



## Artificial Intelligence (AI) Policy

### Preamble

As a Jesuit and Mercy institution, the College of Business Administration hopes to provide guidelines on the ethical and effective incorporation of Artificial Intelligence (AI) tools in educational practices within our College. This policy aims to uphold academic integrity, encourage pedagogical innovation, and respect faculty academic freedom. It covers all forms of AI applications used in academic activities, including but not limited to, machine learning, natural language processing, and AI content generation tools. The policy applies to all students taking CBA courses.

### Definition

**As AI is an emerging field the following definition is meant to provide guidance. For the purpose of this policy, AI refers to the simulation of human intelligence processes by machines, especially computer systems. These processes include:**

- the acquisition of information and rules for using the information
- using rules to reach approximate or definite conclusions

AI is a rapidly changing technology; hence, this policy may be updated as needs change. Students are encouraged to familiarize themselves with the college's latest AI policies

### Faculty

The faculty section of this policy is intended as a guideline and not a prescriptive mandate. Faculty members have the discretion to adopt, adapt, or refrain from using AI tools based on their professional judgment and the educational needs of their students.

1. Faculty members are encouraged to explore and integrate AI tools where appropriate in their teaching and learning processes. This includes leveraging AI for personalized learning paths, simulation environments, analytical tools, and other educational enhancements.
2. Faculty are free to use AI tools as part of their instructional methods, experiment with new pedagogical approaches involving AI, and conduct research into AI applications in business education without prejudice to their academic autonomy.
3. Faculty are encouraged to include a section on AI tool usage within their course outlines. This section could detail permitted tools, methods of

integration, and the extent of AI's use in course assignments and evaluations. This section could also prohibit the use of AI in the course.

### **Guideline for when AI is permitted by Faculty**

When allowed by instructors, students will be instructed on how to use and properly cite contents that are from AI. At the minimum, the citation must include the platform used and the "search prompt". Failure to properly and completely cite AI-generated responses will be tantamount to a violation of the CBA Student Academic Integrity Policy.

This is an example of AI citation drawn from the APA website:

***When prompted with "Is the left brain right brain divide real or a metaphor?" the ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialized, "the notation that people can be characterized as 'left-brained' or 'right-brained' is considered to be an oversimplification and a popular myth" (OpenAI, 2023).***

#### **Reference**

***OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>***

### **Guideline for when AI is NOT permitted or use of AI not communicated by Faculty**

If the course policy expressly prohibits the use of AI, then the use of AI will be considered a violation of CBA Student Academic Integrity Policy. If a student has a question on the course policy on AI stated in the assignment instructions and/or in the syllabus, students must communicate with their instructor to clarify before using AI in their coursework.

#### **Reference**

McAdoo, T. (2024, February 23). How to cite ChatGPT. *APA Style Blog*  
<https://apastyle.apa.org/blog/how-to-cite-chatgpt>