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Sample Graduate Program Handbook Language: Use of Generative Artificial Intelligence (GenAI) in Graduate Education

1. Overview

The [Department/Program Name] recognizes that generative artificial intelligence (GenAI) tools (e.g., ChatGPT, Copilot, Codex, and similar technologies) are increasingly used in academic work. These tools may support learning, research, and productivity, but they should not replace a student's original intellectual contributions. All graduate work remains subject to the University Honor Code. Misuse of AI may constitute academic dishonesty.

2. Guiding Principles

Graduate students are expected to follow these principles when using AI tools:

- **Authorship:** Submitted work must reflect the student's own ideas, analysis, and scholarly voice.
- **Transparency:** Significant AI use should be disclosed when relevant or required.
- **Accuracy:** Students are responsible for verifying the accuracy of AI-assisted content, including citations, data, and interpretations.
- **Confidentiality:** Students must not upload sensitive, proprietary, or unpublished research materials into AI systems.

3. General Allowable Uses

Unless otherwise restricted by faculty or program policy, students may use AI tools for limited support activities such as:

- Brainstorming ideas or refining research questions
- Improving grammar, clarity, and organization
- Generating outlines or study aids
- Debugging code or suggesting formatting improvements

These uses should support — not replace — independent scholarly work.

4. Prohibited Uses

The following uses are generally prohibited in graduate work:

- Submitting AI-generated text, analysis, or code as original work without disclosure and approval
- Using AI to generate core arguments, interpretations, or conclusions
- Fabricating citations, sources, or data
- Using AI in ways that circumvent exam conditions or assignment requirements

5. Guidelines for Graduate Milestones

A. Admissions Materials

Applicants are expected to submit materials that reflect their own experiences and voice.

- Permitted: Brainstorming, grammar assistance, minor editing
- Prohibited: Substantially AI-written personal statements or essays

B. Coursework

Faculty should specify AI expectations in course syllabi in accordance with University policy (e.g., ACAF 2.03). In the absence of explicit guidance, students should assume only limited AI use is permitted.

C. Qualifying, Comprehensive, and Milestone Examinations

Unless explicitly authorized in writing by the program or instructor, AI use is prohibited during graduate examinations. Unauthorized AI use may be treated as academic misconduct.

D. Theses and Dissertations

Limited AI use may be appropriate for activities such as:

- Language editing and proofreading
- Organizational support or outlining
- Limited brainstorming

Use of AI for code generation, data analysis, or literature synthesis may require advisor approval.

The following are prohibited:

- Writing substantial portions of the manuscript
- Generating original arguments or interpretations
- Creating, altering, or fabricating data

If AI tools are used beyond basic editing assistance, students should include an AI disclosure statement, typically in the Preface. Sample Disclosure Statement:

“The author used [AI tool name] for [specific purpose, such as grammar editing or brainstorming]. All substantive analysis, interpretation, and conclusions are the author’s original work.”

E. Research and Publications

Students must follow disciplinary norms, funding requirements, and journal policies regarding AI use. AI tools should not be listed as authors, and students remain fully responsible for the integrity and accuracy of their work.

6. Faculty and Program Responsibilities

Faculty and graduate programs should:

- Clearly communicate AI expectations in syllabi and program materials
- Specify permitted and prohibited uses for exams and major assignments
- Ensure consistency with Graduate School and University policies

Improper AI use may constitute plagiarism or unauthorized assistance and may be addressed through University academic integrity procedures.

7. When in Doubt

Students should consult their advisor, instructor, or graduate director before using AI in major assignments or graduate milestones. As a general guideline:

- If AI is doing the thinking, it is likely not permitted.
- If AI is helping communicate the student's own thinking, limited use may be appropriate.
- Significant AI use should be disclosed.