

CEDC Teaching & Learning AI Use Guidance - Quick Reference for Faculty

Purpose

CEDC's guidance establishes a course-level framework for the use of AI in teaching, coursework, assignments, and classroom activities. It recognizes that appropriate AI use depends on course learning objectives and gives faculty discretion to determine when and how AI may be used. The guidance does not cover research, scholarship, grant preparation, or sponsored projects, which are addressed separately.

What Faculty Need to Do

Faculty should establish and clearly communicate an **AI-use policy for their courses**, include it in the syllabus/course materials, and reinforce or modify expectations for individual assignments and activities as appropriate. Policies should align AI use with learning objectives, reduce ambiguity, support ethical and transparent use, prepare students for professional AI-assisted workflows, protect data/privacy, and remain consistent with university academic-integrity requirements.

Important default: If a course or assignment does **not** state an AI-use policy, students are expected to assume that AI use is **Closed (prohibited)** until the faculty member states otherwise.

Choose an AI-Use Level

CEDC provides three options that faculty may apply at the **course or individual-deliverable level**:

Level	Faculty Expectation
CLOSED	No AI use. Students complete the work without AI assistance, including AI-based chatting, searching, brainstorming, outlining, or content/code/analysis/image generation.
CONSTRAINED	Specific AI uses are permitted. Clearly identify what students <i>may</i> and <i>may not</i> do—for example, brainstorming may be permitted while generating submission text is prohibited. Require disclosure/attribution as appropriate.
OPEN	AI use is broadly permitted. Students may use AI as part of their workflow but remain responsible for accuracy, originality, verification, attribution, and explaining their work.

Under **Constrained** use, faculty should explicitly distinguish acceptable from unacceptable activities and may require students to explain or demonstrate their understanding of AI-assisted work. Under **Open** use, students should document/attribute AI use and verify and be able to explain AI-generated output.