of the product lifecycle to optimize market impact and profitability. Key topics include ideation, MVP creation, go-to-market strategies, distribution, communication, pricing strategies, portfolio management, and brand repositioning. Through practical case studies, group projects, and interactive discussions, students will master the skills to effectively manage and sustain brand value throughout a product's lifecycle, enabling enduring market relevance and strategic business growth.</p>			

MRKT-1.5-23	Finance for Marketeers	1.5	MRKT-3-10 MRKT-1.5-11 MRKT-1.5-12
In today's dynamic business environment, successful Marketing and Communication professionals must understand and effectively leverage key financial concepts to drive strategic decisions and create substantial business value. This course provides marketeers with essential financial acumen, enabling them to understand the implications of their strategic choices from a financial perspective. Participants will explore core topics such as Total Shareholder Return (TSR), Profit and Loss (P&L) management, budgeting, return on investment (ROI), and financial analytics. Through real-world case studies and interactive discussions, students will learn how to align marketing strategies with financial performance, optimize resource allocation, and contribute meaningfully to their organization's overall success. By the end of this course, marketeers will possess the tools and knowledge required to integrate financial insights into marketing planning and decision-making processes.			
MRKT-1.5-24	Digital Analytics	1.5	MRKT-3-10; MRKT-1.5-11; MRKT-1.5-12
This course explores the strategic use of digital analytics across marketing, communication, and media functions. Students will develop the skills to collect, interpret, and act upon data from web, app, social, and campaign platforms. Emphasis is placed on using analytics to optimize brand performance, media investments, and consumer engagement. Students will gain hands-on experience with industry tools such as Google Analytics 4, Looker Studio, Hotjar, and platform-native dashboards from Meta and TikTok. Core to the course is a critical focus on how global privacy regulations like <b>GDPR</b> and <b>CCPA</b> reshape the marketing analytics landscape, and how marketers must respond with ethical, consent-based, and first-party data strategies. Finally, students will explore the role of AI and predictive analytics in delivering insight at scale while maintaining compliance and consumer trust.			
MRKT-1.5-25	Data Visualization & New Media	1.5	MRKT-3-10; MRKT-1.5-11; MRKT-1.5-12
This course introduces students to the principles and practices of data visualization and editorial design across digital and new media platforms. It combines creative and analytical approaches to help students transform complex information into clear, engaging visual stories. Students will explore how to use data, design, and storytelling to inform and persuade audiences. The course covers key concepts such as visual hierarchy, typography, layout, color, chart design, and narrative structure. Students will also gain hands-on experience with tools like Adobe Illustrator, InDesign, Figma, and Tableau. Through individual and group projects, students will develop the skills to design static and interactive visuals that are both meaningful and visually compelling. By the end of the course, students will be able to create work that communicates ideas effectively through design.			
MRKT-1.5-26	Mixed Media Content Creation	1.5	MRKT-3-10; MRKT-1.5-11; MRKT-1.5-12
This course offers students a comprehensive and hands-on approach to creating impactful, cross-platform content. Merging principles of graphic design, photography, and video production, students will gain the technical, conceptual, and creative skills to ideate, design, and produce integrated multimedia communication pieces. Students will master industry-standard tools, understand content strategy and visual language, and learn to synthesize multiple media formats into coherent storytelling for digital and print media.			

MRKT-1.5-27	Copyright, Storytelling, & Other Stories	1.5	MRKT-3-10; MRKT-1.5-11; MRKT-1.5-12
This course blends the strategic rigor of copywriting with the psychological depth and narrative power of storytelling. Students will learn to develop impactful messages across platforms by mastering both the structural foundations of writing and the timeless techniques of story construction.			
MRKT-1.5-28	Content Creation for Extended Realities	1.5	MRKT-3-10; MRKT-1.5-11; MRKT-1.5-12
This course introduces students to the creative and strategic possibilities of content creation within Extended Realities (XR), including Augmented Reality (AR), Mixed Reality (MR), and Virtual Reality (VR). As immersive media reshape how audiences engage with brands, this course equips students to design, prototype, and present compelling branded experiences in 3D and interactive environments. Students will explore the intersection of storytelling, emerging technologies, and user experience design to create meaningful and innovative content for marketing, communication, and entertainment. They will gain exposure to XR platforms, digital assets, AI tools, and immersive design techniques, while also examining the role of blockchain, gamification, and community in the evolving Metaverse. By the end of the course, students will be prepared to lead creative XR projects that are conceptually strong, technically informed, and strategically aligned with brand identity and audience engagement goals.			

## 25. IENYC Administration Contacts

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