

What to do if you suspect a student has used Generative AI and may be in violation of your course policy.

Check your Syllabus

- Do you have a specific AI usage policy in your syllabus that clarifies use on specific assignments: homework, exams, in-class work, etc.)?
- If you have proposed an academic penalty for academic misconduct, it should be consistent across all course documents (i.e. assignment instructions, syllabus, Blackboard announcements, etc.).
- Do you have information for students to file a grievance for concerns related to the classroom and/or grade appeal?

Supporting Documentation

- Do you have samples of work for comparison that were authored in real-time that are presumed to be authored without any AI applications?
- Do you have other samples of the student's work, from the current semester, which demonstrates the student's writing style?
- Does the student have the requisite knowledge to author the information submitted?
- Is it possible to request a version history of the submitted work?
- Did this occur during an assessment such as a quiz or exam?
- Were you using a tool such as Respondus Lockdown Browser and Monitor?
- Any and all documentation that may have recorded misconduct should be submitted along with the reported concerns.

Talk to the Student

- The Office of Student Conduct encourages you to reach out to the student regarding your concerns, before submitting a report, as the student may be able to provide a sufficient explanation.
- Does the student dispute the allegation? If so, you should submit a report to the Office of Student Conduct.
- If an instructor is alleging that Academic Misconduct may have occurred, their concerns need to be submitted to the Office of Student Conduct.
- If an instructor is alleging that a student did not complete an assignment in accordance with the grading rubric and/or instructions, then the student should receive the grade they earned, and a report may not need to be filed.

Talk to your Chair

- Inform your Chair/Director/ Area Coordinator
- Check to see if there are departmental or college level policies for use in these situations.

File Report

- Do you want to file an *Academic Integrity Incident report* with the Office of Student Conduct?
- As noted in the University's *Operating Policy 34.12*, we encourage all faculty to file reports as soon as possible after the alleged misconduct occurred. Doing so allows the Office of Student Conduct to facilitate preventive and educational conversations.
- If an instructor has a pending Academic Integrity matter with the Office of Student Conduct when grades are due, the instructor should enter the correct notation in the dashboard, and not enter a grade until a Decision Letter and/or Appeal Outcome has been received.

If you have case specific questions or need further guidance, please reach out to the Office of Student Conduct at: studentconduct@ttu.edu or 806-742-1714.