

AI vs AI

Policy Template & Resources

The Center for Faculty Excellence has devised five policy examples based on the AI Assessment Scale (Perkins, Roe, Furze 2024) and an additional policy that is assignment based. In general, you can expect OU syllabi to follow one of the following policies:

1. No AI: AI use is prohibited for the entire course and any associated tasks
2. AI Planning: AI may be used for pre-task activities such as planning, idea development, and research
3. AI collaboration: AI may be used during the main task development, such as drafting, refining, and evaluating your work
4. Full AI: AI may be used to complete any elements of the task
5. AI Exploration: AI may be used to creatively solve the task
6. Assignment based: Each assignment will have a unique combination of any of the above policies based on the learning objective of each part of or the entirety of the assignment.

COURSE CONTEXT

1. What course are you creating this for?
2. What are the main learning objectives?
3. What skills should you/students develop?
4. Provide alternative forms of support and campus resources for policies that would restrict or prohibit GenAI use.

WHAT SHOULD NOT BE ALLOWED?

1. What AI uses would undermine learning in this course?
2. Be specific, give examples.
3. Explain WHY these uses are prohibited.

Examples:

- Submitting AI-generated text as original work
- Using AI to complete take-home exams
- Having AI solve problem sets without understanding
- Using AI to write code for graded programming assignments

WHAT SHOULD BE ALLOWED?

1. How can AI support learning without replacing it?
2. What AI uses align with learning objectives?
3. Give specific examples for your course.

Examples:

- Brainstorming and outlining ideas
- Grammar and spelling corrections
- Explaining concepts you don't understand
- Generating practice problems for self-study
- Debugging assistance (with proper understanding)

DISCLOSURE

1. When should you/students document AI use?
2. What information should be included?
3. How should disclosure be formatted?

Citation guidelines: Be transparent about *where* and *how* you used GenAI in your work. Use proper citations in your work and cite in the bibliography if you are providing a publicly available link (e.g., a shareable transcript of your conversation via a browser extension). OU IT recommends citing AI like a person for in-text citations and in your reference list, as well as a description of how the tool was used in methods or acknowledgements. The exception is AMA format, which treats AI as a tool and requires acknowledgement in the methods or an acknowledgement section of the paper with in-text citations using a superscript pointing to this acknowledgement.

APA: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

MLA: <https://style.mla.org/citing-generative-ai/>

Chicago:

<https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html>

Documenting AI use: Google Docs and Word keep track of your version history, but you can show your process more clearly with an extension app that reports on time spent and copy/pastes and generates a video of the text's evolution. Such extensions include [ProcessFeedback.org](https://processfeedback.org), [Grammarly Authorship](https://grammarly.com), [Integrito](https://integrito.com) from PlagiarismCheck.org, [Revision History](https://revisionhistory.com), [Draftback](https://draftback.com), and [Txtreplay](https://txtreplay.com) (Mills, 2025). Frontier models have capabilities to track and share conversations:

- **OpenAI ChatGPT:** allows users to create a unique URL for a specific conversation. The shareable link provides a read-only snapshot of the chat history up to the point of sharing. Anyone with the link can view the conversation, making it a straightforward way to document the exact prompts and AI responses used in a project. ([How to share](#))
- **Google Gemini:** provides the ability to share conversations. Users can generate a public link to a chat, which includes the entire conversation. This feature is designed for easy collaboration and transparency for documenting AI usage. ([How to share](#))
- **Claude:** offers sharing and collaboration features, particularly within its team-oriented plans. Users can share individual chats via a link. The platform is designed with professional and collaborative use in mind, making its sharing capabilities well-suited for documentation. ([How to share](#))
- **Perplexity AI:** Known for its focus on providing sourced answers, Perplexity AI also allows users to share their inquiry threads. This is useful for academic purposes as it not only documents the conversation with the AI but also preserves the links to the sources the AI used to generate its response. ([How to share](#))

CONSEQUENCES

1. What happens if the policy is violated?

2. Are there different levels of violations?

DISCIPLINE CONSIDERATIONS

Examples for tailoring policies to your discipline:

STEM Courses:

- AI for concept explanation?
- AI for problem solving?
- Consider: labs, homework, projects separately

Humanities:

- AI for brainstorming?
- AI for analysis/interpretation?
- Consider: research, drafting, revision separately

Languages:

- AI for vocabulary?
- AI for translation?
- Consider: conversation practice vs written work

Business:

- AI for data analysis?
 - AI for case write-ups?
 - Consider: team projects vs individual work
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ACTIVITY

Fill out your policy

1. COURSE CONTEXT
2. WHAT IS NOT ALLOWED
3. WHAT IS ALLOWED
4. DISCLOSURE REQUIREMENTS
5. CONSEQUENCES

Documentation:

TEMPLATE A: AI USE DOCUMENTATION

AI Use Documentation Form

Name: _____

Course: _____

Assignment: _____

Date Submitted: _____

1. WHAT AI TOOLS DID I USE?

AI Tool & Version (e.g., ChatGPT 4)

Dates Used (e.g., 2/15-2/20)

Total Time with AI (e.g., 2 hours)

2. WHY DID I USE AI?

Understanding difficult concepts

Explaining theory/methodology

Grammar/style checking

Brainstorming ideas

Code debugging

Translation

Generating practice problems

Finding sources/literature search

Other: _____

3. WHAT DID AI GENERATE?

Briefly describe what the AI produced:

4. WHAT DID I ACTUALLY USE?

Used AI output directly (with citation/disclosure)

Where in my work: _____

How I cited/disclosed: _____

Modified AI output significantly

What I changed: _____

Why I changed it: _____

Used for understanding only (nothing in final work)

What I learned: _____

Rejected AI output (didn't use)

Why I rejected it: _____

5. HOW DID I VERIFY AI'S ACCURACY?

Checked against course materials

Consulted with instructor/advisor

Verified sources cited by AI

Compared with textbook/readings

Tested code/solution independently

Cross-referenced with reliable sources

Other: _____

6. WHERE DID I DISCLOSE AI USE?

In my assignment (where: _____)

In methodology section

In acknowledgments

In code comments (for programming)

In email to instructor

Not required to disclose (explain: _____)

7. SELF-CHECK

YES - I understand everything I submitted

YES - I can explain my work without AI

YES - I verified all factual claims from AI

YES - My AI use follows the course policy

YES - I have saved screenshots of AI conversations

If you answered NO to any: Do not submit yet. Review and address the issue.

8. EVIDENCE I HAVE SAVED

Screenshots of AI conversations saved as: _____

Exported chat logs saved as: _____

Draft before AI edits saved as: _____

Draft after AI edits saved as: _____

Research notes (pre-AI) saved as: _____

File location: _____

9. MY CONTRIBUTION (What makes this MY work?)

The intellectual work I did independently:

10. READY TO DEFEND

If my instructor asks me about this work, I can:

Explain my research process

Discuss my main argument without notes

Describe how AI helped vs. what I did

Show my work progression (drafts, notes)

Demonstrate I understand the content

DECLARATION

I declare that:

This documentation is accurate and complete

I have disclosed all AI use as required

I can defend this work if questioned

I understand that false disclosure violates academic integrity

Signature: _____ Date: _____

INSTRUCTOR USE (Optional)

Reviewed: ☐ Approved ☐ Questions: _____

Non-AI:

TEMPLATE B: WORK WITHOUT AI DOCUMENTATION

Use this when: You did NOT use AI and want to prove it's your original work

Independent Work Documentation Form

Name: _____

Course: _____

Assignment: _____

Date Submitted: _____

1. MY WORK PROCESS

Total time invested: _____ hours over _____ days

Key dates:

Started research: _____

Started writing: _____

Completed first draft: _____

Completed final draft: _____

2. RESEARCH DOCUMENTATION

Number of sources consulted: _____

Top 3-5 sources used:

Research notes saved as: _____

Where I took notes:

Handwritten notes (dated: _____)

Digital notes (file: _____)

Annotations in sources

Other: _____

3. DRAFT PROGRESSION

Draft Version: Draft 1, Draft 2, Draft 3, Final

Date Created

Word Count

Major Focus

Outline/Plan

All drafts saved in folder: _____

Can show:

How my thesis evolved

How arguments developed

How I incorporated feedback

Progressive improvement over time

4. HELP I RECEIVED (Human only, no AI)

Writing Center:

Visited on _____ (consultant: _____)

Discussed: _____

Changes made: _____

Instructor/Advisor:

Office hours on _____

Discussed: _____

Guidance received: _____

Peer Review:

Received feedback from _____ on _____

Main suggestions: _____

Changes made: _____

Other:

Evidence saved:

Emails: _____

Consultation notes: _____

Peer comments: _____

5. WORK LOCATIONS & WITNESSES

Where I worked:

Date(s) Location Hours Anyone See Me? Library Home Coffee shop Lab/Office

Supporting evidence:

Library check-in records

Study room reservations

Receipts from coffee shops

Roommate/friend can confirm: _____

6. WRITING TOOLS USED (No AI)

What I used for writing:

Microsoft Word

Google Docs

LaTeX

Scrivener

Other: _____

What I used for grammar/spell check:

Built-in spell checker only

Grammarly (free/basic version)

Writing Center review

Peer review

Nothing - submitted as-is

What I did NOT use:

ChatGPT, Claude, or any AI chatbot

AI writing assistants

AI paraphrasing tools

AI grammar tools (Grammarly Premium AI, etc.)

7. INTELLECTUAL WORK I DID

Original thinking/analysis/arguments in this work:

How I went beyond my sources:

8. SELF-VERIFICATION

I can confirm:

Every word is mine (or properly cited)

Every idea is mine (or properly cited)

I can explain all arguments without notes

I understand all content completely

I could recreate this work from scratch

My research process is well-documented

I have evidence of my work progression

9. EVIDENCE PORTFOLIO

I have saved and can provide:

At least 2 earlier drafts with different dates

Location: _____

Research notes dated before writing

Location: _____

Feedback received from others

Location: _____

Version history (Google Docs/OneDrive/auto-save)

Can access: ☐ Yes ☐ No

File properties showing creation/modification dates

Can demonstrate: ☐ Yes ☐ No

All evidence organized in folder: _____

10. READY FOR DEFENSE

If questioned about my work, I have:

Documentation of my work process

Evidence of time and effort invested

Proof of draft progression

Research notes and sources

Ability to explain content in detail

Witnesses who saw me working (if needed)

File timestamps proving gradual development

Confidence level defending this work:

Very confident - strong evidence

Confident - adequate evidence

Somewhat confident - could strengthen evidence

Need to improve documentation before submitting

DECLARATION

I declare that:

I did NOT use any AI tools for this assignment

All work is my own (except properly cited sources)

I can fully explain and defend this work

I have documentation to prove this is my work

This declaration is truthful and complete

Signature: _____ Date: _____

References

- Mills, A. (2025, June 26). *How can I protect myself against false accusations of using AI?* Humanities LibreTexts.
https://human.libretexts.org/Bookshelves/Composition/Specialized_Composition/AI_and_College_Writing%3A_An_Orientation/03%3A_Academic_Integrity/3.03%3A_A_How_can_I_protect_myself_against_false_accusations_of_using_AI
- Perkins, M., Furze, L., Roe, J., & MacVaugh, J. (2024). The Artificial Intelligence Assessment Scale (AIAS): A Framework for Ethical Integration of Generative AI in Educational Assessment. *Journal of University Teaching and Learning Practice*, 21(06). <https://doi.org/10.53761/q3azde36>

Resources:

Frontier Model Learning & Study Modes: <http://bit.ly/48tWRCw>

Prompts for Research & Writing: <https://bit.ly/4mWltaE>

[Academic Success Center](#)

- Offers tutoring, faculty mentoring, and various student opportunities

[The Writing Center](#)

- Assists writers with skill development and offers a workshop on the pros/cons of GenAI by request.

[Bibliographic, Citation, and Reference Management Software](#)

- Citation managers, organizational tools

Library Resources

- [Subject help](#)

- [AI in the Library LibGuide](#)

