## Academic Integrity

The School adheres to the University of Pittsburgh's policy. All new students and faculty are required to complete an online module. All course syllabi are to include the School’s academic integrity policy statement. All violations of academic integrity are to be reported via the School's academic integrity violation form. Questions concerning academic integrity can be brought to the attention of Mary Derkach, Assistant Dean for Student Affairs, the school’s academic integrity officer.

**Resources**

- Faculty Resources | publichealth.pitt.edu/home/academics/resources-for-teaching-learning
- Module Access | publichealth.pitt.edu/home/academics/academic-requirements/academic-integrity-and-plagiarism
- Syllabus Statement and Academic Integrity Violation Form
  mypublichealth.pitt.edu/home/about/governance/educational-policies-and-curriculum-committee/epcc-forms
- University Policy | cfo.pitt.edu/policies/policy/02/02-03-02.html

## Advising

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

**Resources**

- University – Elements of Good Academic Advising
  provost.pitt.edu/students/graduate-studies/elements-good-academic-advising
- School’s Academic Handbook | mypublichealth.pitt.edu/academic-handbook

## Calendar

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

**Resources**

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

## Classrooms

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

Technology training for the media equipment in the classrooms (all except for A622) is maintained and provided by University Center for Teaching and Learning.

**Resources**

- List of Available Classroom Technology | teaching.pitt.edu/classroom-services/available-technology/
- Report Problem with Classroom Technology | teaching.pitt.edu/report-a-classroom-technology-problem
- Technology Training | teaching.pitt.edu/classroom-services/technology-training/

## Communications

Twice a month, the Office of Student Affairs publishes an electronic newsletter for students and faculty/staff called *Things To Know*. A teaching tip and timely announcements from educational programs are included. Communications also come directly from your department’s student services coordinator.

**Resources**

- Things To Know | mypublichealth.pitt.edu/things-to-know
- Department Student Services Coordinators List
  publichealth.pitt.edu/home/admissions-aid/how-to-apply/contact-admissions
## Course Approval

All new or significantly revised courses and academic programs are approved through the School’s Educational Policies and Curriculum Committee (EPCC). The committee meets monthly and meeting dates and deadlines are posted on the About EPCC Web page and on the Pitt Public Health calendar.

*About EPCC | publichealth.pitt.edu/epcc*

*Submit a Proposal | publichealth.pitt.edu/home/about/governance/educational-policies-and-curriculum-committee-epcc/submit-a-proposal*

## Course Evaluation

All courses are to be evaluated each semester. Course evaluations are managed by the University’s Office of Measurement and Evaluation of Teaching (OMET). See departmental student services coordinator for details.

*Public Health Course Evaluation Portal | publichealth.pitt.edu/home/academics/courses/course-evaluation-portal*

*OMET | teaching.pitt.edu/omet/

## Course Planning

University Center for Teaching and Learning offers an extensive selection of workshops and services, designed to assist faculty, instructors, and teaching assistants throughout the university. Workshops are held on the departmental/school level, the Center also offers individualized consultations that encompass all aspects of course planning.

*Teaching Support | teaching.pitt.edu/teaching-support/

*Pitt Public Health Professional Development Workshops | publichealth.pitt.edu/pdw*

## Course Scheduling

Course meeting days and times are managed centrally by the University Registrar and internally by the School’s Office of Student Affairs. Departmental student services coordinators update course schedules annually during a course proofing period. Coordinators will then contact faculty directly to update course details.

*Public Health Course Schedules | publichealth.pitt.edu/home/academics/courses*

*Core Curriculum Schedule | publichealth.pitt.edu/home/academics/classes/extended-core-curriculum*

*Registration Instructions/Process | publichealth.pitt.edu/home/academics/courses/registration-instructions*

## Grading Process

Final semester grades are due to be entered into the online course and student management system (PeopleSoft), approximately 4 days after the end of the semester.

*Submitting Course Grades Help Sheet | my.pitt.edu/imageserver/pitt/Documents/PeopleSoft/Instructions/Recording_Student_Grades_Online__-__in_8.9.pdf*

## Grading Scale

Pitt uses an A - F letter grade scale based on a 4.0 GPA. For courses where students do not complete coursework due to special circumstances occurring at the end of the term, a “G” grade is to be assigned. G grades are to be resolved within one year.

*Class Grade Options | registrar.pitt.edu/grades.html*

*Grading System | registrar.pitt.edu/grades.html*

## Online Course Management System

The University utilizes BlackBoard as the web-based course management software. At Pitt, BlackBoard is also known as CourseWeb. All courses are automatically provided with a course shell in CourseWeb each semester.

*CourseWeb FAQs | etskb-stu.cidde.pitt.edu/faqs/

*Resources | teaching.pitt.edu/learning-management-system/

## Student Affairs Staff

The School’s Office of Student Affairs is located in G009 Public Health.

*Pitt Public Health Student Affairs Staff | publichealth.pitt.edu/home/directory?type=%&department=34101*
<table>
<thead>
<tr>
<th><strong>Student Management System (PeopleSoft)</strong></th>
<th>PeopleSoft is the University's system to manage student and course data. A specialized home page, Faculty Center, and a listing of all courses automatically populates in the system. Access is through My Pitt portal.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching Assistant Services</strong></td>
<td>University Center for Teaching and Learning offers comprehensive resources that prepare graduate student instructors to meet their teaching assistant goals and responsibilities.</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td>Classroom technology services are provided by the University Center for Teaching and Learning. General technology services are provided by Computing Services and Systems Development (CSSD). School departments also offer IT support.</td>
</tr>
</tbody>
</table>

**General School Resources**

- **Academic Handbook** | publichealth.pitt.edu/home/academics/academic-requirements
- **Career Services Office at Pitt Public Health (for students)** | publichealth.pitt.edu/careers
- **Core Curriculum and Schedule** | publichealth.pitt.edu/home/academics/classes/extended-core-curriculum
- **Forms** | publichealth.pitt.edu/home/academics/forms
- **Resources for Research and Practice (for students)** | publichealth.pitt.edu/home/research-practice/resources-for-research-and-practice
- **Teaching and Advising Resources Web page** | publichealth.pitt.edu/home/academics/resources-for-teaching-learning/teaching-advising-resources
- **Teaching Tip of the Week Archives** | publichealth.pitt.edu/teaching-tips

**Campus Resources**

- **Counseling Center** | counseling.pitt.edu
- **Disability Services** | studentaffairs.pitt.edu/drs/
- **Health Sciences Library** | hsls.pitt.edu
- **Office of Health Sciences Diversity** | healthdiversity.pitt.edu
- **University Center for Teaching and Learning** | teaching.pitt.edu

*Last updated: September 2019*