



CGS INSTRUCTOR'S HANDBOOK POLICIES, PROCEDURES, EXPECTATIONS, AND TIPS

ACADEMIC YEAR 2020-2021



Welcome

The College of General Studies (CGS) thanks you for accepting this teaching assignment. We look forward to working with you during the upcoming academic term. If you have questions, concerns, or require special assistance during the term please contact Boryana Dobрева, Director of Academic Programs or Leslie Hilliard, Academic Programs Assistant.

Please keep this document for reference throughout the academic term. You may also find links to many faculty resources on the CGS web site at <https://www.cgs.pitt.edu/faculty-resources>.

Note: The content of this handbook does not supersede University policies and procedures.

CGS Academic Programs Contact Information

Office Hours: 8:30 am – 5:00 pm Monday through Friday

Email: cgsapas@pitt.edu

Website: <http://www.cgs.pitt.edu/faculty-resources>

General Phone: 412-624-6600

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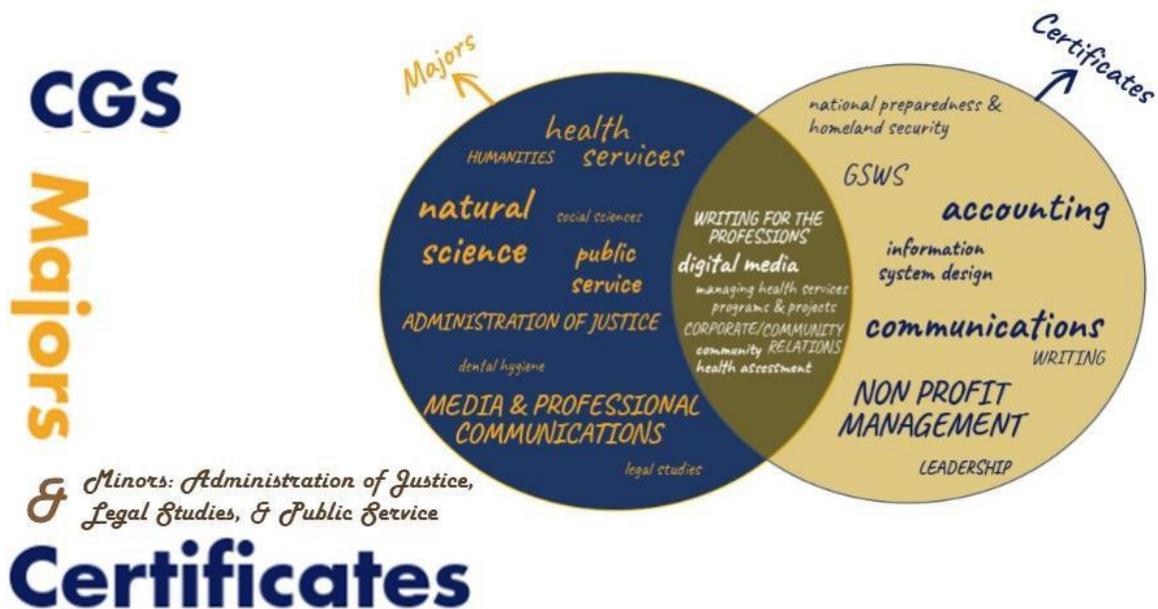
COLLEGE OF GENERAL STUDIES: OVERVIEW

Our Mission

We help students reach their academic and personal goals, so they are prepared for the next stages of their life and career.

The College of General Studies offers multidisciplinary and flexible degree and certificate programs, as well as continuing and lifelong learning opportunities designed to meet the ambition of the adult learner. The College invests in the success of its students by providing excellent educational opportunities, outstanding personalized services and specialized career and support programs, as well as access to the faculty, resources, and alumni network of a large research university. Our academic programs equip students with the knowledge and skills needed to achieve and advance their personal and professional goals.

We have created a variety of curricular, co-curricular, and extra-curricular opportunities to allow students to take full advantage of the University community. We partner with seven University of Pittsburgh schools to provide support to our 10 undergraduate majors, 13 certificate programs, and 3 minors.



All academic programs consist of courses taught by University faculty as well as professionals in various fields. We are constantly seeking new opportunities to blend faculty resources with the needs of various fields and disciplines in the region.

Student Population and Needs

About 60% of CGS students fall into the age range of 21-35, with the largest portion of them in the 21-25 age category.

Many CGS students are parents, veterans, homemakers, retirees, reentry students, transfer students, career changers, and working professionals seeking educational advancement and personal fulfillment. What makes the needs of nontraditional students unique is the challenge of fitting their studies with the complexity of family responsibilities, community roles, employment, and economic pressure. The CGS approach takes this into consideration. We make sure that our services and programs are offered in a variety of course formats, from face-to-face evening and Saturday classes to hybrid and fully online, in order to maximize the students' opportunities to participate.

Course Scheduling

Face-to-face classes are scheduled once a week in the evening or on Saturdays and this is done in order to accommodate the nontraditional students, who work day jobs. In addition, we offer fully online (web) and hybrid courses to provide further flexibility for full or part-time students.

Note: While CGS courses are primarily developed and scheduled to meet the academic needs of CGS students, they are open to all University of Pittsburgh students just as undergraduate courses throughout the University are open to College of General Studies students.

Butler County Community College

CGS evening classes meet in room 121 Humanities & Education Bldg., 107 College Dr., Butler, PA 16002. For more information and a map visit the Butler County Community College (BC3) web site at <http://www.bc3.edu/aboutbc3/mapmain.asp>.

Course Modality or Instructional Delivery Method (IDM)

Hybrid and web courses have weekly online discussions, assignments, quizzes, as well as individual and group projects; all within the University Learning Management System, Canvas.

In addition, **hybrid courses** are supplemented with a limited number (typically 3) of face-to-face workshops and **web courses** have no in-person meetings but may include synchronous online meetings via web-conferencing tools such as Zoom or Canvas Conferences

Identifying College of General Studies Courses in PeopleSoft

Tip: Use the Class Section number to identify CGS courses in PeopleSoft.

CGS Class section numbers begin with 7 and the second digit determines the program. All other schools on the Oakland Campus begin with a 1.

Class Section Numbers	CGS Program
7010	Day/Evening Program (<i>primarily one night a week</i>)
7210	Butler/Butler County Community College (BC3.edu)
7510	CGS Online Web
7710	CGS Online Hybrid
7810	Saturday College

Examples of class sections numbers as seen in PeopleSoft:

MATH 0031-7810 (12345) is a CGS Saturday College course offering.
 CGS 0092-7710 (12345) is a CGS Online Hybrid course.
 CGS 0092-7720 (98745) is a second section of CGS 0092.

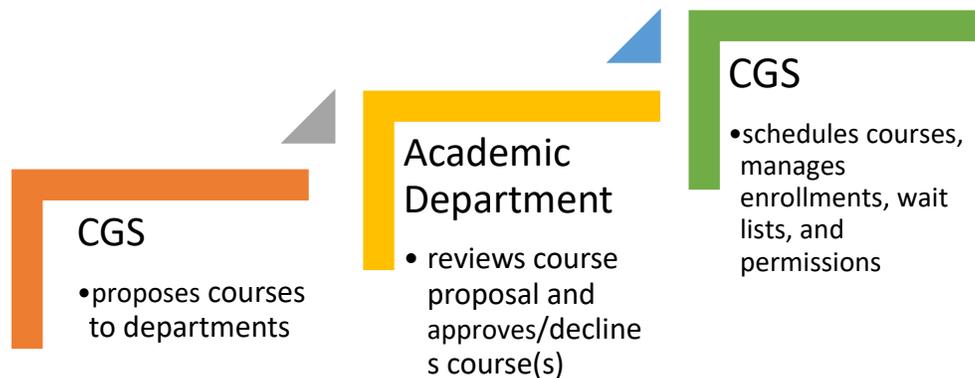
CGS Academic Affairs Monthly E-Bulletin

This is a monthly e-bulletin for our faculty, keeping them apprised of College-related events, policies, procedures, faculty trainings, semester deadlines, changes to programs, and trends in pedagogy.

What We Do for You

- ✓ Manage course scheduling, enrollments, permission numbers, and waitlists.
- ✓ Notify you of important dates, upcoming deadlines, training opportunities, and CGS policies.
- ✓ Partner with the University Center for Teaching and Learning (The Teaching Center) to provide you with pedagogical training and Canvas assistance.
- ✓ Coordinate classroom surveys with the Office of Measurement and Evaluation of Teaching (OMET).
- ✓ Assist with student complaints and grade disputes.

Course Planning and Scheduling Chart



Teaching Appointments

The courses offered by CGS are the curriculum of academic departments throughout the University of Pittsburgh. Consequently, academic departments vet, hire, and, working with CGS Academic Programs, assign instructors to teach the sections offered by our college. Faculty interested in online teaching should demonstrate training and experience in online course instruction.

Appointment Letters

Appointment letters for Dietrich School of Arts & Sciences instructors teaching face-to-face courses are prepared and sent by the academic department, in which the course is housed. The College of General Studies prepares the contracts for the instructors teaching CGS online sections and all other schools.

Employment Paperwork

Instructors who are not currently appointed at the University of Pittsburgh will need to complete all necessary paperwork through the academic department. Contact your home department for more information.

Compensation and Payroll

Salary rates for the courses housed in other academic departments are set by the home academic department within the guidelines of university, school, and department policy. CGS sets the salary for the courses housed in CGS. All payroll processes are managed through the A&S Dean's office by the CGS Payroll & Personnel Coordinator.

CGS POLICIES, PROCEDURES, AND EXPECTATIONS FOR CGS COURSES

Course Description and Textbooks

Course sections taught for CGS must adhere to the departmental description of the course and utilize the textbook(s) and materials approved by the department. It is our expectation that the faculty notify CGS of any departmentally approved changes to the course description or required textbook materials. If an instructor's desk copy is needed, instructors should contact their home academic department or should request a copy through the publisher's website. Many publishers require institutional or department verification. Another option is to request an electronic version of the textbook by registering at VitalSource.com/educators.

Classroom Scheduling and Classroom Change Requests

Classrooms are assigned when the schedule is entered into PeopleSoft by the Registrar's classroom scheduling office. Special arrangements or changes must be submitted through CGS no later than the end of the add/drop period. Contact CGS Academic Programs assistant, Leslie Hilliard, at hilliard@pitt.edu for further information.

Course Materials/Textbook Orders *(if not already submitted)*

Instructors teaching for CGS Online or a CGS-owned course must order textbooks (including e-Books) online through the Book Center's web site at <http://www.pittuniversitystore.com/>. Click this link: http://cfo.pitt.edu/universitystore/textbook_adoption/form.php to view the Textbook Adoption Form.

Instructors teaching a traditional face-to-face course housed in a department other than CGS, should contact their academic department administrators.

Course Supplies

Requests for support for course supplies and materials should be directed to the department in which the course is housed.

Office Hours

All faculty members are required to keep office hours, in addition to meeting students when necessary by appointment. See the University policy at http://provost.pitt.edu/faculty-handbook/ch3_off_hrs_. Times when you are available should be stated on your syllabus. Face-to-face instructors should provide office addresses; online and hybrid instructors should make clear the means, by which individual student meetings can take place, such as via Canvas Conferences, Zoom, Skype, Microsoft Teams, or phone.

Course Prerequisites

Students may not enroll in a course for which they do not meet the prerequisite by the time the course begins. In specific cases, prerequisites may be waived by the instructor or upon approval by CGS Academic Programs or the chair of the department that houses the course. If a waiver is granted, a permission number will need to be requested through CGS Academic Affairs. For additional details, go to <https://www.cgs.pitt.edu/closed-class-and-special-approval>.

Course Enrollment Caps, Reserved Seats, and Wait Lists

Enrollment Caps: The typical CGS enrollment cap for a 3-credit face-to-face class is 35 and online sections cap at 20. These enrollment caps can be changed upon request.

Seat Reserves: To better accommodate CGS students, the College typically reserves a number of seats in its sections specifically for our students. These seats will remain reserved until a designated date each term, after which any unfilled seats will be open to all students.

Empty CGS reserved seat release dates:

- Fall Term - 12:00AM, August 1
- Spring Term - 12:00AM, December 1
- Summer Term - 12:00AM, April 1 (some 6week2 sections release in mid-May)

Wait Lists: Courses that reach their enrollment cap will become closed to further students. Students may then add their names to a course's wait list; the wait list also has a set cap. Students on the wait list will automatically be enrolled in the class if a seat becomes available (e.g., because a previously enrolled student dropped or the cap was raised). Read the Registrar's FAQ on Wait Lists here:

<http://www.registrar.pitt.edu/faq-waitlist>.

Course Permissions

You are never obliged to exceed the course cap. If a student asks you for permission to enter your closed course, please direct the student to the following webpage for further information on the process: <https://www.cgs.pitt.edu/closed-class-and-special-approval>.

Factors that go into CGS' decision include but are not limited to:

- Did students put themselves on the waitlist?
- Are there seniors and juniors (others) on the waitlist in front of the student requesting special permission?
 - Seniors graduating at the end of the term might be given priority consideration if the course is a major core requirement.
 - Elective course and general education requirements are usually not considered immediate necessities because there are many options to fulfill these needs.
- Are there enough desks in the room? (on campus face-to-face classes only)

Low Enrollment and Course Cancellations

Courses in which low enrollment falls below 10 may be cancelled by CGS Academic Programs. Cancellation dates are typically two to three weeks prior to the start of the term. If your class is cancelled, both you and your department will be notified via email by CGS.

Academic Calendar

The Office of the Provost maintains the University's official academic calendar at <http://provost.pitt.edu/students/academic-calendar>. The Registrar's Office maintains an extended academic calendar, which shows the dates' classes begin and end, finals week and grade deadlines, and other important dates: <http://www.registrar.pitt.edu/calendars.html>.

Note the following important change to Fall 2020 classes: Classes are scheduled for August 19 through November 20, with finals occurring November 30 through December 5 and grades due December 8. CGS classes will administer all final exams remotely Nov 30 - Dec 5. Classes will be held on Labor Day (Monday, September 7) but not Wednesday, October 14. Refer to <https://www.registrar.pitt.edu/calendars> for the most current version of the Fall 2020 academic calendar.

Please note: Online courses begin on the first day of the term unless a different date is noted. Instructors are expected to have their courses made available to students in Canvas on the first day of class. Exact dates for add/drop period are listed at: <https://www.registrar.pitt.edu/calendars/enrollment-calendar>.

Final Examination

CGS classes continue to meet during finals week. Where regular final examinations are to be given, they must be held during the last scheduled class meeting. Due dates must be stated in the course syllabus and students should be given sufficient time and resource materials to prepare for their final examination. CGS Online instructors should consider setting aside a specific timeframe during finals week for students to take the exam either at the Testing Center or approved off-campus location (if proctored exams in person are required) or within the Canvas system.

Class/Workshop Cancellations

If you need to cancel a class/workshop session, please notify your students. CGS expects that make-up sessions, or coursework equivalent to the credit hours for one class meeting, will be arranged (online or off-line), should a class be missed. You must also notify our office at hilliard@pitt.edu or (412) 624-6617 with the above information.

Holiday Policy for Online Courses

Online instructors should consider university holidays and breaks when scheduling exams, assignment due dates, and meetings. National holidays such as Labor Day, Memorial Day, etc.: instruction in asynchronous online classes continues these weeks with flexibility. Instructors may still assign readings or other tasks but should avoid scheduling examinations or other due dates for graded activities on recess days. See the [2020-2021 Academic Calendar](#) for the exact dates.

Canvas

All College of General Studies face-to-face instructors are strongly encouraged to develop a Canvas site for their classes. Course shells are generally made available several weeks before the beginning of the term. For information, please visit The University Center for Teaching and Learning at <http://teaching.pitt.edu/learning-management-system/> or email LMS Support at lms@teaching.pitt.edu. Learn more about Canvas at: <https://teaching.pitt.edu/canvas/>.

Note: CGS Academic Programs staff will be in the course as TAs so we may assist you and to make sure that the course has been made available to students on the first day of the term as required.

Flex@Pitt

Fall 2020 semester: instructors and students should be prepared to move between in-person and online modes of instruction, as opportunities for in-class meetings, social distancing recommendations, and public health concerns can change at any time. Flex@Pitt is an instructional model that accommodates in-person and remote instructors and students. See: [Flex@Pitt Teaching Playbook](#).

Course Enrollments and Class Lists

Faculty can access course enrollment lists and send e-mail messages to class rosters through the Faculty Center on <http://www.my.pitt.edu>. You will need to log in with your PITT Username and Password.

Credit Hour Policy for Online Courses

The College of General Studies has established the following curricular guidelines for determining credit hours for online courses developed and offered through CGS. These guidelines are in compliance and consistent with [Federal, Middle States Commission on Higher Education](#), and [University of Pittsburgh policy](#) related to the awarding of academic credit.

One academic credit hour delivered in the traditional face-to-face classroom setting typically consists of 50 minutes of direct faculty instruction and a minimum of two hours of out-of-class student preparation over a 15-week academic semester. The amount of student effort expected for a 1-credit course translates into 750 minutes of class time and 1,800 minutes out-of-class time for a total of 2,550 minutes. A 3-credit hour course must meet 3 academic hours per week (3x50 min) and has 6 hours (6x60 min) of homework. Over a 15-week semester, this is equivalent to 2,250 minutes of seat time and 5,400 minutes of outside work for 7,650 total minutes per term.

Minimum instruction and outside-of-class time are calculated according to this formula:

$$([50 + 120] \times \# \text{ of course credits}) \times \# \text{ of weeks} = \text{total \# of minutes for seat time and outside work}$$

The same standard for awarding credit hours applies to courses in the online modality (web and hybrid). In asynchronous learning environments, class time and homework are combined but students are still expected to spend the equivalent amount of time on their online coursework [as compared to the face-to-face course equivalent] each week as per the above guidelines. For example, for an undergraduate 3-credit online course, class time and outside work time should amount to a total of 510 minutes per week.

When designing and developing online courses, instructors must consider the following:

- It is CGS expectation that online courses have student-learning outcomes that are equivalent to those for courses taught in the traditional format and that course objectives and learning outcomes are clearly stated in the course syllabus.
- It is the responsibility of the instructor developing and teaching the course to be able to demonstrate, via class assignments, readings, projects, and class attendance and participation policies, that the expected student activity load is sufficient in scope and rigor for the academic level and credits of the course and reasonably distributed throughout the semester.

Course developers and instructors are asked to estimate the average amount of time students are expected to spend interacting with course content each week and address any inconsistencies, if necessary. Interactions with course content include, but are not limited, to:

- Orientation to the course in Canvas, incl. software, discussion board or blog setups; etc.
- Reading and Viewing
 - Online material with no interactivity (PowerPoint slides, syllabus, announcements, online articles, journals, textbooks [online and traditional], assignment instructions, grade rubrics, etc.);
 - Online materials with interactivity (tutorials, multimedia);

- Video, audio, podcasts, webinars, or simulations.
- Activities with active instructor involvement, such as:
 - Instructor-led online chats, discussion board interactions, or group work;
 - Online office hours;
 - Instructor-narrated and recorded lecture slides and videos.
- Assignments utilizing Canvas tools:
 - Quizzes, exams, discussion forums, blogs, simulations, gaming, podcasts.

Note: Studying for examinations, homework assignments, preparing presentations, and writing papers are considered outside-of-class work.

Here is a sample sheet for estimating asynchronous contact hours.

Schedule	Interactions with Course Content	Minutes/Hours estimated	Outside Instructional Time	Minutes/Hours estimated	Total Time
Week #1					
Week #2					

Course Syllabus

Faculty are expected to prepare a course syllabus, an at-a-glance calendar, and any relevant course materials for the CGS section(s) they teach. A copy of the course syllabus and course schedule is due to CGS Academic Affairs within the first month of the semester and may be emailed to us at cgsapa@pitt.edu. CGS courses are academically rigorous and faculty are expected to uphold the same academic standards for CGS courses as they do for any other courses taught for the respective academic department. Refer to the [CGS Syllabus Checklist](#) in this Handbook for further details on our expectations for classroom educators.

Student Evaluations of Teaching (OMET)

All faculty members are expected to have their course(s) evaluated by students using a standard evaluation instrument developed by the Office of Measurement and Evaluation of Teaching (OMET) (<https://teaching.pitt.edu/omet>). Evaluation (quantitative and qualitative) results will be used by CGS for administrative purposes, including planning future course revisions.

The OMET request process is automated and administered through Canvas during the last three weeks of class each term. CGS instructors no longer need to request surveys. Students will receive the survey link via email on the first day of the survey period. Links can also be accessed through the students course Canvas landing page.

Instructors can access their Teaching Survey Dashboard for reports, to monitor response rates, or to add questions to their survey. [Read more about accessing and navigating the dashboard.](#)

In order to ensure good response rates, *CGS Online instructors* should send an announcement once a week during each of the survey weeks reminding students of the importance of their participation in the survey to ensure the continued development and availability of online courses. *Instructors teaching face-to-face classes* should designate a particular class and time (20 min) and have students take the survey in class at that time. Please encourage students to bring to class their laptops or another

handheld electronic device (iPad, tablet, smart phone, etc.) in order to complete the questionnaire. See also OMET's recommended strategies for increasing response rates.

CGS Academic Affairs receives the OMET results directly from the OMET and may ask instructors to provide additional information if necessary. These results can be made available to department chairs upon request.

Grading

Grading is used to evaluate student work and to assess students' performance and progress in the class. It is also a means of providing feedback and motivation for student learning and improvement and, as such, it should be integrated into the course organization and aligned with your learning objectives. It is, therefore, expected that CGS instructors develop clear grading criteria and standards for the assessment and evaluation of student work and include their grading scale, timeline for feedback, and expectations in the syllabus. Students should be reminded of the grading criteria at the beginning of the semester and provided with a scoring rubric and feedback on class assignments and activities throughout the semester. Instructors are also strongly encouraged to provide progress reports midway through the semester.

Final grade submission in PeopleSoft must be completed by instructors for each session. For more information on grade submissions, visit <http://www.registrar.pitt.edu/grades.html>.

"G" Grades

"G" grades may be given when class work is unfinished because of extenuating personal circumstances that are beyond one's control like major illness, injury, or family issues such as birth or death. For students enrolled in CGS courses, the "G" grade may be assigned if the above conditions are met and the student has been making steady and satisfactory progress in the course (met the "G" grade requirements as listed in the syllabus), and the instructor believes that additional time to complete the course is warranted. Students should be able to provide evidence/documentation to substantiate their request. If a "G" grade is granted, students are instructed in writing to complete some clearly defined work (e.g. a final examination paper, etc.) within a specified period of time. The "G" must be completed no later than one year after the term or session in which the class was taken. Summer counts as a term. For additional information, see <http://www.registrar.pitt.edu/grades.html>. A sample copy of [the CGS G Grade Instructor-Student Contract](#) may be found in the Appendix and on the CGS Faculty Resources webpage.

Grade Changes

Grade Changes for students can be submitted online through the Pitt portal. Once the grade change request is submitted, the grade change request is routed into a workflow for authorized academic center representatives to approve the grade changes; once approved, the Registrar's Office finalizes the transaction. Instructions: [Faculty Grade Change Submission](#).

Academic Integrity Standards

CGS upholds the University's commitment to high quality teaching and learning. CGS instructors and students should abide by the University guidelines on academic integrity. Explore

<http://www.provost.pitt.edu/info/ai1.html> and [the CGS Academic Integrity Code](#) on the [CGS Faculty Resources and Forms](#) webpage.

Academic Assessment

The faculty agrees to assist, if called upon, with the implementation of the College's academic program assessment plans, which are part of the University of Pittsburgh's initiative to assess student learning <http://www.academic.pitt.edu/assessment/requirements.html>. Such assistance typically involves the forwarding of copies of designated students' graded essays/assignments along with prompts and a syllabus but may include occasional service on an assessment panel where such essays/assignments are reviewed.

CAMPUS RESOURCES AND SERVICES

Teaching Support Services

The University Center for Teaching and Learning provides a range of teaching support services to full-time and part-time instructors, as well as graduate student assistants. You are also encouraged to peruse their web site, <http://teaching.pitt.edu/>.

Media Services (Audio-Visual Equipment and Films)

Classroom Services is Pitt's central resource for instructional technology. The office offers a variety of services to the University community, which include delivering technology to classrooms, lecture video recording, long-term equipment loans, and more. The Classroom Services office located on the lower level of Alumni Hall; their phone number is 412-648-7240. Online ordering for films and equipment is available at: <http://teaching.pitt.edu/classroom-services/>.

Additional media resources (films, audio...) are available in the Hillman Library Stark Media Center. Instructors need only take their Pitt ID to the Stark Media Center (G-20 Hillman Library) to be added to their database. After your first visit, you will be able to place orders online. For more information, contact the Media Services Information Center by phone - 412-648-7232 or 412-648-5930 or visit their website: <https://library.pitt.edu/media-services>.

Identification Card (Panther Card)

Panther Central is located at Litchfield Towers, Tower C can issue a new or expiring Panther Card approximately two weeks after the start of the upcoming semester.

Locked Classrooms and Housekeeping Issues

Call Police Services at 412-624-2121 or email: police@pitt.edu (please do not contact them for media issues).

The University has a strict NO FOOD or BEVERAGES policy in place for the Nationality Rooms and faculty members are held responsible for any damages.

Testing Center

Testing for courses offered through CGS Online is coordinated from the University of Pittsburgh Testing Center, G-33 Cathedral of Learning, 4200 Fifth Avenue, on the Oakland campus. Faculty who plan to utilize this service, should contact the Testing Center to make arrangements. Students can elect to take supervised exams in Oakland or at any one of several testing centers. For the most up-to-date information, visit: <https://teaching.pitt.edu/testing/>.

APPENDIX

CGS COURSE SYLLABUS CHECKLIST

A syllabus is a contract between the instructor and the students that makes clear the expectations and requirements each party is supposed to fulfill.

Basic Course Information (Heading)

- Institution and department/school offering the course
- Subject, Catalog Number, and Title (e.g., GER 1502 *Indo-European Folktales*)
- Term and year offered
- Delivery method (face-to-face, hybrid, web)
- Location and time for class meetings (workshops for hybrid)

Faculty Contact Information

- Name
- Office location (if any)
- Phone number(s) (may include departmental telephone number)
- Email address(es)
- Office hours (see CGS policy, pg. 7 in this handbook)

Course Details

- Course description (should include a broad overview of course topic, learning outcomes, and academic requirements fulfilled, and/or prerequisites)
- Course materials (textbooks, videos, course reserves etc. and information on what is required and how to obtain/access the materials)
- Additional course materials/software/hardware and brief explanation how they will be used

Course Structure

- Statement for using Canvas as the Learning Management System (LMS) for the course (for online / flex courses)
- Description of your Canvas course organization (modules, weeks, or topics) (online courses)
- Methods of course delivery (e.g. PowerPoint lectures, instructional videos, online discussion, etc.)
- Course calendar and schedule (due dates for topics, readings, assignments, exams, or special activities)

Course Requirements and Grading

- Course requirements and their percentage value
- Grade scale and standards (incl. Information on extra credit)
- Abbreviated description of the content and format of each requirement. Detailed information should be provided in a separate document (distributed in class and/or made accessible in Canvas).
- Any additional information unique to your course (e.g., your role in online discussions; amount of time students will need to prepare for each assignment; for hybrid courses, the connections between online and in-person meetings, etc.)

Policies and Expectations

- Late submission and missed assignments
- Class participation (for online courses: Canvas presence and netiquette)
- Student to instructor communication expectations
- Email Communication Statement* (see below)
- Class/workshop cancellations
- Your use of the Grade Center and a timeframe for providing students with feedback on each assignment
- Nonstandard grades (G grades etc.)
- Academic integrity* (see below)
- Disability Services* (see below)
- Classroom Recording* (see below)
- Accessibility
- Copyright Notice
- Religious Observances* (see below)
- Examination policy (refer to pg. 9)
- Turnitin Statement* (see below)

Email Communication Statement

Each student is issued a University e-mail address (username@pitt.edu) upon admittance. This e-mail address may be used by the University for official communication with students. Students are expected to read e-mail sent to this account on a regular basis. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications. The University provides an e-mail forwarding service that allows students to read their e-mail via other service providers (e.g., Hotmail, AOL, Yahoo). Students that choose to forward their e-mail from their pitt.edu address to another address do so at their own risk. If e-mail is lost as a result of forwarding, it does not absolve the student from responding to official communications sent to their University e-mail address. To forward e-mail sent to your University account, go to <http://accounts.pitt.edu>, log into your account, click on Edit Forwarding Addresses, and follow the instructions on the page. Be sure to log out of your account when you have finished. (For the full E-mail Communication Policy, go to www.bc.pitt.edu/policies/policy/09/09-10-01.html)

Academic Integrity

Students are required to comply with the University of Pittsburgh's Policy on Academic Integrity, <https://www.provost.pitt.edu/faculty/academic-integrity-freedom/academic-integrity-guidelines> found at this link. Any student violating this obligation for any reason during the semester must participate in procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity.

Disability Services

If you have a disability, contact both your instructor and the Office of Disability Resources and Services (DRS), 216 William Pitt Union, 412-648-7890/412-383-7355 (TTY) as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

Statement on Classroom Recording

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use.

Religious Observances

In order to accommodate the observance of religious holidays, students should inform the instructor (by email, within the first two weeks of the term) of any such days which conflict with scheduled examinations or assignment due dates. The instructor will contact the student to confirm alternative arrangements.

Turnitin Statement

Faculty who plan to use the Turnitin service to evaluate student papers for potential plagiarism must include the following statement in the course syllabus. Faculty using this service are encouraged to accommodate students who wish to use pseudonyms to protect their privacy.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the respective reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com page service is subject to the Usage Policy and Privacy Pledge posted on the [Turnitin.com site](https://www.turnitin.com).



CGS "G" Grade Student-Teacher Contract

"G" grades may be given when class work is unfinished because of extenuating personal circumstances that are beyond one's control like major illness, injury, or family issues such as birth or death. For students enrolled in CGS courses, the "G" grade may be assigned if the above conditions are met and the student has been making steady and satisfactory progress in the course (met the "G" grade requirements as listed in the syllabus), and the instructor believes that additional time to complete the course is warranted. Students should be able to provide evidence/documentation to substantiate their request. If a "G" grade is granted, students are instructed in writing to complete some clearly defined work (e.g. a final examination paper, etc.) within a specified period of time. The "G" must be completed no later than one year after the term or session in which the class was taken. Summer counts as a term.

This form is a contract between the instructor and the student. It should be prepared thoughtfully, recognizing one's time constraints as well as the length of the extension granted by the instructor. If students fail to meet the terms of this contract, it may result in the denial of further extension and having to repeat the course if it is needed to fulfill requirements for graduation. Students enrolled in schools other than CGS and UA&S are bound by the "G" grade policies of those schools.

Term (circle one): Fall Spring Summer Year: _____

Subject: _____ Catalog Nbr: _____ Class Nbr: _____

Course Title: _____

Instructor: _____

Assignment(s) to Complete Date Exam(s) to Complete Date

(Use additional page if necessary)

Student Name: _____ PeopleSoft ID: _____

Day Phone: _____ Evening/Cell Phone: _____

Campus E-mail: _____ Advisor: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Instructor Comments:

Submit a copy of the signed G-Grade contract to CGS Academic Affairs at cgsapa@pitt.edu.