According to the St John's University guidelines on using AI in academic activities, all faculty should provide Generative AI (GAI) policies in their course syllabi, teaching materials, and learning management system course pages.

GAI Policy Framework

Rather than prescribing a university-wide policy, faculty can use the framework developed by the College of Business at Louisiana University to indicate what elements should be addressed in a GAI policy. Policies shall include the following components:

- *Overview statement*: What is the general policy for the use of GAI in this course?
- *Clarity and disclosure*: How should students disclose how they used GAI?
- *Responsibility*: Students should be advised that they are ultimately responsible for their work, regardless of whether they used GAI.
- *Privacy and confidentiality*: Students should be made aware of privacy and confidentiality threats from GAI.
- *Violations*: What are the consequences of violating the GAI policy.

The table below lists sample language based on various perspectives on GAI use, from maximally restrictive to fully encouraging GAI use. Faculty may tailor their policies to fit their courses.

Element	Maximally restrictive	Limited use	Fully encouraging
Overview statement	All work submitted for this course should be your own. You may not use generative artificial intelligence (GAI) tools for any stage of the work process, including preliminary stages.	You may use generative artificial intelligence (GAI) tools to assist with work for this course on a limited basis. Use is NOT allowed, except in these specific cases: [list permitted uses]	You are encouraged to explore the use of generative artificial intelligence (GAI) tools for all assignments and assessments unless specifically prohibited. Any use should be explicitly disclosed and cited. Remember that GAI should assist, not replace your learning.
Clarity and disclosure	By submitting work, you are explicitly validating that you did not use GAI for any aspect of the work. Using GAI for your coursework in any way is considered academic misconduct.	When you use GAI, you must explicitly state: 1) which tool you used, and 2) how you used the tool. Failing to make the proper disclosure is considered academic misconduct.	When you use GAI, you must explicitly state: 1) which tool you used, and 2) how you used the tool. Failing to make the proper disclosure is considered academic misconduct.
Responsibility	N/A	You are responsible for assessing the validity, accuracy, and reliability of any GAI output used for this course. You are ultimately	You are responsible for assessing the validity, accuracy, and reliability of any GAI output used for this course. You are

		responsible for the output and for any errors introduced by your use of GAI.	ultimately responsible for the output and for any errors introduced by your use of GAI.
Privacy and confidentiality	N/A	Be aware that most GAI tools do not ensure the privacy and confidentiality of your data. Be careful not to violate your privacy or that of any other ndividual. Do not enter sensitive or personally identifying information to any GAI tool.	Be aware that most GAI tools do not ensure the privacy and confidentiality of your data. Be careful not to violate your privacy or that of any other individual. Do not enter sensitive or personally identifying information to any GAI tool.
Violations	Violations of the GAI policy will result in [add consequences]. Any violations of this policy will be considered academic dishonesty. See the Academic Dishonesty section of this syllabus for more information.	Violations of the GAI policy will result in [add consequences]. Any violations of this policy will be considered academic dishonesty. See the Academic Dishonesty section of this syllabus for more information.	Violations of the GAI policy will result in [add consequences]. Any violations of this policy will be considered academic dishonesty. See the Academic Dishonesty section of this syllabus for more information.
Limitations	The above policy governs the use of generative artificial intelligence in this course. Other courses may have different policies. If you are in doubt about whether a particular use of GAI is acceptable, check with your professor **before** using GAI for coursework.	The above policy governs the use of generative artificial intelligence in this course. Other courses may have different policies. If you are in doubt about whether a particular use of GAI is acceptable, check with your professor **before** using GAI for coursework.	The above policy governs the use of generative artificial intelligence in this course. Other courses may have different policies. If you are in doubt about whether a particular use of GAI is acceptable, check with your professor **before** using GAI for coursework.

Examples of acceptable and unacceptable use:

Providing students with examples of acceptable and unacceptable uses of GAI may help them better understand how to use GAI ethically. Examples are provided below. The examples are based on the fully encouraging approach and should be adapted to a specific course and policy.

Acceptable uses

• Using GAI to generate ideas for class projects or papers

  • Summarizing complex concepts

- Developing practice materials such as practice quizzes, questions, and problems
- Developing study aids, such as flashcards
- Critiquing your understanding of a topic
- Critiquing your writing (having GAI rewrite for you is **not** acceptable)
- Providing suggestions for improvement for your written work

Unacceptable uses

- Submitting GAI-generated materials as your work
- Using GAI to develop answers for assignments, exam questions, or other coursework.
- By passing learning processes
- Fabricating references or citations
- Automating discussion participation
- Using GAI to analyze case studies or provide answers in simulations
- Using GAI to rewrite your written work

Disclosures and references

- Perplexity.ai, ChatGPT-4, and Gemini were used to:

  a) Find resources and examples of AI policies.
  b) Brainstorm how to structure this policy framework.
  c) Brainstorm elements of the policy framework.
  d) Critique written aspects of the policy framework.
  e) Statements were adapted from https://oue.fas.harvard.edu/ai-guidance .