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Western Michigan University
Faculty Senate
Memorandum of Action

MOA – 25/14

Revision of WMU Syllabus Requirements to Include Artificial Intelligence Statement

RECOMMENDATION
The Academic and Informational Technology Council and the Professional Concerns Committee recommend the required inclusion of an Artificial Intelligence (AI) Statement on all WMU syllabi.

RATIONALE/PURPOSE
The Academic and Information Technology Council and the Professional Concerns Committee were charged by the Faculty Senate Executive Board to create a syllabus statement pertaining to the use of AI. The subcommittee was unable to find another university that had a single, required syllabus statement regarding the allowable use of AI in the classroom. Universities either had a requirement that faculty include an AI syllabus statement, often with guidance on how to create a statement based on the faculty's desired use of AI by students (e.g., restricted, recommended); or universities had a choice of a limited number of approved syllabus statements based on the faculty's desired use of AI by students. The subcommittee met with university stakeholders and received feedback on sample statements from other universities. Through this feedback and research, the subcommittee aligned with the first approach to require faculty to explicitly state how AI can and cannot be used in the classroom without dictating what that looks like for faculty.

Article IV.B.1 in the Student Code outlines the academic misconduct policies, which defines cheating as "intentionally using or attempting to use materials, information, notes, study aids or other technology that have not been authorized in any academic exercise." Under this policy, AI is considered part of 'other technology,' but only if faculty are explicit about what is and is not authorized within a course. Thus, instructors should explicitly outline whether, and in what ways, AI tools may be used in their course. Students are expected to follow the specific expectations outlined by the instructor and to use any approved tools transparently and with proper acknowledgment, consistent with academic integrity standards. Using AI tools in ways not permitted for an assignment, or failing to disclose their use when required, may be considered a violation of the University's academic integrity policy.

RESPONSIBLE OFFICE(S) AND ENFORCEMENT OFFICIAL(S):
Academic and Informational Technology Council,
Professional Concerns Committee,
Faculty Senate Executive Board
WMU Academic College Deans

STAKEHOLDERS
All WMU faculty and instructors responsible for generating a course syllabus.

HISTORY:
a) Effective date of current version: July 2023
b) Date first adopted: April 2005
c) Revision history: MOA-05/04; MOA-11/02; MOA-20/03
d) Proposed date of next review: September 2029

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CURRENT POLICY MODIFICATION (additions in bold and deletions with strikethrough):

Required Elements for the Syllabus

- Instructor information
  - Name of instructor assigned to teach the course
  - Instructors contact information, including email address and office hours
- Course information
  - Course name
  - Location including building and room number if in-person, or virtual link
  - Meeting time
  - Prerequisites
- Textbook and course materials
- Course technology requirements (if applicable)
- WMU Essential Studies / General Education Area (if applicable)
- Student Learning Outcomes / objectives and outcomes
- Course calendar
  - Date, time, and location of final exam (if applicable)
  - Due dates of assignments
- Grade scale
- Course policies
  - Attendance policy
  - Classroom etiquette
  - **Statement regarding the use of artificial intelligence (AI) tools (e.g., ChatGPT). The syllabus must make the expectations about AI use in the course explicit.**
- University policies
  - Academic honesty
  - Religious observance
  - Academic accommodations

RELATED GUIDELINES
The Center for Teaching and Learning maintains resources for faculty on the use of AI in the classroom, including guidance on developing course policies. These resources can be found at https://wmich.edu/x/teaching-learning/ai.