

Turnitin Policy

ROWAN UNIVERSITY POLICY

Title: *Turnitin Policy*

Subject: *Academic Affairs*

Policy No: *AA: 2015: 16*

Applies: *University-Wide*

Issuing Authority: *Provost / Senior Vice President for Academic Affairs*

Responsible Officer: *Deans*

Adopted:

Last Revision: *08/01/2015*

Last Reviewed: *08/01/2015*

I. PURPOSE

The purpose of this policy is to provide guidelines for the volitional use of Turnitin, an online service that can be used to detect and prevent plagiarism in student assignments.

II. ACCOUNTABILITY

Under direction of the Provost, all Deans and Department Chairs shall implement this policy and all faculty shall ensure compliance with the policy.

III. APPLICABILITY

This policy applies to all students of Rowan University.

IV. POLICY

1. Rowan University has a license agreement with Turnitin, an online service that can be used to detect and prevent plagiarism in student assignments. Student papers are protected by the Family Educational Rights and Privacy Act (FERPA) as they are educational records that may contain personally identifiable information.
2. All faculty choosing to use Turnitin or any other plagiarism detection services:
 - a. Must notify students on the official course syllabus:
 - i. Of the use and purpose of Turnitin
 - ii. Of the rights of the student to not submit personally identifiable information to Turnitin. Students must be informed that this will have no impact on their success in the class.
 - iii. Of the options that the faculty member and student have with respect to the students' right to privacy and the faculty member's right to evaluate student work for academic honesty.
 - b. If a faculty member personally submits student work to Turnitin or other plagiarism detection sites, the faculty member must remove all personally identifying information from the work. This includes the student's name, social security number, and/ or Rowan ID number.
 - c. If a faculty member receives information from Turnitin that leads the faculty to judge that a student has plagiarized, the faculty member must follow the University policy for Academic Integrity.

- d. Faculty may not give out any information about student work to a faculty member from any other institution than Rowan University. All requests from faculty at other institutions should be forwarded to the Provost's Office.
- e. Faculty should offer students either an opt-in or opt-out option. Recommended statements (modified according to the professor's specific use of Turnitin in a class) are as follows:
 - i. *Opt-out option:* Rowan University has a licensing agreement with Turnitin, an online service to help prevent student plagiarism. As part of this course I will be using Turnitin at my discretion to determine the originality of your work. If your work is submitted to Turnitin, it will be stored in the Turnitin database. You have the right to refuse either to submit your work to Turnitin or have the university do so; availing yourself of this right will not negatively impact your success in the course. If you do not wish to use Turnitin you must notify me by e-mail within two weeks of today's date. If you object to the use of Turnitin, I will use other procedures to assess originality.
 - ii. *Opt-in option:* Rowan University has a licensing agreement with Turnitin, an online service to help prevent student plagiarism. As part of this course I will be using Turnitin at my discretion to determine the originality of your work. If your work is submitted to Turnitin, it will be stored in the Turnitin database. You have the right to refuse either to submit your work to Turnitin or have the university do so; availing yourself of this right will not negatively impact your success in the course. If you object to the use of Turnitin, I will use other procedures to assess originality.