

POLICIES AND REGULATIONS

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Policy Statement

Alabama State University's Artificial Intelligence (AI) Use Policy:

- supports the use of generative AI tools to foster idea creation, digital innovation, and to enhance proofreading of original work;
- grants faculty-level authority to establish course-specific AI policies;
- mandates the inclusion of AI policy use statements on syllabi;
- prohibits the use of AI to generate full texts or full discussion responses to circumvent the submission of original work in compliance with the University's position on plagiarism and academic integrity; and
- requires faculty and students to document their use of AI in adherence to relevant writing guidelines (e.g., American Psychological Association, Modern Language Association).

The purpose of this policy is to outline the appropriate use of AI tools, particularly regarding content creation, proofreading, and academic documentation for Alabama State University students and faculty. The policy aims to promote responsible utilization of AI while ensuring transparency and adhering to academic standards.

Alabama State University (ASU) recognizes the growing role of AI in education and encourages its responsible use by students. Artificial Intelligence tools can be beneficial for idea generation, digital innovation, and proofreading, but they must be used in ways that uphold the University's commitment to academic integrity and originality. While students are permitted to use AI to enhance their learning experience, they are expected to submit original work and follow ethical guidelines when incorporating AI-generated content into their assignments.

Students should be aware that each faculty member has the authority to set course-specific AI policies. These policies will be outlined in the course syllabus and will include details on how AI may or may not be used for coursework. It is the student's responsibility to read and comply with these guidelines. Faculty members are required to provide a clear AI Policy Use Statement in their syllabi, explaining the role of AI in the course, any restrictions on its use, and the expectations for student engagement with AI tools.

Academic integrity remains a core value at ASU, and

the misuse of AI in coursework is strictly prohibited. Students are not allowed to use AI to generate full papers, discussion responses, or assignments in a way that replaces their own original work. Any attempt to submit AI-generated content as one's own without proper acknowledgment is considered plagiarism and will result in disciplinary action as outlined in the University's academic integrity policies. ASU is committed to maintaining a learning environment that fosters honesty, ethics, and independent thought.

To ensure transparency, students are required to document their use of AI tools according to appropriate academic writing standards, such as the American Psychological Association (APA) or Modern Language Association (MLA) guidelines. If AI-assisted content is used in an assignment, students must properly cite and acknowledge the source. This documentation is necessary to maintain academic credibility and to demonstrate responsible AI usage in academic work.

This AI Use Policy applies to all students at Alabama State University and is effective immediately upon approval by the ASU Board of Trustees. Students are encouraged to reach out to their instructors or academic advisors if they have any questions about AI usage in their courses. Any concerns or violations related to AI use should be reported to the Office of Academic Affairs or the Office of Student Affairs for review and resolution. The University will review this policy annually to ensure it remains relevant and effective as AI technology evolves.

UNIVERSITY POLICY ON ACCESS TO AND RELEASE OF STUDENT RECORDS

Alabama State University maintains, collects and compiles information on its students in order to enhance University operations. The University fully complies with the Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 (FERPA). The Buckley Amendment requires that students be advised of their rights concerning their educational records. The law guarantees students three important rights:

1. the right to inspect their student records,
2. the right to challenge incorrect information in those records, and
3. the right to keep their records private.

Each student may exercise his or her right to inspect and review any and all official records, files and data directly related to him or her by initiating a request in writing with the custodian of the records desired.



For a request to review or correct records, a student should report to the Office of Records and Registration, C2-15, John G. Hardy Student Services Center, or call the office at 334-229-4243 during regular business hours.

Students who are or who have been in attendance at the University may challenge, in writing, by submitting their request to the University Registrar, the content of the records maintained. They must be provided an opportunity for the correction or deletion of any alleged inaccurate, misleading or otherwise inappropriate data contained in such records and to insert into such records a written explanation respecting the content thereof.

COMMITTEE ON PRIVACY OF STUDENT RECORDS

The Committee on the Privacy of Student Records shall review policies relating to records of students, monitor continuously the security of student recordkeeping, evaluate requests for research use of student record data and offer consultation on other issues that may occur.

SOCIAL MEDIA USAGE

The purpose of this procedure is to establish guidelines for responsible social media usage by students at Alabama State University. These guidelines help protect the University's brand, reputation, and community standards while encouraging a positive and engaging online presence.

General Guidelines

Students are encouraged to engage with ASU's official social media platforms in a respectful and responsible manner. Any content shared that includes ASU's name, logo, or affiliations should align with the University's mission, values, and policies. It is important to recognize that social media activity, even on personal accounts, can reflect on the University and may impact a student's academic and professional reputation. When expressing personal opinions, students should make it clear that their views do not represent ASU. Cyberbullying, harassment, hate speech, and any form of discrimination are strictly prohibited and will not be tolerated.

Use of ASU Branding and Intellectual Property

Students may not use ASU's official logo, mascot, or other branding materials on personal social media accounts without explicit permission from the Office of Marketing and Strategic Communications (MSC). Student organizations that wish to use ASU branding on their social media accounts must be officially recognized by the University and must adhere to branding guidelines set by MSC. Misrepresenting ASU, its policies, or its community through social media content is strictly prohibited.

Official University Business and Social Media Use

Please be advised that social media platforms (e.g., Instagram, Facebook, X, TikTok, etc.) are not to be used for conducting official University business, including meetings, decision-making, or formal communications related to Alabama State University operations, departments, or student organizations.

All official communication and meeting coordination should occur through University-approved platforms such as email, Microsoft Teams, Zoom, or other systems designated by the University for professional use.

This ensures the integrity, security, and proper documentation of University operations and helps maintain compliance with institutional policies and expectations.

Social media may be used for engagement, promotion, and outreach, but not as a substitute for formal University communication channels.

Student Organizations and Social Media

All student organizations affiliated with ASU must register their social media accounts with



NEED TO REVIEW OR CORRECT YOUR RECORDS?

Visit the Office of Records and Registration located in John G. Hardy Center, Room C2-15 or call 334-229-4243 during business hours.

