

## CAEAS Informational Report – November 19, 2024

Three new policies came into effect in Spring 2024 at CUNY Central and CAEAS presents these new policies as informational items to the Lehman College Senate:

1. The CUNY Board of Trustees passed a resolution on June 3, 2024 to amend the University's Academic Integrity Policy to include provisions specific to the use of AI. The updated Academic Integrity Policy has been updated in the Lehman Undergraduate Bulletin: <https://lehman-undergraduate.catalog.cuny.edu/academic-services-and-policies/academic-integrity>
2. The policy on "Camera Use Guidance for Online and Hybrid Courses" was updated so that faculty may now require students to turn on their cameras in online and hybrid courses during class periods or for remote testing purposes. A notice will be provided in CUNYfirst for all online and hybrid courses and faculty who intend to require camera use should also clearly state this on course syllabi and cover the requirement with students on the first day of class:

Faculty may require students to turn on their cameras in online and hybrid courses during class periods or for remote testing purposes.

Requiring students to use cameras may be important pedagogically to increase engagement, social connection, accountability, and collaboration. Moreover, in some testing situations, cameras are essential to ensuring the integrity of the testing environment.

CUNY is committed to using digital technology in ways that are sensitive to issues of student privacy. To ensure that students are aware that camera use may be required, a notice will be provided in CUNYfirst for all online and hybrid classes. Faculty who intend to require camera use should also clearly state this on course syllabi and cover the requirement with students on the first day of class.

There may be occasions when an otherwise in-person class is scheduled to be delivered remotely on a limited basis because of a temporary University or College pivot to remote instruction or because of faculty need. In these circumstances, faculty may encourage but not require students to turn on their cameras for purposes other than testing unless required camera use is clearly stated on the course syllabus and covered with the students on the first day of class.

Per CUNY's [verification of enrollment policy](#), students can meet the course engagement threshold for purposes of Title IV financial aid by participating in an online discussion about an academic matter, engaging in an online academically-related activity, or initiating contact with the instructor to ask a question about the academic subject studied in the course or course-related question. None of these criteria requires the use of a live camera.

3. All online synchronous and online asynchronous classes must be delivered via a learning management system (LMS) that meets:

- [CUNY's cybersecurity policies](#);
- applicable data privacy laws including FERPA, GDPR, CCPA, COPPA, PIPEDA, ISO 27018, Cloud Security Alliance (CSA), and Security Trust and Assurance Registry (STAR); and
- any other relevant University policies and guidelines.

A course is "delivered" in an LMS for purposes of this policy when an instructor, at a minimum, posts a course syllabus and uses the gradebook and announcements functions for the duration of the course.

Use of the CUNY-supported LMS is strongly recommended. A college/academic unit may choose to allow use of an LMS other than the University-supported LMS when it meets the following conditions:

- The LMS is verified by the college CIO as meeting cybersecurity and data privacy policies as specified above.
- The college/academic unit assumes costs and liabilities associated with use of an alternative LMS. All procurement rules must be followed.
- The college/academic unit is responsible for course enrollment and ensures their data follows University Registrar enrollment and grades guidelines.
- The college/academic unit is responsible for LMS integration with CUNYfirst, CUNY SSO, and all other technologies as needed (third- party e-learning tools) to ensure reporting compliance for IPEDS, ADA, homeland security/visa status, and NC-SARA.
- The college/academic unit is responsible for training and support as well as ongoing maintenance and security vulnerability updates of the environment.

CAEAS has reached out to the Provost's office to recommend that formal notice should be sent out to the Lehman Community regarding items 1 and 3; a note has been added to sections denoted online synchronous, online mix and hybrid synchronous regarding item 2, and we've requested that the notation also be added to the [Modes of Instruction](#) page on the Registrar's webpage for the respective modalities.

Point of clarification: The policy allows instructors to use Zoom for class meetings if Zoom is used through the LMS, and Zoom meeting info and recordings are posted in Brightspace.

In addition to the aforementioned policies, there was also an updated Uniform Grading Policy memo from CUNY Central that was sent out in June 2024. The original Uniform Grading Policy that was sent out in May 2021 was met with much pushback, and subsequent discussions were held to revise the policies. This new June 2024 memo is, therefore, a revision of the initial one. The new policy is attached to this report, and has been posted/updated on the Lehman Registrar's website.

CAEAS sought to highlight some key points and to clarify potentially ambiguous wording in this revision. Clarifications were partially obtained and are presented here, along with some important highlights:

1. On p.3, the policy states that the assignment of a WU grade should follow these rules: ***A grade of WU is to be assigned to students who participated in an academic activity related to the class at least once, stopped participating, did not drop the class or receive approval for an incomplete, did not otherwise officially withdraw from the course, and did not complete enough work for the instructor to be able to calculate an earned grade using the criteria delineated in the course syllabus. A 'F' grade should never be given in place of a 'WU' grade.***

CAEAS is seeking further clarification on this policy.

2. With respect to the Change of Grade Process (p. 7), the policy states that "Grade change request **over one academic year** requires approval as defined by the campus."

Lehman had previously decided that such requests should be reviewed by the departmental FP&B committee (NOTE: this does not apply to FIN grades, for which the policy is stated below).

3. **Change of INC to Administrative FIN**

- Campus Registrar assigns the grade of FIN when an INC (Incomplete) remains unresolved at the **end of the semester following the semester in which the course was taken** (exclusive of Summer Term.)
- Incompletes unresolved in the above-mentioned time period will become FIN in students' record.
  - The student or the instructor may appeal this administrative action or request for an extension as defined by campus.
  - Appeals, if permitted by the campus, must be filed within thirty calendar days of FIN grade assignment in CUNYfirst (excluding faculty annual leave period).

To be specific: An INC grade lapses to an FIN grade on the last day of the following term, which is indicated in the Lehman calendar. Currently, the 30 days begins the day after the last day of the term. For example, if the INC grade lapses on May 25<sup>th</sup>, the 30-day period will begin on May 26<sup>th</sup>. The 30-day period refers to 30 calendar days.

Students with extraordinary extenuating circumstances (e.g. hospitalized for that 30-day window or a comparable situation) may be able to request a variance in accordance with how the college handles other requests for policy exceptions.

Discussions are underway to adjust and reconfigure the 30-day time frame (in the eGrade correction system) to account for the faculty annual leave period.

4. On p. 8 of the policy, the WU policy change that was made in 2021 remains. Therefore, **“effective Fall 2021, WU grade will not have punitive impact on student’s GPA.”**
  
5. **Effective Fall 2024, the deadline for student-initiated withdrawal will be adjusted to a deadline of completion of 60% of the course** (as opposed to the last day of the course, which was the deadline in recent years due to disruptions caused by COVID-19).
  
6. The policy update includes clarification regarding the Fall 2021 changes to the College Now grading policy. It used to be that College Now grades impacted GPA if a student matriculated at the same College, which meant that some students might start on probation or might have financial aid implications of a low grade in their College Now course(s). Effective Fall 2021, **College Now grades no longer impact GPA.** A-C grades in such courses are still indicated on the transcript and count towards credits, but they do not count towards GPA. C- to D- count as CR grades, which do not impact GPA but do count toward credit accumulation, and F and the various W grades count as NC. Upon matriculation, NC grades do not impact financial aid.
  
7. This June 2024 document indicates that the F-policy at CUNY allows 16 credits to be replaced in a student's GPA calculation by a better grade if the student earned at least a "C" grade in their second/next attempt at the course. However, the original policy allowed for each campus to request a variance to the F-Repeat Policy. The C- grade was a variance requested by Lehman College and approved by CUNY Central. Therefore, at Lehman, the policy allows 16 credits to be replaced in a student’s GPA calculation by a better grade if the student earned at least a “C-” grade in their next attempt at the course. The C- grade is appropriately indicated on the [undergraduate bulletin here](#). As always, the 16 credits is a CUNY total, not a Lehman total – so any student who used this policy to replace credits at a previous CUNY school can only do so, after transferring to Lehman, for any remaining credits...for a total of up to 16 credits to be replaced for courses across all CUNY schools.

8. Regarding ePermit and F-Repeat policies:

Clarification from the University Registrar, Maureen Heacock: The CUNY Board of Trustees resolved that the grades earned for ePermit coursework shall appear on the student's academic transcript at the home college and be included in the calculation of the student's semester and overall grade point averages. **This policy applies to all earned grades as well as to administrative designations.** So yes, all ePermit grades, including F and W-series grades will be counted toward the GPA calculation at the student's home college.

Therefore, to clarify: Grades earned via ePermit have always counted toward a student's Lehman GPA. This new point is intended to specify that students will now be allowed to use the F Repeat Policy on courses taken via ePermit.

CAEAS is seeking further clarification on this policy.