

# AI POLICY

## Montana State University Billings Policy on Faculty and Student Use of Artificial Intelligence in Academic Work

**Purpose:** This policy establishes guidelines for the ethical and effective use of artificial intelligence (AI) tools in academic work at Montana State University Billings. It seeks to support academic integrity while recognizing the potential of AI to enhance teaching, learning, and research.

**Scope:** This policy applies to all faculty, students, and MSUB sponsored academic activities.

### General Principles

#### Faculty Discretion

Faculty have the authority to determine what, when, and how AI may be used in their courses as per the principle of academic freedom, as long as they comply with the AI principles and guidelines stated below and any other university policies. Faculty should clearly communicate expectations regarding AI use in their course.

- **Transparency:** When AI is used in academic work, faculty and students must disclose their use, including the specific AI tools employed and the extent of their contribution. Failure to disclose AI use when required constitutes a violation of academic integrity.
- **Integrity and Attribution:** If AI-generated content is incorporated into academic work, faculty and students are responsible for ensuring the accuracy and appropriateness of the content presented and must provide attribution for AI contributions in accordance with course expectations.
- **Ethical Use:** AI must not be used in a way that undermines the learning objectives of a course or any other legally protected rights or standards of conduct on campus.
- **Data Privacy & Copyright:** AI must be utilized in observance of current data privacy policies including FERPA, HIPPA, and MSUB's Enterprise Data Stewardship Policy. Additionally, copyright of intellectual property, including faculty curriculum, research, and original student content, must be protected when using AI and where appropriate, disclosed to all parties.

#### Guidelines for Faculty

- **Designation of AI Use:** Faculty must explicitly communicate course AI expectations to students. Faculty are advised to provide clear guidelines for students in the course syllabus, assignment instructions, and/or other course material.
- **Prohibited AI Use:** Faculty may designate specific tasks or assignments where AI use is or is not permitted in their courses by designating AI use as (1) permitted, (2) encouraged, (3) restricted, or (4) prohibited.
- **Data Privacy & Copyright:** AI use in a course must follow current data privacy policies including FERPA, HIPPA, and MSUB's Enterprise Data Stewardship Policy and copyright laws.
- **Assessment Design:** Faculty are encouraged to design assignments and assessments that balance the benefits of AI tools with opportunities for students to demonstrate their independent knowledge and skills.
- **Assessment Evaluation:** Faculty are discouraged from totally relying on AI for the evaluation of student submissions of assignments or other assessments.

#### Enforcement

- Compliance with "Guidelines for Faculty" assures enforcement of these policies.
- Student violation of clearly stated AI expectations within a course and/or course materials shall be treated as academic misconduct as defined within Academic Dishonesty Policy for Students (<https://catalog.msubillings.edu/>

undergraduate/admissions-registration/academic-policies-procedures-scholastic-requirements/).

#### Support and Resources

- Faculty and students seeking guidance on the use of AI in academic work should contact department chairs, college Deans, Provost/Vice Chancellor of Academic Affairs, or the MSUB Center for Teaching and Learning Center for additional resources and support.