



OHIO
UNIVERSITY

Interoffice Communication

Russ College of Engineering and Technology
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Stocker Center 153

Date: May 19, 2006
To: Engineering Faculty
From: Angie Buckley, Interim Associate Dean for Research and Graduate Studies
Re: Procedure for Screening Theses/Dissertations for Plagiarism

Effective immediately, the following procedure for screening electronic versions of theses and dissertations for plagiarism shall be followed.

1. The student shall sign and submit the Statement of Originality concurrent with the Schedule Defense form. The defense shall not be scheduled until this form is submitted.
2. The student shall submit electronic copies of the thesis or dissertation in PDF format to the advisor, all committee members, and to the Administrative Associate in the Dean's Office no less than two (2) weeks prior to the defense. Failure to meet this deadline shall result in a delay in the defense or the requirement to re-do the defense.
3. The electronic copy of the submitted thesis or dissertation shall be screened by the Associate Dean for Research & Graduate Studies and Administrative Associate in the Dean's Office for any instances of plagiarism using plagiarism screening software.
4. Should instances of plagiarism be identified, the student's Advisor, Department Chair and Graduate Chair will be notified and the issue handed over to Judiciaries, who will determine what corrective or punitive actions will be taken. In the event that it is discovered that research results are compromised, the referral to Judiciaries will include a strong recommendation for expulsion. The definition of plagiarism shall be taken as that stated in the College Definition and Guidelines on Technical Writing and Plagiarism, as posted on the College web page. In those instances where only minor issues such as omitted quote marks or an improper citation are identified, the student's Advisor will be informed. The required corrections shall be discussed with the student and possibly raised during the defense. The student shall be directed to correct the minor issues prior to submitting the final version of the document.

5. The student shall submit the final version of the thesis or dissertation to the Administrative Associate in the Dean's Office no less than 48 hours prior to the Electronic Thesis or Dissertation (ETD) deadline for a final screening. A schedule with specific submission deadlines will be electronically distributed to all faculty and graduate students in the College each quarter. Deadlines shall be respected with no exceptions.
6. Once the final version of the thesis or dissertation has been cleared using the screening software, the document will be submitted to ETD by the Administrative Associate on behalf of the student. The student shall not under any circumstances submit their document to ETD.