



## Instructor Steps for Addressing Academic Integrity at SCI

1. Ensure that a statement about academic integrity is contained in your syllabus that aligns with the [SCI Academic Integrity Policy](#). You are encouraged to include specific grade consequences for violations as well. Please feel free to use [this academic integrity statement](#) as a starting point if you need to create a statement for your syllabus or would like to revise your existing statement.
2. Follow the guidelines below to take appropriate action if a violation occurs (if you are uncertain, you are encouraged to confirm using the 15 areas of integrity violations listed in the [SCI Academic Integrity Policy](#) site under section 1: Student Obligations).
3. After determining that an academic integrity violation has occurred, make the appropriate grade adjustment, complete and sign your portion of the [Academic Integrity Violation Form](#) and schedule a meeting with the student to discuss the violation and the sanction to be applied. At this meeting, the student should also sign the Academic Integrity Violation Form, acknowledging their perspective on the recorded violation and sanction. If you would prefer assistance when meeting with the student, you may reach out to the SCI Academic Integrity Officer, ([SCI-integrity@pitt.edu](mailto:SCI-integrity@pitt.edu)), who can mediate this discussion.
4. After meeting with the student, forward the signed Academic Integrity Violation Form to the Academic Integrity Officer. The Dean's Office will then communicate a copy of the School's academic integrity policies and the documented outcome formally to the student, will ensure that School integrity recidivism policies are met, and will ensure that the student is then properly trained on academic integrity.\
5. If the student contests that a violation occurred or the specific sanction that you assigned, refer them to the School's academic integrity policies and note that you are within your rights to pursue academic integrity violations.
6. If the student still contests, please arrange a meeting with the chair or program director of the department or program in which you are teaching to assist in the resolution.
7. If the student still contests, please ask the student to contact the [Academic Integrity Officer](#) (and you may join this meeting if you wish) so that they can assess whether or not an informal or formal hearing is warranted.