

**What is an addendum?**

Oak Valley College publishes a full Catalog every year. The Addendum contains important information that has been updated throughout the past year or any changes that are immediately in effect.

The following question and answer section is designed to respond to common questions about how to use this important document. In this way, you will be able to access all the most up-to-date information available.

Why do we have an Addendum?

Oak Valley College is constantly reviewing curriculum, program requirements, institutional information and policies. Once changes have been decided it is important to have a print and web document that helps students, faculty, and staff locate all of these changes.

How do I use the Addendum?

The Addendum is to be used alongside the 2023-24 Academic Catalog, not in isolation. Meet with the President or Director of Student Services if you have questions about these changes and how they affect your academic plan.

Does the Addendum supersede the Catalog?

The Addendum is just that: an addition to the 2023-24 Academic Catalog. Whatever is listed in the Addendum does supersede what is in the Catalog. Once again, if you have questions about these changes, please contact the President or Director of Student Services.

Where can I find the Addendum?

The Addendum is on the Oak Valley College website www.oakvalley.edu/catalog and can be accessed from the Main Office.

We hope this document will be helpful to you. It has been prepared as carefully as possible to include all information available as of August 2023. Oak Valley College reserves the right to make changes as needs require, and to change, without notice, any of the information, requirements, and regulations in the Course Catalog and the Catalog Addendum. If you have questions about the content or any other part of this document, please contact the Office of the President at eblum@oakvalley.edu.



Oak Valley College Policy on Student Use of Generative AI Tools

The purpose of this policy is to establish guidelines for the use of artificial intelligence (AI) tools in courses at Oak Valley College. This policy is intended to promote academic integrity and ensure that all students have a fair opportunity to succeed in their studies.

Professors have the authority to implement a policy different from this one that meets the needs of their course, but the school's general policy is as follows:

1. Grammarly

Unless specifically disallowed by your professor, students are permitted to use the free version of Grammarly to edit their original written work for misspellings and grammatical errors and to improve clarity, style, and tone.

2. Chat GPT, Bard, and Other Generative AI Tools

Oak Valley College understands the immense value of generative AI tools in the business world today. Accordingly, we want to encourage students to utilize them so as to become familiar with their potential applications in the workplace.

Professors are encouraged to find creative and proper ways to integrate the usage of AI tools into their courses. Because the purpose of assignments is to facilitate and measure learning, however, students must utilize AI tools appropriately for assistance rather than as a means of sidestepping the critical thinking, analysis, and diligent study that are a part of college-level coursework. Unless otherwise required by your professor:

- Students may use AI tools for the following purposes:
 - Brainstorming ideas
 - Generating outlines
 - Revising writing
- Students are prohibited from using AI tools in the following manner:
 - Completing assignments with limited or no original input
 - Generating or modifying existing content to avoid plagiarism detection
 - Submitting AI generated work as their own without citation
 - Violating the college's academic integrity policy in any way
- Students must cite AI generated content:
 - Oak Valley College requires students to cite AI generated content in accordance with The American Psychological Association's (APA) guidelines located at: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>.



3. Enforcement of the Policy

Students are expected to abide by the parameters outlined in this policy. Violations of the rules herein will be treated as violations of the Academic Honesty Policy. Initial offenses may result in academic penalties including grade reduction. Repeated offenses may result in failing a course, academic probation, suspension, or expulsion.

4. Updates to the Policy

Due to the evolving nature of generative AI technology, Oak Valley College may update this policy over time in light of new information. We will communicate any changes to this policy to the student body prior to their implementation