

Artificial Intelligence (AI) Acceptable Use Guidelines for Students

At South College, we embrace the responsible use of AI tools to support academic success while upholding integrity and accountability. The following guidelines outline how students can ethically incorporate AI into their work, ensuring accuracy, originality, and compliance with privacy and academic standards.

Acceptable Use of AI Tools

The following lists of uses are meant to give you examples to use as guidance. When in doubt about your use of AI, consult your instructor **before** submitting your assignment. Note: Citations may be required when using AI for your assignments.

- Brainstorming and refining your ideas
- Organizing outlines for assignments
- Checking grammar, spelling, and sentence structure
- Translating sources from other languages into the student's native language (Note: This does not apply in courses where translation is the learning objective, such as language classes)
- Reading your work or published materials aloud to you for educational purposes

Prohibited Use of AI Tools

The following uses may result in an academic dishonesty investigation and/or penalty. See Page X of this document for more information on Honor Code Violations. This list is representative but not exhaustive:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Zoom/Teams chat
- Delegating group-assigned work to AI without the consent of group members and instructor
- Writing a complete draft of a writing assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments without citation
- Solving mathematical problems using AI tools beyond standard calculators, unless otherwise permitted
- Using any AI-generated material without proper citation

Citation Guidelines for AI Use

If you have used generative AI or other forms of AI in your document in a manner in which you would cite a website, journal article, book, or other resource, you must have a references list citation for this use and in-text citations for where this material appears within your document. This includes, but is not limited to, when you have used forms of AI to generate text or code included in your research, you have paraphrased or directly quoted material from its responses,

and/or you have based a decision, interpretation, or statement on information it provided.

You will also be expected to cite the AI tool when you have used it to do more than correct grammar, punctuation, spelling, and capitalization in your sentence-level writing. Assignment guidelines will generally set expectations for the number and type of sources to cite for that assignment and/or the percentage of your assignment that can be from outside sources.

Source Reputability (ordered from most reputable to least):

- Peer-reviewed academic publications (Scholarly articles written by and reviewed by experts in the field);
- Reports, articles, and books from credible non-academic sources (Sources include government publications, and those from think tanks, and respected experts—have not undergone peer review process);
- Short pieces from periodicals or credible websites (News and Magazine articles from sources with editors);
- Agenda-driven or pieces from unknown sources (Show bias, come from unverifiable or questionable publishers);
- AI-generated content (material created by tools like ChatGPT and Gemini that can usually not be traced back to a stable source, has no citations, cannot be independently verified; these sources have no authorial accountability)
- Sources should be used in support of and assistance in developing your ideas. Your interpretation, analysis, synthesis, commentary, or discussion should still drive your assignment.

APA 7 Citation Formatting for ChatGPT

- In-Text Citations:
 - Parenthetical: (OpenAI, 2025)
 - Narrative: OpenAI (2025)
- References List Citations:
 - OpenAI. (2025). *ChatGPT* (May 2024 version) [Large language model]. <https://chat.openai.com/>
 - Author. (The year you accessed the AI tool). *Title* (Version in parenthesis; because ChatGPT names its versions as month and year, this becomes May 2024 in the example; when in doubt, ask the AI tool to identify its version to you) [Additional descriptor; because ChatGPT *is* a large language model, that descriptor goes here]. URL

Detection and Review Process

South College faculty may use approved AI detection tools such as Turnitin to identify potential AI-generated content. Assignments flagged with a detection score of 20% or higher may prompt a discussion with the student. Based on that discussion, the instructor may initiate a conversation with you about your potential use of AI tools on the assignment. **Be prepared to discuss your results**, as doing so allows you the opportunity to gain knowledge about AI tools and a better

understanding of the output produced by these tools.

Depending on the outcome of this conversation, you may be asked **to rewrite and resubmit** all or part of your work without the use of generative AI. You could also be asked **to submit an alternative assignment** or **to demonstrate your knowledge of the topic** of your assignment in a different format. Such as:

- Request a revision without the use of AI
- Require a demonstration of knowledge in another format

Evaluating AI Sources

AI-generated content ranks among the least credible sources. Students are encouraged to prioritize:

1. Peer-reviewed academic publications
2. Government or expert research reports
3. Credible news or magazine sources
4. AI tools (as support, not as a primary source)

Assignments should reflect original student analysis and synthesis. AI tools may assist learning, but must not replace personal engagement with course materials.

Questions to Ask Yourself

AI programs are not designed to replace critical thinking and research skills essential for academic work. Before using AI, consider the following questions:

- Am I using AI to learn, solve problems, or just get quick answers?
- Does using AI in this manner hinder my ability to fully develop the skills or knowledge this assignment is meant to build?
- How reliable is this AI tool? Check if the tool is reputable and consider cross-referencing the response from the tool.
- Am I protecting my personal or sensitive information? Avoid sharing private data with AI tools, as some may store, especially free versions of the tool, or misuse it.