

Business Department AI Usage Policy

1. Guiding Principles for AI Use

The Business Department recognizes the increasing role of Generative Artificial Intelligence (AI) tools in education and professional environments. This policy establishes clear guidelines on the acceptable use of AI tools while ensuring that students engage in critical thinking, independent learning, and academic integrity. AI is a tool, not a replacement for learning. Students are expected to engage in critical thinking and apply AI to enhance understanding rather than substitute effort. Balanced use is encouraged. Over-reliance on AI will diminish learning outcomes. Consult when in doubt. If students are uncertain about AI's appropriate use, they should consult their instructor before submitting their work. By following these guidelines, students will develop ethical AI literacy, ensuring they responsibly integrate AI into their academic and professional lives.

2. Acceptable and Unacceptable Use of AI

a) Acceptable Use of AI:

- o Brainstorming ideas and enhancing creativity for assignments.
- o Research support for understanding accounting and business concepts.
- o Summarizing complex topics for better comprehension.
- o Grammar and style suggestions to improve writing clarity (e.g., Grammarly).

b) Unacceptable Use of AI:

- o Submitting AI-generated content as original work.
- o Using AI to solve accounting problems, homework, or exams.
- o Copying and pasting AI-generated responses without critical engagement.
- o Using AI tools without proper citation when required.

3. AI Usage Policy in Assignments

a) Problem-Solving, Homework, and Exams

Students must complete all problem-solving assignments, homework, and exams independently using course materials, lectures, and assigned readings. AI-generated solutions are strictly prohibited and will be considered academic misconduct under the college's integrity policy.

b) Written Assignments and Discussion Posts

Students may use AI for brainstorming, summarizing, or generating content, but they must:

- Clearly cite the AI tool used (e.g., *"Response generated with ChatGPT, OpenAI, February 2025"*).
- Include the AI prompt used in retrieving the response to ensure transparency.
- Summarize the AI-generated information in their own words, demonstrating comprehension and independent analysis.

4. Consequences of Misuse

If AI is detected in student work without proper citation or in violation of this policy, the student will be required to recreate their work. Additional academic penalties may apply per the college's academic integrity policy.