

**Vanderbilt University Academic Affairs Guidance for Artificial Intelligence (AI) tools**  
**Updated November 29, 2023**  
**Effective January 2024**

**POLICY STATEMENT:**

Artificial Intelligence is a valuable, dynamic, and vital tool. As with all other tools, you must abide by all applicable laws and policies when you use AI, and you should strive to use AI ethically. You should follow guidelines (including prohibitions) provided by your dean, instructor, supervisor, or other individual(s) overseeing your work. You should disclose the use of AI in an appropriate way. You should exercise sound judgment in your use of AI. When AI is used, it should be used in ways that are consistent with university policies on confidentiality and privacy. This applies to all aspects of research, service work, and creative expression. You are the author of content that you produce with AI and responsible for its accuracy, impact, and compliance with relevant laws and policies.

**PRINCIPLES/GOALS:**

- Faculty should decide whether and how generative AI is used in courses.
- Faculty should clearly communicate expectations to students. If a statement on the use of generative AI tools is not provided by an instructor, the use of such tools is permitted but must be disclosed.
- Faculty should clearly communicate what constitutes academic dishonesty.
- Students are responsible for understanding the rules of engagement for using AI in each of their courses and seeking out information if they do not understand.
- Faculty and students must disclose how and when AI is used in research, service work, reviews, data collection, and creative expression and are responsible for using it appropriately and ethically.
- Faculty and students are the authors of content generated by AI and are responsible for that content as they are with content that they author.
- AI should be used in ways that respect confidentiality and privacy.
- AI should be used ethically and reasonably.