



NEW JERSEY CENTER
FOR TEACHING & LEARNING

ADMINISTRATIVE POLICY & PROCEDURES

Generative AI Policy

Adopted: July 16, 2025

Reviewed and Updated:

Next Update: 2028

Administrative Policies and Procedures are updated at least every three years and will next be reviewed in 2028.

What is Generative AI?

Generative AI refers to programs, such as Chat GPT, Bard, Claude, and Copilot, which generate new content that mimics the sources upon which it was trained.

Where do companies get the data sets upon which to train their AI models?

Datasets come from a variety of places, including internal data (like call logs, recordings used for “training purposes,” customer feedback, customer behavior/history, etc.) and external data (like crawling the web, open source materials, crowdsourcing, generated sample datasets, etc.).

A Note About Using Generative AI:

Because it is impossible to know whether the datasets used to train an AI model are real, or even accurate, it is important to approach materials generated with a healthy level of skepticism and discernment. Written assignments generated using AI tools often contain inaccuracies, a lack of depth in thinking, and are often formatted in a way that is not adequate for graduate-level writing.

NJCTL’s Policy on the Acceptable Use of Generative AI

NJCTL’s faculty has collectively drafted this policy. As a faculty, we recognize the benefit of using AI for certain tasks, but turning in an assignment that was drafted by someone other than yourself, including an AI tool, is considered plagiarism.

It is expected that all students at NJCTL will draft their own authentically voiced written assignments.

For the purpose of your coursework with NJCTL, acceptable use of generative AI includes:

- Use of AI applications (such as Grammarly, citation generators, or those listed at the top of this page) to help refine a piece of writing that you have already written.
- Use of AI applications to help with outlining your thoughts.
- Use of AI as a study tool (i.e. have AI generate assessment questions).
- Use of AI as a first step in the research process to identify pertinent resource documents.

Use of AI should be appropriately cited both within the text and in the reference page. For assistance doing so, please review APA Style's "[How to Cite ChatGPT](#)."

For the purpose of your coursework with NJCTL, unacceptable practices include:

- Submitting the writing prompt into an AI tool and asking the AI tool to generate your assignment, even just to create a first draft
- Using an AI tool to summarize course materials. While this might be a powerful tool for students who need this support, it's expected that graduate students read all course materials.
- Using AI to generate answers for course assessments.

NJCTL Encourages Ethical AI Literacy

NJCTL encourages students to:

- Verify AI outputs for accuracy and relevance.
- Develop independent critical thinking rather than overreliance on AI.
- Consult instructors if unsure about permissible AI use in coursework.