

# PAU General Artificial Intelligence Use Statement

## **AI Use Statement**

Artificial Intelligence (AI) tools offer dynamic opportunities for enhancing learning, research, and administrative efficiency at Palo Alto University (PAU). All AI use should adhere to university policies (see [Student Professional Behavior and Use of Technology](#), and [Research Integrity Policy](#) in the [PAU University Catalog](#) and the Academic Integrity policy in the [PAU Student Handbook](#), p.11-12) legal standards, and PAU's commitment to inclusive, ethical practices. This guidance aims to ensure that AI is used in ways that support PAU's mission and values, including academic excellence, student success, and community respect.

## General guidance for the use of AI in all academic, clinical, research, and service activities

The use of AI to support professional activities at PAU should follow the following principles:

1. Transparency: All AI assistance should be disclosed clearly and cited appropriately.
2. Ethically Aligned: AI use should honor privacy, confidentiality, and inclusivity standards.
3. Accurate and Responsible: Users are accountable for the content produced with AI and should ensure its compliance with PAU's integrity standards.
4. If AI assignments and activities are used in academic classes or clinical training experiences, faculty should ensure that students have equitable access to AI tools and resources.

## Principles and responsibilities for AI use

### **Faculty Guidance on AI Use**

Faculty members have the discretion to define how AI is used in their courses and should communicate these expectations transparently to students. Course syllabi should include clear guidelines on permitted uses of AI, with an emphasis on ethical usage, cautions and shortcomings, and academic honesty. If Faculty have required activities using AI, they should ensure that students have equitable access to relevant AI tools and resources. Please see the recommended language for inclusion in your syllabi, depending on whether you determine AI use is permitted or not. Whether or not faculty permit use of AI in a course, faculty should communicate to students information

about whether and how the faculty member will use AI detection software, namely Turnitin AI detection software provided by PAU as part of Turnitin plagiarism detection software.

### **Student Responsibilities and Academic Integrity**

Students should understand and adhere to the AI guidelines in each course and disclose AI use when required. In cases where AI usage guidelines are not specified by a faculty member, advisor, or course instructor, students may use AI tools but must document this usage clearly. For an example of how to cite AI, please see “[How to Cite ChatGPT](#)” (McAdoo, 2024). Additionally, any AI use should align with PAU’s standards for academic integrity, avoiding plagiarism and ensuring proper attribution.(see [Student Professional Behavior and Use of Technology](#), and [Research Integrity](#) in the [PAU University Catalog](#) and the Academic Integrity policy in the [PAU Student Handbook](#)).

### **Disclosure and Accountability in Research and Creative Work**

Faculty, students, and staff should disclose AI usage in research, data collection, service, and creative activities through appropriate citation and referencing. Ethical considerations must be at the forefront, with special attention to privacy, confidentiality, and equitable practices in all AI-enabled research or projects.

### **Privacy, Confidentiality, and Ethical Standards**

AI should be employed in ways that respect and uphold confidentiality and data privacy laws, as well as PAU’s inclusive excellence values. All users are responsible for managing data securely and making ethical choices about AI tool usage.

### **Commitment to Continuous Improvement and Inclusivity**

PAU stakeholders (Faculty Senate, the Center for Educational Excellence, Academic Technology, and the Writing Center staff) will periodically review these guidelines to ensure their alignment with evolving AI technology, legal standards, and PAU’s strategic objectives. Training and resources will be made available to support faculty, students, and staff in understanding responsible AI use, advancing PAU’s commitment to inclusive excellence, and fostering a community of ethical innovation.

### **References**

McAdoo, T. (2024, February 23). How to cite ChatGPT. *APA Style*.  
<https://apastyle.apa.org/blog/how-to-cite-chatgpt>

## Syllabus Statement for AI Use\*\*

### 1. Full AI Use Permitted:

**AI Usage Policy:** In this course, students are permitted to use AI tools (such as ChatGPT, Grammarly, and others) to assist with assignments, projects, and studying, provided they adhere to ethical and academic honesty standards. While AI can enhance learning, it is critical that students actively engage with the material and understand that AI may have limitations, including outdated or inaccurate information. All AI-generated and AI-assisted contributions must be properly cited\*. Misuse, including presenting AI work as solely your own or bypassing critical thinking, is considered academic dishonesty and will be addressed accordingly. Free AI tools (link here) can be accessed for student use in this course.

### 2. AI Use Permitted Only for Specific Assignments:

**AI Usage Policy:** AI tools (e.g., ChatGPT, Grammarly) may be used in this course only for specific assignments, as indicated by the instructor. These assignments will clearly state where AI assistance is acceptable and outline any additional requirements for disclosing AI use. All AI-generated and AI-assisted contributions must be properly cited\*. For all other coursework, students are expected to rely solely on their own knowledge, skills, and resources. Failure to follow these guidelines or to disclose AI use where permitted may result in penalties under the academic integrity policy. Students are encouraged to use AI as a learning aid but must remain aware of its limitations and inaccuracies. Free AI tools (link here) can be accessed for student use in this course.

### 3. No AI Use Permitted:

**AI Usage Policy:** In this course, AI tools (such as ChatGPT, Grammarly, or other generative technologies) are not permitted in any coursework, assignments, projects, or assessments. Students are expected to engage with the material and develop their work independently. Using AI to complete or enhance assignments violates the academic integrity policy and will be treated as a serious infraction.

\*[Link](#) to APA guidance on citing AI

\*\*[Link](#) to other actual syllabus examples of AI use language