

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 4 Academic Affairs

AP 4902 Artificial Intelligence in Academics

References:

BP 3903 and AP 3903 Safe, Responsible, and Ethical Use of Artificial Intelligence;
BP 4030 Academic Freedom;
BP 5500 and AP 5500 Student Code of Conduct

Responsibilities

Faculty are strongly encouraged to state expectations about the appropriate use of Artificial Intelligence (“AI”) in their class syllabus and adhere to Board Policies and Administrative Procedures related to AI. Faculty are encouraged to reiterate their expectations in class announcements and assignment instructions. Faculty are also encouraged to reference AP 5500 Student Code of Conduct and this Procedure in their syllabi.

If AI is permitted in coursework, students are responsible for using AI according to the expectations defined by the course instructor per the syllabus or assignment instructions. Inappropriate use of AI, as defined by the instructor, which results in academic dishonesty, cheating, and plagiarism, is not tolerated. All members of the academic community shall refer to AP 5500 Student Code of Conduct for further guidance.

Course Specific Expectations

Faculty have the right to set their own expectations regulating the use of AI tools in each of their individual courses. This includes whether to allow or disallow some or all uses of AI tools. Faculty should set expectations in their course syllabus and clearly communicate these expectations to students in the course. Students who are unsure of course-specific policies regarding the use of AI tools should ask each faculty for clarification (ASCCC Academic Integrity Policies in an AI World, 2025).

Based on the expectations detailed in the course syllabus, students should be fully informed as to the specifics around the use of AI, including but not limited to the following:

- a. Whether the use of AI is permitted or not permitted.
- b. If permitted, the extent to which it is allowed to complete assignments.
- c. If permitted, which specific AI tools or platforms are allowed to be used.
- d. The extent to which students are required to disclose and/or cite their use of AI outputs, models, and platforms.

- e. The consequences of inappropriate use of AI tools.

Equitable Use and Access

Allowing the use of AI in class should be designed to ensure that equitable and inclusive learning environments are accessible to all students. Allowing the use of AI in class should be an opportunity that reduces existing inequalities among students of varying backgrounds, rather than a perpetuation of inequities, including access to available technologies and digital literacy (Faculty Association of California Community Colleges, n.d.).

Determining Appropriate Use

Faculty are encouraged to use their disciplinary expertise, familiarity with student performance, and a holistic review process when determining if AI was used appropriately.

Faculty should use multiple methods of assessment to ascertain that the students' work meets academic integrity standards and the course expectations.

New; administrative approval May 13, 2026; Board review May 20, 2026 and June 17, 2026