

TURNITIN: FACULTY GUIDELINES



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General Guidelines

When using Turnitin in a class, you must follow these guidelines, which are part of the university's licensing agreement with Turnitin. Turnitin is to be used by JWU faculty in courses offered by the university. If you are a JWU faculty member teaching a course on behalf of another institution or organization, you may not use Turnitin for a non-JWU course.

Notice to Students

If you will be using Turnitin in a class, you must notify students that Turnitin will be used. All syllabus templates include a statement regarding Turnitin. If you will be using Turnitin, the statement must be present in the syllabus that you distribute to students.

Student Privacy

Student papers submitted to faculty are considered educational records and therefore are protected by the Federal Educational Rights and Privacy Act (FERPA). Student papers not yet submitted to a faculty member are not yet considered educational records. Therefore, if you require use of Turnitin in your course, students must submit papers to Turnitin on their own BEFORE submitting a printed copy of the paper to you, the instructor. So, for example, if you require students to turn in a paper copy to you in class on Monday morning, you must also require that they submit the paper to Turnitin through ulearn BEFORE coming to class. If you prefer to receive student papers electronically through Turnitin via ulearn, you may choose to do so without requesting students to submit paper copies. Faculty may never submit papers to Turnitin on behalf of a student.

If a student is concerned about their privacy, you may allow them to submit a version of their paper to Turnitin with their personally identifiable information deleted in the submitted file (i.e. name, email address, etc.). If you still require a student to give you a hard copy or digital copy of their paper outside of Turnitin, you can then compare the file that was submitted to Turnitin with the assignment that was submitted outside of Turnitin to verify that both have the same content.

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Originality Reports

Originality Reports indicate whether text in a student paper is similar or identical to text in the Turnitin database. A high match percentage on an originality report does not necessarily mean that a student has plagiarized. Even properly quoted or cited works will show up as textual matches. Faculty must evaluate each report and student paper to determine if plagiarism has occurred. Suspected Plagiarism If you have carefully reviewed a student paper and the associated originality report and suspect plagiarism, see the Plagiarism policy in the University Academic Policies document in the public folders for procedures related to pursuing charges of plagiarism.