SXU Policy for Responsible and Acceptable Use of Generative AI

The SXU mission is to educate, search for truth, communicate effectively, and think critically. Generative AI Tools (GenAI) must never replace the student's own critical thinking and problem-solving skills, and students should write as much as they can on their own; they need to attempt to write beyond what they can do.

Generative AI implemented in the process of learning, writing, research, and the completion of assignments should be carefully considered. Students should use GenAI tools only as explicitly permitted by the instructor. Examples of GenAI tools: ChatGPT, Claude, Dall-E, DeepL, Gemini, Grammarly, Midjourney, and Perplexity. Faculty will have access to resources and support as they develop their AI policies for their classroom and discipline.

Incorporating content created by Generative AI in student work, *without citation*, is not ethical and a breach of SXU's Academic Integrity Policy[1]—it misleads the reader and constitutes plagiarism. It also is important to note that GenAI can generate incorrect content. When there is a commonly held misconception, GenAI can propagate misconceptions and errors.

Policies around the use of Generative AI will vary by discipline, instructor, and course. Each instructor or department will decide on the policy for their discipline and courses. All syllabi should include statements around the appropriate use of GenAI. Recommended language is at the end of this policy. When creating the individual or departmental syllabi, instructors should consider the wide variety of available Generative AI tools as they plan for what is acceptable in that course and what is not.

Student Responsible Use of Generative AI tools:

- As noted in the SXU Academic Honesty Policy, students should document and attribute all generative AI contributions to coursework. APA and MLA provide regularly updated guidelines for citing generative AI work.

- Students should take full responsibility for generative AI contributions, ensuring the accuracy of facts and sources as well as possible bias in the generated content.

Generative AI has rapidly emerged as a transformative technology with profound implications for education, research, and university operations and will continue to evolve. This policy shall be reviewed and updated as needed to reflect changes in related technology, ethical guidelines, and legal requirements.

[1] https://www.sxu.edu/catalog/current/undergraduate/aca/integrity.html

---

Recommended Syllabus Language

In general, most instructors will allow or limit the use of AI tools in ways that fall under four broad categories:

(1) Use prohibited in all situations.
(2) Limited use with prior express permission and proper citation.
(3) Use with proper citation.
(4) Free use with no citation required.

Below are examples of general statements in each of these categories. These examples are best used as starting points to adapt to your teaching, assignments, course design, and style of communicating with your students.

(1) **Use prohibited in all situations:**
"In this course, we will be developing skills and knowledge that are important to discover and practice on your own. Because use of AI tools inhibits development of these skills and knowledge, students are not allowed to use any AI tools, such as ChatGPT or Dall-E 2, in this course. Students are expected to present work that is their own without assistance from others, including automated tools. If you are unclear if something is an AI tool, please check with your instructor. Using AI tools for any purposes in this course will violate the University's Academic Integrity Policy and are subject to disciplinary action, including failure of the assignment, failure of the course, or, in severe cases, initiation of procedures for dismissal from the University."

(2) **limited use with prior express permission and proper citation**:
"Students are only allowed to use AI tools, such as ChatGPT or Dall-E 2, on assignments in this course when advance permission is explicitly given by the instructor. Students must submit a written request with an explanation of how they will use a particular tool in their assignment. Students are not permitted to use these tools until permission is granted in writing. The instructor may encourage and give permission to students to use AI tools during class activities and in other contexts when it is considered in support of the course learning goals. Unless given permission to use those tools, each student is expected to complete each course assignment without substantive assistance from others, including AI tools. If you are unclear if something is an AI tool, please check with your instructor. Unauthorized use of AI tools for any purposes in this course will violate the University's Academic Integrity Policy and are subject to disciplinary action, including failure of the assignment, failure of the course, or, in severe cases, initiation of procedures for dismissal from the University."

(3) **Use only with proper citation**:
"The use of AI tools, such as ChatGPT or Dall-E 2, for this course is allowed for specific assignments only when determined to be in support of the course learning goals. Assignments in which AI tools are permitted will be clearly identified by the instructor and noted in the assignment directions. You are not required to use AI tools, but if you choose to use them for any part of the assignment (for example, brainstorming or text editing), you must use proper citation. Use of AI tools outside of the specifically allowed assignments and failure to properly cite use of AI tools are considered violations of the University's Academic Integrity Policy and subject to disciplinary action, including failure of the assignment, failure of the course, or, in severe cases, initiation of procedures for dismissal from the University.

(4) **Free use with no citation required**:
"In this course, students are allowed to use AI tools (such as ChatGPT or Dall-E 2) on all assignments. No citation is required."

Reference for Syllabus Language

The University of Chicago Center for Teaching and Learning. (2025). *Guidance for Syllabus Statements on the Use of AI Tools*. Programming and Resources on Generative AI. Retrieved March 17, 2025, from https://teaching.uchicago.edu/resources/programming-and-resources-generative-ai