YAVAPAI COLLEGE

Faculty Guide

Artificial Intelligence & Academic Integrity

Office of Academics and Instructional Support

Purpose: This guide helps faculty review assignments for possible generative AI misuse according to the academic integrity standards stated in their course syllabus. It is intended to support a fair, evidence-informed review of student work.

Scope: This guide is intended to help faculty respond consistently and fairly when generative AI use is suspected in student work. It does not replace the Student Code of Conduct, course syllabus policies, or division/department procedures.

While this guide provides practical tools for reviewing student work for AI misuse, our broader goal is to explore how AI is changing human thinking and learning. Rather than focusing on detecting misuse, faculty are encouraged to consider how teaching and assessment practices may need to evolve in response to these technologies. Further discussion on assignment redesign can provide practical strategies to update assessments so that AI becomes a tool for deepening understanding rather than an obstacle.

Audience: Yavapai College Faculty

What does the Turnitin AI writing indicator mean?

- **Turnitin is currently the only AI-detection tool Yavapai College has purchased and approved for faculty use**. Its AI writing report estimates the *perceived likelihood* that text was AI-generated, but it is not proof and does not, by itself, confirm an academic integrity violation.
- **Do not rely on the Turnitin score alone**. The percentage can miss AI-generated text or produce false positives. False positives are more common for multilingual writers, students who write in a plain or formulaic style, and heavily edited or template-based work. Treat the score as a prompt to look closer, but never as a verdict.
- **Similarity and AI writing report are different measures**. A similarity score reflects matching text from another source; the AI writing report is a separate, probabilistic estimate. Both require faculty evaluation to determine whether plagiarism has taken place.
- **Do not paste student work into unapproved "AI detector" websites or third-party tools**. These tools can create data privacy risks because they may store, reuse, or sell submitted work, even when identifying details are removed.

What should I review besides the Turnitin score?

- **Review the assignment for accuracy**. Generative AI can produce confident but incorrect claims and may not reflect current or specialized information. Check facts, dates, and details against reliable sources.
- **Look for unsupported assertions**, such as claims presented as fact without a citation to a credible or scholarly source.
- **If citations are present, confirm that the sources actually exist and match the reference list**. Generative AI frequently fabricates plausible-looking sources. If you need help verifying a source, YC Library staff can assist through in-person, chat, email, or appointment-based research help.
- **Acknowledge tools that are permitted**. Grammarly and similar spelling or grammar assistants are widely used and generally acceptable for proofreading and editing. Their use is not, by itself, a concern. Judge the work against what your course and syllabus actually allow.

What should I do if I still have concerns?

- **Recognize that generative AI use is difficult to prove**. The same prompt rarely produces identical text, so avoid direct accusations. Frame the concern around the work and the rubric, not the student's character.
- **Use the Academic Integrity Report Decision Tree as a guide**. If, after reviewing the assignment, you believe the student has violated your course academic integrity standards, consult the Academic Integrity Report Decision Tree for the formal reporting process.
- **Send an email to the student.** Start with a "seek to understand" conversation. Reach out through the student's YC email and ask about their research process, how they drafted the work, which tools they used, and how they developed the ideas presented. This protects students who did the work honestly and opens the door to coaching students who need support.
- **Provide substantive, specific comments tied to your concerns**. Point students to support services, including Tutoring Services. When appropriate, offer a resubmission opportunity and/or deduct points through the rubric with a clear written explanation.
- If you determine that the student has violated your course academic integrity standards, file an Academic Integrity Report.
- **While a concern is pending, avoid entering a zero as a placeholder**. A zero presupposes guilt before the review is complete. Add a note with "incomplete/in-progress" indicator in the assignment Speedgrader comments until a decision has been reached.

Resources

For more on addressing suspected integrity concerns and supporting students, see:

- YC Student Code of Conduct
- Academic Integrity Report Decision Tree
- Academic Integrity Report Form
- YC Tutoring Services & Online Writing Tutor (for student support)

Draft faculty resource for Yavapai College. Structure adapted from the University of Arizona Global Campus "Artificial Intelligence Checklist for Faculty" and rewritten to reflect Yavapai College policy, including the permitted but non-definitive use of Turnitin.

Drafted: July 23, 2026

- YC Library (for help verifying sources)