



# College Catalog

2018/19

2018/2019 V3

*\*Please note, this is a Printed Version only. For the most up to date information and policy adjustments, please visit the GCNYC website.*

The content of this catalog is accurate as of March, 26 2019. It is subject to change.

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### Version Control

Version	Release Date	Changes
2018/2019 V1	August 1 <sup>st</sup> , 2018	2018/2019 First Version
2018/2019 V2	November 15 <sup>th</sup> , 2018	Update to Student Services Policies
2019/2019 V3	March 26, 2019	Updates have been made to Student Services, Registration and International Student info. and others.

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## *Welcome from the President*

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Glasgow Caledonian New York College (GCNYC) was founded by Scotland's Glasgow Caledonian University (GCU) which was established in 1875. GCNYC is situated in SoHo in the borough of Manhattan, in close proximity to the heart of New York's globally recognized financial and fashion industries. Our GCNYC campus was launched in September 2013 by the University's Chancellor, Nobel Laureate, Presidential Freedom Medal and Congressional Gold Medal Winner, Professor Muhammad Yunus. In June 2017, the New York State Education Department granted Glasgow Caledonian New York College a Charter degree awarding authority. Whilst GCU NYC is an independent graduate college, it is strongly linked with GCU in the UK and GCU's partnership colleges, including the African Leadership College in Mauritius, the Caledonian College of Engineering in Oman and the Grameen Caledonian College of Nursing in Bangladesh.

GCNYC provides students with a relevant, diverse and enriching experience underpinned by a vibrant international, intellectual and cultural life, and a strong commitment to the common good. The campus attracts students from a wide range of backgrounds and from all over the world, and we pride ourselves in providing a friendly, supportive, modern and effective values-led learning environment for our students.

GCU was keen to invest in establishing a base in New York City because of the significant opportunities for intellectual, professional, cultural and business-related development that being in one of the most dynamic cities in the world would bring to our goal to provide education for the common good. We have already seen the benefits generated for us through our work with a range of industry partners and our Fair Fashion Centre. Led by New York born Vice-President, Cara Smyth, the applied research centre is demonstrating ways in which the fashion industry can promote sustainability and profitability.

Many businesses now determined to engage with the sustainability agenda are strengthening their approach to risk management, enhancing their commitment to ethical practices and championing responsible leadership and management. Consequently, there is increasing interest for new types of educational programs, from both industry and prospective students that are committed to the betterment of society at large and developing effective business models. As a signatory to both the United Nations Principles for Responsible Business Management Education and Global Compact, and boasting outstanding links with business leaders, GCNYC is co-creating and co-delivering these innovative programs with industry practitioners. This is a compelling, fresh, relevant and successful approach.

GCNYC is committed to providing a rewarding higher education opportunity and experience to applicants 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.

Professor Pamela Gillies CBE FRSE

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## General College Information

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### Introduction

Glasgow Caledonian New York College (GCNYC) was founded by Glasgow Caledonian University (GCU), a vibrant, innovative and multi award-winning University for the Common Good. GCU traces its roots to its science college in Glasgow which was established in 1875.

At GCNYC we strive to offer business-solution driven, research-based degrees with a hands-on, practical approach to programming that transcends the traditional practices of higher education. Our mission *For the Common Good* drives the entire community, and is exemplified by the staff and student body across all academic schools and departments.

The programs offered at GCNYC include an MS in International Fashion Marketing, an MS in Impact-Focused Business and Investing, and an MS in Risk, Resilience and Integrity Management. Each degree centers around profitable sustainability, and operationalizing systemic change at scale.

Our Chancellor, Annie Lennox is a royal Academician, singer-songwriter, and highly-respected social activist and philanthropist. She inspires our educational philosophy to transform the lives of our students, and enrich communities *For the Common Good*.

Our Chancellor Emeritus, Nobel Laureate Professor Muhammad Yunus is a pioneer in microfinance, one of only seven in the world who has received prestigious recognitions including Nobel Peace Prize, Presidential Medal of Freedom, and Congressional Gold Medal.

GCU is a signatory to the United Nations PRME initiative (Principles for Responsible Management Education) and is one of only 27 global institutions with that make up the PRME Champions group. We are the first Scottish university to join the UN Global Compact, the world's largest voluntary corporate responsible management initiative. The University has also been designated a Changemaker Campus by AshokaU, for its efforts promoting and facilitating global social change and responsible business.

### Vision

By 2025, GCNYC will be a premier, unique institution, serving the Common Good through education and research in profitability and sustainability for social benefit.

Our alumni will represent the next generation of global leaders with a values-led sense of purpose integrated with a strong set of business skills and a supportive network.

### Mission

GCNYC's Common Good Mission is to work with others, contributing to the achievement of the UN Sustainable Development Goals through problem solving and systems thinking, with specific emphasis on profitability and sustainability.

Our mission, as an educational institution, is to be highly collaborative with other institutions, stakeholders in the private sector, and NGOs. In particular, we are committed to supporting the United Nations Sustainable Development Goals. To achieve this, our curriculum focuses on problem solving with an emphasis on systems thinking and Human Centered Design.

Just as the United Nations Global Compact and Principles for Responsible Management Education focus on allowing Higher Education and Private Businesses to work towards achieving the United Nations Sustainable Development Goals (SDGs), GCNYC places this value at the core of our mission as well as our practices in our attempt to create a circular knowledge flow between education and the private sector. This manifests itself in the values and goals of the institution.

### Values

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

- *Integrity*
- *Responsibility*
- *Creativity*
- *Compassion*

### Goals

- *Transforming lives, communities, and businesses through education and research*
- *Creating a real time learning community through participation and integration*
- *Equipping students to serve the Common Good*
- *Supporting business by facilitating the integration of responsible practice*
- *Applying knowledge as a tool to serve community and environment to drive purpose and Common Good*

### Charter Status

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

### Accreditation

Glasgow Caledonian New York College (GCNYC) is a Candidate for Accreditation by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). GCNYC's candidacy status was approved by the Commission at its meeting of June 21, 2018. Our next evaluation visit will be in Academic Year 2020/2021.

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.

Candidate for Accreditation is a status with the Commission that indicates that an institution has achieved membership and is progressing toward, but is not assured of, accreditation.

### The Campus

The campus for Glasgow Caledonian New York College is located at 64 Wooster Street, in NYC's historic SoHo Neighborhood. The facility includes offices, classrooms and library facilities.

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## The Catalog

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### 1. Academic Calendar

#### 1.1. GLASGOW CALEDONIAN NEW YORK COLLEGE: ACADEMIC CALENDAR 2018/19

##### **FALL A TERM**

- Wednesday, August 8: REGISTRATION FOR TERM A OPENS (Matriculated Students)
- Wednesday, August 29: NON-MATRICULATED STUDENT REGISTRATION OPENS
- Friday, August 31: REGISTRATION CLOSES
- Tuesday, September 4: LATE REGISTRATION OPENS
- Thursday, September 6: ACADEMIC INDUCTION
- Monday, September 10: CLASSES BEGIN
- Friday, September 15: LATE REGISTRATION CLOSES
- Monday October 8: COLUMBUS DAY—NO CLASSES
- Thursday, October 11: MONDAY CLASSES MEET
- Saturday, October 20: SATURDAY SESSION, ALL CLASSES
- Friday, October 26: DEADLINE FOR MID-TERM ASSESSMENTS
- Monday, November 12: VETERAN’S DAY—NO CLASSES
- Thursday, November 15: MONDAY CLASSES MEET
- Monday, November 19-Friday, November 23: THANKSGIVING BREAK
- Wednesday, November 28-Tuesday, December 4: EARLY REGISTRATION FOR TERM B
- Wednesday, December 5: LAST DAY OF CLASSES
- **REGISTRATION FOR TERM B OPENS (Matriculated Students)**
- Thursday, December 6-Friday, December 7: READING WEEK
- Monday, December 10-Wednesday, December 12: EXAM SCHEDULE
- Friday, December 14: DISSERTATION OPEN HOUSE
- Saturday, December 15: COMMENCEMENT EXERCISES

##### **WINTER B TERM**

- Thursday, December 27: NON-MATRICULATED STUDENT REGISTRATION OPENS
- Thursday, January 3: ACADEMIC INDUCTION
- Friday, January 4: REGISTRATION CLOSES
- Monday, January 7: CLASSES BEGIN
- **LATE REGISTRATION OPENS**
- Friday, January 11: LATE REGISTRATION CLOSES
- Monday, January 21: MARTIN LUTHER KING, JR DAY—NO CLASSES
- Thursday, January 24: MONDAY CLASSES MEET
- Saturday, January 26: SATURDAY SESSION, ALL CLASSES
- Friday, February 15: DEADLINE FOR MID-TERM ASSESSMENTS

- Saturday, February 16: SATURDAY SESSION, ALL CLASSES
- Monday, February 18: PRESIDENT’S DAY—NO CLASSES
- Wednesday, February 20-Wednesday February 27: EARLY REGISTRATION FOR TERM C
- Thursday, February 21: MONDAY CLASSES MEET
- Thursday, February 28: REGISTRATION FOR TERM C OPENS (Matriculated Students)
- Saturday, March 9: SATURDAY SESSION, ALL CLASSES
- Wednesday, March 13: LAST DAY OF CLASSES
- Thursday, March 14-Friday, March 15: READING WEEK
- Monday, March 18-Wednesday, March 20: EXAM SCHEDULE
- (In the event of Snow Days, March 18-19 will be make-up days and exam schedule will be March 20-22)

### **SPRING C TERM**

- Wednesday, March 27: NON-MATRICULATED STUDENT REGISTRATION OPENS
- Thursday, March 28: ACADEMIC INDUCTION
- Friday, March 29: REGISTRATION CLOSES
- Monday, April 1: CLASSES BEGIN
- **LATE REGISTRATION OPENS**
- Friday, April 5: LATE REGISTRATION CLOSES
- Saturday, April 13: SATURDAY SESSION, ALL CLASSES
- Friday, April 19: DEADLINE FOR MID-TERM ASSESSMENTS
- Saturday, May 4: SATURDAY SESSION, ALL CLASSES
- Monday, May 27-Friday May 31: MEMORIAL DAY BREAK
- Tuesday, June 11-DISSERTATION APPROVED BY ADVISOR, SUBMITTED TO PROVOST
- Wednesday, June 19: LAST DAY OF CLASSES
- Thursday, June 20-Friday, June 21: READING WEEK
- Monday, June 24-Wednesday, June 26: EXAM SCHEDULE
- (In the event of Snow Days, exam period will shift to allow for make-up days)
- Monday, June 24-Friday, June 28: EARLY REGISTRATION FOR TERM A (2019/2020)
- Friday, June 28: DISSERTATION OPEN HOUSE
- Saturday, June 29: COMMENCEMENT EXERCISES
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The Calendar for future academic years is available on the GCNYC website.

## **2. Admissions**

### **2.1. GCNYC Postgraduate Programs**

2.1.1. The GCNYC Postgraduate programs listed below will be offered to suitably qualified applicants. The language of instruction will be English.

- i. Master of Science in Impact-Focused Business and Investing
- ii. Master of Science in International Fashion Marketing
- iii. Master of Science in Risk, Resilience and Integrity Management

2.1.2. GCNYC will offer 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.

### **2.2. Non-matriculated students**

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

2.2.2. Individuals may take a maximum of eight credits in non-matriculated study.

### **2.3. Criteria for Admission**

GCNYC believes in the dignity, worth and potential of each and every individual dedicated to the pursuit of higher education. As an institution of higher learning, we uphold a high standard of ethical admissions. We also strive to eliminate bias based on ethnicity, creed, gender, sexual orientation, socio-economic status, age, political affiliation, national origin, and disability.

2.3.1. For entry to the GCNYC postgraduate programs, we normally require one of the following:

- i. A four-year US Bachelor's degree (from an appropriately accredited institution) with a minimum GPA of 2.7 on a 4.0 point scale
- ii. A UK Bachelor's degree with a min of 2nd class Honors, or
- iii. An equivalent qualification from a recognized university

2.3.2. GCNYC takes a holistic approach to admissions criteria and will take into account the educational and social qualifications of an applicant.

### **2.4. Transfer and Recognition of Prior Learning (RPL)**

2.4.1. GCNYC recognizes that many students have knowledge and skills that have been acquired from a wide range of prior learning experiences, both formal and informal. See Section 3 – 'Transfer and Recognition of Prior Learning' for further details.

### **2.5. Application Fee**

- 2.5.1. An application fee of \$50 (USD) will be charged to all GCNYC applicants, which must be paid prior to an offer of admission. Various methods of payment are permitted with an online payment being the preferred method. See 'Section 10 - Fees and Refunds' for further details.

## 2.6. Application Procedures

- 2.6.1. Applicants to GCNYC will use the online form, which can be found at <http://www.gcny.com/>.
- 2.6.2. Applications will be reviewed by GCNYC Admissions Team. A complete application consists of the application form, payment of the application fee, an official transcript from the college or university issuing the student's baccalaureate degree, a statement of purpose, and a supplemental piece. At the time of application, the applicant may include an electronic or unofficial transcript, which will be used to make the admission decision (such students may be accepted conditionally until GCNYC is in receipt of official transcripts). Students applying for non-matriculated study follow the same process by checking the appropriate box on the application form.
- 2.6.3. GCNYC will make one of four decisions on applications:
- i. **ACCEPTED UNCONDITIONAL:** The student has met all requirements for admission and is granted a place in the program they applied for.
  - ii. **ACCEPTED CONDITIONAL:** The student has met all requirements for admission, but GCNYC has not yet received an official transcript. Once GCNYC has the transcript in hand, the applicant's status will change to ACCEPTED. ACCEPTED CONDITIONAL students are allowed to register; however, if transcripts have not been received by the first day of classes, the registration will be placed on hold.
  - iii. **NON-MATRICULATED:** One of two conditions triggers this status, either: (a) the student applied for non-matriculated status, or (b) the student does not meet all criteria for admission, but GCNYC will allow them to register as a non-matriculated student. The student can reapply at a later date and use their grades in their courses as a non-matriculated student as evidence of potential success in postgraduate study.
  - iv. **DENIED:** The applicant does not meet the criteria to be granted matriculated or non-matriculated standing.
- 2.6.4. Admissions decisions will be communicated to all applicants in an appropriate and timely manner.

## 2.7. Deferral of Enrollment

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

## 2.8. International Students

- 2.8.1. Starting September 2019, GCNYC will accept international students into the Master's programs and will be able to sponsor F1 student visas. Please refer to the international student webpage for more information.

## **2.9. Criminal Convictions**

- 2.9.1. Applicants are not requested to disclose any criminal convictions during the application process. However prior to registration, a declaration must be made of any criminal conviction should an offer of admission be made. Please see Section 5.9 'Criminal Convictions' for further details.
- 2.9.2. Any student who has a felony conviction will be required to report said conviction to the Director of Operations, Student Services, & Title IX for review.

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

- 2.10.1. By accepting an offer of admission at GCNYC, applicants are expected to be aware of, and adhere to the GCNYC Charter, Statutes, Ordinances and Regulations. Acceptance to GCNYC does not indicate that a student has also been accepted into a similar program at Glasgow Caledonian University's campuses in Glasgow or London.

## **2.11. Fraudulent Applications**

- 2.11.1. GCNYC 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 GCNYC Admissions Team.
- 2.11.2. GCNYC 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.

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

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

## **2.13. Data Protection**

- 2.13.1. GCNYC processes personal information under the auspices of the US Family Educational Rights and Privacy Act (FERPA). Under this legislation, 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

2.13.2. See Section 9 'Family, Educational Rights and Privacy Act (FERPA)' for further details.

### **3. Transfer Credit (TC) and Recognition of Prior Learning (RPL)**

GCNYC recognizes that some students join GCNYC already having earned some graduate-level credit at other accredited Universities, and we want to recognize the work you have done. There are two types of previously achieved learning outcomes that you can apply to your degree at GCNYC: Transfer Credit (TC) and Recognition of Prior Learning (RPL).

Transfer Credit results in the acceptance of academic credits awarded by another accredited University; award of credits has to be evidenced by student's academic transcript from another University.

Whereas Transfer Credit is based on a review of academic transcript, Recognition of Prior Learning is an assessment process that involves an evaluation of the student's knowledge in a subject area that he or she is seeking an award of credit for. Thus, TC and RPL are validated differently.

The benefits of TC and RPL are a significant reduction of tuition costs and time to degree completion. Students can achieve up to 16 credits via either, or a combination of both, methods.

#### **3.1. How do I make a Transfer Credit claim?**

- 3.1.1. Students enrolling in one of our postgraduate programs, who have successfully completed postgraduate credit in a comparable course at an accredited US university, may apply for Transfer Credit. The course must be comparable to the GCNYC 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.
- 3.1.2. The student should complete a GCNYC Transfer Request Form and attach an official transcript and course syllabus. GCNYC Academic staff will review the documents to determine that all learning outcomes for the course for which the student requests transfer credit have been met.

#### **3.2. What is the cost of a Transfer Credit claim?**

- 3.2.1. There is no cost for a transfer credit claim.

#### **3.3. Recognition of Prior Learning (RPL)**

- 3.3.1. RPL allows for informal learning and prior experience students may have achieved before starting their degree at GCNYC to be demonstrated for earning of academic credit.
- 3.3.2. *Informal Learning* is defined as knowledge and skills gained through personal and professional experiences, as well as through non-formal (non-certificated) learning and training activities or programs.

- 3.3.3. Informal Learning will be evaluated in accordance with the GCNYC Recognition of Prior Learning Policy (RPL). Students who are interested in applying for RPL and who have been awarded an unconditional offer of admission, will be invited to attend a free, non-credit course on structural knowledge management and RPL process.
- 3.3.4. In addition to enabling the student in gaining credit within a program of study, RPL can help the student design and implement a plan for personal and/or professional development by identifying the skills and knowledge the student has already acquired and the ways in which these skills and knowledge can be developed even further.

#### **3.4. How do you make an RPL claim?**

- 3.4.1. Students become eligible for the RPL process at GCNYC once they receive an unconditional offer. Students who have been awarded an unconditional offer of admission will be invited to attend a free, non-credit course.
- 3.4.2. After completion of the non-credit course, students who decide to challenge one of the GCNYC courses for credit, will complete questionnaires for self-assessment. These questionnaires are faculty-developed and are based on course learning outcomes. The student may then choose to not pursue RPL or can take the next step by requesting an Academic Consultation.
- 3.4.3. In the Academic Consultation, a faculty member and the student will review the self-assessment and discuss the student's prior learning so the student can make an informed decision about whether or not to apply for RPL.
- 3.4.4. Students who decide to pursue the RPL process must agree to and sign "The RPL Terms and Conditions," showing their understanding of the process and their acceptance of the College's policies.
- 3.4.5. Students then prepare and submit the appropriate documentation for the courses they have chosen to pursue via RPL.
- 3.4.6. The Assessor (a faculty member, but not the same one who did the Academic Consultation) reviews the documentation and conducts an in-person interview with the student to validate the documented learning.

#### **3.5. What is the cost of RPL?**

- 3.5.1. There is no fee for the workshop and initial consultation.
- 3.5.2. If students decide to submit their documentation, they pay a review fee of \$500 per course.
- 3.5.3. If the Assessor recommends the awarding of credit for the course, the student then pays a transcription fee of \$500 per course.

#### **3.6. How long will it take?**

- 3.6.1. Our intent is that if you attend the workshop prior to your first trimester, we will be able to have your RPL credits determined prior to the start of classes for that trimester.

### **3.7. How will this affect my GPA?**

- 3.7.1. Your transcript will reflect that you have earned credit for the course, but it will not record a letter grade or numerical mark. As a result, it will not be calculated as part of your GPA, as your GPA only includes those courses which you have formally taken in a classroom. Additionally, Transfer Credit and RPL are not a consideration when calculating satisfactory academic progress.

### **3.8 Will this credit transfer to other institutions?**

- 3.8. If the student wishes to transfer to another college/university, the student will need to inquire with a college/university of interest whether or not they will accept the credit.

## **4. College Financial Assistance**

### **4.1. Scholarships**

At GCNYC 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 with an equally strong desire to build a diverse academic community made up of passionate students—regardless of your financial circumstances—GCNYC makes every attempt to help qualified students.

We are proud to offer a number of merit-based scholarships:

- i. Common Good Scholarships
- ii. Fair Fashion Fellowships

#### **Scholarship Opportunities**

There are a number of scholarships offered in the names by the College and these have specific criteria attached to them. The Admissions team can help determine if you are eligible for these.

### **4.2. Title IV Funds (Federal Aid)**

- 4.2.1. As GCNYC has not yet received its authorization to accept Title IV funds, students are not currently eligible to use US Department of Education funding to pay for their study at GCNYC.

### **4.3. Private Credit Based Loans**

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

#### **4.4. Veterans Benefits**

- 4.4.1. At this time, Students are not currently eligible to apply Veteran’s Benefits to GCNYC tuition.

### **5. Registration, Attendance and Student Records**

#### **5.1. Registration**

- 5.1.1. Students are required to and responsible for registering for courses each trimester.
- 5.1.2. Failure to complete registration by the first day of classes will mean that students and may not be eligible to take classes for that trimester. Late registration requires the approval of the Provost and may require the payment of a late registration fee should the student be allowed to register.
- 5.1.3. GCNYC Tuition Refund Schedule Policy  
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 a course to the office of the Provost during regular College business hours.

Refunds are based on the following schedule:

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

#### **5.2. Student Status**

- 5.2.1. At GCNYC Student status is based on the number of credits undertaken each trimester.
- i. Full-time status requires a minimum of 12 credits of course work per trimester.
  - ii. Students who register for less than 12 credits are considered to be part-time.

#### **5.3. Attendance Requirements**

Attendance is of key pedagogical importance. Successful progress towards a degree depends on the full cooperation of both students and faculty members. Courses at GCNYC utilize lectures and classroom discussions, which means that regular attendance and active participation are essential and critical parts of the educational process.

- 5.3.1. 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.

- 5.3.2. Notwithstanding the expectation that students will attend all classes for which they are registered, the College accepts that perfect attendance may not always be achievable; however, as graduate courses are organized in large blocks of time, it is college policy that two unexcused absences in the same course will result in automatic failure of the course.
- 5.3.3. 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.
- 5.3.4. Faculty are responsible for reporting absences to the Student Learning Coordinator.

#### **5.4. Leave of Absence**

Students wishing to withdraw temporarily from the College may apply to the Office of the Registrar for a leave of absence from study for one trimester (which may be extended to a maximum of two trimesters). Students applying for a leave of absence normally must be in good academic, social, and financial 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.

- 5.4.1. A Leave of Absence must be applied for and approved by the Office of 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.
- 5.4.2. Students granted a Leave of Absence for medical reasons may be required to provide documentation from their health-care provider that they are medically fit to resume their studies. Students failing to return from a Leave of Absence within one calendar year must apply for re-admission. If they are re-admitted, they will be governed by the degree requirements in effect at the time of re-admission.

#### **5.5. Auditing**

- 5.5.1. The auditing of classes at GCNYC requires the written permission of the Provost or the Vice President.

#### **5.6. Withdrawing from the College**

- 5.6.1. Students withdrawing from GCNYC must notify the Student Learning Coordinator and complete the withdrawal form available on the College's website. See Section 10 'Fees and Refund Policy' for further questions.

#### **5.7. Re-Admission to the College**

- 5.7.1. Students, who have officially or unofficially withdrawn from the College, or who have been away from the College past the expiration date of an approved leave of absence, must apply to for Re-Admission. Please contact the Director of Recruitment and complete the form available on the College's website.

- 5.7.2. 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.
- 5.7.3. 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 their advisor 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.

#### **5.8. Maintaining Up-to-Date Contact Details**

- 5.8.1. Students should inform the College of any change of details such as name, address or other contact details. Students should contact their advisor to make such changes.

#### **5.9. Criminal Convictions**

- 5.9.1. Students with criminal convictions must submit details to the Director of Operations & Student Services prior to registering. The Director of Operations & Student Services will confer with the Campus Safety panel if there are any concerns, so as to ensure a safe learning environment for the campus.

#### **5.10. Further Details and Forms**

Students can access further information and online forms at the College's website at <http://www.gcny.com/>.

## **6. Information Services**

### **6.1. GCNYC Commons and MURAL**

The GCNYC Commons and MURAL serves as the online portal for all student academic resources. Students are able to access course content, GCU Library resources, and other relevant academic materials. The purpose of this portal is to provide an easily-accessible, centralized, and communal source of knowledge and information for the entire GCNYC Student body.

### **6.2. Course Reserves and GCU library**

- 6.2.1. Course reserves are made available to students as a courtesy by the College and are kept in the Student Learning Coordinator's office on the lower level.
- 6.2.2. Students and faculty have access to electronic resources, journals, databases and e-books through the Glasgow Caledonian University (GCU) Library website at <http://www.gcu.ac.uk/library>. To access these online materials, students and faculty must log into the GCU Library using their GCU credentials.

### **6.3. Information Services**

- 6.3.1. 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.

- 6.3.2. Use of electronic devices, academic software and the GCNYC 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.
- 6.3.3. GCU provides IT and IS infrastructure and support to GCNYC. Students and staff must adhere to the IT regulations and policies of GCU, which are available at <http://www.gcu.ac.uk/student/computerstuff/itregulationspolicies/>.
- 6.3.4. 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.
- 6.3.5. For further information on using your personal device, please see the GCNYC BYOD Policy. Available iPads provide terms and conditions of their use at log in.

#### **6.4. IT Policy**

GCNYC grants its students and employees the rights and privilege of connecting their personal devices to our network. GCNYC also reserves the right to revoke this privilege if users do not adhere to the policies and procedures outlined below.

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.

- 6.4.1. GCNYC 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.
- 6.4.2. Students must also agree to and adhere to the IT Policies of GCU, available at <http://www.gcu.ac.uk/student/computerstuff/itregulationspolicies/>.
- 6.4.3. All connectivity will occur through the Eduroam Network, which students can access with their GCU credentials (email and network password).

#### **6.4.4. Acceptable Use**

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

All software and access provided by GCU and GCNYC 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 university'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 University reserves the right to examine any information on its facilities and to monitor use.

#### 6.4.5. **Devices and Support**

- i. Connectivity and network issues are supported by the IT Helpdesk located on the the Glasgow Caledonian University main campus in Scotland. If you have issues related to your GCU email and log in credentials, contact the GCNYC Student Learning Coordinator at [kerri.quinn@gcu.ac.uk](mailto:kerri.quinn@gcu.ac.uk) or the GCU Helpdesk via email: [ithelp@gcu.ac.uk](mailto:ithelp@gcu.ac.uk). If a student wishes to contact the Helpdesk by phone from the GCNYC campus infrastructure, dial 1234. When calling from another phone or while off campus, dial 00 44 141 273 1234. Please note that international call and fees will be applied.
- ii. Issues relating to personal hardware, laptops, tablets, or phones are the responsibility of the owner of that hardware.
- iii. Software issues are the responsibility of the party owning the software license.

#### 6.4.6. **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 GCU and GCNYC network.
- ii. Access to GCU and GCNYC data is limited based on user profiles defined by IT and automatically enforced.
- iii. GCU and/or GCNYC may remotely remove devices or deny access to the network or services if 1) a device is lost, 2) a student or employee terminates his or her enrollment or employment, 3) a data or policy breach, a virus or similar threat to the security of the university's data and technology infrastructure is detected.

#### 6.4.7. **Risks/Liabilities/Disclaimers**

- i. While GCU and GCNYC 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. GCNYC reserves the right to disconnect devices or disable services without notification.
- iii. Lost or stolen devices must be reported to GCNYC 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.

### 6.5. **Student Email**

- 6.5.1. The GCNYC email system is the official channel of communication between students, their advisors and College administration. Students will receive account information at their first Student Induction. Moreover, **students are responsible for checking their email daily for important messages from faculty and GCNYC staff.** Students may access their account remotely via their Office 365 account. 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.

## **6.6. Further Information**

- 6.6.1. Further details, including full regulations in relation to Information Services use, are available on the web <http://www.gcu.ac.uk/student/computerstuff/itregulationspolicies/>.

## 7. Student Services

### 7.1. Introduction

Student Services is dedicated to the overall quality of student life at GCNYC for all graduate and visiting students. All Staff at GCNYC are dedicated to ensuring an excellent student experience and to ensure that all students are able to access appropriate student support services as needed.

### 7.2. Student Bill of Rights

#### 7.2.1. All students have the right to:

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

### 7.3. Dignity at Work and Study Policy

#### 7.3.1. General Principles

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

ii. All staff, students and stakeholders at the College have a right to be:

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

iii. All staff, students and stakeholders at the University have a responsibility to:

- Behave in an appropriate manner, and in ways that are not derogatory to others;
- Play their part in ensuring we create a positive working environment that is tolerant and supportive through treating each other with dignity and respect;
- Challenge inappropriate behavior with confidence.

7.3.2 The College is committed to ensuring that:

- All potential and current staff, students and other stakeholders are treated fairly, and are not discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity and paternity, race, religion or belief (including lack of belief), sex, sexual orientation, socio-economic background, family circumstances or any other distinction.
- An inclusive and supportive environment that values dignity at work and study is created for staff, students and others associated with its work, that truly recognizes and values staff and student diversity, and promotes good relations between different groups.
- A shared awareness, understanding and commitment to equality and diversity is developed to enable all staff and students to act in accordance with this Policy, so that the principles of dignity, respect, equality and diversity can effectively be mainstreamed into the core of all University functions.

#### **7.4. Anti-Bullying Policy**

7.4.1. GCNYC 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 work and learning environment for students, faculty and staff. Any violations of this policy will be subject to the Code of Student Conduct. See Section 8 'Code of Student Conduct.'

#### **7.5. Induction**

Student Induction is a required and vital start to a student's College experience each term and is designed to provide incoming students with the necessary information to assimilate into life on campus and in New York prior to the start of classes. The activities expose new students to the various components of the College including academic life, student support services and student activities. Students will have the opportunity to meet their peers, GCNYC faculty, staff and administrators. Returning students in their third and fourth terms will receive valuable feedback on their dissertation work and progress.

#### **7.6. Student and Alumni Affairs and Career Services**

7.6.1. Student Governance Association (SGA) is to empower and unify the GCNYC student body. The SGA is responsible for the protection of students' rights and welfare and student

involvement in academic policy and curriculum formation. For more information about the SGA, please contact them at [gcnycsa@gcu.ac.uk](mailto:gcnycsa@gcu.ac.uk).

- 7.6.2. GCNYC Alumni Association (GAA) maintains and enhances a highly engaged, vibrant community of alumni, dedicated to engaging alumni, students, faculty and staff and community members. For more information about the GAA, please contact the Student Learning Coordinator at [kerri.quinn@gcu.ac.uk](mailto:kerri.quinn@gcu.ac.uk).
- 7.6.3. GCNYC seeks to provide Career Services support designed to meet the needs of students enrolled in our programs. Each trimester, the College will host a series of career workshops for students. The topics will be made available on MURAL under “Advanced Seminars/Workshops.”

## 7.7. Counseling

- 7.7.1. Students in need of counseling services should contact the Director of Counseling at [Michael.Cohen@gcu.ac.uk](mailto:Michael.Cohen@gcu.ac.uk) for referrals and information on scheduling an appointment.

## 7.8. Disability Services

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

- 7.8.1. Students with impairments and conditions may request accommodations to assist them in their GCNYC experience. To request an accommodation for a qualifying disability, a student must self-identify and contact the GCNYC Disability Services Coordinator at [Michael.Cohen@gcu.ac.uk](mailto:Michael.Cohen@gcu.ac.uk).
- 7.8.2. To request disability services accommodations, students must complete a Disability Services Initial Request Form. Students are also required to provide documentation from a medical professional and complete a Disability Verification Form. Once these have been submitted to the Office of Disability Services, an in-person meeting will take place and a plan for appropriate accommodations will be reviewed with the student. Students are then responsible for having their accommodations plan signed by necessary faculty for final approval returned to the ODS. Students are responsible for submitting a request for accommodations each trimester.
- 7.8.3. It is the student’s responsibility to request an accommodation. As some accommodations may take considerable time to arrange, students are urged to contact the GCNYC Disability Services Coordinator at [Michael.Cohen@gcu.ac.uk](mailto:Michael.Cohen@gcu.ac.uk) in order to request an accommodation as soon as possible after receiving notice of admission to the College.
- 7.8.4. 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.

## **7.9. Health Insurance**

- 7.9.1. All students are required to have up-to-date health insurance for the time of their enrollment at GCNYC.

## **7.10. Health Services**

- 7.10.1. First Aid kits are on campus and available to all students. Select staff members have been trained in professional first-aid and can give appropriate referrals to those in need of urgent care.
- 7.10.2. 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.
- 7.10.3. International Students seeking support for health services should contact the Director of Assessment and Accreditation, [Viktoria.Popova@gcu.ac.uk](mailto:Viktoria.Popova@gcu.ac.uk).

## **7.11. Immunization Policy Statement**

- 7.11.1. In accordance with New York State law (Public Health Laws 2165 and 2167), all students registering for more than 6 credits at GCNYC (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>).
- 7.11.2. GCNYC 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).
- 7.11.3. Students must provide this documentation on or before the first day of class.

## **7.12. Residential Services**

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

## **7.13. Additional Contacts & Information**

- 7.13.1. International Students: For more information on services for International Students please contact [Viktoria.Popova@gcu.ac.uk](mailto:Viktoria.Popova@gcu.ac.uk)
- 7.13.2. Title IX & Campus Safety: For more information on these services, please see Section 8 "Code of Student Conduct" or Section 16 "Campus Safety." For further information please contact the Title IX Coordinator at [Jessica.ChangRussell@gcu.ac.uk](mailto:Jessica.ChangRussell@gcu.ac.uk).

## 8. Code of Student Conduct

This Code of Student Conduct (“the Code”) applies to all students. GCNYC believes that effective learning and teaching is 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. The Code is non-contractual and Glasgow Caledonian New York College (“the College” and “GCNYC”) reserves the right to digress from, alter or withdraw it any time.

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

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

### 8.1. Application of the Code

- 8.1.1. This Code is not intended to create rights beyond our legal obligations.
- 8.1.2. All students of the College are subject to the jurisdiction of the Vice President of GCNYC in respect of their conduct.
- 8.1.3. The Vice President, through the Provost and Title IX Coordinator, has overall responsibility for the application of the Code.

### 8.2. Circumstances in which the Code will apply

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

### 8.3. Policy for Alcohol/Drug Use Amnesty

The health and safety of every student at GCNYC is of utmost importance. GCNYC 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. GCNYC strongly

encourages students to report domestic violence, dating violence, stalking or sexual assault to institution officials.

- 8.3.1. Any student acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to GCNYC'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.

#### **8.4. Offenses**

Any suspected cases of minor or major misconduct should be reported to the Provost or another member of faculty as soon as possible for consideration under the Code. Note: A number of Minor Offenses committed by one student or a group of students may constitute a major disciplinary offense.

##### **8.4.1. Minor Offenses**

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

- i. Anti-social behavior and/or foul language
- ii. Minor damage to, or unauthorized use of, College Property
- iii. Minor breaches of safety regulations
- iv. Refusing to fulfill minor contractual obligations
- v. Persistent Absenteeism
- vi. Noise beyond socially acceptable norms for the time of day/night

##### **8.4.2. Major Offenses**

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

- i. Offenses in connection with examinations or assessments which allow and/or are intended to allow the student to 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. 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. Acts of domestic violence, dating violence, stalking, or sexual assault as defined by the Clery Act, the Violence Against Women Act, Title IX, or New York State Education Law, articles 129-A and 129-B
- v. A conduct violation that is equivalent to the definition of a Clery Act Part I Primary Crime (as set forth in 34 C.F.R. §668.46(c))
- vi. Avoidance or attempted avoidance of security procedures to gain access to files and work done by users of College computing equipment
- vii. 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

- viii. Harassing, threatening or malicious behavior towards any member of the College community or any person acting on behalf of the College
- ix. Impersonating another person or presenting oneself under false pretenses
- x. Theft, fraud, unauthorized possession, misapplication of and/or unauthorized access to or gross negligence in connection with funds or property of any kind
- xi. Causing negligent or willful damage to or on College Property
- xii. Causing negligent or willful damage to property owned by any member of the College community and/or any person acting on behalf of the College
- xiii. 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
- xiv. 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
- xv. Fighting, assault, threatening physical violence, aggressive behavior and/or use of foul and/or abusive language
- xvi. Harassment, discrimination or incitement including harassment discrimination or incitement on the grounds of race, sex, sexual orientation, national origin, ethnic origin, religious, political or philosophical belief, disability, age, gender, marital status, mental condition or as detailed in the appropriate College policies available on the College's website, of which you are deemed to have made yourself aware and understood
- xvii. Possession of weapons (defined as instruments designed to cause injury, intended to cause injury, or imply a threat to cause injury), including simulated weapons, are not allowed on the GCNYC campus (see 16.21 'Weapons Policy')
- xviii. Possession, supply, use, abuse or touting of controlled substances and/or abuse of alcohol or prescription medication
- xix. Contravention of the United States Fair Use Doctrine (Section 107 of the Copyright Act) provides the statutory framework for determining whether something is a fair use and identifies certain types of uses—such as criticism, comment, news reporting, teaching, scholarship, and research—as examples of activities that may qualify as fair use
- xx. 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
- xxi. Contravention of established procedures, working practices codes of practice and/or regulations dictated by current legislation or authorities
- xxii. Non-return of any equipment or property loaned from the College
- xxiii. 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

Failure to comply with the decision of the Provost in relation to a Minor Offense or failure to comply with the decision of the Select Disciplinary Committee in the case of an appeal against a decision of the Provost of School in relation to a Minor Offense.

## 8.5. Procedures

#### 8.5.1. **Minor Offenses**

If a student is accused of a Minor Offense, the Provost who shall conduct an investigation to determine whether the Minor Offense was committed.

- i. Where a Minor Offense has occurred, the Provost will consult records to ascertain if the student has a previous offense recorded on the central register of student disciplinary offenses.
- ii. Where a previous offense has been recorded the second/subsequent offense will then be reported, by the Provost, to the Vice President of GCNYC to determine whether or not the repeated misconduct should be treated as a Major Offense.
- iii. Where an alleged first Minor Offense has occurred the Provost may apply one or more penalties (see Section 8 'Penalties').

#### 8.5.2. **Major Offenses**

Where the Provost, upon the advice of the Title IX coordinator, considers that the alleged offense is a Major Offense, as defined herein, the matter will be reported to the Vice President of GCNYC.

- i. All Major Offense issues are overseen by the Title IX Coordinator
- ii. Except in cases of student suspension as described below, the Select Disciplinary Committee shall normally convene within 28 days of notification of the allegations to determine whether the Major Offense occurred and to take any further action in accordance with the Code.

#### 8.5.3. **Suspension**

Where the matter is remitted for action to the Select Disciplinary Committee, the Provost shall have the authority to suspend the student. Whether a student is suspended pending disciplinary action will depend on the circumstances of the case. Where a student has been suspended, the Select Disciplinary Committee will meet within 14 days. This timescale may not be adhered to if the allegations are complex and/or involve detailed investigation and/or a number of witnesses.

#### 8.5.4. **No Contact Orders**

In issues where there is a reporting individual and a Respondent, the Provost, on the recommendation of the Title IX Coordinator, has the right to issue a "No Contact Order." Under such an order, the Respondent is to have no contact with the reporting person, in person, by voice technology or electronic communication. Should both parties appear in the same public space, it is the responsibility of the Respondent to depart. In the event that it a "No Contact Order" is issued, the Select Disciplinary Committee must convene within 7 days to determine whether the order is to be extended and for how long or to rescind the order.

#### 8.5.5. **Violation of No Contact Orders**

Willful or repeated violations of "No Contact Orders" will be considered a threat to the health and safety of the community and will result in suspension by the Provost, pending the outcome of disciplinary proceedings. Individuals wishing to

appeal such suspensions must do so by submitting a written appeal to the Vice President for GCNYC.

#### **8.5.6. Investigation**

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

#### **8.5.7. Notification of Allegations**

Prior to the hearing of the disciplinary matter by the Select Disciplinary Committee, the Respondent will be provided with a written statement of the alleged offense or circumstances, which have led the College to consider taking disciplinary action. Prior to the disciplinary hearing, the Respondent will receive a copy of all relevant evidence presented to the Select Disciplinary Committee, which will be referred to during the hearing. All written communications with the Respondent shall be made to the last address notified to the College by the student and will be delivered by both first class and recorded delivery. In appropriate circumstances, written communication may be hand delivered by an officer of the College or, if the address is overseas, by the most effective form of official delivery.

#### **8.5.8. Respondent Withdrawal during Investigation**

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

#### **8.5.9. Disciplinary Hearing and Evidence and Procedures**

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

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

- I. Neither the Vice President for GCNYC nor the Provost shall be a member of the Select Disciplinary Committee.

- II. The Respondent will have the right to fully state their case, present relevant documentation and other information, submit a written statement to the Select Disciplinary Committee and lead evidence from witnesses at the disciplinary hearing. Any documentation, submissions or witness statements should be delivered to the Director of Operations & Student Services, Title IX & Disability Services Coordinator in advance of the hearing either by hand or by recorded delivery or registered post.
- III. At the meeting, the Respondent will have the right to be accompanied at the meeting by a chosen representative. The Respondent should advise the Title IX Coordinator who their representative will be in advance of the disciplinary hearing. The representative will be able to make submissions and ask questions on behalf of the Respondent but is not permitted to answer questions for the Respondent.
- IV. The Select Disciplinary Committee may adjourn the disciplinary hearing and delay making a decision where it is decided that further investigation into the allegations is required.
- V. All information obtained during the conduct of the Select Disciplinary Committee's process will be treated as confidential and protected from public release until such time as all appeal possibilities have been exhausted and a final resolution has been reached, unless otherwise required by law.

#### 8.5.10. **Composition of the Select Disciplinary Committee**

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

- i. A chair, to be appointed by the GCNYC Academic Board, will hold office for a term not exceeding five years in the first instance. At the end of that time, the period of office may be extended at the discretion of the Chair of the GCNYC Academic Board for further periods, in each instance not exceeding 5 years.
- ii. One member of the staff who shall hold office for a term not exceeding five years.
- iii. One student appointed by the student member of the GCNYC Academic Board.
- iv. Two members of the Select Disciplinary Committee shall form a quorum for the purposes of holding a disciplinary hearing.
- v. The Chair may nominate one of the other members of the Select Disciplinary Committee to take the Chair in their absence.
- vi. No member of the Select Disciplinary Committee directly involved in the events giving rise to any charge or appeal shall be a member of the Select Disciplinary Committee hearing that charge or appeal.
- vii. The Select Disciplinary Committee shall have the discretion to appoint a legal adviser from outside the College to advise the Select Disciplinary Committee.
- viii. The Title IX Coordinator or his/her nominee shall act as clerk to the Select Disciplinary Committee and shall be responsible for maintaining a confidential record of the proceedings of the Committee. The Title IX Coordinator shall have powers to prepare orders for the regulation of the proceedings and business of the Select Disciplinary Committee.

## 8.6. Minor Offense Penalties

Depending on the circumstances, if the Respondent is found guilty, the Provost will consider the offense and will communicate the written decision to the student within seven days of the hearing of the disciplinary matter.

All such Minor Offenses and resultant penalties will be recorded using the Minor Disciplinary Offenses Records Form. The Provost shall ensure that a Records Form is completed, signed and a copy given to the student. The original Records Form will be retained in a separate file by the Provost. The Provost may impose one or more of the following penalties:

- i. Verbal or written warning
- ii. Charge for damage or loss
- iii. Ban, period to be determined, from the College or College-related facilities
- iv. Removal of email account for a specified period

## Major Offenses Penalties

The Select Disciplinary Committee shall have the power to impose any or all the following penalties in relation to Respondents found guilty of Major Offenses. The Select Disciplinary Committee reserves the right to defer the imposition of any penalty in appropriate circumstances. The following provisions shall apply:

- i. Reprimand
- ii. Fine
- iii. Verbal or written warning
- iv. Order to make good any damage caused to any property
- v. Removal of email account
- vi. Ban from facilities/premises for short periods of time
- vii. the withholding of the student's parchment on graduation
- viii. Charge for damage and/or other loss arising from the student's conduct
- ix. Examination assessment being declared null and void
- x. Suspension
- xi. Expulsion

8.6.1. A decision will normally be made within seven days. Thereafter, the Title IX Coordinator will issue formal notification of the decision of the Select Disciplinary Committee within seven days of the decision being taken. Where that decision involves suspension or expulsion the formal notification shall be signed by the Chair of the Committee. Where the decision does not involve suspension or expulsion the Respondent will be advised of the improvements required in their conduct (if appropriate), the duration of any disciplinary warning and the potential consequences of any repetition of the Offense and/or commission of another disciplinary offense.

8.6.2. 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 after a finding of responsibility for a Code of Student Discipline violation."

- 8.6.3. If the Respondent withdraws while conduct charges are pending, the transcript will include the notation: "Withdrew with conduct charges pending" (unless the Respondent requests that the investigation is completed) See Section 7.5.6 'Investigation' above.

### **8.7. Appeals: Minor Offenses**

The Select Disciplinary Committee shall hear appeals against decisions of the Provost in the case of Minor Offenses. Respondents have a right of appeal against decisions of the Provost. Should a Respondent fail to comply with the decision of the Provost or the decision of the Select Disciplinary Committee in the case of an appeal against a decision of the Provost, this will constitute a Major Offense.

- 8.7.1. An appeal may be considered on the following grounds:
- i. Evidence is now available which was not or could not reasonably have been made available to the Provost at the time of the disciplinary hearing.
  - ii. The decision of the Provost was unreasonable in the light of the evidence submitted and/or was unduly harsh and oppressive in relation to the Offense.
  - iii. There was procedural irregularity or inadequacy in the conduct of the investigation of the Offense carried out by the Provost.
- 8.7.2. The appeal to the Select Disciplinary Committee against the decision of the Provost must be in writing and must be lodged with the Director of Operations & Student Services, Title IX Coordinator within 14 days of the date of the formal notification of the Provost's decision. The Respondent must send any written documentation or submission in relation to the appeal either by hand or by recorded delivery or registered post at the same time as lodging their written grounds for appeal.
- 8.7.3. All appeals shall be given preliminary consideration by the Chair of the Select Disciplinary Committee and by the Director of Operations & Student Services, Title IX Coordinator, who shall be empowered to act on behalf of the Select Disciplinary Committee in determining whether an appeal is competent or to dismiss appeals that are incompetent.
- 8.7.4. The decision of the Select Disciplinary Committee in such appeals shall be final and not subject to appeal.

### **8.8. Appeals: Major Offenses**

All Respondents found guilty of Major Offenses by the Select Disciplinary Committee shall have the right of appeal to the Vice President.

- 8.8.1. An appeal may be considered on any of the following grounds:
- i. Evidence is now available, which was not or could not reasonably have been made available to the Select Disciplinary Committee at the time of the original hearing.
  - ii. The decision of the Select Disciplinary Committee was unreasonable in the light of the evidence submitted at the original hearing, and/or the decision of the Select Disciplinary Committee was unduly harsh and oppressive in all of the circumstances.

- iii. There was procedural irregularity in terms of the regulations set out in the Code of Student Discipline which resulted in the student being significantly disadvantaged.
- 8.8.2. The Director of Operations & Student Services, Title IX & Disability Services 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.
  - 8.8.3. Any appeal to the Vice President of GCNYC against the decision of the Select Disciplinary Committee must be in writing and must be lodged with the Director of Operations & Student Services, Title IX & Disability Services Coordinator within twenty-one days of the date recorded on the letter of formal notification of the Select Disciplinary Committee's decision. Any written documentation, witness statement or submission in relation to the appeal must be delivered to the Director of Operations & Student Services, Title IX & Disability Services Coordinator either by hand or by recorded delivery or registered post at the same time as lodging their written grounds for appeal.
  - 8.8.4. All appeals shall be given preliminary consideration by the Vice President for GCNYC. The Vice President shall determine whether an appeal is competent or to dismiss appeals that are incompetent.
  - 8.8.5. The decision of the Vice President for GCNYC shall be final.
  - 8.8.6. The Vice President for GCNYC at their own discretion may appoint a legal adviser from outside the College to be in attendance at any meeting. This legal adviser, however, must not be the same person as the legal adviser to the Select Disciplinary Committee.
  - 8.8.7. The Respondent shall have the right to appear in person before the Vice President to present the evidence in support of their appeal. The Title IX Coordinator shall be in attendance at this meeting to maintain a record as well as to answer any questions about previous actions, investigations, or procedures.
  - 8.8.8. The Respondent will have the right to be accompanied at the meeting by a chosen representative. The Respondent should advise the Director of Operations & Student Services, Title IX Coordinator who their representative will be in advance of the disciplinary hearing. The representative will be able to make submissions and ask questions on behalf of the Respondent but is not permitted to answer questions for the Respondent.
  - 8.8.9. No member of the Select Disciplinary Committee shall be present when the appeal to the Vice President is under consideration.
  - 8.8.10. The Vice President shall have the right to prepare orders for the regulation of the procedure of the appeal hearing and shall have the right to uphold or reject all or part of the disciplinary decision as it deems right and appropriate. The Vice President will normally issue a written decision within 7 days of the date of the appeal hearing.

## **8.9. Academic Integrity**

At GCNYC, 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.

GCNYC 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 GCNYC. Violations may result in failure on a particular assignment, failure in a course, suspension or expulsion from the University, or other penalties.

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

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

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

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

- 8.9.1. 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.
- 8.9.2. 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).
- 8.9.3. Individual faculty members will also be responsible for determining whether there has been a case of ghost writing, which is considered to be major misconduct. Academic staff should refer any such case to the Select Disciplinary Committee to be considered under the Major Offenses procedures. See Section 7.5.
- 8.9.4. The Select Disciplinary Committee shall be competent to hear appeals against decisions of Academic staff made under the College Regulations regarding Plagiarism and Cheating.

8.9.5. **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.

- 8.9.6. The Director of Operations & Student Services, Title IX & Disability Services Coordinator shall communicate the details of this right to the student in writing at the same time as formal notification of the decision of the academic staff is made to the student.
- 8.9.7. The Director of Operations & Student Services, Title IX & Disability Services Coordinator shall advise the student that any right of appeal to the Select Disciplinary Committee must be exercised by written notice which must be lodged with the Examiner within 14 days of the date recorded on the letter of formal notification of the academic staff's decision.
- 8.9.8. All appeals shall be given preliminary consideration by the Chair of the Select Disciplinary Committee and by the Director of Operations & Student Services, Title IX & Disability Services Coordinator who shall be empowered to act on behalf of the Select Disciplinary Committee in determining whether an appeal is competent or to dismiss appeals that are incompetent.
- 8.9.9. The decision of the Select Disciplinary Committee in such appeals shall be final and not subject to appeal.

**8.10. Appeals of Transcript Notations**

- 8.10.1. Respondents, who have a transcript notation where responsibility has been found, may appeal to the Vice President of GCNYC following the process.

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

### **8.11. Criminal Proceedings**

- 8.11.1. In any case where it is considered that a person may be involved in criminal conduct, it is the duty of the Provost who, in consultation with the Vice President, shall report it to the appropriate authority.
- 8.11.2. For the avoidance of doubt, in cases where a police investigation or action is underway at the same time as the College's investigation or disciplinary proceedings are underway, the College may still proceed with its investigations and/or disciplinary action. However, depending on the circumstances, such investigation and/or disciplinary action may be suspended. Any decision to suspend proceedings will be made by the Provost in consultation with the Director of Operations & Student Services, Title IX & Disability Services Coordinator.

### **8.12. Records**

- 8.12.1. The College will keep a record of disciplinary proceedings, including the written statement setting out the relevant allegations or circumstances surrounding the potential disciplinary action, a central register of disciplinary Offenses, all letters sent to or by the College in relation to that, written statements and minutes of meetings and appeal meetings.
- 8.12.2. 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.

### **8.13. Questions**

- 8.13.1. Clarification on the terms of this Code can be obtained from the office of the Provost of GCNYC or the Director of Operations & Student Services, Title IX & Disability Services Coordinator.

## **9. Family Educational Rights and Privacy Act (FERPA)**

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).

### **9.1. Student Privacy Notice**

- 9.1.1. GCNYC holds, collects and processes information about its current and former students, applicants and potential applicants. The University 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.

- 9.1.2. GCNYC 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
- 9.1.3. This information is stored within the IT infrastructure of Glasgow Caledonian University (GCU) in the UK.

## 9.2. Policies and Procedures

In accordance with the statute and the FERPA regulations issued by the Department of Education, GCNYC has adopted the following policies and procedures.

- 9.2.1. A "student" is defined as one who has attended GCNYC or is attending GCNYC and whose records are in the files of the College. Attendance is defined as the date of the first enrollment at the College or participation in a College sponsored program or activity, whichever occurs earlier.
- 9.2.2. "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 University. These do not include files retained by individuals that are not accessible to any other person except a designee or replacement.
- 9.2.3. "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.

- 9.2.4. Directory information also includes class rosters listing students in a GCNYC academic course; such rosters may only be used for the purpose of conducting that course.
- 9.2.5. “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.

### **9.3. Release of Directory Information**

- 9.3.1. 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. Public information cannot be restricted by former students.

### **9.4. Student Record Locations**

- 9.4.1. GCNYC utilises the student record systems of its partner institution, Glasgow Caledonian University (GCU). All students have records in one or more of the following offices:

Student Recruitment and Admissions (GCU)  
Glasgow Caledonian University  
70 Cowcaddens Road  
Glasgow  
G4 0BA

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

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

Registrar (GCU)  
Glasgow Caledonian University  
70 Cowcaddens Road  
Glasgow  
G4 0BA

Finance Office (GCU)  
Glasgow Caledonian University  
70 Cowcaddens Road  
Glasgow  
G4 0BA

### **9.5. Academic Department Records**

- 9.5.1. Some GCNYC departments maintain records separate from the College. A list of the academic departments that may have records and their locations may be obtained from the Office of the Provost or from the Office of the Registrar.

## **9.6. Student Record Access**

- 9.6.1. If the student requests, GCNYC will allow the student to inspect and review their educational record within 45 days following the receipt of the request. This access includes only the individual student's records and does not include information not relevant to the individual student's record or institutional aggregate data. Additionally, GCNYC can and will provide only that information which it maintains within the student's educational record and cannot provide or gather additional information outside of its systems.

## **9.7. Student Record Access Exceptions**

- 9.7.1. 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. Records compiled by University Police for the purpose of law enforcement
  - vii. Any information in a student's file regarding other students

## **9.8. Waivers Relinquishing Access**

- 9.8.1. 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.

## **9.9. Access to College Officials**

- 9.9.1. 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, such as Glasgow Caledonian University.
  - 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.

#### **9.10. Access to Third Parties**

9.10.1. 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.

9.10.2. 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

#### **9.11. Destruction of Student Records**

9.11.1. Student records will be maintained and disposed of in accordance with the Records Retention Schedule. This means that after completion of a student's studies, GCNYC may still hold a student's personal information to satisfy statutory, regulatory or administrative requirements.

#### **9.12. Release of Deceased Student Records**

9.12.1. FERPA rights cease upon the death of a student. However, it is the policy of GCNYC 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 GCNYC is legally required to release this information.

#### **9.13. Record Correction Procedure**

9.13.1. It is important that GCNYC has a complete and accurate record of student's personal information. Every student is responsible for ensuring that the information held by the University is accurate, current and complete.

9.13.2. Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy right.

9.13.3. 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. GCNYC 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.
- 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 he or she has 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.

## 9.14. FERPA complaints and violations

- 9.14.1. A person may file a written complaint with the Department of Education regarding an alleged violation of FERPA.

Address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
Website: [www.ed.gov/offices/OM/fpco/](http://www.ed.gov/offices/OM/fpco/)

## 9.15. Video Monitoring

- 9.15.1. The College's premises are monitored by video systems for the purposes of public health 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.

## 9.16. Further Inquiries

- 9.16.1. For any queries relating to the personal information held by the University in relation to a student, students should contact the Officer of the Registrar.

# 10. Fees and Refund Policy

All students taking a course at GCNYC will be required to pay tuition and other fees in respect of each course undertaken. Available scholarships may be applied as detailed in Section 4 of the GCNYC Catalog. Fees are reviewed annually and are subject to change.

## 10.1. Mandatory Tuition Fees

- 10.1.1. Students need to register each Trimester and pay the fee for the courses undertaken. Payments should be made as outlined in Section 10.4 "Payment Methods." Tuition for the 2019/20 session is detailed below.

Course	Cost
4 credit course	\$3850
8 credit dissertation	\$7700

Based on the above cost, the total degree cost is \$34,650.

## 10.1.2. Application Fee

All applications for admission to GCNYC require a \$50 non-refundable application fee that must be paid prior to the processing of the application. Payments should be made as outlined in Section 10.4 "Payment Methods."

## **10.2. Non-Mandatory Fees**

### **10.2.1. Transfer and RPL Fees**

The cost for review and consideration of RPL is \$500 per course. Where RPL is applied, there is an additional transcription fee of \$500 per course. For further details on Transfer and RPL, please see Section 3 “Transfer and Recognition of Prior Learning (RPL).”

### **10.2.2. Course Repeat and Continuation Fee**

Students registered for the dissertation, who require additional terms to complete, will be charged a continuation fee of \$1,000 per trimester until the student has completed the dissertation. A student must have their continuation fee paid during the term in which they complete. In order to have access to GCNYC resources, including the library and information systems, the student must be registered in a course or have paid their continuation fee.

### **10.2.3. Replacement Student ID Card**

A \$50 fee will be charged for a replacement Student ID card.

### **10.2.4. Transcript**

Students are entitled to one official transcript per academic year at no cost. Subsequent transcripts incur a \$10 fee.

## **10.3. Payment Terms**

10.3.1. Tuition fees are due at the start of the term and are payable prior to, or on commencement of the trimester. It is the responsibility of the individual to ensure that the necessary fees are paid.

10.3.2. Unless a student has made arrangements with the College for a 3<sup>rd</sup> party payment (such as employer or financial aid) which the 3<sup>rd</sup> party will make directly to the College, all payments are due by the first day of classes. Students whose accounts are not paid in full on the first day of classes will be de-registered.

10.3.3. Acceptance of these payment deadlines is a condition of completing your registration with GCNYC.

10.3.4. If an individual is sponsored by their employer or another funding body, they must provide GCNYC 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.

10.3.5. Sponsored individuals must ensure that their sponsor is made aware of this policy and as well as GCNYC’s Credit Control and Debt Management Policy (see Section 11). The sponsor will be invoiced directly for the tuition fee due. In the event that the sponsor fails to pay the fees, the student will be solely responsible for such fees. In the event of failure to pay

such fees, GCNYC reserves the right to terminate the agreement between the student and College.

#### **10.4. Payment Methods**

10.4.1. Below are the details for GCNYC's payment methods:

- All payments can be made online with a credit/debit card.
- All payments must be made in US Dollars.
- GCNYC is not able to accept cash payments.

#### **10.5. Refund Schedule**

10.5.1. 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 a course to the office of the Provost during regular College business hours.

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%

10.5.2. 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.

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

11.1.1. Contained within this policy are the terms and conditions under which debt owed to GCNYC is controlled. This policy specifically covers the collection of Fees, Sponsorship Income and Commercial Debt.

#### **11.2. Self-Funding**

11.2.1. As detailed in Section 9 'Fees and Refund Policy,' all individuals on a program of study at GCNYC will be required to pay fees and all other charges in respect of the courses undertaken.

11.2.2. The Fees and Refund Policy provides guidance on the payment terms and methods that apply. You 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.

11.2.3. GCNYC 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 GCNYC.

#### **11.3. Good Financial Standing**

11.3.1. 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 certificate. To be in good financial standing, a student:

- i. has paid all fees, fines, and penalties, or
- ii. has agreed to a payment plan with the College, and this is currently up-to-date.

11.3.2. 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.

#### **11.4. Overdue Individual Debt Collection Procedure**

11.4.1. 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 GCNYC
- ii. Direct contact from the 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

#### **11.5. Sponsorship and Commercial Debtors**

11.5.1. GCNYC's standard terms and conditions state that all invoices are due for immediate payment. Exceptions to this must be agreed in advance with the Vice President.

11.5.2. 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.

#### **11.6. Overdue Debt Collection Procedure – Sanctions applied**

11.6.1. 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 GCNYC
- ii. Direct contact from the credit control team
- iii. Referral to a Debt Collection Agency

## **12. Academic Quality**

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

- 12.1.1. Credit Definition: One credit at GCNYC represents 15 hours of engaged learning time. This includes: lectures, seminars, practicals, and assessment.
- 12.1.2. For each course, the instructor will publish, in their syllabus, the specific number of hours in each category for that course.
- 12.1.3. All GCNYC M.S. programs will represent 36 credit hours. Each course will be 4 credits, with the exception of the Dissertation, which will be 8 credits.

## **12.2. Define Degree Granting Authority**

- 12.2.1. GCNYC has a provisional charter from the New York State Board of Regents.

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

- 12.3.1. Glasgow Caledonian New York College (GCNYC) was granted a provisional charter and degree granting authority by the Board of Regents of the State of New York in June 2017. The minutes of the Board of Regents providing our degree granting authority can be viewed at <https://www.regents.nysed.gov/report/jun-2017/higher-education>
- 12.3.2. Glasgow Caledonian New York College (GCNYC) is a Candidate for Accreditation by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000). GCNYC's candidacy status was approved by the Commission at its meeting of June 21, 2018. Out next evaluation visit will be in Academic Year accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Candidate for Accreditation is a status with the Commission that indicates that an institution has achieved membership and is progressing toward, but is not assured of, accreditation.

## **13. GCNYC Assessment Regulations**

All courses will be assessed in accordance with the structure specified in the program registration documentation approved by the New York State Education Department.

### **13.1. Forms of Assessment**

- 13.1.1. All assessment in terms of format, and value toward overall grade, must be made explicit to students in the course syllabus and on the first day of classes. Changes to such can only occur for the most extreme of reasons.
- 13.1.2. Any Faculty proposal to amend or vary assessments must be submitted, together with the academic rationale, to the GCNYC Academic Board for approval. Students are to be notified in writing of approved changes.
- 13.1.3. The GCNYC Assessment Regulations may be subject to over-riding requirements from agencies of relevance to the operation of the College, including the New York State Department of Education and other accrediting bodies. Where this is the case, it will be fully detailed in the Syllabi and any other relevant program documents.
- 13.1.4. GCNYC Academic Board reserves the right to make reasonable changes to the regulations where in the opinion of GCNYC those changes will assist in the proper delivery of

education. The College will normally maintain the Assessment Regulations for students within an academic session. Appropriate prior notice of changes will be given.

### **13.2. Specific Policies and Procedures**

- 13.2.1. There are several specific Notes of Guidance, Policies and Procedures forming part of the Assessment Regulations. These are available on the GCNYC website at <http://www.gcny.com/>
- 13.2.2. Oversight of the assessment process for the program is the responsibility of the GCNYC Academic Board and is incorporated into the terms of reference of the Board as approved by the GCNYC Board of Trustees.
- 13.2.3. Situations involving potential Plagiarism and Cheating will be processed under the GCNYC Code of Student Discipline. See Section 8.9 “Academic Integrity.”
- 13.2.4. A student who wishes to exercise their right of appeal must do so in line with the GCNYC Grade Appeals Policy. See Section 13.16.
- 13.2.5. The GCNYC Graduation Requirements Policy specifies the regulations and processes of Graduation. See Section 14 “Graduation Requirements Policy.”
- 13.2.6. The GCNYC Guidance on Dissertation Supervision specifies the processes that should be followed and are available at <http://www.gcny.com/>.
- 13.2.7. GCNYC’s Transfer and Recognition of Prior Learning Policy (RPL) describes how RPL credit may be used to contribute to a degree. See Section 3 “Transfer Credit (TC) and Recognition of Prior Learning (RPL).”
- 13.2.8. Failure to adhere to the regulations and policies may:
  - i. put the College at unacceptable risk
  - ii. threaten the standards of its awards
  - iii. run counter to principles of natural justice
  - iv. be in breach of New York State Education Law
  - v. be in breach of requirements imposed by accrediting agencies
  - vi. jeopardize the overall quality of the student experience.

### **13.3. Assessment and Academic Judgement**

- 13.3.1. The purpose of assessment is to enable students to demonstrate that they have fulfilled the objectives of the program of study and have achieved the standards required for the degree they seek.
- 13.3.2. GCNYC’s Academic Board has academic discretion in reaching decisions about the degrees to be awarded to students. Regulations cannot be expected to legislate for every eventuality. The Board is responsible for interpreting sensibly the assessment regulations for a program if any difficulties arise. Academic judgements, which are properly justified and fully recorded in the Minutes, may override strict regulatory interpretation. However academic judgement cannot be used as a justification to downgrade any credit, mark or degree classification achieved by all normal regulatory calculations.

#### **13.4. Satisfactory Academic Progress**

- 13.4.1. Students are expected to successfully complete 50% of the credits for which they register. At any point at which they are comprehensively below this threshold, they will be considered not making satisfactory academic progress.
- 13.4.2. Successful completion of a course will be defined as a final grade of “B” or greater.
- 13.4.3. When a student fails to achieve Satisfactory Academic Progress, the chair of the GCNYC Academic Board will send a letter to the student informing them that they have been placed on “Academic Probation” (see below).

#### **13.5. Academic Probation**

- 13.5.1. 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.
- 13.5.2. Successful completion of a course will be defined as a final grade of “B” or greater. In order to graduate from GCNYC, the student needs a 3.0 or higher GPA. This includes earning both a cumulative 3.0 in major classes (major GPA), and a cumulative 3.0 in all academic coursework.
- 13.5.3. If a student achieves a grade point average (GPA) below 2.7 in a trimester, has a cumulative GPA below 2.7 and/or was on probation in the previous trimester and has not completed consecutive credits with a B or greater, they are in an “Academic Probation” status. When a student is placed on Academic Probation, the Provost generates a letter to the student informing them that they have been placed on “Academic Probation.”
- 13.5.4. A student on placed on Academic Probation for not making “Satisfactory Academic Progress” will need to achieve sufficient credit during the following trimester. To achieve full standing, a student must achieve a grade of “B” or higher in all courses until they have restored their GPA to a level above 2.7. Receiving a grade lower than a “B” in any course while on academic probation will result in academic dismissal.
- 13.5.5. There are a number of consequences to being on academic probation. These include potentially losing one’s scholarship or fellowship, potentially facing dismissal, and a limit on the number of hours for which the student can register.
- 13.5.6. While on Academic Probation, students are required to have a biweekly check-in with the Student Learning Coordinator. Students not maintaining their check-ins may also receive an academic dismissal.

#### **13.6. Dissertation Assessment**

- 13.6.1. In order to successfully complete the dissertation, a student dissertation must receive a successful grade from the advisor and have the grade ratified by the Dissertation Panel immediately following the trimester. The Dissertation Panel will be chaired by the student’s dissertation advisor with two additional members to be nominated by the advisor and approved by the Provost.
- 13.6.2. If the student’s dissertation is not submitted by the deadline, the dissertation will be considered incomplete, and the student will have to register under continuation status for the following trimester.

- 13.6.3. In order to complete the degree, a student must be registered for the dissertation course or have paid the continuation fee for the trimester in which the dissertation is completed.
- 13.6.4. In submitting the dissertation, the student grants GCNYC the non-exclusive right to reproduce, distribute, display and publish their dissertation through the GCNYC library's online catalog or in any other manner it deems appropriate for non-profit educational purposes. The dissertation may be accessed by individuals affiliated with GCU and GCNYC, as well as individuals who are not affiliated with GCU or GCNYC.
- 13.6.5. The student holds the copyright to their dissertation, whether it is registered with the U.S. Copyright Office, or not. In submitting the dissertation, the student may also grant GCNYC and GCU the right to reproduce it for educational purposes without obtaining permission and without paying a royalty to the student.
- 13.6.6. The student must also complete a submission form that represents that the dissertation is their original work, and their's alone; and that any materials to which they do not own copyright, and that are included in your dissertation, constitutes a "fair use" of that material under U.S. Copyright law or that they have obtained all necessary permissions to use those materials.
- 13.6.7. GCNYC retains the right to determine how long the dissertation will remain accessible through the GCNYC library online catalog. Even if removed from the catalog, the dissertation may be placed in the library's permanent archive.

### **13.7. Coursework: Late Submission and Failure to Submit**

- 13.7.1. 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.
- 13.7.2. 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 Faculty member teaching the course, or, if unavailable, the Provost. In the circumstances outlined in this paragraph, no penalty for late submission will be applied. It is expected that this regulation would apply in cases such as serious domestic or personal problems or attendance at the doctor, dentist, hospital, court of law or funeral.
- 13.7.3. Where a student has, in circumstances that could not reasonably be foreseen, supported by documentary evidence where appropriate, good cause for late submission which they have not intimated in advance, they must notify the Faculty member teaching the course, (or, if unavailable, the Provost) as soon as possible. Provided there are valid reasons for the late notification, a later submission date should be negotiated with the Faculty member teaching the course (or, if unavailable, the Provost). However, it is acknowledged that if the notification is too close to the end of the trimester, a late submission date may not be possible within the trimester. In the circumstances outlined in this paragraph, no penalty for late submission will be applied.
- 13.7.4. 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 be possible, the Faculty have discretion to provide, for example, data from another source, or similar.

- 13.7.5. 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 must submit the required form. See Section 13.15 “Consideration of Mitigating Circumstances.”

### **13.8. Grading and Moderation**

- 13.8.1. All dissertations will be marked by the dissertation advisor and two appointed readers, none of whom are aware of the views of, or the marks being awarded by, the other readers. In cases in which the graders are unable to agree on the grade, it is the responsibility of the Provost to further assess the dissertation.
- 13.8.2. Where it is considered that an irregularity in the course assessment has occurred, guidance will be sought from the Provost.

### **13.9. Failed Courses**

- 13.9.1. If, following completion of a course and all associated assessments, a student does not receive a passing grade, the student must register and pay for the course, and repeat the course in order to earn a passing grade.

### **13.10. Incomplete Courses**

- 13.10.1. Where a student believes that they have a legitimate reason for missing a final examination or failing to complete coursework, they may appeal to the Provost in the first instance, for an extension to coursework deadlines beyond the end of trimester.
- 13.10.2. The Provost may consult with the GCNYC Academic Board to come to a decision. Should the appeal be approved, an interim grade of “I” (Incomplete) is assigned. Incomplete grades have no quality points and are not factored into a graduate student’s semester or overall GPA.
- 13.10.3. The final grade for the course is revised by the instructor when the student completes the course requirements. Failure to meet these deadlines will result in the incomplete grade reverting to the original grade submitted by the instructor, or to an “F” grade if no work was submitted by the beginning of Week 8 of the following trimester. Incomplete grades are not left on a record beyond this point.

### **13.11. Entry of grades**

- 13.11.1. Grades are reported as letter grades to the Provost.
- 13.11.2. The Provost shall be responsible for secure transmission of the grades to the Registrar for entry on to College systems and submission to the GCNYC Academic Board.

### **13.12. Grading Information**

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

<b>US 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

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

**The following is for students who did not meet their eligibility requirement for the term.**

- 13.12.3. **Incomplete:** A student is assigned an Incomplete (I), for work that still needs to be completed to successfully finish the course
- 13.12.4. **Withdrawal:** A student is assigned a Withdrawal (W) when the student formally withdraws from a class in which they were registered. The withdrawal date must be recorded by faculty. The date recorded is the date on which the student notified the college they wished to withdraw.
- 13.12.5. **X:** A student is assigned an "X" because the student stopped attending the class without formally withdrawing. The date recorded will be the date of last academic activity as reported by the faculty member teaching the class.

### **13.13. Awards**

13.13.1. There shall be two recognized honors 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 |

### **13.14. Consideration of Mitigating Circumstances**

- 13.14.1. Each student wishing the College to take mitigating circumstances (see below) into consideration, the student must file a mitigating circumstances form and submit it with appropriate documentation (self-documentation is not acceptable) to the appropriate Faculty.
- 13.14.2. Faculty will either recognize and accept the mitigating circumstances, or deny the request.
- 13.14.3. If the student claim is recognized, Faculty will make a decision on how the student can demonstrate learning outcomes within a specified time frame.
- 13.14.4. The following circumstances are considered to be legitimate mitigating 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

13.14.5. The following circumstances are not considered to be legitimate grounds for mitigating 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

### **13.15. Grade Appeals**

13.15.1. 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 or a written notice updating the formula for grading was not provided

13.15.2. Disagreement with academic judgement does not constitute grounds for a grade appeal.

13.15.3. To appeal a grade, the student must file a grade appeal request with the Provost. The appeal must include the student's explanation for the grounds of appeal, as well as documentation the student possesses of grades received on previous assessments.

13.15.4. Decisions of Faculty in regard to the appeal are final and cannot be appealed further.

### **13.16. Conduct of Examinations**

- 13.16.1. Unless otherwise noted in the syllabus and approved by the GCNYC Academic Board, all courses are required to have a final examination.
- 13.16.2. In keeping with US practice, final examinations are created by the faculty member who teaches the specific course.
- 13.16.3. In designing their examinations, faculty have the right to determine what materials students will be allowed to use in the examination and establish any specific parameters for the examination.
- 13.16.4. Students violating the terms and parameters of the examination can be asked to leave the examination by the faculty member (or the proctor standing in for them). Students asked to leave the examination will either receive a failing grade for the examination or receive credit for those parts of the examination completed at the discretion of the faculty member.
- 13.16.5. Students found cheating, plagiarizing, or otherwise violating the terms and parameters of the examination are still liable under the GCNYC Academic Integrity Policy. See Section 8.9.
- 13.16.6. Even if the student has completed the examination, ex post facto discoveries of cheating or plagiarism are still subject to the GCNYC Academic Integrity Policy. See Section 8.9.

### **13.17. Retention of Student Work**

- 13.17.1. The College will keep copies of assessed student work for a period of five years.
- 13.17.2. The College reserves the right to use these documents to demonstrate examples of student performance and learning outcome achievement to Accrediting Agencies of Regulatory bodies.
- 13.17.3. Records of student work are to remain strictly confidential.

### **13.18. Electronic Assignments**

- 13.18.1. It is recommended that when possible, faculty ask students to submit assignments electronically.
- 13.18.2. If students are taking exams on computers or other electronic devices, faculty may establish parameters for what resources on the device can or cannot be used.
- 13.18.3. If a student brings an electronic device to use as part of an assessment, the faculty member has the right to request to view the device, its content, and activities (this includes assets on hard-drives, browser history, software installed, or any element of content or functionality that the faculty member feels could have an effect on the assessment).

### **13.19. Communication of Results**

- 13.19.1. Student examination results will be emailed to the College email address within five working days of the meeting of the GCNYC Academic Board.

- 13.19.2. Students will automatically receive a transcript upon completion of their degree. If they do not receive this within seven days of receiving their final results, students should contact the Office of the Registrar.

### **13.20. Award of Degree**

- 13.20.1. Requirements for the completion of study and graduation are detailed below in Section 14.
- 13.20.2. Only credit earned within a six-year period can be used towards the completion of a named award.

## **14. Graduation Requirements Policy**

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

- 14.1.1. In order to graduate with a Master's degree, a student must earn a minimum of 36 US credits with a minimum overall GPA of 3.0.
- 14.1.2. Students must submit an "Application for Graduation" form to the Office of the Registrar, endorsed by their academic advisor, in the trimester before they plan to complete their degree requirements.
- 14.1.3. The Office of the Registrar will conduct an audit at this time to ensure that graduation requirements will have been fulfilled upon completion of the courses for which the student has registered.
- 14.1.4. A final audit is carried out after grades have been submitted for the final term of enrolment. Students may not graduate without having a complete 'Graduation Audit' conducted by the Office of the Registrar.
- 14.1.5. Only students in good financial standing will be eligible to receive their degree diploma and graduate. 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.
- 14.1.6. A graduation timeline is posted on the Office of the Registrar web page each academic year, and an email is sent to all students informing them of their responsibilities in this regard.
- 14.1.7. As GCNYC 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.

### **14.2. Commencement Exercises**

- 14.2.1. The College holds one Commencement Exercise each year at the end of the Summer trimester in July to recognize students' achievements. Normally only those students who have completed their graduation requirements (as certified by the Registrar) and who

have met all financial obligations to the College (as certified by the Finance Office) are permitted to take part in the ceremony. Further details on graduation certification, forms, and deadlines are available from the Office of the Registrar and on the College website.

- 14.2.2. For the convenience of those students completing degree requirements in the Spring or the Fall Trimesters, degree diplomas are not held back until the next Graduation ceremony, but are issued at three points in the academic year. All students, no matter in which semester they complete their studies, are entitled to participate in the next Graduation ceremony following their completion of requirements.

## 15. Complaints Handling

- 15.1.1. The Complaints Handling Procedure (CHP) reflects GCNYC's commitment to valuing student needs. Students, recent students, applicants and members of the public should feel free to raise matters of concern without risk of disadvantage. GCNYC's goal 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 and will ultimately contribute to the continued positive experience of our students and members of the public.

### 15.2. Definition of a Complaint

- 15.2.1. 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:

- i. the quality and standard of service
- ii. failure to provide a service
- iii. the quality of facilities or learning resources
- iv. treatment by or attitude of a staff member, student or contractor
- v. inappropriate behaviour by a staff member, student or contractor
- vi. the failure of the College to follow an appropriate administrative process
- vii. dissatisfaction with the College's policies (although it should be recognised that policy is set at the discretion of the College)

- 15.2.2. 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:

- i. a routine, first-time request for a service
- ii. a freedom of information request
- iii. a request for information or an explanation of policy or practice
- iv. a response to an invitation to provide feedback through a formal mechanism such as a questionnaire or committee membership will generally not be treated as a complaint
- v. an insurance claim
- vi. an issue which is being, or has been, considered by a court or tribunal
- vii. a request for compensation only

- viii. an attempt to have a complaint reconsidered where the College’s procedure has been completed and a final decision has been issued
- ix. a grievance by a member of staff which is eligible for handling through an applicable staff complaint resolution policy
- x. an appeal about an academic decision on assessment or admission

15.2.3. 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. While some are complaints and others are not, each case will be assessed on a case by case basis.

### **15.3. Complaints Handling Procedure**

15.3.1. Full details of the GCNYC Complaints Handling Procedure will be available on GCNYC’s website.

## **16. Campus Safety**

### **16.1. Introduction**

At GCNYC, campus safety is specifically the responsibility of the Provost and the Director of Operations & Student Services, 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.

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

16.1.1. 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 university 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

## **16.2. Geographic Definitions**

16.2.1. Glasgow Caledonian New York College is founded by Glasgow Caledonian University (Scotland) which is the flagship campus which owns and controls schools in multiple locations. Our reported statistics refer specifically to Glasgow Caledonian New York College and do not include information from Glasgow or any other GCU campuses or partner campuses. For our annual Federal Campus Safety Report, we define our 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 GCNYC 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 GCNYC is actively using the site.
- iii. Public Property: For our reporting purposes, the only public property which the GCNYC campus abuts is Wooster Street between Broome Street and Spring Street. The report includes reports of crime occurring on the street and either sidewalk.

16.2.2. 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 GCNYC.

## **16.3. Crime Definitions**

16.3.1. GCNYC defines the crimes listed in its Annual Safety Report based on New York State definitions. Items counted as hate crimes are those for which subjective evidence exists that said criminal acts were motivated by bias. Evidence of bias is determined by:

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

In compliance with the Clery Act, all other crimes will be defined in terms of Uniform Crime Reporting (UCR) definitions and as reported by the New York Police Department (NYPD).

## **16.4. Legal Compliance**

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

### **16.5. Keeping Students Informed**

16.5.1. The Director of Operations & Student Services, Title IX & Disability Services 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.

### **16.6. Emergency Actions**

16.6.1. The appropriate practices for emergency situations are covered in the GCNYC Emergency Action Plan in Section 15.8. All employees and students should familiarize themselves with that 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 number of attendees, we have hired fire marshals in attendance—their directions and instructions should be followed at all times.

### **16.7. Timely Warning Policy**

16.7.1. At any point at which the Provost, the VP of GCNYC or the Director of Operations & Student Services, Title IX & Disability Services Coordinator has information about a Clery category crime which represents or reflects an ongoing threat to the campus or its people, a “Timely Warning” will be issued to all students and staff of GCNYC.

16.7.2. A Timely Warning will be initiated when a criminal act has occurred, has been reported to 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.

16.7.3. The Timely Warning may be sent by the VP, the Provost, the Title IX Coordinator or a designee who is directed in writing to assume that responsibility. The individual launching the timely warning is permitted to do so upon receipt of relevant information.

16.7.4. Timely Warnings will be issued to all students and staff via some combination of text message, email, web posting, and/or public placards. Every effort should be made to ensure that reach of the warning is comprehensive.

16.7.5. The issuing of a Timely Warning will be recorded as an incident in the campus’ Incident log.

### **16.8. Emergency Notification Policy**

16.8.1. For instances where a significant emergency or potentially dangerous situation is confirmed, an Emergency Notification will be issued to relevant staff and students. These include all incidents identified in the GCNYC Emergency Action Plan, but the Provost, the VP 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 attack, active shooters, natural disasters, environmental phenomenon, weather, and infectious disease.

- 16.8.2. 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.
- 16.8.3. 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 students and staff are adequately informed.
- 16.8.4. An Emergency Notification may be sent by the VP, the Provost, the Director of Operations & Student Services, Title IX & Disability Services Coordinator or a designee who is directed in writing to assume that responsibility in the absence of all three from campus at the required time of the Notification. The college has developed a library of potential messages to be used for Emergency Notifications.
- 16.8.5. The issuing of an Emergency Notification will be recorded as an incident in the campus' Incident log.

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

- 16.9.1. Information in direct communication should never release identifiable information about individuals, but should provide appropriate information to allow others to be safe and to avoid potentially dangerous situations. First notifications will provide specific actions (i.e., do not come to campus) and indicate that there will be a follow up message with additional information within 24 hours. Within 24 hours, the college officer who sent out the message will provide an explanation or resolution; suggest specific follow up actions, or ways to achieve assistance or accommodation based on potential results from the situation; and update of the situation or incident if continuing.

#### **16.10. Incident Reporting and Investigation**

- 16.10.1. All crimes, accidents or incidents should be reported to the appropriate college official within 24 hours of the incident occurring using the incident reporting form, available in the office of the Title IX Coordinator. Our published materials for students and staff reflect our policy that the decision to report a crime is an individual choice; that the university commits itself to not revealing any details which would make victims or witnesses identifiable, and provides ways in which individuals can confidentially make reports.

#### **16.11. Campus Incident Log**

- 16.11.1. The campus will keep a copy of all incident reports and from them generate a Campus Incident Log which will be available upon request. The Incident Log will present information about incidents without information that may in any way violate the confidentiality of any individual.

#### **16.12. College Survey**

- 16.12.1. GCNYC will conduct a bi-annual survey on the campus environment. The survey will include an assessment of student familiarity and satisfaction with GCNYC 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 GCNYC Board of Trustees for review and determination of appropriate action.

### **16.13. Annual Safety Report**

GCNYC 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. GCNYC 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 Provost of GCNYC, or the Director of Operations & Student Services, Title IX & Disability Services Coordinator will be responsible for this report.

### **16.14. Reporting Individual Support**

16.14.1. Beyond Code of Conduct Policies and Procedures, reporting individuals of sexual violence 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, reporting individuals will be provided information on available resource on our website as well as print materials. This document is available in the office of the Director of Operations & Student Services, Title IX & Disability Services Coordinator.

### **16.15. Fire Inspection**

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

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

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

### **16.17. Education and Prevention of Dating Violence, Domestic Violence, Sexual Assault and Stalking**

16.17.1. Each term's student induction will include awareness of university Code of Conduct, appropriate safety procedures, university affirmation of consent to sexual activity, reporting structures, and student rights. As students go through induction each trimester, faculty should make every effort to build on and clarify student learning in regard to these topics.

16.17.2. Given that GCNYC is a start-up expecting very few students at the outset, Formalized Education and Prevention activities may not be as effective as informal activities. Given the low staff to student ratio upon launch, those who are trained as CSAs (above) should make every effort to provide informal training when possible and appropriate.

### **16.18. Underage Drinking Policy**

16.18.1. As GCNYC offers only postgraduate degrees, we do not anticipate that we will admit any students who are beneath the state drinking age. However, all state and federal laws,

including the drinking age, will be fully enforced. Additionally, the GCNYC Code of Student Conduct, section 8, considers this a Major Offense.

#### **16.19. Enforcement of Federal and State Drug Laws**

- 16.19.1. GCNYC will handle all reports of violations of laws to NYPD, in compliance of Federal and State Law. Additionally, the GCNYC Code of Student Conduct, considers this a Major Offense.

#### **16.20. Smoke Free Campus**

- 16.20.1. In alignment with New York State and GCNYC policy, smoking is not a permitted anywhere on the GCNYC Campus.

#### **16.21. Weapons Policy**

- 16.21.1. 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 GCNYC 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.

#### **16.22. Class cancellation (Weather) policy**

- 16.22.1. In the event of inclement weather or other acts deemed to make class meetings and university opening a safety risk for members of the community, the campus may be closed. Such decisions are made by the Vice President of GCNYC, the Provost, or their designee. These announcements will be placed on the front page of the GCNYC web page. It will also be sent to current students who have registered to receive text message announcements.

### **17. Emergency Action Plan**

#### **17.1. Building Evacuation**

- 17.1.1. If the fire alarm is triggered, all individuals should exit the building.
- 17.1.2. 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 the building.
- 17.1.3. 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 GCNYC 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.

- 17.1.4. 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 GCNYC Incident Commanders, who will communicate the information directly to Emergency Responders.
- 17.1.5. 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.

## **17.2. Seeking Shelter**

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

## **17.3. Medical Emergencies**

- 17.3.1. 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.

## **17.4. Criminal Violence**

- 17.4.1. In the event of a threatening situation, seek immediate shelter until instructed otherwise by an Incident Commander or Emergency Personnel. If it is safer for students and staff to evacuate instead of taking shelter, go to the meeting point at the northwest corner of Broome and Wooster Streets.
- 17.4.2. If a student can safely do so, dial 911 after taking shelter or evacuating. **Do NOT try to determine the situation—it is better to have a false alarm than someone get hurt.**

## **17.5. Active Shooter Preparedness**

- 17.5.1. In the event of an Active Shooter situation follow the Criminal Violence procedures above. If such a situation arises the campus will send out a text message reading, “SOE” meaning Shelter or Evacuate. 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 accept directions from anyone other than a College Incident Commander, Campus Safety Officer or Law Enforcement Personnel.

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

- 17.6.1. Incident Commanders will be the primary responsible parties for GCNYC 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

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## *Academic Degree Programs*

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Program Specification Documents outline in detail the description, content, learning outcomes and assessment methodologies for each program on offer. Brief descriptions of all GCNYC programs on offer in 2017/18 are outlines below:

<b>MS in International Fashion Marketing</b>
<b>Description:</b>
<p>The business of fashion is in the process of a radical transformation. New leaders are needed who can thrive on the challenges of globalization, new technologies and increasing (and justified!) demands for the industry to make a more positive impact on the environment and society. The unique Master’s in International Fashion Marketing program at Glasgow Caledonian New York College (GCNYC) is for people who want to take a truly global, interdisciplinary and cross-sectoral approach to transforming the fashion industry from the inside out.</p> <p>As a student GCNYC’s research-based MS in International Fashion Marketing, which draws on 142 years of academic excellence at our parent university in Scotland, this program will train you to apply only the most relevant academic theories from a variety of disciplines to real life challenges in fashion marketing and strategy.</p>
<b>Courses:</b>
<ul style="list-style-type: none"> <li>• Business Strategy as an Instrument for Economic, Social and Environmental Sustainability</li> <li>• Navigating Global Change: Business Practices for the Common Good</li> <li>• Value-Based Leadership Skills for an Interconnected World</li> <li>• Consumer Led Fashion Marketing</li> <li>• Strategic Decisions in the International Fashion Marketplace</li> <li>• Digital Fashion Branding and Delivery</li> <li>• Research Methods</li> <li>• Dissertation</li> </ul>

<b>MS in Risk, Resilience and Integrity Management</b>
<b>Description:</b>
<p>Radical transparency is becoming the norm for every aspect of business operations – and consumers, employees, investors and governments are increasingly demanding more ethical and sustainable practices. And rightly so.</p> <p>Blockchain, integrated reporting, carbon-disclosure projects and the real-time pressures of social media mean that more companies are willingly opening themselves to public scrutiny—exposing themselves to new risks. Nimble managers in this environment need to anticipate these risks and respond effectively to everything from a supplier’s inhumane labor practices to the increased environmental impact of a boost in production.</p> <p>As a student in GCNYC’s search-based Master's in Risk Management, you’ll gain the knowledge and practical skill set to navigate the complexities and challenges of the dynamic and growing field of risk management.</p>
<b>Courses:</b>
<ul style="list-style-type: none"> <li>• Business Strategy as an Instrument for Economic, Social and Environmental Sustainability</li> <li>• Navigating Global Change: Business Practices for the Common Good</li> <li>• Value-Based Leadership Skills for an Interconnected World</li> <li>• Ethics and Corporate Governance</li> <li>• Enterprise Risk and Modeling</li> <li>• Business Continuity and Crisis Management</li> <li>• Research Methods</li> <li>• Dissertation</li> </ul>

## **MS in Impact-Focused Business and Investing**

### **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 the 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.

Originally designed by GCU's Glasgow School for Business and Society and their internationally recognized Yunus Centre for Social Business and Health, the program was developed for individuals who are driven by the idea that entrepreneurship and financial tools can be used to further the common good.

As a student in GCNYC's research-based MS in Impact-Focused Business and Investing, you'll gain the knowledge and practical skill set to navigate the complexities and challenges of the dynamic and growing field of risk management. Students in this program will learn how to apply concepts for social business to corporations of all shapes and sizes – and learn what is required to launch a successful enterprise.

### **Courses:**

- Business Strategy as an Instrument for Economic, Social and Environmental Sustainability
- Navigating Global Change: Business Practices for the Common Good
- Value-Based Leadership Skills for an Interconnected World
- Global Social Entrepreneurship
- Social Business and Microfinance
- Global Political Economy
- Research Methods
- Dissertation

## Course Descriptions

<b>Code</b>	<b>Title</b>	<b>Credits</b>	<b>Pre-Requisites</b>
<b>MIMNY24896</b>	<b>Business Continuity and Crisis Management</b> The course takes a strategic approach to the issue of Business Continuity Management (BCM). This course will examine the relationship between risk management and business continuity management, examining the key drivers for BCM including its historical development. The course will look in detail at each of the stages of implementing a BCM system in the context of relevant industry standards. Finally, the course will consider the strategies employed when an organization faces a crisis situation.	4	None
<b>MIMNY24882</b>	<b>Business Strategy as an Instrument for Economic, Social and Environmental Sustainability</b> <i>(Formally known as Global Strategy – Challenges and Choices)</i> This course aims to provide students with academic knowledge and analytical tools with which to discuss and practice strategic management in a world characterized by rapid change and increasing concerns for economic, social and environmental sustainability. The course seeks to address the who, what, why, where and how of strategic decisions, with an emphasis on generating sustainable growth across national boundaries. Students will develop the knowledge and skills required to undertake the necessary research and analysis to advise a firm on the issues organizations face, and the choices they have to make, to develop strategies for sustainable growth.	4	None
<b>MIMNY24885</b>	<b>Consumer Led Fashion Marketing</b> This course is designed to provide an in-depth and critical understanding of consumer-led marketing practices. Students are introduced to the concept of customer insight and its role in marketing decision making. A range of models of consumer behavior, including consumer value, are examined in the context of strategic decision making and relationship building. The course evaluates the social, economic and psychological roots of the discipline and relates these to contemporary consumers and consumption, while also addressing the issues of technology, sustainability and consumption from a global perspective.	4	None
<b>MIMNY24887</b>	<b>Digital Fashion Branding and Delivery</b> The course explores the role of technology and the creative process in the development of brands. Focusing on the emergence and growth of virtual realities and e-communications, students will examine how the creation and delivery of a new brand concept through creative technologies represents a transformational shift in the entrepreneurship, commerce and professional practice of the contemporary marketer. Over the course of the trimester, students will engage with a number of theoretical concepts as well as current technologies that will challenge and enhance their critical and creative competencies as well as professional skill sets.	4	None
<b>MIMNY24889</b>	<b>Dissertation</b> The Dissertation course follows the course, Research Methods. The aim of this course is to conduct business research/consultancy and report on the findings. Drawing on the proposal developed in Research Methods, the course focuses on the business research project, which involves an investigation of a substantial business issue or problem. Students are required to demonstrate critical awareness of business practice, relevant theories and research techniques and approaches. The project element of the course in particular offers students the opportunity to apply course concept, theories and techniques, draw on internationally published literature and good practice, and develop and interpret knowledge about management practice in their area of study.	8	Research Methods
<b>MIMNY24894</b>	<b>Enterprise Risk and Modelling</b> The course introduces students to key theoretical concepts, risk management processes and practices within spectrum of contexts within which risk is currently understood as well as providing an understanding of the core concepts and tools used to build modern risk analysis models. It uses hands-on approach and practical computing exercises to introduce the students to the mathematical and statistical foundations of risk analysis. These core mathematical, statistical and computing concepts are then combined to explore a number of modern risk analysis modelling techniques.	4	None

Code	Title	Credits	Pre-Requisites
<b>MIMNY24893</b>	<b>Ethics and Corporate Governance</b> This course explores the key issues in corporate governance and the extent to which the present arrangements secure corporate accountability. The course also will incorporate a theoretical and practical understanding of ethics. As the UK is seen to be a front runner in corporate governance, the course will be based around UK practice, also US and global influences will be addressed. For all topics studied, students will require to demonstrate the critical thinking, two-way communication and personal effectiveness skills referred to in the Statement of Benchmarks for Master's degree in Business and Management issued by the Quality Assurance Agency for Higher Education.	4	None
<b>MIMNY24891</b>	<b>Global Political Economy</b> This course on global political economy is designed to provide students with the analytical tool to understand the contemporary world economy within a historical context and analyze different trends, issues and dynamics of social, cultural, religious, political and economic environment that shapes our day to day life in particular and international business in particular. The course takes an interdisciplinary approach to understand and address theoretical issues to replicate economic realities of our world today. Furthermore, the course will cover a comprehensive and critical understanding of the global political economy and its structures, agencies and processes.	4	None
<b>MIMNY24900</b>	<b>Global Social Entrepreneurship</b> This course introduces the student to the concept of social entrepreneurship (and related concepts of social enterprise and social innovation). The notion of social entrepreneurship as a contested concept with competing definitions pushed by different actors with different (political) agendas is developed. Students are taught to critically assess these different agendas and to gain a broader understanding of social entrepreneurship by placing it within the wider social, economic and political contexts in which it occurs. The course aims to equip students with the knowledge and skills to make up their own minds as to whether (and how) business can change the world, and to prepare them to enter a world where business and society are intertwined.	4	None
<b>MIMNY24883</b>	<b>Navigating Global Change: Business Practices for the Common Good</b> <i>(Formerly known as Contemporary Issues for Business and Society)</i> This course reflects the fact that organizations do not operate in a vacuum: they are both shaped by and themselves also shape the geo-political, economic, social and technological environments in which they operate. Understanding the interaction between organizations and their wider contexts is essential to effective management and responsible leadership. This course is designed to equip students with the information and analytical skills required to critically reflect upon some of the most significant issues which pose challenges to business managers and organizational leaders in the modern world.	4	None
<b>MIMNY24888</b>	<b>Research Methods</b> This course aims to develop advanced skills related to a range of contemporary research methods needed for academic and practical research at a Masters level. Students should be able to critically evaluate new concepts, ideas and evidence from a range of sources and crucially and transfer their skills into practice. Emphasis is placed on written and oral presentation skills at an advanced management level.	4	None
<b>MIMNY24890</b>	<b>Social Business and Microfinance</b> The course aims to equip students with a general overview as to how global and local circumstances shape social business and microfinance, and to equip them with the knowledge and skills to determine what factors they should take into account when developing their own social ventures, or when creating an enabling environment for social business and microfinance. Particular attention is paid to how different political, cultural and economic institutional environments favor the evolution of different forms of social business and how different forms of social business negotiate tensions between social and commercial objectives.	4	None
<b>MIMNY24886</b>	<b>Strategic Decisions in the International Fashion Marketplace</b> This course considers the challenges facing fashion organizations in the contemporary marketplace and explores the creation and consideration of solutions that arise from such. Adopting a marketing planning perspective, this course will equip students with the necessary tools, skills and insights to generate a comprehensive, cohesive and congruent fashion marketing plan.	4	None
<b>MIMNY24884</b>	<b>Value-Based Leadership Skills for an Interconnected World</b> <i>(Formerly known as Personal and Professional Development)</i> This course will enable students to identify, understand, develop and articulate their key personal abilities in the context of their future career aspirations. The development of their academic and professional skill set is essential to securing and/or developing fulfilling careers as expert managers and leaders in increasingly diverse and international workplace organizations.	4	None

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## *Administration*

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<b>President</b>	Professor Pamela Gillies CBE FRSE
<b>Vice President</b>	Cara Smyth
<b>Provost</b>	Robert Clougherty

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