

**UNIVERSITY OF
PITTSBURGH
DEPARTMENT OF ENGLISH**

Plagiarism: Policies and Procedures

Please read with care. You can save yourself considerable time and grief by following standard procedures.

1. You must include a statement on academic integrity (including plagiarism) in your syllabus or course description. There is a prepared statement on the A&S website. To access it, go to *A&S Faculty page* (<http://www.as.pitt.edu/faculty>) and navigate to the section on *Teaching* (<http://www.as.pitt.edu/fac/teaching>) and click on *Syllabi: Academic Integrity Statement* (<http://www.as.pitt.edu/fac/teaching/academic-integrity-statement-syllabi>) or consult with a Program Director.

2. If you have reason to believe that a student has plagiarized, you must follow A&S procedure in a timely fashion.

- Advise the student that you have reason to believe that he/she has committed an offense related to academic integrity. The student must be given the opportunity to respond.
- If the student refuses to admit to the offense, the student has the right to a hearing with the Academic Integrity Board. You cannot issue a sanction until the student has exercised this right.
- If the student admits to the infraction and signs the report form (see below), you may follow the sanction guidelines outlined in your course description. If you have any questions on an appropriate penalty, consult with a Program Director or the Chair.

3. As part of the process, you must complete the *Academic Integrity Violation Report Form*.

You can get a copy from Kristin Hopkins or online on the English Department Faculty Resource Page (<http://www.english.pitt.edu/about/faculty-resource-page>).

4. For more information on the Dietrich School of A&S Academic Integrity Policies & Procedures please visit the A&S website at: <http://www.as.pitt.edu/fac/policies/academic-integrity>.