

Sample Syllabus Statements for AI Use:

Defining Categories for AI Use -adapted from the California Community College
Chancellor's Office- Vision Resource Center (November 7, 2023):

OPEN USE (Encouraged with Transparency):

- **Adaptive Outcomes:** Adjust course outcomes to reflect the use of AI.
- **Transparent Integration:** Design assignments that incorporate AI into student processes.
- **Field Relevance:** Address how AI can be applied to your specific field.
- **Clear Communication:** Explain to students that AI use in your class does not extend to other courses.

CONDITIONAL USE (Limited and Guided):

- **Negative Impact Assessment:** Identify learning outcomes that may be negatively impacted by AI and discuss with students.
- **Low-Stakes Practice:** Incorporate exploratory assignments that demonstrate the risks and benefits of AI.
- **Specific Guidelines:** Provide clear guidelines for what is and is not permitted regarding AI use.
- **Citation Guidelines:** Provide guidelines for citing the use of generative AI.

RESTRICTED USE (Approval Required):

- **Identify Areas:** Identify areas where AI can enhance learning or save time for higher-order thinking.
- **Demonstrate Use:** Consider demonstrating to students how AI can be useful in your course.
- **Clear Restrictions:** Be very clear with students about where AI is not allowed and why.
- **Citation Guidelines:** Provide guidelines for citing the use of generative AI.

CLOSED (Prohibited):

- **Prohibition:** Clearly state to students that the use of generative AI is not allowed in your course. Unauthorized use may lead to disciplinary action.
- **Assignment Redesign:** Consider reviewing and redesigning your assignments to emphasize process and reflection while discouraging AI use.
- **Accessibility:** Consider accessibility when making changes to assessments (e.g., handwritten exams, oral presentations). Students requiring AI for accessibility must coordinate with the instructor and Disability Support Services.

Sample Syllabi Statements:

The following syllabi statements are labeled open, conditional, restricted, or closed. The statements have been adopted and modified from the [Academic Senate for California Community Colleges: Academic Integrity Policies in the Age of Artificial Intelligence \(AI\) Resource Document \(Spring 2024\)](#).

Syllabus Example for Open AI use:

Responsible Use of Generative AI

Generative AI tools can be a helpful resource in this course, but it's important to use them responsibly. You can use tools such as ChatGPT, DALL-E, or GitHub CoPilot to help you with your work, but always be honest about how you use them. To show that you're using these tools correctly, you should:

- **Keep a record:** Save your conversations with AI tools so you can refer to them later.
- **Cite your sources:** If you use something from an AI tool, be sure to give it credit using proper citation methods.
 - Example citation:
ChatGPT. (2025, March 26). Response to: "Explain photosynthesis." Generated using OpenAI. <https://chat.openai.com/>
- **Remember:** AI tools can sometimes make mistakes, so it's important to be careful about using too much of their output. You're ultimately responsible for the quality and accuracy of your work, even if you used AI to help you.
- **Important Reminder:** The use of AI in this class does not extend to other NOCE classes. Students are responsible for understanding each instructor's policy on AI use.

Syllabus Example for Conditional Use:

Limited Use of Generative AI

We understand that it can be tempting to turn to AI tools when you're struggling with assignments. But remember, **your original work is what matters most**. The directions for each class assignment and exam will state whether AI tools can be used. If you are unsure whether AI is allowed, please contact me directly via Canvas or email [insert email].

Reminders for AI Use:

- **Use AI as a research assistant.** Ask it questions to get ideas or find information.
- **Double-check information.** AI tools can sometimes make mistakes. Always verify information from reliable sources.
- **Do your own writing.** Your unique voice and perspective are essential.
- **Citations.** AI-generated content must be properly cited. For this course, students must submit screenshots of the prompt and output.

Syllabus Example for Restrictive Use:

AI Tools: Instructor Permission Required

Use of AI tools in this course requires instructor permission. Students must receive **written approval** before using any AI tool for a class assignment or exam. Approved uses may include grammar/spelling checks or support for accessibility. Any approved use must be cited appropriately. Use of AI tools without instructor permission may be considered a violation of NOCE's Academic Honesty policy or BP/AP 5500 Standards of Student Conduct.

Syllabus Example Statement: Closed or Banned

AI Prohibited in this Course

The use of AI tools is not allowed in this course. Since we are focusing on improving your writing, speaking, and vocabulary skills, it is important that all your assignments, from essays to presentations, be your own original work.

- **No AI shortcuts.** Using AI tools like ChatGPT to do your work is considered cheating. If AI use is suspected:
 - The assignment may receive a zero.
 - You may be required to meet with the instructor.
 - The issue may be referred to the Dean and/or Student Discipline Officer.

Accessibility and Equity Considerations:

Students with a verified disability who may require the use of AI tools for support (ex: speech-to-text, writing support) should coordinate approved accommodations through NOCE's Disability Support Services department. Equity in access and ethical use of AI is a priority.

Final Notes:

These guidelines are intended to help instructors set clear expectations for AI use, maintain academic honesty, and support student learning. Faculty are encouraged to include a tailored AI policy statement in their syllabus and review it with students at the start of the term.