

DEPARTMENT OF GRADUATE STUDENT HANDBOOK (MPH, DRPH)

UNIVERSITY OF PITTSBURGH

EFFECTIVE JULY 1995 (REVISED 2009,2016)

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INTRODUCTION

DEPARTMENT OF ENVIRONMENTAL & OCCUPATIONAL HEALTH (EOH) PROFESSIONAL GRADUATE PROGRAMS

EOH seeks to provide service and training in the principles and practice of environmental and occupational health through (i) classroom instruction, (ii) basic and applied research, (iii) interactions with local communities, health professionals, foundations and industrial partners. Our professional degree programs are designed to prepare graduates to advance environmental and occupational health issues through the integration and application of a broad range of knowledge and analytical skills in environmental science research, public health practice, leadership, policy analysis, professional communication and program management.

MASTER OF PUBLIC HEALTH (MPH) PROGRAM IN EOH

The aim of the MPH program is to instill in the student an understanding of potential environmental and occupational health hazards, the processes by which these agents may be eliminated and/or detoxified, and the impact they may have on exposed human populations.

Upon graduation, students will have acquired the following set of skills:

- Have become familiar with the broad range of disciplines in Public Health.
- Comprehend the relevant biological and chemical information regarding whether an agent may pose a hazard in one or more settings.
- Be familiar with methods for quantifying dose and be able to relate this to the incidence of adverse health effects response.
- Be able to estimate the magnitude, duration, and route of human exposure. Have gained some experience of environmental or occupational risk communication and/or management.

In order to achieve these outcomes during a 2-year course of full-time study, it is recommended that students follow the schedule outlined below. Schedules for part-time students can be discussed on an individual basis with your academic advisor.

Fall Semester – Year 1

PUBHLT 2015	Public Health Biology	2 credits
BIOS 2041	Introduction to Statistical Methods	3 credits
EPIDEM 2110	Principles of Epidemiology	3 credits
EOH 2504	Principles of Environmental Exposure	3 credits
PUBHLT 2022	Public Health Grand Rounds	
	<u>Total</u>	<u>11</u> credits

Spring Semester – Year 1

BCHS 2509	Social & Behavioral Sciences & Public Health	3 credits
BIOS 2042	Introduction to Statistical Methods II	3 credits
HPM 2001	Introduction to Leadership, Management & Policy for Public Health	3 credits

EOH 2180	Introduction to Risk Sciences	1 credits
EOH 2181	Introduction to Risk Sciences Practicum	2 credit
PUBHLT 2022	Public Health Grand Rounds	
	<u>Total</u>	<u>12 credits</u>
Summer – Years 1/2		
EOH 2021	Special Studies/Research	3 credits
EOH 2021	Special Studies/Essay	2 credits
	<u>Total</u>	<u>5 credits</u>
Fall Semester – Year 2		
EOH 2309	Bioorganic Toxicology	3 credits
EOH 2175	Principles of Toxicology	3 credits
PUBHL 2016	Capstone, problem solving	3 credits
	Electives	3+ credits
	<u>Total</u>	<u>15 credits</u>
Spring Semester – Year 2		
EOH 2122	Transport and Fate of Environmental Agents	3 credits
EOH 2108	EOH/MPH Practicum	2 credits
	Elective(s) to accumulate 47 total credits (if necessary)	
	<u>Total</u>	<u>5+ credits</u>

DOCTOR OF PUBLIC HEALTH (DRPH) PROGRAM IN EOH

The DrPH degree program in EOH, designed to prepare individuals for leadership and/or consulting positions in the management and planning aspects of environmental health, provides a professional degree that emphasizes a practice-oriented, interdisciplinary approach to research that encompasses in its coursework the competencies of the five core areas of Public Health: environmental health, biostatistics, epidemiology, health policy & management, and behavioral & community health. It further encourages the development of proficiencies in other high-level career directions. The above MPH sequence in EOH is a prerequisite unless exemptions are given for previous comparable courses and a successful completion of the GSPH and EOH core classes is part of the qualifying examination for the DrPH. A minimum of **72 credits** is required to graduate, the extra 24 (credits 48-72) beyond MPH being undertaken as an original research project with a chosen doctoral research supervisor leading to a dissertation.

**COURSES FOR ENVIRONMENTAL AND OCCUPATIONAL HEALTH
Doctor of Public Health – DrPH**

Course Name	Number	Term	Required	Credits
GSPH CORE COURSES 17 credits				
EPID: Intro to Epidemiology	2110	Fall	Yes	3
BIOS: Intro to Stat Methods 1	2041	Fall	Yes	3
PUBHLT: Pub Health Biology	2015	Fall	Yes	2
BCHS: Social and Behavior Sci and Public Health	2509	Spring	Yes	3
HPM: Intro to Leader, Manage, Policy Pub Health	2001	Spring	Yes	3
PUBHL: Capstone Prob Solving in Public Health	2016	Spring	Yes	2
PUBHL Grand Rounds	2022	At least 2 semesters	Yes	0
EOH DrPH CORE COURSES 21 credits				
BIOS: Intro to Stat Methods 2	2042	Spring	Yes	3
EOH: Principles of Toxicology	2175	Fall	Yes	3
EOH: Principles of Environmental Exposure	2504	Fall	Yes	3
EOH: Intro to Risk Sciences	2180	Spring	Yes	1
EOH: Intro to Risk Sciences Practicum	2181	Spring	Yes	2
EOH: Bioorganic Toxicology	2309	Fall	Yes	3
EOH: Transport and Fate of Chemicals	2122	Spring	Yes	3
EOH Practicum	2108	All Terms	Yes	2
Special Studies	2021	All Terms	Yes	1-15
Research & Dissertation	3010	All terms	Yes	1-15
Electives Choose at least 12 credits – the following are examples, any graduate-level course may be taken for elective credits.				
Course Name	Number	Term	Required	Credits
PIA: Public Program Evaluation	2117	Fall, Spring	Elective	3
BCHS: Health Program Evaluation	2558	Spring	Elective	2
PIA: Ethics in Public Life	2191	Spring	Elective	3
FAS: Bioethics	2664	Fall	Elective	3

EOH: Environmental Law	2104	Spring	Elective	3
BCHS: Risk Communication	2572	Fall	Elective	2
EPID: Environmental Epidemiology	2220	Summer every other year	Elective	2
EOH: Molecular Fundamentals	2310	Spring	Elective	3
PIA: Policy Analysis	2009	Fall, Spring, Summer	Elective	3
PIA: Env Econ and Management	2115	Spring	Elective	3
PIA: Topics in Env Management	2116	Fall	Elective	3
CEE: Env Eng Chemistry	2501	Fall	Elective	3
CEE: Env Impact Assessment	2513	Spring	Elective	3
BCHS: Geog. Info Systems	3015	Fall	Elective	3
BCHS: Health Survey Methods	3002	Spring	Elective	2

Comparison of DrPH and PhD Programs

There is sometimes confusion regarding the relative merits of the DrPH and PhD degrees. From the perspective of scholarly (doctoral-level) requirements, the DrPH and PhD programs in EOH are of equal status; successful completion of both requiring a qualifying evaluation, prospectus (overview) meeting and comprehensive examination, submission of a full dissertation (based on original research) and oral defense. The specific differences between the two programs are documented in the following table.

	PhD (existing)	DrPH (proposed)
Purpose	To train individuals for subsequent postdoctoral positions; from which they will ultimately pursue careers in college-level teaching and/or independent research.	To prepare individuals desiring professional careers as leaders in environmental public health practice; such as managers, policy makers, or high-level advisors/consultants.
GSPH Core	Complete Core Not required	Required
EOH Core	15 credits –5 courses. Four 3-credit courses in common with DrPH (Introductory Statistics II and Principles of Toxicology Principles of Exposure, Principles of Epidemiology).	40 credits – 5 courses Three 3-credit courses in common with PhD (Introductory Statistics II and Principles of Toxicology, Principles of Exposure).
Journal Club	Oral presentation by individual students of the findings reported in current research literature.	Not required.

Internship	Not required.	Two-month period (200 hours) of employment spent working at relevant company, foundation, or government agency.
Qualifying	Written original research proposal addressing a current RFA (request for applications) published by a federal agency.	Essay, which may be analytical or interpretive, based upon literature review or original data, addressing an issue of current environmental public health concern.
Research	<i>The data collection must be through laboratory-based experiments.</i>	The data collection could involve laboratory experiments, field-work, obtaining the information from other available sources, or a combination of these.
Dissertation	One or more relevant hypotheses must have been tested, or some scientific paradox resolved.	Hypotheses may have been tested, or the focus may be on measurement principles, or methods development. The overall objective should be to produce a risk-assessment report, or plan of how to achieve this through further work.

GSPH SCHOOLWIDE PROBATION AND DISMISSAL POLICY AND PROCEDURES SCOPE

The provisions of this policy pertain to dismissal and probation for academic reasons and are developed in conformance with the University Council on Graduate Study's Regulations Governing Graduate Study at the University of Pittsburgh ("Regulations"). This policy aims to provide a means of establishing and maintaining basic standards and requirements for graduate work at GSPH and is applicable to all GSPH students.

The GSPH academic performance policy consists of the school-wide policy and auxiliary policies established by GSPH departments to address specific items not covered by the schoolwide policy. Departmental policies, although they may differ in details, conform to the fundamental principles of the GSPH school-wide policy.

Policies and procedures pertaining to non-academic performance are covered by the University Student Code of Conduct and/or Academic Integrity guidelines.

- 1. FAILURE TO MAINTAIN MINIMUM GRADE POINT AVERAGE (3.00)** A GSPH student whose cumulative grade point average (GPA is the same as QPA) falls below 3.00 is immediately placed on academic probation, and the student, advisor, and department chairperson are notified by the GSPH Student Performance Committee. The student may be permitted to take additional coursework over no more than two terms (part-time students: a maximum of an additional 18 credit hours) to reach a GPA/QPA of 3.00. (See Regulations, page 26, "Academic Standards.")
- 2. FAILURE OF CORE COURSES OR REQUIRED DEPARTMENTAL COURSES** All master's degree students and doctoral students must pass (S or better; C or better) the GSPH core courses required by their programs. Students are given at most two opportunities to register for and pass department core, school core, or other courses required by their programs.
- 3. FAILURE TO MAKE NORMAL PROGRESS TOWARDS DEGREE (COMPLETION OF COURSES)** Except in unusual circumstances (e.g. medical leave of absence) students may not accumulate more than 15 credits of unresolved G grades. A student approaching 15 credits of unresolved G grades will receive a memo from the Admissions and Student Performance Committee, and the student and his/her advisor will be asked to submit a plan for timely resolution of the grades. A student will not be permitted to register for additional credits until the G grades are converted as a result of completion of course work. Because the University requires resolution of G grades within one year, requests for change of G grades more than a year old must be accompanied by an appeal by the student's department and must be approved by the Assistant Dean before they are submitted to the Registrar's Office.
- 4. FAILURE OF MASTER'S OR DOCTORAL PROGRAM EXAMINATIONS** The Regulations describe the requirements for master's and doctoral examinations. Departments may determine the format and content of the examinations within the broad University guidelines and should provide students with formal written guidelines, and each department is responsible for specifying the procedure for administration of the master's comprehensive examination. Master's students on provisional status may not take a comprehensive examination. (Regulations, page 33.) Examining committees for the doctoral overview/prospectus meeting

and the final doctoral defense must be unanimous in their recommendation that a student be passed (Regulations, pp.39, 41). If those committees do not unanimously vote to pass a student, the matter will be sent to the department chair, and, if necessary, to the dean for resolution.

Students who fail a doctoral or master's examination (doctoral overview or defense: less than unanimous vote to pass; other exams: see department standards), will be permitted one re-take of the examination. If a student fails a re-take, the student's department chair, if he feels that a second re-take is justified, may appeal to the Dean on the student's behalf. More specific rules governing program examinations are covered by departmental academic performance policies.

5. INABILITY TO CONDUCT RESEARCH Faculty are responsible for guiding the research of a student accepted for participation in a research project, and for meeting the advising requirements set forth in the document "Elements of Good Academic Advising." No faculty member is obliged to accept a particular student to his/her research team. The student, not the faculty advisor, is expected to: (1) design and plan the research project; (2) conceptualize and formulate the hypothesis and methodology; (3) perform data analysis; and (4) write an acceptable essay or dissertation.

Primary responsibility for determining whether a student has demonstrated the ability to apply research methods and to conduct independent research as appropriate to the discipline rests with the student's academic and research advisors (including the master's or doctoral committees). However, in order that evaluation of a student's work be fair and objective, failure to demonstrate the ability to conduct research must be well-documented by the faculty advisor(s) and reviewed by: (1) a committee convened by the chair and consisting of other departmental faculty and students, or; (2) if the student has already formed one, the doctoral committee. Upon the recommendation of these committees, the department chair may notify the Admissions and Student Performance Committee of his decision to dismiss the student, and if the ASPC concurs, the department chair must notify the student of his/her dismissal.

A student dismissed because of inability to conduct research may appeal the dismissal by filing a written appeal with the department chair. The chair will bring the student's appeal to the attention of the ASPC, which will set up an ad hoc committee consisting of four faculty (two from the student's department and two from other GSPH or University departments) and at least one student. If the ad hoc committee disagrees (by majority vote) with the department's decision to dismiss, the Dean will have the final word.

6. GENERAL APPEAL PROCESS A student may appeal a decision to dismiss for any reason by filing a written appeal with his/her department chair. (Procedure for dismissal because of inability to conduct research is described in previous section.) The department chair must then bring the appeal to the attention of the ASPC, which will meet with the department chair and student's advisor to discuss it. ASPC must then bring its recommendation to the Dean, who can affirm or reverse the recommendation. The Dean's decision is final, and this appeal exhausts all remedies available to the student within GSPH. Although a student may choose to contact the Provost's Office, there is no automatic appeal to the Provost as there is in academic integrity cases.

7. PERIODIC REVIEW AND DOCUMENTATION All academic difficulties described above must be documented in writing at each stage and should begin as soon as problems arise. The requirement for documentation applies to all degrees, academic programs, and academic shortcomings. Maintaining documentation of student academic problems is primarily, although not exclusively, the responsibility of the academic advisor and the student's department.

All students should be given periodic departmental reviews of academic progress and constructive feedback. As problems are documented, students should receive written notice of documentation, as well as the opportunity to respond to written notice.

8. DEPARTMENTAL POLICIES AND DEFAULT CLAUSE Each department may develop its own policy with respect to the number of pass votes required for a student to pass a master's examination or a doctoral preliminary or comprehensive examination. If departments do not specify such requirements, by default a unanimous vote will be required for students to pass those examinations.

Approved 12/00

GSPH MILESTONE COMMITTEE COMPOSITION REQUIREMENTS AUGUST 17, 2005 (SEE REVISION TO MPH ESSAY BELOW REVISED 1/07 BY THE EPCC)

GENERAL NOTES REGARDING ALL COMMITTEES

1. Each department in the GSPH maintains a list of “core educational faculty.” These are defined as faculty of the University of Pittsburgh who are heavily involved in the educational mission of the department as demonstrated by at least some of the following: teaching courses or having significant involvement in courses led by others; participating on a routine basis in journal club; mentoring students in independent studies and masters essays; serving on curriculum committees; and serving on examination or dissertation committees. Faculty with primary appointments in the department are automatically considered core faculty. The core faculty lists are kept on record with the Office of Student Affairs and updated periodically. The departments bear the responsibility of meeting with core faculty once a year to update them on any changes in policy or procedures, and to provide them with academic program manuals.
2. Research associates *who are involved in the educational program of the department* may be listed as core faculty and allowed to serve on all committees at departmental discretion.
3. All rules below are intended as school-wide minimum standards; individual departments are free to implement more stringent requirements.

DrPH QUALIFYING EXAM

- The committee must consist of at least three people.
- The committee chair must be on the core faculty list of the student’s department.
- Half or more of the members must be on the core faculty list of at least one GSPH department.
- Half or more of the members must be Graduate Faculty of the University of Pittsburgh.
- There must be at least one member who is not on the core list of the student’s department.

DrPH COMPREHENSIVE EXAM

The comprehensive exam is part of the dissertation prospectus meeting. The rules for the dissertation committee apply.

DrPH DISSERTATION COMMITTEE

- The committee must consist of at least four people.

- At least two members must be on the core list of some GSPH department.
- The majority of members must be Graduate Faculty of the University of Pittsburgh.
- There must be at least one member who is not on the core list of the student's department.

MPH ESSAY---REVISED 1/07 BY THE EDUCATIONAL AND POLICIES AND CURRICULUM COMMITTEE (EPCC)

- The committee must consist of at least two people.
- There must be members with primary appointments in at least two different University departments.
- There must be at least one member who is on the core list of some GSPH department.

GSPH COUNCIL REVISES POLICY ON FACULTY AND STUDENT SERVICE

September 21, 2005 - GSPH Council passed the following resolution at the September 2005 meeting modifying the service policy for both students and faculty. **Principles:**

- Service is a responsibility of all GSPH faculty members, along with research and teaching.
- Faculty members' service contributions may provide benefit to:
 1. the school and the university community;
 2. academic colleagues, funders of scientific and scholarly research, and publications for scholarly research;
 3. users of research including professionals, policy-makers, organizations, and communities; and
 4. the community in general, as desirable for active and engaged citizens regardless of profession or background.
- Faculty service activities may be compensated or not.
- Service by GSPH students is encouraged through extracurricular programs and opportunities that are regularly made available and that are recognized through various awards and stipends.

Recording and Evaluation

- Faculty service activities (items 1 through 4, above) should be recorded and reported annually in the course of the GSPH faculty performance evaluation process.
- Service is a component of evaluation for appointments, promotions, and tenure decisions pertaining to GSPH faculty positions.

Publication of this Policy Statement

This statement will be published in the on-line GSPH Bulletin and on appropriate locations on the GSPH website; additionally, this statement will be included in orientation materials for new faculty and incoming students of the GSPH.

GUIDELINES ON ACADEMIC INTEGRITY STUDENT AND FACULTY OBLIGATIONS AND HEARING PROCEDURES

EFFECTIVE September 2005

Academic Integrity

This document contains a set of principles which shall be applicable to each of the academic units* throughout the University. A student desiring information about an academic unit's specific procedures and the makeup of its Academic Integrity Hearing Board may obtain a copy of the procedures and other necessary information from the Office of the Dean, either in the academic unit in which he or she is registered or in the academic unit in which a particular course is taught. Additional information or guidance may be obtained from the Office of the Provost. Copies of this document and guidelines for academic units should be distributed by the deans to all instructional staff in each academic unit.

**"Academic unit" is used to refer to a college, academic unit, or regional campus.*

Preface

Provided here are Academic Integrity Policy Guidelines based on the 1983-86 document which was initially approved by the Board of Trustees on the recommendation of the University Senate Council. The original document evolved from and represented careful deliberation among staff, Senate committees, and student leaders of the University. The purpose of this document is to clarify and codify the rights and responsibilities that are inherent in traditional faculty-student relationships and to reflect procedural modifications that were approved, effective January 1, 1989, by the Chancellor.

In following the Guidelines, the faculty members of each academic unit of the University are expected to adapt them to the circumstances of their own academic unit. The Guidelines are designed to assure due process, equity, and prompt and objective review by third parties, with appropriate appeals procedures. There is a general intent to maintain confidentiality, to avoid unnecessary formality, and to resolve issues at the lowest possible level. Faculty have a particular interest and responsibility in assuring that the Guidelines are adhered to, by virtue of their profession and their role as academic officials of the University. Any failure to follow these Guidelines would be harmful to the whole University community. All members of the University community have access to advice and interpretation regarding these Guidelines. Students may consult with the Campus Judicial Coordinator, faculty may consult with their dean or academic unit hearing officer, and any individual may ask for any other guidance they need from the Office of the Provost. In general, we seek to preserve the traditional freedoms and duties associated with academic endeavors. The University should work to preserve the rights and responsibilities of faculty and students in their relationships with one another. Just as faculty and students must be free to seek truth and to search for knowledge with open minds, they must also accept the responsibility that these activities entail, maintaining the highest standards of integrity, mutual respect, and honest inquiry.

Historical Background

In March 1965, the Senate Council approved a policy statement on the subject of academic integrity. It was there declared, in language that is as true and vital today as then, that: *The University of Pittsburgh seeks excellence in the discovery and dissemination of knowledge. Excellence in scholarship cannot be achieved in situations which are contaminated by dishonest practices. All members of the University community are obligated to adhere strictly to the highest standards of integrity in study, research, instruction, and evaluation. It is presumed that those who instruct and administer observe such standards of integrity. Administrators and senior faculty members are presumed further to encourage these standards among their junior colleagues. Students are presumed to accept the concept of academic integrity and to seek to live by it but they may need continuing clarification of the concept and guidance in its observance. Particularly, students need the assurance that those who work honestly will not suffer thereby in comparisons with the dishonest. Those who cannot or will not adopt the concept and practices of academic honesty do not belong within the University.* These principles are reaffirmed. In February 1974, the Senate Committee on Tenure and Academic Freedom reported to the Senate Council, recommending a general statement on academic integrity as follows:

The integrity of the academic process requires fair and impartial evaluation on the part of faculty, and honest academic conduct on the part of students. To this end, students are expected to conduct themselves at a high level of responsibility in the fulfillment of the course of their study. It is the corresponding responsibility of faculty to make clear to students those standards by which students will be evaluated, and the resources permissible for use by students during the course of their study and evaluation. The educational process is perceived as a joint faculty-student enterprise which will perforce involve professional judgment by faculty and may involve--without penalty--reasoned exception by students to the data or views offered by faculty. Consistent with these considerations (and without limiting their scope and application in their entirety to the academic programs of the University), faculty and students are directed to observe the following guidelines:

- 1. Faculty should meet and students should attend their classes when scheduled, faculty should be available at reasonable times for appointments with students, and both parties should keep such appointments, faculty and students should make appropriate preparations for classes and other meetings, students should submit their assignments in a timely manner, and faculty should perform their grading duties in a timely manner.*
- 2. The general content of a course or other academic program should be described with reasonable accuracy in catalogues or other written documents available to students. The content, objectives of, and standards for evaluation (including the importance to be assigned various factors in academic evaluation) in a course should be described by the faculty member at the first or second class meeting, preferably in a written hand-out.*
- 3. Integrity of the academic process requires that credit be given where credit is due. Accordingly, it is unethical to present as one's own work the ideas, representations, or words of another, or to permit another to present one's own work without customary and proper acknowledgement of sources. The limits of permissible assistance available to students during a course or an academic evaluation should be determined by the faculty member and described with reasonable particularity at the first or second class meeting, or well in advance of an evaluation, so as to allow for adequate student preparation within the permissible limits.*
- 4. All academic evaluations should be based upon good-faith professional judgment, in accordance with applicable standards; factors such as race, color, religion, sex, national origin, political*

affiliation, and activities outside the classroom that are unrelated may not be considered in matters of academic evaluation, academic assignments, or classroom procedures, nor shall reasoned views expressed by students during the course adversely prejudice any students.

5. *University records, which shall contain only information reasonably related to educational purposes, shall be considered a matter of privacy not to be released except with student consent, or as may be permitted by law; provided, that any student shall be permitted to review his or her own personal record, except for its confidential contents (such as the recorded comments of counseling personnel).*

6. *The faculty of each academic unit shall establish rules implementing these principles, and procedures pertaining to the investigation and redress of grievances.*

The above Guidelines cannot be fulfilled in the University of Pittsburgh as a whole unless they are fulfilled in each and every academic unit. University-wide Guidelines of implementation as outlined above are accordingly appropriate as an expression of a common understanding and dedication. These principles are presented in some detail in the two model codes of this statement, which deal with student and faculty responsibilities, respectively. Each academic unit is required to adopt regulations conforming to these documents. The development of exact procedures remains sufficiently flexible to provide proper discretion on the part of the individual faculty; however, such procedures must be designed to assure fair and orderly review of particular cases and should adhere closely to the language of the attached codes. The dean of each academic unit will be responsible for furnishing to the Provost the regulations and procedures adopted by the faculty and any amendments. The codes of each academic unit will be reviewed to ensure reasonable conformity with the principles and procedures of the attached model codes. The dean shall also assure that all full-time and part-time students and faculty are informed about the existence and availability of the applicable regulations and procedures. In cases that involve a student registered in one academic unit, but in which the faculty member involved holds his or her appointment in another academic unit, the jurisdiction shall be held by the academic unit which offered the course (usually the academic unit in which the faculty member is appointed). Remedial action benefiting the student must be approved by the dean of the academic unit in which the course is offered. However, in offenses involving academic integrity, only the dean of the academic unit in which the student is matriculated can suspend or dismiss the student from the University. In cases that cross academic unit boundaries, consultation between the appropriate administrative officers may be appropriate.

SUGGESTED CODE

UNIVERSITY OF PITTSBURGH

(Name of Academic Unit) Academic

Integrity:

Student Obligations

1. Student Obligations

A student has an obligation to exhibit honesty and to respect the ethical standards of the profession in carrying out his or her academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he or she:

1. Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the faculty member.
2. Provides assistance during an academic evaluation to another person in a manner not authorized by the faculty member.

3. Receives assistance during an academic evaluation from another person in a manner not authorized by the faculty member.
4. Engages in unauthorized possession, buying, selling, obtaining, or use of a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
5. Acts as a substitute for another person in any academic evaluation process.
6. Utilizes a substitute in any academic evaluation proceeding.
7. Practices any form of deceit in an academic evaluation proceeding.
8. Depends on the aid of others in a manner expressly prohibited by the faculty member, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
9. Provides aid to another person, knowing such aid is expressly prohibited by the faculty member, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
10. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
11. Submits the work of another person in a manner which represents the work to be one's own.
12. Knowingly permits one's work to be submitted by another person without the faculty member's authorization.
13. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
14. Indulges, during a class (or examination) session in which one is a student, in conduct which is so disruptive as to infringe upon the rights of the faculty member or fellow students.
15. Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student.
16. Violates the canons of ethics of [here refer to relevant discipline or disciplines].

II. Procedures for Adjudication

No student should be subject to an adverse finding that he or she committed an offense related to academic integrity, and no sanction should be imposed relating thereto, except in accordance with procedures appropriate for disposition of the particular matter involved. The degree of formality of proceedings, the identity of the decision maker or decision makers, and other related aspects properly reflect such considerations as the severity of the potential sanction, its probable impact upon the student, and the extent to which matters of professional judgment are essential in arriving at an informed decision. In all cases, however, the objective is to provide fairness to the student as well as an orderly means for arriving at a decision, starting first with the individual faculty member and then designated administrative officers or bodies.

These Guidelines are not meant to address differences of opinion over grades issued by faculty in exercising good faith professional judgments of student work. They are meant to address matters in which a faculty member deals with a student regarding an alleged breach of academic integrity. In matters of academic integrity, the succeeding procedural steps must be followed:

1. Any member of the University community may bring to the attention of the faculty member a complaint that a student has failed, in one or more respects, to meet faithfully the obligations specified in the above

Section I.2 Acting on his or her own evidence, and/or on the basis of evidence submitted to the faculty member, the faculty member will advise the student that he or she has reason to believe that the student has committed an offense related to academic integrity, and the student will be afforded an opportunity to respond. If the accused student and the faculty member accept a specific resolution offered by either of them, the matter shall be considered closed if both parties sign a written agreement to that effect and submit it to the Office of the Dean. The Office of the Dean will maintain a written record of the argument, signed by the student and the faculty member. These records are not to be added to the student's individual file, and they are to be destroyed when the student graduates or otherwise terminates registration. The Office of the Dean may provide such information on an individual student for the following uses:

- a. to a faculty member who is involved with a student integrity violation at the initial stage and who wishes to use this previous record in determining whether a resolution between the faculty member and the student or an academic integrity board hearing may be most appropriate, especially in the case of repeat offenders; and
 - b. to the Academic Integrity Hearing Board of an academic unit after a decision of guilt or innocence has been made in a case, but before a sanction has been recommended.
2. If an agreed-upon resolution between the faculty member and the student cannot be reached, the faculty member will file a written statement of charges with the appropriate administrative officer. Such statement should set forth the alleged offenses which are the basis of the charges, including a factual narrative of events and the dates and times of occurrences. The statement should also include the names of persons having personal knowledge of circumstances or events, the general nature and description of all evidence, and the signature of the charging party. If this occurs at the end of a term, and/or the last term of enrollment, the "G" grade should be issued for the course until the matter is decided. In situations involving the student's last term before graduation, degree certifications can be withheld pending the outcome of the hearing, which should be expedited as quickly as possible.
 3. The dean's designated academic integrity hearing officer will transmit the written statement of charges to the student, together with a copy of these regulations.
 4. The letter of transmittal to the student, a copy of which shall also be sent to the faculty member or charging party, will state a time and place when a hearing on the charges will be held by the Chair of the Academic Integrity Hearing Board.
 5. In proceedings before the academic unit's Academic Integrity Hearing Board, the student shall have the right:
 - a. to be considered innocent until found guilty by clear and convincing evidence of a violation of the student obligations of academic integrity;
 - b. to have a fair disposition of all matters as promptly as possible under the circumstances;
 - c. to elect to have a private or public hearing;
 - d. to be informed of the general nature of the evidence to be presented;
 - e. to confront and question all parties and witnesses except when extraordinary circumstances make this impossible;
 - f. to present a factual defense through witnesses, personal testimony, and other relevant evidence;
 - g. to decline to testify against himself or herself;
 - h. to have only relevant evidence considered by the Academic Integrity Hearing Board;
 - i. to have a record of the hearing (audio tape), at his or her own expense, upon request.
 6. The hearing should provide a fair inquiry into the truth or falsity of the charges, with the charged party and the faculty member or charging party afforded the right to cross-examine all adverse witnesses. At the level of the academic unit's Academic Integrity Hearing Board,

legal counsel shall not be permitted, but a non-attorney/ law student representative from within the University community shall be permitted for both faculty and students. A law student cannot be used as a representative at the Academic Integrity Hearing Board.

7. Any member of the University community may, upon showing relevancy and necessity, request witnesses to appear at the hearing. Witnesses who are members of the University community shall be required to appear, and other witnesses shall be requested to appear, at a hearing. When necessitated by fairness or extraordinary circumstances, the Chair of the Academic Integrity Hearing Board may make arrangements for recorded or written testimony for use in a proceeding.
8. **HEARING PROCEDURE:** The hearing will be conducted as follows:
 - a. the Chair of the Academic Integrity Hearing Board will not apply technical exclusionary rules of evidence followed in judicial proceedings nor entertain technical legal motions. Technical legal rules pertaining to the wording of questions, hearsay, and opinions will not be formally applied. Reasonable rules of relevancy will guide the Chair of the Academic Integrity Hearing Board in ruling on the admissibility of evidence. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced;
 - b. the alleged offense or offenses upon which the complaint is based shall be read by the Chair of the Academic Integrity Hearing Board;
 - c. objections to procedure shall be entered on the record, and the Chair of the Academic Integrity Hearing Board shall make any necessary rulings regarding the validity of such objections;
 - d. the charging party shall state his or her case and shall offer evidence in support thereof;
 - e. the accused or representative(s) for the accused shall have the opportunity to question the charging party;
 - f. the charging party shall be given the opportunity to call witnesses;
 - g. the accused or representative(s) for the accused shall be given the opportunity to question each witness of the charging party after he or she testifies;
 - h. the charging party shall inform the Chair of the Academic Integrity Hearing Board when his or her presentation is completed, at which time the Academic Integrity Hearing Board members shall be given an opportunity to ask questions of the persons participating in the hearing;
 - i. the Academic Integrity Hearing Board shall recess, and the Chair of the Academic Integrity Hearing Board shall make a determination as to whether the charging party has presented sufficient evidence to support a finding against the accused, if such evidence is uncontroverted. The parties may be required to remain in the hearing room during the recess or may be excused for a time period set by the Chair of the Academic Integrity Hearing Board;
 - j. depending upon the determination of the Chair of the Academic Integrity Hearing Board, the matter shall be dismissed or the accused shall be called upon to present his or her case and offer evidence in support thereof;
 - k. the accused may testify or not as he or she chooses;
 - l. the charging party shall have the opportunity to question the accused if the accused voluntarily chooses to testify;
 - m. the accused or representative(s) for the accused shall have the opportunity to call witnesses;
 - n. the charging party shall have the opportunity to question each witness of the accused after he or she testifies;

- o. the accused shall inform the Chair of the Academic Integrity Hearing Board when his or her presentation is complete, and the Academic Integrity Hearing Board members shall have an opportunity to ask questions of the accused as well as the accused's witnesses;
 - p. the Chair of the Academic Integrity Hearing Board shall have an opportunity to address the hearing board on University regulations or procedure in the presence of all parties, but shall not offer other comments without the consent of all parties; and,
 - q. the hearing shall be continued and the members of the Hearing Board shall deliberate in private until a decision is reached and recorded.
9. A suitable record (audio recording) shall be made of the proceedings, exclusive of deliberations to arrive at a decision.
10. The proposed decision, which shall be written, shall include a determination of whether the charges have been proved by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the proposed decision shall state the particular sanction or sanctions to be imposed. Prior violations or informal resolutions of violations may be considered *only* in recommending sanctions, not in determining guilt or innocence. Once a determination of guilt has been made, and before determining sanctions, the Chair of the Academic Integrity Hearing Board should find out from the appropriate dean(s) whether prior offenses and sanctions imposed have occurred.
11. The proposed decision shall be submitted to the dean, who will make an independent review of the hearing proceedings. The dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary. Upon completion of such additional proceedings, if any, and within a reasonable time the dean shall issue a final decision. The dean may reject any findings made by the Academic Integrity Hearing Board adverse to the student, and may dismiss the charges or reduce the severity of any sanction imposed, but the dean may not make new findings adverse to the student or increase the severity of a sanction, except in the case of repeat offenders of the Academic Integrity Guidelines.
12. The Chair of the Academic Integrity Hearing Board shall then transmit to the charged party and the faculty member copies of all actions taken by the Academic Integrity Hearing Board and the dean. If a sanction is imposed, the notice to the student will make reference to the student's opportunity, by petition filed with the provost, to appeal to the University Review Board.

III. Timeliness

It is the responsibility of all parties, including administrative officers, to take prompt action in order that charges can be resolved quickly and fairly. Failure of the faculty member to utilize these procedures diligently may constitute grounds for dismissal of charges. Parties have the right to seek review by the Provost or to petition the University Review Board for an appeal from a decision of an Academic Integrity Hearing Board or investigatory committee within five (5) working days of the date of the decision letter.

IV. Sanctions

The alternative sanctions which may be imposed upon a finding that an offense related to academic integrity has been committed are the following:

1. Dismissal from the University without expectation of readmission.
2. Suspension from the University for a specific period of time.
3. Reduction in grade, or assignment of a failing grade, in the course in which the offending paper or examination was submitted.

4. Reduction in grade, or assignment of a failing grade, on the paper or examination in which the offense occurred. Individual academic units can add other sanctions approved by the dean of the academic unit and the Provost. Such sanctions must be made known to students. In administering sanctions, academic units must strive to achieve consistency in their application. That is, within the same units, the same sanctions should be applied for the same offenses, unless extenuating circumstances can be documented, e.g., the student is a repeat offender. The imposition of such sanctions may be considered by the academic unit in the preparation of any report concerning a student submitted to a government agency, accrediting body, or other person or institution in accordance with the requirements of law or the written consent of the student.

V. Academic Integrity Hearing Board

The Academic Integrity Hearing Board shall be composed of both faculty and students and consist of: [Here state the number of persons on the board; the manner and criteria of selection; the terms of service; the means for choosing individuals to serve in particular cases, if a panel of the entire board is to have this responsibility; and other related organizational matters.] In electing or appointing members to the Academic Integrity Hearing Board, emphasis should be placed on obtaining faculty members with expertise and/or concerns related to academic integrity matters. Regardless of the selection process, it is the responsibility of the dean to provide all new Academic Integrity Hearing Board members with an orientation designed to familiarize the new members with the academic integrity guideline for the given unit. Hearing Board members should be elected or appointed in a way to ensure continuity of membership as well as an orderly turnover of the membership.

VI. Review and Appeal

A student or faculty member may seek to have a dean's final decision (or a determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, or the student may appeal to the University Review Board, whose recommendation shall be made to the Provost.³ The action of the Provost, taken with or without the advice of the University Review Board, shall constitute an exhaustion of all required institutional remedies.

SUGGESTED CODE

UNIVERSITY OF PITTSBURGH

(Name of Academic Unit) Academic Integrity:

Faculty Obligations and Student Rights

I. Faculty Obligations and Student Rights

A faculty member accepts an obligation, in relation to his or her students, to discharge his or her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community, (as well as those of the profession). Without limiting the application of the above principle, members of the faculty are also expected (except in cases of illness or other compelling circumstance) to conduct themselves in a professional manner, including the following:

1. To meet their classes when scheduled.
2. To be available at reasonable times for appointments with students, and to keep such appointments.
3. To make appropriate preparation for classes and other meetings.
4. To perform their grading duties and other academic evaluations in a timely manner.

5. To describe to students, within the period in which a student may add and drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course; and announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluation and, in advance of any evaluation, the permissible materials or references allowed during evaluation.
6. To base all academic evaluations upon good-faith professional judgment.
7. Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual orientation, age, national origin, and political or cultural affiliation, and life style, activities, or behavior outside the classroom unrelated to academic achievement.
8. To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intraUniversity business, or with student consent, or as may be permitted by law.
9. Not to exploit his or her professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner which infringes upon such students' freedom of choice.
10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
11. To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
12. To respect the dignity of students individually and collectively in the classroom and other academic contexts.

II. Grievance Procedures

Any member of the University community having evidence may bring to the attention of the department chair and/or dean a complaint that a faculty member has failed, in one or more respects, to meet faithfully the obligations set forth above. The chair or dean, at his or her discretion, will take such action by way of investigation, counseling, or action--in accordance with applicable University procedures--as may appear to be proper under the circumstances. The faculty member's and student's interest in confidentiality, academic freedom, and professional integrity in such matters will be respected.

III. Individual Grievances

In order to provide a means for students to seek and obtain redress for grievances affecting themselves individually, the following procedures should be followed. These are not intended and shall not be used to provide sanctions against faculty members.

IV. Procedures

Where an individual student alleges with particularity that the actions of a faculty member have resulted in serious academic injury to the student, the matter shall (if requested by the student) be presented to the Academic Integrity Hearing Board for adjudication. Serious academic injury includes, but is not necessarily limited to, the awarding of a lower course grade than that which the student has earned or suspension from a class. However, this is not intended to address normal grading decisions of faculty in exercising good-faith professional judgment in evaluating a student's work.

It is the responsibility of the student, before seeking to have a grievance adjudicated, to attempt to resolve the matter by personal conference with the faculty member concerned, and, if such attempts are unavailing, to call the matter to the attention of the (department chair, associate

dean, etc., as appropriate) for consideration and adjustment by informal means. If a matter remains unresolved after such efforts have been made, the following grievance procedures shall be employed:

1. The aggrieved student will file a written statement of charges with the dean's designated Academic Integrity Administrative Officer.
2. If the dean's designated Academic Integrity Administrative Officer determines that the charges are subject to adjudication under the terms of the Academic Integrity Guidelines, he or she will transmit the charges to the faculty member, together with a copy of these regulations. 3. The letter of transmittal to the faculty member, a copy of which shall also be sent to the student, will state the composition of a committee that has been named to meet with the involved parties to make an informal inquiry into the charge. The purpose of this committee is to provide a last effort at informal resolution of the matter between the student and the faculty member.
4. The committee shall meet with the faculty member, the student, and others as appropriate, to review the nature of the problem in an attempt at reaching a settlement of the differences. This is not a formal hearing, and formal procedural rules do not apply. Upon completion of this meeting, if no mutually agreeable resolution results, the committee may produce its own recommendation for a solution to the conflict.
5. Should the committee recommend that the faculty member take some corrective action on behalf of the student, its recommendations shall be provided to the faculty member. As promptly as reasonable and at least within five (5) working days after the faculty member receives the recommendations of the committee, the faculty member shall privately take that action which he or she elects, and so advise the student and chair of the committee of that action.
6. Should the committee conclude that the faculty member need not take corrective action on behalf of the student, this finding shall be forwarded to both the faculty member and the student. 7. If the student elects to pursue the matter further, either because he or she is dissatisfied with the resulting action of the faculty member or the conclusion of the committee, he or she should discuss this intent with the chair of the committee, who should review the procedures to be followed with the student. If the student wishes to proceed with a formal hearing, the chair of the committee shall advise the Chair of the Academic Integrity Hearing Board that the case appears to involve a student's claim of serious academic injury, and that the formal hearing procedure must be initiated.
8. The formal hearing should provide a fair inquiry into the truth or falsity of the charges, with the faculty member and the student afforded the right to cross-examine. At the level of the Academic Unit Academic Integrity Hearing Board, legal counsel shall not be permitted, but a representative from within the University community shall be permitted for both faculty and students.
9. A suitable record (audio recording) shall be made of the proceedings, exclusive of deliberations to arrive at a decision.
10. The proposed decision, which shall be written, shall include a determination of whether charges have been proved by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the proposed decision shall state the particular remedial action to be taken.
11. The proposed decision shall be submitted to the dean, who will make an independent review of the hearing proceedings. The dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary. The dean may limit the scope of any further proceedings or require that part or all of the original proceedings be reconvened. Upon completion of such additional proceedings, if any, the dean

shall issue a final decision. The dean may reject any findings made by the Academic Integrity Hearing Board, may dismiss the charges, or may reduce the extent of the remedial action to be taken. If the dean believes the remedial action to be taken may infringe upon the exercise of academic freedom, he or she will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom (TAF) before issuing his or her own decision. The decision of the dean shall be in writing, shall set forth with particularity any new findings of fact or remedies, and shall include a statement of the reasons underlying such action.

12. The dean shall then transmit to the faculty member and to the student copies of all actions affecting them taken by the hearing authority and the dean. Suitable records shall be maintained as confidential and retained in the Office of the Dean.

V. Remedial Action

Remedies on a student's behalf should usually be those agreed to willingly by the faculty member. Other remedial action to benefit a student may be authorized by the dean only upon recommendation of the Academic Integrity Hearing Board and limited to: allowing a student to repeat an examination; allowing a student to be evaluated for work that would otherwise be too late to be considered; directing that additional opportunities be afforded for consultation or instruction; eliminating a grade that had been assigned by a faculty member from the transcript; changing of a failing letter or numerical grade to a "pass" or "satisfactory" grade, so as not to adversely affect a student's grade average; allowing a student to repeat a course without penalty, schedule and program permitting. If some action is contemplated that might be deemed to infringe upon the academic freedom of the faculty member, the dean will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom (TAF). In such cases, TAF may identify other acceptable remedies or render such advice as may be appropriate in the particular situation.

No action detrimental to the faculty member will be taken, except as in strict accordance with established University procedures. An adjustment hereunder in the student's behalf shall not be deemed a determination that the faculty member was in any way negligent or derelict.

IV. Review and Appeal

A student or faculty member may seek to have a dean's final decision (or a determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, or the student may appeal to the University Review Board, whose recommendation shall be made to the Provost. The action of the Provost, taken with or without the advice of the University Review Board, shall constitute an exhaustion of all required institutional remedies. If any such determination may be deemed to have a possible adverse effect upon the faculty member's professional situation, the faculty member may seek the assistance of the Tenure and Academic Freedom Committee of the University Senate.

VII. Timeliness

It is the responsibility of all parties, including administrative officers, to take prompt action in order that grievances may be resolved quickly and fairly. While no explicit time limit could apply to all cases, failure to use diligence in seeking redress may constitute grounds for denial of a hearing or other relief, especially if prejudice results. Parties have the right to seek review of the Provost or to petition the University Review Board for an appeal from a decision of an Academic Integrity Review Board or investigatory committee within five (5) working days of the date of the decision letter.

VII. Investigatory Committees and Hearing Boards

The informal investigatory committees and the formal hearing boards shall be composed of both students and faculty and shall consist of [here state the number of persons on the board; the manner of criteria of selection; the terms of service; the means for choosing individuals to serve in particular cases, if a panel of the entire board is to have this responsibility; and other related organizational matters].

Grievance Procedures Against Senior Administrators

A student complaint of arbitrary or unfair treatment against the principal officer of an academic unit (e.g., the dean) should be made to the Provost or appropriate Senior Vice Chancellor. There must be a prompt review and decision on the grievance. Members of the faculty who may be called upon to review and advise on the grievance should be drawn from outside the jurisdiction of the administrator against whom the charge is made.

Footnotes

- 1 There may be instances where the charging party may more appropriately invoke the *University of Pittsburgh Student Code of Conduct and Judicial Procedures*. This may occur where the alleged wrong mainly involves factual determinations and not academic issues.
- 2 If the faculty member elects not to pursue a complaint submitted by a member of the University community, the complaint can be submitted to an individual appointed by the dean who can pursue the matter in place of the faculty member.
- 3 The University Review Board and its jurisdiction are described at the end of this document.
- 4 In implementation, the decision of the Provost shall be binding also on matters of interpretation of codes and procedures, determination of serious injury, and determination that an allegation is subject to adjudication by the procedures provided herein.
- 5 As each academic unit develops its code, it should recognize that what is expected of faculty hereunder is intended to provide students with a notion of what is required in the course, and how they will be evaluated; a general statement of broadly defined parameters would therefore suffice. If a course is deemed experimental in content, evaluation techniques, or grading practices, the students should be so advised. By academic evaluation is meant a measurement or grading of a student's academic performance, such as in written or oral examinations or papers, research reports, or class or laboratory participation.
- 6 If the student charges such discrimination, the [designated administrative officer] will consult with the unit affirmative action officer to ensure compliance with civil rights legislation and regulations. In such cases, the University Senate Tenure and Academic Freedom Committee may be consulted at any time.
- 7 References or recommendations may be given in good faith by a faculty member on his or her own behalf, without documentation of a student's consent if it may be reasonably perceived that the student initiated the request for a recommendation, in response to apparent bona fide inquiries, such as those from institutions which state that the student has applied for employment, for admission to graduate academic unit, or for a professional license. See fuller statements concerning University records in the "Student Code of Conduct and Judicial Procedures."
- 8 Students are advised that other University policies may more appropriately apply to a given grievance or avenue of redress, including, but not necessarily limited to, *the University of Pittsburgh Sexual Harassment Policy and Procedures*.

UNIVERSITY REVIEW BOARD

The University Review Board (URB) is the duly authorized appellate body which serves as an advisor to the Provost and Senior Vice Chancellor and the Chancellor. (Regional Campuses may establish similar appellate bodies which serve as an advisor to their President and whose appellate jurisdiction shall be limited to non-academic matters).

The URB may exercise appellate jurisdiction for academic and non-academic matters and shall have sole appellate jurisdiction for matters originating from judicial bodies within the University Student Judicial System. The URB shall also exercise limited jurisdiction for matters referred directly from the Chancellor and the Provost, the Senior Vice Chancellor for the Health Sciences, or the Vice Provost and Dean of Students. The University Review Board may meet from time to time for the purpose of orienting new members and reviewing prior decisions and shall meet at such other times as are necessary to conduct appellate hearings.

URB STRUCTURE

The URB shall be a standing body of fifteen members of the University community appointed for staggered terms of two years. Appointment shall be made in the following manner:

1. Five faculty members elected by the University Senate.
2. Five graduate and professional students appointed by the Graduate and Professional Student Association.
3. Five undergraduate students:
 - a. two appointed by the General Studies Student Council; and
 - b. three appointed by the Undergraduate Student Government Board.

A matter properly submitted for review shall be heard by a Review Board of five members of the URB. Review Boards shall be composed as follows:

1. In academic cases, three faculty members and two students.
2. In non-academic cases, two faculty members and three students.

URB MODERATOR

An attorney appointed by the Chancellor who shall serve as URB Moderator is authorized to:

1. Conduct the administrative and procedural operations of the URB.
2. Determine the appropriateness and completeness of Petitions to the URB in consultation with one student and one faculty member of the URB.
3. Provide advice and assistance to members of the University community regarding the processing of an appeal.
4. Select members from the URB membership to serve on Review Boards.
5. Moderate all proceedings before the URB.
6. Serve as legal advisor to the URB.
7. Provide legal advice related to URB proceedings and recommendation, if requested, to the Chancellor or other referring authority.

BASIS FOR APPEAL

The URB shall hear an appeal whenever requested by the Chancellor, Provost and Senior Vice Chancellor, Senior Vice Chancellor for the Health Sciences, or the Vice Provost and Dean of Students.

The URB shall also hear appeals on the petition of a faculty member, student, or student organization when either petition, together with supporting documentation, presents a substantial question within the scope of review of the URB and either the prior adjudication or action resulted in:

1. Suspension or dismissal from the University for violation of the Student Code of Conduct.
2. Suspension or dismissal from the University or the imposition of a serious academic sanction for violation of academic integrity standards.
3. Grant or denial of a remedy in an academic grievance proceeding.
4. Suspension or dismissal from the University residence halls.
5. Procedural rulings or substantive interpretations which have an important continuing impact upon the University Student Judicial System or the University community.

SCOPE OF REVIEW

The scope of review of the URB shall be limited to consideration of the following questions:

1. Whether rights affirmed by the Board of Trustees have been denied.
2. Whether the adjudicatory process of an initial hearing was conducted fairly and in conformity with properly prescribed procedures.
3. Whether the adjudication was supported by substantial evidence.
4. Whether the regulations involved were lawful and proper and whether they were properly applied in the particular case.
5. Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.

URB PROCEDURES

Any faculty member or student adversely affected by the decision of a judicial body within the University Student Judicial System may institute an appeal before the URB by filing a petition in the Office of the URB Moderator. A petition must set forth the following:

1. The name and address of the petitioner adversely affected by the prior adjudication.
2. The name and address of the respondent.
3. The result of the prior adjudication.
4. One or more of the questions within the scope of review of the URB.
5. A statement supporting, through factual narrative and argument, the petitioner's position. The Moderator, in consultation with one student and one faculty member of the URB, shall review petitions and determine whether all requirements set forth for the filing of an appeal are satisfied and whether the petition sets forth the basis for an appeal and raises a question within the scope of review. Upon receipt of a properly filed petition, the Moderator shall notify the parties that an appeal has been instituted. Notice shall include:

1. A copy of the petition.
2. A copy of the relevant regulations and procedures.

After determining the appropriateness and completeness of a petition and allowing a reasonable amount of time for preparation and review of any documents and recordings, the Moderator shall schedule an appeal. All parties shall receive written notification of the time, date, and place. The Moderator shall convene a Review Board at the time, date, and place scheduled, and the appeal shall be conducted under the procedural guidance of the Moderator.

** The URB, at its discretion, may elect to decide an appeal based on the submission of briefs by the parties without oral argument. In such cases, the Moderator will provide written instruction to the parties.*

POSTPONEMENT OF SANCTION PENDING APPEALS

A sanction or remedy which has been recommended by a judicial board and approved by the appropriate administrative officer may be postponed upon petition by the affected party or parties upon a determination that pending the final examination of an appeal it would be unfair not to postpone imposition of the sanction or remedy. Persons wishing to postpone a sanction or remedy may petition the URB by separate petition setting forth reasons why the imposition of a sanction or remedy would unfairly prejudice a party. Petition for postponement shall be reviewed by the Moderator, one student, and one faculty member of the URB. The criteria to be applied in determining whether to postpone a sanction or remedy are as follows:

1. Whether the issues raised in the appeal may be resolved in favor of the petitioning party.
2. Whether the petitioning party will be unfairly prejudiced pending a final determination of the appeal by the immediate imposition of the sanction or remedy.
3. Whether the responding party will be unfairly prejudiced by the postponement of the sanction or remedy.

All decisions regarding the postponement of sanctions shall be made within five (5) days of the receipt of such a petition and shall be communicated to all parties in writing through the office of the Moderator.

REPRESENTATION

A party may be represented or assisted by whomever he or she wishes, but only one representative may take an active part.

ARGUMENT FORMAT

Each party in interest shall be given ample time to present his or her position. In support of a position, a party may refer to any records, documents, or recordings from a prior proceeding and may present an oral or written argument. Each party may question the other about his or her argument. Members of the URB may question the parties. The URB shall make factual findings and shall render a final adjudication in the form of a written opinion. A majority shall control all decisions, but there may be an accompanying minority opinion.

URB ACTION

The URB may remand a matter to the initial adjudicatory authorities for further proceedings if it determines there are insufficient written findings or prejudicial procedural error. In other cases, the URB shall render a written opinion and recommend action to the Chancellor, Provost and Senior Vice Chancellor, Senior Vice Chancellor for the Health Sciences, or the Vice Provost and Dean of Students, accompanied by the complete record. The Moderator shall be responsible for promptly communicating any formal action of the URB to the parties, transmitting remanded cases to the initial adjudicatory authorities, and forwarding the recommendations to the Chancellor and his or her representatives.

ACTION BY THE CHANCELLOR OR OTHER REFERRING AUTHORITY

The Chancellor and/or his or her representatives shall consider the opinions and recommendations of the URB, the record, and such other advice as they may deem necessary

and proper. He, she, or they may remand the matter to the initial adjudicatory authority or to the URB for further proceedings or may enter a final decision, accepting or rejecting the recommendations in part or in their entirety. (A sanction imposed by an initial adjudicatory authority may not be increased.)

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations. For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact: William A. Savage, Assistant to the Chancellor and Director of Affirmative Action (and Title IX and 504, ADA Coordinator), Office of Affirmative Action, 901 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260. (412) 648-7860.

STUDENT CONDUCT

Student Conduct, under the Division of Student Affairs, provides the framework by which members of the University of Pittsburgh community may address alleged violations of the Student Code of Conduct by University of Pittsburgh students. Student Conduct is a neutral body, taking neither the position of the complainant or the accused, but providing fair process, and education, for both parties.

We also provide opportunities for University of Pittsburgh students to become involved in the system by serving as members of the Judicial Board. Faculty and staff members have opportunities for professional development by becoming Hearing Officers within Student Conduct. The Judicial Board and the Hearing Officers are responsible for making determinations if an accused student is or is not responsible for violating the charge(s) as alleged. If the student is found to be responsible, the Judicial Board and the Hearing Officers are also responsible for making recommendations for sanctions to the Vice Provost for Undergraduate Studies and Dean of Students.

Additionally, we provide disciplinary clearances for students as requested for scholarships, study abroad opportunities, and employment.

Mission

The mission of Student Conduct is to educate members of the University of Pittsburgh community about behavioral standards and expectations. We aim to increase our level of proactivity in educating students about appropriate behavior and also to continue to expand our partnerships with other offices/ services on campus. We will adjudicate violations of the Code in a timely and efficient manner. Representatives of this office will treat all students, faculty and staff with respect and will establish policies and procedures to complement The Pitt Promise. Any student accused of violating the Code will be provided with accurate information about their rights and responsibilities as a University of Pittsburgh student.

ELEMENTS OF GOOD ACADEMIC ADVISING



University Council on Graduate Study

Office of the Provost

University of Pittsburgh

The quality of education that graduate students receive is greatly enhanced if students receive good academic advising at all stages of their program. Students need good advising when they are being recruited, when they first register, at later stages in the program, and when they are graduating and looking for a job. Their advising needs vary as they move through the program; their advising needs vary depending on the type of program they are pursuing. These needs can be met either by one advisor or by several advisors.

Given the diversity of these needs, each school, and indeed each individual program, must determine the best way to provide advising. Each program should prepare a document available to students and faculty that describes the program's view on good advising practice. Each program should have a clear policy on how good graduate advising is assessed and rewarded.

To assist programs in doing this, we first list in this document what advisors and academic units should do to meet the needs of students. We acknowledge that these needs cannot be met unless graduate students are receptive and, in many cases, take the initiative in seeking advising and so have subsequently listed the responsibilities of students in advising. Good advising is a cooperative activity that students and faculty must work together to achieve.

This document includes, in addition to this introductory section, three key sections:

- responsibilities of faculty/academic units,
- responsibilities of students, and
- problem resolution.

RESPONSIBILITIES OF FACULTY/ACADEMIC UNITS

Advising Before Enrollment:

Schools and programs must provide accurate, up-to-date information to prospective students about the academic program, the research interests of the faculty, and the degree requirements. Information on the following should be made available: average time to degree, average financial aid available, and employment opportunities after graduation (including the placement record of the program).

Advising of New Students:

Students must be provided with advice on courses to be taken during the first year; clear maps of the requirements each student must meet, including course work, languages, research tools,

examinations, internships, thesis or dissertation; and a delineation of the amount of time expected to complete each step.

University regulations require that the department assign to each graduate student a major advisor who, in consultation with the student, plans a program of study and research in accord with school and departmental guidelines. Exceptions might occur in a professional school with a fixed curriculum, since students are not faced with curricular choices.

Departments and schools should assist students and their advisors by preparing clear, current written guidelines about program requirements. These should be placed on the Web for easy access.

Advising of Continuing Students:

Advisors should evaluate student progress and performance in a regular (i.e., no less than annual) and informative way. In these evaluations advisors should inform students about their performance in relation to expectations of normal progress and to norms associated with successful degree completion and placement after graduation.

Advisors should place students' timely completion of degree requirements among their highest priorities.

The following responsibilities could be met by individual advisors, by designated faculty, or in group departmental sessions:

- Assist students to develop grant writing skills, where appropriate.
- Educate students about research integrity and make them aware of the University's policies on *Research Integrity* and on *Conflict of Interest*.
- Help students to develop artistic, analytical, interpretive, writing, verbal, quantitative and laboratory skills, where appropriate, in accordance with the expectations of the discipline.
- Encourage students to participate in professional meetings or perform or display their work in public settings.
- Help students gain an appreciation of teaching, assist students in improving their teaching skills, and provide them with guidance in how to prepare an appropriate teaching portfolio.
- Supply students with information about the variety of employment opportunities available to graduates of the program and encourage them to plan toward an employment goal as early in their course of graduate study as possible.

Advising of Thesis or Dissertation Students:

The thesis or dissertation advisor should

- take reasonable measures to ensure that each graduate student initiates thesis or dissertation research in a timely fashion;

- schedule regular meetings with advisee to discuss project and return comments on written work in a timely fashion, as determined by departmental policy;
- clarify co-authorship publication practices, which should be in agreement with departmental policies; and
- take primary responsibility for ensuring that the student receives the advising described in the *Advising of Continuing Students* section.

As stated in *Regulations Governing Graduate Study at the University of Pittsburgh*, "meetings of the doctoral candidate and his/her dissertation committee must occur at least annually from the time the student gains admission to doctoral candidacy. During these meetings, the committee should assess the student's progress toward the degree and discuss objectives for the following year and a timetable for completing degree requirements. It is the responsibility of the dean of each school to determine a mechanism for monitoring the occurrence of these annual reviews."

Advising of Graduating Students:

Students should be provided assistance in finding jobs. This assistance includes preparation for making a successful job application, including c.v.'s, teaching dossiers, and interviews; access to information about job opportunities; letters of recommendation from faculty; and encouragement of student participation in or awareness of networking possibilities.

RESPONSIBILITIES OF STUDENTS

Students should

- expect to devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree;
- read and become familiar with the regulations and policies concerning graduate study as described in school bulletins and departmental and program brochures;
- be aware of time constraints and other demands imposed on faculty members and program staff;
- be prepared to take the initiative in finding answers to questions and in planning their professional careers;
- communicate regularly with faculty advisors, including the period after completion of their coursework, and
- be available for regular meetings; and
- alert the advisor to uncertainties they may have about program requirements, normal progress, and performance expectations.

PROBLEM RESOLUTION

It may happen that either the faculty advisor or the graduate student believes that the advising process is failing. Such difficulties should be reported to the designated person in the program handling graduate affairs or to the chair of the program or the department. This person should assist in mediating and in developing meaningful alternatives to existing problems approaching such problems in a manner as informal, constructive, and non-personalized as possible to arrive at a mutually acceptable resolution of the problem. It may happen that a change of advisor occurs as a result. Such a change should be handled so that the academic experience of the graduate student is enhanced.

Each school should designate a person at the dean's level whom a student may approach if departmental efforts are viewed as unsuccessful. If these efforts are seen as unacceptable, students and faculty should refer to the University's *Guidelines on Academic Integrity* for more formal grievance procedures.

LABORATORY SAFETY

Any student- engaged laboratory research should have received appropriate occupational safety training from Environmental Health and Safety (EH&S - <http://www.ehs.pitt.edu/>). It is the Research Supervisor's responsibility to ensure this.

RESPONSIBILITY, AUTHORITY, AND RESOURCES FOR BIOSAFETY

1. Principal Investigators

The Principal Investigator (PI) is directly responsible for the safe operation of his/her laboratory. The PI must be knowledgeable of the guidelines described in this manual and must apply these principles and procedures to protect the health and well-being of the staff, students, and the general public against undesirable consequences of experimental work conducted under the auspices of the University of Pittsburgh. The responsibilities of the PI are:

- 1.1 Ensuring that laboratory practices and techniques, containment equipment, personal protective equipment, and laboratory facilities are commensurate with the biosafety level appropriate for the organisms and materials utilized
- 1.2 Registering with Environmental Health and Safety (EH&S) via electronic Workbook the possession and use of any agents or materials requiring Biosafety Level 2 (BSL-2) or higher containment
- 1.3 Submitting documentation to the Institutional Biosafety Committee for written approval prior to conducting any experiments utilizing recombinant DNA.
- 1.4 Submitting documentation to the Institutional Animal Care and Use Committee (IACUC) for written approval prior to conducting any experiments utilizing animals.
- 1.5 Establishing and maintaining the safety training of all personnel in the lab, including training on lab-specific procedures and the health hazards associated with the agents encountered in the laboratory.
- 1.6 Establishing a written emergency response plan to be followed in the event of a release of hazardous biological material(s) and verifying that all personnel have knowledge of their respective duties.
- 1.7 Communicating the hazards associated with the work area by posting the appropriate biohazard warning signs and assigning individuals to be notified in cases of emergency.
- 1.8 Reporting any spills, accidental release, potential exposures, and injuries involving biohazardous materials to the EH&S Biosafety Officer and implementing follow-up actions to prevent future recurrences.
- 1.9 Assuring that all potentially infectious waste, equipment, and clothing removed from the lab or site are properly disinfected.

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- 1.9 Assuring that all potentially infectious waste, equipment, and clothing removed from the lab or site are properly disinfected.

STANDARD OPERATING PROCEDURES FOR HAZARDOUS CHEMICALS

- Know the potential hazards associated with materials and procedures you are using.
- Obtain and review Material Safety Data Sheets (MSDS) before using chemicals. For a complete discussion of MSDS refer to Appendix D.
- Be prepared for emergencies and know what action to take. Ensure that necessary supplies and equipment are available for handling small spills.
- Know the location and proper use of locally available safety equipment such as emergency showers, eyewash stations, fire extinguishers, and fire alarms. Know appropriate emergency telephone numbers. In the event of skin or eye contact with chemicals, immediately flush the area of contact with cool water for 15 minutes. Remove affected clothing. Get medical help immediately.
- Do not work alone in the laboratory if you are working with chemicals.
-

- Purchase minimum amounts of hazardous materials necessary to accomplish work and dispense only amounts necessary for immediate use.
- Use hazardous materials only as directed and for their intended purpose.
- Never smell or taste any chemical as a means of identification.
- Avoid direct contact with any chemical; use protective equipment to avoid exposure. Specific protection recommendations are available in the MSDS.
- Smoking, drinking, eating, the storage of foodstuffs, and the application of cosmetics are forbidden in areas where chemicals are in use.
- Do not remove labels from original containers; replace if necessary.
- Label and date all secondary containers with a chemical description and, if possible, any associated hazard.
- Ensure ventilation is adequate for the materials you are using. Where possible, handle all materials in a chemical-fume hood.
- Electrically ground and bond containers using approved methods before transferring or dispensing a flammable liquid from a large container.
- Store chemicals in compatible categories (see Appendix E, also see Section C.4.).
- Handle and store laboratory glassware in a manner to avoid damage. Inspect all laboratory glassware prior to use. DO NOT USE damaged, cracked, or badly scratched glassware.
- Use extra care with Dewar flasks or other evacuated glass apparatus; shield or wrap them to contain chemicals or fragments, should implosion occur.
- Use laboratory equipment only for its intended purpose.
- Never use mouth suction for pipetting or to start a siphon.
- Avoid practical jokes or other behavior that might confuse, startle, or distract other individuals.
- Wash hands immediately after working with chemicals.
- Only trained personnel are permitted in non-teaching laboratories. Visitors who have not received chemical-hygiene training (including those from other areas of the University) must be escorted in laboratory areas.
- Never wear contact lenses in the laboratory, even under protective eyewear.
- Proper lab attire and personal protective equipment should be worn. Sandals and open shoes should be avoided.

POLICY STATEMENT FOR TA'S, TF'S, & GSA'S

DEFINITIONS

TAs, TFs and GSAs at the University of Pittsburgh are graduate students who are receiving support in return for specified duties while gaining teaching and teaching-related experience under the guidance of faculty mentors. Their primary objective, from the standpoint of the University and the individual, is to make steady progress toward an advanced degree. TA/TF/GSA employment status is dependent upon graduate student status. The primary responsibility for all courses taught at the University rests with the faculty. The titles of Teaching Assistant, Teaching Fellow, and Graduate Student Assistant are reserved for University-wide use exclusively. Teaching Assistant (TA): a graduate student who holds a teaching or teaching related appointment made in accord with the University regulations pertaining to Teaching Assistants. No Teaching Assistant shall be employed to teach post-baccalaureate courses. Teaching Fellow (TF): the same as a Teaching Assistant except that the Teaching Fellow is more educationally advanced or experienced, typically holding the equivalent of a master's degree. TFs should not be assigned to teach graduate courses. Exceptions may be made only in rare cases where the individual shows clear evidence of outstanding skills in specialized areas and when the individual is directly supervised by a member of the graduate faculty.

Graduate Student Assistant (GSA): a graduate student who performs duties to assist in the educational or research mission of the University, but does not teach a class, recitation or laboratory.

APPOINTMENT GUIDELINES

The TA, TF, or GSA must receive a letter that states the general conditions of the appointment and that specifies the salary, general duties, duration, fringe benefits, and other pertinent terms of appointment. A copy of the complete TA/TF/GSA Policy Statement should be included with the appointment letter. The letter of appointment should be sent in duplicate to the student. If the student accepts the appointment, he or she must sign one copy and return it to the designated authority. The original should be retained by the student. When a student accepts an appointment in writing, that appointment shall be binding on both the student and the University provided the student is authorized to be employed in the United States. In accordance with the policy of the Council of Graduate Schools in the United States, however, a student, after accepting a regular two-term appointment beginning in September, may resign in writing before April 15 of that year. A department may, during the year, transfer a student, after consultation with the student, from a teaching assignment to another appointment as a Graduate Student Researcher or to another appropriate assignment which provides for essentially equal financial benefits and professional responsibilities. Duration of appointment ordinarily is for two terms (fall and spring). Students may receive an appointment for the summer term or any official summer session. Under special circumstances, one-term appointments or fractional appointments (three-fourths, one-half, or one-fourth) may also be made in order to meet the requirements of individual departments. The duties and compensations for appointment that are less than full-time will be in proportion to the fraction of a full-time appointment. The normal work-week for a TA/TF/GSA with a full appointment should not exceed 20 hours. Fractional appointments should not exceed the corresponding fraction of the 20-hour standard. TAs, TFs, and GSAs who receive full-time appointments in the fall and/or spring terms are expected to complete at least 9 credits or the Full-Time Dissertation Study

option in the terms of appointment; those with fractional appointments are expected to register for at least the following number of credits or the Full-Time Dissertation Study option: 3/4 appointment, 9 credits; 1/2 appointment, 6 credits; 1/4 appointment, 3 credits. TA/TF/GSAs who receive appointments in the summer term or in a summer session must register for at least 3 credits or for the Full-Time Dissertation Study option in the term or session.

APPOINTMENT REQUIREMENTS:

The Immigration Reform and Control Act requires employers to verify that a job applicant is authorized to be employed in the United States. Each new TA/TF/GSA is required to verify that he/she is either a U.S. citizen or authorized to be employed in this country. The University is required by the English Fluency in Higher Education Act of the Commonwealth of Pennsylvania to determine that all individuals who teach possess adequate English language fluency for effective communication with students. TAs/TFs who are nonnative speakers of English must be evaluated through the English Comprehensibility Test, to assess spoken English, administered by the English Language Institute (ELI). Schools or departments may require higher scores than the established University minimums. All TAs/TFs obtaining unsatisfactory scores must complete an enhancement program. If a TA/TF does not obtain a satisfactory score by the time of reappointment, it is sufficient cause for nonrenewal.

REAPPOINTMENT GUIDELINES

Although TA/TF/GSA appointments may not be made for more than one year, a student may be reappointed. While it is impossible to guarantee reappointments, most students who are making satisfactory progress toward a graduate degree and whose teaching or other service performance is satisfactory will receive at least one renewal of their appointment or an offer of other financial assistance. If it is impossible to offer renewals or other appointments to all qualified TAs, TFs, or GSAs, priority must be given to those with superior academic and teaching qualifications. An unsatisfactory score on the English Comprehensibility Test is sufficient cause for nonrenewal. The same regulations which pertain to original appointments apply to reappointments, with the following amplification: A reappointment should be made at the same level or be a promotion. Written notice of reappointment for the fall term or of nonreappointment, including an explanation of the circumstances, should be given to the graduate student by April 15, or as soon thereafter as possible. Extended delay should only be with the mutual agreement of the department and the student for specific reasons made clear to the student. The criteria for reappointment are the quality of assigned work performed by the TA/TF/GSA and academic achievement. Examples of unsatisfactory academic performance would be a QPA below 3.0, completion of fewer than six credits of graduate work per term, or failure to pass preliminary or comprehensive examinations as specified. As a basis for reappointment, TAs, TFs, and GSAs will be evaluated for teaching or other services and academic progress at least once each term by departmental faculty, and records of performance maintained in the student's file.

RESPONSIBILITIES UNIVERSITY: SCHOOLS, DEPARTMENTS, PROVOST

For all appointees:

The department should make application and appointment procedures available to all graduate students. Each term, every department is expected to provide all appointees with timely notification of specific assignments clearly outlining their duties and responsibilities during the term. A reasonable effort should be made to take into consideration the competencies and preferences of the graduate assistant as well as his/her graduate course schedule when assignments are being determined. Departmental assignments, with consideration for

adequate preparation time, should not exceed an average of 20 hours per week for any full appointment.

Each term an appropriate summary of the specific assignments for each appointee should be available in the dean's office and posted by the department so it will be available to all students and faculty members. Each department is expected to carry out a performance evaluation of each appointee at least once each term. Each department is expected to provide all appointees with working space and a place for receiving mail. In the event of serious illness or physical incapacitation, the graduate student appointee involved shall receive salary and health benefits for the remainder of the academic term.

For students with teaching appointments:

Each department is responsible for providing orientation, training, supervision and evaluation of its graduate student appointees, and for assigning one or more faculty members to work closely with the individual graduate student to assist him or her in carrying out assignments and to facilitate professional development. There should be a departmental orientation for new TAs and TFs prior to the beginning of classes each term. All new TAs/TFs should also attend the orientation program sponsored by the Office of Faculty Development. Departments will develop appropriate training programs for TAs/TFs. The Office of Faculty Development will offer a variety of courses or workshops for TAs/TFs and will assist departments in developing training programs the department-appointed supervisor should meet with each TA/TF at least three times each term. If the TA/TF is instructing a laboratory, recitation section, or course for the first time, the supervisor should arrange to observe the instruction, either directly or by means of video recording, several times. Experienced TAs/TFs should be observed at least once. Each individual will be informed in writing of the conclusions resulting from the evaluation, and he or she should be given appropriate suggestions for improvement. Student surveys should be distributed at least once during an appointment period to the undergraduates in the TA's/TF's class for the purpose of improving his or her teaching. These survey results must be made available to the TA/TF and his or her supervisor. The University is responsible for testing the English comprehensibility of TAs/TFs; it is the school's responsibility to give teaching assignments only to those whose English has been judged acceptable and ensure that students complete an enhancement program if deficiencies are identified. In the event of a TA's/TF's serious illness or physical incapacitation, the department chair and supervising professor will arrange for completion of teaching assignments. A brief written description of each department's orientation and training and evaluation and supervision plans should be available in the department and in the dean's office. It is the responsibility of the dean's office to assure that specific efforts in training, supervision, evaluation, and orientation of TAs, TFs, and GSAs are accomplished in the department each year. The Office of the Provost will arrange for periodic reviews of practices in various schools as part of their responsibility for the TA/TF/GSA policy.

STUDENTS

Graduate students holding appointments are obliged to carry out their assigned duties. They are expected to register as described in this policy statement and to maintain satisfactory academic performance. TAs/TFs must participate in departmental orientation and training programs, and in departmental deliberations concerning their courses. Graduate students are not permitted to hold more than the equivalent of one full appointment within the University at a time. Normally, graduate students will find this to be a full-time demand, but in rare exceptions, additional appointments must be approved by the department chair and the dean. Due to immigration regulations, graduate students on J-1 or F-1 visas may be employed to work no more than 20

hours per week on campus when school is in session during the fall and spring terms, and thus those on full-time appointments are not eligible for overload appointments during these terms.

GRIEVANCE SITUATIONS

Unfair Treatment: A TA/TF/GSA who believes that he or she has been treated unfairly according to these guidelines should first discuss the problem with the supervisor or department chair. If a resolution cannot be reached at the departmental level, the TA/TF/GSA should present the grievance to the dean for informal evaluation, adjudication, and, if necessary, advice on additional, formal grievance procedures.

Termination of Appointment: Termination proceedings may be initiated only if the TA/TF/GSA has been evaluated on a regular basis and has received an appropriate written warning with respect to his or her performance, or has violated one or more of the major canons of institutional responsibility or University policy. The TA/TF/GSA must be informed in writing by the dean of the reasons for termination, and the appeals procedure (see below) must be included. Termination may result from unsatisfactory academic performance or from unsatisfactory professional conduct or performance. Examples of the latter include failure to meet classes regularly or failure to carry out departmental assignments.

Appeals procedure: (1) The TA/TF/GSA may appeal, in writing, within one week of notice of termination, to the Provost, who will convene an appeals committee; (2) The Provost or Provost's designee will serve as chair of an appeals committee and will appoint to the committee two faculty members from the University Council on Graduate Study and two graduate students, who must be TAs, TFs, or GSAs and who are recommended by the Graduate and Professional Student Association. No one from the involved academic department shall be on the appeals committee, and involved parties shall represent themselves before the committee; (3) Within 21 days from notice of termination, the appealing TA/TF/GSA shall be provided an appeals hearing, and he/she shall be notified of the appeals committee decision as soon as is possible.

SALARIES

The base salaries for GSAs, TAs, and TFs are standard throughout the University. Each year the level of compensation will be considered and adjustments made when possible by the Office of the Provost. Salary levels progress from GSA to TA to TF. Students with two-term appointments may elect to have their monthly wages paid in 12 equal payments. This selection must be exercised by August 15. In the fall and spring terms, the FICA (Social Security) tax will be withheld from the salaries of TA/TF/GSAs registered for fewer than six credits, excluding those registered for full time dissertation study. In the summer, FICA will be withheld from those who have not registered for at least three credits or for full time dissertation study. The period of enrollment must overlap the period of employment.

HEALTH INSURANCE COVERAGE

TAs, TFs, and GSAs who receive full-time or fractional appointments are eligible to participate in the graduate student health insurance plan. The University will provide individual coverage at no cost to the TA/TF/GSA. Family coverage through the graduate student plan (for student, spouse, and dependent children) is available by paying the difference between the premium cost for individual coverage and the family coverage. To enroll in the individual or family plan, he TA/TF/GSA must complete an enrollment form and return it to the *address indicated on the form*, within 10 days after the effective date of the appointment. Students who participate in the

graduate student health insurance plan may elect to purchase optional dental and vision coverage; premium costs for this coverage are withdrawn from students' monthly salary. In the event of serious illness or physical incapacitation, the graduate student appointee involved shall receive salary and health benefits for the remainder of the academic term.

TUITION SCHOLARSHIPS

In recognition of academic merit, the University offers TAs, TFs, and GSAs tuition scholarship. For the fall and spring terms, the maximum tuition scholarship that will be provided is as follows:

Full-time appointment 12 credits*

3/4 appointment 9 credits*

1/2 appointment 6 credits

1/4 appointment 3credits

* Students registered for 9 or more credits are billed at the flat full-time rate; therefore, scholarships for students with $\frac{3}{4}$ or full appointments in the fall and/or spring terms could cover up to 15 credits.

TAs/TFs/GSAs who receive full-time or fractional appointment in the summer term or in the summer sessions must be registered for at least 3 credits or for the Full-Time Dissertation Study option in the term or session. A graduate student who registers for more will be provided a tuition scholarship proportionate to the appointment, but in no case more than 12 credits. The prevailing student health fee for use of the Student Health Service will be included in the merit scholarship for TAs, TFs, or GSAs who receive a full-time appointment in the fall and/or spring terms and are registered for at least 9 credits or the Full-Time Dissertation Study option. If registration is for fewer than 9 credits, the student has the option of signing up for the Student Health Service and paying the fee. The University will pay the student health fee for any TA, TF, or GSA who receives a full appointment in the summer and who is registered. The prevailing computing and network services fee and the security, safety and transportation fee will be included in this merit scholarship. The fee assessed full-time students will be included with the full tuition scholarship to a TA/TF/GSA holding an appointment in the fall, spring, or summer terms or in the summer sessions; the fee assessed part-time students will be included with the scholarship awarded to students holding fractional appointments.

The student is responsible for his or her registration and for payment of all charges appearing on the student invoice not covered by the tuition scholarship. The tuition scholarship does not cover course-related fees and the student activity fee. In some schools, arrangements have been made for the tuition scholarship to appear on the student invoice. If a tuition scholarship is not on the invoice, the student must report to the office of the dean, where a scholarship will be issued. The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations. For further information on University equal opportunity and affirmative action programs and complaint/grievance procedures. Please contact the Office of Affirmative Action, 901 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260; (412) 648-7860.

POLICY STATEMENT FOR GRADUATE STUDENT RESEARCHERS

1. DEFINITION

GSRs at the University of Pittsburgh are graduate students who are receiving financial support from research funds in return for duties performed to meet the goals for which the funds were awarded. The research performed is also normally an integral part of the student's research practicum experience, thesis or dissertation. A primary goal of the appointment, from the point of view of both the University and the student, is to provide financial support to the graduate student.

2. APPOINTMENT

Appointments of GSRs may be on a full time or fractional basis. The duties and compensations for appointments that are less than full-time are in proportion to the fraction of a full-time appointment. A range of full-time base salaries is recommended annually by the Provost based on the range of compensation for Graduate Student Assistants, Teaching Assistants and Teaching Fellows (for current stipend rates, see <http://www.pitt.edu/~graduate/stipends.html>). The base salary for a GSR is set by the faculty member who administers the research grants or contract; each year the level of compensation will be reconsidered and adjustments made when appropriate. Full-time base salaries below the recommended minimum are not permitted; salaries above the recommended maximum must be approved by the dean. The GSR must receive a letter from the department, school or research center, co-signed by the principal investigator, that states the general conditions of the appointment, specifies the salary, general types of duties, duration, benefits, and any other pertinent terms of appointment, includes a copy of this GSR Policy Statement, and states that this policy governs the appointment. Duration of the appointment may be for one, two, or three terms. Students may receive an appointment for the full summer term, or for summer session I or II. A GSR assignment is normally an integral part of a student's practicum experience, research project, thesis or dissertation research. The hours required are those necessary to make satisfactory progress toward completing the degree, normally a full time effort. In cases where the GSR appointment is not an integral part of the student's own work, a GSR appointment requires 20 hours per week; a fractional appointment requires the corresponding fraction.

GSRs who receive full-time appointments in the fall and/or spring terms shall register for at least 9 credits in the term of appointment; those with fractional appointments shall register for at least the following number of credits; 3/4 appointment, 9 credits; 1/2 appointment, 6 credits; 1/4 appointment, 3 credits. However, any full-time or fractional GSR who has completed all credit requirements for the doctoral degree, including any minimum dissertation credit requirements, and is working full time on a dissertation may register for Full Time Dissertation Study (FTDS). In the summer term or sessions, a GSR must register for at least 3 credits or FTDS. When a student accepts an appointment in writing, the terms shall be binding on both the student and the principal investigator. In accordance with the policy of the Council of Graduate Schools in the United States, however, a newly-admitted student, after accepting an initial appointment beginning in September, may resign in writing before April 15 of that year. A department may, during the appointment term, transfer a student, after consultation with the student, from a GSR appointment to a teaching appointment or to another appropriate assignment that provides for essentially equal financial benefits and professional responsibilities. The Immigration Reform and Control Act requires employers to institute procedures for verifying that a job applicant is authorized to be employed in the United States. Each new employee of the University is

required to verify that he or she is either a US citizen or authorized to be employed in this country. A graduate student appointed as a GSR is required to produce the necessary documentation as a condition of the appointment.

3. REAPPOINTMENT

Although appointment as a GSR may be made for no more than one year, a student may be reappointed. Graduate students should be cognizant of the fact that the funds for most GSRs come from grants and contracts with a limited duration. To the extent that reappointment is possible, priority should be given to those with superior academic qualifications and research performance. The same regulations that pertain to original appointments apply to reappointment, with the following amplification:

1. A reappointment should be made at the same or higher salary.
2. Written notice of reappointment for the fall term should be given to the graduate student by June 1, or as soon thereafter as possible. Extended delay should be only with the mutual agreement of the department and the student for specific reasons made clear to the student.
3. Reappointment requires satisfactory academic achievement as determined by the dean or director. Examples of unsatisfactory academic performance could be a QPA below 3.0, completion of fewer than six credits of graduate work per term, failure to pass preliminary or comprehensive departmental examinations as specified, or inadequate research progress.

4. RESPONSIBILITIES

4a. Department: The final responsibility for all research performed at the University rests with the faculty and the appropriate department. The department is responsible for providing a working environment that is consistent with the research to be performed and for providing education about research integrity. The department, school or research center is responsible for generating the GSR appointment letters and ensuring that the terms and conditions of the contracts are upheld. 4b. Research Advisor: It is the research advisor's responsibility to define the terms of the research assignment and to convey them to the graduate student prior to the signing of the appointment letter. These terms should include an understanding of the extent of between-term and holiday leaves, observance of religious holidays and personal leaves, since there is no uniform University policy on holidays. The research advisor should explain the department's and the research advisor's co-authorship policy. Once each year the research advisor should provide a written evaluation of the graduate student's performance to the student and to the department. The research advisor is responsible for providing training to use the equipment and perform the duties for which the GSR is responsible. Students shall not be exploited or their education compromised in the service of sponsored research or the financial gain of the supervisor. Employment of students or fellows by companies in which their faculty supervisor has economic interest must be disclosed on Part II of the Conflict of Interest Policy Disclosure Form by the student's academic supervisor. Faculty shall take all precautions necessary to ensure that their students' progress and academic standing are not jeopardized by violations of any professional norms in projects in which they participate, or by students' naivete as to the circumstances surrounding industrially sponsored research. The research advisor should strive to maintain continuous support for the student, provided the student is making satisfactory progress, and within the limitations of available funds. The students should be advised of the termination of such funds as far in advance as is possible. 4c. Student: Graduate student researchers are expected to carry out their assigned duties satisfactorily and to participate in departmental orientation and training programs. They are expected to meet enrollment requirements and to maintain satisfactory academic performance. Patent rights

resulting from research carried on by a student in fulfillment of requirements for an academic degree are subject to the University's Patent Rights and Technology Transfer Policy. Patent rights resulting from externally sponsored research grants, contracts, or other such arrangements are also subject to the terms of those agreements. The data collected as part of the GSR's assignment or as part of the dissertation or thesis of a supported student, are the property of the University, including original research notebooks or electronic files. Graduate students are not permitted to hold more than the equivalent of one full GSR appointment within the University at one time. Normally, graduate students will find this appointment to be a fulltime demand, but in rare or minor exceptions, additional appointments must be approved by the departmental chairperson and the dean. Due to immigration regulations, graduate students on J-1 or F-1 visas may be employed to work no more than 20 hours per week on campus when school is in session during the fall and spring terms, and thus those on full-time appointments are not eligible for overload appointments during these terms. A GSR who believes that he or she has been treated unfairly according to these guidelines should first discuss the problem with the research advisor and the departmental chairperson. If a resolution cannot be reached at the departmental level, the GSR should present the grievance to the dean for informal evaluation, adjudication, and, if necessary, advice on additional, formal grievance procedures, such as those described in *Guidelines on Academic Integrity* (<http://www.pitt.edu/~provost/ai1.html>).

5. RESEARCH INTEGRITY

The University seeks excellence in pursuit of knowledge and requires all members of the University community including its student body to adhere to the highest standards of integrity in research. Research misconduct is defined as:

- (1) fabrication, falsification, plagiarism and other practices that seriously deviate from those that are commonly accepted in the scientific community for proposing, conducting or reporting research;
- (2) material failure to comply with federal requirements for the protection of researchers, human subjects or the public or for the welfare of laboratory animals;
- (3) failure to meet other material legal requirements governing research. The University of Pittsburgh Research Integrity Policy contains the details of procedures to be followed if violation of research integrity appears to occur. The Policy also states that for students involved in alleged misconduct the matter shall be handled in accordance with the University of Pittsburgh *Guidelines on Academic Integrity* (<http://www.pitt.edu/~provost/ai1.html>) and that pertinent regulations of any sponsoring agency shall be observed.

6. EARLY TERMINATION

Early termination refers to the dismissal of the GSR before the end of the contractual period of appointment. Early termination may be initiated only if the GSR has received an appropriate and timely written warning with respect to his or her performance, or has clearly violated one or more of the major canons of institutional responsibility or University Policy. The GSR must be informed in writing by the department chair of the reasons for termination, and the appeals procedure must be included.

Appeals Procedure:

1. The GSR may appeal the termination, in writing, within two weeks of notice of termination, to the dean, who will mediate the dispute and, if necessary, convene an appeals committee.

2. The dean or his or her designee will serve as chair of an appeals committee and will appoint to the committee two faculty members and two graduate students, who must be GSRs and are recommended by the school's graduate student association. No one from the involved academic department shall be on the appeals committee, and involved parties shall represent themselves before the committee.

3. Within six weeks, the appealing GSR shall be provided an appeals hearing, and he or she shall be notified of the appeals committee's recommendation and the dean's decision as soon as possible thereafter.

7. SCHOLARSHIPS

In recognition of academic merit, the University offers GSRs a tuition scholarship. The maximum tuition scholarship that will be provided is as follows:

FALL/SPRING SUMMER

Full-time appointment 15 credits 12 credits

3/4 appointment 15 credits 9 credits

2/3 appointment 8 credits 8 credits

1/2 appointment 6 credits 6 credits

1/3 appointment 4 credits 4 credits

1/4 appointment 3 credits 3 credits

GSRs who receive full-time or fractional appointment in the summer term or in summer session I or II must register for at least three credits or FTDS in the term or session. A graduate student who registers for more will be provided a tuition scholarship up to the amount indicated in the above table. The prevailing computing and network services fee and the safety and transportation fee will be included in this merit scholarship. The fee assessed full-time students will be included with the award of a full tuition scholarship to a GSR holding a full appointment in the fall, spring, or summer terms or in summer session I or II; the fee assessed part-time students will be included with lesser awards. The student is responsible for his or her registration and for payment of all charges appearing on the student invoice not covered by the tuition scholarship. The tuition scholarship does not cover course-related fees and the student activity fee. In most schools, arrangements have been made for the tuition scholarship to appear on the student invoice. If a tuition scholarship is not on the invoice, the student must report to the office of the dean, where a scholarship will be issued.

8. HEALTH BENEFITS

GSRs who receive full-time or fractional appointments are eligible to participate in the graduate student health insurance plan. The University will provide individual coverage at no cost. Two Person or Family coverage through the graduate student plan is available by paying the difference between the premium cost for individual coverage and the additional coverage. To enroll in either the individual, two person or family plans, GSRs must meet with the payroll administrator in their department and complete a Medical Insurance Form. All coverage terminates at the end of every August, and new forms and cards must then be submitted every year regardless of the time period of the appointment. The prevailing student health fee per term will be included in the merit scholarship for GSRs who receive a full-time appointment in the fall and/or spring terms and are registered for at least 9 credits. If registration is for fewer than 9 credits, the student has the option of signing up for the Student Health Service and paying the fee. The University will pay the student health fee for any GSR who receives a full

appointment in the summer term and/or summer sessions whether or not he or she is registered full-time.

GSPH POLICY ON GSRS, GSAS, TAS, AND TFS

Effective January 1999, all student assistants (GSRs/GSAs/TAs/TFs) will be appointed exclusively through academic departments and not through the dean's office. All funding received from the University for support of student assistants will be awarded directly to departments based on requests for funding made by departmental chairs. It is therefore imperative that departmental chairs and other faculty understand the conditions for appointment of student assistants. The following provisions for appointment of student assistants will form the basis for a GSPH policy statement that will be distributed along with the University policy statement to each faculty project director and to each student receiving an appointment.

CONDITIONS FOR APPOINTMENT OF GSR/GSA/TATF

The university policy statements on student assistants are the foundation for the GSPH policy. Each member of the faculty and each student appointee should become familiar with both GSPH and university policies.

DEFINITION OF GSA/GSR

According to University policy, a GSR is a graduate student receiving financial support from research funds in return for duties performed to meet the goals for which the funds were awarded. The research performed is normally an integral part of the student's research practicum experience, thesis, or dissertation. A GSA performs duties to assist in the educational or research mission of the University, but does not teach a class, recitation or laboratory.

GSPH Enrollment

All students appointed as GSRs/GSAs/TAs/TFs must be enrolled in a degree program at GSPH.

Length of Appointment and Funding Eligibility

The length of any appointment may not exceed one academic year. Funding cannot be guaranteed beyond the term of the appointment. Master's degree students will be eligible for funding for a maximum of two years, and doctoral students for a maximum of five years. In extraordinary cases, departmental chairs may appeal to the dean for an extension of the period of eligibility for funding.

WEEKLY WORK REQUIREMENT AND LIMITATIONS

In accordance with University policy, the workweek of a student with a full GSA appointment shall not exceed 20 hours. A GSR assignment is normally an integral part of a student's practicum experience, research project, thesis or dissertation research. The hours required are those necessary to make satisfactory progress toward completing the degree. In cases where the GSR appointment is not an integral part of the student's own work, a GSR appointment requires 20 hours per week; a fractional appointment requires the corresponding fraction. At any particular time, students may not hold more than one full assistantship or the equivalent of one full appointment in fractional appointments. Students with full appointments or the equivalent of a full appointment may not receive additional hourly employment positions within the University (or UPMC). In all cases, a student may not hold any combination of assistantship appointments and hourly work appointments amounting to more than 20 hours per week.

REGISTRATION/CREDIT LIMITATIONS

Courses taken and covered by the tuition scholarship must be required for the degree or certified by the student's department as relevant to the degree. The scholarship will not cover credits that are not required for the degree and that result in increased tuition costs to the school. In no case should a student take fewer than six credits in the fall and spring terms, or fewer than three credits in the summer term (unless restricted by the department to fewer credits in the summer). Please note: foreign students must be registered full time in the fall and spring *unless prior to registration*, OIS has given them permission to register for fewer credits.

REAPPOINTMENT

Reappointment will be conditional upon the following:

1. **ACADEMIC STANDING:** Students must be in good academic standing in order to be reappointed for the next academic year. Academic standing decisions will be made according to GSPH Admission and Student Performance Committee guidelines. If performance in the fall term is unsatisfactory, a student may be advised in writing that if performance does not improve by the end of the spring term (s)he will not receive support in the summer term.
2. **SATISFACTORY WORK PERFORMANCE:** Each student will be evaluated at least annually for performance by the project director and academic advisor. While GSPH encourages ongoing evaluation of the GSR throughout their appointment, a formal written evaluation is required once a year (please see section on evaluation). Progress must be satisfactory in order for the student to be reappointed.

APPOINTMENT LETTER

Before the beginning of the term of appointment, each student shall be given a letter outlining all duties and terms of appointment. Departments may use the letter format provided by the Dean's Office. It is the faculty member's responsibility to define the terms of the research assignment and to convey them to the graduate student prior to the signing of the appointment letter. These terms should include an understanding of the extent of between-term and holiday leaves, observance of religious holidays and personal leaves. There is no uniform University policy on holidays. However, GSPH strongly encourages faculty to consider student needs for appropriate leaves during holidays and between terms.

The faculty member is responsible for providing training to use the equipment and perform the duties for which the GSR is responsible.

The faculty member should explain the department's and the faculty member's co-authorship policy.

The letter shall be signed by: 1) the student's major advisor; 2) the faculty member who will oversee the research (if not the major advisor); and 3) the chair of the department offering the appointment. Copies of the University and GSPH policy statements shall be attached, and the student shall sign the letter as an indication of acceptance of the terms of the appointment. Signed copies of this letter must be forwarded to the Office of Student and Alumni Affairs and to Patty Antenucci, Director of Personnel.

EVALUATION

Once each year, the faculty member should provide a written evaluation of the graduate student's performance to the student and to the department. A suggested evaluation form is available from the departmental administrator who will request the evaluation in the spring term. A copy of the evaluation should be provided to the department administrator.

CONFLICT OF INTEREST

Both faculty and students must be familiar with and adhere to University policies on conflict of interest.

OTHER CONDITIONS

All appointments will be given both a stipend and a tuition scholarship as provided by the University policy. Tuition scholarships may not be given without a stipend. Tuition scholarships will be prorated for appointments whose start or end dates do not coincide with the official dates of the term.

GRIEVANCES

Should a student encounter difficulties with their faculty advisor for their GSR, the first recourse is to address those difficulties with that faculty member. Should they be unable to resolve the issues, a student can raise their concerns to the department chair. GSPH strongly encourages students to work out the issues within the department. If that is not feasible, the student should bring those issues to either the Assistant or Associate Dean for Student Affairs. For answers to any questions on this policy, please contact:

Mary Derkach Office of Student Affairs 114 Parran Hall Graduate School of Public Health
University of Pittsburgh Pittsburgh, PA 15261 Phone: (412)624-3004. Email:
MDerkach@gsphdean.gsph.pitt.edu

UNIVERSITY POLICY ON ALCOHOL

The following guidelines in regard to alcohol are to be observed for all University-sponsored functions. Employees, students, and agents of the University must fully comply with the laws of the Commonwealth of Pennsylvania regarding the possession and consumption of alcohol. Pennsylvania law prohibits: furnishing or providing alcohol to anyone under the age of 21 or to anyone visibly intoxicated; anyone under the age of 21 from possessing or consuming alcoholic beverages under any circumstances; and anyone under the age of 21 from being on *licensed* premises where alcohol is served, unless under proper supervision.

At each University function, the "Host" will be considered to be the most senior official present from the school, department, or other segment of the University sponsoring a function. The Host of a function is responsible for ensuring that Pennsylvania law relating to alcoholic beverages is strictly observed. The Host of a function shall be responsible for compliance with these guidelines.

UNIVERSITY OF PITTSBURGH POLICY 06-02-01

CATEGORY: HEALTH AND SAFETY
SECTION: Drug Awareness
SUBJECT: Drug-Free Workplace/Drug-Free Schools
EFFECTIVE DATE: August 23, 2004 Revised
PAGE(S): 1

I. SCOPE

This establishes the University's policy on maintaining a drug-free workplace and drugfree school in accordance with federal law, and includes the sanctions that may be imposed upon employees and students for drug abuse violations occurring at the University.

II. POLICY

The University of Pittsburgh prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property or as part of any University activity. Faculty, staff, and students of the University must also comply with the laws of the Commonwealth of Pennsylvania on the possession and consumption of alcohol.

Violation of this policy will result in disciplinary action, including, but not limited to a warning, written reprimand, suspension (with or without pay), dismissal, expulsion, and/or mandatory participation and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency.

Any University employee paid from federally funded grants or contracts, or any student participating in any federally funded or guaranteed Student Loan Program, must notify the University of any criminal drug statute conviction for a violation occurring at the University or while engaged in University activities.

Under the drug-free awareness program, the University will distribute literature informing employees and students of the dangers of drug abuse, and provide information on available drug counseling, rehabilitation, and employee assistance programs, and penalties that may be imposed for violation of this policy.

All University employees and students will be given a copy of the Drug-Free Workplace/ Drug-Free Schools Policy annually.

A biennial review of the University's program will be conducted to determine the program's effectiveness and to ensure that the sanctions against those who violate the policy are consistently enforced.

Upon request, the Associate Vice Chancellor for Human Resources must provide to the Secretary of Education and members of the general public a copy of this policy and the results of the biennial review.

NONDISCRIMINATION POLICY STATEMENT

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact: The Affirmative Action Office, 412 Bellefield Hall, University of Pittsburgh, Pittsburgh, PA 15260 (Tel. 412-648-7860).

Policy Revised March 1992