Recommendations for Faculty in Using SDSU/Turnitin Software

1. Provide students with the option of submitting their Turnitin assignments (e.g., drafts, papers, revisions) with no identifying information on them, or to opt out of having their papers submitted. [If a student chooses to opt out you may wish to seek, or have students provide, other evidence to ensure they are complying with university (and personal) requirements about original work.]

2. Notify students in writing, preferably in the course syllabus, that Turnitin (integrated within Blackboard) will be used in the course. The notification is to include the following wording (which is language suggested by the CSU General Counsel and approved by the Center for Student Rights and Responsibilities at SDSU):

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You may submit your papers in such a way that no identifying information about you is included. Another option is that you may request, in writing, that your papers not be submitted to Turnitin.com. However, if you choose this option you will be required to provide documentation to substantiate that the papers are your original work and do not include any plagiarized material.

3. Exercise independent professional judgment in determining the actual existence of plagiarism in a submitted paper. The Originality Report is a tool for detecting textual similarities between compared works, and do not determine conclusively the existence of plagiarism. Direct quotes that are correctly cited may cause Turnitin.com to return a report that indicates a ‘high degree of similarity’ with another document.

4. Abide by SDSU policies concerning the process for dealing with plagiarism and cheating.
   - Academic Senate – University Academic Policies on Cheating and Plagiarism (http://senate.sdsu.edu/policy/pfacademics.html)
   - Center for Student Rights and Responsibilities - Reporting a case of suspected plagiarism to Judicial Procedures Office (http://www.sa.sdsu.edu/srr/complaint1.html)

6. Use the software, in accordance with the Turnitin.com software license, only for courses offered by San Diego State University. For SDSU Faculty Help Desk Support call the FIT (Faculty Instructional Technology) Center Help Desk in ITS at (619) 594-6348. Students needing assistance should be referred to the Student Computing Center Help Desk in Love Library 200 at (619) 594-3189.