Marywood University

Policies and Procedures

GENERATIVE ARTIFICIAL INTELLIGENCE POLICY

I. Purpose and Scope

Marywood University recognizes that artificial intelligence, including generative artificial intelligence, is rapidly transforming education, research, professional practice, and society. Consistent with Marywood's mission and commitment to Catholic Social Teaching, academic excellence, human dignity, ethical discernment, and the common good, the Marywood supports the thoughtful, responsible, and innovative use of these technologies.

Consistent with the teachings of Pope Leo XIV, Marywood University approaches artificial intelligence as a powerful emerging technology that should be engaged thoughtfully, responsibly, and ethically. In his 2026 address to Catholic college and university leaders and in his encyclical *Magnifica Humanitas*, Pope Leo emphasized that engagement with emerging technologies must remain grounded in human dignity and the common good and must preserve the distinctly human capacities for reason, critical thinking, conscience, freedom, and judgment. He further emphasized the responsibility of Catholic educators to prepare students to engage with these technologies responsibly, critically, and creatively, including developing the discernment to understand both how artificial intelligence can be used and when its use may be inappropriate.

Guided by these principles, Marywood University believes that artificial intelligence presents significant opportunities to enhance teaching, learning, research, creativity, and institutional effectiveness. At the same time, its use must support, rather than replace, critical thinking, intellectual development, academic integrity, and meaningful human engagement.

This policy establishes University-wide standards for the responsible and ethical use of generative artificial intelligence by members of the Marywood University community, including faculty members, staff, students, and other individuals acting on behalf of the University ("University Community Members"). Its purpose is to encourage appropriate innovation while safeguarding academic integrity, privacy, information security, intellectual property, and the rights and dignity of individuals.

This policy establishes baseline University requirements. It does not replace the academic judgment of faculty members or the responsibility of colleges, schools, departments, and academic programs to determine how artificial intelligence should be used within particular disciplines, courses, assignments, research activities, and professional settings. Academic units and individual faculty members may establish additional requirements or restrictions appropriate to their disciplines and courses, provided those requirements are consistent with University policy and applicable law.

This policy supplements and should be interpreted consistently with applicable Marywood University policies and applicable law, including requirements governing academic integrity, information technology and security, student records and the Family Educational Rights and Privacy Act ("FERPA"), protected health information and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), intellectual property, research, procurement, employee conduct, and student conduct.

II. Definitions

1. **Confidential Information.** Any personal, academic, business, legal, research, technical, or other information belonging to or maintained by the University or its faculty, staff, students, collaborators, or other parties that has been provided, created, or received under an obligation or reasonable expectation of confidentiality. Confidential Information may include, but is not limited to, student records and student work; personnel information; nonpublic University data; research data; financial information; recordings or transcripts of classes, meetings, or University-sponsored activities; health information, including HIPAA protected information; information protected by attorney-client privilege or other legal protections; and Personally Identifiable Information.
2. **Generative Artificial Intelligence ("Generative AI").** Artificial intelligence systems, software, applications, or technological tools capable of generating or substantially modifying content, including text, images, audio, video, code, analyses, or data, based upon user prompts, data inputs, or patterns learned from existing information. Examples may include ChatGPT, Microsoft Copilot, Google Gemini, Anthropic Claude, Grok, Sora, and similar or successor technologies.
3. **Personally Identifiable Information ("PII").** Information that identifies, relates to, describes, or could reasonably be used to identify a particular individual, including information protected under applicable federal or Pennsylvania law or University policy.
4. **University-Approved AI.** Generative AI platforms, products, or services that Marywood University has approved for University use through Technology Services and any other appropriate University review processes. Approval may depend upon the nature of the information or activity involved and does not necessarily mean that a platform is approved for all types of University information.

III. Core Principles

Marywood University's approach to Generative Artificial Intelligence ("Generative AI") is guided by the following principles:

1. **Human Dignity.** Artificial intelligence should be used in ways that respect the inherent dignity, rights, privacy, and worth of every person.
2. **Human Responsibility and Accountability.** Artificial intelligence is a tool. Human judgment, responsibility, and accountability cannot be delegated to an AI system. University Community Members remain responsible for decisions they make and work they produce using Generative AI.
3. **Academic Freedom and Innovation.** Marywood encourages responsible exploration of emerging technologies in teaching, learning, scholarship, research, and professional

practice. Faculty retain appropriate academic discretion regarding the use of Generative AI within their courses and disciplines, consistent with University policy, accreditation requirements, professional standards, and applicable law.

4. **Transparency and Integrity.** Generative AI should be used honestly and transparently. Its use should be disclosed when required by a faculty member, academic program, professional standard, research protocol, publisher, contractual obligation, or University policy.
5. **Privacy and Security.** University Community Members must protect Confidential Information, Personally Identifiable Information, University data, and intellectual property when using Generative AI.
6. **Critical Thinking and Human Judgment.** Generative AI should enhance, rather than replace, learning, critical thinking, creativity, professional judgment, and meaningful human engagement.
7. **Service and the Common Good.** Consistent with Marywood's Catholic mission, emerging technologies should be approached with ethical discernment and used, whenever possible, to advance knowledge, human flourishing, service, and the common good.

IV. Use of Generative Artificial Intelligence

1. Privacy and Confidential Information

Users should assume that information submitted to a Generative AI platform may be stored, retained, reviewed, reproduced, or used by the provider unless Marywood has specifically determined otherwise through its review and approval process.

University Community Members may not input, upload, disclose, or otherwise provide Confidential Information or PII to a Generative AI platform unless the platform has been approved by the University for the particular type of information involved and the use otherwise complies with University policy and applicable law.

The use of Generative AI must comply with all applicable University privacy, information security, student-record, personnel, research, and technology policies.

2. Intellectual Property

University Community Members must respect intellectual property rights when using Generative AI.

Copyrighted, patented, trademarked, proprietary, or otherwise protected University materials or materials belonging to another University Community Member or third party may not be uploaded to a Generative AI platform when doing so would violate applicable law, contractual obligations, licensing restrictions, University policy, or the rights of the owner.

Users should understand that Generative AI platforms may have different terms regarding ownership, retention, reuse, and training on information submitted to them. University

Community Members should review and comply with applicable terms and University guidance before using Generative AI for University work.

AI-generated content must also be reviewed for potential copyright, trademark, attribution, or other intellectual property concerns before being distributed, published, or otherwise used.

3. Procurement and University Business

Marywood University may approve or procure Generative AI platforms with contractual, privacy, security, and data-protection safeguards appropriate for University use. Marywood University will provide a list of approved platforms.

University Community Members may not independently purchase, license, contract for, or implement Generative AI platforms using University funds or for institutional use when University review or approval is required.

Requests for institutional use of Generative AI platforms must be submitted through the University's Technology Purchase Request process for review and approval prior to purchase or implementation. The Office of Information Technology, Fiscal, and other appropriate University offices will evaluate applicable privacy, cybersecurity, contractual, accessibility, intellectual property, and other institutional risks.

University Community Members acting in their professional capacities must not use Confidential Information, PII, or proprietary University information with unapproved Generative AI platforms.

4. Teaching, Learning, and Academic Integrity

Marywood recognizes that appropriate uses of Generative AI will differ significantly among academic disciplines, professional programs, courses, and individual assignments. Accordingly, decisions regarding whether and how students may use Generative AI in particular courses or assignments generally remain within the academic judgment of the faculty member and applicable academic unit, subject to University policy, accreditation requirements, professional standards, and applicable law.

Faculty members are encouraged to communicate expectations concerning Generative AI clearly in course syllabi, assignments, or other course materials.

Students are responsible for understanding and complying with the Generative AI requirements established for each course and assignment. Uses permitted in one course or assignment may not necessarily be permitted in another.

The use of Generative AI to misrepresent authorship, complete work contrary to faculty instructions, fabricate information or sources, or otherwise obtain an unauthorized academic advantage may constitute academic dishonesty.

Additional principles governing academic use include:

a. Transparency. University Community Members should disclose the use of Generative AI when required by course instructions, academic or professional standards, research requirements, publication requirements, contractual obligations, or University policy.

b. Critical Review. Generative AI output must not be assumed to be accurate. AI-generated information may be inaccurate, incomplete, fabricated, outdated, misleading, or biased. Users are responsible for critically evaluating AI-generated content and verifying material facts, citations, sources, calculations, and conclusions when appropriate.

c. Responsibility for Work. University Community Members remain responsible for research, scholarship, coursework, communications, decisions, or other work they create or submit with the assistance of Generative AI. Use of an AI system does not transfer responsibility to the technology or its provider.

d. Intellectual Property and Attribution. Users must consider copyright, attribution, plagiarism, licensing, and other intellectual property requirements when using AI-generated or AI-assisted content.

e. Learning and Professional Development. Generative AI should be used in ways that support, rather than undermine, the development of knowledge, critical thinking, creativity, communication, ethical reasoning, and professional competence.

5. Research and Scholarship

Generative AI may be used in research and scholarship when consistent with applicable University policies, research protocols, sponsor requirements, publication standards, professional standards, intellectual property requirements, and applicable law.

Researchers are responsible for understanding whether disclosure of Generative AI use is required by a funding agency, research sponsor, Institutional Review Board, journal, publisher, professional organization, or other governing body.

Generative AI may not be used to fabricate, falsify, or misrepresent research data, findings, citations, sources, authorship, or other scholarly material.

6. Employment and Administrative Decision-Making

Generative AI may assist University Community Members in administrative work, but consequential decisions affecting students, employees, applicants, or other individuals must involve appropriate human review and judgment.

Generative AI should not be relied upon as the sole basis for decisions concerning admission, grading, employment, discipline, performance evaluation, financial aid, accessibility or accommodations, or other decisions materially affecting an individual's rights or opportunities.

University Community Members using AI-assisted analysis in such circumstances remain responsible for the resulting decision and must comply with applicable University policies and law.

7. Malicious, Deceptive, or Harmful Use

University Community Members may not use Generative AI to create, facilitate, or distribute malicious software or other content intended to compromise University or third-party information systems or security.

Generative AI also may not be used to create, alter, replicate, or distribute the image, voice, identity, or likeness of another person without appropriate authorization when the resulting material is deceptive, materially misleading, harassing, defamatory, discriminatory, fraudulent, or otherwise inconsistent with applicable law or University policy.

AI-generated impersonation, deceptive deepfakes, fabricated communications, or similar content may not be used to misrepresent another individual's actions or statements.

8. Investigations, Hearings, and Official University Proceedings

Generative AI may not be used to fabricate, alter, or create false or misleading evidence for any University investigation, grievance, disciplinary matter, hearing, or other official proceeding.

Witness statements must reflect the witness's own knowledge and recollection. Generative AI may not be used to create facts, recollections, testimony, quotations, or evidence that did not originate with the witness or underlying record.

Nothing in this provision prohibits appropriate assistance with grammar, organization, accessibility, or similar purposes when permitted by the applicable process, provided that the substance remains accurate and attributable to the individual submitting it.

9. Prohibited Uses of Generative AI

Marywood University is committed to responsible AI integration. To protect the University community, institutional information, and the individuals whose data the University maintains, the following uses of Generative AI are prohibited or restricted:

a. Use of Unapproved AI Tools. University Community Members may not submit Confidential Information, PII, student records, personnel records, proprietary University materials, or other nonpublic institutional information to an AI platform that has not been approved by the University for the specific information and intended use. This restriction also applies to AI-enabled applications, browser extensions, and other embedded AI features. Individuals seeking to use an AI platform for institutional information must obtain the applicable University review and approval before proceeding.

b. Failure to Protect Privacy and Apply Ethical Safeguards. Generative AI solutions that process protected or regulated information must have appropriate privacy, security, and ethical safeguards and comply with University policy and applicable law, including FERPA where applicable. AI tools may not be implemented or used in ways that improperly expose student or employee information, violate confidentiality obligations, or create discriminatory or otherwise harmful outcomes.

c. Inappropriate Use of AI Outputs. AI-generated materials must receive appropriate human review before being relied upon, distributed, or used in consequential decisions. Users may not present AI-generated material in a misleading manner, publish material facts or citations that have not been appropriately verified, or permit AI tools to send unauthorized communications on the University's behalf. Sensitive communications, official University policies, contractual language, and similar high-impact materials require review by the appropriate University personnel before use. Disclosure of AI assistance is required when applicable under University policy, academic or professional standards, or other governing requirements.

These examples are not exhaustive. Other uses of Generative AI that violate this policy, applicable University requirements, or legal obligations, or that create unacceptable risks to individuals or the institution, are also prohibited.

10. Compliance and Violations

University Community Members are expected to comply with this policy and other applicable University policies.

Violations may result in action under applicable student, faculty, employee, academic integrity, information security, research, or other University policies and procedures.

Because Generative AI technologies and applicable legal, regulatory, accreditation, and professional standards continue to evolve rapidly, Marywood University may issue additional guidance and revise this policy as appropriate.

11. Institutional Oversight and Responsibilities

a. University Leadership

University leadership is responsible for fostering an environment in which artificial intelligence can be used to advance Marywood's mission safely, responsibly, and effectively. The University may designate appropriate individuals, committees, or offices to provide institution-wide guidance regarding AI use, implementation, risk, and compliance.

University leadership, in collaboration with the University's AI Task Force and appropriate administrative and academic offices, will provide institution-wide guidance regarding the responsible adoption, implementation, and oversight of artificial intelligence. This includes evaluating emerging risks, recommending policies and guidelines, supporting education and

awareness, and promoting responsible innovation consistent with Marywood University's mission.

b. The Office of Information Technology

Technology Services and appropriate information-security personnel are responsible for evaluating institutional AI platforms and applications as appropriate for cybersecurity, privacy, data protection, interoperability, and related technology risks.

They may provide guidance concerning approved uses, appropriate safeguards, security incidents, and the use of protected or regulated University information with AI systems.

c. Academic Leadership and Faculty

Academic leaders and faculty are responsible for addressing the academic use of AI within their respective disciplines, programs, and courses consistent with this policy, academic freedom, accreditation requirements, professional standards, and applicable University policies.

Faculty should communicate expectations regarding student AI use when such expectations are material to a course or assignment.

d. Department Leaders and Managers

Department leaders and managers should support responsible and productive uses of AI within their areas, identify opportunities for appropriate efficiency and innovation, ensure employees understand applicable University requirements, and seek appropriate review when proposed AI uses involve institutional systems, protected information, significant expenditures, or consequential decision-making.

e. University Community Members

All University Community Members are responsible for using AI consistent with this policy, protecting University and personal information, exercising appropriate human judgment, and complying with applicable academic, professional, legal, and institutional requirements.

Individuals who become aware of a potential disclosure of protected information, cybersecurity incident, or other significant misuse involving AI should promptly report the matter through the University's established information-security, compliance, supervisory, or other appropriate reporting channels.

12. Exceptions

Where a legitimate academic, research, operational, or institutional need requires an exception to a technology, information-security, or data-use requirement established under this policy, an exception may be considered through an appropriate University review process.

Any exception involving protected or regulated information should be evaluated by the Office of Information Technology and other appropriate University authorities based upon the nature of the proposed use and associated risks. Approved exceptions should include appropriate safeguards and may be subject to conditions, documentation, or periodic review.

Nothing in this section authorizes an exception from applicable law, accreditation requirements, contractual obligations, or academic integrity requirements.

Related Committees:
Information Technology Stewardship Committee

Related Policies:
Acceptable Use of University Information Technology Resources Policy
Copyright Compliance and Peer to Peer File Sharing Policy
Information Classification and Management Policy
Intellectual Property Policy
Information Technology Security and Privacy Request for Exemption Policy
IT Security Framework Policy

History:
10-31-2026 – The Board of Trustees approved the establishment of this policy at their regularly scheduled meeting.

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POLICIES AND PROCEDURES

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel