

STANDARD II: ETHICS AND INTEGRITY

MSCHE CRITERIA	LIST OF REQUIRED EVIDENCE	EVIDENCE PROVIDED BY CUNY SYSTEM
1. A commitment to academic freedom, intellectual freedom, freedom of expression, and respect for intellectual property rights	• Policies and procedures on: ○ academic and intellectual freedom ○ freedom of expression ○ intellectual property rights ○ copyright	CUNY Manual of General Policy Article I Academic Policy, Programs and Research • Policy 1.02 Academic Freedom (PDF / Text) • Policy 1.03 Academic Integrity (PDF / Text) Article VI Legal • Policy 6.05 Intellectual Property (PDF / Text) CUNY Legal Affairs • Intellectual Property • Copyright Materials • Academic Integrity Policy CUNY Student Affairs • Statement on the Freedom of Student Expression • CUNY Student Policies & Procedures CUNY UFS Academic Freedom PSC CUNY Academic Freedom Research Foundation CUNY Policy No. 519-C – Intellectual Property
2. A climate that fosters respect among students,	• Regular and systematic campus climate	CUNY Faculty Affairs

faculty, staff, and administration from a variety of backgrounds, ideas, and perspectives	assessments or surveys of a variety of stakeholder groups • Student Headcount Data, disaggregated by relevant populations (Available in IPEDS data and collected in the AIU) ○ Fall Enrollment ○ 12 Month Enrollment ○ Graduate Enrollment, if applicable • Human Resources Data, disaggregated by relevant populations (Available in IPEDS) ○ Faculty or Instructional Staff headcount ○ Administrative and staff headcount • Sample communication or publication of results of campus climate assessments or surveys • Examples of assessment of campus climate, consideration of results, follow up, or changes made, including changes to mission or strategic priorities	• Faculty Development @CUNY • COACHE Student Experience Surveys Student Headcount Data • Available in the Student Data Book, but IPEDS Institutional Profile is best for matching what is reported to IPEDS. https://insights.cuny.edu/t/CUNYGuest/view/StudentDataBook/Enrollment Human Resources Data • OHRM prepares standard compliance reports - Staff Facts: https://www.cuny.edu/about/administration/offices/hr/workforce-statistics Campus Climate Assessment Surveys • CUNY runs the Undergraduate Student Experience Survey in even years. 2024 results available soon (CUNY login): https://insights.cuny.edu/#/site/OAREDA/projects/808
3. A grievance policy that is documented and disseminated to address complaints or grievances raised by student, faculty or staff. The institution's policies are fair and impartial and assure that grievances are addressed promptly, appropriately, and equitably;	• Policies and procedures for faculty or staff complaints or grievances including the URL and any other location where faculty and staff can access these documents (<i>Complaints Involving Applicant and Member Institutions Policy and Procedures</i>) • Policies and procedures for student complaints or grievances, including the URL and any other location where students and the public can access these documents (<i>Verification of Compliance - Record of Student Complaints and federal regulation 34 CFR § 668.43; Complaints Involving Applicant and Member Institutions Policy and Procedures</i>)	CUNY Bylaws Article XV Students • Section 15.4 Student Disciplinary Procedures/Complaint Procedures CUNY Manual of General Policy Article V Faculty, Staff and Administration • Policy 5.181 Reporting of Alleged Misconduct (PDF / Text)

	- Documentation including the 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 (<i>Verification of Compliance - Record of Student Complaints and federal regulation 34 CFR § 668.43(b), Complaints Involving Applicant and Member Institutions Policy and Procedures</i>) - Institutional record of student complaints and resolution, four-year time period (<i>Complaints Involving Applicant and Member Institutions Policy and Procedures; Verification of Compliance - Record of Student Complaints and federal regulation 34 CFR § 602.16(a)(1)(ix)</i>) - Institutional record of faculty or staff complaints and resolution (<i>Complaints Involving Applicant and Member Institutions Policy and Procedures</i>)	- Policy 5.20 Student Complaints about Faculty Misconduct in Academic Settings (PDF / Text) Article VII Student Affairs and Special Programs - Policy 7.142 Sexual Misconduct (PDF / Text) CUNY Legal Affairs Procedures For Handling Student Complaints about Faculty Conduct Student Bill of Rights CUNY Title IX PSC CUNY Grievance Process Article 20: PSC CUNY Complaint, Grievance and Arbitration Procedure CUNY Pathways/Student Rights, Responsibilities, and Appeals
4. the avoidance of conflict of interest or the appearance of such conflict in all activities and among all constituents;	- Policies and procedures for conflicts of interest - Documentation or sample of disclosure or reporting of conflicts of interest or recusals (e.g. forms or meeting minutes), if applicable	CUNY Manual of General Policy Article II Board of Trustees - Policy 2.05 Code of Conduct (PDF / Text) Article VI Legal - Policy 6.01 Conflict of Interest (PDF / Text) CUNY Legal Affairs Conflict of Interest Policy Ethics at CUNY Outside Activities New York State Joint Commission on Ethics and

		Lobbying in Government (JCOPE) • JCOPE Ethics Laws CUNY Research • Research Integrity & Compliance Research Foundation CUNY Policy No. 522-C – Conflict of Interest
5. fair and impartial employment practices, including all phases of hiring, evaluation, promotion, and separation, with appropriate attention to diversity;	• Policies and procedures: ○ Hiring ○ Evaluation ○ Promotion ○ Separation • Analysis of data on hiring and promotion, disaggregated by relevant populations	CUNY Bylaws • Article VI Instructional Staff • Article VIII Organization and Duties of the Faculty • Article IX Organization and Duties of the Faculty Departments • Article XI Duties and Qualifications of Titles in the Instructional Staff • Article XII Salary Schedule Conditions • Article XIII Instructional Staff– Miscellaneous Provisions • Article XIV The Non-Instructional Staff CUNY Manual of General Policy • Article V Faculty, Staff and Administration CUNY HR Policies and Procedures CUNY Legal Affairs • Reasonable Accommodations • Equal Opportunity and non-Discrimination PSC CUNY • Faculty and Staff Rights • HEO Rights and Benefits/ HEO

		Handbook • CLT Rights and Benefits/ CLT Handbook • Research Foundation Rights District Council Union 37 Constitution Research Foundation CUNY Policy No. 526 – Affirmative Action CUNY Jobs Research Administration Careers
6. honesty and truthfulness in public relations announcements, advertisements, recruiting and admissions materials and practices, as well as internal communications;	• Sample marketing, admissions, and recruiting materials • Sample internal communications • Expense Analysis of related expenses (four years), as applicable ○ Percent of budget \$ / % Marketing, advertising ○ \$ / % Recruitment services	CUNY Admissions About CUNY
7. As appropriate to its mission, has policies, services or programs in place to: a. promote diversity, equity and inclusion; b. promote affordability and accessibility; c. enable students to understand funding sources and options, value received for cost, and methods to make informed decisions about incurring debt.	• Policies and procedures that support a climate of respect • Policies and procedures related to accessibility and affordability, including the URL for where students and the public can find these documents (<i>Verification of Compliance – Required Information for Students and federal regulation 34 CFR § 668.43(a)(1-4)</i>), such as: ○ Availability of student financial assistance for those who qualify and the process for disbursements, repayment, and refunds ○ Withdrawal policies ○ Student refund policies • Documentation including URL where students and	CUNY Manual of General Policy Article I Academic Policy, Programs and Research • Policy 1.12 College Discovery (PDF / Text) • Policy 1.21 Credit for Prior Learning (PDF / Text) • Policy 1.27 SEEK (PDF / Text) Article VII Student Affairs and Special Programs • Policy 7.042 Enrollment and Withdrawal Verification (PDF / Text) • Policy 7.05 Financial Aid and Support

	the public can find information on the cost of attendance and student financial aid data, such as: ○ Net price Calculator (URL) ○ Cohort default rate (3 year) ○ (%) students with loans (Institution) ○ Average student loan indebtedness (Institution)	(PDF / Text) CUNY Financial Aid • CUNY Net Price Calculator • Tuition and College Costs University Tuition & Fee Manual
8. compliance with all applicable government laws and regulations and Commission policies and procedures, including but not limited to: a. required information for students and the public; b. representation of accreditation status; c. full disclosure of information on institution-wide assessments, graduation, retention, certification and licensure or licensing board pass rates; d. institution's compliance with the Commission's Requirements of Affiliation; e. verification of student identity in distance and correspondence education; f. substantive changes affecting institutional mission, goals, programs, operations, sites, and other material issues which must be disclosed in a timely and accurate fashion;	• Documentation, including URL of the public disclosure of required policies and procedures (<i>Verification of Compliance – Required Information for the Public and federal regulation 34 CFR § 668.43, Public Disclosures Policy and Procedures</i>) • Documentation including the URL of the public disclosure of required information for students and the public (<i>Verification of Compliance - Required Information for Students and federal regulation 34 CFR § 668.43 and § 668.45, Public Disclosures Policy and Procedures</i>) • Documentation including the URL of accurate representation of MSCHE accreditation status (<i>Communication in the Accreditation Process Policy and Procedures; Public Disclosures Policy and Procedures; Verification of Compliance - Standing with State or Other Accrediting Agencies and federal regulations 34 CFR § 668. 43 and § 602.23(d)</i>) • Documentation of valid degree granting authority (DGA) and licensing (<i>Verification of Compliance Standing with State or Other Accrediting Agencies and federal regulation 34 CFR § 668.43</i>) ○ 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 • 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 (<i>Verification of Compliance Standing with State or Other Accrediting Agencies and federal regulation 34 CFR § 668.43</i>) • Policies and/or procedures used to ensure student identity verification in distance or correspondence education courses (<i>Verification of Compliance - Verification of Student Identity and federal regulation 34 CFR § 602.17(g)</i>) • Policies and/or procedure(s) regarding the protection of privacy (i.e., FERPA) for students enrolled in distance education and correspondence courses (<i>Verification of Compliance - Verification of Student Identity and federal regulation 34 CFR § 602.17(h)</i>) • 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 (<i>Verification of Compliance - Verification of Student Identity and federal regulation 34 CFR § 602.17(h)</i>) • Documentation including the URL where the institution publicly discloses its scope of accreditation (credential levels, locations) and substantive changes (<i>Public Disclosures Policy and Procedures</i>) ○ Statement of Accreditation Status (SAS) (PDF format) ○ Eligibility and Certification Approval Report (ECAR) (to verify scope of accreditation with Title IV certification) if applicable	
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	• Student headcount data at each branch campus, additional location, and other instructional site • For all additional locations and branch campuses, evidence that student learning, student support and academic services are comparable to those at other sites	
9. Periodic assessment of ethics and integrity as evidence in institutional policies, processes, practices, and the manner in which these are implemented.	• Documentation of the policy development and revision process (e.g., internal control office, “policy on policies,” etc.), with evidence of periodic evaluation of institutional policies and their implementation, and revision, where warranted	<u>Agendas and minutes of CUNY Board Committees</u>