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| <b>Policy Number</b>       | 129.000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Policy Title</b>        | Artificial Intelligence (AI) Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Responsible Officer</b> | Provost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Responsible Office</b>  | Provost Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Summary</b>             | This policy outlines the guideline for the ethical and responsible use of AI tools for students at CIU. The integration of AI aims to enhance learning experiences, foster critical thinking, and prepare you for AI-integrated active learning assignments while supplying you with a framework to support ethical and responsible AI use in your classwork.                                                                                                                                                                                                                                   |
| <b>Definitions</b>         | <p>AI – a program or other piece of software that performs tasks or produces output normally requiring human intelligence allowing and/or enabling computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity, and autonomy (<u><a href="#">What Is Artificial Intelligence (AI)?</a></u>   IBM, retrieved 03.13.2025).</p> <p>Internet/Intranet/Extranet - worldwide and private/restricted networks.<br/> Software -The term software represents a wide range of applications such as licenses, desktop software and server software.</p> |
| <b>Approving Body</b>      | Academic Council; Administrative Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Approval Date</b>       | Aca C 06.09.2025; Admin C 06.18.2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Last Revision</b>       | May 19, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Re-evaluation Date</b>  | Fall 2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Departmental Impact</b> | All academic areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

Students are responsible for exercising good judgment regarding the reasonableness of personal use an artificial intelligence (AI). Instructors have the final say on AI use for specific assignments; students should refer to the course syllabus or consult with their faculty member for specific guidance. Sufficient modifications or a significant deviation may be permitted given set guidelines for inclusion of AI per individual rubric(s) for assignments.

As a Christ-centered, CIU upholds the biblical commands to speak truthfully (Ephesians 4:25), work with integrity (Colossians 3:23), and steward our learning responsibly (1 Peter 4:10). The use of AI should reflect these values. AI should never be used to replace the student's own intellectual effort but serve as a tool to support learning under the lordship of Christ.

For data or information considered sensitive or vulnerable, see CIU's "Confidentiality of Information" policy in the Employee/Student Handbook.

### Rationale

The responsible use of AI tools and software is designed to enhance student learning experience and prepare you for a future where AI is increasingly prevalent. By adhering to these guidelines, students will develop valuable skills in leveraging AI tools ethically and effectively, while maintaining the integrity of their academic work.

As image-bearers of God (Genesis 1:27), students are called to reflect God's character in their studies, which includes thoughtful engagement with emerging technologies. This policy is rooted in a biblical ethic of wisdom (Proverbs 4:7), accountability (Romans 14:12), and love for truth (2 Thessalonians 2:10-12 and 1 John 3:18), recognizing that AI, like any tool, must be used in ways that honor God and serve others.

### **Generally Acceptable Use (unless prohibited by a faculty member)**

- Students may use AI tools for brainstorming, outlining, studying, and during any assignments when explicitly instructed.
- With approval from the instructor, AI can be used to summarize complex texts, find relevant sources, and generate research questions.
- Students are encouraged to use AI for self-study, clarification of concepts, and practice exercises.
- AI tools may be used in group projects to facilitate idea generation and project planning.

### **Artificial Intelligence Activities (per CIU IT Acceptable Use Policy, Series 700); [www.ciu.edu/policies/](http://www.ciu.edu/policies/))**

The following activities are strictly prohibited:

- Creating AI-generated text, audio, or visual content for purposes of committing fraud or to misrepresent an individual's identity. Submitting AI-generated content as your own without substantial modification or critical input.
- Using AI to complete closed-book exams or quizzes.
- Using AI in ways that violate the university's academic integrity policy.

### **Ethical Guidelines**

- **Transparency**  
Always thoroughly document and disclose the use of AI tools in your work, specifying how and where AI was utilized. *Example: "On Month, Date, year, I used the following prompt to assist in outlining my research paper..."* (see Ephesians 4:25)
- **Citation**  
Follow your discipline's guidelines for appropriately citing any AI tool.
- **Critical Evaluation**  
Critically assess all AI-generated content. Do not accept AI outputs without verification and thoughtful consideration. (see 1 Thessalonians 5:21)
- **Original Thinking**  
Use AI as a tool to enhance your own ideas, not as a replacement for original thought and analysis.
- **Academic Integrity:** Do not use AI to complete assignments substantially or to circumvent learning objectives. Your work should primarily reflect your own understanding and efforts. (see Colossians 3:23)
- **Respect for Intellectual Property:** To the best of your ability, ensure that AI-generated content does not infringe on copyrights or plagiarize existing works. (see Exodus 20:15)

### **Best Practices**

- Keep a record of your AI use in your work process, and share your work along with final assignment deliverables.
- Use AI as a starting point, not an end point, for your assignments.
- Seek clarification from the instructor if unsure about appropriate AI use for a specific task.
- Develop skills in prompt engineering to effectively communicate with AI tools.
- Reflect on the strengths and limitations of AI in your learning process.
- Students are encouraged to prayerfully reflect on their use of AI tools, asking God for wisdom in discernment (see James 1:5) to use technology in ways that glorify God, build up their character, promote learning, and serve their calling in Christ.

### **Consequences**

Academic dishonesty is strictly prohibited in the completion of any assignment.

Violation of this policy may result in:

- Reduced grades on assignments.
- Mandatory resubmission of work.
- Referral to the academic integrity committee.
- Additional consequences as outlined in the university's academic policies.

- Discipline, when necessary, will be carried out in a manner that reflects CIU's commitment to grace, growth, and restoration (Galatians 6:1), seeking not only correction but also formation of Christ-like character.

This policy is subject to revision as AI technologies evolve.

**Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)