

Norwich University Turnitin Usage Guidelines (Approved by Faculty Senate 9/4/07)

Norwich University is providing its faculty the opportunity to use plagiarism-detection software, Turnitin, as a tool to detect plagiarism and to deter plagiarism. Faculty who wish to use Turnitin must receive an orientation and an account. There are two set of guidelines for the use of this Turnitin software. The first is for those faculty who will not allow the submitted work to become part of the Turnitin database and the second is for those faculty who may make the submitted work part of the database. Turnitin software will not be made available to students.

Guidelines for faculty who will not allow the submitted work to become part of the database.

1. It is recommended that the faculty member notify students in their course syllabi that Turnitin may be used. The purpose of this notice is to deter plagiarism. A possible notice is: The University has a license agreement with Turnitin.com, a service that helps prevent plagiarism from internet resources. This service may be used.
2. Since material is submitted to Turnitin electronically, faculty may wish to require students submit electronic versions of their work.
3. Faculty, when submitting work to Turnitin, must check the option that makes the submittal not part of the database.
4. Turnitin complies with the Family Educational Rights and Privacy Act (FERPA) by not releasing any personally identifiable student records to outside third parties. Even so, faculty must not use students' real names or Norwich ID numbers when submitting papers and they should remove any such characterizations from the text. In addition, any reference in the text to the organization where a student works must be removed.

Guidelines for faculty who may allow the submitted work to become part of the database.

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2. Since material is submitted to Turnitin electronically, faculty may wish to require students submit electronic versions of their work.
3. A notice to students that their submitted work may become part of the Turnitin database and a statement that if the student objects to having his or her paper(s) submitted to the student papers database of Turnitin, that objection must be communicated in writing to the instructor before the first assignment is submitted. (Those paper(s) will then be run through Turnitin excluding the student papers database, thus omitting the depositing of the paper(s) into that database.)
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5. Faculty names and email addresses are associated with student papers submitted to the Turnitin database. Faculty may be contacted by other faculty from within or outside Norwich if a match occurs. You may not release student papers to anyone other than the student.