

AI @ HT: What You Need to Know

A Student Guide

 **Bottom line:** AI can be a great study partner, but it can't do your learning for you. Use it like a tool, not a shortcut, and be prepared to show your work.

 **If your professor allows it, use it to brainstorm, outline, study, or get unstuck — just say so.**

 **Turning in AI work as your own is an Academic Code violation. Same as any other plagiarism.**

1 Every class is different

There's no single campus-wide "AI is allowed/not allowed" rule. **Your syllabus is the source of truth.** Some classes ban it completely, some let you use it for certain tasks, and some might require it. Not sure? **Ask your instructor before you use it.**

2 The "can you explain it?" test

ASK YOURSELF

"Could I explain the steps, reasoning, or choices behind this work — out loud, right now?"

If the answer is no, AI has done your thinking for you, and that's a problem. Faculty can ask you to explain your process, show drafts, or talk through your work at any time.

3 If you use it, disclose it

When AI use is allowed, say what you used and how. Disclosure isn't a punishment — it's what makes your work trustworthy.

- ✓ Name of the tool (ChatGPT, Claude, etc.)
- ✓ What it helped with (outlining, editing, coding, etc.)
- ✓ What you changed, checked, or decided yourself

4 Don't trust it blindly

AI gets things wrong — confidently. It makes up facts, fake citations, and quotes that don't exist. **You own any error you don't catch.** Always verify.

5 Watch for bias

AI can reflect stereotypes baked into its training data. Read outputs critically, especially on people, groups, or sensitive topics.

6 Protect your info (and everyone else's)

Public AI tools aren't secure vaults — assume anything you type could be stored or seen. Never enter:

SSNs / financial info

Health info

Other students' records

Confidential HT data

7 AI + accessibility

AI tools (text-to-speech, writing support, etc.) can be genuinely useful accommodations. HT wants every student to have access to AI tools and the know-how to use them well — no one should be behind just because they had less exposure to this stuff before college.

Full policy on HT's website

Questions? Ask your instructor first

Still stuck? Contact AIPolicy@htu.edu