



Middle States Commission on Higher Education
 3624 Market Street, Philadelphia, PA 19104-2680
 Phone: 267-284-5000 Fax: 215-662-5501 www.msche.org

Verification of Compliance with Accreditation-Relevant Federal Regulations
Institutional Report Template

The Middle States Commission on Higher Education, as a federally recognized accreditor, is obligated to ensure that its candidate and member institutions comply with the accreditation-relevant federal regulations developed by the U.S. Department of Education in the Higher Education Opportunity Act of 2008. Further, the Commission is required to review candidate and member institutions’ continued compliance with Title IV program responsibilities. Commission policy regarding federal compliance requirements for institutions was revised and enacted in January 2013, indicating that institutions must meet these federal regulations to be accredited by the Commission.

In response to this, it is assumed that the institution will provide documentation of policies and procedures that are (1) in writing, (2) approved and administered through applicable institutional processes, and (3) published and accessible to those affected.

In the event that one or more of these regulations do not apply to an institution, that institution shall indicate that fact in the compliance document. Otherwise, all accredited and candidate institutions must respond with regard to each of the areas.

These areas will be reviewed as part of the accreditation process, especially as they relate to the MSCHE Standards and applicable Requirements of Affiliation. Failure to comply with the areas of verification listed above will result in follow-up.

Reports must be filed in the Commission office according to the dates below:

<i>Self-Study Visit falls between . . .</i>	<i>Report on federal compliance is due no later than. . .</i>	<i>Reviewer’s Report is due. . .</i>
September – January	July 1	August 15
February – March	December 1	January 15
April – May	January 15	March 1
<i>PRR review begins . . .</i>	<i>Report on federal compliance is due no later than. . .</i>	<i>Reviewer’s Report is due. . .</i>
June 1	June 1	August 1

Please note that as additional guidance is received from the U.S. Department of Education, these guidelines may be modified without prior notice.

Institution: New York City College of Technology

Report completed by: Pamela Brown, Angelo Pace, Emma Kontzamanis, Patricia Cody, Ruth Garcia, Corie McCallum

Date: November 29, 2017

1. Student Identity Verification in Distance and Correspondence Education

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
1. Policies and procedures used to ensure student identity verification in distance or correspondence education courses.	<p>The following procedures are used in fully online (aka distance learning) sections to ensure student identity verification. Only a very small fraction of our courses are online, typically less than 50 sections out of nearly 5000 total sections offered each semester.</p> <ol style="list-style-type: none">1. All must log into Blackboard© through the CUNY LDAP (Lightweight Access Directory Protocol) portal that requires name, date of birth, and social security number to create a unique University User ID (UUID) for each student.2. Students securely access the Blackboard course management system through this UUID and their password: https://ssologin.cuny.edu/login/?resource_url=https%3A%2F%2Fbbhosted.cuny.edu%252Fwebapps%252Flogin%252Fnoportal3. Students are registered in their online courses through CUNYfirst (The City University of New York's fully integrated resources and services tool, http://www2.cuny.edu/about/administration/offices/cis/cunyfirst/), which imports registration information directly into Blackboard. CUNYfirst and Blackboard are systems maintained by CUNY and the college's Computing Information Services (CIS) department. Student identity is protected according to CUNY policy (http://www2.cuny.edu/about/administration/offices/cis/information-security/security-policies-procedures/) in compliance with FERPA requirements.

	<ol style="list-style-type: none"> 4. All faculty teaching fully and partially online courses must be certified through the Online Learning Advisory Council (OLAC) after having undergone rigorous training in an online seminar and having taught under the mentorship of OLAC members for at least one semester. This faculty certification process ensures that the instructor fully comprehends the need for the development and delivery of an interactive online course that fully engages students with the instructor and their peers with student identity verified. 5. Upon delivering the course, the faculty member must include varied and frequent methods of assessment including, but not limited to, writing assignments, online discussions, blogs, wikis, and other means of interactivity, and/or internally or externally proctored midterms and final examinations. Additional verification processes are recommended to include the student introducing themselves, their backgrounds, and their interests in written and visual formats. 6. This frequent online interaction through writing identifies a consistent voice of each student that can be recorded through Blackboard's tracking features. Therefore, it is recommended that faculty members enable all tracking features in online courses to record the time and duration of each student action, as well as the content area of the site involved. Additionally, faculty have the ability to record and archive live online sessions through Blackboard Collaborate if they choose to use synchronous tools in addition to or instead of the asynchronous discussion board, blogs, and/or wikis. Blackboard Collaborate also permits interactive video through the use of webcams, which can assist in identifying distant learning students. 7. Computing Information Services (CIS), is the office which is primarily responsible for student verification procedures. This information is found on the college website found at: http://cis.citytech.cuny.edu/ The director is Rita Uddin.
<p>2. Procedure(s) regarding the protection of privacy for students enrolled in</p>	<p>As one of the 24 branches of the City University of New York (CUNY), the college adheres to all CUNY-wide written procedures regarding the protection of student privacy in the implementation of verifying student identity. This includes CUNY written policies on IT security (http://www2.cuny.edu/about/administration/offices/cis/information-</p>

<p>distance and correspondence courses or programs.</p>	<p>security/security-policies-procedures/) and FERPA Policies (http://www.citytech.cuny.edu/legal-compliance/ferpa.aspx). These procedures were designed to protect the privacy of all students, faculty and staff. Protocols include limiting access to information to include only individuals with a strict need to know, review of this list at least once each semester, a requirement of acknowledgement of university policy by those individuals, severance of access upon termination, authentication, individual user IDs, passwords, disclosure policies, safeguarding of portable devices and records, maintenance of data protocols, vulnerability assessments and security incident reporting protocols.</p> <p>In order to reset passwords students must go to the CUNY portal (https://ssologin.cuny.edu/login/?resource_url=https%3A%2F%2Fbbhosted.cuny.edu%252Fwebapps%252Flogin%252Fnoportal), click the link for “Account and “Password reset” provide their last name, their social security number and their date of birth, and click “Submit.” CUNY IT security policy requires that passwords must be reset every 180 days.</p>
<p>3. Procedure(s) for notifying students about any projected additional charges associated with student identity verification. Provide URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.</p>	<p>Not applicable. There are no additional charges associated with verification of student identity, as seen by page 14 of the fall 2017 college catalog: http://www.citytech.cuny.edu/catalog/docs/catalog.pdf#page=14</p>

2. Transfer of Credit Policies and Articulation Agreements

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Policies and procedures for making decisions about the transfer of credits earned at other institutions (including all modes of delivery, if applicable). Include public disclosure (URL, catalog, or other public locations for information) of policy.</p>	<p>The Registrar’s Office (http://www.citytech.cuny.edu/registrar/credit-evaluation.aspx) is the unit responsible for the transfer course evaluation process, in consultation with the academic department offering transfer course equivalencies. Academic records are evaluated for transfer course equivalencies after a student has been admitted and has confirmed their intent to enroll. With some limitations, students will be granted credit for courses completed at other accredited colleges and universities that offer courses comparable in credit and content (learning outcomes) to those offered at the college, provided satisfactory grades were earned (ie “D” or better from any other City University of New York (CUNY) unit and “C” or better at non-CUNY institutions). To receive credit for courses taken at other accredited colleges and universities, students must have official transcripts on file in the Registrar’s Office; copies are not accepted. The college makes no distinction with respect to mode of course delivery in its acceptance of pre-matriculation credits.</p> <p>The college adheres to transfer credit policies established by CUNY, for the system wide general education (Pathways) requirements. http://www2.cuny.edu/about/administration/offices/undergraduate-studies/pathways/credits-transfer/. Pathways makes it easier for students to transfer from one CUNY college to another. When a student has met a Common Core or College Option requirement at one CUNY school, those requirements will be met at any other CUNY school; AP credits and non-CUNY credits may also count toward a student’s Common Core or College Option requirements. In Pathways, students in certain CUNY majors can easily transfer their major credits.</p> <p>Information about transfer policies is also available in the fall 2017 college catalog. If students feel that they have not received appropriate transfer credit they can submit a transfer appeal form, as described on p. 33. http://www.citytech.cuny.edu/catalog/docs/catalog.pdf#page=33. If the appeal does not resolve the issue the student can appeal directly to CUNY (http://www.cuny.edu/academics/initiatives/pathways/rightsandresponsibilities/appealsprocess.html). Information on transfer appeal is also available on the college website:</p>

	<p>http://www.citytech.cuny.edu/pathways/new-students.aspx</p> <p>The Evaluate My Transfer Credit component of CUNYfirst (http://www2.cuny.edu/about/administration/offices/registrar/resources/evaluate-my-transfer-credit/) allows students to see an unofficial transfer credit evaluation within CUNY after answering a few preliminary questions.</p> <p>Information about the transfer of credits is also available on the City Tech Consumer Information website: http://www.citytech.cuny.edu/consumer-info/</p>
<p>2. URL and other publication locations, if applicable, of institutions with which the institution has established an articulation agreement.</p>	<p>The college maintains a list and copy of all articulation agreements on its website (http://www.citytech.cuny.edu/academics/articulations.aspx). The list is organized by the nature of the agreement. There is a tab for agreements where simply specific courses are needed. There are also tabs for each of the three schools for agreements specific to degree programs within the school. City Tech is the sending institution for associate degree programs and receiving institution for bachelor’s programs. Memoranda of Understanding with high schools, which may provide advanced standing for vocational course work (such as communication design certificates awarded by high schools) but no college credit, are also listed.</p>

3. Title IV Program Responsibilities

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Student loan default rates for the most recent three years. If applicable, submit reports on compliance from the U.S. Department of Education in regard to the cohort default rate, including any default reduction plans.</p>	<p>The most recent students default rates, can be found at:</p> <p>http://nces.ed.gov/collegenavigator/?q=new+york+city+college+of+technology&s=all&id=190655</p> <p>FY2014-8.8% FY2013-7.0% FY2012-8.4%</p> <p>There are no applicable reports on compliance. These default are below the FY 2014 national cohort default rate of 11.5% or greater, and well below the 30% default rate, where schools are subject to loss of Direct Loan Program and/or Federal Pell Grant Program eligibility.</p> <p>The A-133 audits for CUNY for the three most recent years (FY 2014, 2015, 2016) are attached as Appendices 1a-c.</p>

<p>2. Three most recent years of composite ratios (private and proprietary institutions only).</p>	<p>Not applicable. We are a public institution.</p>
<p>3. Date of most recent Title IV program review.</p>	<p>The latest yearly Uniform Guidance Audit (performed by KPMG) was done the week of July 31, 2017. The audit included the review of Federal Title IV Programs for fiscal year 2016-2017.</p>
<p>4. Relevant correspondence from the U.S. Department of Education, such as program reviews and any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV, including institutional responses, if applicable.</p>	<p>None</p>

4. Institutional Records of Student Complaints

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Policy and methods used in handling and tracking student grievances and complaints. Include public disclosure(s) of the policy/policies for student grievances and complaints (URLs, catalog, handbook, or other public location of this information).</p>	<p>Student complaints can stem from a variety of issues. In order to address those issues directly, there are different appeal/complaint processes that assist students with rectifying any issue or concerns at the College, depending on the nature of the complaint. The objective of the Student Complaint Policy and Procedures is to ensure that the concerns and complaints of our students are addressed fairly, are resolved promptly and the college can note if any patterns of complaints exist and address appropriately.</p> <p>Procedures for complaints about students and disciplinary procedures can be found on p. 65-70 of the fall 2017 college catalog: www.citytech.cuny.edu/catalog/docs/catalog.pdf#page=65</p> <p>A summary of processes used for handling student complaints in various areas follows:</p> <p>1. Student Affairs/Academic Affairs Complaint Procedures: Complaints of a nonacademic nature are recorded and processed for disposition in the Office of the Vice President for Enrollment and Student Affairs. Complaints of an academic nature are the ultimate responsibility of the Provost and Vice President of Academic Affairs, whose office records the complaint and its disposition when students come to the office with a grievance. Students may be encouraged to first seek resolutions with the faculty member, chairperson, and/or dean, when appropriate. (See student complaints page - http://www.citytech.cuny.edu/current-student/complaints/ and Student Handbook, p. 142 - http://www.citytech.cuny.edu/current-student/docs/StudentHandbook.pdf).</p> <p>2. Procedures for Complaints About Faculty Misconduct: The University respects the academic freedom of the faculty and will not interfere with it regarding the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time, the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff. These procedures are found in the college catalog, p. 59-61: www.citytech.cuny.edu/catalog/docs/catalog.pdf#page=59</p> <p>3. Student Bill of Rights: CUNY students who experience campus-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights listed in the link which follows, including the right to report the incident.</p>

<http://www.citytech.cuny.edu/legal-compliance/docs/CUNY-Bill-of-Rights-10.1.2015.pdf>

4. Title IX: Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs. The Title IX Coordinator has overall responsibility for assisting with adherence to Title IX requirements. At the College, this includes investigating complaints and carrying out other responsibilities as set forth in the College's Sexual Misconduct Policy. All CUNY Title IX Coordinators, including the College's, receive annual training on sexual harassment, gender-based harassment and sexual violence as required by law. The name and contact information for the College's Title IX Coordinator can be found on the College's Compliance and Diversity webpages at: <http://www.citytech.cuny.edu/compliance-diversity/title-ix.aspx>, where the College's Sexual Misconduct Policy can also be accessed. While some complaints may require extensive investigation, whenever possible the investigation of complaints should be completed within 60 days of receipts.

Complainants have the right at any time to file complaints with the Office for Civil Rights of the US Department of Education, alleging violations of Title IX, and to file complaints with other appropriate agencies alleging violations of other federal, state or local laws. Information is available on the CUNY Title IX web page: <http://www1.cuny.edu/sites/title-ix/campus-websites/resources/campus/university/>

5. Other Discrimination Complaints: A student who wishes to complain about discrimination, can file a complaint, either in writing or verbally, by reporting the matter to the College's Chief Diversity Officer (CDO). The CDO investigates discrimination complaints and carries out other responsibilities as set forth in the CUNY Equal Opportunity (EO) and Non-Discrimination Policy. The name and contact information for the College's CDO can be found on the College's Compliance and Diversity webpages at: <http://www.citytech.cuny.edu/compliance-diversity/title-ix.aspx>. The EO and Non-Discrimination Policy can be accessed at: www.citytech.cuny.edu/legal-compliance/policies.aspx

6. FERPA – information about filing a complaint with the U.S. Department of Education concerning alleged failures by NYCCT to comply with the requirements of FERPA and alleged denials of FERPA rights are found in the college catalog, p. 57-58, <http://www.citytech.cuny.edu/catalog/docs/catalog.pdf#page=57>

7. Public Safety – student complaints related to public safety can be reported to Public Safety (718.260.5550, Room Namm 109). Per subsection 6433 of Article

129-A of the Education Law, statistics are publicly available (<http://www.citytech.cuny.edu/public-safety/crime-statistics.aspx>). Complaints involving the Office of Public Safety will be investigated by the Office of Human Resources (see Student Handbook, p. 103 - <http://www.citytech.cuny.edu/current-student/docs/StudentHandbook.pdf>)

Appeals to decisions made at the college may be considered a form of complaint. Highlights of appeals processes follow:

1. Discretionary Funds Appeal: Students who have lost TAP eligibility (NYS financial aid) because of a documentable College advisement and/or administrative error have the option to appeal to the Discretionary Fund Appeals Committee to request funding to cover any balance accrued as a result of the error. http://www.citytech.cuny.edu/nsc/docs/TAPAppeal_DiscretionaryFunds.pdf

6. Grade Appeals: A student who wishes to appeal a final grade must file an official grade appeal form. The deadline for filing an appeal is a calendar year from the date the course began; however, students are encouraged to file the appeal as soon as possible. The policy is found on p. 30 of the catalog: <http://www.citytech.cuny.edu/catalog/docs/catalog.pdf#page=30>

7. Queries about financial matters, the student contacts the Business Office when they have inquiries about their 1098-T forms, outstanding balances or holds on their account and the status of their TAP. The Business Office has two email accounts that students utilize for these inquiries. The email accounts are studentaccounts@citytech.cuny.edu and tapinfo@citytech.cuny.edu

9. Academic Integrity- The CUNY policy on academic integrity can be found at: <http://www.citytech.cuny.edu/about-us/policies.aspx> and includes information on how to appeal an academic sanction.

The college's academic integrity policy, including processes for filing appeals can also be found in the college catalog, pages 61-62: www.citytech.cuny.edu/catalog/docs/catalog.pdf#page=61

<p>2. Procedures for making modifications and improvements to the institution as a result of information obtained in handling student complaints.</p>	<p>CUNY follows a performance management process (PMP) that links planning and goal setting by the university and all colleges (http://www2.cuny.edu/about/administration/chancellor/office/performance-management/)</p> <p>As part of the college’s regular self-evaluation processes, each department chair, office supervisor/director, dean, vice president and the president is responsible for creating goals and targets for the upcoming year and reporting on the outcomes of previous goals and targets from the previous year. These results are compiled and reviewed by the appropriate vice president and highlights are used to provide information for the annual PMP report (http://www2.cuny.edu/about/administration/offices/oira/institutional/data/current-student-data-book-by-subject/#Accountability)</p> <p>Both Student Affairs (VP of Enrollment and Student Affairs) and Academic Affairs (Provost and VP of Academic Affairs) maintain records of student complaints and their disposition in their offices. In addition to annual review of written student complaints, and corrective measures where needed, the college administration meets with the Student Government Association to learn of any complaints or needs. The college also reviews student surveys (http://air.citytech.cuny.edu/survey-services/) and addresses issues as needed. Examples of improvements range from posting of a centralized tutoring schedule to increases in the number of WiFi nodules throughout the campus and establishment of a Student Welcome Center.</p> <p>The College Council Committee on Students will address student complaints where there are “grey areas” in procedures or additional clarification is needed. For example, the College Council passed a resolution in 2016-2017 which further clarified procedures for allowing students to repeat a course where they earned a C or better: (https://openlab.citytech.cuny.edu/collegecouncil/2017/03/01/vote-results-for-2-28-2017-meeting/).</p> <p>Modifications and improvements in handling student discrimination complaints are constantly assessed and policies/procedures revised by the University’s Central Office for all CUNY colleges, including City Tech. Policy changes can only be made by approval from the CUNY Board of Trustees as per the CUNY By-Laws. Within the City Tech community, the CDO/Title IX Coordinator provides customized trainings on an as needed basis to improve the handling of student complaints as matters arise where improved communications are warranted.</p>
---	--

5. Required Information for Students and the Public

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. URLs, catalogs and student handbooks, and other public locations of any alternative institutional website documenting required disclosures as required by Student Right to Know, as well as polices on SAP, withdrawal, leave of absence, and attendance.</p>	<p>The college maintains a Student Right to Know website, also known as the Consumer Information website, which contains disclosures as required by Student Right to Know, including licensure pass rates: http://www.citytech.cuny.edu/consumer-info/</p> <p>The fall 2017 College Catalog (http://www.citytech.cuny.edu/catalog/docs/catalog.pdf) includes information on Satisfactory Academic Progress (p. 17-20), withdrawing from courses (p. 28, 29, 31-32) withdrawal from the college (p. 32), the tuition refund schedule (p. 13), and how to apply for a leave of absence (p. 32). The official withdrawal date is provided on the college calendar: http://www.citytech.cuny.edu/academics/academic-catalog.aspx</p> <p>The Student Handbook also provides information on college services, financial aid, satisfactory academic progress, costs associated with attendance, resources, policies and procedures, etc.- http://www.citytech.cuny.edu/current-student/docs/StudentHandbook.pdf</p> <p>Graduation data (graduates per year and 6-year graduation rates) as well as the City Tech Graduate NYS one-year and five-year NYS Wage Report can be found on the data dashboard of the Office of Assessment and Institutional Research (AIR): http://air.citytech.cuny.edu/data-dashboard/</p> <p>The college does not have an official attendance policy.</p>
<p>2. Methods used to collect and review information on student outcomes and licensure pass rates.</p>	<p>Student outcomes, including grade distribution reports, surveys, enrollment trends, graduation rates, six-year graduation rates, retention rates and the graduate NYS wage report are collected and disseminated by the Office of Assessment and Institutional Research (http://air.citytech.cuny.edu/data-dashboard/). Licensure pass rates are posted on the Consumer Information website: http://www.citytech.cuny.edu/consumer-info/</p> <p>As part of the annual Performance Management Plan (PMP), CUNY also collects and reports college data on student outcomes such as (http://air.citytech.cuny.edu/air/assessment/pmp.aspx):</p>

	<ol style="list-style-type: none"> 1. Average number of credits earned in one year by associate and baccalaureate full-time first-time freshmen 2. Percentage of associate and baccalaureate students who earn 30 credits per year 3. average number of equated credits earned in one year by associate full-time first-time freshmen 4. four-year graduate rates of baccalaureate transfer students 5. professional licensure exam pass rates 6. student satisfaction surveys on academic support and administrative services. <p>This information is reviewed by administrators and discussed at cabinet and other meetings, and is used in planning.</p> <p>In academic disciplines that require licensure, the relevant academic department is responsible for collecting and reporting student outcomes in their department annual report. In most cases, the academic departments receive notification of students' scores from the professional organization sponsoring the professional examinations.</p> <p>As part of department/office annual evaluation, student outcomes are reviewed to determine if changes are necessary in order to make improvements to student learning and outcomes. The outcomes and the changes made are both reported annually in the respective department/office annual report.</p>
<p>3. Documents and URLs for advertising and recruitment materials that are available to current and prospective students that show the accreditation status with the Commission and any other U.S. Department of Education</p>	<p>New York City College of Technology is fully accredited by by the following programs, which are listed on p. 3 of the catalog: (www.citytech.cuny.edu/catalog/docs/catalog16_17_fa16ver.pdf#page=3):</p> <ol style="list-style-type: none"> 1. Board of Regents of the University of the State of New York 2. Middle States Commission on Higher Education, (3624 Market Street, Philadelphia, PA 19104, (267-284-5000) 3. Council of Standards for Human Services Education (CSHSE) and 4. Accreditation Commission for Programs in Hospitality Administration (ACPHA). <p>In addition, programs are accredited by:</p> <p>Commission on Dental Accreditation of the American Dental Association (ADA)</p> <p>Commission of the American Bar Association's Standing Committee on Legal Assistants (ABA)</p> <p>Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New York State Department of Health, Bureau of Environmental Radiation Protection.</p>

<p>approved agencies.</p>	<p>Accreditation Commission for Education in Nursing (ACEN), which is registered with the New York State Education Department. Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 telephone: 404.975.5000 fax: 404.975.5020. New York State Education Department The University of the State of New York Professional Education Program Review 89 Washington Avenue, 2nd Floor, West Wing Albany, NY 12234 Telephone: 518.486.2967 Fax: 518.473.0114 email: opprogs@mail.NYSED.GOV</p> <p>Engineering Technology Accreditation Commission of the Accreditation Board for Engineering Technology (ETAC/ABET)</p> <p>Commission on Opticianry Accreditation</p> <p>National Council for Accreditation of Teacher Education (NCATE, now CAEP)</p>
---------------------------	--

6. Standing with State and Other Accrediting Agencies

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Documentation of the relationships with any specialized, programmatic, or institutional accrediting agencies recognized by the U.S. Department of Education and all governing or coordinating bodies in the state(s) and countries in which the institution has a presence.</p> <p>If, in the last five years, the institution has had a review resulting in non-compliance, include the report from the state or other accreditor as well as the</p>	<p>Accreditation information is documented at: https://nces.ed.gov/collegenavigator/?q=new+york+city+college+of+technology&s=all&id=190655</p> <p>There have been no reviews review resulting in non-compliance within the last five years</p>

<p>institutional response.</p>	
<p>2. URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.</p>	<p>The college maintains a Student Right to Know website which contains disclosures as required by Student Right to Know: http://www.citytech.cuny.edu/consumer-info/</p> <p>Fall 2017 College Catalog - http://www.citytech.cuny.edu/catalog/docs/catalog.pdf</p> <p>Student Handbook - http://www.citytech.cuny.edu/current-student/docs/StudentHandbook.pdf</p>

7. Contractual Relationships

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
1. List of contractual arrangements for education services, including name of third-party and applicable programs and the date the arrangement was approved by the Commission.	None
2. URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.	Not applicable

8. Assignment of Credit Hour

Institutions must provide the follow information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Policy and procedures for credit hour assignment covering for all types of courses (including studio, internships, laboratory, practica, etc.), disciplines, programs, degree levels, formats, and modalities of instruction (including hybrid and online). Include each policy that documents the assignment of credit hours specific to the types noted above. The following should be clearly indicated:</p> <ul style="list-style-type: none"> ○ Academic period (e.g., 15 weeks plus one week exam over two semesters); ○ Recommended instructional time (e.g., 	<p>Information on academic periods and instructional time follows:</p> <p><u>1.Fall and Spring Semesters:</u> New York City College of Technology takes into consideration its downtown Brooklyn location and its student demography to offer the majority of its classes Monday to Friday 8:00am to 10:00pm and Saturday and Sunday from 8:30am-4:00pm. The Fall and Spring semesters run over 15 weeks, with an adjustment in the Fall for 14 weekends (Saturday and Sunday). Therefore, the required Carnegie Units for each course are distributed over 15 weeks or 14 weekends (Fall). A Carnegie Unit equals 50 minutes of instruction for every instructional hour of a course over 15 weeks. The majority of classes meet twice a week, and the others meet once a week, with the exception of the lower remedial writing (ENG 090W), meeting four times a week. The actual daily meeting of classes is calculated based on said principle. The patterns of the standard recitation units (SRUs) are then regularized in order to maximize the efficient utilization of limited classrooms and to offer students the greatest flexibility of course options while they fill out their schedules every semester. Copies of the Fall and Spring 2016 SRU Grids are attached as Appendices 2a and 2b and are the same for every Fall and Spring semester.</p> <p><u>2.Summer:</u> New York City College of Technology offers 4 sessions: two overlapping from June to July (Summer 1S and Summer 1L) and two other overlapping from July to August (Summer 2S and 2L). The College takes into consideration its downtown Brooklyn location, its student demography, the multitude of non-degree summer programs such as USIP, SEEK workshops, etc. scheduled on its campus in the summer, and facilities necessary repairs, maintenance and renovation, to offer its classes from 8:30am until 10:00pm. Summer 1S runs over 4 weeks for 19 days, Mon to Friday; Summer 1L over 5 weeks for 23 days Monday to Friday; Summer 2S over 5 weeks for 20 days Monday to Thursday and Summer 2L over 6 weeks for 24 days Monday to Thursday. For summer 1S, 1L and 2S, the daily meeting times are calculated as close to 2hr 30min as possible, which mirrors the once-a-week meeting time of a 3-hour course during a regular Fall or Spring semester. Some adjustments are made, especially in Summer 1S, to accommodate courses that carry 5 or more instructional hours. One-hour courses meet once a week, two-hour meet twice a week, three-hour courses usually meet three times a week, and the others, four times a week or five times a week, in Summer 1S or 1L. For Summer 2L classes mostly meet daily for 2hr 5 min, the number of times a week corresponding to the number of instructional hours up to 4 times a week over 6 weeks. In all cases, the required Carnegie Units over 15 weeks of each course are divided by the number of weeks and days for the specific summer session to calculate the daily meeting times. The patterns of the SRU’s are established to maximize the efficient utilization of the limited classrooms and to offer flexibility to students seeking to enroll in more than one class, especially if they wish to complete some course sequences during the summer months. The SRUs run the same every summer with adjustments made in the days of the week depending on the start and end dates of the Summer Calendar. A copy of the Summer 2016 SRU Grid is attached as Appendix 2c and is the same every summer.</p>

<p>three 50-minute sessions or two 75-minute sessions per week);</p> <ul style="list-style-type: none"> ○ Recommended out-of-class time requirements (e.g., twice in-class time). 	<p>Recommended out-of-class time requirements</p> <p>The majority of courses offered each semester are scheduled on specific days and times employing standard recitation units (SRUs) which correspond to Carnegie hours. For example, a 3-credit lecture class may meet 75 minutes twice a week for a total of 150 minutes or 3 classroom hours. Expected out of class time requirements would be ~ 6+ hours. A one-credit laboratory course would meet 2-3 hours per week with at least 0-1 out-of-class preparation required. Internships and clinicals follow the federal definition of a credit hour based on learning outcomes, which may be specified by a program’s accrediting agency.</p> <p>The College Council Resolution confirming compliance with the federal definition of a credit hour is provided as Appendix 3.</p> <p>Procedures for preparing a new course and revising existing courses require that the curriculum proposal indicates the appropriate credit hour assignment (https://openlab.citytech.cuny.edu/collegecouncil/curriculum-forms/) There is no distinction between traditional and online courses in course development in terms of learning outcomes. Online and partially online courses follow the same academic standards for quality and other requirements as more traditional courses. Oversight includes the online instructor certification process by the Online Learning Advisor Committee, which includes a statement on compliance with the credit hour policy – http://websupport1.citytech.cuny.edu/citytechonline.html</p>
<p>2. URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.</p>	<p>The college’s credit hour policy is stated on the College Council Curriculum Committee openlab website: https://openlab.citytech.cuny.edu/collegecouncil/curriculum-forms/</p> <p>The college calendar is available at: http://www.citytech.cuny.edu/registrar/academic-calendar.aspx</p> <p>The Schedule of Classes can be accessed at: https://home.cunyfirst.cuny.edu/psp/cnyepprd/GUEST/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL</p>

<p>3. Evidence that the institution's credit hour policies and procedures applied consistently across the full range of institutional offerings. If the institution is required to obtain approval from the relevant State Department of Education, compliance with this requirement should be documented.</p>	<p>The fall, spring, summer 2016 SRUs (Appendices 1a, b, c) as well as the most recent schedule of classes, which is open to the public (https://home.cunyfirst.cuny.edu/psp/cnyepprd/GUEST/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL) are evidence that the institution's credit hour policies and procedures are applied consistently across the full range of institutional offerings</p>
<p>4. Processes used by the institution to review periodically the application of its policies and procedures for credit hour assignment.</p>	<p>Processes to verify the correct application of credit hour policies occur every semester as part of the scheduling process. Department chairpersons and deans, in collaboration with the Registrar's Office, are responsible for course scheduling. Several months before the start of the term academic departments submit proposed schedules based on enrollment projections. The Registrar's Office produces reports containing credit information, dates and times to confirm that all sections conform to the SRUs based on the number of class and lab hour credits. The departments are notified of any discrepancies so that they can be corrected.</p> <p>Procedures for preparing a new course and revising existing courses require that the curriculum proposal indicates the appropriate credit hour assignment (https://openlab.citytech.cuny.edu/collegecouncil/curriculum-forms/). Note that the Credit Hour Policy is posted with the curricular forms and the New Course Proposal Form states: Hours and Credits for Lecture and Labs: If hours exceed mandated Carnegie Hours, then rationale for this</p>