Student Use of Generative Artificial Intelligence

I.   Introduction

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

II.   Purpose

The purpose of this policy is to provide guidelines for students' responsible use of generative artificial intelligence (AI) tools in academic work as well as issue guidance on ethical and responsible use of AI tools for all Albany State University faculty and staff. This policy aims to uphold the highest standards of academic integrity, foster an environment of honest scholarship, and guide students in the ethical use of emerging technologies for educational purposes. Additionally, it is the stance of Albany State University that AI tools and technologies are to be used to augment and enrich our students learning experience - not replace historical practices that focus on the genuine and unique knowledge transference that takes place between our faculty and student body. It is the position of Albany State University that AI is a tool to be used/implemented at the discretion and direction of our educators, it is not our intent to prescribe the mandatory or compulsory use of AI tools or products in each and every classroom.

III.   Definitions

- **Generative Artificial Intelligence (AI):** Technologies that use (in part or in whole) - any/all combinations of machine learning algorithms to generate content, including text, images, and data, in response to user inputs. Examples include, but are not limited to ChatGPT, Co-Pilot, etc.

- **Academic Work:** Any work submitted for credit (in part or in whole) or as part of a course requirement, including but not limited to assignments, discussions, papers, exams, quizzes, projects, and research.

IV.   Policy

Authorized Use of Generative AI

Individual faculty members may choose to prohibit any use of generative AI tools in their courses. Students should not use these tools in their course work for a particular course unless the instructor of the course permits them to. If the instructor permits, students may use generative AI tools to generate initial ideas, brainstorm, receive research assistance, understand complex topics, and other supportive uses as long as these do not compromise the student's independent critical thinking, learning, and demonstration of knowledge.

All content generated through the use of AI that contributes to a student's academic work must be:

- Clearly identified and properly cited according to the citation guidelines provided by the course faculty.

- Accompanied by significant personal contribution, critical engagement, or enhancement by the student. Examples include synthesis of AI-generated content with personal analysis or using AI outputs as a base for further exploration.

Prohibited Use of Generative AI

- Submitting content generated entirely or substantially by an AI tool without significant personal contribution, critical engagement, or enhancement by the student is prohibited.

- Using generative AI tools to complete exams, quizzes, or any assessments meant to evaluate the student's independent knowledge and thinking without explicit permission from the instructor.

Faculty Responsibilities

- All faculty members are required to include a clear and specific statement in their course syllabi regarding the use of generative artificial intelligence (AI) tools. This statement must outline the permissible uses of AI in the course, cite the institutional policy on AI, and clearly state the expectations for student engagement with AI technologies in their academic work. The syllabus must also clearly articulate the consequences for failing to adhere to the AI usage guidelines.

- In our commitment to fostering inclusivity and equity, we understand the importance of ensuring all students have equal access to necessary resources. Therefore, faculty governed by this policy are prohibited from assigning or prescribing any work that necessitates the (partial or complete) use of AI tools that require a fee, including paid, subscription-based, or any other fee-based AI models. Unless that fee has been pre-approved by the University and students are notified in advance of said fee.

- We encourage the use of open-source technologies, ensuring all students have equal access to the necessary resources without incurring additional costs. This policy underscores our dedication to providing fair and equitable technological opportunities for all members of our academic community.

Citation and Transparency

Students must:
- Disclose the use of generative AI tools in their academic work.

- Make available, upon request, full transcripts and/or all interactions with AI involved in the sourcing, ideation, generation, production, and/or submission of coursework. Faculty may request these items to be submitted as part of the assignment. Examples of acceptable transcripts are, but are not limited to, the following:

  - Screenshots of the entire interaction between students and AI.
  - Downloadable PDF transcripts of interaction between students and AI.
  - Shareable links to sources where the entire interaction between students and AI is complete and unmodified.

- Failure to disclose the use of AI-generated content is considered a violation of academic integrity and any remediation actions carried out by faculty and staff will be in alignment with existing Albany State University policy.

- All uses of AI tools in submitted work (exp., discussion boards, quizzes, papers, etc.) must be properly cited in accordance with the primary instructors designated format (exp. APA, MLA, Turabian, etc.).

Academic Integrity

- This policy reaffirms the institution's commitment to academic integrity. Violations related to the use of generative AI tools will be addressed according to the existing Academic Integrity Policy, which may result in disciplinary actions as stated in the Student Code of Conduct.

Review and Modifications

- This policy will be reviewed annually to adapt to technological advancements and emerging ethical standards in the use of AI in academia. Modifications will be communicated to all students and faculty members in a timely manner.

V.   Exceptions

None unless otherwise officially directed.

VI.   Applicability

ASU Faculty and Staff
ASU Students

VII. Accountability

Office of Academic Affairs

VIII. Contacts

Provost/Vice President of Academic Affairs

Last Update:

July 2024