

# TURNITIN: FACULTY GUIDELINES

When using Turnitin in a class, faculty must follow these guidelines, which are part of the university's licensing agreement with Turnitin. Turnitin shows indicators for plagiarism and AI-generated text, and is not a guarantee. Faculty should not use Turnitin as the only indicator of academic integrity violations.

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## General Guidelines

When using Turnitin in a class, you must follow these guidelines, which are part of the university's licensing agreement with Turnitin. Turnitin is to be used by JWU faculty in courses offered by the university. If you are a JWU faculty member teaching a course on behalf of another institution or organization, you may not use Turnitin for a non-JWU course.

## Notice to Students

If you will be using Turnitin in a class, you must notify students that Turnitin will be used. All syllabus templates include a statement regarding Turnitin. If you will be using Turnitin, the statement must be present in the syllabus that you distribute to students.

## Student Privacy

Student papers submitted to faculty are considered educational records and therefore are protected by the Federal Educational Rights and Privacy Act (FERPA). Student papers not yet submitted to a faculty member are not yet considered educational records. Therefore, if you require use of Turnitin in your course, students must submit papers to Turnitin on their own **BEFORE** submitting a printed copy of the paper to you, the instructor. So, for example, if you require students to turn in a paper copy to you in class on Monday morning, you must also require that they submit the paper to Turnitin through ulearn **BEFORE** coming to class. If you prefer to receive student papers electronically through Turnitin via ulearn, you may choose to do so without requesting students to submit paper copies. Faculty may never submit papers to Turnitin on behalf of a student.

If a student is concerned about their privacy, you may allow them to submit a version of their paper to Turnitin with their personally identifiable information deleted in the submitted file (i.e. name, email address, etc.). If you still require a student to give you a hard copy or digital copy of their paper outside of Turnitin, you can then compare the file that was submitted to Turnitin with the assignment that was submitted outside of Turnitin to verify that both have the same content.

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## Originality Reports

Originality Reports indicate whether text in a student paper is similar or identical to text in the Turnitin database. A high match percentage on an originality report does not necessarily mean that a student has plagiarized. Even properly quoted or cited works will show up as textual matches. Faculty must evaluate each report and student paper to determine if plagiarism has occurred. If you have carefully reviewed a student paper and the associated originality report and suspect plagiarism, see the Plagiarism policy in the University Academic Policies document in the public folders for procedures related to pursuing charges of plagiarism.

## Artificial Intelligence (AI) Writing Detection

Turnitin also includes an artificial intelligence (AI) writing detection model that indicates the overall percentage of text in a submission that may have been AI-generated. Turnitin's AI writing detection model only looks for prose sentences contained in long-form writing. Prose text contained in long-form writing means individual sentences that make up a longer piece of written work, such as an essay, a dissertation, or an article, etc. The model does not detect AI-generated text such as poetry, scripts, or code. Nor does it detect short form/unconventional writing such as bullet points, tables, or short exam answers. Similar to the Originality Reports, a high percentage from the AI writing detection model does not necessarily mean that a student has used AI. Faculty must evaluate each case and student paper to determine if the use of AI has occurred. If you have carefully reviewed a student paper and suspect the use of AI, see the [Academic Integrity Policy](#) in the Student Handbook for procedures related to pursuing charges of plagiarism.