

# Guidelines for Students Regarding Responsible Academic Use of A.I.-Generated Material

**Permissions:** The use of A.I.-generated material for a course or assignment/activity can be prohibited by the faculty member. Failure to follow this prohibition is a violation of the academic integrity code.

**Appropriate use:** The purpose of your Villanova education is to foster the skills necessary for the generation of new knowledge and solving of complex problems. Some of these higher-order thinking skills include critical thinking, analytical thinking, problem solving, evaluation, metacognition, and synthesis of knowledge. In many educational contexts, the inappropriate use of A.I. can be detrimental to your learning and mastering higher-order skills and therefore should be avoided. In other situations it could be beneficial. Follow the guidance of your faculty.

**Transparency:** All A.I.-generated content must be clearly labeled as such, and the use of A.I. should be transparent to faculty and students, including students with whom you are collaborating on group assignments. Even if you have significantly edited what A.I. generated, you must identify the A.I. tool used to assist in generation of the work and make clear what tasks A.I. did for you. You are required to provide the name of the tool, date used, and prompts used. Faculty may require the submission of the original A.I. output as well, so you must maintain a copy of this and provide it when requested.

**Proofing:** All A.I.-generated content must be proofread and checked for accuracy by a human before being published or submitted for review, feedback, and/or grading purposes. This includes checking for spelling errors, grammar mistakes, and factual inaccuracies.

**Editing:** A.I.-generated content must be edited to ensure that it is well-written, coherent, and engaging. This includes ensuring that the content is structured in a logical manner and that it is appropriate for the intended audience.

**Fact-checking:** A.I.-generated content must be fact-checked to ensure that all information is accurate and up-to-date and any programming, calculations, or manipulations that are asked of it are correct. This includes verifying sources, checking statistics, and ensuring that any claims made in the content are supported by factual evidence.

**Starting point, not the finished product:** A.I.-generated content should be viewed as a starting point, not the finished product. While A.I. can be a valuable tool for generating content, it cannot replace the creativity, problem solving, and critical thinking skills of humans.

**Fairness:** We must ensure that A.I.-generated content does not discriminate against any individual or group.

**Liability:** If you present A.I.-generated information, you must take responsibility for it. Faculty may prohibit the use of A.I.-generated information or limit its use, and failure to follow their instructions or properly cite the information as stated above is an academic integrity violation. If questions arise about the authorship of submitted work, you are responsible for authenticating your authorship. You should save evidence of your authorial process, such as drafts, notes, version histories, and complete transcripts of A.I. assistance.

Adapted from <https://trainual.com/template/chatgpt-policy>

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