

Resource Guide Disclosing the Use of Generative AI: A Guide for Students

If your students have been allowed or directed to use generative AI in their academic work — whether for a research paper, data analysis, a class project, or another assignment — disclosure is an essential part of responsible and transparent academic practice. Being open about the use of generative AI demonstrates academic integrity and helps ensure that you as an instructor can accurately evaluate students' thinking, skills, and contributions.

Rather than simply stating that AI was used in some general capacity, students should include specific details that distinguish where their own thinking and judgment shaped the work from where they employed AI assistance.

The remainder of this guide presents each a few, but not all, disclosure categories followed by example statements you may adapt for student use. Depending on the extent to which generative AI is used, students may not need to include every statement or follow the order presented here — focus on what is applicable to your specific assignment and how the use of allowed generative AI figures into it.

- **Specify the generative AI model used** (commercial, freely available, or locally hosted).
 - *I used [ChatGPT (GPT-4o) / Microsoft Copilot / Claude 3.5 Sonnet (Anthropic)] for the purposes described below.*
 - *I used a custom large language model (LLM) developed by XYZ University...*
- **Specify the tasks you delegated to the generative AI.**
 - *...to summarize relevant literature in preparation for writing this paper.*
 - *...to analyze the following data sets.*
 - *...to review my draft for clarity.*
 - *...to review my draft for grammatical errors.*
 - *...to generate counterarguments that informed my work.*
- **Reference the applicable generative AI policy.**
 - *...in accordance with the generative AI policy outlined in the syllabus for [Course Name].*
 - *...in accordance with the generative AI policy of XYZ University, available at [www...](#)*

- **Include a statement of responsibility.**
 - *I accept full responsibility for the accuracy and integrity of this work in its entirety, including any portions that involved generative AI assistance.*

In addition, consider asking students to maintain a detailed record of their process. You may ask that students provide all draft materials, AI-generated dialogue, and both used and unused chat results related to your assignment, along with any other resources relevant to the creation of their work. This documentation can demonstrate their process and serve as evidence of policy compliance.

For more information or to explore how these practices might be applied in student work, contact the Reinert Center to [request a consultation](#).

Resources

Acquaviva, K. (2024). *A transparency statement*. University of Virginia Teaching Hub. <https://app.cte.virginia.edu/files/view/624>

Cleland, J., Driessen, E., Masters, K., Lingard, L., & Maggio, L. A. (2026). When and how to disclose AI use in academic publishing: AMEE Guide No. 192. *Medical Teacher*, 48(4), 542–553. <https://doi.org/10.1080/0142159X.2025.2607513>

Weaver, K. D. (2024). The Artificial Intelligence Disclosure (AID) Framework. *College & Research Libraries News*. <https://crln.acrl.org/index.php/crlnews/article/view/26548/34482>