

USD/Turnitin.com Procedures for Implementation

The University of San Diego is making Turnitin.com available to faculty for use in courses offered at the University. Turnitin.com is a web-based application that compares submitted papers to the Turnitin.com database and checks for textual similarities. Your decision to use Turnitin.com in connection with any course you teach is voluntary. If you choose to use Turnitin.com, you will be required to adhere to the following procedures:

1. Provide students with the option of submitting their papers to Turnitin.com, or to “opt out” of having their papers submitted. [If a student chooses to “opt out” you may require the student to provide documentation to ensure compliance with the University Academic Integrity Policy.] Before a student submits his or her paper to Turnitin.com, the student should be responsible for removing all personal identifying information from the paper.
2. Notify students in writing that Turnitin.com will be used in the course. The notification should be placed in your course syllabus. The notification should contain the following language:

“USD subscribes to a service called Turnitin.com. Turnitin.com is a web-based application that compares the content of submitted papers to the Turnitin.com database and checks for textual similarities. All required papers for this course may be subject to submission to Turnitin.com for textual similarity review and to verify originality. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting textual similarities and verifying originality. Each student is responsible for submitting his or her papers in such a way that no identifying information about the student is included. A student may not have anyone else submit papers on the student’s behalf to Turnitin.com. A student may request in writing that his or her papers not be submitted to Turnitin.com. However, if a student chooses this option, the student may be required to provide documentation in a form required by the faculty member to substantiate that the papers are the student’s original work.”

IT IS EXTREMELY IMPORTANT THAT NOTICE BE GIVEN.

3. Advise students to submit their own papers to Turnitin.com to ensure that they are aware that the paper will be checked for originality and/or plagiarism. Students should be advised that they may not have anyone else submit papers on their behalf.
4. Exercise independent professional judgment in determining the actual existence of plagiarism in a submitted paper. The Originality Reports are only tools for detecting textual similarities between compared works, and do not determine conclusively the existence of plagiarism. For example, direct quotes that are correctly cited may cause Turnitin.com to return a report that indicates a ‘high degree of similarity’ with another document.
5. Students should upload their own papers to Turnitin.
6. Abide by USD’s academic integrity policies.
7. Use the software in accordance with the Turnitin.com software license and only for courses offered by USD.
8. If you choose to use Turnitin.com, the requirement should apply to all students in the course, except for those who opt-out according to the procedure set forth above [#2].
9. Consider allowing students to electronically submit ‘drafts’ so that they may self-check work before submitting the final product. This option can be chosen when you set up the assignment. By choosing *advanced assignment options* you can allow students to review their Originality Reports by selecting *immediately (can overwrite reports until due date)* from the drop-down menu.

For support call Amy Besnoy, Reference Librarian at x2368 or email abesnoy@sandiego.edu

Please cut and paste this into your syllabus:

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