



MEMORANDUM

To: WSU Faculty, Instructors, and Teaching Assistants

From: Bill Davis, AI Council Co-Chair, and Vice Provost for Academic Engagement and Student Achievement
Karen Metzner, AI Council Co-Chair, and Associate Dean of Students & Director of the Center for Community Standards

Subject: Fall 2024 Artificial Intelligence (AI) Guidance

Date: August 15, 2024

In thinking about how best to introduce the topic of pedagogy in the era of these generative AI technologies, know that Washington State University is committed to supporting faculty and students. The suggestions provided are grounded in a philosophy of clarity, consistency, and conciseness and commitment to building a community of support.

As a reminder to our faculty and course instructors, you do not need to work in isolation on adapting your course(s) to the new AI landscape. However, you do need to set clear expectations and policies related to acceptable AI use in your course(s).

The [WSU Writing Program](#) has guidance on writing with AI that is available here, the [Transformation Change Initiative](#) leads PIT Stops related to AI, and the [Global Innovations Group](#) also has trainings and workshops available. There are also general AI trainings available in [Percipio](#). The AI Council will continue to foster partnerships that allow additional opportunities to learn and engage with AI in the classroom.

Step 1: Define acceptable use

If you decide to allow generative AI as a tool for learning in your courses, clarify for your students the circumstances in which AI is allowable. You may discover that if you allow students to engage with generative AI, specific guidelines may need to accompany each assignment.

The Provost's AI Council has found that there are many outstanding examples of setting clear expectations for students across many different subject areas and assessment types in this [curated from a crowd-sourced document](#). We also encourage you to explore on your own to find AI policies developed by instructors in your field and represent your level of comfort with the use of AI.

Step 2: Explore the continuum of policies and communicate your policy to students in the course syllabus

Below are policy examples from the University of Delaware's Center for Teaching and Assessment of Learning, which distill the [four basic approaches that instructors can take in their syllabi](#). We invite

you to consider them as starting points in your exploration of what your AI policy will be. WSU recognizes that additional policies may be preferred by some, including explicit encouragement of students using AI.

A. AI Use prohibited

Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT, Co-Pilot, or Dall-E) on assignments in this course. Each student is expected to complete each assignment without substantive assistance from others, including automated tools.

B. AI Use only with prior permission

Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT, Co-Pilot, or Dall-E) on assignments in this course if instructor permission is obtained in advance. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

C. AI Use only with acknowledgement

Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT, Co-Pilot, or Dall-E) on assignments in this course if that use is properly documented and credited. For example, text generated using ChatGPT-3 should include a citation such as: "Chat-GPT-3. (YYYY, Month DD of query). "Text of your query." Generated using OpenAI. <https://chat.openai.com/>" Material generated using other tools should follow a similar citation convention.

D. AI Use is freely permitted with no acknowledgement

Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT, Co-Pilot, or Dall-E) on assignments in this course; no special documentation or citation is required.

NOTE: It is important to remember that the unauthorized use of generative AI in a course is a violation of WSU's Community Standards and can be [reported](#) to the Center for Community Standards (CCS). As a reminder, any expectations about AI usage should be communicated in writing to students.

Further Communications

This email is the first of several communications that The Provost's AI Council will send out to Instructors this Fall designed to help them develop and refine AI Course Policies. We will also be sending companion communications to WSU Students to help them better prepare for their responsibilities in understanding the ethical use of artificial intelligence and complying with related course policies.