



## **Policy: Artificial Intelligence (AI) Use Policy**

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**Revised:** N/A

**Approved by:** President's Cabinet; Faculty Assembly

**Next Review Date:** March 1, 2027

### **Policy Statement**

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South Georgia State College (SGSC) requires responsible and ethical use of Artificial Intelligence (AI), including Generative AI, across all academic, research, student support, communication, analytics, and administrative contexts. This policy establishes governance structures, review processes, data protection requirements, disclosure obligations, and accountability mechanisms to ensure AI use enhances institutional effectiveness while protecting academic integrity, privacy, security, accessibility, and compliance with applicable laws and Board of Regents policies.

### **Reason for Policy**

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This policy addresses institutional risks and responsibilities associated with AI adoption, including:

- Academic integrity concerns related to AI-generated content and misrepresentation of authorship
- Privacy and security risks from unauthorized data exposure to public or unapproved AI systems
- Potential for bias, discrimination, and disparate impact in AI-assisted decisions
- Accessibility and compliance obligations under federal and state law
- University System of Georgia requirements under BOR Policy 6.28, Academic & Student Affairs Handbook 2.6, and the USG IT AI Guidelines

SGSC recognizes that generative AI has the potential to transform learning and facilitate educational processes in ways not yet fully understood. These technologies offer significant opportunities for innovation in teaching, research, and administrative efficiency. However, AI systems are not infallible; they may produce inaccurate information, generate content that infringes on copyright, or present outputs that require careful verification. Despite these challenges, employers increasingly expect graduates to be proficient in using AI responsibly and ethically. This policy aims to equip the SGSC community with the knowledge and frameworks to harness AI's benefits while mitigating its risks.

### **Entities Affected by This Policy**

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- All SGSC faculty, staff, administrators, and student workers
- All students enrolled in SGSC courses or programs
- Contractors, vendors, affiliates, and other third parties acting on behalf of SGSC when using SGSC systems or data
- All AI tools and features used in academic, research, student-support, communication, analytics, and administrative contexts, including embedded AI capabilities in enterprise systems

**Who Should Read This Policy**

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- All members of the SGSC community should familiarize themselves with this policy, including:
- Faculty and instructors who teach courses, assign work, or assess student performance
- Students who use AI tools for academic work, research, or institutional interactions
- Staff and administrators who use AI tools in their work or make decisions about AI tool adoption
- Researchers who use AI in scholarly activities or human subjects research
- IT professionals, data governance personnel, and procurement staff involved in AI tool evaluation and implementation
- Vendors and third-party service providers who provide AI-enabled tools or services to SGSC

**Contacts**

Contact	Phone	E-Mail
Provost / Vice President for Academic and Student Affairs	(912) 260-4202	sara.selby@sgsc.edu
Vice President of Enrollment Management and Information Technology	(912) 260-4314	jimmy.harper@sgsc.edu

**Website Address for This Policy**

[URL to be determined upon policy approval and publication]

**Related Documents/Resources**

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- Board of Regents Policy 6.28, Artificial Intelligence in Academic Contexts
- Academic & Student Affairs Handbook 2.6, Artificial Intelligence in Academic Contexts
- USG Artificial Intelligence Guidelines: A USG IT Handbook Companion Guide
- SGSC Academic Integrity Policy
- SGSC Student Code of Conduct
- SGSC Data Governance Policy
- SGSC Cybersecurity Policy
- SGSC Acceptable Use Policy
- Family Educational Rights and Privacy Act (FERPA)
- Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.)
- USG Business Procedures Manual 3.4.4, Data Security
- USG Business Procedures Manual 12.6, Data Privacy

**Definitions**

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**Artificial Intelligence (AI):** An engineered or machine-based system that, for a given set of objectives, generates outputs such as text, images, audio, video, code, predictions, recommendations, or decisions that influence real or virtual environments and that may operate with varying levels of autonomy.

**Generative AI (GenAI):** AI that produces new content (e.g., text, images, audio, video, code) in response to prompts or other inputs.

**AI Tool / System:** Any software, application, platform, feature, or embedded capability that uses AI or GenAI, including AI features within learning management systems, productivity tools, analytics platforms, customer relationship management systems, proctoring systems, chatbots, and similar services.

**Institutional Data:** Any non-public SGSC data, including operational, administrative, financial, security, personnel, and academic records, whether stored on-premises or in cloud/hosted systems.

**Student Education Records (FERPA Data):** Records protected by FERPA and SGSC policy, including identifiable student academic, advising, disciplinary, and financial aid information.

**Sensitive / Confidential Data:** Data classified as restricted or confidential by SGSC or USG standards, including but not limited to Social Security Numbers, financial account numbers, tax information, health or medical records, disability accommodation information, authentication credentials, protected research data, security logs, and other regulated or high-risk data types.

**Public / Unapproved AI Tool:** An AI tool or service that has not been approved for institutional use through SGSC's AI review and procurement process and is not governed by an SGSC or USG contract.

**High-Impact Decision:** A decision with significant consequences for an individual's rights or opportunities (e.g., admissions, financial aid, academic standing or progression, disciplinary sanctions, employment decisions, or comparable determinations).

### **AI Model Types and Applications**

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To support understanding and accurate inventory reporting, the following table provides examples of common AI application areas and their typical model types:

<b>Application Area</b>	<b>Typical AI Model Types</b>
Predictive Analytics	Machine Learning (ML), Statistical Models
Chatbots/Virtual Assistants	Natural Language Processing (NLP), Large Language Models (LLMs)
Adaptive Learning & Tutoring	ML, NLP, Recommendation Systems
Generative AI for Content Creation	GPT, Diffusion Models, LLMs
Automated Grading	NLP, ML Classification Models
Plagiarism Detection	NLP, Similarity Detection Algorithms, ML
Data Analytics & Institutional Research	ML, Data Mining, Statistical Analysis
Proctoring & Security	Computer Vision, ML Classification, Behavioral Analytics
Administrative Automation	ML, Robotic Process Automation (RPA), NLP

## **Overview**

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### **Purpose and Scope**

South Georgia State College (SGSC) recognizes that Artificial Intelligence (AI), including Generative AI, can enhance teaching, learning, research, student support, communication, analytics, and operational efficiency while also introducing risks related to academic integrity, bias, privacy, security, accessibility, and compliance.

This policy establishes institutional expectations for all AI use at SGSC and applies to faculty, staff, students, administrators, contractors, and vendors. The policy sets forth requirements for responsible use, data protection, governance, procurement, training, transparency, and accountability.

### **Guiding Principles**

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SGSC's use of AI will be guided by the following principles:

- **Academic Integrity:** AI use supports learning, research, and scholarship without compromising honesty, transparency, or proper attribution.
- **Privacy and Security:** Institutional and student data are protected through secure, approved tools and practices.
- **Human Accountability:** Human oversight and responsibility remain central; AI supports but does not replace professional judgment, especially in consequential decisions.
- **Equity and Fairness:** AI tools and practices are evaluated for potential bias and must promote equitable access and outcomes.
- **Transparency and Disclosure:** AI use is disclosed in contexts where it may materially influence outcomes, assessments, or decision-making.
- **Compliance:** All AI use complies with FERPA, USG policies, institutional standards, and other applicable legal and ethical obligations.

### **Responsibilities**

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#### ***AI Governance Group***

The AI Governance Group provides cross-functional oversight of AI use and includes representatives from:

- Academic Affairs (including faculty representation)
- Information Technology
- Student Services
- Legal/Compliance
- Administration/Operations

The AI Governance Group reviews and approves AI Tool Requests, monitors the AI Tool Inventory, evaluates policy effectiveness, and escalates significant issues to the President's Cabinet.

***Points of Contact***

The Vice President for Academic and Student Affairs (Provost) serves as the primary point of contact for AI policy questions and implementation, assisted by the Vice President of Enrollment Management and Information Technology for technical and cybersecurity matters.

Community members should direct inquiries to:

- Academic and pedagogical AI questions → Office of Academic Affairs
- Technical implementation and security questions → Information Technology
- AI Tool Request submissions → AI Governance Group (via designated submission process)

***AI Tool Inventory, Approval & Review***

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SGSC maintains an institutional AI Tool Inventory that catalogs all AI tools used for academic, research, administrative, or student-facing purposes. All AI tools that process Institutional Data or student data must be reviewed and approved by the AI Governance Group before use and must be listed in the Inventory.

Any unit or individual seeking to use an AI tool with Institutional Data, FERPA-protected student records, or Sensitive/Confidential Data must submit an AI Tool Request to the AI Governance Group for review and approval. No AI tool may be used with Institutional Data or student data unless it has been approved and added to the Inventory.

***Inventory Reporting Requirements***

All faculty and staff using AI tools for instruction, professional communication, research, data analysis, or administrative functions must report annually:

- AI tool name and vendor
- AI tool and model type (refer to AI Model Types and Applications table)
- Description of AI tool use and interaction, including any use of institutional data and student data
- Purpose and benefit of each AI tool used

This annual reporting supports comprehensive inventory maintenance and compliance verification. Where applicable, entries shall link to the institutional Record of Processing Activity (RoPA).

In addition to the items listed above, the institutional AI Tool Inventory shall document, at minimum, the following data points:

- Vendor legal name and contract status (USG/SGSC-approved contract, pending, or unapproved)
- Hosting environment (cloud provider, on-premises, or vendor-hosted)
- Data classification level of information processed (Public, Institutional Data, FERPA Data, Sensitive/Confidential Data)
- Whether the vendor uses SGSC data for model training or product improvement

- Data retention and deletion practices
- Integration points with other SGSC systems
- Security review date and approval status
- Legal review date and approval status
- Accessibility review status (if student-facing or instructional)
- Unit owner and responsible SGSC employee
- Risk classification (Low, Moderate, High)
- Date of initial approval and most recent review

***Annual Review and Reporting Process***

The institutional AI Tool Inventory will be reviewed at least annually following a process coordinated by the Provost and the Vice President of Enrollment Management and Information Technology with assistance from representatives across all units of the institution (academic affairs, student services, fiscal affairs, enrollment management, information technology, and administration).

Reviewers will:

- Verify the comprehensiveness of the inventory
- Evaluate the alignment of AI tool use with the institution's mission and strategic goals
- Verify compliance with all applicable standards, laws, regulations, and policies

Any tool found not to meet the review's requirements will be prohibited. Results of the review will be formally reported to the President's Cabinet prior to Fall Convocation. The formal report will be housed in the Office of Academic Affairs, documented in Cabinet meeting minutes, and shared with the Faculty Assembly and the Staff Council.

In addition to the required annual review, an AI tool must undergo immediate review by the AI Governance Group if any of the following occur:

- A material change in vendor terms of service, privacy policy, or data use practices
- A significant change in tool functionality (including addition of generative or automated decision-making features)
- A data security or privacy incident involving the tool
- Expansion of the tool's use to process FERPA Data, Sensitive/Confidential Data, or to support High-Impact Decisions
- Integration with additional institutional systems not previously reviewed
- Substantial increase in user population or scope of deployment
- Change in vendor ownership or acquisition
- Identification of documented bias, accessibility barriers, or compliance concerns

Use of the AI tool may be suspended pending review if risk is deemed significant.

## **Data Privacy and Security**

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Unless explicitly approved through SGSC's AI tool review process, users may not enter FERPA-protected student records, Social Security Numbers, financial information, health or disability data, passwords, confidential personnel or institutional records, or protected research data into public or unapproved AI tools.

When AI use involves Institutional Data, users must use SGSC/USG-approved tools, minimize the data they share, de-identify or anonymize data when feasible, validate AI outputs before relying on them, and follow SGSC data governance and cybersecurity policies.

AI-related security or privacy incidents must be reported immediately through SGSC's incident reporting process. AI use in instructional and service contexts must comply with accessibility requirements.

All approved AI tools shall undergo an annual cybersecurity review conducted by Information Technology and/or the CIO/CISO (or designee). The review shall assess data protection controls, vendor security posture, integration risks, access controls, logging practices, and compliance with SGSC and USG cybersecurity standards. Documentation of this review shall be maintained as part of the AI Tool Inventory record.

The data privacy and security compliance review process must adhere to BPM 12.6 "Data Privacy" and produce data protection impact assessments, vendor compliance documentation, and/or legal reviews, when it is determined that personally identifiable information is being processed or stored by the AI tools.

## **Georgia Open Records Act**

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SGSC employees should be aware that documents created using AI, including both inputs to and outputs from AI tools, may be subject to disclosure under the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.). Users should consider this when using AI tools for official business and avoid including information in AI interactions that would be inappropriate for public disclosure. This obligation exists independently of the data protection requirements outlined above.

## **Human Oversight and Accountability**

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Human accountability is non-delegable; users remain responsible for the accuracy, legality, ethics, and appropriateness of AI-influenced work or decisions. AI tools may support but not replace human judgment in high-impact decisions; a qualified SGSC employee must review relevant information and make the final decision.

AI outputs must be independently verified when used for factual, legal, medical, safety-related, or compliance-sensitive purposes. Units using AI for analytics, advising, admissions, discipline, or other individualized support must evaluate potential bias and disparate impact and implement mitigation strategies as appropriate.

### **Academic Integrity and Student Use**

AI-related academic misconduct is governed by SGSC's Academic Integrity policy and Student Code of Conduct. Using AI tools when not permitted or submitting AI-generated content as one's own work without required disclosure or attribution, constitutes academic dishonesty.

The instructor must determine permissible student use of AI tools and clearly state it in the syllabus and/or assignment instructions. Default rule: If the syllabus or assignment instructions do not explicitly permit generative AI use, student use of GenAI to complete graded work is prohibited.

When instructors address AI in a course, the syllabus should specify allowed uses, prohibited uses, required disclosure and citation format, whether AI tools may be used during quizzes/exams, and whether AI detection or verification tools may be used. SGSC will provide sample syllabus statements that instructors may adapt.

Instructors and administrators may use AI detection tools as one potential source of information, but such tools must not be the sole basis for an academic integrity finding.

**Important limitations of AI detection technology:** Research from major universities has documented significant false-positive rates in AI detection software, with higher rates for students who are non-native English speakers or who use writing assistance tools for grammar. Users of AI detection tools must consider these limitations and should review sentence-level data rather than relying solely on overall similarity scores. Any suspected violations should be evaluated in context with other evidence of academic integrity or dishonesty.

If AI detection tools are used in a course, their use and limitations must be disclosed to students in the syllabus or course materials.

### **Research and Scholarship**

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AI may be used to support research, but researchers must retain human oversight of methodology, analysis, and conclusions; validate AI-assisted analysis and results; document material AI contributions; and comply with disciplinary and publisher standards for AI disclosure.

For research involving human subjects or sensitive participant data, AI use must be disclosed and evaluated as part of IRB review when required, and disclosures must be included in informed consent materials as appropriate.

Researchers and authors who use AI tools in the writing of manuscripts, production of images or graphical elements, or in data collection and analysis must provide transparent disclosure in their materials and methods section. This disclosure must specify:

- Which AI tool(s) were used
- How the AI tool was used in the research process

Users remain fully responsible for the content of their manuscripts, including AI-generated portions, and are liable for any breach of publication ethics or academic integrity standards.

### **Administrative Use and Student Services**

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If SGSC deploys AI in advising, chatbots, helpdesk, admissions support, or other student/public-facing services, SGSC will ensure clear disclosure that users are interacting with AI, a path to timely human support, logging and recordkeeping consistent with retention policies, and periodic quality, accuracy, and bias reviews. AI tools may inform but may not serve as the final authority for high-impact decisions. A qualified SGSC employee must review relevant information and render the decision, documenting the rationale when AI outputs are considered.

### **Procurement and Vendor Requirements**

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All AI tools must undergo review by USG Legal Counsel prior to contract execution or institutional enablement. Legal review shall confirm compliance with FERPA, data privacy obligations, intellectual property protections, accessibility requirements, and applicable state and federal laws. No AI-enabled contract may be executed without documented legal approval.

The AI tool procurement process must adhere to BPM 3.4.4 “Supplier Contracts” by including review and approval from procurement, legal, and IT for any AI tool that processes sensitive, confidential, or protected data.

### **Transparency, Disclosure, and Recordkeeping**

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Disclosure of AI use is required when: AI is used in scholarly outputs; AI-generated content is submitted as academic work; AI is used to communicate externally on behalf of SGSC in a way that could mislead recipients; or an AI system interacts directly with students or the public, in which case it must identify itself as AI and provide a path to human support.

When AI outputs materially influence high-impact decisions, official institutional communications, research findings, or assessments of student performance, the responsible unit must maintain documentation consistent with SGSC retention policies.

Method of disclosure is determined by the nature of AI use. Academic use of AI must be cited in accordance with APA or MLA documentation standards, whereas administrative AI use in marketing or messaging contexts may be acknowledged by statement of attribution.

## **Training and Awareness**

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SGSC will provide role-based training on responsible AI use. Required cybersecurity and compliance training applies to:

- All faculty, staff, and administrators
- Student workers with access to Institutional Data
- IT personnel, data stewards, and system administrators (enhanced training)
- Members of the AI Governance Group
- Procurement personnel involved in AI tool acquisition

Students will receive AI literacy guidance through academic resources, orientation materials, and course-level instruction as appropriate.

The Office of Academic Affairs, in coordination with Human Resources and Information Technology, is responsible for monitoring and ensuring timely completion of required AI-related training for faculty and staff. Units will receive periodic completion reports, and failure to complete required training may result in restricted system access or other administrative action consistent with SGSC policy.

SGSC will maintain a central AI Resources website that serves as a hub for faculty, staff, and students. This resource site will include:

- Current list of approved and prohibited AI tools
- Sample syllabus statements for various AI use policies (prohibited, limited use, encouraged use)
- Guidelines for citing AI use in academic work
- Best practices for AI use in teaching, research, and administrative functions
- Links to USG resources, including the USG GenAI Literacy Guide
- Workshop recordings and professional development opportunities
- AI Tool Request forms and procedures
- Frequently asked questions and contact information for support

The Office of Academic Affairs will coordinate with Information Technology (or equivalent unit) to develop and maintain these resources.

## **Compliance and Enforcement**

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The CIO/CISO monitors statutory and regulatory developments (e.g., FERPA, GDPR, CCPA, HIPAA, GLBA; NIST AI RMF) and will provide any information relevant to policy updates as needed. The Office of Academic Affairs and the Office of Information Technology will maintain records related to compliance and audit artifacts for AI tool approvals, annual reviews, and AI-influenced decision documentation.

Student violations of this policy are handled under SGSC's Academic Integrity policy and Student Code of Conduct. Employee violations are addressed under applicable SGSC Human Resources policies and may include loss of access, corrective action, or other consequences. Vendors and third parties that violate this policy may be subject to contract remedies, including suspension or termination.

Complaints, questions, or concerns related to AI use should be routed to the Office of Academic Affairs, with IT/security, Legal, or other offices engaged as appropriate.

### **Policy Review**

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This policy will be reviewed at least annually (Spring semester) by SGSC's Policy Review Committee and the AI Governance Group. Revisions will be presented to the President's Cabinet and appropriate governance bodies prior to implementation and will be submitted to the USG Executive Vice Chancellor and Chief Academic Officer in accordance with Academic & Student Affairs Handbook 2.6.

### **Forms**

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- AI Tool Request Form (to be developed)
- AI Incident Report Form (integrated with existing IT incident reporting)