WHY A SYLLABUS STATEMENT?

It is a best practice to inform your students that you will be using SafeAssign. Since your syllabus provides an overview of your course, it is the best place to talk about SafeAssign.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Therefore, when you use SafeAssign, you need to ensure your students’ privacy by removing all personally identifiable information (e.g., name, student ID, social security number) from the paper.

SAMPLE SYLLABUS STATEMENT

Below is a sample syllabus statement. You may choose to put the statement in your own words, but the following components must be included:

1. A statement that notifies students that you will be using SafeAssign for some or all papers in your course
2. A statement that tells your students to remove the title page and all personal information
3. A statement that informs your students how their papers will be submitted to SafeAssign—either by them or by you as the instructor

(Use this version if you are using SafeAssignments in “Final” mode—students will submit papers directly to Blackboard.)

In this course, your papers will be submitted to SafeAssign, a web-based plagiarism detection service.

It is imperative that, before submitting your paper to SafeAssign, you remove your title page and other personal information (such as name and student ID number).

You must submit all papers written for this class to SafeAssign. If you are unable to submit your paper to SafeAssign, you must submit a copy electronically via e-mail. (OPTIONAL: Any paper that is not submitted to SafeAssign will not be accepted by the instructor and will not be graded.)

Instructors will, using bulk or individual submissions, submit any such student papers to SafeAssign after removing the title page and all personally identifying information.

(Use this version if you MIGHT use SafeAssign to check papers that you suspect of plagiarism.)

In this course, your papers may be submitted to SafeAssign, a web-based plagiarism detection service.

If needed, you may be asked to submit a copy of your paper electronically via e-mail.

If SafeAssign is used, the title page and all personal identifying information will be removed prior to submission.