Institutional Federal Compliance Report

Aligned with the Standards for Accreditation and Requirements of Affiliation, Fourteenth Edition
Effective Date: September 1, 2024

Lehman College
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1. Student Identity Verification in Distance and Correspondence Education

Standard II, criterion 8.e
Federal Regulation 34 CFR § 602.17(g) and (h) and § 668.43

Requirement	Evidence to Demonstrate Compliance
Policies and/or procedures used to ensure student identity verification in distance or correspondence education courses	Brightspace/D2L ensures student identity verification through a secure, **multi-layered authentication system** that protects access to all academic activity. Each student is issued unique institutional login credentials (typically a username tied to their official college record and a confidential password) stored and encrypted within the institution's identity management system. When accessing Brightspace, these credentials are verified against centralized authentication services (such as Single Sign-On or LDAP/Active Directory), ensuring that only the authorized student can enter the learning environment. Once logged in, all coursework submissions, assessments, participation records, and grade access are tied directly to the authenticated user, providing a reliable chain of identity assurance throughout the student's engagement in his or her courses.
Policies and/or procedure(s) regarding the protection of privacy (i.e., FERPA) for students, including those enrolled in distance education and correspondence courses	Secure password-protected, multiple-level authentication provides the only means by which students can gain access to the College's learning management system. Lehman College also adheres to the CUNY **Privacy Policy**, (which discusses information storage, log and network monitoring, information collected by e-mail/online

	transactions, disclosure of information, and records retention. Lehman College adheres to CUNY **Policy on Acceptable Use of Digital Assets and Resources**, which details acceptable use of digital assets and resources, including student privacy. Additional CUNY Information Security policies to which Lehman College complies can be found on CUNY's **Security Policies & Procedures webpage**. Lehman College's student record privacy policy is described on the Registrar's **FERPA Page**.
Procedure(s) for notifying students at the time of registration or enrollment about any projected additional charges associated with student identity verification including any required travel to campus	**Not applicable.** Lehman College has no additional charges associated with student identify verification.
Policies for ensuring student access to faculty and regular and substantive interaction between instructional staff and students	Faculty members maintain regularly scheduled office hours each week during the academic term to ensure students have access to instructional support outside of class. Office hours must be clearly communicated on the course syllabi (**Sample Syllabi Office Hours Instruction**). This practice ensures that students have direct access to instructors and establishes predictable opportunities for interaction, while the inclusion of contact information and office hours in course syllabi helps students understand how and when they can engage with faculty. The **PSC Adjunct Handbook** notes that adjunct faculty are compensated for office hours or professional hours. Lehman College's **Student Evaluation of Teaching and Learning (SETL) Survey** includes the following two questions:

	• The instructor fostered a respectful, inclusive learning environment where all students felt encouraged to participate • The instructor was available and responsible during posted hours by appointment, email, and virtually. The SETL Survey is administered across all modalities.

2. Transfer of Credit Policies and Articulation Agreements

Standard IV, criterion 2
Federal Regulation 34 CFR § 602.24(e) and § 668.43(a)(11)(ii)
Transfer of Credit, Prior Learning, and Articulation Agreements Policy, Procedures, and Guidelines

Requirement	Evidence to Demonstrate Compliance
Policies and procedures for making decisions about the transfer of credits earned at other institutions (regardless of modality) including any types of institutions or sources from which credits are not accepted	The **Information for Transfer Students Webpage** describes the policies and procedures for making decisions about the transfer of credits earned at other institutions (regardless of modality). The webpage also explains, "Courses from non-accredited institutions that do not have a Lehman equivalent will not transfer." Lehman College's **Undergraduate Bulletin** also provides transfer admission policies. Under the **CUNY Pathways Framework**, courses passed for credit at any CUNY college transfer for credit to Lehman College; courses that fulfill a Required Common Core requirement at any CUNY college transfer for Required Common Core credit; courses that fulfill a Flexible Common Core requirement at any CUNY College requirement transfer for Flexible Common Core credit; Courses that fulfill a College Option requirement at any CUNY college transfer College Option credit; and, courses that are designated as "Gateway" courses into a major transfer for major credit.
Demonstrate public disclosure of transfer of credit policy by providing the URL, catalog, or other public location	Lehman College provides a description of its transfer of credit policy and a comprehensive list of links to its articulation agreements at **https://www.lehman.edu/admissions/transfer-admissions/pathways/**. Lehman also provides similar transfer of credit information at: **https://www.lehman.edu/academics/transfer-students-earned-credits-before-lehman.php**. Both pages can be access from Lehman College's **Consumer Information Page**.
Public disclosure (URL and other public locations) of the list of institutions with	Lehman College provides a comprehensive list of links to its articulation agreements on the

which the institution has established an articulation agreement, with evidence of regular updates	**https://www.lehman.edu/admissions/transfer-admissions/pathways/**.That link can also be accessed from **https://lehman.edu/consumer-information/** under “Transfer Student Information.”

3. Title IV Program Responsibilities

Standard VI, criterion 11
Federal Regulation 34 CFR § 602.16(a)(1)(x)

Requirement	Evidence to Demonstrate Compliance
Program participation agreement (PPA), most recent	Lehman College's most recent **Program Participation Agreement** is from June 5, 2025. The approval expiration date is March 31, 2031.
Statement of Accreditation Status (SAS) (PDF Format) (dated)	A .PDF format copy of **Lehman College's Statement of Accreditation Status** from March 9, 2026 is posted on Lehman College's Consumer Information Page.
Eligibility and Certification Approval Report (ECAR), most recent	Lehman College's most recent **Eligibility and Certification Approval Report (ECAR)** was provided on June 5, 2025. Its expiration date is March 31, 2031.
Heightened Cash Monitoring (HCM) Status	**Not applicable** based on the Federal Student Aid website.
Three-year official cohort default rate (College Scorecard or Institution)	According to the National Student Loan Data System, the three-year official cohort default rates for Lehman College were: Cohort Fiscal Year 2020: 9.47% Cohort Fiscal Year 2021: N/A Cohort Fiscal Year 2022: N/A
Financial responsibility composite score / composite score index	Under 34 CFR Part 668 Subpart L–Financial Responsibility § 668.171 (g)(1), public institutions are not required to calculate or submit a financial responsibility composite score or composite score index to the U.S. Department of Education.
Most recent Program Review Determination Letter (Final Program Review Determination Letter of Expedited -Determination Letter; correspondence)	**Not applicable.**
Single Audit (OMB Circular A-128; OMB Circular A-133, 2 CFR 200 Subpart F: Uniform Guidance)	Lehman College does not have its own single audit report. The three most recent CUNY single audit reports are below: **FY 2023 Single Audit** **FY 2024 Single Audit**

	FY 2025 Single Audit
USDE Correspondence and institutional response related to limited, suspended, terminated eligibility to participate in Title IV eligibility to participate in Title IV	**Not applicable.**
For Profit Institutions only - 90/10 Rule – percentage of revenue from federal funds	**Not applicable.** Lehman College is a public, non-profit institution.

4. Institutional Record of Student Complaints

Standard II, criterion 3
Federal Regulations 34 CFR § 602.16(a)(1)(ix); § 668.43(b)
Complaints Involving Applicant and Member Institutions Policy and Procedures

Requirement	Evidence to Demonstrate Compliance
Policies and procedures for student complaints or grievances	CUNY's Bylaws, **Article XV Students** provides the student complaint and grievances policy and procedures. Section 15.4 Student Disciplinary Procedures/Complaint Procedures describes the procedures. CUNY's Manual of General Policy (**Policy 5.20**) also lays out the student complaint and grievances policy.
URL where students and the public can access these documents	Students and the public can access these documents at **https://lehman.edu/consumer-information/** under the "Internal Student Complaints" subsection.
URL for the contact information that the institution provides enrolled and prospective students for filing complaints with the institution's accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint	Enrolled and prospective students can find direct links to file complaints to the Middle States Commission on Higher Education and the New York State Education Department from links provided at **https://lehman.edu/consumer-information/.**
Institutional record of student complaints and resolution	The Dean of Students in the Division of Student Affairs maintains the institutional record of student complaints and their resolution.
Policies and procedures for faculty or staff complaints or grievances	CUNY's *Policy on Reporting of Alleged Misconduct* provided in CUNY's Manual of General Policy (**Policy 5.181**) describes the policies and procedures for faculty or staff complaints or grievances.
URL where faculty and staff can access policy documents	Faculty and staff can access the policy documents at: can access these documents at **https://lehman.edu/consumer-information/** under the "Internal Faculty and Staff Complaints" subsection. Additional information for faculty or staff complaints or grievances can be found at:

	https://www.lehman.edu/compliance-diversity/file-a-complaint/
Institutional record of faculty or staff complaints and resolution	The Office of Compliance and Diversity maintains the institutional record of faculty or staff complaints and their resolution.

5. Required Information for Students and the Public

Standard II, criterion 8.a
Federal Regulation 34 CFR § 602.23(d); § 668.43 and § 668.45
Communication in the Accreditation Process Policy and Procedures, Public Disclosures Policy and Procedures

Requirement	Evidence to Demonstrate Compliance
Disclosure of required policies and procedures (***Public Disclosures Policy*** *and* ***Procedures***)	Lehman College discloses required policies and procedures on its **Consumer Information Page**. Lehman College also provides comprehensive information on its **undergraduate bulletin** and **graduate bulletin** and archived copies of its **undergraduate bulletin** and **graduate bulletin**. Student success data (retention and graduation rates) can be found in Lehman College's **Interactive Fact Book**.
Documentation (URL) for required information for students and the public, including completion and graduation rates (including Student Achievement URL reported in the AIU)	Lehman College's completion and graduation rates can be found in Lehman College's **Interactive Fact Book**. The **Consumer Information Page**, which is listed on the **MSCHE external resources webpage** as "Student Achievement Website," contains retention, graduation, and transfer-out rates. Lehman College's retention, graduation, and transfer out rates can be found on the ***College Navigator*** **webpage**. The **College Scorecard** provides additional student success information. MSCHE's **AIU Dashboard** provides Bachelor's graduation rate data.
Documentation (URL) of accurate representation of MSCHE accreditation status	Lehman College provides its accreditation status with MSCHE on its **Consumer Information Page**. The page includes a dated .PDF of Lehman College's Statement of Accreditation Status. Lehman College also describes its status with MSCHE on its **accreditation webpage** (full description is available by clicking on the "MSCHE" button).
Documentation (URL) where the institution publicly discloses its scope of accreditation (credential levels, locations) and substantive changes ○ Statement of Accreditation Status (SAS) (PDF format)	Lehman College publicly provides the scope of its accreditation and substantive changes at: **https://www.lehman.edu/about/accreditation/.** This webpage includes the **Statement of Accreditation Status**. The Statement of Accreditation Status and Eligibility and

○ Eligibility and Certification Approval Report (ECAR) (to verify scope of accreditation with Title IV certification) if applicable	Certification Approval Report (ECAR) are also posted on Lehman College's **Consumer Information Page**.

Standard IV, criterion 1.a

Data on cost of attendance ○ Student Financial Aid survey (IPEDS) ○ Net Price ○ Net price calculator (URL)	Lehman College's cost of attendance and net price calculator are provided on its Consumer Information page (**https://www.lehman.edu/students/consumer-information/index.php**). Lehman College completes the Student Financial Aid survey (IPEDS) on an annual basis. The **AY 2024-2025 Student Financial Aid Survey** is an example. Lehman College's student financial aid and net price summary is also posted on the **Integrated Postsecondary Education Data System webpage**.

6. Standing with State and Other Accrediting Agencies

Standard II, criterion 8.b and d
Federal Regulation 34 CFR § 602.23(e); § 668.43(a)(d)
Communication in the Accreditation Process Policy and Procedures, Public Disclosures Policy and Procedures

Requirement	Evidence to Demonstrate Compliance
Documentation of valid degree granting authority (DGA) and licensing ○ Valid legal charter, statute, constitutional provision, or other action from an appropriate organization or agency or documentation of any exemption, and ○ a proper license to operate from each jurisdiction in which the institution operates	Lehman College became an autonomous senior college within the City University of New York (CUNY) system July 1, 1968. (**MSCHE Team Report October 1968**). Lehman College is a recognized institution by the New York State Education Department (NYSED), as documented at: **https://data.nysed.gov/profile.php?instid=800000046077**. As a NYSED-recognized institution, Lehman College's academic programs are listed in the NYSED Office of College and University Evaluation's **Inventory of Registered Programs**. Lehman College's governance structure and authority within CUNY are established in its **Documents of Governance**.
Documentation of standing with other accrediting agencies including a list of USDE recognized accreditors with name of the accreditor, accreditation status, programs it accredited, year of next review, reports and documentation of the accreditor's most recent accreditation action including relevant correspondence	Lehman College's standing with other accrediting agencies is documented on the National Center for Education Statistics' ***College Navigator***. The College's **Consumer Information Page** provides a link to the *College Navigator's* position at "General Institutional and Program Accreditation, Approval, and Licensure Information."

7. Written Arrangements & Third-Party Providers

Standard III, criterion 7
Federal Regulation 34 CFR § 602.22(a)(1)(ii)(J); § 668.43(a)(12)(i-iv)
Third-Party Providers Policy and Procedures, Public Disclosures Policy and Procedures, Substantive Change Policy and Procedures

Requirements below include requirements directly included in federal regulation as well as Commission policy and procedures that align with federal regulation.

Requirement	Evidence to Demonstrate Compliance
Complete list of current third-party providers that will deliver student learning opportunities or portions of educational programs	**Not applicable.**
Sample of agreements and/or contracts with third party providers offering education-related services, where appropriate	**Not applicable.**
Documentation including the URL for required disclosure of educational programs when a portion is offered by a third-party provider	**Not applicable.**
Documented process for the review and approval of arrangements with third-party providers, conducted by appropriately credentialed representatives	The general rules for contractors can be found on CUNY's **Contracting with CUNY Webpage**. Contracts for software are governed by CUNY's **Security Policies & Procedures**.

8. Assignment of Credit Hour

Standard III, criterion 1a. and b
Federal Regulation 34 CFR § 602.16(a)(1)(ii)(F) and (b)(2); 668.8(k) and (l)
Credit Hour Policy and Procedures

Requirement	Evidence to Demonstrate Compliance
Policy, procedures, and/or methodologies employed for assignment of credit hour for all types of courses, disciplines, programs, credential levels, formats, and modalities	CUNY's **Manual of General Policy, Article I Academic Policy, Programs, and Research** provides the policy, procedures, and/or methodologies employed for the assignment of credit hour for all types of courses, disciplines, programs, credential levels, formats, and modalities. The relevant policies are: **Policy 1.05 Academic Program Planning** **Policy 1.06 Academic Program Review** **Policy 1.21 Credit for Prior Learning** **Policy 1.25 Research and Scholarship** **Policy 1.28 Transfers – General Education** **Policy 1.29 Transfers – Other** **Lehman College's credit hour policy conforms to federal regulation 34 CFR § 600.2 – Definitions** and NYSED's definition **N.Y. Comp. Codes R. & Regs. Tit. 8 § 50.1 – Definitions**. 8 § 50.1(o) defines credit or semester hour as follows: *Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.*
Course or program review procedures and sample approval documentation (including but not limited to syllabi or course content), as they relate to the credit hour	The **Curriculum Handbook** provides the policies and procedures for the development and revision of courses and programs as they relate to the credit hour. Two NYSED forms, the **Undergraduate Program Schedule** and

	Graduate Program Schedule, found on the **CUNY and NYSED Forms Webpage** provide examples of forms used during course or program review. NYSED review provides an extra safeguard to ensure compliance with State and Federal credit hour policy. Program changes or new programs are not effective until NYSED approves the documentation (**Curriculum Process Timeline**).
Description of the evaluation process the institution utilizes to verify length of academic period and compliance with credit hour requirements	Lehman College verifies the length of each academic period and ensures compliance with credit hour requirements through a systematic and organized scheduling and review process administered by the Office of the Registrar. The Scheduling Unit is responsible for developing the academic class schedule, maintaining the official course catalog within *Coursedog*, and overseeing the analysis and management of course attributes and instructional modalities. Academic departments and programs prepare each term's course schedule using standardized scheduling materials provided by the Office of the Registrar. These materials are designed to ensure alignment with institutional policies governing the academic calendar, the number of instructional weeks, and the required contact hours for credit-bearing courses. Compliance is further supported through the use of official **Bell Schedules** that establish standardized class meeting patterns for Fall, Spring, and Summer sessions, ensuring consistent instructional time and helping students construct effective schedules. These schedules are reviewed periodically and updated as needed. The process is supported by *Coursedog*, an integrated scheduling, curriculum, and catalog management platform that enables departments to build and submit course schedules within a structured system incorporating credit information, course attributes, and instructional modes. Lehman College systematically reviews course offerings

	each term to verify compliance with credit hour requirements.
Evidence and analyses demonstrating that these policies and procedures are consistently applied across programs, course locations, regardless of delivery mode or teaching/learning format	Lehman College's **Bell Schedule** and **Bell Schedule Report** demonstrate that the relevant policies are consistently applied across programs, course locations, regardless of delivery mode or teaching/learning format.
A brief narrative demonstrating how the institution's assignment of credit hours conforms to commonly accepted practices in higher education	CUNY's and Lehman College's definition of a credit hour aligns with widely accepted practices in higher education and with regulatory standards used by state and federal oversight bodies. In most U.S. colleges and universities, a credit hour is based on a standard expectation of instructional time combined with additional student work outside the classroom. The requirement of at least 15 hours of direct instruction (in 50-minute periods) and approximately 30 hours of supplementary assignments reflects the traditional "**Carnegie Unit**" framework that has long guided academic credit calculations across higher education.
URL and any other source of information where students and the public can access the policy and procedures with evidence that such information is regularly evaluated to ensure accuracy	Students and the public can access the policy and procedures, along with the reports documenting that credit hour information is regularly evaluated to ensure accuracy, at: **https://www.lehman.edu/registrar/scheduling-information/**

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