

Standard Operating Procedure – Using Turnitin during the Thesis & Dissertation Process

Responsibility: Associate Dean; College Coordinator

Time Frame: After Comprehensive Exam until Final Document Review Appointment

Definition: Using an electronic text matching system, the database compares electronic text from many sources and provides an “Originality Report” to similar matching text. The report provides an indication of the proportion of the submitted work matching other sources. The Office of Graduate Studies notifies the Committee Chair, the Program Lead, and the student if the “Originality Report” score is more than 25%.

Procedures:

Step 1: Enrollment in *Blackboard Learn* GRAD 7000

Step 1a: After successful passing of the Comprehensive Exam

Step 1b: Office of Graduate Studies enrolls thesis and dissertation students

Step 2: Using *Blackboard Learn*

Step 2a: Gives student’s access to

- i. Formatting tools
- ii. Grammar and Originality instruments
- iii. Citation resources

Step 2b: Student’s submit final document in *Turnitin* for review by Office of Graduate Studies.

Step 3: Office of Graduate Studies

Step 3a: Access to student’s final document using *Turnitin*

Step 3b: Review Originality Report of student’s final document

Step 4: Originality Report Notifications

Step 4a: If the Originality Report is greater than 25%

- i. OGS sends copy to Dissertation Chair, Program Lead, and student
- ii. Student submits memo of justification to Dissertation Chair and Program Lead, and OGS
 - a. Memo of justification forward to Associate Dean for review with report
 - b. Associate Dean responds within two-weeks to the report

Step 4b: If the Originality Report is less than 25%

- i. Then no action occurs; student discuss implications with Dissertation Chair