

# Sample AI policies for Syllabus

We know that AI raises different considerations across disciplines and courses, so these sample policy statements are meant to give you flexibility in how you address AI use with your students. They are based on the Gen AI Guidelines and framework approved by the Academic Senate last spring. I have included three approaches here and you are welcome to use them as is or adapt them as needed to align with your teaching philosophy and course goals.

The most important thing is that students receive **clear and consistent guidance**, so they understand what's expected of them in your course.

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## Example 1: Open Approach

Generative artificial intelligence (Gen AI) tools—software that creates new text, images, computer code, audio, video, and other content—have become widely available. Well-known examples include ChatGPT, Co-Pilot & Gemini for text and DALL-E, Firefly and Midjourney for images. This policy was created for our learning community as it is important to understand how AI can support your learning during our semester together.

Gen AI tools may be used in this course when you find them appropriate, as long as you do so honestly through proper documentation, citation and acknowledgement. To demonstrate your honest use of these tools and your learning process, you must:

- ✓ Keep histories of your chats and submit them when requested.
- ✓ Cite the content that came from Gen AI tools using citation methods endorsed by the library.

NOTE: Gen AI is known to fabricate sources, facts, and give false information. It also perpetuates bias. You should exercise caution when using large portions of content from AI sources for these reasons. Also, you are accountable for the content and accuracy of all work you submit in this class, including any supported generative AI.

Our goal is to use Gen AI as a tool to enhance, not replace, your own critical thinking and learning.

## Example 2: Closed Approach

Generative artificial intelligence (Gen AI) tools—software that creates new text, images, computer code, audio, video, and other content—have become widely available. Well-known examples include ChatGPT, Co-Pilot & Gemini for text and DALL-E, Firefly and Midjourney for images. This policy governs all such tools, including those released during our semester together and was created for our learning community as its use adversely affects the development of critical thinking and other skills in this course.

Critical thinking and academic integrity are fundamental learning outcomes of this course. Therefore, all assessments must be your original work. The use of artificial intelligence (AI) tools is strictly prohibited and is considered plagiarism, subject to disciplinary actions under the college's academic integrity policy.

To ensure authenticity, I may follow up with you regarding your submission and may require a face-to-face (in-person or virtual) conversation to confirm your understanding of the material. You are

expected to respond within [insert period of time, e.g. 48 hours] so that the assignment can be completed in a timely fashion.

By relying on your own abilities and doing your own work, you will build the confidence and mastery needed for future academic and professional success.

### Example 3: Conditional Approach

Generative artificial intelligence (Gen AI) tools—software that creates new text, images, computer code, audio, video, and other content—have become widely available. Well-known examples include ChatGPT, Co-Pilot & Gemini for text and DALL-E, Firefly and Midjourney for images. This policy created for our learning community governs all such tools, including those released during our semester together.

You are expected to generate your own work in this class. When you submit any kind of work, you are affirming that **you** have generated and written the text unless you indicate otherwise through proper attribution.

Permissible AI uses:

- ✓ Brainstorming ideas and asking questions about course concepts
- ✓ Getting feedback on your writing for grammatical errors
- ✓ Exploring different perspectives on course topics

Prohibited AI uses:

- × Having AI draft your papers or complete assignments
- × Using AI-generated content without citation
- × Asking AI to solve problems for you rather than working through them yourself

For assignments where AI use is permitted, you must document:

- Which Gen AI tool was used?
- What was your prompt?
- Did you revise the AI model's original output for your submission?
- Did you ask follow-up questions?
- What did you learn?

Remember, you are ultimately responsible for the accuracy, quality, and integrity of all work you submit, even when supported by AI tools.

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We're all figuring out the role of AI in teaching together—hopefully these examples save you some time and spark ideas for your own syllabus.

Given the growing impact of AI across disciplines, it might be a good idea for departments to also think about creating a common, discipline-specific policy statement. That way students get a consistent message across courses in the same field.

Please let me know if you would like me to support any next steps in this work.

*Tejal Naik, DE Coordinator and DEC Chair*