

Classroom Use of Generative AI Tools

Category: *Academic Affairs*

Policy Number: 2900

Policy Manager: *Academic Affairs*

Current Revision Approval Date: *10/1/2025*



PURPOSE

The purpose of this policy is to establish clear guidelines for the appropriate use of generative artificial intelligence (AI) in academic coursework. This policy ensures transparency, consistency, and alignment with course learning goals while supporting students in developing critical thinking, problem-solving, and ethical decision-making skills.

TARGET AUDIENCE

All faculty, staff, and students of Virginia State University who are engaged in instructional activities in undergraduate and graduate courses must adhere to this policy.

AUTHORITY

- A. The University's Board of Visitors, pursuant to Virginia Code § 23.1-1301, may delegate administrative authority to the University President, who may, in turn, delegate authority to other university personnel.
- B. The University's Provost, through presidential delegation, shall oversee the development and implementation of policies related to the University's academic affairs.

DEFINITIONS

Exploratory Use: A level of AI integration where tools are used without restriction to support informal, low-stakes learning activities.

Formative Assessment: A low-stakes evaluation used during the learning process to provide feedback and guide student improvement.

Generative Artificial Intelligence (AI): A type of artificial intelligence that can create original content such as text, images, code, or audio based on patterns it has learned from large datasets. It responds to prompts by producing new outputs that resemble work created by humans, e.g., ChatGPT, Google Gemini, and Microsoft Copilot.

Hybrid Use: A level of AI integration where tools are used for formative and summative assessments at the discretion of the instructor.

Permissive Use: A level of AI integration where students are allowed to use AI tools throughout the course for a wide range of learning activities. This includes both formative and summative assessments. This level implies student use is unrestricted.

Summative assessment: A graded assignment, exam, project, or other formal evaluation used to measure student achievement of learning outcomes.

POLICY STATEMENT

The University affirms that artificial intelligence (AI) tools, when used responsibly (e.g., proper attribution, transparency, alignment with learning objectives, etc.), can enhance learning, creativity, and productivity. Accordingly, the University does not impose a blanket restriction on their use in coursework.

In alignment with this policy and to ensure clearly outlined expectations regarding AI usage for coursework, faculty must establish policies governing the use of AI in their classroom using one of the three (3) approved use levels: permissive use, hybrid use, and exploratory use. Faculty may update their AI policy with reasonable notice (i.e., at least one week), provided any change is communicated in writing in the course syllabus or other official instructional materials. Students are required to comply with course-specific AI policies, and it is their responsibility to seek clarification from the instructor if they do not understand the expectations.

Violations of course-specific AI policies will be evaluated for potential academic misconduct and addressed in accordance with the *University Student Code of Conduct* and the *Student Handbook*.

RELATED PROCEDURES

N/A

RELATED MATERIALS/REFERENCES

The Virginia State University Student Handbook

The Virginia State University Student Code of Conduct

APPROVED BY:



Makola M. Abdullah, PhD
President

10/1/25

Date

REVISION HISTORY

This policy supersedes the following archived policies:

N/A