Suggested Wording for AI Policies for Faculty

This is a working draft from the Cerritos College DLC:

What should be discussed within the policy itself?

- Do you allow or disallow software that uses AI? Communicate those guidelines to your students.
- It's important to be clear in a policy about your expectations and what will happen if students do not follow your guidelines.
- It should be located in the syllabus and referred to in the course orientation regardless of teaching modality.
- It will be important for students to receive regular reminders regarding the AI policies within your assignments.
- Please note that it will be normal to have to revise your policy based on your own observations, your students' understanding of it, and technological improvements.
- And, you may find that you want to mix and match the writing included below to create your desired policy wording.

NOTE: The following two examples are adapted statements from UT Austin:

What might an AI policy be for faculty who embrace it?

Understanding how and when to use generative AI tools (such as ChatGPT, DALL-E) is quickly emerging as an important skill for future professions. The use of generative AI is encouraged with certain tasks, with attribution. You can use AI tools to help brainstorm assignments or projects, or to revise existing work you have written, but the majority of your work should still reflect your own creative ideas and writing. You also must disclose when you have used AI on an assignment. When you submit your assignment, you must identify any text generated by an AI tool. For example, AI-generated text can be displayed in a different colored font, or quoted directly in the text with an in-text parenthetical citation. Students who do not disclose their use of AI tools to complete assignments may be reported to the Office of Student Conduct & Grievances for investigation and disciplinary action.

What might an AI policy for faculty who may want to allow it sparingly?

In this course, there will be opportunities to learn how to use generative AI tools (such as ChatGPT) to examine the ways in which these kinds of tools may inform our exploration of the topics of the class. You will be informed as to when and how these tools will be used, along with guidance for attribution in each assignment. If you do not see guidelines for AI noted, it is expected that you will not use it. Students who do not disclose their use of AI tools to complete assignments or use it outside the parameters noted in any given assignment *may be* reported to the Office of Student Conduct & Grievances for investigation and disciplinary action.

What might an AI policy be for faculty who do not want students to use it in their courses?

Students are expected to be the authors of their own work. Students in this class are not permitted to use any form of generative AI tools, such as ChatGPT. Any use of AI tools will be considered academic dishonesty and a violation of Cerritos College's Standards of Student Conduct. Use of AI tools will result in a failing grade on the assignment. Students who use AI tools to complete assignments *may be* reported to the Office of Student Conduct & Grievances for investigation and disciplinary action.

(NEW) AI Checkers:

- AI checkers, such as Turn-It-In, are not foolproof, but they are a place to start. Think about the percentage offered–how much is too much? Consider their "flags" as a single piece of evidence.
- Extension tools, such as Google's Draftback and Revision History can also help you and your students see when AI or other types of cut and paste plagiarism may be used. Clear expectations of how students compose beginning to end is critical.

Ways to communicate with your student if you suspect AI usage that violates your policy:

- Contact the student and request a live meeting with the student in person or via Zoom. If the student refuses to meet with you, please consider filling out an Incident Report to the Office of Student Conduct & Grievances: see suggested guidelines section below in "If a student is suspected of a violation."

- Show them the suspected, inappropriate usage of AI that appears to be outside of the assignment parameters.
- Ask them to share their assignment creation process.
- If you have an originality report, show it to them, and note that it doesn't sound like the student's voice. Ask them to clarify what they were trying to create or communicate.
- Give them an opportunity to explain.
- Use this as a teachable moment to support them in understanding how to follow the policy properly.

If a student is suspected of a violation:

The Office of Student Conduct & Grievances recommends meeting with the student one-on-one to discuss the issue. The student may provide any evidence they have not violated the Academic Honesty – Dishonesty policy to the instructor.

You may choose to report an incident under these conditions:

- For documentation purposes only. Submit a report after you address the issue with the student, and want a record of the incident.
  - No action will be taken by the Office of Student Conduct & Grievances.
  - Reporting helps track repeat offenders
- To request assistance from the Office of Student Conduct & Grievances in issuing a warning to the student or to proceed with the formal disciplinary process

What to include in the report:

- Additional writing samples for comparison
- AI Detector results
- Describe why you believe AI is present in the students' work
- Provide a summary of any discussion you had with the student
- Provide a copy of your syllabus – so we know what is allowed, and what the assignment prompt was

Students who have multiple violations may be engaged in a formal process.

Note: Please reach out to the Faculty Coordinator of Student Conduct and Grievances and/or the Dean of Student Services if you need clarification or a phone consultation prior to meeting with a student and/or submitting a report: oscg@cerritos.edu