



AI Usage Guidance for Students

Purpose

This guidance focuses on how you make decisions when using AI in your learning process. It is about how you make decisions in your learning process.

AI use or non-use may be permitted in this course. What is assessed is your ability to think intentionally, reflect critically, and take responsibility for your final work.

When AI Can Be Used

AI tools may be used to support your learning process, such as:

- Brainstorming ideas
- Planning or outlining your work
- Clarifying concepts or generating examples
- Improving clarity, grammar, or structure

Use AI as a support for thinking, not a replacement for it.

Transparency Required

If you use AI tools, you must clearly acknowledge how they were used.

Include a short statement such as:

- AI tool used: ChatGPT (OpenAI)
- Purpose: Brainstorming and outlining ideas
- Final decisions and content were developed and edited independently

You may include prompts if helpful, but this is optional.

When AI Should Not Be Used

AI tools should not be used to:

- Submit AI-generated work as your own
- Replace required analysis, critical thinking, or creative work
- Complete tasks that are intended to demonstrate your learning
- During tests unless otherwise specified

Always check with your instructor if you are unsure.

Reflection (when required)

You may be asked to briefly reflect on your use of AI.

For example:

- When and why did you use AI?
- What did you keep, revise, or reject?
- What did you learn about its strengths or limitations?

If you did not use AI, you may reflect on how you approached the task instead.

Your Responsibility

You are responsible for the accuracy, originality, and academic integrity of your work, regardless of AI use. AI can support your learning, but it does not replace your judgment.