

**From:** [Kesselman, Harvey](#)  
**To:** [Faculty E-mail List](#); [Staff E-mail List](#)  
**Subject:** The Use of Turnitin and Other Plagiarism Services  
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To Members of the Faculty and Staff,

Many faculty and staff members require that students submit their papers to Turnitin for the purpose of determining whether a paper has been plagiarized. In this regard, please know that faculty members should not be submitting papers on behalf of their students unless they have signed waivers from the students. The correct procedure is to have your students submit their papers to Turnitin since to do otherwise (without a waiver) is a potential violation of the Family Educational Rights and Privacy Act (FERPA).

The actual language of the legal opinion developed by General Counsel Melissa Hager is as follows:

*"You are advised that professors may require students to submit their works to a plagiarism service prior to turning in their work for grading. Should a professor seek to submit a work to such service after the work has been provided to them or another school official, they are required by FERPA to obtain a written waiver from the student."*

Best regards,

Harvey Kesselman  
Provost and Executive Vice President  
The Richard Stockton College of New Jersey