Artificial Intelligence Guidance

As AI continues to revolutionize education, it is crucial to understand its application in the classroom. This page aims to equip you with the knowledge and resources needed to effectively navigate the evolving landscape of AI in education by providing suggestions and best practices for integrating these tools responsibly and ethically into your teaching practices.

To accomplish this goal, you will find links on this page to the university's Guidelines and Considerations for the Ethical Use of Artificial Intelligence (AI), sample syllabus statements, and information about the services we currently have to help detect AI-generated content.

University Guidelines

The Office of Academic Affairs & Research has put forward ***Guidelines and Considerations for the Ethical Use of Artificial Intelligence (AI)*** for the university. These were developed in the Spring and Summer of 2024 by the campus Artificial Intelligence Policy Committee, which consisted of a group of faculty and administrators from across campus. These guidelines recognize the diverse spectrum of opinions regarding the use of AI and acknowledge that faculty retain the authority to set the scope of acceptable use of AI in their courses.

Faculty are advised to include their AI policies in their syllabi. To assist you in determining what those policies are, and how to state them clearly, please review the guidelines listed on the **Ethical Use of Artificial Intelligence** page.

Sample Syllabus Statements

Below you will find a brief description of each of the four basic approaches to the use of generative AI, followed by a statement you can include in your syllabus to describe that approach to your students.

Use Prohibited

In this approach, students cannot use AI tools for any aspect of their coursework. This policy emphasizes original student work and academic integrity. Being clear about this stance will prevent misunderstandings and ensure that students do not inadvertently violate academic rules.

> "AI tools, including chatbots, writing assistants, and content generators, are not permitted for any assignments, exams, or other coursework in this class. All work must be your own, and the use of AI will be considered a violation of academic integrity policies. Please contact me if you have any questions about this policy."

Use with Permission

AI use is allowed only when students receive explicit permission from the instructor, typically on a case-by-case basis. This approach allows for flexibility while maintaining control over how AI is used. Clear communication ensures students know when AI is acceptable and when it is not.

> "The use of AI tools for assignments in this class is permitted only with prior approval. If you wish to use AI for any part of your work, please consult with me first to discuss appropriate guidelines. Unauthorized use of AI will be treated as an academic integrity violation."

Use with Acknowledgement

Students may use AI tools, but they must clearly indicate when and how these tools were used in their assignments. This approach encourages transparency and ethical use of AI. Clear guidelines help students understand how to integrate AI responsibly while avoiding academic dishonesty.

> "Students may use AI tools (e.g., Grammarly, ChatGPT) to assist with their coursework, but any use must be clearly acknowledged. In your assignments, please indicate where and how AI was used. Failure to disclose the use of AI will be considered a violation of academic integrity. Please contact me if you have any questions about this policy."

Use Freely Permitted

Students are encouraged to use AI tools as part of their learning and assignments without restrictions. This approach views AI as a valuable resource for enhancing creativity and productivity. However, clear expectations are necessary to guide students on appropriate and effective use, ensuring it enhances rather than replaces their learning.

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> "Students are encouraged to use AI tools as part of their learning and assignments in this class. AI can be a valuable resource for enhancing creativity, improving writing, or generating ideas. However, it is essential that AI use complements your learning, rather than replacing it. Please use these tools ethically and responsibly to support your own understanding and skills development."

Academic Integrity Process for Suspected AI Misuse

When an instructor suspects a student has misused artificial intelligence in a way that violates course policies or the university's academic integrity standards, the situation is handled through the **Academic Misconduct process** overseen by the **Office of the Provost and Academic Affairs and Research**.

Initial Steps

- Faculty should submit reports using the **Academic Misconduct Reporting Form** tile in their **Pack Portal** account. This initiates the formal process and allows Academic Affairs to track cases and outcomes.
- Academic Affairs will send a letter of notification within **ten (10) business days** of the report being submitted. This letter informs the student of the allegation and provides **five (5) business days** to schedule a meeting with Academic Affairs.

Student Options

- During the meeting, students may choose to **accept responsibility** or **dispute the allegation**.
- If the student accepts responsibility, they will be enrolled in the **Principles of Academic Integrity course in Canvas,** which must be completed within five business days, in addition to any faculty-imposed sanctions.
- If the student disputes the allegation, they may request a **University Academic Integrity Committee (UAIC) hearing** within five business days.

Evidence Considerations

- While evidence is not required to submit a report, it is strongly encouraged.
- Submitted evidence is shared with the student during their meeting with Academic Affairs and may be used if the case escalates to a hearing.

- Because AI detectors can produce conflicting results, instructors should avoid relying solely on one tool's output. Instead, they should combine it with contextual evidence (e.g., writing style inconsistencies, assignment history, or student admission).

UAIC Composition

- The UAIC consists of **three faculty members, two undergraduate students,** and **one graduate student from each academic college**. The convening committee consists of **three faculty members** and **one student**. The **Assistant Vice Provost for Academic Student Services** and the **Graduate Dean** serve as **ex-officio members**.

End-of-Semester Guidance

- If a report is submitted at the end of the semester, faculty should proceed with grading as usual.
- If the student is later found not responsible, a **grade change form** may be submitted.

Administrative Support

For guidance on how a case may proceed or to discuss a specific situation, faculty and students may contact:

Provost's Office

Provost@AState.edu
870-972-2030
Administration Building, Room 202

Academic Integrity Website

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