

# **Morehouse College**

## **Guidelines for the Academic Use of Generative Artificial Intelligence**

This document outlines the principles, guidelines, and responsible use of generative Artificial Intelligence (Gen AI) for academic matters. The goal is to ensure the ethical, effective, and equitable implementation of Generative AI technologies to enhance student learning and faculty instruction while safeguarding the human integrity of students, faculty, and staff at Morehouse College. These guidelines apply to academic activities within teaching, learning, and research. The administrative, operational, and institutional uses of AI are governed by the College's AI Security and Risk Policy. Administrative and operational uses of AI by staff are governed by the AI Usage Guidelines for Staff. Within this framework, the AI Security and Risk Policy establishes institutional safeguards, the Academic Guidelines support teaching and learning, and the Staff Guidelines provide operational expectations.

These guidelines operate in parallel with the College's AI Security and Risk Policy. The Security and Risk Policy governs institutional data, systems, and compliance requirements.

These Academic Guidelines are intended to support faculty, students, and staff in using AI in teaching, learning, and research in ways that align with Morehouse College's academic mission, values, and commitment to academic freedom.

Together, these documents provide a coordinated framework that balances responsible use, institutional protection, and academic innovation.

### **Definitions**

*Artificial Intelligence (AI)* is the field of computer science that uses machines to gather, collect, analyze, create images, and other forms of data to simulate human intelligence.

*Generative AI (Gen AI)* is a type of AI that creates new content based on models generated from text, visual, and audio data using prompts.

*Machine Learning (ML)* uses algorithms and data to train computers.

*Large Language Models (LLM)* are a type of AI programming that uses deep learning to perform natural language processing (LLM) tasks. LLM implementations include ChatGPT, Claude, Gemini, Copilot, Perplexity, and others.

*AI Technology* is defined as systems that simulate human intelligence processes, including learning, reasoning, and self-correction.

*AI Systems* are applications and tools that utilize AI technology to perform tasks that typically require human intelligence.

### **Explanation of Usage Conditions**

*Responsible use* requires students, faculty, and staff to adhere to specific guidelines or standards to ensure safety, ethics, and privacy.

*Prohibited* usages pose unacceptable risks and privacy breaches that are anti-ethical to core academic principles at Morehouse College.

*Cautious* usage requires careful planning and responsible use by students, faculty, and staff.

*Disclosure (citing) of usage*, including the Gen AI tool used, the functionality of the tool/system, and/or the details of the usage, is required.

*Inclusivity* of Gen AI technologies should be designed and implemented to avoid bias and ensure inclusivity that benefits all segments of Academic Affairs.

## **Scope**

These academic guidelines apply to all students, faculty, staff, and administrators in Academic Affairs and any third-party vendors providing AI-based services or tools for instruction or training purposes to democratize generative AI usage at Morehouse College.

## **Core Principles**

### ***Academic Integrity***

Gen AI must not compromise the fundamental principles of human integrity, not technology, being at the center of all academic work to promote academic honesty and intellectual exchange.

### ***Ethical and Inclusive Use***

The College supports digital inclusion to ensure faculty, staff, and students have access to the digital world when interacting with AI systems.

- Gen AI applications and their usage for student learning and instruction must align with the Morehouse College academic integrity plan to promote fairness, transparency, and respect for human dignity.
- Gen AI must be used in a manner that upholds the College's values of integrity, equity, and respect.
- Gen AI applications must comply with ethical standards, promoting fairness, transparency, accountability, and non-discrimination to avoid bias in Gen AI algorithms and datasets, ensuring diverse and inclusive representation.

### ***Ethics, Equity, and Inclusion***

#### ***Equity, Accessibility and Bias Awareness***

- Students, faculty, and staff users should seek to be cognizant of potential biases in AI systems and work to decrease their impact. All users are encouraged to be aware of and reduce AI application biases, emphasizing fairness, equity, and inclusion for Academic and moral purposes.
- AI tools and technologies are accessible to all students, ensuring opportunities are available for diverse, underrepresented, disabled groups in the residential and online programs.

- Bias reduction for Gen AI systems should be regularly evaluated and audited for bias with the appropriate stakeholders. Faculty should frame prompts that are likely to expose biases and stereotypes while assisting students with formulating prompts to decrease Gen AI biases. Faculty, staff, and students are encouraged to cross reference AI prompts in different LLMs to compare responses to recognize prejudice, partiality, and predispositions. Decision-making with Gen AI tools should support fair decision-making processes in areas like course syllabi, course material, AI tutors and chatbots, grading, and assessment.

#### Acceptable Use

- Gen AI may be used to support teaching, learning, and research for students, faculty, and staff in alignment with the Office of Educational Accessibility (OEA). The use of Gen AI to detect plagiarism is acceptable but may not unfairly penalize students.

#### Unacceptable Use

- Any discrimination of use of Gen AI that leads to discrimination or bias against individuals or groups is strictly prohibited. The misuse of Gen AI tools/systems must not be used to exploit or misuse personal data of any member of the academic community, such as AI surveillance, AI processing of sensitive data, and/or misconduct prediction.

### **Academic Work**

Gen AI usage for academic work will follow the stipulations below to determine the best means for assuring transparency, effective classroom policies, and meaningful student learning, including through research and training.

#### **Transparency**

Students, faculty, and staff must voluntarily disclose the use of AI tools in academic work, research, or official communications when appropriate. The deployment of AI systems should be transparent, with clear communication about their purpose, functioning, and impact.

#### **Classroom Policy**

All faculty, teaching in the residential program or Morehouse Online shall list one of the syllabi statements below stating the usage of Gen AI in their course. Students should refer to the instructor's course syllabus to determine how and if Gen AI can be used in the course. Instructor will select between the three syllabus statements below:

#### *Minimally restrictive syllabus statement – Class supports little AI usage*

In this course, all students will submit their work **without** the use or **input** of generative artificial intelligence (Gen AI) tools and technologies such as ChatGPT, Dall-e, etc. Please note that each instructor and course at Morehouse College will have different AI policies and standards. It is the student's responsibility to adhere to the expectations for each course. Violations of the AI statements will be considered academic misconduct, as stated in the College's core academic policy located [here](#).

Mixed draft AI syllabus statement – Class supports average AI usage

In this course, specific assignments will encourage using Gen AI tools and technologies **periodically** such as ChatGPT, Dall-E, etc., to enhance your learning experience and support your academic work. Your use of AI should be responsible, ethical, **cited, and align** with the student learning objectives of the course. Each student is responsible for assessing the validity, bias, and applicability of Gen AI usage and should acknowledge the use of Gen AI in your submitted assignments. Please note that each instructor and course at Morehouse College will have different AI policies and standards; it is the student's responsibility to adhere to the expectations for each course. Violations of the AI statements will be considered academic misconduct as stated in the College's core academic policy located [here](#).

Fully encouraging AI syllabus statement – Class supports all AI usage

This course encourages the use of Gen AI tools and technologies such as ChatGPT, Dall-E, Claude, etc., to enhance your learning experience and support your academic work. Your use of AI should be responsible, ethical, cited, and align with the student learning objectives of the course. Each student is responsible for assessing the validity, bias, and applicability of Gen AI usage and should acknowledge the use of Gen AI in your submitted assignments. Please note that each instructor and course at Morehouse College will have different AI policies and standards; it is the student's responsibility to adhere to the expectations for each course. Violations of the AI statements will be considered academic misconduct as stated in the College's core academic policy located [here](#).

## **Student Learning and Usage**

Students are responsible for using Gen AI tools ethically and responsibly with principles or guidelines cited in this policy statement regarding the use of Gen AI. The use of Gen AI is used to enhance workflow and productivity, not undermine academic integrity when using Gen AI for writing, coursework, and notetaking. Students should apply the highest ethical standards of *originality*, acknowledgment and attribution, along with *data security and safety*.

Acknowledgement and attribution

Students should follow their instructor's directive for acknowledging or citing AI use. If uncertain, students should consult with the instructor before submitting the assignments.

APA, MLA, and Chicago styles provide guidelines for citing Gen AI work that should be used (Table 1).

Data security and institutional responsibility

Any information shared with AI tools may be stored, processed, or reused outside of Morehouse College systems. As a result:

- Sensitive, confidential, or institutional data must not be entered into public or unapproved AI tools.
- Faculty, staff, and students are responsible for exercising appropriate judgment when using AI tools in academic contexts.

These expectations align with the College's AI Security and Risk Policy.

### **Research and Student Training**

Gen AI use in research must comply with discipline specific publications and presentations.

### **Human Accountability and Oversight**

AI tools are intended to support, not replace, human judgment.

- Faculty remain responsible for course design, assessment, and grading decisions.
- Students remain responsible for the originality and integrity of their work.
- Any AI-assisted output must be reviewed, evaluated, and, where appropriate, revised by the individual by submitting or using the work.

These expectations apply within academic contexts and do not govern administrative or operational decision-making processes outside Academic Affairs.

## **Curriculum Integration**

These guidelines will take a risk-based approach to Gen AI usage for teaching, instruction, plagiarism, and academic honesty.

### **Faculty Autonomy and Instructional Judgment**

Morehouse College affirms that decisions regarding the use of AI in teaching and learning reside with faculty, within the parameters of these guidelines and institutional policy.

Faculty are encouraged to determine how AI tools are incorporated into their courses in ways that:

- Support student learning outcomes
- Maintain academic integrity
- Reflect disciplinary standards and expectations

Gen AI use cases in teaching are categorized under *Open Use*, *Use with Disclosure*, *Use with Compliance*, and *Prohibited Use* (Table 2).

#### *Open Use (No Disclosure Required)*

Permits Gen AI tools include AI notetaking, AI summarization, AI translation, AI chatbot for FAQs, AI graphic design, AI search engine, AI writing assistance (brainstorming, idea creation, or editing), AI tutoring chatbot, syllabus design, enhancement of teaching materials, classroom interactions, video and audio additions as supplemental resources, AI simulations are supported under *Open Usage*.

### Use with Disclosure

Permits Gen AI tools include AI assisted grading, AI plagiarism detector, AI grammar check, AI course content generation, AI document verification. AI tutoring chatbot, AI avatars for module enhancement and study guides, video and audio additions for modules, AI simulations are supported under *Disclosure and Compliance usage*.

### Use with Oversight

Permits Gen AI tools include AI writing assistance (new material), AI research data analysis, AI detectors, along with AI proctoring, and AI grading, assessment, and feedback.

### Prohibited Use

Creates unacceptable risks using Gen AI tools that include AI notetaking to generate quizzes, AI processing of sensitive data, AI surveillance, and misconduct prediction. Prohibited uses include applications that compromise academic integrity, violate privacy, or replace human judgment in ways inconsistent with Morehouse College's educational mission.

Institutional data protections outlined in the AI Security and Risk Policy apply to all academic uses.

## **Classification of AI tool usage and citing**

*Table 1 and Table 2 summarize the approved use of AI tool usage and AI citation guidelines.*

AI Notetaking is supported under open use to transcribe or summarize class lectures and meetings.

Writing Assistance is supported to brainstorm, generate ideas, organize thoughts, develop a template or outline, or check grammar spelling. Writing submission that are written by Gen AI is *prohibited*.

Creative Assistance that sparks imagination in the arts, music, or creative expression is acceptable with disclosure to proper citations.

Study Assistance as a tutor partner to create study notes to test your understanding of course content should be disclosed and properly cited.

Research and Information Gathering to explain and break down complex concepts for better understanding or generative collective summaries. Gen AI output should be credible and relevant and referenced to original sources to verify facts and deeper understanding.

Data Analysis and Visualizations to interpret and summarize data sets are permitted. Verification and explanation of the data and visualizations should be disclosed and cited.

The following examples illustrate expectations; instructors may set more specific requirements within their courses.

**Table 1. Morehouse College AI Citation Guidelines**

AI Tool Use Case	Citation Requirement	Example Citation Format
Brainstorming, summarization, or idea generation	✗ No citation required if AI was only used for ideation	<i>No citation needed</i>
Assisting with coursework (e.g., editing, structuring text, paraphrasing)	✓ Must disclose AI use in the assignment	<i>"This paper was edited with assistance from ChatGPT (OpenAI, 2025)."</i>
Finding sources for literature reviews	✓ Cite AI tool if it provided research assistance	<i>"Sources were identified with the help of Perplexity AI, a generative search tool."</i>
Data analysis, visualizations, or research assistance	✓ Cite AI tool if it contributed to findings	<i>"Data visualizations were generated using OpenAI's GPT-4, with human verification."</i>
AI-assisted note-taking or transcription	✗ No citation required unless AI-generated summaries are quoted	<i>No citation needed unless quoting AI</i>
AI-assisted grading, assessment, or feedback generation	✓ Must disclose if used in evaluation or assessment	<i>"Feedback was partially generated using Copilot AI and reviewed by the instructor."</i>
Generating entire written work (e.g., essays, research papers, assignments)	⊘ Prohibited; AI cannot be the primary author	<i>Not allowed under Morehouse policy</i>

**Table 2. Morehouse College AI Tool Use Recommendations**

AI Tool Use Case	Recommendation
Using AI for brainstorming, summarization, or idea generation	✓ AI use permitted; no citation required
Using AI for coursework (e.g., writing assignments, projects)	⚠ Use allowed with instructor approval and proper citation
Using AI to assist with research (e.g., data analysis, visualizations)	✓ AI use permitted; must disclose and cite
Using AI for note-taking, transcription, or study assistance	✓ Open use permitted; citation not required
Using AI for plagiarism detection or academic integrity checks	✓ Allowed with proper disclosure
Using AI for grading or assessment without human oversight	⊘ Prohibited use
Using AI for sensitive data processing (e.g., personal/student data)	⊘ Strictly prohibited
Using AI for writing an entire research article or assignment	⊘ Prohibited; considered academic misconduct

## **Continuous Monitoring, Evaluation, & Governance**

These guidelines will be reviewed annually, with updates to reflect any changes to guidelines and applications to academic work at Morehouse College.

If there are any plagiarism or unethical concerns, students and faculty will receive a written warning first (from instructor or supervisor). Upon a second offense, a case should be submitted to the Academic Integrity and Tracking of Responsible AI and Misconduct Survey ([AI TRACK](#)) database monitored by the Vice Provost for Academic Innovation and Learning. Second offenses will be communicated to Student Conduct.

## **Continuous Learning and Adaptation**

AI technologies are evolving rapidly. These guidelines are intended to provide a stable foundation while allowing for ongoing adaptation. Faculty, staff, and students are encouraged to engage thoughtfully, share practices, and contribute to the College's evolving understanding of AI use.