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OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

November 4, 2005

Dear Colleagues,

The CUNY Policy on Academic Integrity became effective in academic year 2004-05. Copies of the policy were distributed to Academic Chairs in September of 2004. The policy is now posted on the Hostos website under Academic Affairs, subsection labeled Policies.

The CUNY Academic Integrity Policy requires that each college adopt the following methods for promoting academic integrity:

1. Inform new faculty and students at orientations;
2. Include the policy on all college catalogs, student handbooks and college websites;
3. Make reference to the policy in all syllabi and schedule of classes (see Spring 2006 class schedules);
4. Create a “Faculty Report” form (see OAA website);
5. Create an Academic Integrity file and committee (The Committee on Academic Standards has created an Integrity file and has a subcommittee on academic integrity and appeals).

Consequently, you are required to be informed of this policy. In addition to the process already in place at the College, the Committee on Academic Standards has created a central file to maintain all cases relating to academic integrity (the Integrity File). As I receive a copy of the integrity form filled out by a faculty member, it will be given to the Chair of the committee to be placed in the Integrity File. An individual file will be started for that student in the Integrity File. Students suspected of violations whose name appears in two complaints, will be referred automatically (regardless of faculty recommendation) to the Disciplinary Committee in the Division of Student Development for due process.

Please also note that reference to the CUNY Academic Integrity Policy must be included in each of your course syllabi.

Thank you.

Daisy Cocco De Filippis, Ph.D.
Provost and Vice President for Academic Affairs