To the Instructor:

As you are likely aware, ChatGPT and other generative AI tools have raised a variety of questions about the use of these tools by students in academic settings. To address these questions, the Provost and Deans created the UNC Generative AI Committee, with representatives from every academic unit. The UNC Generative AI Committee developed guidance for student use of AI, which is designed to provide a framework for the ethical and responsible use of generative AI in academic work. Subsequently, the College AI Committee was convened to tailor these recommendations to the needs of the College.

The view of both Committees is that society's acceptance and use of generative AI is inevitable. Organizations will expect our students to have skills in using AI tools, and students, faculty, and staff will find them useful for learning, productivity, and creativity. However, we must ensure they are understood and used appropriately and ethically. Therefore, the philosophy guiding these recommendations is that humans are responsible for their use of generative AI and that "AI should help you think, not think for you."

Please review and incorporate these guidelines into your syllabi, adapting them as you choose to fit your course. It is <u>strongly recommended</u> that you include a statement on your syllabus indicating which uses of generative AI tools, if any, are permitted in your course (which may vary from assignment to assignment). Categories of possible permitted use include, but are not limited to: topic selection, brainstorming and idea generation, research, source validation, outlining and planning, drafting, media creation, peer review, revising, and polishing.

Given the speed at which generative AI is developing, we expect these guidelines to continue to evolve. Therefore, if you have any questions or feedback, please contact CAS.AI@unc.edu.

Introduction

[ChatGPT and other generative Artificial Intelligence (AI)](#) can produce text, images, and other media. These tools can assist with brainstorming, finding information, and even reading and creating materials; however, they must be used appropriately and ethically, and you must understand their limitations. Regardless of your use of any AI tools, you are responsible for the final product of your work, both academically and in the workforce.

Generative AI can be a useful tool. However, it is important to be aware of its risks and limitations, which include:

- It is often unclear to the user which procedures were used to produce particular output. This means that users may be taking on responsibility for procedures and content that they do not fully understand.
- AI-generated output may be inaccurate or entirely fabricated, even if it appears reliable or factual. For example, some AI tools entirely fabricate journal articles, authors, research findings, or other crucial information.
- Norms and requirements surrounding the use of AI in coursework are complex and rapidly evolving, which requires students who use AI to take responsibility for keeping themselves informed about relevant developments. In addition, these norms and requirements may vary substantially depending on the discipline, course, instructor, and assignment.
- AI-generated output is based on existing data, and thus may reflect biases and other inadequacies in that data. Again, these limitations will not always be clear to the user.
- Generative AI raises a range of intellectual property concerns regarding the ownership of its output, as well as questions about whether its output is properly treated as equivalent to a published resource. In particular, generative AI may produce content that infringes on others' intellectual property or copyright-protected works. Generative AI may also generate content that leads to allegations of plagiarism or other forms of academic dishonesty against students who make use of it.
- Generative AI may present other privacy risks to both individuals and institutions. Any information that is entered into a public AI tool such as ChatGPT (including the prompts themselves) is effectively being shared publicly, and there is no way to predict how that information may be used (or misused) in the future.

Usage Philosophy

Use of generative AI in your coursework is based on the following principles. Violation of these principles may result in an Honor System referral.

1. **AI should help you think, not think for you.** Depending on the course and assignment, there may be circumstances in which AI tools can appropriately be used to help you brainstorm, perform research, analyze problems, generate images, and improve your writing. However, AI tools should not be used to do your work for you; for example, it is never acceptable for you to enter an essay prompt or problem set question into ChatGPT, and copy/paste the response as your answer.

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[1] ChatGPT was used in the development of these guidelines – more specifically, it was employed to generate suggestions for student use policies and to rephrase and consolidate certain sections of the text. Also, [Sentient Syllabus](#) was a resource for a number of the ideas within this document.

2. **The rules for use of AI in particular courses are to be determined by the course instructor.** Information about the use of AI tools in this course is available below. If you have *any* questions regarding the appropriate use of AI tools in this course, you should consult me for clarification and guidance. It is important to note that the appropriate use of AI tools will vary considerably from course to course, instructor to instructor, and assignment to assignment. Thus, you should not assume that a particular use of AI tools that was acceptable in one academic context will also be acceptable in other contexts.

3. **You are 100% responsible for the work that you submit.** If an AI tool makes a mistake, and you rely on it, it is your mistake. If you do not know whether a statement about *any item in the output* is true, then it is your responsibility to research it; if you cannot independently verify its accuracy, you should not rely on it or include it in your submitted work. You hold full responsibility for AI-generated content as if you had produced the materials yourself.

4. **The use of AI must be open and documented.** Any use of AI in the creation of your work must be declared in your submission and explained. Details on how to source your AI usage are explained below.

5. **Data that are confidential or personal should not be entered into public generative AI tools.** Entering confidential or personal data into any public AI tool exposes you and others to the risk of compromising important and potentially damaging information. Therefore, you should not do so.

Course AI Use Policies

Instructors should specify details of AI Use Policies for the particular course, either by indicating that:

Use of generative AI tools of any kind is not permitted in this course. Any use of these tools will be considered an instance of academic dishonesty and will be referred to the Honor System.

or

The following uses of generative AI tools are permitted in this course: *Categories of possible permitted use include, but are not limited to: topic selection, brainstorming and idea generation, research, source validation, outlining and planning, drafting, media creation, peer review, revising, and polishing.*

If use of AI tools is permitted in the course:
Sourcing Use of AI

- *Accuracy***:** Generative AI may fabricate both claims and sources for those claims. Verification is your responsibility. You need to independently verify the claims, quotations, sources, and reasoning that are generated by AI tools, as well as document the steps you took to perform this verification.
- *Attribution***:** You must attribute any use in your work of words or ideas that are not originally your own. You have a two-fold obligation with respect to attribution:
  - (1) If a source is identified, you must find and attribute the original source of the words or ideas, identifying the location within that source from which the material is derived. If you are not able to locate the source, you should not make use of the content.

o (2) You must document the process by explaining how you used generative AI in a work statement that will accompany your submission of major projects in the class. If you do not submit any statement explaining your use of generative AI tools, that will be treated as an attestation that you did not use AI tools at any stage of the assignment. When you submit an assignment in which you did make any use of AI tools, please include the following statement:
- "I attest that this project made use of AI in the following ways:"
  You must then use the following form to document your usage.*

Usage	Tool Used (e.g., ChatGPT-4)	How you edited the output, if at all	Conversation Link (If available)
Topic selection			
Brainstorming and idea generation			
Research			
Source validation			
Outlining/planning			
Drafting			
Media creation			
Peer review			
Revising			
Polishing			
Other			

Note that such attribution is not a valid source for facts, only for the output itself.