

Sheridan's AI Usage Form

Supporting Responsible, Transparent, and Reflective AI Use

Generative AI tools are becoming increasingly common in supporting learning, problem solving, creativity, and productivity. At Sheridan, using AI can be appropriate when it supports learning, aligns with course expectations, and is approved by the instructor.

Being transparent about using AI is part of [academic integrity](#) and demonstrates accountability as a learner. This form is designed to disclose how you used AI in your work and reflect on how it supported your learning process.

For more information, refer to Sheridan's [Guidelines for the Responsible Use of Generative Artificial Intelligence](#) and your course-specific AI expectations.

Assessment Information Assessment: _____ Date: _____	Assessment AI Zone This assignment falls within the following AI use category: ☐  AI Permitted ☐  AI Permitted with Disclosure ☐  Independent Student Work
AI Use Declaration Please select one: ☐ I did not use any AI tools to complete this work. (If selected, proceed directly to the Sheridan Declaration section.) ☐ I used AI tools to support my work and have completed the information below.	

Section 1: AI Use Summary

What AI tool(s) did you use?	
How did you use AI? (Check all that apply.)	☐ Brainstorming ideas ☐ Understanding concepts ☐ Organizing information ☐ Creating an outline ☐ Generating practice questions ☐ Feedback on writing ☐ Grammar and editing ☐ Coding assistance ☐ Research ☐ Translation ☐ Presentation preparation ☐ Other: _____

Section 2: Learning Reflection

How did AI support your learning? (Check all that apply.)	☐ Understand course concepts ☐ Identify areas where I needed additional learning ☐ Organize my thinking ☐ Practice skills ☐ Improve my communication ☐ Generate ideas ☐ Receive feedback ☐ Prepare for assessment ☐ Other: _____
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Section 3: Review

I confirm that I:	☐ Reviewed all AI-generated content before using it ☐ Verified information for accuracy and relevance ☐ Considered potential bias, misinformation, or limitations in AI-generated content ☐ Made my own decisions about what to include in my work ☐ Used AI in accordance with my instructor's expectations ☐ Take responsibility for the final submission
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Section 4: Optional Prompt Sharing

Sharing prompts can help instructors better understand how you used AI to support learning.

Optional: Include any prompts that significantly influenced your work.

Section 5: Student Declaration

In accordance with [Sheridan's Academic Integrity Policy](#), you are responsible for ensuring that all submitted work reflects your own learning and understanding.

By signing below, I confirm that:

- ☐ This submission reflects my own learning, understanding, and effort
- ☐ Any use of AI has been disclosed according to my instructor's expectations
- ☐ I have critically reviewed and evaluated any AI-generated content used in this work
- ☐ I can explain my work and demonstrate my understanding without the use of AI
- ☐ I take responsibility for the accuracy, integrity, and quality of this submission
- ☐ I understand that failure to appropriately disclose AI use, or the unauthorized use of AI tools, may constitute a breach of Sheridan's Academic Integrity Policy.

Student Name: _____

Student Number (Optional): _____

Signature: _____

Date: _____