

# Guidelines for Use of Generative Artificial Intelligence (GenAI) in Assessments and Deliverables at SDSU

Senate IIT Committee

Principles of use for generative AI (GenAI), including systems such as ChatGPT, Bard, and Bing, which can produce content in response to natural language queries, are becoming increasingly prevalent. Students need to understand the principles guiding GenAI use in assessments and deliverables. Proficiency, verification, and documentation are key principles to keep in mind:

**A. Proficiency:** Proficiency is more than just memorizing facts. It involves building flexible knowledge structures to solve problems and evaluate potential solutions. To use GenAI effectively, students should have a firm grasp of the subject matter.

**B. Verification:** Students must take full responsibility for GenAI-generated materials, ensuring they are accurate and factually sound. Generative AI can produce incorrect or misleading information, making verification crucial.

**C. Documentation:** Proper documentation is essential for all non-original ideas and sources, as GenAI may create fictional references, also known as “hallucinations.” When documentation is required, students must follow standard practices for citing sources.

Classification Levels of Allowed Use of GenAI in Assessments and Deliverables: The following classification levels determine the permitted use of GenAI in-course assessments and deliverables:

- AI-1: Disallowed
- AI-2: Restricted
- AI-3: Documented
- AI-4: Unrestricted

Students submitting assessments and deliverables must adhere to specific transparency, documentation, and accuracy requirements. The classification of each assessment or deliverable will determine the level of AI use allowed:

**AI-1 - Disallowed:** Generative AI tools are strictly prohibited in this assessment or deliverable. Any use of AI will be considered a violation of academic integrity.

**AI-2 - Restricted:** In this assessment or deliverable, students may use AI, but with restrictions and documentation requirements specified by the instructor.

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**AI-3 - Documented:** Students can use AI in any manner for this assessment or deliverable, but they must provide appropriate documentation for all AI use.

**AI-4 - Unrestricted:** Generative AI tools can be used without restrictions, and documentation is not required.

**Safe and Compliant Use of AI:** These guidelines apply to assessments and deliverables within the educational context, not in research with human subjects or otherwise. It's important to note that most commercially available AI systems do not comply with HIPAA or FERPA protections.

SDSU is committed to the security and well-being of our faculty, staff, and student community. As we embrace the potential of GenAI, we'd like to offer some best practices to maximize the user experience while minimizing risks:

## **Safeguarding Personal and Sensitive Information:**

- Exercise caution when interacting with GenAI platforms to prevent unintended disclosure of confidential or sensitive information.
- Always review GenAI-generated content to ensure it does not inadvertently contain sensitive or confidential details

## **Navigating Biases and Verifying Information:**

- Understand that GenAI models can inherit biases in the data they were trained on.
- Validate the accuracy of information sourced from GenAI by cross-referencing it with trusted resources.

## **Ensuring Clarity and Context:**

- Opt for clear and explicit phrasing to improve a GenAI system's understanding of your queries and reduce potential misunderstandings.
- GenAI systems may not fully understand sarcasm, irony, or complex contextual cues.

## **Leveraging Critical Thinking:**

- Utilize your judgment to critically assess the output from GenAI technologies, particularly for nuanced or controversial subjects.
- Remember that GenAI tools are not infallible and should not be the sole basis for significant decisions.

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## **Cybersecurity Vigilance:**

- Be aware that GenAI technologies can be exploited for sophisticated phishing scams or cybersecurity threats.
- Constantly scrutinize GenAI-generated messages and links for authenticity and report any suspicious activity to the IT Security Office - [security@sdsu.edu](mailto:security@sdsu.edu)

## **Continuous Learning and Updates:**

- Stay updated on institutional guidelines and policies concerning GenAI technologies.
- Participate in university-offered training sessions to enhance your understanding of GenAI's capabilities, limitations, and associated cybersecurity risks.

## **Appendix**

Standards for acknowledging the use of GenAI when allowed: When assessments or deliverables fall under AI-2 or AI-3 classifications, students must provide documentation regarding their use of generative AI. This documentation can take the form of primary source citations or summary statements, as specified by instructors. It's important to note that while GenAI content may include references to primary sources, experts may not review it, and source references may not always be accurate.

**Primary Source Citation:** Assignments may necessitate the inclusion of primary source citations. It's important to note that while GenAI content may contain references to primary sources, the output generated by GenAI is not subject to expert review, and the source references may not always be accurate. In cases where primary source citations are mandated, all factual statements in the work must be attributed to the original sources following standard prescribed citation styles.

**Summary Statement:** For specific assignments, providing a summary statement that discloses the utilization of generative AI and describes its application may suffice. These summary statements should include details such as the name and URL of the AI system, the specific purpose for which generative artificial intelligence was employed, the prompts that were used, and how the AI-generated output was utilized or modified:

I hereby acknowledge the use of [insert AI system(s) and link] for [specify the particular use of generative artificial intelligence]. The prompts employed in this process encompass [list of

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prompts]. The outcomes generated by these prompts were utilized to [clarify the use].

Example: I acknowledge using [1] ChatGPT to [2] generate materials for background research and self-study to create this assignment. On October 31, 2023, I employed the following prompts:[3] Compose a concise 50-word summary detailing the establishment of San Diego State University. Present it academically, including references and quotations from President Samuel T. Black. [4] The results produced by the generative artificial intelligence were adapted and refined for the final response.