## Academic Integrity

The School adheres to the University of Pittsburgh’s policy. All new students and faculty are required to complete an online module.

All course syllabi are to include either the School’s academic integrity policy statement or a statement describing the rules and expectations for the course.

All violations of academic integrity are to be reported via the School’s academic integrity violation form. Questions concerning academic integrity can be brought to the attention of Mary Derkach, Assistant Dean for Student Affairs and the school’s academic integrity officer.

**Resource(s)**

- **Faculty Resources** | See teaching and advising page of My Public Health > Faculty
- **Module Access** | mypublichealth.pitt.edu/students/resources/academic-integrity-and-plagiarism
- **Syllabus Statement and Academic Integrity Violation Form** | mypublichealth.pitt.edu/governance/educational-policies-and-curriculum-committee/epcc-forms
- **University Policy** | www.cfo.pitt.edu/policies/policy/02/02-03-02.html

## Advising

Each department manages student advising differently. Some departments have a specific advisor manual. In part I, the School’s academic handbook outlines mentoring and advising from the student perspective.

**Resource(s)**

- **University – Elements of Good Academic Advising** | www.pitt.edu/~graduate/advising.html
- **School’s Academic Handbook** | mypublichealth.pitt.edu/students/academics-and-student-services/academic-handbook

## Calendar

The School follows the University’s academic calendar for the scheduling of classes.

**Resource(s)**

- **University Academic Calendar** | www.provost.pitt.edu/information-on/calendar.html

## Classrooms

The classrooms in the School are: A115, A215, A216, A425, A522, A622, A719. All rooms except for A622 are controlled by the Registrar. Our courses have first priority when it comes time to schedule classes. Your department’s student services coordinator is the point person for classroom reservations and information.

Technology training for the media equipment in the classrooms (all except for A622) is maintained and provided by CIDDE.

**Resource(s)**

- **List of Available Classroom Technology** | www.cidde.pitt.edu/classroom-services/available-technology/
- **Technology Training** | www.cidde.pitt.edu/classroom-services/technology-training/

## Communications

Every Friday the Office of Student Affairs publishes an electronic update for students and faculty/ staff. A weekly teaching tip and timely announcements from educational programs are included. Communications also come directly from your department’s student services liaison.

**Resource(s)**

- **Weekly Updates** | mypublichealth.pitt.edu/staff/weekly-update
- **Department Student Services Coordinators List** | www.publichealth.pitt.edu/home/prospective-students/admissions/visit
| Course Approval | All new or significantly revised courses and academic programs are approved through the School's Educational Policies and Curriculum Committee (EPCC). The committee meets monthly and meeting dates are posted on the About EPCC Web page and in the Weekly Update. | About EPCC | mypublichealth.pitt.edu/governance/educational-policies-and-curriculum-committee Submit a Proposal | mypublichealth.pitt.edu/governance/educational-policies-and-curriculum-committee/submit-a-proposal |
| Course Evaluation | All courses are to be evaluated each semester. Course evaluations are managed by the University's Office of Measurement and Evaluation of Teaching (OMET). Faculty must request a course evaluation for each course each semester online via My Pitt portal. See Weekly Update for request deadlines. | Public Health Course Evaluation Portal | www.publichealth.pitt.edu/cep OMET | www.omet.pitt.edu Request Survey from OMET | www.cidde.pitt.edu/omet/request-a-survey/ |
| Course Scheduling | Course meeting days and times are managed centrally by the University Registrar and the School's Office of Student Affairs. Departmental student services coordinators update course schedules annually during a course proof time period. They are then contact faculty directly to update course details. | Public Health Course Schedules | mypublichealth.pitt.edu/students/academics-and-student-services/classes Registrar Procedure | www.registrar.pitt.edu/course_scheduling.html |
| Grading Process | Final semester grades are due to be entered into the online course and student management system, PeopleSoft, approximately 4 days after the end of the semester. | Submitting Course Grades Help Sheet | www.technology.pitt.edu/documents/peoplesoft_faculty/recordingstudentgradesonline.pdf |
| Grading Scale | Pitt uses an A - F letter grade scale based on a 4.0 GPA. For courses where students do not complete coursework a G grade is to be assigned. | Class Grade Options | www.registrar.pitt.edu/gradeoptions.html Grading System | www.registrar.pitt.edu/gradingsystem.html Specialized Grades | www.registrar.pitt.edu/gradesgandi.html |
| Online Course Management System | The University utilizes BlackBoard as the web-based course management software. At Pitt, BlackBoard is also known as CourseWeb. All courses are automatically provided with a course shell in CourseWeb each semester. | CourseWeb FAQs | www.etskb-fac.cidde.pitt.edu/faqs/Resources | www.cidde.pitt.edu/technology/coursewebblackboard |
| Student Affairs Staff | The School's Office of Student Affairs is located in 114 Parran Hall. | Pitt Public Health Student Affairs Staff | www.publichealth.pitt.edu/home/directory?type=%&department=Student%20Affairs |
| Student Management System (PeopleSoft) | PeopleSoft is the University's system to manage student and course data. A specialized home page, Faculty Center, listing all courses automatically populates in the system. Access is through My Pitt portal. | PeopleSoft Faculty Center | technology.pitt.edu/Documents/PeopleSoft_Faculty/WhatsNewFacCenter.pdf |
| Technology | Classroom technology services are provided by CIDDE. General technology services are provided by Computing Services and Systems Development (CSSD). School departments also offer IT support. | CIDDE Classroom Services | www.cidde.pitt.edu/classroom-services CSSD | technology.pitt.edu My Pitt Portal | https://my.pitt.edu My Public Health Intranet | http://mypublichealth.pitt.edu |
General School Resources

Academic Handbook | mypublichealth.pitt.edu/students/academics-and-student-services/academic-handbook

Certificate in Teaching Excellence | mypublichealth.pitt.edu/faculty/teaching-and-advising-resources/faculty-certificate-in-teaching-excellence

Career Services Office at Pitt Public Health (for students) | mypublichealth.pitt.edu/students/career-services

Core Curriculum and Extended Schedule | mypublichealth.pitt.edu/students/academics-and-student-services/classes/extended-core-curriculum-schedule

Forms | mypublichealth.pitt.edu/students/resources/forms

Resources for Research and Practice (for students) | mypublichealth.pitt.edu/students/resources/resources-for-research-and-practice

Teaching and Advising Resources Web page | mypublichealth.pitt.edu/faculty/teaching-and-advising-resources

Teaching Tip of the Week Archives | mypublichealth.pitt.edu/faculty/teaching-and-advising-resources/teaching-tip-of-the-week-archives

Campus Resources

Center for Instructional Design and Distance Education (CIDDE) | www.cidde.pitt.edu

Counseling Center | www.counseling.pitt.edu

Disability Services | www.drs.pitt.edu

Health Sciences Library | www.hsls.pitt.edu