



Instructor Steps for Addressing Academic Integrity at SCI

If you have questions about the process detailed here, see the FAQs below. If your question is not answered there, contact SCI's Academic Integrity Officer at SCI-integrity@pitt.edu.

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 consequences for violations. 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. If you find evidence of a potential violation, first confirm that the suspected infraction aligns with both the [SCI Academic Integrity Policy](#) (Section 1: Student Obligations) and the syllabus statement for your course.
3. After confirming that the suspected occurrence is within the purview of academic integrity, schedule a meeting with the student to discuss the evidence, the suspected violation, and the sanction that you will propose based on your course policies. During (or shortly after) this meeting, complete and sign your portion of the [Academic Integrity Violation Documentation Form](#). (The required information is easiest to collect all at once using your PeopleSoft Faculty Center.) If you would prefer assistance when meeting with the student, you may reach out to the SCI Academic Integrity Officer, (SCI-integrity@pitt.edu), who can mediate this discussion.
4. If the student accepts the sanction proposed in the Academic Integrity Violation Documentation Form, the Dean's Office will 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 enforced, and will ensure that the student is properly trained on academic integrity.
5. If the student does not accept the sanction documented in the Academic Integrity Violation Documentation Form, the Academic Integrity Officer will make a final attempt at an informal resolution by scheduling a meeting with the department chair, thus initiating the first stage of the appeals process.
 - a. If this meeting results in a mutually agreeable outcome, you will be asked to submit a new Academic Integrity Violation Form with the updated details, and the student will be asked to sign their acceptance.
 - b. If a mutually agreeable outcome is not reached during this final attempt, the Academic Integrity Officer will ask you to submit a written statement of charges to initiate a formal investigation by the Associate Dean for Academic Programs. This investigation will proceed as described in the Academic Integrity Policy, and the Academic Integrity Officer will guide you through next steps.



Frequently-Asked Questions

What if the student doesn't respond to my invitation, or otherwise refuses to discuss the occurrence?

If the student fails to respond to your requests for a meeting and/or refuses to meet within a reasonable amount of time, fill out the Academic Integrity Violation Form, noting the student's (lack of) response.

What happens after I fill out the Academic Integrity Violation Documentation Form?

The student will receive the Academic Integrity Violation Documentation Form via email and will be asked to sign acknowledging their perspective on the recorded violation and sanction (i.e., whether they accept the proposed sanction). Thus, students should sign this form regardless of whether they accept (and, in fact, signing non-acceptance initiates the appeals process).

What type of sanction can I impose?

Common sanctions include reduction of the relevant evaluation grade (e.g., "0 on the exam," or, "Half credit on the project") and reduction of the overall course grade (e.g., "F in the course," or, "Reduction of course grade by one full letter grade"). Sanctions **cannot** include enrollment changes, such as withdrawing from the course or re-enrolling in the course in a future semester.

Am I required to enforce the maximum sanction described on my syllabus?

You are permitted to reduce the sanction in consideration of mitigating circumstances. You are responsible for documenting these mitigating circumstances to ensure that sanctions proposed in your class are fair and consistent. The Academic Integrity Officer may ask for more information if you propose sanctions that differ among substantively similar violations.

When can I enforce the proposed sanction?

No sanction should be enacted against the student, nor should their participation in the course be restricted in any way, even if they sign acceptance of the proposed sanction, until after you receive the notification letter from the Dean's Office.

What if I don't hear back before I must submit final grades for the semester?

If an offense is reported at the end of the semester, and the process is not complete before grades must be submitted, a grade of G should be assigned. A Grade Change Request should then be submitted with a final grade once the outcome of the academic integrity case is finalized.

What if the student doesn't sign the Academic Integrity Violation Documentation Form?

If the student delays signing, the Academic Integrity Officer will impose a deadline consistent with the Academic Integrity Policy.



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Can I handle minor cases without involving the Dean's Office?

We encourage you to submit the Academic Integrity Violation Documentation Form to report any relevant incidents to the Dean's Office, regardless of severity. This includes cases in which you propose no sanction due to mitigating circumstances.

Why is it important to report academic integrity violations to the Dean's Office?

SCI, like other schools at Pitt, records all academic integrity violations to allow for tracking of repeat offenses and evaluation of our training materials.

Do academic integrity sanctions appear on students' transcripts?

Academic integrity records are kept confidential within the Dean's Office(s) and are purged following the student's graduation. While sanctions often impact grades, which appear on transcripts, those transcripts do not reflect academic integrity violations directly.