

# How to Declare GenAI in Graded Assignments

According to the revised Student Plagiarism Policy, students must ensure that any use of generative AI has been explicitly authorized by their instructor or program, or it counts as 'limited reasonable use' according to the policy and their instructor or program does not prohibit it. Furthermore, if students use GenAI in any graded work, they are required to declare it:

*“...students must fully declare the tool, purpose, and extent of GenAI use in graded work, however minor, and regardless of whether it was explicitly authorized or was considered limited reasonable use.”*

Students should consult the Student Plagiarism Policy, program handbooks, syllabus and/ or assignment instructions about which GenAI uses are permitted, and when in doubt, ask their course instructor.

## Sample AI Declaration Statements

The following templates have been developed as a guide to how students might declare GenAI use in graded work. Departments and instructors can set their own guidelines that align with the new policy. We recommend using one of the two following templates unless instructed otherwise.

Furthermore, if AI-generated content is used as a reference, it should be cited as a source in addition to completing one of the following statements. For more information on how to cite AI in different citation styles, visit the [CEU Library's LibGuide](#).

## AI Declaration Template, Text-Based Option

### Template

I used [insert name of AI system(s), hyperlinked] to [specific purpose for using generative artificial intelligence]. The tool was used to provide [describe extent of tool used in task or prompt].

### Example

I used [CoPilot](#) to proofread my own work before submitting. I uploaded my entire essay with the instruction to “Correct any inaccurate grammar and punctuation.” I reviewed the essay afterwards and made minor changes.

I used [Connected Papers](#) to find sources related to my research topic. I uploaded a seminal paper on my topic (Latour 1979) and prompted it to find related sources that I included in my literature review.

## AI Declaration Template, Table-Based Option

### Template

Tool (Name & Link)	Specific Purpose for Using GenAI	Extent of Use

### Example

Tool (Name & Link)	Specific Purpose for Using GenAI	Extent of Use
<a href="#">CoPilot</a>	Refining the academic language of my own work	I submitted my entire essay with the prompt: "Correct any inaccurate grammar and punctuation."
<a href="#">Connected Papers</a>	Finding sources for my literature review	I uploaded a seminal paper on my topic (Latour 1979) and prompted it to find related sources that I included in my literature review.

## Declaration of Generative AI for theses and dissertations

All students submitting a thesis or dissertation should include the following GenAI declaration:

Generative artificial intelligence (GenAI) was used in this work. I, the author, have reviewed and edited the content as needed and take full responsibility for the content, claims, and references. An overview of the use of GenAI is provided below.

- I used [insert name of GenAI system(s), link] to [specific purpose for using generative artificial intelligence]. The tool was used to provide [describe extent of tool used in task or prompt].
- I used [insert name of GenAI system(s), link] to [specific purpose for using generative artificial intelligence]. The tool was used to provide [describe extent of tool used in task or prompt].

OR

To the best of my knowledge, generative artificial intelligence (GenAI) was not used in this work. I, the author, take full responsibility for the content, claims, and references.