

BURRELL COLLEGE
of
HEALTH SCIENCES
POLICY MANUAL

SECTION: Administration
TOPIC: Artificial Intelligence
Approved: Signature on File

Policy: B2061
Approval Date: 4/16/25
Revision Date: 6/22/26
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POLICY

College students, faculty, staff and contractors shall utilize artificial intelligence (AI) tools in a responsible manner that upholds academic integrity and ethical use in accordance with the College's Code of Professional Conduct, Copyright Compliance, Intellectual Property, Acceptable Electronic Communications Use, FERPA, and Data Security policies.

The College's Office of Information Technology must review and approve AI tools intended for use to ensure compliance with institutional policies, data security standards, and ethical use practices.

Students, faculty, and staff may use Microsoft Copilot Chat within the College's Microsoft 365 environment or future platforms only after approval. Approved AI platforms operate under the College's enterprise privacy and security protections, allowing for the responsible input of institutional data and College-owned intellectual property.

RESPONSIBLE OFFICIAL(S):

Chief Information Officer

PROCEDURE:

1. The College shall maintain a standard operating procedure(s) regarding use of AI, the process of AI tool(s) review and approval, as well as a regular review of AI policies and procedures due to the rapidly evolving nature of AI. Institutional AI systems will be monitored and regularly reviewed by the College's Office of Information Technology.
2. Use of generative AI tools is not a substitute for a person's own critical thinking and reflection. AI should support, not replace, human judgement in academic and administrative decision-making. AI tools shall be utilized as a resource or consultant to augment learning, but not as a replacement for an individual's knowledge acquisition, analyses, and self-reflection.
3. Students, faculty, and staff are reminded that AI has not been vetted for inaccuracies, biases, or unethical content. Students, faculty, and staff are responsible for any inaccuracies or misinformation resulting from the use of AI tools.
4. Students, faculty, and staff must follow College policies for proper citation(s) for the use of AI programs and AI generated content.
5. When AI research involves external partners or sponsors, IP ownership will be determined by the terms of the contractual agreement.
6. Any violation of this policy may result in disciplinary action up to and including administrative withdrawal or termination in accordance with the College policies.

CROSS REFERENCES:

SOP GA.027 Artificial Intelligence – <https://burrell.edu/GA027/>
Policy B2050 Data Security

Policy B2060 Acceptable Use

Policy B5001 Code of Professional Conduct

Policy B5041 Copyright Compliance

Policy B8550 Intellectual Property Policy

Policy B9040 FERPA

Student Handbook – <https://burrell.edu/student-handbook/>

Employee Handbook – <https://burrell.edu/employee-handbook/>

Faculty Handbook – <https://burrell.edu/faculty-handbook/>

Institutional Copyright Guidelines - <https://burrell.edu/copyright-guidelines>

Institutional Acceptable Use Guidelines - <https://burrell.edu/acceptable-use-guidelines/>

Institutional AI Usage Guidelines – <https://burrell.edu/ai-chat-educational-usage-guide/>