



I. Title:
Artificial Intelligence Use Policy

II. Policy Statement:
Alabama State University's AI Use Policy (a) supports the use of generative AI tools to foster idea creation, digital innovation, and to enhance proofreading of original work; (b) grants faculty-level authority to establish course-specific AI policies; (c) mandates the inclusion of AI policy use statements on syllabi; (d) prohibits the use of AI to generate full texts or full discussion responses to circumvent the submission of original work in compliance with the University's position on plagiarism and academic integrity; and (e) requires faculty and students to document their use of AI in adherence to relevant writing guidelines (e.g., American Psychological Association, Modern Language Association).

III. Scope:
The purpose of this policy is to outline the appropriate use of artificial intelligence (AI) tools, particularly regarding content creation, proofreading, and academic documentation, for Alabama State University students and faculty. The policy aims to promote responsible utilization of AI while ensuring transparency and adhering to academic standards.

Section I: Encouragement of Generative AI Use

Alabama State University supports the use of generative AI tools to stimulate idea creation and support proofreading in academic contexts.

Section II: Faculty-level Authority for AI Policies

Faculty possess the authority to establish course-specific AI policies that align with ASU's overarching AI Use Policy. These policies should outline the purpose, scope, restrictions, and guidelines for AI tool utilization within their courses.

Section III: Syllabus Requirement

Faculty integrating AI tools into their courses must include a concise AI Policy Use Statement on their syllabi. This statement should outline the purpose, scope, restrictions, and guidelines for AI tool utilization within their courses. This statement should also delineate the rationale behind the required use of any AI tool, the specific technology requirements within the course, and the expectations for student engagement with AI technology.

Section IV: Plagiarism and Academic Integrity

Alabama State University strictly prohibits the use of AI or any automated means in violation of academic integrity and plagiarism policies. All students, faculty, and staff

are expected to produce original work, and any attempt to employ AI to circumvent this expectation will result in consequences to include disciplinary actions based on the University policy. Upholding the principles of honesty, ethics, and individual effort is paramount at our institution.

Section V: Documentation of AI Use

Faculty and staff are responsible for documenting their use of AI tools based on relevant writing guidelines pertinent to the course (e.g., American Psychological Association-APA, Modern Language Association-MLA). This documentation should elucidate the way AI is employed for idea generation, proofreading, and other academically supported purposes.

Students are required to document their use of AI tools, particularly when such usage contributes to academic content. Proper citation and acknowledgement of AI-generated content are mandatory to preserve academic integrity.

IV. Effective:

This policy is effective upon official approval by the ASU Board of Trustees

V. Audience:

All members of the Alabama State University community are required to adhere to this policy.

VI. Designated Responsibilities and Applicability of Artificial Intelligence Policy:

The Provost, Associate Provost, Assistant Provost, Deans, Associate Deans, Department Chairs, and Faculty, have a fundamental responsibility to:

- Have a general knowledge of the Artificial Intelligence policy;
- Incorporate this policy into daily operations and distribute to all faculty, students, and staff.

VII. Policy Management:

Any concerns, violations, or disputes related to AI tool usage should be reported to the Office of Academic Affairs, as well as the Office of Student Affairs, for investigation and resolution.

VIII. Review:

This policy will be reviewed annually to ensure relevance and effectiveness.

Document History

Approved by BOT: February 2, 2024