

MODEL GAI POLICY

1. Definitions:

- a. Plagiarism is defined as the act of using someone else's work or ideas without giving proper credit or attribution.
- b. Academic Misconduct is defined as any action which gains, attempts to gain, or assists others in gaining or attempting to gain an unfair and dishonest academic advantage.
- c. GAI or Generative Artificial Intelligence is defined as technology that enables computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity and autonomy in order to create text, images, and other content.

2. Use of GAI

- a. Faculty may indicate in their syllabus whether and how generative GAI can be used by students in class.
- b. In the absence of explicit authorization, the use of GAI to generate any content for use in an assignment, classroom exercise, or written submission is prohibited whether or not it is considered plagiarism.
- c. When authorized, the use of GAI without adequate citation is plagiarism.
 - i. Students should refer to MLA (<https://style.mla.org/citing-generative-ai/>) or APA (<https://apastyle.apa.org/blog/how-to-cite-chatgpt>) for proper citation formats and for guidance of how to cite GAI.
 - ii. Students must review and cite to the secondary sources relied upon by GAI to assure that the sources relied upon by GAI are real, accurate, relevant and properly characterized.
- d. Faculty may not use GAI for assessment purposes without disclosing this use on the course syllabus.

3. Sanctions

- a. First Offense: Faculty who encounter the use of GAI should abstain from grading the assignment, return it to the student, and ask them to write the assignment in their own words. Once rewritten and resubmitted, the assignment will be graded. If a student refuses to rewrite the assignment, then student should receive no credit for the work.
- b. Second Offense: In addition to the sanctions for a First Offense, the student is required to successfully complete a mini-course on academic integrity and plagiarism.

- c. Third and subsequent Offenses will be handled in accordance with the Academic Code of Conduct and will receive sanctions from the faculty member of the course in which the misconduct occurs. In addition, students who commit a Third Offense will be required to appear before the Academic Standards and Appeals Committee and may be subject to additional sanctions as determined by the committee.
- d. All GAI offenses will be reported to the Associate Vice President for Retention and Academic Success who shall maintain a confidential database of GAI offenses. However, First and Second Offenses under this policy will not be considered to be Academic Misconduct.

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