

# CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

## Section II - Academic

**SUBJECT:** PLAGIARISM DETECTION AND PREVENTION

**REVIEWER(S):** Provost\*  
Dean, Student *Affairs* and Enrollment Management

**RELATED POLICIES TO CONSULT:**

CCHS Policies: [Academic Integrity \(Sec. II\)](#)  
[Honor Code \(Sec. II\)](#)  
[Termination – Involuntary \(Sec. IV\)](#)  
[Intellectual Property \(Sec. I\)](#)  
[Software Ownership and Licensing Laws \(Sec. I\)](#)

CHS Policies: [HR 5.20 End of Employment](#)  
[ADM 260.01 Ownership and Commercialization of Intellectual Property](#)  
[IS PHI 600.01 Communications Environment Acceptable Use Policy](#)

### I. POLICY

Carolinan College of Health Sciences (the College) holds a licensing agreement for use of an online plagiarism detection and prevention tool. The tool may be used by college *teammates* and by students to discern the originality of written work. Although the use of the tool provides valuable assistance to its users in preventing and detecting plagiarism, considerations must be made for protection of student records and student privacy. All plagiarism tool users, including college *teammates* and students, must comply with the following procedures when using the tool.

### II. PROCEDURE

#### A. Faculty Use

1. Notice to Students – In all classes in which faculty members intend to use the plagiarism detection and prevention tool for evaluation of student work, faculty members must notify the students in those classes of their intention to check the originality of students' work. A written notification of intention must be included in the course syllabus.

This notice must be provided verbatim within course syllabi and within online course announcements:

Carolinan College currently holds a licensing agreement for use of a plagiarism detection and prevention tool that is an electronic web-based service. The tool helps users detect and prevent plagiarism from sites and full-text published internet sources. As your faculty member for this course, I may use the tool to either require you to submit your written assignments electronically for review of your own work or I may submit text from your assignments.

2. Privacy Issues – Student records, including grades and students' performance on assignments (papers, projects, presentations, etc.) and any other educational records that contain student names or other personal identifying information are protected by the Family Educational Rights and Privacy Act (FERPA). Thus, when using the online plagiarism detection and prevention tool, faculty members are required to protect student privacy by removing all references to students' names or other personal or identifying information. Faculty may, however, issue a unique identification number or name alias to individual students to use for tracking papers.

When student papers are submitted by a faculty member to the plagiarism-checking tool, the faculty member's name and email address will be permanently recorded in association with the students' papers. If a faculty member is contacted by another person who has submitted a paper that has content matching content in one of the college's student's papers that has been evaluated through Turnitin, college personnel must not provide information about the student to

the requestor. Providing information about one of our college's student's identity violates FERPA regulations and is prohibited by law and college policy.

If a faculty member discovers that the originality report for his or her student's paper indicates that there are matches with another student's paper in the plagiarism tool's comparison database, the faculty member should not contact the other student's faculty member to request information about the other student or paper.

If a student submits his or her own written document for review by the plagiarism-checking tool, that student has accepted responsibility for his or her name and email becoming permanently attached to the document in the comparison database.

3. Use of Originality Reports -- Appropriate use of the plagiarism detection and prevention tool for the evaluation of written work and assignments requires thoughtful use of the originality reports generated by the tool. Each time a written document is submitted for review, the tool generates an originality report that provides the following information:
  - a. Percentage of the submitted document's contents that exactly match or are similar to other sources in the Turnitin document database.
  - b. Highlighted passages within the submitted document that were matched to external sources.
  - c. Links to the external sources that were matched with content in the submitted document.

Originality reports must be carefully reviewed to determine the reason for the highlighted, matched portions of the document. The tool will find and highlight similarities for all of the following within a submitted document:

- a. Full or partial quotations from external sources within the comparison database, whether or not those quotations are properly punctuated, cited and referenced. Thus, a properly cited and punctuated quotation will be highlighted as a match with its original source, but this would not be considered plagiarism.
- b. Full or partial reference listings of sources in the comparison database. Thus a properly listed source in the reference section of a paper may be highlighted as a match with its original source, but this would not be considered plagiarism.

Those using the plagiarism-checking tool for evaluation of written documents must be aware that the tool merely helps identify content matches within written documents. Matches highlighted in a document by the tool must be carefully evaluated to determine if those matches provide evidence that the document's author has plagiarized. Those using the plagiarism-checking tool for evaluation of written documents must also bear in mind that the tool is not capable of detecting all cases of plagiarism. If the tool's comparison database does not include the original source of suspected plagiarized content, it cannot match the content with the unavailable source. If the document is thought to contain plagiarized content, but that content is not matched by the detection tool, an AHEC librarian should be consulted for assistance in further evaluating the document's originality.

4. Reporting Plagiarism - Plagiarism is a violation of the college's Academic Integrity, Intellectual Property, and Honor Code policies. Whenever a case of plagiarism is detected, procedures within those policies should be carefully followed.

B. The Plagerism Detection and Prevention policy and procedure will be reviewed bi-annually.

### III. APPROVAL

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_

Reference: This policy adapted from polices at Farleigh-Dickenson University and Carnegie Mellon University.