POLICY

TITLE:	Artificial Intelligence (AI) Policy

POLICY INTRODUCTION:

Goodwin University affirms its commitment to the ethical, transparent, and educationally meaningful integration of Artificial Intelligence (AI) in teaching, learning, research, and administrative practices. AI technologies should be used in ways that enhance academic quality, uphold integrity, and respect data privacy. AI tools may support human work and learning, but may not replace human responsibility, academic engagement, professional judgment, or demonstrated competency.

The University recognizes that AI literacy is becoming an increasingly important academic, professional, and digital competency. This policy is intended not only to preserve academic integrity, but also to support students in learning how to engage critically, ethically, and responsibly with AI technologies.

POLICY DETAILS:

This policy and corresponding AI Procedure establish expectations for the responsible and ethical use of artificial intelligence (AI) at Goodwin University. It applies to all University-affiliated individuals - including faculty, students, and staff - engaged in coursework, teaching, assessment, research, writing, publication, and administrative or operational activities that involve AI tools or platforms.

This policy is intended to:

- Preserve academic integrity in teaching, learning, and scholarship
- Promote fairness, transparency, and accountability in AI use
- Protect the privacy and security of institutional and individual data
- Encourage innovation and AI literacy across the University community
- Provide consistent guidance through a course-level classification system for AI use

Data Privacy and Security

All AI use must comply with FERPA, HIPAA, and Goodwin University's Data Protection policies. Do not enter confidential student, faculty, or staff information into public or unapproved AI systems. Use approved tools and remove personally identifiable information (PII) before processing sensitive content.

The Goodwin IT Department evaluates AI and technology tools to determine their alignment with University standards for data privacy, information security, licensing, accessibility, and applicable regulatory requirements. Applications that meet these standards will be designated as institutionally supported, and the campus community will be notified when support is available.

Training and Support

Goodwin University will provide AI literacy resources and training: faculty development on ethical AI integration and syllabus design; staff training on secure AI use and data protection; student sessions emphasizing academic honesty and transparent use of AI; and ongoing workshops on institutionally approved tools.

Violation of this Policy

Violations of this policy will be addressed in accordance with applicable University regulations: students under the Academic Integrity Policy, and faculty and staff in consultation with appropriate Human Resources guidance.

Review and Revision

Through the coordination of the Office of Institutional Effectiveness, this policy will be reviewed annually by the Office of the Provost in collaboration with the Academic Policy and Curriculum Committee and Conduct Office to ensure continued alignment with emerging AI technologies, accreditation requirements, and educational best practices.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☒ FACULTY HANDBOOK

☒ STAFF HANDBOOK

☒ STUDENT HANDBOOK

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

All University Departments

HISTORY:

Created May 2026
Reviewed
Revised

EFFECTIVE DATE:	July 2026
RESPONSIBLE OFFICE (ONLY ONE):	Office of the Provost
REVIEW DATE:	Annually

PROCEDURE

TITLE:	Artificial Intelligence (AI) Procedure

POLICY INTRODUCTION:

The University recognizes that AI literacy is becoming an increasingly important academic, professional, and digital competency. The AI policy is intended not only to preserve academic integrity but also to support students in learning how to engage critically, ethically, and responsibly with AI technologies.

PROCEDURE DETAILS:

All members of the University community—faculty, students, and staff—must ensure that AI use complies with:

- Existing academic integrity, conduct, and data protection policies
- Is acknowledged transparently in any academic or professional work where AI assistance was used
- Protects institutional, confidential, and personal data from unauthorized access or disclosure
- Supports, rather than replaces, human creativity, judgment, and accountability
- Aligns with discipline-specific professional, accreditation, ethical, and legal standards

The following details the procedures to be followed across the institution regarding Artificial Intelligence use for students, faculty, and staff.

Governance and Approved Tools

The Goodwin IT Department evaluates AI and technology tools to determine their alignment with University standards for data privacy, information security, licensing, accessibility, and applicable regulatory requirements. Applications that meet these standards will be designated as institutionally supported, and the campus community will be notified when support is available.

Faculty and staff may use institutionally approved AI tools to improve efficiency in communications, data analysis, scheduling, and other workflows.

Faculty and staff may explore tools that are not institutionally supported only for limited, low-risk purposes and only when no University, student, or employee data is involved. Non-supported tools must not be used to store, process, or transmit:

- student records
- personally identifiable information (PII)
- employee data
- confidential institutional information
- internal communications

University-approved tools must be accessed using only Goodwin University accounts so the University can ensure that data is protected and required security and privacy protections are in place.

Failure to adhere to data protection requirements may result in an investigation of the account, and appropriate Human Resources guidance will be provided.

Course & Assignment Level AI Use Classification (Syllabus Requirement)

The AI policy statement must be included in every course syllabus across the University. To ensure alignment with Goodwin Policy and consistency across schools, the statement will be developed and reviewed annually by the Syllabus Committee and overseen by the Academic Policy & Curriculum Committee (APC).

There are three levels of AI Usage:
YELLOW - Limited AI Use Permitted
GREEN - AI Encouraged
RED - AI Not Permitted

Please see **Appendix A** for a color chart that provides additional information about AI usage in a course.

Because artificial intelligence technologies are increasingly integrated into academic, professional, and workplace environments, Goodwin University recognizes **YELLOW LEVEL — Limited AI Use Permitted** as the default and expected classification for most courses. This approach supports responsible AI literacy while promoting academic integrity, authentic learning, and human accountability.

Under this model:

- Most coursework operates under YELLOW-level expectations unless otherwise specified.
- Faculty may designate individual assignments, assessments, discussions, projects, labs, quizzes, exams, or activities as RED LEVEL or GREEN LEVEL when appropriate to the learning outcomes. Unless otherwise specified, coursework should be assumed to follow the course's standard YELLOW-LEVEL expectations.
- Assignment-level AI expectations must be clearly communicated within assignment instructions, rubrics, or LMS descriptions.
- Students are responsible for reviewing assignment-level AI expectations carefully before completing coursework.

Faculty retain discretion to define acceptable and unacceptable AI use in alignment with course outcomes and course assignments.

Guidelines for Students

Students may use AI tools only within the expectations established by the course instructor and the AI classification assigned to individual assignments, assessments, discussions, projects, labs, quizzes, or activities.

Because most courses operate under the University's standard YELLOW-LEVEL classification, limited AI use for learning support purposes is generally permitted unless an assignment is specifically designated as RED LEVEL (AI prohibited) or GREEN LEVEL (AI encouraged).

Students are responsible for carefully reviewing assignment instructions and seeking clarification from their instructor when AI expectations are unclear.

Permitted use (when allowed): brainstorming, outlining, grammar/spelling/language correction, organizing data, learning new concepts and clarifying course material.

Prohibited use: submitting AI-generated text/code/analysis as original work without disclosure; using AI in RED-level assignments; using AI in ways that replace independent thinking or demonstrated competency when prohibited; fabricating data, citations, or references; or entering confidential, sensitive, or personally identifiable information into non-approved AI systems.

Disclosure requirement: When AI use is permitted, students must include a brief statement describing how AI was used. Disclosure statements should briefly describe the role AI played in the learning or work process. (See Appendix B for sample statements.)

Accountability: Students remain fully responsible for verifying the accuracy, originality, and integrity of all AI-assisted work, for understanding their submissions, and for complying with assignment-level AI expectations.

Guidelines for Faculty

Syllabus requirement: All faculty must include an AI policy statement in every course syllabus as designated by the APC. Courses should follow the University's standard YELLOW-LEVEL classification unless there is a pedagogical, disciplinary, accreditation, clinical, licensure, or assessment-based reason to adopt a different approach.

Faculty may designate individual assignments, assessments, discussions, projects, labs, quizzes, exams, or activities as RED LEVEL (AI prohibited) or GREEN LEVEL (AI encouraged) when appropriate to the learning objectives and assessment goals.

Assignment-level AI expectations must be clearly communicated within assignment instructions, rubrics, or LMS descriptions. Faculty are encouraged to use consistent labeling practices within Canvas to help students easily identify AI expectations for coursework.

Faculty retain discretion to determine acceptable and unacceptable AI use within their courses in alignment with institutional policy and professional standards.

Instructional use: Faculty may use AI to aid curriculum design, materials, feedback, and administrative efficiency. Faculty are responsible for maintaining academic rigor, accuracy and quality of instructional materials, accessibility compliance, curricular alignment, and maintaining human oversight. AI-generated content should be reviewed, revised, and validated by the instructor prior to use in teaching or assessment.

Academic Integrity: Faculty should NOT rely on AI detection software to determine academic integrity violations.[1] Currently, AI detectors have high false positive rates, disproportionately flag work by English Speakers of Other Languages (ESOL) and students with learning differences, cannot reliably distinguish between AI-generated and human-written text, and raise privacy concerns with third-party platforms.

[1] While faculty should not use AI detection tools in their academic integrity assessments, the Office of Student Conduct may consult multiple AI detection tools during formal academic integrity investigations as one supplementary source of information. Consistent with the limitations noted above, detection tool results must be corroborated by concrete evidence and cannot serve as the sole or primary basis for determining a violation.

Recommended practices:

- If you suspect unauthorized AI use, document specific evidence such as dramatic shifts in writing quality, inconsistent voice, missing context from class discussions, or inability to explain work during follow-up conversations.
- Meet with the students to discuss your concerns and ask them to explain their process, sources, and reasoning.
- If reasonable suspicion of an academic integrity violation remains after conversation, file a formal report following the Academic Integrity Policy.

Research and publication: Follow the journal and publisher AI use policies for guidance. Do not include sensitive, proprietary, or protected data in AI tools; remove personally identifiable information (PII) where applicable.

Guidelines for Staff

Staff may use institutionally approved AI tools to improve efficiency in communications, data analysis, scheduling, and other workflows. Do not input confidential, proprietary, or personally identifiable information (PII) into unapproved or public AI systems. Questions regarding approved tools, data handling, or permissible use should be directed to the Goodwin IT Department.

DEFINITIONS:

Artificial Intelligence (AI): Technologies capable of performing tasks requiring human-like reasoning, such as text generation, data analysis, image creation, or prediction.
Generative AI: AI systems capable of generating new content including text, images, audio, code, video, or data.
AI-Assisted Work: Academic or professional work created with AI support while maintaining meaningful human oversight, judgment, and accountability.
Institutionally Approved Tool: An AI platform reviewed and authorized by the University for approved educational or operational use.
Personally Identifiable Information (PII): Information that can identify an individual directly or indirectly, including names, student IDs, addresses, or other protected data.

Appendix A: Color Chart for AI Usage

Color	Usage	Definition	Examples of permitted uses	Prohibited uses
Yellow	Limited AI Permitted *Institutional Default	AI tools may be used for limited, support purposes that enhance learning without replacing student thinking, authorship, or demonstrated competency.	• Brainstorming and idea generation • Outlining and organizing ideas • Grammar, spelling, and language support • Study support and concept clarification • Creating practice questions or study materials • Organizing notes or planning work	• Generating full assignment responses unless explicitly permitted • Submitting AI-generated work as original work without disclosure • Fabricating citations, references, sources, or data • Using AI during RED-designated assessments or assignments
Green	AI Encouraged	AI use is encouraged as part of the learning process and assignment completion.	All assignments including • Brainstorming and outlining • Grammar/spelling/language correction • Organizing data • Learning new concepts and clarifying course material.	• Submitting AI-generated text/code/analysis as original work without disclosure • Using AI in RED-level assignments; using AI in ways that replace independent thinking or demonstrated competency when prohibited • Fabricating data, citations, or references • Entering confidential, sensitive, or personally identifiable information into non-approved AI systems.
Red	AI Not Permitted	AI tools that generate, revise, or substantially alter assignment content may not be used for designated assignments, assessments, activities, or portions of coursework.	None	All assignments that emphasize foundational skill development, clinical judgement, authentic performance, competency demonstration, timed or secure assessment environments, or competencies requiring independent human work.

Appendix B: Sample Disclosure Statements*

*Please check with your instructor for their preference on how to disclose the use of AI.

Example Disclosure Statement

"(NAME OF AI TOOL) was used to brainstorm ideas and check grammar. All ideas and content are my own and were reviewed and edited by me."

APA Citation Template: Author. (Date).**Title** (Month Day version) [Additional Descriptions]. Source

Definitions:

Author: The author of the model.

Date: The year of the version.

Title: The name of the model. The version number is included after the title in parentheses.

Bracketed text: References for additional descriptions

Source: When the publisher and author names are identical, omit the publisher name in the source element of the reference and proceed directly to the URL.

Example: OpenAI. (2023). **ChatGPT** (Feb 13 version) [Large language model]. https://chat.openai.com

Reproduced from https://apastyle.apa.org/blog/how-to-cite-chatgpt