

## Graduate School Guidelines for the Ethical and Responsible Use of Artificial Intelligence

### 1. Purpose

This document establishes the Graduate School guidelines for the ethical and transparent use of Artificial Intelligence (AI) tools by graduate students, faculty, and researchers. It ensures academic integrity in coursework, projects, theses, dissertations, and research processes.

### 2. Scope

This document applies to:

- All students enrolled in graduate certificates, master's, or doctoral courses.
- Faculty involved in teaching, advising, or evaluating academic work at the graduate level.
- Researchers and research assistants working on funded or unfunded graduate projects.

### 3. Definitions

This section provides essential definitions related to AI to support a clear and consistent understanding of these guidelines. The definitions are based on the 800-218a special publication from the National Institute of Standards and Technology (Booth, 2024).

- a. Artificial Intelligence (AI): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.
- b. Generative AI (GenAI): The class of AI models that emulate the structure and characteristics of input data to generate derived synthetic content. This can include images, videos, audio, text, and other digital content.

### 4. Guiding Principles

All use of AI must be disclosed in writing within the submitted work to ensure transparency. AI tools may be used to support learning, analysis, or productivity. However, they may never replace the student's or researcher's original intellectual contribution or authorship. Users remain fully responsible for the accuracy and integrity of their work, including mathematical correctness, the validity of sources, and proper citation of all materials.

Also, users must protect data privacy by abstaining from entering confidential, proprietary, sensitive, or unpublished research data into AI tools. AI technologies should be employed in ways that promote equity, accessibility, academic inclusivity, and fair opportunity for all users. All AI use must comply with applicable copyright laws, funding agency requirements, Institutional Review Board (IRB) standards, and other regulations, as well as all institutional policies.

## 5. Allowed Uses

AI tools may be used to support academic and research activities in the following ways, if the user retains full responsibility for review, validation, and final decision-making. Specifically, AI is permitted for:

- Brainstorming research ideas or outlines.
- Grammar, structure, or stylistic editing.
- Generating practice questions or study aids.
- Data analysis assistance with research supervision.
- Translating text with verification.
- Drafting tables, visualizations, or code templates (must be reviewed by the user).
- Conducting preliminary literature scans (must verify all citations manually).

## 6. Prohibited Uses

The following uses of AI are strictly prohibited, as they compromise academic integrity, ethical standards, or compliance requirements (Denecke et al., 2012). Specifically, AI may not be used for:

- Generating full assignments, essays, or thesis chapters without human authorship.
- Fabricating data, statistical results, or interview transcripts.
- Misrepresenting AI-generated work as original.
- Producing citations or references without verification.
- Uploading confidential or sensitive data.
- Automating processes that violate academic integrity or exam protocols.
- Creating fraudulent internship logs, lab reports, IRB materials, or research documentation.

## 7. Disclosure Requirements

Every assignment, thesis, publication, or report using AI must include a mandatory disclosure statement such as:

*“This work used [AI tool] for [describe purpose: brainstorming, editing, data support]. All interpretations, arguments, and conclusions are the author’s own and have been verified for accuracy.”*

## 8. Faculty Responsibilities

Faculty members are responsible for ensuring the ethical, transparent, and appropriate use of AI in teaching, research, and assessment. Specifically, the faculty must:

- Explain AI expectations in specific course documents at the beginning of the trimester.
- Clarify course-specific restrictions (e.g., no AI on exams, limited AI on essays).
- Educate students on how to use AI ethically and responsibly.

- Report to the Dean of the Graduate School potential AI misuse according to academic integrity procedures and these guidelines.
- Provide training or resources for AI literacy where appropriate.

## 9. Graduate Research Standards

For projects, theses, dissertations, and publishable research, the following standards govern the appropriate and ethical use of AI:

- AI cannot generate literature reviews, theoretical frameworks, or methodological justification.
- AI-generated code must be fully reviewed and annotated by the student.
- AI use must comply with IRB protocols, no uploading participant data.
- AI cannot analyze raw human subjects' data.
- Students must describe AI use in their methodology appendix, if applicable.

## 10. Enforcement and Consequences

Violations of these guidelines will be treated as academic misconduct. Consequences may include, among others:

- Assignment invalidation
- Rewriting requirements
- Academic Warning Status and Related Academic Actions
- Loss of research or assistantship funding

## 11. Institutional Training

The Graduate School will provide institutional training and resources to support the responsible, ethical, and effective use of artificial intelligence AI.

Training may include workshops on responsible AI use, faculty training on evaluating AI-assisted work, student guidance documents, and periodic updates as AI technologies evolve.

## 12. Guidelines Review

This document is subject to periodic review and revision as deemed appropriate by the Institution.

## 13. References

Booth, H. (2024). *Secure Software Development Practices for Generative AI and Dual-Use Foundation Models*: <https://doi.org/10.6028/nist.sp.800-218a>

Denecke, D., Kent, J., & Allum, J. (2012). *Research and scholarly integrity in graduate education: A comprehensive approach*. Council of Graduate Schools.