



Using ChatGPT/Generative AI Tools: Student Edition

ChatGPT is one of several generative AI tools widely available online. This technology is built on programs called large language learning models, or LLMs, which are “trained” by feeding the programs large quantities of text and information. By drawing on its database of knowledge, a generative AI program can then respond to a user’s prompt to create various types of content, including essays, images, audio files, and creative writings.

Below are Clark University’s and the School of Business policies relating to the technology.

General Policy Regarding Use of ChatGPT/generative AI

The School of Business will follow Clark University’s existing Data Classification Policy (amended June 2022), “Transmission of Confidential data through any non-Clark network or Clark guest network is prohibited (e.g. Internet). Transmission through any electronic messaging system (e-mail, instant messaging, text messaging) is also prohibited.” Sharing information classified as confidential with ChatGPT or any generative AI technology is a violation of this policy.

Simply stated, using AI tools to generate content in your coursework is prohibited, unless your professor states otherwise.

Generative AI continues to evolve rapidly, and Clark University is closely monitoring developments in the technology; we will communicate any policy changes as they arise.

Guidelines Regarding ChatGPT/generative AI in Your Coursework

Unless otherwise noted by your professor in a course, use of any AI tool is prohibited. There are many AI detection tools an instructor could use to see if submitted work was generated by AI.

Generative AI is not a substitute for content that created by students. It is expected that every part of class assignments are fully prepared by the student.

Any use of generative AI tools will be treated as plagiarism, unless your faculty specifically states that its use is allowed for an assignment. If the professor permits the use of an AI tool, and if it is utilized by the student, the student must cite the source and treat it like any other cited material that is not their own.

Plagiarism is a serious charge and can result in failing an assignment, failing a course, and/or being expelled from the school. The policy and processes regarding plagiarism charges can be found here.

Student should note the following guidelines when considering the use of an AI tool for any assignment:

1. Understand Your Course's AI Use Policy

In your syllabus, your professors will clearly state their policy regarding the use of AI in the classroom and assignments. Are you allowed to use it? If so, when, where, and how? Why are your professors allowing or not allowing the use of AI in the class, and how does this relate to the course's learning objectives?

Your professors might also include a statement like, "If the source of your work is not clear, I may ask you to explain the content in the assignment and your process of completing it."

2. Understand the Purpose of Assignments

Your professors assign work to help you learn specific skills. They may explain how these skills will be used later in the semester or in other courses/experiences.

Understanding the purpose of assignments can help you become more invested in your work and less likely to rely on tools like ChatGPT to complete assignments.

3. Engage with Low-Stakes Assignments

Low-stakes assignments are those where the grade does not heavily impact your overall course grade. Use these assignments to gauge your learning and receive feedback. These can help you learn a skill outside of your comfort zone while being less anxious about the final grade, making you less likely to use tools like ChatGPT.

If a student finds themselves using ChatGPT/generative AI tool, they should reach out to the professor and request a meeting to better understand the assignment and/or topic.

Policies are subject to change without notice.

Please reach out to the Assistant Dean in CUSB if you have any questions or concerns.