POLICIES AND RESOURCES

The following policies and resources apply to ALL graduate students at the University of Pittsburgh School of Medicine. Students must familiarize themselves with these policies. Ignorance of any policy will not be accepted as an excuse for violation.

- **Leave of Absence**

Under special conditions, graduate students may be granted one leave of absence. A maximum leave of two years may be granted to doctoral students or one year to master's students. The length and rationale for the leave of absence must be stated in advance, recommended to the dean by the graduate program, and approved by the dean. If approved, the time of the leave shall not count against the total time allowed for the degree being sought by the student. Readmission following an approved leave of absence is a formality.

- **Graduate Student Parental Accommodations Guidelines**

Consistent with the University's efforts to strive to be inclusive and to support academic-personal life balance, the University believes it is important to provide accommodation for graduate students who become new parents, whether by childbirth or adoption, so that they may contribute to their family responsibilities while continuing to make progress towards their degree. This practice will help develop students who can successfully integrate their academic and personal pursuits. In recognition of the challenges of balancing the demands of graduate study and parenting a new child, these guidelines aim to improve the academic environment for student parents. The Graduate Student Parental Accommodation Guidelines assist graduate students immediately following the birth or adoption of a young child. The purpose of these guidelines is to make it possible for a student to maintain registered full-time student status, along with all the benefits of such status, while facilitating the return to full participation in courses, research and teaching

The Parental Accommodation Guidelines apply only to full-time students enrolled in graduate programs who are in good academic standing and who are making satisfactory progress toward completion of a graduate degree. These guidelines do not cover students in professional programs. Students must have completed at least one full-time semester of their degree program to become eligible for coverage under these guidelines. The

guidelines cover the situation of students who experience a childbirth, who adopt a child who is unable to be enrolled in full-day public school due to age or other developmental reasons, or who is a partner of someone who has experienced a childbirth or an adoption for whom the student has parental responsibilities. These eligibility requirements cover all provisions of the guidelines.

All eligible students will be granted a Parental Accommodation Period six weeks immediately following the birth of a child or the adoption of a child for whom the student has parental responsibilities.

- During this period of accommodation, the student will continue to be enrolled as a full-time student. Because the student remains enrolled as a full-time student and continues to pay tuition, this is not a formal Leave of Absence. It is instead a modification of deadlines and academic expectations to accommodate the student's new parental responsibilities.
- The student will be able to postpone completion of course assignments, examinations, academic milestones and other academic requirements for the six-week Accommodation Period.
- The Accommodation Period ***does not*** extend the University's academic Statute of Limitations.
- Because the Accommodation Period needs to be tailored to the student's individual circumstances and the timing of the student's academic responsibilities, the student should consult in advance with their research advisor, program advisor, or SOM Graduate Studies Office about how the student will meet academic goals and requirements. The student is responsible for ensuring that this consultation takes place as far in advance of the Accommodation Period as possible.
- Students enrolled in programs characterized by sequential courses must anticipate potential consequences associated with accommodation, and in consultation with their advisor, plan how best to complete their program following the Accommodation Period.
- The student must complete the accommodation period within six weeks of their child's birth or adoption. The student may not divide the period of parental accommodation for use past this time limit.
- If both parents are eligible graduate students, both may take the six-week accommodation period.

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- The total accommodation period for each birth or adoption is limited to six weeks; in the event of a multiple birth or adoption, the length of the accommodation period is limited to six weeks.
- After the end of the Parental Accommodation Period, students are expected to return to graduate study and resume progress toward completing their degrees.
- Faculty are encouraged to remain flexible in their expectations of students who become new parents, so that students can meet the demands of graduate study while they face new demands in their parental roles.

Nothing in these guidelines can or should replace communication and cooperation between students and advisors, and the good-faith efforts of both to accommodate the birth or adoption of a child. It is the intent of these guidelines to reinforce the importance of that cooperation and to provide support to make that accommodation possible.

Special Notice to International Students: Students who are attending the University of Pittsburgh with a F-1 student visa or J-1 Exchange Visitor visa are strongly encouraged to consult in advance with the Office of International Studies about their plans during the period of Parental Accommodation.

- **Financial Aid**

Graduate students are eligible and permitted to receive student loans. To apply for a student loan, students must complete a Free Application for Federal Student Aid (FAFSA), obtainable from the Office of Financial Aid located in Alumni Hall. The FAFSA does not serve as the actual application for a loan or scholarship; however, it is required in order to be eligible for a loan. All information regarding student loans is handled by the Office of Financial Aid, 1st floor Alumni Hall, 624-7488. https://oafa.pitt.edu/financialaid/applying-for-aid/aid-eligibility-requirements/.

Graduate Students who are enrolled half-time minimally are generally eligible for the Federal Direct Unsubsidized Loan (graduate students are not eligible for Direct Subsidized funds), the Federal Direct Graduate Plus Loan, and/or the Private Educational Loan. Emergency student loans of up to $300 are available for educational purposes to students who are registered for six or more credits from the Student Organization Resource Center (SORC), room 119 William Pitt Union. https://www.studentaffairs.pitt.edu/student-organization-resource-center/services

POLICIES AND RESOURCES

- **Educational Enrichment Account**

For PhD students: A $2,000 educational enrichment account is provided to each first-year PhD student. Funds may only be used to support the purchase of items or services that will enrich your graduate education. These include educational books, subscriptions to scientific journals, and expenses incurred to attend a scientific meeting. Funds may be used to purchase one computer or computer-like device. Examples include laptop, desktop, iPad, tablets, etc. See the Graduate Studies Office website (*link pending*) for a complete set of guidelines and forms to access the account. Students in a program that offer educational enrichment accounts only have access to these funds during their first two years in the program.

- **External Support for Graduate Students**

PhD students are encouraged to apply for support through individual fellowships and institutional training grants. Specific advice on such opportunities can be obtained through individual dissertation mentors, graduate program directors, and the Associate Dean. In general, when support through these mechanisms originates from the US government, the recipient must be a citizen or permanent resident of the United States. Fellowships through non-governmental organizations (e.g. American Heart Association) often do not have a citizenship requirement.

- **Tuition**

Tuition rates, fees, and other charges paid by graduate students are established by the Board of Trustees in cooperation with the University Administration. Graduate students who register for nine to fifteen credits in the fall or spring term are full-time students and are assessed the current tuition rate for their school. Students who register for fewer than nine credits are part-time students and billed on a per-credit basis. Payment options and due dates are available on the Student Payment Center website - https://www.payments.pitt.edu/

For PhD students - Each term of registration will generate a tuition invoice. As a student with an eligible academic appointment, you will receive full tuition remission which includes the tuition, Student Health Service, Security & Transportation, and Network Service fees. However, you are responsible for the Student Activity Fee and any fees resulting from late registration or late payment of the activity fee.

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Each semester, the Graduate Office automatically pre-pays your tuition and fees. It is the student's responsibility to check and make sure the tuition has been paid in a timely fashion.

- **University of Pittsburgh Code of Conduct**

The faculty and the students of SOM recognize the importance of personal integrity and honor. To achieve this end, each student accepting an offer of admission to SOM will accept the obligations of the Honor Code/Code of Conduct and will expect to apply the code to all aspects of their professional life regardless of the level of training. Students and faculty of the SOM shall be honor bound to enforce the Honor Code/Code of Conduct and to report violations of it. The Honor Code/Code of Conduct emphasizes the individual's involvement in and responsibility for the corporate well-being of the community of the SOM. In keeping with the latter, it is incumbent upon every member of the community to promote the climate which this code seeks to establish. This involves not only counseling with fellow members of the school concerning their actions, but also bringing the sanctions of SOM's disciplinary procedures to bear upon those whose conduct is in violation of the Code.

The mission of Student Conduct is to process violations of the Student Code of Conduct. By processing these violations, we seek to provide a safe learning environment and opportunities for students to learn from their own behavior and the behavior of others. Student Conduct supports this mission, the values identified in the Pitt Promise, and the educational mission of the University of Pittsburgh by:

- Developing, disseminating, and enforcing campus regulations
- Providing a fair and consistent conduct process
- Assessment as normative practice
- Mentoring students through meaningful interactions
- Educating students about the effects of their behavior on themselves and those around them
- Promoting healthy decisions
- Fostering safe and inclusive communities both on and off campus
- Connecting students with support services in order to encourage their personal, social, and academic growth
- Collaborating with faculty, staff, students, and the campus community to manage and address conduct matters

POLICIES AND RESOURCES

The website of the Office of Student Affairs addresses all issues regarding student conduct. The link to University of Pittsburgh Student Code of Conduct and Judicial Procedures: https://www.studentaffairs.pitt.edu/conduct (Revised August 1, 2024).

- **Academic Integrity Guidelines**

The most recent Academic Integrity Policy Guidelines, revised September 2005 are detailed in **UNIVERSITY OF PITTSBURGH POLICY 02-03-02**

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 they are 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*.

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.

- **Research Integrity Policy**

The most recent University of Pittsburgh Policy on Research Integrity, revised July 11, 2025 are detailed in **UNIVERSITY OF PITTSBURGH POLICY RI 07 (formerly 11-01-01)**

- The University of Pittsburgh seeks excellence in the discovery and dissemination of knowledge. Excellence in scholarship requires all members of the University community to adhere strictly to the highest standards of integrity with regard to research, instruction and evaluation. The principle of academic integrity is integral to membership in the University community. Each such member is

deemed to recognize the value and special importance of this responsibility, which is linked to accepting an appointment at the University.

- As scholars and citizens of the University community, all parties must be ever cognizant of the axiom that every increment of authority and discretion brings with it corollary responsibilities to colleagues, staff, students, the University as a whole, the community, and society at large. In addition, federal regulations impose policies and procedures on the University for dealing with possible misconduct in science.

- All those engaged in research should be cognizant of the value to the University of calling attention to research misconduct, and of the importance of bona fide challenges in assuring and maintaining the integrity of scholarly investigation and of this institution.

- Should the conduct of research or the collection or reporting of research data and information be challenged on the ground of misconduct, whether by a faculty member, student, staff member, research associate or fellow, or a person outside the University, the framework for resolution of the grievance shall involve the dean and the Research Integrity Officer working within a process of peer and administrative review. Throughout, responsible and honest discourse, the protection of academic freedom, and protection of the individual against unnecessary public dissemination of unproven allegations are essential ingredients in the process.

- Research misconduct, as defined below, carries potential for serious harm to the University community, to the integrity of research, and to society as a whole. Accordingly, it is incumbent upon faculty members to exercise active leadership in their supervisory roles in mentoring, collaborating with, or directing junior colleagues, staff, or students. First, faculty must be fully cognizant of the quality of work being done for which they assume responsibility and, second, they must seek to avoid undue pressure placed upon more junior faculty, staff, or students which could lead to the publication or other report of any inaccurate, incomplete, or falsified data or information. In judging whether misconduct has occurred, it is important to distinguish fraud from honest error and ambiguities that are inherent in the process of scholarly investigation and are normally corrected by further research.

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- This policy shall be followed in responding to all allegations of research misconduct on the part of faculty, research associates, and staff. In the case of students involved in alleged misconduct, this policy shall apply in those instances where the research in question is supported by federal agencies or where the relevant dean requests that the Research Integrity Officer invoke the policy. Student matters may also, as appropriate, be handled under the relevant Academic Integrity Guidelines.

- The procedures described below are steps in an academic peer review and fact-finding process and are not intended or designed to represent rules of a judiciary. Principles of basic fairness and confidentiality shall be observed in these peer-review procedures. Any allegations of misconduct must be treated on an individual-case basis.

- Safeguards give the individual accused of misconduct the confidence that his or her rights are protected and that the mere filing of an allegation of research misconduct will not bring the research to a halt or be the basis for other disciplinary or adverse action absent other compelling reasons. Safeguards for a complainant or a witness in any proceeding described in this document include protection against retaliation for making good- faith allegations or providing testimony, fair and objective procedures for the examination and resolution of the allegations, and diligence in protecting the position and reputation of one who makes allegations or gives testimony in good faith.

- Both the person bringing an allegation and the one against whom the allegation is made in any of the procedures described below may seek the advice of the Senate Committee on Tenure and Academic Freedom, as may any administrator. A dean, in initiating any of the procedures described below, shall advise the principals that they may seek such advice.

- The University's Research Integrity Officer, who is appointed by the Chancellor, shall work closely with the relevant academic administrators, inquiry panels, and investigative boards. In consultation with the General Counsel, he/she shall ensure procedural compliance with applicable law, government regulations, University policy, and principles of fairness in each stage of the proceedings set out in this policy. Academic administrators and

inquiry panels or investigative boards shall keep the Research Integrity Officer fully informed of their activities and shall consult him/her as to process before making any final recommendations or decisions. The Research Integrity Officer shall monitor compliance with all procedures and time schedules described in this policy and shall inform the Provost of any failures to comply with such time schedules. The Research Integrity Officer shall not have decision-making responsibility regarding the substance of any allegations. He or she may, at the request of a panel or administrator in a research misconduct proceeding, assist in drafting the recommendations arrived at by that panel or administrator. The Research Integrity Officer shall make or supervise all relevant contacts with government agencies or other outside parties and shall maintain the record of all proceedings. In the case of short absences from the campus, the Research Integrity Officer may designate an Acting Research Integrity Officer.

- The Provost shall have oversight responsibility to ensure compliance with the policy. Only the Research Integrity Officer or the Provost has the authority to modify the various time limits specified in the procedures. (All subsequent references to the number of days for particular stages in the process refer to calendar days.)

- Even if a respondent leaves the University before a case is resolved or does not participate in the proceedings, the University has a responsibility to follow the procedures described in this policy and reach a conclusion.

- This policy shall be administered in compliance with regulations of any agency (the sponsoring agency) sponsoring the research in question and shall be subject to appropriate modifications, if necessary.

- **Bias/Mistreatment**

The University of Pittsburgh School of Medicine is committed to supporting our students and fostering an environment that is free of bias, discrimination, mistreatment, and harassment in the classroom and in the broader university community. If you feel you have been mistreated/harassed, or subjected to discrimination or bias, you should report it, confidentially or anonymously, through the Office of the Learning Environment (https://www.ole.pitt.edu/).

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- **Office of the Learning Environment (OLE)** - https://www.ole.pitt.edu/

The Office of the Learning Environment supports all UPSOM students, including over 1,000 medical and graduate students, by helping educators create a safe, respectful, and supportive experience in classroom, clinical, and research.

- **School of Medicine Ombuds Office** - https://www.medschool.pitt.edu/ombuds-office

The Ombuds Office provides a safe, welcoming, confidential, and unbiased setting for students to relay their concerns and explore options available to them for informal resolution within the School of Medicine. Students may contact the Ombuds Office to discuss difficulties that have been unresolved elsewhere (such as the Offices of the Learning Environment, the Office of Graduate Studies, or your graduate program leadership) or directly if for any reason they are fearful, embarrassed, or unwilling to contact those offices.

Ombuds team members will help to identify new opportunities for systemic change and may serve as a conduit for students to bring meaningful suggestions for ways to improve the school.

- **Title IX**

Title IX is landmark federal civil rights legislation that prohibits sex discrimination in education. Title IX includes sexual harassment, gender-based discrimination, and sexual violence. It encompasses attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence. The Title IX Office at Pitt is here to answer questions and assist any member of the campus community. Title IX protects all members of the University community: students, staff and faculty from sexual or gender-based misconduct, including discrimination, harassment, and assault. For more information about Title IX, please visit their website at https://www.policy.pitt.edu/cs-27-title-ix-policy

- **Biomedical Graduate Student Association**

The Biomedical Graduate Student Association (BGSA) is an organization which represents all graduate students in the School of Medicine. Its purpose is to foster academic and social interactions among graduate students within training programs and with other members of the University community. It functions as a support network for all biomedical

graduate students, and facilitates communication between students, faculty, and administration. Please go to our website for up-to-date information and a calendar of events – BGSA Website Link

- **Graduate Student Unionization** - https://www.gradstudentunionization.pitt.edu/

This is the primary resource for graduate students to view updates on the new graduate student unionization at the University of Pittsburgh

- **Drug and Alcohol Policies and Resources**

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 while engaged in University activities.

An important step in overcoming any problem is to know where to turn for assistance. Information, counseling, and treatment for alcohol and/or drug problems is available through resources in the community and costs may be covered by health care benefits. Confidential support services are available for those with abuse problems who individually pursue treatment and counseling. Some of those resources include:

University of Pittsburgh Student Health Service
Wellness Center
Nordenberg Hall
119 University Place
Pittsburgh, PA 15260
412-383-1800
https://www.studentaffairs.pitt.edu/student-health-services

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University of Pittsburgh Counseling Center
Wellness Center
Nordenberg Hall
119 University Place
Pittsburgh, PA 15260
412-648-7930
https://www.studentaffairs.pitt.edu/counseling

Gateway Rehabilitation Center
19 locations in southwest Pennsylvania
800-472-1177

Mercy Behavioral Health Center
264 South 9th Street
Pittsburgh, PA 15203-1263
877-637-2924

Western Psychiatric Institute & Clinic
3811 O'Hara Street
Pittsburgh, PA 15213
412-624-2100

Allegheny County Crisis Emergency Center: 1-888-424-2287

AA (Alcoholics Anonymous): 24 hour hotline (412-471-7472); both crisis and long-term help for individuals with alcohol problems

NA (Narcotics Anonymous): 24 hour hotline (412-391-5247); both crisis and long-term help and support for individuals with problems resulting from drug abuse other than alcohol

- **Building Emergency or Inclement Weather Policy for Students**

Only the Chancellor may officially close the Pittsburgh campus of the University.

The University will remain open in all but the most extreme circumstances. However, University employees and students are urged to use their own discretion in deciding whether they can safely commute to work.

When a State of Emergency is declared by the Governor or other local governing official, school personnel are expected to abide by those directives and there will be no classes.

POLICIES AND RESOURCES

- **University Resources**
  - Graduate Student Resources - https://www.gradstudies.pitt.edu/
  - Health Sciences Library System - https://www.hsls.pitt.edu/
  - Office of Academic Career Development (OACD), Health Sciences - https://www.oacd.health.pitt.edu/
    - The Office of Academic Career Development is dedicated to providing professionals in the schools of the health sciences with the tools, resources, and support they need to achieve their full potential as leaders in biomedical research, education, and clinical practice. The OACD supports graduate and medical students, postdoctoral fellows, residents, clinical fellows, and faculty, potentiating career excellence at all levels.
  - Panther Central - https://www.pc.pitt.edu/
  - Pitt's Information Technology - https://www.technology.pitt.edu/
    - Accounts are automatically created for students. You can activate your University Computing Accounts through an online account activation tool at My Pitt (my.pitt.edu). Account usernames are used as University email addresses. A University username with the @pitt.edu designation is the official email address for University students and employees.
    - All students, faculty, and staff have unlimited cloud storage space through pitt.box.com (in My Pitt).
    - Students are able to print documents by various means. See the info page from the IT website https://services.pitt.edu/TDClient/33/Portal/KB/ArticleDet?ID=145.
  - Parking - https://www.pts.pitt.edu/
    - City parking permits may be obtained by city residents from the Parking Authority located at 232 Boulevard of the Allies. Permits cost $20 per annum (check or money order) and you must supply your driver's license, vehicle registration, and proof of residency (utility bill with name and city address).
    - Information regarding daily parking and monthly permits is available on the University Parking, Transportation & Services website
    - Parking permits for the UPMC Towerview Garage may be available for a monthly fee. Apply in person at the UPMC Parking Operations Office.

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- Pittsburgh Regional Transit (PRT) - https://www.rideprt.org/schedule-finder/
  - All University of Pittsburgh students, staff and faculty may ride all Pittsburgh Regional Transit buses, trolleys and inclines within Allegheny County FARE-FREE 24 hours a day, seven days a week, 365 days a year using the Port Authority ready2ride app (instructions on downloading and using the app can be found here - https://www.pc.pitt.edu/prt-launches-ready2ride-app).

- University Shuttle Services - https://www.pts.pitt.edu/mobility/shuttle-services
  - Ride Systems GPS (http://pittshuttles.com/routes) provides transit riders with next bus times by smartphone applications. Find stops and scheduled arrival times for your desired route.

- SafeRider - https://www.pts.pitt.edu/mobility/shuttle-services/saferider
  - This service provides complimentary transportation from 9:00 pm to 3:00 am when special non-emergency needs arise for Pitt students, faculty, and staff.
  - You can request SafeRider from your phone with the TransLoc ap or call 412-648-2255.

- Shuttle Service for Passengers with Disabilities – Call 412-648-7890 to make transportation arrangements for passengers with disabilities
  - A van with a wheelchair/cart lift and standard passenger seating operates between the hours of 8:30 am and 7:00 pm, Monday through Sunday when classes are in session. The On-Call shuttle is also equipped with the wheelchair/cart lift service and is available after 7:00 pm

- Bike Registration and Racks
  - Register your bike for free through Pitt's BikeIndex. Registering your bike deters theft, provides proof of ownership, and could help you recover your bike if retrieved from a theft - https://www.pts.pitt.edu/mobility/biking/register-your-bike.

  - From outdoor racks and lockers to indoor bike rooms, there are plenty of safe and secure bike parking options available to you. Explore bike parking maps and learn how to register for a bike locker or bike room - https://www.pts.pitt.edu/mobility/biking/bike-parking-storage.

- POGOH - https://pogoh.com/
  - POGOH is the latest mode of transit in Pittsburgh, PA. With 50 stations and 500 bikes to rent, located throughout the city, POGOH provides

affordable active transportation options for all! POGOH takes advantage of the latest advances in technology and policy in order to create a system that is convenient, affordable, and fun.

- Student Health Services - https://www.studentaffairs.pitt.edu/student-health-services
  - The mission of Student Health Services is to provide high quality primary health care, prevention, health education, and pharmacy services to enhance student living and learning
  - University Counseling Center - https://www.studentaffairs.pitt.edu/counseling

  - The mission of the University Counseling Center (UCC) is to create an inclusive space and provide high quality services that support the emotional well-being of Pitt's diverse student body.

- Allegheny County Health Department - https://www.alleghenycounty.us/Services/Health-Department
  - Free health-related screenings and immunizations are offered at the Allegheny County Health Department

- The Mental Health Program at the School of Medicine - https://www.medstudentaffairs.pitt.edu/contact-us/upsom-mental-health-team-medical-and-graduate-students-school-medicine
  - The Mental Health Program at the School of Medicine offers medical students and graduate students (SOM only) evaluation, treatment, and referral for a wide range of psychological needs. The program is dedicated to maintaining healthy and confident students and is both free of charge and highly confidential. No insurance is billed for services. Students can see providers for individual psychotherapy, medication management, or both.

  - A student using the program can be assured that no information shared in treatment is ever available to others without expressed permission from the student.

  - All of their providers have the ability to meet virtually; most also have offices close to the school if a student prefers in-person appointments. Meetings are by appointment only