

To: USA Faculty

From: Dr. Pat Covey

Subject: Use of Turnitin Plagiarism Software

Because of a need to insure compliance with the Federal Educational Rights and Privacy Act (FERPA) the following procedure should be followed in reference to the use of Turnitin software that is used for insuring that student work is plagiarism free.

Procedure:

1. Students can be required by instructors* to submit work to Turnitin as a condition of taking classes or as part of a program requirement such as the completion of a written exam, prospectus, thesis, dissertation or the like, as long as their privacy rights are maintained. This can be accomplished by identifying all work submitted by assigning a code to each paper. The code would only be known by the instructor and the student. No other personally identifying information should be included in the submission. The code may not be a student's SSN, Jag number, or other identifier that can be linked to the student by any party.

The instructor or the student may submit work to Turnitin using the instructor's account, but all student work submitted must be identified only using the code specified by the instructor.

2. Students must also be warned that material that is submitted to Turnitin may not be well protected for copyright or intellectual property concerns.

3. The information included in items 1 and 2 above, should be communicated to the student in the course syllabus or by other appropriate means.

Background:

No permission is required from a student for the release to Turnitin of a paper from which all personally identifiable information has been removed. Further, any such paper released to Turnitin may in turn be archived and used by Turnitin, without prior written consent of the student. Personally identifiable information includes, but is not limited to the student's name, address, social security number, or anything that makes the student easily identified.

* For these purposes the term instructor is meant to include members of thesis or dissertation committees, academic administrators, or class instructors.