

APPENDIX (B)  
GUIDANCE FOR THE USE OF ARTIFICIAL INTELLIGENCE TOOLS  
AT THE SANFORD SCHOOL OF PUBLIC POLICY.  
(STUDENT FACING)

BACKGROUND

Artificial Intelligence (AI) is any technology attempting to solve problems and complete tasks usually requiring human intelligence. The most visible AI tool, at the moment, is ChatGPT, which is a chatbot often used as a writing assistant. ChatGPT can generate plausible written responses to a wide variety of user prompts and questions using machine learning. ChatGPT has been given access to thousands of databases, trained initially by human researchers with a positive / negative reinforcement model based on early output, and is continually updated by access to new databases (including the Internet), and by “up and down” voting on responses by users.

- For further reading on artificial intelligence (AI) tools such as ChatGPT, Google Bard, etc., see the Learning Innovations page "AI and Teaching at Duke" at: [learninginnovation.duke.edu/ai-and-teaching-at-duke](https://learninginnovation.duke.edu/ai-and-teaching-at-duke)
- To try ChatGPT you can [visit OpenAI's website](#)

ACCEPTABLE USAGE

This serves as general guidelines for Sanford courses unless otherwise indicated by specific course faculty and noted in course syllabi.

Academic Assignments

Generative AI tools such as ChatGPT, Google Bard, and other large language models (LLMs) should not be used for generating final text, tables, or images, for an academic assignment; some formative and prewriting use of these tools is permitted **with attribution**. Courses may implement variations on this guidance in course syllabi.

Plagiarism

Direct use of unattributed text and images generated by AI tools in academic assignments constitutes plagiarism. This includes quoting, paraphrasing, or summarizing from ChatGPT or any other AI tool.

Cheating

Direct, unattributed, use of text and images generated by AI in academic assignments could constitute cheating. Generative AI is not a substitute for students' own critical thinking and writing skills. Use of ChatGPT, or other generative AI tool may be viewed as cheating if the assignment requires students to use their own critical thinking, to solve problems, or to practice concepts or skills.

- The [Duke Community Standard](#) has been updated to include the unauthorized use of generative AI as a form of cheating.
- Major, or purposeful, instances of plagiarism or cheating using Generative AI will be reported to the Associate Dean of Academic Affairs
- Students are responsible for the quality and integrity of the content of their submitted work. Generative AI tools can generate false information and violate copyright law. Students should verify any information resulting from an AI tool.

#### Attribution

Students should understand how to cite or give credit to AI generators. ChatGPT can be listed as a reference work or quote it within work. MLA, APA, and other style guides have developed [specific guidelines](#).

#### Acceptable Use

There may be cases when instructors either allow or encourage students to use AI for idea generation, outlining, or help with drafts and grammar.

#### Examinations.

Students may not use AI tools such as ChatGPT when taking formal examinations unless explicitly given permission by the course instructor.

#### Research/Scholarly Work

Research products, such as manuscripts, abstracts, and grant proposals, submitted for academic credit or as an academic requirement are subject to the same policies as academic assignments:

Research products, such as manuscripts, abstracts, and grant proposals submitted for publication or presentation must follow journal, publisher, or conference policies regarding the use of AI.

Students should discuss any potential use of AI tools in research with their mentors.