
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4910 GENERATIVE ARTIFICIAL INTELLIGENCE IN ACADEMICS

References

AP 3775 Use of Generative Artificial Intelligence Tools
AP 4035 Academic Honesty

Responsibilities

- A. The Vice President of Academic Affairs is responsible for administering this procedure.
- B. Faculty are encouraged to state expectations around the appropriate use of generative AI in their class syllabus and adhere to district policies and procedures related to generative AI. Faculty are encouraged to reiterate their expectations in class announcements and assignment instructions. Faculty are also encouraged to reference AP 4035 Academic Honesty and AP 4910 Generative Artificial Intelligence in Academics in their syllabi.
- C. In the case that generative AI is permitted in coursework, students are responsible for using generative AI according to the expectations defined by the course instructor. Inappropriate use of generative AI, which results in academic dishonesty, cheating, and plagiarism, is not tolerated. All members of the academic community shall refer to AP 4035 Academic Honesty for procedures for further guidance.

Definitions

- A. Generative Artificial Intelligence (AI): “Traditional AI systems are primarily used to analyze data and make predictions. Generative AI, however, expands on these capabilities by creating new data similar to its training data. This advancement enables the generation of various forms of new content, including audio, code, images, text, simulations, and videos. Generative AI refers to any machine learning model capable of dynamically creating output after it has been trained. Importantly, the scope of generative AI extends far beyond content generation. The potential applications of generative AI models are vast, ranging from music composition and video generation to molecular modeling in drug discovery and medical diagnostics. As the technology continues to evolve, its applications are poised to extend into new domains” (*Generative AI*. World Intellectual Property Organization, 2024).
- B. Appropriate use of Generative AI: In the case that the use of generative AI is allowed in the expectations of the course, appropriate use of generative AI is when the use adheres to district policies and procedures, adheres to faculty expectations as defined in syllabi, does not qualify as plagiarism as defined in

AP4035 Academic Honesty, and does not supplant the acquisition of skills students are expected to attain in the course.

Course-Specific Expectations

- A. Instructors have the right to set their own expectations regulating the use of generative AI tools in each of their individual courses. This includes whether to allow or disallow some or all uses of generative AI tools. Instructors should set expectations in their course syllabus and clearly communicate these expectations to students in the course. Students who are unsure of course-specific policies regarding the use of Generative AI tools should ask each instructor for clarification (ASCCC Academic Integrity Policies in an AI World, 2025).
- B. Based on the expectations detailed in the course syllabus, students should be fully informed as to the specifics around the use of generative AI, including but not limited to the following:
 - a. Whether the use of generative AI is permitted or not permitted;
 - b. If permitted, the extent to which it is allowed to complete assignments.
 - c. If permitted, which specific generative AI tools or platforms are allowed to be used.
 - d. The extent to which students are required to disclose and/or cite their use of generative AI outputs, models, and platforms.
 - f. The consequences of inappropriate use of generative AI tools.

Equitable Use & Access

- A. Allowing the use of generative AI in class should be designed to ensure equitable and inclusive learning environments are accessible to all students. Allowing the use of generative AI in class should be an opportunity that reduces existing inequalities among students of varying backgrounds, rather than a perpetuation of inequities, including access to said technologies and digital literacy (Faculty Association of California Community Colleges, n.d.).

Determining Appropriate Use

- A. Faculty are encouraged to use their disciplinary expertise, familiarity with student performance, and a holistic review process when determining if generative AI was used appropriately.
- B. Faculty members should use multiple methods of assessment to ascertain that the students' work meets the course expectations.
- C. Examples of multiple methods of assessment might include, but are not limited to, comparing the submission to the student's previous work, engaging the student in a follow-up conversation or requesting a written explanation.

Also see BP 4910 Generative Artificial Intelligence in Academics, AP 4035 Academic Honesty, AP 4030 Academic Freedom, and AP 3775 Use of Generative Artificial Intelligence Tools.

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(This is a new procedure)

