Policy Title: AI Policy
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Original Policy Date: October 2, 2024
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Oversight Executive: Associate Dean for Academic and Faculty Affairs
Applies To: Faculty and Students
Publicize Policy?: Yes

Policy on student use of AI tools in Data Science courses

Policy Statement: Students have a right to know when and how artificial intelligence (AI) tools may be used in any given course. The course syllabus must explain the allowable uses for AI tools for course activities, course assignments, and exams. Faculty are responsible for clearly outlining when and how AI tools may be used in their course syllabi. Any course without specific guidance on this topic will default to the School's baseline parameters, outlined below.

SDS faculty are encouraged to teach students how to thoughtfully and ethically incorporate AI tools to maximize student learning while ensuring that faculty can assess competency against course learning outcomes. It is essential that faculty clearly articulate expectations and policies about the use of AI tools in course assignments on course syllabi.

Guiding principles on creating and disseminating course policies on the use of AI tools

Students have the right to:
- Receive clearly communicated rules governing the usage of AI tools inside and outside of class from the course syllabus;
- Have the rules and expectations clarified by the instructor as needed; and
- Clearly understand the penalty for use of prohibited AI tools or AI assistance.

Students are responsible for:
- The veracity and quality of the submitted course work, regardless of whether they use AI tools. In addition, if a student's work is substantially identical to another student's work, that constitutes grounds for an investigation of plagiarism, regardless of whether the work was produced by AI tools or AI assistant.
- Clarifying any incomplete, inconsistent, or confusing rules in the syllabus with the instructor *before* beginning any assignments in question.

Instructors are responsible for:
- Clearly communicating the expectations for, and limits of, AI usage inside and outside of class.
- Providing a statement on how coursework will be assessed;
- Describing how the use of AI tools will be interpreted with respect to the honor code;
- Describing how, when, and in which instances students should disclose the use of AI tools on assignments; and
- Describing how the use of AI tools will be enforced.

Instructors are encouraged to:
- Disclose usage of AI tools in the preparation of their class;
- Model the behavior they expect to see from their students;
- Address the perceived difference between "AI constructing answers" and "using internet resources to learn" in the course syllabus.

Default SDS guidelines on AI tools and assistance
In the event that a course syllabus is not clear, the following policies apply for all courses (adapted from Temple University's guidelines):

The use of generative AI tools and foundation models, (i.e. ChatGPT GPT, DALL-E, Stable Diffusion, Midjourney, GitHub Copilot, and similar tools) is permitted with the following activities in accordance with the stated guidelines at no penalty:
- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

Students are responsible for
- Acknowledging that large language models tend to produce incorrect facts and fake citations.
- Acknowledging that code generation models may produce inaccurate outputs.
- Acknowledging that image generation models can occasionally come up with highly offensive products.
- Taking responsibility for any inaccurate, biased, offensive, or otherwise unethical content submitted, regardless of the origin (i.e. student-generated or from a foundation model).
- Properly citing the contribution of the foundation model or other AI tools in submitted material.
- The entirety of any information they submit, based on an AI query or AI assistance.

The use of generative AI tools is NOT permitted for the following activities:
- Impersonating students in classroom contexts, such as by using the tool to compose discussion board prompts or content entered into a Zoom chat.
- Completing group work assigned to a student, unless it is mutually agreed upon that they may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

Students may be penalized for
- Using a foundation model without including an acknowledgement.
- Improperly citing the use of work by other human beings or the submission of work by other human beings as that of the student.
- Violating intellectual property laws.
- Submitting materials containing misinformation or unethical content.

The usage of AI tools must be properly cited to stay within university policies on academic honesty. Failure to adhere to these guidelines will result in a failing grade on the assignment or exam (a zero) and may be an honor code violation depending on the context (to be determined at the instructor's

discretion). Having said all these disclaimers, the use of foundation models is encouraged, as it may make it possible for you to submit assignments with higher quality, in less time.

Resources: This site provides a sampling of class policies on the use of AI: https://www.niu.edu/citl/resources/guides/class-policies-for-ai-tools.shtml.

UVA AI guidelines: https://honor.virginia.edu/faculty-tas/artificial-intelligence

Frequently Asked Questions About Gen-AI | Office of the Executive Vice President and Provost (virginia.edu)

Generative AI has Arrived: What Does this Mean for Teaching and Learning at UVA? | Office of the Executive Vice President and Provost (virginia.edu)

Next Scheduled Review:
Approved by, Date: Approved by SDS Faculty October 2, 2024; Approved by Dean October 9, 2024
Supersedes (previous policy date): N/A