



ALKIMI UNIVERSITY
Merrow Falls • Founded 1891

Guidelines for Generative AI Use

Teaching, learning, research, and administrative work

EDITION
2026–27 Edition

FOR
All students, faculty, and staff

EFFECTIVE
Effective August 1, 2026

MAINTAINED BY
Office of the Provost and the AI Advisory Council

FICTIONAL INSTITUTION — DEMONSTRATION DOCUMENT

Alkimi University is a fictional institution created by Alkimi AI to demonstrate its products. It does not admit students, grant degrees, employ faculty, or accept payments. All people, places, policies, and figures in this document are invented.

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About these guidelines

Generative artificial intelligence represents powerful capabilities for synthesizing knowledge, exploring complex concepts, and automating administrative workflows. Alkimi University approaches generative artificial intelligence with principled, governed adoption grounded in ethical stewardship, pedagogical integrity, and technological literacy.

Purpose and Scope

These *Guidelines for Generative AI Use* establish the official university framework for employing generative artificial intelligence across all instructional, research, administrative, and student life activities. This policy applies to all undergraduate and graduate students, faculty, postdoctoral scholars, staff, and administrators across all colleges and operational divisions.

Relationship to Existing University Policies

These guidelines operate in conjunction with the *Student Code of Conduct*, the *Academic Integrity Policy*, the *Employee Handbook* (AU-EH-2026), the *Faculty Handbook*, and the institutional *Acceptable Use of Information Technology Policy*. Where disciplinary actions arise from unauthorized AI use, established academic integrity or employment procedures govern.

Citation Contract for Alkimi AI Agents

Sections in this document are numbered sequentially within each chapter (for example, §2.2 Institutional Data Classification and AI Permissibility). Alkimi AI assistants and university community members cite policies using this standard format: *Guidelines for Generative AI Use* §[Chapter].[Section].

Fictional Institution Notice

Alkimi University is a fictional institution created by Alkimi AI to demonstrate its conversational AI platform and knowledge collection capabilities. It does not admit real students, employ actual faculty, or issue legally binding edicts. All names, titles, email addresses, and phone numbers are generated for demonstration purposes.

CHAPTER 1

Purpose, Principles, and Scope

§1.1 Purpose and Institutional Scope

The rapid evolution of generative artificial intelligence—encompassing large language models (LLMs), automated code generators, multimodal reasoning systems, and synthetic media tools—is transforming higher education and research. Alkimi University prepares students, faculty, and staff to critically navigate and ethically utilize these technologies rather than imposing blanket prohibitions.

The university’s overarching vision rests on educational empowerment, administrative resilience, and principled governance. These guidelines govern all academic, research, and administrative activities involving university resources, personnel, or institutional data:

- **Instructional Activities:** Syllabi policies, homework, essays, coding projects, laboratory reports, and examinations across all courses.
- **Student Learning:** Study aids, self-tutoring, writing assistance, brainstorming, and collaborative projects.
- **Scholarly Research:** Literature reviews, data synthesis, simulation scripts, grant proposals, and scholarly publishing.
- **Administrative Operations:** University communications, advising triage, admissions inquiries, and report synthesis.

Contact: Office of the Provost · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

§1.2 Core Principle: Human Accountability and Oversight

Artificial intelligence systems do not possess agency, moral accountability, or legal responsibility.

Under all circumstances, the human user remains solely and fully accountable for the accuracy, integrity, ethical quality, and consequences of any work generated or influenced by artificial intelligence:

- **Authorship Responsibility:** Students submitting coursework, faculty submitting research manuscripts, and staff publishing administrative reports are directly responsible for every word, calculation, citation, and claim. Claiming that “the AI made a mistake” or “hallucinated” does not mitigate academic integrity violations or professional errors.
- **Independent Factual Verification:** Users must critically inspect and cross-reference all claims, quotations, data tables, and citations produced by generative models against verified primary sources prior to submission.
- **Prohibition on Autonomous Delegation:** Critical academic assessments, disciplinary outcomes, grading decisions, hiring evaluations, and admissions determinations may never be delegated to an autonomous AI system without substantive human judgment (§6.4).

Contact: AI Advisory Council · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

§1.3 Core Principle: Transparency and Disclosure

Intellectual honesty requires that all intellectual contributions—whether from human scholars or computational models—be recognized transparently:

- **Academic Work:** When generative AI tools are permitted in a course, students must provide clear attribution detailing which tools were employed and how they contributed to the submitted work (§3.3 and §4.3).

- **Scholarly Transparency:** Researchers must disclose the utilization of generative AI in published papers, presentations, and grant applications in accordance with disciplinary norms (§5.3).
- **Public Communications:** University communications, summaries, and conversational virtual agents must clearly disclose their artificial nature to community members (§6.3).

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§1.4 Core Principle: Privacy, Data Protection, and Security

The integration of AI technologies must never compromise the personal privacy of students, employees, research participants, or institutional security:

- **Statutory Compliance:** All generative AI applications must comply fully with FERPA, HIPAA, and applicable state privacy statutes.
- **Data Safeguards:** Unvetted commercial and consumer AI platforms frequently log user prompts and use submitted text to train future public models. Entering confidential institutional data into unauthorized tools exposes private student or employee information to external disclosure.
- **Approved Enclaves:** Only institutional platforms under negotiated enterprise contracts guaranteeing zero data retention, data encryption, and prohibition of third-party model training—specifically the Alkimi platform—are authorized to process non-public university information.

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§1.5 Core Principle: Equity, Access, and Bias Mitigation

Alkimi University ensures that generative artificial intelligence does not exacerbate socioeconomic disparities or reinforce systemic biases:

- **Universal Tool Access:** Instructors may not mandate commercial AI tools requiring paid student subscriptions. Coursework requiring generative AI must utilize Alkimi—the university-funded enterprise platform provided free to all students—or freely available equivalents.
- **Algorithmic Bias Awareness:** Users must recognize that foundational models are trained on historical web data reflecting societal prejudices. Community members are expected to critically evaluate model outputs for bias and representational harm.
- **Accessibility:** AI-driven tools used in instructional environments must comply with federal accessibility standards (Section 504 and Title II of the ADA) and interface seamlessly with assistive technologies.

Contact: Office of Accessibility Services · Harlan Hall 204 · (555) 555-0155 · access@university.alkimi.ai

§1.6 Core Principle: Academic Freedom and Pedagogical Autonomy

Academic freedom entitles faculty members to structure the learning objectives, pedagogical methodologies, and evaluation criteria of their courses:

- **Course-Level Determination:** Faculty instructors maintain full authority to determine whether, to what extent, and under what conditions generative artificial intelligence may be utilized in their courses, subject to university baseline standards.
- **Pedagogical Diversity:** Appropriate AI usage varies across disciplines: while a computer science course may embrace generative code completion, a foundational writing seminar or an introductory language course may prohibit generative text generation entirely to ensure core competency mastery.
- **Syllabus Primacy:** The course syllabus constitutes the primary instructional contract regarding AI permissibility. Every instructor must clearly communicate expectations using the standardized three-tier framework (§3.1).

Contact: Center for Teaching & Learning · Whitcombe Library 3rd Floor · (555) 555-0172 · ctl@university.alkimi.ai

CHAPTER 2

Approved Tools and Data

§2.1 Alkimi Enterprise Platform

To ensure campus-wide data privacy, security, and equal technological access, **Alkimi is designated as the official enterprise artificial intelligence platform of Alkimi University:**

- **Enterprise Architecture:** The Alkimi platform operates within a dedicated virtual tenant governed by contractual commitments negotiated by Information Technology and General Counsel.
- **Data Privacy Guarantees:** Under the university's enterprise agreement:
 1. **Zero Model Training:** User prompts, uploaded documents, conversation histories, and generated outputs are **never utilized to train, retrain, fine-tune, or improve** external commercial foundation models.
 2. **Data Isolation and Encryption:** University data is encrypted in transit (TLS 1.3) and at rest (AES-256), strictly isolated from other tenants.
 3. **Administrative Governance:** Institutional administrators retain audit logging, identity-based access controls tied to AlkimiID, and data retention governance.
- **Campus Availability:** Alkimi is provided free of charge to all currently enrolled students, active faculty, and staff members via single sign-on at alkimi.university.alkimi.ai using AlkimiID credentials.

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§2.2 Institutional Data Classification and AI Permissibility

Handling institutional information within generative artificial intelligence systems is strictly governed by the university's four-tier Data Classification Standard. Users must verify data classification prior to entering text, prompts, or documents into any AI tool:

Data Classification Level	Representative Examples	Alkimi Enterprise Platform	Unvetted Commercial AI Tools (e.g., Free ChatGPT)
Level 1: Public	Published catalogs, press releases, athletic schedules, published faculty papers.	PERMITTED	PERMITTED
Level 2: Internal	Internal memos, departmental schedules, meeting agendas, non-confidential policies.	PERMITTED	PROHIBITED
Level 3: Confidential	FERPA student records, financial aid files, unpublished grant proposals, employee files.	PERMITTED (Approved up to Level 3)	STRICTLY PROHIBITED
Level 4: Restricted	Social Security numbers, bank account numbers, credit card data (PCI), medical records (HIPAA).	STRICTLY PROHIBITED (Never input into AI)	STRICTLY PROHIBITED (Never input into AI)

Crucial Data Classification Rule

Alkimi is approved for data classified up to Confidential (Level 3). Unvetted commercial AI tools (such as free consumer ChatGPT or Claude) may only process **Public (Level 1)** information. **Restricted data (Level 4)—including Social Security numbers, healthcare records, and payment credentials—may NEVER be input into any AI tool, including Alkimi.**

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§2.3 Prohibited AI Uses and High-Risk Activities

Regardless of the platform utilized, the following artificial intelligence activities are strictly prohibited across Alkimi University:

- **Inputting Restricted Data:** Uploading, pasting, or transmitting Level 4 Restricted data (Social Security numbers, health records, credit card numbers, or passwords) into any AI tool.
- **Surreptitious Impersonation and Deepfakes:** Utilizing generative voice cloning, synthetic video tools, or automated text generation to impersonate faculty, staff, students, university leaders, or public figures without explicit written consent.
- **Automated High-Stakes Evaluation:** Utilizing autonomous AI systems to make unreviewed, binding decisions regarding course grades, student disciplinary actions, employee hiring, salary increases, or undergraduate admissions offers (§6.4).
- **Circumvention of Security Controls:** Employing generative AI models to create malicious code, exploit zero-day network vulnerabilities, bypass university firewalls, or harvest campus credentials.
- **Submitting Synthetic Work as Original:** Submitting unedited, AI-generated essays, code, or scientific reports as an author's original work where prohibited by course syllabi or academic integrity policies.

Violations are subject to disciplinary procedures under the *Student Code of Conduct* or the *Employee Handbook*.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§2.4 Procurement and Technical Review of New AI Tools

Academic departments and administrative units seeking to purchase, pilot, or integrate third-party artificial intelligence software or SaaS tools containing embedded generative AI features must complete the university's technical review process prior to signing contracts or issuing purchase orders:

- **Pre-Procurement Review:** Department heads must submit an *AI Technology Intake Request* to the IT Service Desk and the AI Advisory Council at least six weeks prior to the anticipated deployment date.
- **Review Criteria:** The IT Security Team, Data Protection Officer, and AI Advisory Council evaluate: (1) vendor data protection and zero-training guarantees; (2) FERPA and accessibility compliance (Section 508 / WCAG 2.1 AA); and (3) algorithmic reliability and incident response.
- **Unauthorized Deployments:** Deploying unvetted AI tools that process university data or integrate with Canvas or AlkimiHub without formal IT approval is prohibited and grounds for contract cancellation.

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

CHAPTER 3

AI in Teaching

§3.1 The Three Syllabus AI Levels

To eliminate ambiguity and establish transparent instructional standards, **every course syllabus at Alkimi University must explicitly declare one of three standardized AI Permissibility Levels:**

Level	Designation	Core Policy Mandate
Level 1	AI Not Permitted for Graded Work	Generative AI tools may not be used for any phase of preparing or completing work submitted for a grade.
Level 2	AI Permitted with Disclosure for Specified Tasks	Generative AI may be used only for specifically designated tasks (e.g., brainstorming, debugging code), with mandatory disclosure.
Level 3	AI Permitted Broadly with Disclosure	Generative AI may be used across assignments as a collaborative tool, provided all AI assistance is thoroughly disclosed.

Instructors insert one of the following model statements verbatim or adapt it to course learning goals:

- **Model Statement: Level 1:** *Generative artificial intelligence tools (including Alkimi, ChatGPT, Claude, and Copilot) are strictly prohibited for all graded work in this course. Every assignment, problem set, paper, and examination must represent your own original intellectual effort without computational generation. Submitting work created in whole or in part by generative AI constitutes an academic integrity violation.*
- **Model Statement: Level 2:** *Generative artificial intelligence tools are permitted in this course only for designated preparatory tasks explicitly authorized in assignment instructions (for example: preliminary brainstorming, exploring background concepts, generating practice problems, or identifying syntax bugs in student-written code). AI tools may not be used to compose initial drafts, write final prose, or generate completed solutions. Whenever AI tools are utilized, students must include an AI Disclosure Statement detailing the tool name and nature of assistance. Unauthorized use outside these boundaries constitutes an academic integrity violation.*
- **Model Statement: Level 3:** *In this course, generative artificial intelligence tools (such as Alkimi, Claude, and GitHub Copilot) are recognized as valuable professional aids. You are encouraged to explore their capabilities collaboratively for brainstorming, drafting, revising, coding, and data visualization. However, you remain fully accountable for the factual accuracy, reasoning, and academic integrity of your submission. Every assignment that incorporates AI assistance must include a comprehensive AI Disclosure Statement. Submitting AI-generated content without disclosure constitutes an academic integrity violation.*

Contact: Center for Teaching & Learning · Whitcombe Library 3rd Floor · (555) 555-0172 · ctl@university.alkimi.ai

§3.2 University Default Rule When a Syllabus Is Silent

If an instructor omits an explicit AI statement from their course syllabus or if an assignment's instructions are silent regarding AI tools, the official university-wide default rule applies automatically:

The University Default AI Rule

Unless the syllabus says otherwise, generative AI tools may be used for brainstorming, studying, and feedback on your own drafts, but not to produce work you submit for a grade.

Under this default rule:

- **Permissible Default Uses:** Asking an AI tool to explain a difficult reading passage, quiz you on lecture vocabulary, suggest research topics for brainstorming, or identify grammatical weaknesses in an essay draft that you wrote yourself.
- **Impermissible Default Uses:** Using an AI tool to generate paragraphs, write discussion board posts, solve calculus equations, compose computer code, or synthesize research summaries that are copied, pasted, or paraphrased into submitted graded work.

Students are responsible for confirming assignment expectations with their instructor whenever ambiguity exists (§4.4).

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§3.3 Student AI Disclosure Requirements

In courses operating under Level 2 or Level 3, or whenever an instructor permits generative AI assistance, students must append an explicit **AI Disclosure Statement** to their submitted assignment.

The disclosure statement must appear immediately following the title or bibliography and include five components: (1) Tool Name and Version; (2) Date of Interaction; (3) Prompt Summary; (4) Nature of Assistance; and (5) Student Affirmation of factual accuracy and full accountability. A model disclosure statement is provided in §4.3. Failure to include a required disclosure statement constitutes an academic integrity violation.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§3.4 Assessment Design and Pedagogical Adaptation

The Center for Teaching & Learning (CTL) provides consultations and workshops to assist faculty in adapting assessment design to promote authentic student learning in an AI-rich environment:

- **Process-Based Assessment:** Incorporating multi-stage scaffolded assignments (annotated bibliographies, project proposals, outline reviews, in-class peer workshops, and reflections) documenting incremental progress.
- **Oral Defenses and In-Class Syntheses:** Supplementing written submissions with brief oral presentations, debates, or in-class handwritten synthesis exercises evaluating spontaneous conceptual mastery.
- **Local Contexts:** Crafting assignment prompts requiring engagement with hyper-local campus events, specific classroom discussions, or primary archival sources from Whitcombe Library.
- **Critical AI Evaluation:** Designing assignments where students critique, fact-check, or refine AI-generated responses, identifying hallucinations, factual omissions, and implicit biases.

Contact: Center for Teaching & Learning · Whitcombe Library 3rd Floor · (555) 555-0172 · ctl@university.alkimi.ai

§3.5 AI Detection Tool Limitations and Integrity Reports

Faculty must exercise extreme caution regarding automated software tools that claim to detect AI-generated text:

- **Inherent Technical Unreliability:** Automated AI text detectors exhibit high false-positive rates, penalize non-native English speakers disproportionately, and are easily bypassed by minor paraphrasing.
- **Mandatory Evidentiary Standard:** In accordance with university policy, **AI detection scores may not be the sole basis for an academic integrity report.** An integrity allegation cannot be sustained solely by presenting a detector percentage (e.g., “78% probability of AI generation”).
- **Corroborating Evidence Required:** Faculty submitting suspected academic integrity violations to the Office of Academic Integrity must provide corroborating evidence, such as fabricated citations (hallucinated sources), demonstrable inconsistency with prior writing style, inability of the student to explain their submission during inquiry, or version history logs showing massive text insertions within seconds.
- **Reporting Procedures:** Suspected violations must be reported to the Office of Academic Integrity within 10 business days of discovery. First-level violations may be resolved via a Faculty Resolution Agreement or referred to the Academic Integrity Board.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§3.6 Instructor Use of AI for Feedback and Evaluation

Faculty members are encouraged to explore generative AI to streamline instructional preparation, subject to strict professional boundaries:

- **Formative Feedback Assistance:** Instructors may utilize enterprise Alkimi to draft rubrics, brainstorm discussion prompts, formulate quiz questions, or generate preliminary suggestions for constructive student feedback.
- **Human Judgment Required in Grading:** Instructors may **never delegate final evaluative grading or assigning letter grades to an AI system.** Every grade assigned to a student must reflect direct, independent human faculty evaluation.
- **FERPA Compliance in Instructional AI:** Instructors may **never upload student essays, exams, or identifiable records into unapproved commercial AI platforms** (such as consumer ChatGPT). Processing identifiable student work into unvetted tools constitutes a federal FERPA violation. De-identified student text may be processed only within the university-approved enterprise Alkimi platform.

Contact: Center for Teaching & Learning · Whitcombe Library 3rd Floor · (555) 555-0172 · ctl@university.alkimi.ai

§3.7 Accessibility and Assistive Technology

Generative artificial intelligence offers significant potential as an assistive educational technology for students with disabilities:

- **Supportive Study Technologies:** AI systems can generate real-time transcriptions, synthesize simplified summaries, create text-to-speech outputs, or assist neurodivergent students with executive functioning and task breakdown.
- **Official Accommodations:** Approved academic accommodations coordinated through the Office of Accessibility Services that specify assistive software supersede general Level 1 classroom prohibitions, provided fundamental learning outcomes are preserved.
- **Consultation:** Faculty questions regarding assistive AI accommodations should be directed to Imani Brooks, Director of Accessibility Services, in Harlan Hall 204.

Contact: Office of Accessibility Services · Harlan Hall 204 · (555) 555-0155 · access@university.alkimi.ai

CHAPTER 4

AI in Learning: Guidance for Students

§4.1 Default Permissions for Study and Brainstorming

As a student at Alkimi University, learning how to use generative AI responsibly is an important aspect of your academic growth. When course policies permit or when working under the university default rule (§3.2), generative AI can serve as a personal study partner:

- **Explaining Complex Concepts:** Prompting an AI tool to explain difficult theoretical concepts in alternative ways (e.g., “Explain cellular respiration using an everyday analogy”).
- **Self-Testing and Practice Questions:** Asking an AI tool to generate practice quizzes, multiple-choice questions, or flashcards based on lecture notes you provide.
- **Brainstorming Paper Topics:** Exploring potential paper topics, narrowing broad research questions, or generating counterarguments to test your ideas during early planning phases.
- **Draft Feedback and Syntax Checking:** Requesting feedback on essays you have already drafted yourself (e.g., “Identify passive voice in my introductory paragraph” or “Explain this Python syntax error”).

Remember: AI study aids should supplement your thinking, not replace your own intellectual effort.

Contact: Academic Advising Center · Lovell Hall 101 · (555) 555-0158 · advising@university.alkimi.ai

§4.2 Acceptable and Unacceptable Uses by Syllabus Level

To guide student decision-making, the following table illustrates concrete scenarios across the three syllabus levels:

Scenario / Task	Level 1 Course	Level 2 Course	Level 3 Course
Brainstorming essay topic ideas	PROHIBITED for graded work	PERMITTED (with disclosure)	PERMITTED (with disclosure)
Asking AI to explain a textbook concept	PERMITTED as general study	PERMITTED as general study	PERMITTED as general study
Generating practice coding exercises	PERMITTED as self-study	PERMITTED as self-study	PERMITTED as self-study
Using AI to fix bugs in code you wrote	PROHIBITED on graded assignments	PERMITTED if allowed by prompt	PERMITTED (with disclosure)
Generating complete essay paragraphs	STRICTLY PROHIBITED	STRICTLY PROHIBITED	PERMITTED if disclosed & verified
Submitting AI text without disclosure	ACADEMIC INTEGRITY VIOLATION	ACADEMIC INTEGRITY VIOLATION	ACADEMIC INTEGRITY VIOLATION

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

§4.3 How to Document and Disclose AI Assistance

Whenever you utilize generative AI tools in a course operating under Level 2 or Level 3 (or when instructed to disclose), you must include a transparent disclosure statement at the end of your assignment.

Model Student AI Disclosure Statement

AI Usage Disclosure Statement

- **Tool Used:** Alkimi Enterprise Assistant (model version AU-2026.1)
- **Date Consulted:** October 14, 2026
- **Prompts Submitted:** “Suggest three counterarguments to the economic hypothesis that tariff increases directly stimulate domestic employment; provide historical examples from the 1930s.”
- **Description of Use:** I used the generated counterarguments to outline Section 3 of my term paper. All body paragraphs and final prose were written entirely by me. I independently verified the 1930s tariff historical dates in Whitcombe Library journal archives.
- **Student Affirmation:** I have verified all facts and citations against primary sources and assume full responsibility for this submission.

In addition to the statement above, if an instructor requests formal citation style formatting, cite the tool according to the relevant disciplinary guide (APA, MLA, or Chicago format).

Contact: Whitcombe Library Writing Center · Whitcombe Library 3rd Floor · (555) 555-0170 · askalibrarian@university.alkimi.ai

§4.4 Navigating Ambiguity: What to Do When Unsure

If you are uncertain whether a particular use of generative AI is permissible for an upcoming assignment, follow this protocol:

1. **Consult the Course Syllabus:** Verify the declared AI level (1, 2, or 3) and read assignment guidelines carefully.
2. **Default Rule Check:** If the syllabus and assignment are completely silent, remember the university default rule: **AI may be used for general studying and brainstorming, but never to produce work you submit for a grade (§3.2).**
3. **Ask Your Instructor in Writing:** Send a brief email to your course instructor or visit during scheduled office hours. Clearly describe the tool you wish to use and the specific assistance you are seeking.
4. **Retain Documentation:** If the instructor grants permission, keep a copy of the written email confirmation and append your disclosure statement upon submission.
5. **When in Doubt, Do Not Use AI:** It is far better to submit an imperfect draft written entirely by yourself than to risk an academic integrity report that could result in a grade of F or disciplinary suspension.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

CHAPTER 5

AI in Research

§5.1 Institutional Review Board (IRB) and Human Subjects

The application of generative AI in research involving human subjects introduces novel ethical and regulatory considerations:

- **Mandatory IRB Review:** Any research project utilizing generative AI tools that directly interact with human participants (such as conversational chatbots, automated interviewers, or therapeutic simulations) or that analyzes identifiable human participant data must receive formal review and approval from the Institutional Review Board (IRB) prior to project initiation.
- **Informed Consent Disclosures:** Human participants must be explicitly informed during the consent process if they are interacting with an artificial intelligence system or if their responses, transcripts, or biological data will be analyzed using AI algorithms.
- **De-Identification Requirements:** Datasets containing personal identifying information (PII) or protected health information (PHI) must undergo certified de-identification before being processed by any AI system. Even within enterprise Alkimi, Level 4 Restricted data cannot be processed without specific IRB and IT security protocols.

Contact: Office of Research / IRB · Meridian Science Center 150 · (555) 555-0132 · research@university.alkimi.ai

§5.2 Research Data Protection and Proprietary Information

Researchers must exercise rigorous data stewardship when incorporating AI into laboratory workflows and grant projects:

- **Export-Controlled Research:** Research subject to federal export control regulations—including International Traffic in Arms Regulations (ITAR) and Export Administration Regulations (EAR)—may **never be uploaded to commercial or cloud-based AI tools**. Consult the Associate Provost for Research prior to processing technical data associated with regulated defense or dual-use technologies.
- **Patentable Inventions and Intellectual Property:** Entering proprietary chemical structures, unpatented mechanical schematics, or unpublished algorithmic code into commercial AI tools may constitute an enabling public disclosure, forfeiting domestic and international patent rights.
- **Data Use Agreements (DUAs):** Researchers utilizing proprietary datasets acquired under third-party Data Use Agreements must ensure that terms permit algorithmic synthesis and that no data leaves university-approved secure environments.

Contact: Office of Research · Meridian Science Center 150 · (555) 555-0132 · research@university.alkimi.ai

§5.3 Authorship, Attribution, and Scholarly Publishing

Alkimi University adheres to the authorship standards established by major academic publishing consortia (e.g., COPE, ICMJE, Nature, IEEE):

- **AI Models Cannot Be Listed as Authors: Generative artificial intelligence models, algorithms, or chatbots do not qualify for authorship on any scholarly publication, dissertation, conference abstract, or book chapter.** Authorship requires legal personhood, moral agency, and the capacity to take public responsibility for the integrity and validity of the research.
- **Mandatory Methodology Disclosure:** Researchers who utilize generative AI for data processing, statistical scripting, literature summarization, or manuscript editing must explicitly disclose this assistance in the publication's Methodology or Acknowledgments section.

- **Verification of Citations and Assertions:** Researchers are personally liable for fabricated citations, hallucinated empirical findings, or distorted theoretical claims generated by AI tools. Submitting a research paper containing hallucinated citations constitutes scholarly misconduct.

Contact: Office of Research · Meridian Science Center 150 · (555) 555-0132 · research@university.alkimi.ai

§5.4 Grant Proposals and Sponsor Compliance

Faculty, research staff, and graduate students preparing sponsored project proposals must comply with federal sponsor disclosure directives:

- **Sponsor Disclosure Mandates:** Federal funding agencies (including NSF, NIH, and NEH) maintain specific disclosure requirements regarding AI utilization in proposal development. Principal Investigators (PIs) must verify and follow agency-specific instructions.
- **Plagiarism and Originality:** Grant proposals must represent the original ideas and preliminary research of the applicant team. Using generative AI to draft project narratives without attribution violates federal research integrity policies.
- **Budgeting for AI Platforms:** Where specialized enterprise AI computing resources, API tokens, or model subscriptions are required for project execution, PIs should itemize these computing costs in the proposal budget justification.

Contact: Office of Research · Meridian Science Center 150 · (555) 555-0132 · research@university.alkimi.ai

§5.5 Confidentiality in Peer Review

Maintaining absolute confidentiality is the foundation of the scholarly peer-review process:

- **Strict Prohibition on Uploading Manuscripts:** Faculty, researchers, and editors are strictly prohibited from uploading unpublished manuscripts, journal submissions, or grant applications into commercial or public generative AI tools.
- **Breach of Trust:** Uploading an unpublished manuscript into an AI model violates author confidentiality, exposes proprietary research to third-party model ingestion, and infringes intellectual property agreements.
- **Writing Review Reports:** While peer reviewers may use enterprise Alkimi to polish the phrasing of their own evaluative review comments, the substantive analysis, critical critique, and recommendation must reflect the reviewer's independent scholarly assessment.

Contact: Office of Research · Meridian Science Center 150 · (555) 555-0132 · research@university.alkimi.ai

CHAPTER 6

AI in Administrative Work

§6.1 Drafting, Editing, and Administrative Communications

Staff and administrators across Alkimi University are encouraged to utilize approved enterprise AI tools to enhance operational efficiency and communication quality:

- **Permissible Operational Drafting:** Staff may employ enterprise Alkimi to assist in drafting routine departmental announcements, website copy, student reminder emails, meeting minutes, newsletters, and administrative form templates.
- **Mandatory Human Review:** All AI-generated text must be carefully reviewed, edited, and approved by a qualified staff member prior to distribution. Staff members are personally accountable for the factual correctness, tone, and policy accuracy of all communications issued under their name or department banner.
- **Verification of Names, Dates, and Fees:** Staff must independently verify that all university dates, campus rooms, course fees, telephone numbers, and policy citations match official university sources of truth before disseminating materials.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

§6.2 Summarization, Synthesis, and Meeting Intelligence

Generative AI platforms can synthesize complex operational documents and improve departmental collaboration:

- **Document Synthesis:** Staff may use enterprise Alkimi to summarize long institutional reports, synthesize public policy documents, or extract action items from internal project documentation.
- **Meeting Transcription and Recording:** Automated AI transcription services (e.g., in Zoom or Microsoft Teams) may be utilized for internal staff meetings provided all meeting attendees are notified at the start of the session that audio recording and AI transcription are active.
- **Confidential Sessions:** AI transcription tools must **never be activated during confidential employee personnel hearings, Title IX grievance conferences, student disciplinary hearings, or executive sessions of the Board of Trustees.**

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

§6.3 Public-Facing AI Assistants and Bot Disclosure

Alkimi University deploys conversational AI virtual assistants—such as the Admissions Assistant on the university website—to provide responsive 24/7 service to prospective students, campus visitors, and community members:

- **Mandatory Identity Disclosure:** Every public-facing conversational agent deployed by Alkimi University must clearly, prominently, and immediately disclose its artificial identity (e.g., “Hello! I am the Alkimi Admissions Virtual Assistant, an automated AI agent designed to help answer questions about application deadlines, campus tours, and university programs.”).
- **Human Escalation Pathway:** Every conversational assistant must provide a transparent and accessible mechanism for users to escalate inquiries to a live university staff member during standard business hours or submit an email ticket.
- **Knowledge Collection Boundaries:** Automated assistants must be grounded strictly in verified institutional knowledge collections (such as the campus canon and official handbooks) to prevent hallucinated admissions deadlines, inaccurate tuition figures, or misleading scholarship promises.

Contact: Office of Undergraduate Admissions · Founders Hall 110 · (555) 555-0142 · admissions@university.alkimi.ai

§6.4 Prohibition on Autonomous Consequential Decisions

Under no circumstances may an artificial intelligence system be granted autonomous decision-making authority over significant life, academic, or professional outcomes affecting individuals:

- **High-Stakes Decisions Defined:** Decisions involving undergraduate or graduate admissions offers, financial aid package allocations, employee hiring or termination, disciplinary sanctions, academic probation, or tenure recommendations.
- **Prohibition on Automated Selection:** Generative AI or machine learning models may not be configured to automatically reject admissions applicants or disqualify employment candidates without thorough, independent human professional review.
- **Advisory Role Only:** AI platforms may provide analytical summaries, organize applicant documentation, or highlight missing application credentials, but human professional staff and faculty committees must exercise final evaluative discretion.

Contact: Office of the Provost · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

§6.5 Records Retention and Archiving of AI Interactions

Operational interactions conducted through enterprise artificial intelligence systems are subject to university records management policies and legal discovery standards:

- **Institutional Records Status:** AI interaction logs, prompt histories, and chat transcripts generated in the performance of official university administrative duties constitute university business records.
- **Subpoenas and Public Records:** In the event of legal proceedings, government audits, or official regulatory inquiries, AI conversation logs are subject to legal discovery and litigation hold preservation mandates.
- **Enterprise Log Retention:** Enterprise Alkimi retains administrative prompt and conversation logs for a rolling period of 365 calendar days for security auditing and compliance review, after which logs are purged in accordance with the university records schedule. Staff should not store personal documents in university AI systems.

Contact: IT Service Desk · Whitcombe Library, Lower Level · (555) 555-0180 · help@university.alkimi.ai

CHAPTER 7

Governance and Review

§7.1 AI Advisory Council Charter and Responsibilities

The Alkimi University AI Advisory Council is a standing institutional governance body chartered jointly by the Office of the Provost and the Office of the President to guide the university's strategic, ethical, and technological approach to artificial intelligence:

- **Advisory Mandate:** The Council advises executive leadership on emerging AI technologies, monitors regulatory developments, reviews institutional AI risks, and recommends proactive policy enhancements.
- **Curricular Support:** In partnership with CTL, the Council sponsors faculty development seminars, AI literacy modules, and pedagogy workshops.
- **Technology Vetting:** Collaborates with Information Technology to evaluate proposed new AI enterprise software applications, third-party vendor privacy standards, and integration requests.
- **Policy Stewardship:** Conducts the formal annual review and revision of these guidelines (§7.4).

Contact: AI Advisory Council · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

§7.2 Council Membership and Leadership

The AI Advisory Council reflects broad representation across all university constituent groups:

- **Co-Chairs:** The Council is co-chaired by Dr. Ingrid Solberg, Associate Professor of Computer Science (isolberg@university.alkimi.ai), and a senior academic administrator appointed by the Provost.
- **Appointed Members:** Faculty representatives from each of the five academic colleges; Director of CTL (Dr. Marcus Lee); Director of Academic Integrity (Dr. Ruth Fenwick); CIO or designee (Nadia Kowalski / Sanjay Mehta); Associate Provost for Research (Dr. Caroline Ashworth); Director of Accessibility Services (Imani Brooks); HR representative (Beth Sandoval); University Legal Counsel; and two student representatives (one undergraduate, one graduate) nominated by SGA.

Contact: AI Advisory Council · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

§7.3 Meeting Schedule and Operational Procedures

The AI Advisory Council operates on a published academic calendar schedule:

- **Meeting Frequency:** The Council convenes on the **fourth Thursday of each month during the academic year, from 12:00 p.m. to 1:00 p.m..**
- **Meeting Format:** Meetings are conducted in a hybrid format, with physical attendance in Founders Hall 300 and virtual participation via Zoom.
- **Open Listening Sessions:** The Council hosts two open listening sessions each academic year (one in October, one in February) to hear feedback, concerns, and creative suggestions from students, faculty, and staff.
- **Meeting Summaries:** Executive summaries of Council proceedings and approved exception requests are published on the Provost's governance portal.

Contact: AI Advisory Council · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

§7.4 Annual Policy Review and Revision Cycle

Because artificial intelligence capabilities and regulatory frameworks evolve rapidly, these guidelines are subject to annual administrative review:

- **Annual Review Schedule:** The AI Advisory Council conducts a formal review of these guidelines each year during the month of May and June.
- **Stakeholder Consultation:** Proposed revisions are circulated for a 30-day review period to the Faculty Senate, Staff Council, and Student Government Association.
- **Approval and Effective Date:** Revisions are submitted to Provost Dr. Samuel Adebayo and President Dr. Evelyn Marsh for executive approval, with updated guidelines taking effect on **August 1** of each academic year.

Contact: Office of the Provost · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

§7.5 Policy Exception Request Procedure

Academic departments, research laboratories, or administrative units seeking an exception to these guidelines (e.g., piloting a novel research AI tool or establishing specialized course parameters) must file a formal exception request:

- **Request Submission:** The department head or Principal Investigator submits a written *AI Policy Exception Request Form* to the AI Advisory Council via email to provost@university.alkimi.ai.
- **Required Details:** The request must specify the tool and architecture, data classification level involved, privacy/security mitigations, academic justification, and proposed duration.
- **Review Timeline:** The Council reviews exception requests during its regular monthly meeting and issues a written recommendation to the Provost within **20 business days** of receipt. Final approval rests with the Provost.

Contact: AI Advisory Council · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

§7.6 Reporting Misuse, Security Incidents, and Violations

Community members who observe potential violations of these guidelines, suspected academic integrity breaches, or cybersecurity hazards should utilize the appropriate reporting pathway:

- **Academic Integrity Violations:** Faculty observing suspected student cheating or unauthorized AI submissions report the matter to the Office of Academic Integrity within 10 business days in Lovell Hall 315 (integrity@university.alkimi.ai).
- **Data Security and Privacy Incidents:** Suspected data breaches, unauthorized data entry into commercial models, or compromised credentials must be reported immediately to the IT Service Desk at (555) 555-0180 or help@university.alkimi.ai.
- **Discrimination or Deepfakes:** Incidents involving deepfakes, synthetic harassment, or discriminatory targeting should be reported to Title IX (Harlan Hall 310, titleix@university.alkimi.ai) or Campus Safety ((555) 555-0111).
- **Ethics Hotline:** Reports regarding fraudulent practices or ethical misconduct may be submitted anonymously 24/7 to the Alkimi Ethics & Compliance Hotline at (555) 555-0198.

Contact: AI Advisory Council · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai