

## **WMU Turnitin Preamble and Usage Guidelines (adapted from University of Windsor, Ontario, Canada)**

### **I. PREAMBLE:**

WHEREAS the University believes in the right of all students to be part of a University community where academic integrity is expected, maintained, enforced, and safeguarded.

AND WHEREAS the University expects that all students will be evaluated and graded on their own individual work.

AND WHEREAS the University recognizes that students often have to use the ideas of others as expressed in written, published, or unpublished work in the preparation of essays, papers, reports, theses, and publications. However, the University expects that both the data and ideas obtained from any and all published or unpublished material will be properly acknowledged and sources disclosed. Failure to follow this practice constitutes plagiarism.

AND WHEREAS the University wishes to afford its faculty the opportunity to use plagiarism-detection software (Turnitin®) as an additional tool in the detection of plagiarism so as to further uphold and safeguard standards of academic integrity at the University.

AND WHEREAS the University, through the availability of Turnitin®, desires to encourage responsible student behavior, deter plagiarism, improve student learning, and ensure greater accountability among students.

### **2. USAGE GUIDELINES**

1. Professors who wish to use Turnitin® in their courses must comply with the following usage guidelines. "Use" is defined as professors submitting students' assignments to Turnitin® themselves and/or professors requiring students to submit their papers to Turnitin® before papers are graded.

2. If a professor intends to use Turnitin®, either for the class as a whole or in individual cases as the need arises, they must communicate this to the students **at the start of the semester in the written course syllabus**. The course syllabus should include:

- (a) a statement of rationale for the use of Turnitin®;
- (b) the fact that Turnitin® will or may be used for all student papers in the course;
- (c) a notice to students that the work they submit to Turnitin® will become part of the Turnitin® database (unless the professor chooses otherwise<sup>1</sup>).
- (d) 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 at the beginning of the course. (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.)

3. For the purpose of guideline 2 professors should use the WMU Turnitin supplementary syllabus statement, attached to these guidelines below, which incorporates all of the above information.

4. Students who are advised of the use of Turnitin® in a particular course, as set out above, are deemed to agree, by taking the course, to submit their papers to Turnitin® for "textual similarity review."

5. In the courses in which Turnitin® will or may be used, students should be provided with instruction and/or resources about what plagiarism is and how to avoid it.

6. Turnitin® complies with FERPA by not releasing any personally identifiable student records to outside third parties. Nevertheless, **professors must not use students' real names or WIN numbers when submitting papers** and they should remove any such characterizations from the text. It is suggested that professors substitute course call # and a numerical identifier in the first name, last name Turnitin® submission boxes (e.g. ENGL 1050; 1). If students are expected to submit their own papers to Turnitin® professors will first need to set up individual identification for each student in the class.

7. Where the results of a Turnitin® originality report may be used to charge a student with academic misconduct, the student will be notified of the result of the report, and the student will be given an opportunity to respond through regular institutional policies and procedures (<http://www.osc.wmich.edu/academicintegrity/>).

8. Turnitin® must be used by University faculty and administrators in a manner consistent with the terms of licensing, which limits the use of the service to students over age 13 in registered WMU classes. A copy of the Turnitin® registration agreement is available on request.

<sup>1</sup> Note that professors may choose, through the "Advanced Assignment Options" of Turnitin® NOT to have a set of student papers stored in Turnitin®'s database and used for future plagiarism searches. Professors choosing this option should be aware, however, that if this option is selected, those papers will not be compared against existing student papers in Turnitin®'s database but only against the other elements of the service. Professors should also be aware that where individual students in a class have objected to their papers being compared against other papers in Turnitin®'s student paper database (as provided for under guideline 2(d) above), the professor will have to create a separate assignment, electronically, under that class in Turnitin® for this purpose and make the necessary adjustments through the "advanced assignment options". If students are submitting their papers themselves, the professor will also have to advise any objecting student(s) that he/she is to submit his/her paper to this separate assignment.

## **WMU TURNITIN SUPPLEMENTARY SYLLABUS STATEMENT**

Students who take this class must be prepared to submit electronic copies of some or all assignments. The University expects that all students will be evaluated and graded on their own work. If you use language, data or ideas from other sources, published or unpublished, you must take care to acknowledge and properly cite those sources. Failure to do so constitutes plagiarism. To deter plagiarism, encourage responsible student behavior, improve student learning and ensure greater accountability, assignments for this class may be submitted to Turnitin® for plagiarism detection. Papers that are submitted to Turnitin® become part of the Turnitin® database (student identities are protected). If you choose to request that your paper(s) not become part of the Turnitin® student papers database this must be communicated to me in writing at the beginning of the course. If the results of a Turnitin® originality report may be used to charge you with plagiarism you will be notified of the result of the report, and you will be given the opportunity to respond per the regular institutional process and procedures that govern student academic conduct (<http://www.osc.wmich.edu/academicintegrity/>).