ADMINISTRATIVE DIVISION Academic Affairs	POLICY NUMBER ACAF 7.14
POLICY TITLE Academic Policy on AI	
SCOPE OF POLICY USC Upstate	DATE OF REVISION February 10, 2025
RESPONSIBLE OFFICER Provost	ADMINISTRATIVE OFFICE Office of the Provost

PURPOSE

The purpose of this policy is to set guidelines for how USC Upstate will teach students the appropriate and inappropriate uses of generative AI and to ensure that the University is preparing students for a world that relies on the use of generative AI. Specifically, three areas are addressed: 1) the need for clear syllabi statements on allowable and unallowable student use in each course; 2) the need for each program to have a plan for how to prepare students to work in their disciplinary fields with generative AI; and 3) the need to create and update curricula to incorporate generative AI (as applicable), including certificates that fill skill gaps.

DEFINITIONS

Generative AI – A machine-learning model that can use input data to generate new text, images, videos, and other content.

Academic Integrity – A commitment to the Fundamental Values of Academic Integrity: honesty, trust, fairness, respect, and responsibility as defined by the International Center for Academic Integrity.

POLICY STATEMENT

1. All faculty must specify in their syllabi and other course materials the acceptable and unacceptable uses of generative AI in their class.
2. All academic programs have a responsibility to instruct their majors on how to work with generative AI in their discipline in preparation for careers beyond graduation.
3. USC Upstate has a responsibility to update offerings and provide multiple options for students to gain skills needed to live and work in a world that utilizes generative AI.

PROCEDURES

1. Faculty will include clear statements about the acceptable and unacceptable student uses of generative AI in each of their syllabi, and syllabi that include these statements will be posted for students to access by the first day of class. Sample syllabi statements have been provided in this Tips for Teaching from the Center for Academic Innovation and Faculty Support. These syllabi statements posted by the first day of class cannot be changed during the semester. If faculty fail to specify acceptable and unacceptable use clearly in their syllabi on the first day of class, then they cannot penalize students for lack of academic integrity if a student uses generative AI on an assignment. When relevant,

language clarifying ways AI can and cannot be used (e.g., checking grammar, summarizing, generating ideas) should also be included. Additional guidance may be provided in instructions for course assignments and other course materials.

In all situations, the focus of generative AI exploration should be on how these new tools can assist and inspire students to create and improve their own academic work and encourage students to own their learning. Students should also understand that issues related to digital and information literacy apply when using generative AI. Further, faculty should remind students that presenting academic work from any source, including generative AI, as the student's own work is a violation of academic integrity.

2. Each academic program will develop and implement a plan for teaching students how to work with generative AI in their discipline. This plan need not impact every course or every faculty member, but it must ensure that each student in that major will be prepared.

3. USC Upstate Academic Affairs will regularly review offerings to ensure that students have access to the majors, minors, and certificates needed to prepare them for a world of work that utilizes generative AI.

Given the evolving nature of generative AI, the University has a responsibility to provide faculty with current, relevant, and effective professional development and resources to help them to implement this policy.

RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

USC Upstate Code of Academic Integrity

USC Upstate Code of Student Conduct

USC Student Conduct and Academic Integrity

The Fundamental Values of Academic Integrity

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
February 10, 2025	New policy approval by ELT