

After reviewing the Dietrich School's Academic Integrity Policy (www.as.pitt.edu/fac/policies/academic-integrity) with the student, the instructor must complete this form and print it. After meeting with the student, both parties must sign the form. The instructor will scan and e-mail the signed form and additional files or supporting documentation necessary to the appropriate address below.

Student name: _____ Course subject and number: _____

Student PeopleSoft ID: _____ Course title: _____

Date of incident: _____ Faculty name: _____

Term of incident: _____ Faculty e-mail: _____

Briefly describe the violation.

Briefly describe the discussion with the student(s).

Sanction determined by the instructor.

Instructor's signature

Date

Additional materials attached

I agree that I violated the Academic Integrity Code.

Student's signature

Date

I do not agree that I violated the Academic Integrity Code.

Student's signature

Date

I accept the proposed sanction.

Student's signature

Date

I do not accept the proposed sanction.

Student's signature

Date

For violations involving **undergraduate** students, send the form and supporting documentation to:
Adriana Helbig, Academic Integrity Officer
Dietrich School of Arts and Sciences
Undergraduate Studies
anh59@pitt.edu

For violations involving **graduate** students, send the form and supporting documentation to:
Tara Meyer, Academic Integrity Officer
Dietrich School of Arts and Sciences
Graduate Studies
tmeyer@pitt.edu