

Artificial Intelligence (AI) Use at CCC

Clatsop Community College supports the responsible use of artificial intelligence.

Three principles shape AI use at CCC: learning comes first, transparency is required, and instructors set the terms for their own courses. Undisclosed AI use is a form of academic dishonesty.

What Counts as AI

Generative AI tools include large language models (such as ChatGPT, Claude, Gemini, and Copilot), image generators, code assistants, text summarizers, and paraphraser. These guidelines also apply to AI features built into common applications such as Grammarly, Google Docs, and Microsoft 365 when those features generate, substantially rewrite, or auto-complete content beyond basic spelling and grammar correction.

The Four AI Use Levels

Every course at CCC is assigned one of four AI use levels. Instructors state the level in the course syllabus and discuss it with students during the first week of class. An instructor may also assign a different level to an individual assignment — for example, a Level 1 assignment in a Level 4 course — and will label the assignment accordingly.

Level	What students may do	Is disclosure required?
Level 1 AI Prohibited	Students may not use generative AI for any part of their assigned work. All submissions must be entirely the student's own. Simple spelling and grammar checking built into word processing software like Microsoft Word and Google Docs is allowed.	Not applicable — AI use is not permitted. Disclosing AI use on a Level 1 assignment is itself a violation.
Level 2 AI Minimal	In addition to the spelling and grammar checking described in Level 1, students may use outside editing platforms like Grammarly for basic writing revision support. AI may not generate, rewrite, or substantially revise content. Structure, ideas, and voice must be entirely the student's own.	Encouraged but not required for basic grammar and spell-check. Any use beyond that should be disclosed and cited following instructor guidance.
Level 3 AI Permitted with Conditions	Students may use AI for specific instructor-defined purposes. The final product must reflect the student's own thinking. As a rule of thumb, work should be no more than 20% AI-generated.	Yes — required based on instructor guidance. Identify the tool, describe your use, and cite it in the format your instructor requires.

Level	What students may do	Is disclosure required?
Level 4 AI Integrated	Students are frequently expected or required to use AI tools as part of designated assignments. The focus shifts to evaluating, refining, and thinking critically about AI-generated content. All AI use should be documented.	Yes — required based on instructor guidance. Identify the tool, describe your use, and cite it in the format your instructor requires.

Because levels differ from course to course, students should never assume that what was permitted in one class is permitted in another.

Student Responsibilities

Regardless of the AI level set by the instructor, all students must:

- **Follow each instructor’s AI guidelines.** Guidelines differ across courses. Read each syllabus carefully and ask questions if anything is unclear.
- **Disclose all AI use.** When AI is permitted, identify the tool, describe how you used it, and cite it per your instructor’s requirements.
- **Take responsibility for submissions.** You are accountable for everything you submit, including any errors, bias, or fabricated content generated by AI.
- **Protect privacy.** Do not enter personal information about yourself or others into AI tools. Do not upload instructor-created materials — exams, rubrics, or other proprietary content — into AI platforms without permission.
- **Think critically.** AI tools can produce confident-sounding content that is inaccurate and/or biased. Always verify facts, check sources, and apply your own judgment.

Disclosing and Citing AI Use

When an instructor asks you to disclose or cite AI use, be prepared to provide:

- The name and version of the AI tool used (for example, ChatGPT 5.3, Claude Opus 4.7, Grammarly Premium).
- The date the tool was used.
- A brief description of how you used it (for example, “used to generate an initial outline” or “used to summarize three research articles”).
- The prompt(s) you used, and the full conversation transcript, if your instructor requests them.

Cite AI as you would any other source, in the format your instructor requires (APA, MLA, Chicago, or another).

If the tool generates a shareable conversation link, use that specific URL rather than the tool’s homepage.

Citation standards for AI are still evolving, so verify current guidance with your style manual or a library resource.

Academic Integrity and Consequences

Unauthorized or undisclosed use of AI tools is a violation of AP 5510 and qualifies as academic dishonesty. Examples of violations include:

- Using AI to generate work in a Level 1 (AI Prohibited) class.
- Using AI beyond the scope allowed in a Level 2 or Level 3 class.
- Submitting AI-generated content as your own without disclosure or citation in any class.
- Using AI to complete quizzes, exams, or individually assessed work unless explicitly permitted.
- Uploading exam questions, proprietary course materials, or another student's work into AI tools.

Violations may result in two parallel and independent tracks of consequences:

- **Academic consequences (instructor-determined):** a failing grade on the assignment, a reduced grade, a requirement to redo the assignment, or a failing grade in the course. These consequences are described on the course syllabus.
- **Formal disciplinary consequences (outlined in AP 5510):** violations will be documented by the Registrar, and CCC will follow the Administrative Resolution Process described in AP 5510.

The College will not rely on AI detection software as the sole basis for determining a violation. AI detection tools are unreliable and may disproportionately flag work by multilingual students, students with disabilities, and first-generation students. Instructors are encouraged to address concerns through direct conversation with the student.

Access and Accommodations

- **Cost and access.** When AI use is required (Level 4), instructors must ensure students can complete the work using freely available tools, or provide access through the college.
- **Accessibility tools.** Students using accessibility tools that incorporate AI features — such as screen readers with AI summarization or speech-to-text with AI correction — are not in violation of these guidelines when using those tools for their intended accessibility purpose or as part of a documented course accommodation.

Questions

Start with your instructor — each instructor sets the AI guidelines for their own course, and asking before you use a tool is always better than explaining afterward. For questions about academic integrity procedures, contact the Dean of Students.