

_____ Department AI Usage Agreement

1. General Information

- Student Name: _____
- Degree Program / Major: _____
- Faculty Advisor Name: _____
- Committee Members: _____
- Date of Discussion: ____ / ____ / _____

2. Scope of Approved AI Usage

Indicate the approved level of AI usage across different stages of scholarly work:

Activity Category	Not Permitted	Permitted with Prior Disclosure	Permitted	Specific Guidelines / Approved Tools (e.g., ChatGPT, Claude, Grammarly, Copilot)
Ideation & Brainstorming				
Literature Search & Syntheses				
Text Editing & Proofreading				
Drafting Content / Writing				

Data Cleaning & Analysis				
Code Generation & Debugging				
Image / Figure Generation				
Translation / Language Support				
Other				

3. Disclosure & Acknowledgment Requirements

- **Is formal disclosure required when submitting work?**
 - ☐ Yes, for all milestone submissions (e.g., proposals, chapters, papers)
 - ☐ Yes, only when AI generates significant text, code, or data output
 - ☐ No formal disclosure needed for standard utility tools (e.g., basic spell check/grammar tools)
- **Standard Disclosure Format:**
Where and how should AI usage be documented? (e.g., an "AI Acknowledgments" section, method section footnotes, or appendix).

4. Intellectual Property, Confidentiality & Data Safety

- **Data Sensitivity:** Students may **not** upload non-public datasets, unpublished advisor/lab data, or human subjects data to public AI platforms unless explicitly authorized and compliance-vetted.
 - **Agreed Restrictions:**

- **Copyright & Originality:** The student remains responsible for ensuring all submitted work is accurate, original, and free of AI-generated fabrications or intellectual property infringement.

5. Discipline-Specific & Additional Expectations

List any field-specific requirements, professional standards, or lab rules (e.g., journal policies for target publications, clinical considerations, or ethical constraints):

6. Revisit & Re-evaluation Schedule

Technology and policy standards evolve rapidly. The student and advisor agree to review and update these expectations:

[] Annually during performance/progress evaluations

[] Prior to major milestones (e.g., Prospectus Defense, Dissertation Submission)

[] As needed when new tools or research phases are introduced

7. Signatures & Confirmation

By signing below, the student, faculty advisor, and committee members confirm that they have discussed these expectations and agree to abide by the guidelines outlined above.

- **Student Signature:** _____ **Date:** _____
- **Advisor Signature:** _____ **Date:** _____
- **Committee Member Signature:** _____ **Date:** _____
(Optional)
- **Committee Member Signature:** _____ **Date:** _____
(Optional)