



Academic Policy

Policy Title:	Academic AI
Policy Number:	AC-1053
Date Adopted:	03/24/2025
Version:	1.0
Review Cycle:	Annual
Date Last Reviewed:	03/24/2025
Office Responsible:	Academics- Center for Teaching & Learning
Reviewing Committee:	Academic Council
Related Policies:	NA
Related Laws:	NA

Policy Summary:

Jackson College recognizes the role of Artificial Intelligence (AI) in academic settings as a tool to enhance research, problem-solving, and content creation. However, improper use may undermine learning and academic integrity. This policy establishes guidelines to ensure responsible AI use, promoting transparency and ethical engagement in coursework.

Scope:

This policy applies to all Jackson College students, faculty, and staff engaged in academic activities.

Policy Statement:

AI tools may be used for academic support, such as idea generation, research assistance, grammar checks, and formatting help. However, AI use must be disclosed, properly cited, and aligned with faculty expectations. Students must ensure that AI-generated content is critically evaluated and integrated with their own insights.

Faculty Responsibilities:

Faculty determine AI's role in their courses. They must communicate expectations for AI use in syllabi and assignments. AI should support learning rather than replace student effort. Faculty should design assessments that uphold originality, ethical conduct, and personal accountability.

Student Responsibilities:

- Students must follow course-specific AI use policies provided by instructors in the course syllabus and in the instructions for academic tasks.
- Students must disclose AI use when required in a course.
- AI tools should not be used to complete assignments, essays, exams, or other academic work without substantial student input.
- Submitting AI-generated content without disclosure or proper citation constitutes academic dishonesty.
- Students are responsible for critically evaluating AI-generated content to avoid bias, inaccuracies, or inappropriate material.

Academic Integrity and AI/Machine Learning:

Failure to disclose AI use violates the **Academic Honesty Policy (AC-1004)** and may result in disciplinary action. Prohibited uses include:

- Presenting AI-generated work as one's own without citation.
- Using AI to bypass learning activities or circumvent academic standards.
- Violating faculty-defined AI restrictions in coursework.



Safety and Security:

Students and faculty must not input personally identifiable, sensitive, or confidential data into AI tools unless approved by Jackson College.

Review and Maintenance:

This policy will be reviewed annually or as needed to reflect advancements in AI and updates to the Academic Honesty Policy.

OpenAI. (2025). ChatGPT-4 (Large language model) OpenAI, personal communication, February 10, 11, 12, 17, 2025) was used to analyze transcripts of meetings to assist with development of these policy ideas and wording, check reading level/difficulty and provide suggestions for clarity, readability and editing for length.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
03/24/2025	1.0	Initial Release	Chief Academic Officer