**From:** A. Kay Anderson [mailto:kay.anderson@gcsu.edu]
**Sent:** Friday, December 07, 2007 2:29 PM

Department Chairs and Department Secretaries,

Earlier this year, the Board of Regents’ Office of Legal Affairs developed a new practice related to the use of plagiarism prevention services such as Turnitin. As part of their recommendations, the Office of Legal Affairs encouraged faculty members to include a notice in their course syllabi if they planned to use this type of service (see Dr. Gormly’s email below for more information on this recommendation).

The Office of Legal Affairs also asked institutions to notify students during the registration process if plagiarism prevention technology will be used in a course. To implement the second recommendation, attributes will be attached to each course in which the instructor plans to use plagiarism prevention technology. These attributes will cause a specific notice to appear next to the course when a student registers via Banner Self Service (PAWS) that tells the student that plagiarism prevention is used in that section.

This afternoon the faculty will receive an email asking them to notify their department office if they plan to use plagiarism prevention technology in any of their courses for the Spring 2008, Summer 2008, or Fall 2008 semesters. Departments will be responsible for adding the plagiarism prevention attribute to each course in which the professor plans to use this technology, and you should incorporate the use of this attribute into your regular schedule creation process for future semesters.

To add the plagiarism prevention attribute:

* Go to SSADETL and enter the term and CRN for the course.
* Next block four times to the Degree Program Attributes form, **or** next block once and then click on the Degree Program Attributes tab.
* If an attribute already exists, arrow down to the first available field. **Do not remove or type over any existing attribute!** If no attributes exist, use the first field.
* Enter PPU and save. If you add an attribute when registration is already I progress, you will receive a pop up box that states: “Changing Degree Program Attributes may impact Registration Fee Assessment.” If this occurs, click OK. This attribute will not cause any changes to a student’s fees.

Please contact my office if you have any questions, and thanks in advance for your assistance.

Kay

A. Kay Anderson

Registrar

Georgia College & State University