Generative AI Policy

Andrews University

1 Human Oversight Required: Generative AI should enhance human work, not replace it. No university decision may be made by these systems alone. Users must verify all outputs for accuracy, bias, and appropriateness.

(Genesis 1:27, James 1:5, Proverbs 10:9)

2 Disclosure: Employees, disclose substantial content created using generative AI. Minor assistance (grammar checking, editing, brainstorming) doesn't require disclosure. Students, follow course policies.

(Colossians 3:12, Proverbs 10:9)

3 Data Security: Never input confidential, sensitive, or personally identifiable information (including FERPA, HIPAA protected data) into generative AI tools without authorization. Opt out of allowing your data to be used for training when possible.

(Genesis 1:27, James 1:5)

4 Academic Integrity: Presenting content created by generative AI as your own constitutes academic dishonesty. Faculty determine appropriate use in their courses and must clearly communicate expectations in syllabi.

(Proverbs 10:9, Colossians 3:12)

5 Research Guidelines: Disclose generative AI use in research methods. Verify accuracy of all generated content. Never upload unpublished research or confidential information to these tools.

(James 1:5, Micah 6:8)

6 Meeting Protocols: Inform participants before using generative AI for meeting transcription or summaries. Never transcribe meetings involving sensitive data.
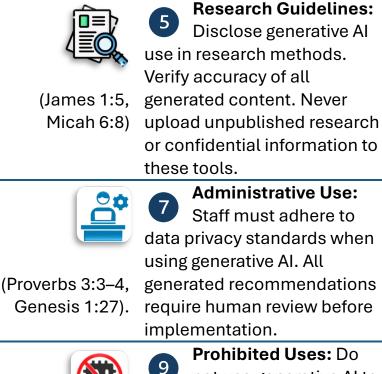
(Micah 6:8, Proverbs 3:3,4)

7 Administrative Use: Staff must adhere to data privacy standards when using generative AI. All generated recommendations require human review before implementation.

(Proverbs 3:3–4, Genesis 1:27).

8 Tool Approval: Generative AI systems processing protected university data must be evaluated and approved by Institutional Operations Council and IT Services.

Micah 6:8, Proverbs 10:9)

9 Prohibited Uses: Do not use generative AI to create malicious content, fake credentials, discriminatory material, harassment, or to violate laws and institutional policies.

(Micah 6:8, John 10:10)

10 Reporting Violations: Report faculty misuse to the Chief Academic Officer, research misuse to the Dean of Research, student misuse through the Academic Integrity policy, and staff misuse to supervisors or HR.

(Proverbs 10:9, Micah 6:8)