

Letter to Student: Second Similarity Incident

Attention Instructors:

This template provides a starting point for a letter to students addressing concerns around problems with citing/quoting and paraphrasing. The items highlighted below require your attention to customize information for the specific situation.

When sending the letter to a student, it's important to include the Turnitin report or documentation that supports your finding. You will also want to add all documentation and comments in the Waypoint assignment for follow-up and tracking.

Please delete this section of the letter before sending it to your student.

Dear Student Name,

I noticed a significant match in similarity between your [Enter assignment week and name] and other sources within the [Turnitin / Search Engine] repository. This is the second paper submitted in this class with a high similarity report. This high similarity match shows the need to continue developing your own original thinking.

As I review your paper it appears that there are sections of your paper that [instructor - select appropriate skills below to be developed and remove the rest]:

- improperly quote and cite sources following APA guidelines.
- contain a large amount of text that is not your original work.
- string together text from multiple sources without attribution to the sources.
- relies more heavily on outside sources than on original thinking.

Remember that quotes and works of other authors are intended to support your own ideas, but not stand in for them.

This could be considered an issue of plagiarism. You have received a zero for this assignment, but may resubmit for regrading [with penalty / without penalty] after receiving direct one-on-one support from the Ashford Writing Center.

Please follow the steps below, then revise your paper and resubmit it for grading:

- 1) Sign into your course, and go to the Ashford Writing Center [24/7 Writing Tutoring](#) to attend a tutoring session.
- 2) Provide the Writing Center tutor a copy of your assignment and the attached TurnItIn report.
- 3) Notify the Writing Center tutor that you are struggling to understand how to [Instructor select one or both: cite sources correctly / properly paraphrase].
- 4) Please send me an email when you have completed the tutoring session.

- 5) Please send a second email to notify me that your assignment has been resubmitted to Waypoint by **[Enter Due Date]**. This is important as I am not automatically notified when an assignment is re-submitted.

I look forward to reviewing and regrading your resubmitted work!

Instructor Name, Associate Faculty

Contact Info

Ashford University