

Guidelines for the Use of AI for Graduate Student Research, Comprehensive Examinations, and Dissertations

Department of Criminology and Criminal Justice¹

Purpose and Scope

These guidelines outline the responsible use of Artificial Intelligence (AI) assisted tools in research proposals, comprehensive examination manuscripts, dissertations, and all publishable research papers. They apply to all aspects of graduate research for thesis bound master's and doctoral students at FIU.

FIU Policy

Using AI improperly may constitute academic misconduct. According to the [FIU Student Conduct and Honor Code](#), “the submission of any work authored by another person or generated by an automated tool without proper acknowledgement of the source, whether that material is paraphrased or copied in verbatim or near verbatim” constitutes plagiarism. Using AI without proper attribution may also constitute research misconduct. According to the FIU Research Misconduct Policy, “research misconduct may occur when the fabrication, falsification or plagiarism is committed by an individual or if it was committed by an individual’s use or assistance of other persons, entities, or tools including artificial intelligence (AI)-based tools.” “Plagiarism may include work that has been generated by an automated tool without proper acknowledgement of the source.”

Roles and Responsibilities

Graduate Students must:

- Use AI tools responsibly and in accordance with the principles of responsible conduct of research.
- Understand that AI tools often produce confabulations (or hallucinations) which are false, nonsensical, or incorrect information.
- Disclose all AI use in research, writing, data analysis including coding, graph making, figure creation and in exam preparation.
- Preserve original unedited drafts of your work.
- Ensure all work submitted is original, accurate, and adheres to the standards of the discipline.
- Consult faculty advisors/major professors when uncertain about acceptable AI use.

¹ The [American Society of Criminology](#) and the journal of *Criminology* follows SAGE’s publication ethics policies on the use of generative AI in scholarly publishing. For authors, the expectation is that any meaningful use of generative AI is transparent, carefully checked and consistent with scholarly integrity. Where AI-generated content appears in a manuscript, authors should include a clear statement of use, including the tool used, how it was used, and the rationale for its use in the Methods section. Authors remain responsible for checking all claims, references, analysis, and interpretation.

Faculty Mentors, Major Professors, and Committee Chairs must:

- Clearly communicate acceptable and unacceptable uses of AI in thesis and dissertation work.
- Create a syllabus for thesis and dissertation courses that communicates expectations for the semester including acceptable and unacceptable uses of AI tools.
- Guide students in maintaining research integrity and verifying AI-generated or assisted work.
- Review and approve students' AI use as part of proposal, dissertation/ thesis evaluation.
- Attest to the authenticity and originality of committee-approved work (see iThenticate below)

Summary of AI Uses

Acceptable Uses	Unacceptable Uses
Grammar and minor editorial corrections; Students are strongly advised to preserve the original unedited drafts of all writing	Using AI to generate or re-write substantive portions of proposals, theses, dissertations, or exam responses
Assistance with organizing ideas, outlining, or clarifying writing	Fabricating data, results, citations, literature summaries, or arguments
Generating code, data visualizations or images if approved by the committee or faculty advisor	Uploading proprietary, confidential, identifiable, or sensitive data
Supporting data analysis with proper oversight	Representing AI-generated output as one's own original work
Explaining concepts or methods to aid learning	Relying on AI outputs without verification, analysis, or scholarly oversight

AI Use Disclosure Requirements

General Disclosure Expectations for Comprehensive Examination Manuscripts and Doctoral Student Dissertations

- All use of AI assisted tools in proposals, theses/comps papers and dissertations must be fully disclosed to the student's committee.
- AI use must align with disciplinary standards as verified jointly by the student and the committee

Required Elements of AI Disclosure

Disclosure must specify:

- The specific AI assisted tools used
- The purpose and scope of their use
- The components of the work produced with the assistance of AI tools (e.g., coding, summarization, writing assistance, data visualization, creation of figures)

Placement of Disclosure

The AI Use Disclosure must appear in the preliminary pages (Acknowledgement section, Preface or other) of:

- All full research proposal drafts submitted for committee review
- All thesis/dissertation drafts submitted for committee review
- In the final ETD manuscript

Any use of AI tools included in the “Acceptable Uses” (see table above) needs to be disclosed in the preliminary pages of the Thesis/Dissertation. In addition, use of AI tools in data analysis should be included in the Methods section. AI tools used in data visualizations or other figures need to be properly cited and disclosed in the figure caption. Please check with your disciplinary publishing guidelines regarding citing AI. Students are responsible for consulting and adhering to the disciplinary and publishing guidelines and style manuals, including cases in which the citation of AI tools is not allowed.

Example of AI Use Disclosure Statement

“Artificial Intelligence (AI) tools were utilized in the preparation of this thesis/dissertation. (List specific tools used) were used to (describe specific uses, such as generating data visualizations, assisting with coding, or suggesting revisions). (List specific tools used, if different) were used to assist with writing-related tasks limited to (e.g., grammar clarification, outline refinement). All AI use was reviewed and approved by my committee.”

iThenticate (Dissertations)

Faculty mentors will check the originality of the work produced by their graduate students. UGS currently uses iThenticate, which is a web-based tool that checks for originality in a written work. As part of the Request for Oral Defense to do items, this iThenticate report is required. Major professors will run the iThenticate report and review the results with the student and the entire committee. In cases where students published their work, major professors are asked to include a written statement that Chapters X, Y, and Z of the Dissertation or Thesis were previously published, include the citations of those publications, and the primary source number that those publications are identified by iThenticate. That written statement should be attached to the beginning of the iThenticate report.

The iThenticate Report must be included in the Request for Oral Defense submission, as it is needed by the graduate program directors and college deans before they approve the Request for Oral Defense. Be advised that, in addition to the similarity report, by signing the Request for Oral Defense, faculty attest that the student's work is original.

Refer to the instructions listed on the Preliminary Approval of Dissertation/Thesis and Request for Oral Defense forms, <https://gradschool.fiu.edu/students/#studentforms>. Major professors may visit the [iThenticate website](#) to find information on training dates, access user resources such as [videos](#), and [request technical assistance](#).