



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

KYSU Online Policy on the Use of Artificial Intelligence (AI)

VOLUME, SECTION & NUMBER:

1.3.5

ENTITIES AFFECTED:

Online Students

Online Faculty

ADMINISTRATIVE AUTHORITY:

Office of the Provost/Vice President for Academic Affairs

Office of Online Education

APPROVED BY:

The Office of Online Education

The Kentucky State University Board of Regents

EFFECTIVE DATE:

7/1/2024

PURPOSE:

The purpose of the KYSU Online Policy on the Use of Artificial Intelligence (AI) is to provide a framework for Subject Matter Experts (SMEs) and online faculty to implement specific guidelines for their students' use of AI tools, which are now widely available. This policy is meant to be customizable to accommodate the range of assignments and preferences represented by KYSU Online's courses and faculty.

POLICY STATEMENT:

Students must abide by the KYSU Online Academic Code of Conduct and all academic policies in their online courses. Academic misconduct includes cheating, plagiarism, and dishonesty. Students should review the academic misconduct policies each term and be familiar with the definition of plagiarism. Students should discuss expectations with their professors and request clarification as needed.

In addition to the policies on academic misconduct and plagiarism, students must abide by the course-specific and assignment-specific guidelines on the acceptable use of artificial intelligence (AI). Differences in courses, faculty preferences, and assignments are such that a singular policy will not



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capture the varied needs of the learning community. For this reason, KYSU Online has developed a manifold policy that allows SMEs and online faculty to apply it differently in classes and on assignments. SMEs and online faculty also reserve the right to customize the standard language to meet more specific use cases in their courses. Therefore, the language in this policy is a starting point.

Despite this flexibility, the syllabus and/or the assignment instructions in each online course must include a statement on the acceptable use of AI tools. The statement serves as a notice to students that they must approach each assignment with an awareness of how they can engage with AI tools. The posted statements will require further clarification from online faculty with reference to individual assignments and as new tools become available. In online courses, the Subject Matter Expert will specify how this applies to each assignment. Instructors should consult with the Subject Matter Expert about applying the policy to assignments differently than what is noted in the syllabus or in the assignment instructions.

Suggested Guidelines and Policy Statements for Syllabus and/or Instructions

Acceptable Use of AI Tools

Each assignment in this course is governed by the guidelines for artificial intelligence (AI) tools. There may be different guidelines for different assignments in this course. Each assignment typically will fall into one of these categories:

- **Full & Documented Use**: students may use AI tools for this assignment. Students must include appropriate acknowledgments and documentation in their work according to their instructors' requirements.
- **Limited & Documented Use**: students may use AI tools on this assignment in limited ways and with appropriate acknowledgments. Students should document their use of AI according to their instructors' requirements.
- **Forbidden Use**: students may not use AI tools on this assignment at any point.

Students should consult the course schedule and the assignment instructions for details about the acceptable use of AI on each assignment. Students are responsible for any errors that the use of AI may introduce into their work. LibGuides provide general guidance for citing the use of AI tools ([here is an example](#)); see also the [MLA Style Center page](#) and other style guide pages. For course-specific citation requirements, students should contact their online instructor.

Acceptable Use of AI Tools: Assignment Types

Full & Documented Use: students may use AI tools for this assignment apart from restrictions. Students must include appropriate acknowledgments and documentation according to their instructors' requirements.

- **Assessments**: On assessments (such as quizzes, tests, and exams), students may use tools that read their screens, summarize content, or generate content. They must acknowledge and document their use of tools.



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- Writing assignments and presentations: On writing assignments (such as reviews, discussion posts, essays, research papers, etc.) and presentations (such as a speech or presentation), students may use tools that generate content such as outlines, bibliographies, summaries, prose, or creative writing. They must acknowledge and document their use of tools.
- Artistic or technical productions: On assignments requiring students to produce a design (creative, graphic, visual, technical plans, code, programs), students may use tools that produce all or part of the design on their behalf. They must acknowledge and document their use of tools.
- Information synthesis assignments: On reading and listening assignments (such as required reading, online discussions, and required lectures), students may use AI tools to summarize audio, video, or textual material to the extent specified by the course instructor and the assignment instructions. They must acknowledge and document their use of tools.
- Research assignments: When conducting research (whether as a stand-alone assignment or in preparation to distill the research in a writing assignment, presentation, or creative artifact), students may use tools that support their engagement with and evaluation of the information for the study. They must acknowledge and document their use of tools.

Limited & Documented Use: students may use AI tools on this assignment in limited ways and with appropriate acknowledgments. Students should document their use of AI according to their instructors' requirements.

- Assessments: On assessments (such as quizzes, tests, and exams), students may use tools that read their screens, summarize content, or generate content in limited ways specified by the assignment instructions and the course instructor.
- Writing assignments and presentations: On writing assignments (such as reviews, discussion posts, essays, research papers, etc.) and presentations (such as a speech or presentation), students may use tools that generate content such as outlines, bibliographies, summaries, prose, or creative writing. Use of these tools must include the appropriate acknowledgments and citations, and students must remain within the guidelines specified by the course instructor and the assignment instructions.
- Artistic or technical productions: On assignments requiring students to produce a design (creative, graphic, visual, technical plans, code, programs), students may use tools that produce all or part of the design on their behalf only to the extent specified by the course instructor and assignment instructions.
- Information synthesis assignments: On reading and listening assignments (such as required reading, online discussions, and required lectures), students may use AI tools to summarize audio, video, or textual material to the extent specified by the course instructor and the assignment instructions.



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- Research assignments: When conducting research (whether as a stand-alone assignment or in preparation to distill the research in a writing assignment, presentation, or creative artifact), students may use tools that support their engagement with and evaluation of the information for the research at hand. Use of these tools must involve the appropriate acknowledgments and citations while adhering to the guidelines specified by the course instructor and the assignment instructions.

Forbidden Use: students may not use AI tools on this assignment at any point.

- Assessments: On assessments (such as quizzes, tests, and exams), students may not use tools that read their screens, summarize content, or generate content.
- Writing assignments and presentations: On writing assignments (such as reviews, discussion posts, essays, research papers, etc.) and presentations (such as a speech or presentation), students may not use tools that generate content such as outlines, bibliographies, summaries, prose, or creative writing. Students may use tools that suggest corrections to spelling and grammar; however, phrasing suggestions of more than a couple of words in tools such as Grammarly might be flagged in AI detection programs.
- Artistic or technical productions: On assignments requiring students to produce a design (creative, graphic, visual, technical plans, code, programs), students may not use tools that produce all or part of the design on their behalf.
- Information synthesis assignments: On reading and listening assignments (such as required reading, online discussions, and required lectures), students may not use AI tools to summarize audio, video, or textual material to reduce their academic engagement with the learning activity substantially.
- Research assignments: When conducting research (whether as a stand-alone assignment or in preparation to distill the research in a writing assignment, presentation, or creative artifact), students may not use tools that substantially reduce engagement with sources and evaluation of the information for the research at hand.

Acceptable Use of AI Tools: Rubric

See the rubric on the next page.



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A. Assessments: quizzes, tests, exams		
<i>1. Full & Documented Use</i>	<i>2. Limited & Documented Use</i>	<i>3. Forbidden Use</i>
Students may use tools that read their screens, summarize content, or generate content. They must acknowledge and document their use of tools.	Students may use tools that read their screens, summarize content, or generate content in limited ways specified by the assignment instructions and the course instructor.	Students may not use tools that read their screens, summarize content, or generate content.
B. Writing assignments and presentations: Reviews, discussion posts, essays, research paper, speech, presentation, demonstration		
<i>1. Full & Documented Use</i>	<i>2. Limited & Documented Use</i>	<i>3. Forbidden Use</i>
Students may use tools that generate content such as outlines, bibliographies, summaries, prose, or creative writing. They must acknowledge and document their use of tools.	Students may use tools that generate content such as outlines, bibliographies, summaries, prose, or creative writing. Use of these tools must include the appropriate acknowledgments and citations, and students must remain within the guidelines specified by the course instructor and the assignment instructions.	Students may not use tools that generate content such as outlines, bibliographies, summaries, prose, or creative writing. Students may use tools that suggest corrections to spelling and grammar; however, phrasing suggestions of more than a couple of words in tools such as Grammarly might be flagged in AI detection programs.
C. Artistic and technical productions: artistic design, graphic design, audio or video compilation, technical plans, computer code, computer programs		
<i>1. Full & Documented Use</i>	<i>2. Limited & Documented Use</i>	<i>3. Forbidden Use</i>
Students may use tools that produce all or part of the design on their behalf. They must acknowledge and document their use of tools.	Students may use tools that produce all or part of the design on their behalf only to the extent specified by the course instructor and assignment instructions.	Students may not use tools that produce all or part of the design on their behalf.
D. Information synthesis assignments: required reading, online discussions, and required lectures		
<i>1. Full & Documented Use</i>	<i>2. Limited & Documented Use</i>	<i>3. Forbidden Use</i>
Students may use tools to summarize audio, video, or textual material to the extent specified by the course instructor and the assignment instructions. They must acknowledge and document their use of tools.	Students may use tools to summarize audio, video, or textual material to the extent specified by the course instructor and the assignment instructions.	Students may not use tools to summarize audio, video, or textual material in order to substantially reduce their academic engagement with the learning activity.
E. Research assignments: a stand-alone assignment or in preparation to distill the research in a writing assignment, presentation, or creative artifact		
<i>1. Full & Documented Use</i>	<i>2. Limited & Documented Use</i>	<i>3. Forbidden Use</i>
Students may use tools that support their engagement with and evaluation of the information for the research at hand. They must acknowledge and document their use of tools.	Students may use tools that support their engagement with and evaluation of the information for the research at hand. Use of these tools must involve the appropriate acknowledgments and citations while adhering to the guidelines specified by the course instructor and the assignment instructions.	Students may not use tools that substantially reduce engagement with sources and evaluation of the information for the research at hand.

RELATED PROCEDURES:

KYSU Online syllabi and assignment instructions are maintained by the course Subject Matter Expert (SME). The SME and other online faculty will collaborate to ensure that the appropriate policy



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statements regarding the acceptable use of AI are included in the syllabi and assignment instructions. The inclusion of these statements will occur during the course development process. Students who violate the guidelines established by the SME and course instructor will be engaged with the policies and procedures detailed in the KYSU Online Academic Code of Conduct.

DEFINITIONS:

Artificial Intelligence (AI) Tools: According to the National Artificial Intelligence Act of 2020, “[t]he term ‘artificial intelligence’ means a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions influencing real or virtual environments.”¹ In an educational context, artificial intelligence tools would include machine-based programs, applications, websites, systems, etc., which can be used to perform tasks that mimic the knowledge, skills, and abilities of students. For example, this can include tools that read device screens, summarize content (audio, video, or textual), or generate content (audio, visual, or textual).

RELATED POLICIES/DOCUMENTS:

6.1.4 Academic Code of Conduct

1.3.6 KYSU Online Academic Code of Conduct

STATUTORY OR REGULATORY REFERENCES:

N/A

POLICY OWNER/INTERPRETING AUTHORITY:

The Office of Online Education

DOCUMENT DATE AND VERSION:

5/25/2024 – 2024.05.25_KYSU_Online Policy on Use of Artificial Intelligence_v5.docx

¹ <https://www.congress.gov/bill/116th-congress/house-bill/6216/text#H8B1131A84B984501B54FCB9DCCF19B57>