Dear Thesis or Dissertation Committee:

In an effort to prevent graduate students from inadvertently including previously published work in their theses or dissertations without proper citation, paraphrasing or quoting, we have instituted a requirement for students to screen their theses and dissertations using iThenticate prior to their defense, and we ask that you help us.

We believe that this is in the best interests of everyone - it protects the student, faculty and university, and, in some cases, it will provide a valuable learning experience for the student.

We provide the student access to the *iThenticate* software when his/her *Committee Approval Form* is submitted to the Graduate College for approval. The expectation is that the student will screen his/her thesis/dissertation prior to the defense. Ideally, we would like to see the student, in conjunction with their faculty advisor/committee chair, screening the document, and then editing it to fix any problems, before submitting to his or her committee.

We have asked students to provide faculty advisor/committee chair access to a Box account that will contain three *iThenticate* reports (see below), and to fill out an iThenticate Report Form that is to be provided to you with their thesis or dissertation that includes:

> Percent overlap in the initial *iThenticate* Screen: X%

> Percent overlap after editing to remove trivial overlaps: Y%

> Final editing to include quoting/paraphrasing with proper citation, acknowledgement of previously published work: Z% (this should be 0%, with no instances of overlap)

> A brief statement to indicate what was changed in the editing process.

> Students will have to indicate whether previously published work has been included in the theses/dissertation, whether copyright permissions are found in attached appendices, whether collaborative work has been included in the thesis/dissertation and whether a "Contribution of Authors" paragraph has been included.

Please look over this and if you are concerned, please ask the student to provide you with the actual *iThenticate* reports.

When you sign as PASSING a student for their defense, this will also indicate that you have read and approved their screening documents. Please note that the intent of this process is to help the student generate the best possible final thesis or dissertation. Frequently, initial iThenticate screens result in a high percentage of overlap and could represent overlap with the student's previously published work or instances of trivial overlap with common English phrases. Therefore, the initial percentage of overlap is not always informative, but rather how the student rectifies or excludes instances of overlap is the most important to consider.

In the event that the committee recommends substantial content changes to the thesis or dissertation and a Conditional Pass is granted, the individual who is responsible for seeing that the changes are made should request another *iThenticate* screen and approve this too.

The questionnaire above will also be provided to the Graduate College, and reserves the right to rescreen the final submission.

If you have any questions or concerns, please visit the website at http://grad.uic.edu/ithenticate-review-procedures, where instructions for students can be found, or contact the Graduate College at ThesisCheck@uic.edu.