

Policy on Student Submission of Assignments and Use of Originality Checking Software

*As adopted by the Senate June 24, 2002
Amended by Senate, November 26, 2012*

Policy

Any instructor may require student assignments to be submitted in both written and electronic (computer-readable) form, e.g., a text file or as an email attachment, as defined by the instructor. Use of third-party originality checking software does not preclude instructor use of alternate means to identify lapses in originality and attribution. The results of such assessment may be used as evidence in any disciplinary action taken by the Senate.

Procedures

If an instructor plans to use originality-checking software in a class, students shall be informed in the class syllabus that their written work may be submitted to a text-matching software service, which is meant to assure students that everyone will be evaluated on the basis of their own work and to warn students that plagiarism is likely to be detected. The planned use of originality-checking software will also be included in the oral presentation of the class syllabus in the initial class meeting.

Students shall also be informed in the class syllabus that they are free, without penalty of grade, to choose an alternative method of attesting to the authenticity of their work.

Students shall inform instructors no later than the last day to add/drop classes of their intent to choose an alternate method.

Instructors shall provide students with at least two possible alternatives that are not unduly onerous and that are appropriate for the type of written work. Alternatives shall be chosen from the following:

- a) Submitting copies of multiple drafts demonstrating development of the work;
- b) Submitting an annotated bibliography;
- c) Submitting copies of sources; and
- d) One alternative devised by the instructor, provided it is not unduly onerous on the student.

*These procedures have been adapted from McGill University's, "The Use of Text-Matching Software in Courses, Policy and Procedures."