



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
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QUANTICO, VA 22134-5129

IN REPLY REFER TO:

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17 OCT 2023

MARINE CORPS UNIVERSITY/EDUCATION COMMAND POLICY LETTER 9-23

From: Commanding General, Education Command

To: Distribution List

Subj: USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

Ref: (a) Marine Corps University Academic Regulations

1. Purpose. To provide guidance for the use of generative artificial intelligence (AI) in resident, distance, and blended programs across Marine Corps University (MCU). This policy ensures the responsible and ethical use of AI, while promoting academic integrity, critical thinking, and the development of essential writing, research, and presentation skills.

2. Background. MCU recognizes AI as a technology that has the potential to influence the strategic environment and encourages the use of generative AI as a tool to support student learning with a measured understanding of the risks involved. As an emergent technology, this policy allows for experimentation and transparency while also adhering to norms across academia. AI can be an invaluable educational and time-saving asset.

3. Action. This policy is applicable to all organizations listed in the distribution.

4. Policy. The student remains responsible for producing their own work and maximizing the education opportunity afforded by MCU. This policy begins from a position of trust, that students will do the right thing by exercising academic integrity and embracing professional responsibility to maximize the educational opportunity. When in doubt, students will seek guidance from the faculty. Each school may create an additional policy with amplifying guidance to students.

a. Faculty. Faculty members and/or course directors should provide clear instructions and guidance on acceptable use of AI tools within specific assignments, courses, and programs. They are encouraged to facilitate discussion on the appropriate integration of AI tools, ensuring that students understand how to leverage these tools effectively, while still engaging in critical thinking and analysis. They will determine acceptable uses of generative AI appropriate to a given assignment in accordance with school and college director guidance. Those who engage in research involving human subjects or use existing human subject data and wish to use AI tools must comply with Marine Corps Order 3900.18, Human Research Protection Program, and include the specifics in any proposals to the Institutional Review Board.

b. Students. Students may use generative AI at the discretion of the school or college directors. Absent specific guidance for a given assignment, students must document the use of

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generative AI, as they would for any other source, using the MCU Communications Style Guide. Students may utilize AI tools as a supplementary aid to support student learning and work process, but not as a substitute for essential thinking and analysis required by professional military education.

c. Academic Integrity. Students must always acknowledge and properly cite the use of AI tools, including the specific tool or software used, to credit the assistance received. Students are responsible for their own work and for maximizing the learning opportunity afforded by MCU. The use of AI tools does not excuse students from adhering to established academic integrity policies within reference (a), including properly attributing sources, avoiding plagiarism, and producing original work. Users should not assume that responses generative AI provides are credible. Students are responsible for all aspects of assignments submitted. To cite the use of AI tools, students should create a note as illustrated in the MCU Style Guide or that complies with their instructor's requirements. Students will comply with ethical standards and use AI tools in a responsible manner, respecting intellectual property rights and avoiding plagiarism. Students, faculty, and staff will bring any concerns regarding the ethical implication of using specific AI tools to the attention of the appropriate academic or administrative authorities for review and guidance. Students will not provide information that is classified, controlled unclassified, sensitive, personally identifiable information, or information protected under the Health Insurance Portability and Accountability Act into any AI resource.

d. Violations. School and college directors will treat violations of this policy, including the misuse or unethical use of AI tools or plagiarism, in the same manner as any other violation of Marine Corps University Academic Regulations or MCU policy. Misuse of AI tools is a violation of academic integrity and may be subject to referral to the Student Performance Evaluation Board.

5. Review and Amendment. The Office of the Provost will review this policy periodically to ensure its relevance and effectiveness in supporting the responsible use of AI tools at MCU. Schools will submit lessons learned, after action reports, and best practices to the MCU Provost no later than 30 April 2024 to prepare for academic year 2025.

6. The point of contact at this command is Major Cynthia Sieben at cynthia.sieben@usmcu.edu or 703-784-2336.


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Distribution:
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