

To: RIT Faculty  
From: Jeremy Haefner, Provost and Sr. Vice President for Academic Affairs  
Date: October 8, 2008  
Re: Electronic Plagiarism checking services, **REVISED**

**NOTE TO DEANS AND DEPARTMENT HEADS:** [Please share this message with adjunct faculty members in your college/department.](#)

Due to a recent court ruling, I am happy to clarify the Institute's procedures for interacting with TURNITIN. I hope that the clarification makes these procedures simpler to implement. Marianne A. Buehler, who is the RIT administrator for TURNITIN, can provide further assistance.

Universities may now require students to submit their papers through the TURNITIN application before it is submitted to the faculty member. No consent will be necessary, as was previously needed, as a result of this ruling. This is the easiest way for faculty to consistently use the TURNITIN application.

However, if a student does not submit a paper directly to TURNITIN and if the paper is submitted to the professor who suspects plagiarism, then the following steps must be undertaken:

- 1) Faculty submission without student statement: If the faculty member wants to submit one or a few papers without obtaining a voluntarily signed statement from the student, he/she should either upload a paper (with all author identification removed) without entering a student's name in TURNITIN and make a note associating the paper ID number (assigned by TURNITIN) with the student's name/paper OR
- 2) Faculty submission with student statement: Obtain a voluntarily signed statement from each student whose work is being submitted stating that the student authorizes the faculty member to submit the work for purposes of checking for possible plagiarism. It is the recommendation of the Provost that faculty wishing to use TURNITIN should require students to submit their own papers before submitting the papers for grading. This requirement should be clearly stated at the beginning of each quarter and should be articulated in the course syllabus.

### **Turnitin Best Practices Guidelines**

As the RIT administrator of Turnitin, I believe that best practices should be followed in using Turnitin so that students are aware of what is expected of them and how it will benefit them in avoiding plagiarism. Turnitin reports reveal: the online location of material used by a student, if quoted or paraphrased information is correctly cited and, if quotation marks are employed where necessary.

- State in a course syllabus, written handouts, or in MyCourses, that students will be uploading their papers as part of their class work.
- Students always retain copyright to their work.
- Remind students to remove their names from documents before uploading.

- Have all students submit papers electronically to Turnitin (as opposed to uploading certain student papers ((unless there is reason to believe plagiarism has taken place))).
- Explain the awareness you are trying to achieve for each student, review reports with students if needed.
- Allow students to view Turnitin reports and upload drafts until the final due date (if it fits course goals).
- Not a policing tool-stress as an educational tool (Turnitin reveals poor citing, quoting, and paraphrasing skills). At Turnitin's website: <http://www.turnitin.com/static/company.html>, you will find useful information regarding Training, Privacy & Copyright, and more. Feel free to contact Marianne A. Buehler, RIT Turnitin Administrator, if you have any questions or concerns: [mabwml@rit.edu](mailto:mabwml@rit.edu), 475.5589.