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## **ARTIFICIAL INTELLIGENCE**

This policy governs Craven Community College (College) employees and students regarding the responsible, ethical, and secure use of artificial intelligence (AI) in connection with institutional activities. While AI is an important teaching and learning tool for employees and students, this technology must be used in a manner that protects data, upholds institutional integrity, and aligns with the College's mission. The President of the College is authorized to develop and implement Procedures to comply with this Policy.

### **Scope**

This policy applies to all employees and students using AI in their professional and/or academic activities.

### **Definitions**

Employee – For purposes of this policy, an employee means any individual employed by the College, including part-time or full-time faculty or staff, adjunct or visiting faculty, and any student serving in a work study program.

Student – For purposes of this policy, a student means any individual enrolled in courses, classes, or any academic program with the College, including, but not limited to, both degree- and non-degree-programs.

AI Tools and Technology – For purposes of this policy, AI tools or AI technology means any system, software, platform, algorithm, application or tool that uses machine-based logic, machine-based learning, prediction, or generation to analyze data, create content, automate decision-making, or generate, analyze, summarize, translate, or otherwise process, text, images, code, data, audio, or other content. AI tools and AI technology include, but are not limited to, generative AI chatbots, AI-assisted writing and coding tools, AI-powered research platforms, automated grading or feedback systems, AI-based data analytic tools, and other AI-enabled systems. Examples of these tools include, but are not limited to, ChatGPT, Claude, Google Gemini, and Microsoft Copilot.

Personally Identifiable Information ("PII") – For purposes of this policy, personally identifiable information ("PII") means any piece of data that can potentially be used to uniquely identify, contact, or locate an individual. PII includes directly identifiable information such as name, social security number, and other government-issued identifiers as well as indirect identifiers such as gender, race, birth date, and geographic indicators, that may not directly identify an individual on its own but can do so when combined with other information.

### **Academic Integrity**

The College is committed to intellectual honesty. In furtherance of this goal, students shall not submit AI-generated content as their own work *unless* the use of AI has been expressly authorized. When the use of AI is permitted in the completion of coursework, examinations, or other academic assignments, students must disclose the AI tools used, the nature and extent of the use, and the portions of the work substantially assisted by AI.

Employees who use AI tools and technology in preparation of scholarly publications, research outputs, or grant applications must disclose such use in accordance with the applicable standards of the relevant discipline, journal, or funding agency. Where no specific standards exist, employees are encouraged to disclose the use of AI tools and technology in an acknowledgment or methodology section of the work.

### **Acceptable Use**

Subject to any restrictions imposed by individual course instructors, departments, or programs, AI tools and technology may generally be used to:

- Improve productivity, analysis, and content development through brainstorming and idea generation, provided that the final submitted work reflects the student's or employee's own independent analysis and work.
- Support instruction, student engagement, and service delivery.
- Streamline administrative processes and decision-making including scheduling, email drafting, and organizational planning.
- Assist in professional communications and planning.

### **Prohibited Use**

AI tools and technologies must not be used to:

- Input or process sensitive or confidential data, including PII, student records, personnel files, or financial details.
- Make autonomous decisions without human review, especially regarding grades, admissions, hiring, or disciplinary actions.
- To complete examinations, quizzes, or other assessments where the use of such tools has not been expressly authorized.
- Create or distribute content that misrepresents authorship or lacks proper verification, including, but not limited to, submitting work that is substantially generated by AI as one's own original work without proper disclosure and attribution, or in contravention with stated policies on AI use.
- Circumvent institutional processes, compliance regulations, or ethical standards.

- To engage in or facilitate academic dishonesty, plagiarism, fraud, harassment, discrimination, or any other conduct that violates the College's policies or applicable law.

### **Using AI**

When using AI, employees shall:

- Verify the accuracy, fairness, quality, and appropriateness of any AI-generated or AI-assisted content used in any instruction, communication, or grading process.
- Disclose the use of AI as a support tool when used in research, publications, presentations, or in any other, academic or official content. AI should not be the sole creator of such academic or official content.
- Model responsible AI use that reflects the College's values and protects students from overreliance or misinformation.
- Provide supervisory guidance regarding the expectations and extent of usage of AI within departments.
- As instructors, clearly communicate expectations regarding student AI usage in each course and clearly identify whether and to what extent AI tools may be used in the course.

When using AI, students shall:

- Refer to and adhere to the Board Policy (BP) 3.3, *Student Code of Conduct*, as well as the individual course syllabus requirements for using AI technology for class assignments.
- Follow instructor expectations for the use of AI technology for each individual assignment and may only use AI tools in their coursework to the extent such usage is expressly permitted by the instructor.
- Be responsible for the accuracy, completeness, and originality of all work submitted, regardless of the extent of AI usage.
- Not submit AI-generated content as one's original work without proper authorization or disclosure; doing so may result in a failing grade, suspension, or expulsion.

Final responsibility always rests with the employee or student. AI should be used to assist and enhance and not to replace, human oversight, subject-matter expertise, or ethical judgement.

### **Data Privacy and Security**

All students and employees must exercise care when using AI tools to protect confidential, proprietary, and PII. No student or employee shall input, into any AI system, information that is protected under the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), or any other applicable federal, state, or institutional privacy regulation without prior written authorization from the appropriate institutional authority.

## **Ethical and Legal Compliance**

All AI use must comply with:

- FERPA, HIPAA, and other applicable data privacy laws.
- BP 8.1, *Acceptable Use of College Technology*
- Copyright and intellectual property law and BP 8.3, *Intellectual Property Ownership*, to include appropriate citation of AI-generated materials
- Related College Procedures and Internal Control Processes as promulgated by the President of the College

## **Violations and Enforcement**

Misuse of AI tools, whether intentional or accidental, by employees or students may result in disciplinary action. Employees may be sanctioned in accordance with BP 2.9, *Disciplinary Action Addressing Suspension and Dismissal*. Students may be sanctioned in accordance with BP 3.3, *Student Code of Conduct*.

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