**PLAGARISM SIMILARITY POLICY**

**Policy**: It is the policy of this school to have students self- check their similarity rating on all papers submitted using a technology product that checks for plagiarism. The student is required to submit the plagiarism checker with the paper each time a paper is due. This is for all Vocational Nursing students who complete papers in their program or course work.

**Purpose:** The purpose of using this system is to eliminate plagiarism and/or improper citation of someone else work product or writing within the student paper.

**Procedure**:

1. Each student will be oriented to the school plagiarism rules. Plagiarism constitutes unacceptable behavior, and a student may be terminated from the program for acts of plagiarism.

2. Each student MUST submit their paper electronically via the method directed by their instructor and syllabus.

3. Each student will establish their link of access with the school guidance.

4. The instructor will review the similarity score. The student may view this score within an hour or two of their uploading the paper.

5. The Originality Reports provide a summary of the matching text found in a submitted paper.  The percentage indicates the overall similarity index of the paper, based on how much matching text was found (as a percentage of the total text in the submission). A breakdown of the indexes with the color code is listed below:

0% (**a valid result**)--Blue icon
1-24%--Green icon
25-49%--Yellow icon
50-74%--Orange icon
75-100%--Red icon

Once one can see the percentage icon, it means that the report has generated. If you click on the icon, the report will load for you. Turnitin does not determine whether a paper has or has not been plagiarized.  Originality Reports are simply tools to help instructors locate potential sources of plagiarism, or text which may have been incorrectly cited.  Therefore, only instructors can deem what is a "good" or "bad" score, as interpretation of the data can only be made by the instructor.

6. If the instructor identifies a similarity rating of 49% or higher an automatic rewrite of the paper is indicated and the highest score a student can achieve will be 77% on the re-write.

7. The instructor will place a student immediately on academic alert if it is identified that they copy and pasted the majority of their paper, did not use quotes, did not cite references. This will be considered an act of plagiarism and the Program Director will be notified immediately.

8. The student will be counseled, the academic alert will be in writing with the student signature on the form and the instructor.

9. Any further infractions may lead to immediate termination from the program.