

## Generative Artificial Intelligence Usage for Faculty and Student Use in Academic Coursework

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### 1. Purpose

As the use of Generative Artificial Intelligence (GenAI) technology rapidly evolves, its responsible and ethical integration into higher education is crucial to prepare students for a world where AI tools in the workplace are increasingly prevalent. At the same time, the incorporation of GenAI in academic settings must ensure policies and guidelines exist to preserve the mission of the University by fostering academic integrity and promoting critical thinking, while aligning with the associated learning objectives of student coursework and programs.

This policy outlines the expectations for student use of GenAI tools in academic coursework and identifies faculty responsibilities to clearly identify appropriate GenAI uses within their courses. This policy additionally identifies allowances where GenAI tools can aid faculty in course related responsibilities.

### 2. Applicability

This policy applies to all University students, both graduates and undergraduates, and to faculty within the Division of Academic Affairs and the College of Medicine.

### 3. Definitions

**Generative Artificial Intelligence (GenAI):** A subfield of Artificial Intelligence focused on creating new, original content, including, but not limited to, text, images, audio, video, and code. GenAI tools include, but not limited to, ChatGPT, Gemini, Claude, and CoPilot.

### 4. Policy Guidelines

This policy provides guidelines for both faculty and students with respect to responsible use of GenAI tools for coursework. Where GenAI use is allowed, the University recommends the use of AI tools available within the University's Google-licensed product suite (such as Gemini, NotebookLM), available to all faculty, staff, and students. As to not hinder academic freedom, GenAI tools that may be better suited to a given discipline may be used if procured through the University's normal procurement guidelines, which includes a thorough security review.

#### A. Faculty Use in Course Administration

Faculty are permitted to use GenAI tools for the development of appropriate course content, such as course slides, assignment generation, test banks, and other course content. The faculty member is ultimately responsible to ensure the course material is accurate and meets the required course learning objectives.

Faculty are permitted to use authorized university licensed GenAI tools for grading purposes. This restriction ensures FERPA-protected student data is not inadvertently released. Gemini can be used through the University's licensed Google Suite. Other GenAI tools (e.g., ChatGPT, Claude, etc) may be used for grading if purchased through normal university procurement processes, to include a security review and defined data sharing restrictions to ensure FERPA-compliant data protection. Faculty using GenAI tools for grading must ensure grades are accurate and consistently applied as the faculty member is ultimately responsible for assigned grades. This allowed usage has precedence as faculty routinely utilize publisher supplied solutions manuals or automated grading tools commonly available in learning management systems (e.g., Canvas). Student graders may utilize GenAI for grading only with explicit direction and approval from the faculty member of record for the course.

#### B. Faculty Guidelines for allowable student GenAI use in Courses.

Faculty members retain the autonomy to decide appropriate student use of GenAI tools, if any, allowed within their assigned courses. Any allowed use of GenAI use must ensure course learning objectives are met as allowable within this guideline or any further college or department level restrictions.

Faculty must clearly communicate their GenAI policy in their syllabus and explicitly reiterate for each assignment, graded requirement, and evaluation as needed throughout the semester.

One of the following options with the recommended statements on the use of GenAI are required to be included in course syllabi.

##### **Option 1: The use of Generative AI in this Course is Prohibited**

"The use of Generative Artificial Intelligence (GenAI) tools (e.g., ChatGPT, Gemini, etc.) is strictly prohibited in this course for any graded assignments or activities. All work submitted must be entirely your own original creation, reflecting your independent thought and effort. Any unauthorized use of GenAI tools will be processed in the same manner as other academic misconduct violations under the University's Student Academic Conduct Policy."

##### **Option 2: Use of Generative AI is Permitted as Specified by the Faculty Member**

"The use of Generative Artificial Intelligence (GenAI) tools (e.g., ChatGPT, Gemini, etc.) in this course is permitted only as explicitly outlined below and for specific assignments. Assignments and other graded assessments will include clear allowances for GenAI use when assigned. Students are responsible for understanding and adhering to these guidelines. Any use of GenAI beyond what is permitted, or without proper acknowledgment and disclosure when usage is allowed, will be considered a violation of the University's Student Academic Conduct Policy and will be processed in the same manner as other

academic misconduct violations. When in doubt, always err on the side of caution and consult with the instructor before using GenAI on graded assignments.”

Faculty members should include specific allowances, or insert their own tailored guidelines as they pertain to their courses:

Example a. GenAI tools are permitted for brainstorming and outlining only (with disclosure)

Example b. GenAI tools are permitted for editing and proofreading only (with disclosure)

Example c. GenAI tools encouraged for use (with disclosure and critical evaluation)

### C. Student Guidelines for allowable GenAI use in Academic Coursework

GenAI tools can be an effective tool to augment student learning; however, it is important that students understand in which instances it is approved for use and situations where it is not allowed. Course specific policies will be included in all course syllabi. It is the student's responsibility to fully understand and adhere to this policy and any course-specific variations. If at any point a student is unsure about the permissible use of GenAI for a particular assignment or task, they must seek clarification from their instructor *prior* to using it for any coursework.

Unless explicitly stated otherwise by the instructor for a specific course or assignment, students should assume the following general guidelines apply:

- **Allowed Uses (with proper attribution where applicable):**
  - **Brainstorming and Idea Generation:** Using GenAI to explore topics, generate initial ideas, or refine research questions.
  - **Summarization (of student's own work or publicly available, cited sources):** Condensing information for personal study or to aid in understanding.
  - **Learning and Exploration:** Using GenAI as a study aid to understand complex concepts, generate practice problems, or explore different perspectives (not for graded assessments unless specified).
  - **Translating Content:** Translating publicly available content to or from English.
- **Prohibited Uses (unless explicitly permitted by the instructor):**
  - **Submitting AI-generated content as one's own original work:** This includes essays, reports, code, images, or any other graded assignment.
  - **Using GenAI to complete assignments without independent thought or effort:** This includes generating entire paragraphs, sections, or full drafts of written assignments.
  - **Using GenAI to gain an unfair advantage or circumvent academic integrity policies.**

- **Generating false, misleading, or plagiarized content:** Even when GenAI tools are authorized for use, students are ultimately responsible for the accuracy of the content and that that content is not plagiarized.
- **Using GenAI for oral speaking assessments, where your speaking skills are being assessed.**
- **Using GenAI tools to attend online/hybrid courses where attendance is required.**

#### D. Guidelines for Student use in Graduate Thesis and Dissertation Work

This policy does not provide guidance for allowable use of GenAI tools for graduate thesis, graduate dissertation, nor for use in overall research processes. A separate policy will cover thesis and dissertation work in conjunction with guidance from the Graduate Council and the Graduate School. Additional guidance for use in research projects will be provided by the Office of Sponsored Projects and should also follow specific agency grant and contract guidelines and/or specific publisher allowances.

#### 5. Enforcement

Instances of unauthorized GenAI use in coursework will be treated as a violation of the University's Student Academic Conduct Policy and will be processed in the same manner as other academic misconduct violations using the Academic Misconduct Penalty Record (AMPR).

#### 6. Related Documents

[Student Academic Conduct Policy](#)