

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Administration

Policy: B2061

TOPIC: Artificial Intelligence

Approval Date: 4/16/25

Effective Date: 4/16/25

Approved: Signature on File

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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 and data security standards. While AI use may be permitted in College operations, its use must be transparent, fair, and regularly reviewed. This oversight ensures that emerging technologies are used responsibly and securely, protecting both the public and the College community. Students, faculty and staff are not permitted to input any copyrighted material into AI tools. Students, faculty and staff are not permitted to input any intellectual property owned by the College or others into generative AI or other web-based tools without prior authorization.

**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.
3. Students, faculty, and staff must follow College policies for proper citation(s) for the use of AI programs and AI generated content.
4. 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.
5. 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.
6. Ownership of intellectual property generated through AI tools, models or systems is subject to the College's existing Intellectual Property Policy.
7. Required assignments must be authored by students directly unless specific permission is provided by the course instructor and/or course director to utilize generative AI tools. Course directors and instructors are free to establish additional protocols regarding student use of AI tools in their

courses provided that such protocols are consistent with College policies. Protocols will be incorporated into course syllabi and clearly communicated to students.

8. When creating or submitting documents, applications, scholarly work for publication or presentation, inclusive of lecture materials, authors are expected to adhere to generative AI policies set forth by the College, journals or organizations and disclose how the AI tools have been used, inclusive of providing AI tool citations.
9. When AI research involves external partners or sponsors, IP ownership will be determined by the terms of the contractual agreement.
10. 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-REFERENCE:**

SOP GA.027 Artificial Intelligence

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

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

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