



**Simmons College of Kentucky**  
**Academic Affairs AI Usage Policy**  
*Revised October 15, 2025*

## **I. Overview**

Simmons College of Kentucky is an institution of biblical higher education dedicated to educating people through strong academic and professional programs so they may become productive citizens and agents of change in society. As artificial intelligence (AI) continues transforming education, Simmons College embraces its potential while ensuring that AI usage aligns with our mission, values, and commitment to ethical scholarship. This policy outlines the responsible use of AI to ensure it is used ethically, responsibly, and effectively, promoting innovation while upholding the highest standards of academic integrity and intellectual growth.

At Simmons College of Kentucky, we are harnessing the power of AI to advance our institution's mission, to increase full adoption of the tools by faculty, staff, and students, through the development and implementation of an Academic Affairs AI policy (disrupting the challenges and concerns around AI).

The instructor reserves the right to use AI-detection tools to review any student work that appears to have been generated using artificial intelligence. While AI can be a valuable tool for learning, its use must align with the institutional expectations and guidelines outlined in this policy, the catalog, and each course, per the individual faculty member's guidelines on how students should use AI. Thus, students are responsible for using AI tools in an ethical, efficient, equitable, and effective manner.

Any submission suspected of containing AI-generated material as original authorship will be evaluated using appropriate detection methods. If misuse or abuse of AI is identified, it will be considered plagiarism and/or academic dishonesty. Consequences may include, but are not limited to, the actions outlined in the official Academic Affairs AI policy, such as:

- An adjusted grade is determined at the instructor's discretion, based on the policies and expectations for the use of AI in this course.
- Possible disciplinary action in accordance with institutional academic integrity policies.
- Students are responsible for understanding and following the instructor's guidelines on the acceptable use of AI tools. Failure to do so will result in academic penalties.

**Reminder:** Students are allowed to use AI tools of their choice responsibly. Grammarly is a free editing tool provided by Simmons that is available to Simmons students, faculty, and staff. However, please refrain from clicking on and using “AI icons” on Grammarly, such as the magic marker with stars circling the marker. This AI icon in Grammarly will rewrite your work, removing your original words, and it will no longer belong to you or represent original authorship, potentially leading to plagiarism detection. If you see the “AI magic marker” icon in Grammarly, do not use it.

## **II. Purpose and Scope**

This policy applies to faculty, staff, students, and administrators and governs AI usage in teaching, learning, research, and administrative functions. Faculty retain academic freedom in selecting the tools and technologies most appropriate for student learning and engagement. However, these decisions must align with the guidelines and guardrails established by the institution’s official AI policy.

As part of this policy, all faculty members must include the designated AI policy language in their course syllabi, as outlined in the updated syllabus template. The policy aims to:

- Promote ethical AI usage in alignment with biblical values and institutional integrity.
- Ensure AI supports, rather than replaces, human learning and scholarship.
- Protect sensitive information from misuse and unauthorized AI interactions.
- Safeguard academic integrity and uphold ethical standards in scholarship.
- Provide faculty with a clear protocol for evaluating AI usage and addressing violations.

## **III. Responsible Use of AI in Teaching and Learning**

### **1. Faculty and Staff Responsibilities**

Faculty and staff are permitted to use AI tools as a resource/assistant for the following:

- Clearly define acceptable AI use in syllabi, including when and how AI tools may be used for coursework.
- Foster critical engagement with AI, ensuring students understand its benefits, biases, and limitations.
- Proper attribution is required if AI-generated content is incorporated into academic work.
- Encourage students to verify AI-generated content through credible sources based on official/reputable websites, publications, and organizations.

### **AI Usage for Educators**

- Course Design and Instructional Practices
- Creating new courses and programs
- Course Design (PLOs, SLOs, strategies, descriptions)

- Curriculum Plans
- Course content materials (readings, activities, assignments, assessments, rubrics, videos, new ideas)
  - Creative Ideas
  - AI assistants research, content/reading materials, other tools, summaries, etc.

## **AI DETECTION TOOLS**

### **Canvas**

### **(LMS):**

### **Turnitin**

This AI Detection tool is built into Canvas, but has imperfections. It is not always reliable.

### **Grammarly: Free resource for Simmons faculty, staff, and students**

Below are basic steps for checking for AI misuse and abuse, and a screenshot of the [Grammarly.com](https://www.grammarly.com) page where you can begin this process:

## **2. Student Guidelines**

While many software systems already integrate AI into their functionality (e.g., Microsoft 365 already has AI functionality with Copilot Chat, a free AI tool, and within Excel, Word, Teams, PowerPoint, etc., for a fee), understand that:

- AI tools may only be used if explicitly permitted by instructors.
- Misuse of AI (e.g., submitting AI-generated essays as original work) constitutes academic dishonesty.
- Students should cross-check AI-generated content against reliable sources before use.

### **Students are permitted to use AI tools as a resource/assistant for the following:**

- Learning Styles: Do you learn better when listening, reading, doing the task, writing, or visually seeing it?
- Learning Differences (ADD/ADHD, Dyslexia, hearing or sight impairment, etc.)
- Templates and outlines
- Editing emails, letters, and other types of correspondence
- Brainstorming and re-envisioning additional ideas, strategies, and plans
- Organizing and scheduling big ideas and content into smaller thematic categories.
- Marketing/communication ideas not used for commercial/ profit use, such as flyers, social media posts, etc.

- Efficiency: Purchase subscriptions that make sense and are helpful to your work (efficiency, effectiveness, ethical, and equitable use of AI). Try free trials and subscribe monthly to at least two and learn it well, then try other AI tools.
- Promoting to maintain original authorship and ownership of your work, especially if it's for commercial use: Prompt it to keep all verbiage and wording you submit without changing the words or adding words, but to edit it to be more “professional”, “compassionate”, “understanding,” etc.
- Grammarly and ChatGPT;
  - Please do not select the magic pen marker with the stars around it. It will re-write your work; when it does, it's no longer entirely yours. You must credit/cite that you used an AI tool in your document to prevent plagiarism.

If you want ChatGPT to edit your original work, prompt it so that it does not change your words at all and just edits for punctuation. Be specific.

#### IV. AI in Administrative and Research Use

- Faculty and staff should never input sensitive institutional data into AI platforms, including:
  - Student grades, transcripts, or disciplinary records.
  - Personal identifying information (e.g., Social Security numbers, home addresses).
  - Confidential faculty or staff evaluations.
  - Unpublished research findings or proprietary content.
- AI-generated reports should be reviewed and verified before being used for decision-making.

#### V. Citing AI Usage

Any use of AI-generated content must be explicitly cited. Proper acknowledgment ensures transparency and aligns with the college's commitment to academic integrity.

When APA cites AI as an “author,” it refers to the tool being the originator of content that contributes substantively to the ideas, wording, or data in a piece of writing. However, APA guidelines emphasize that AI tools or other generative systems cannot be credited with formal authorship because they lack agency, accountability, and the capacity to take responsibility for their work. Instead, AI should be cited as a source—similar to citing software or algorithms—not as someone capable of intellectual ownership. So, suppose a student or researcher uses AI-generated content in their work. In that case, APA recommends transparency through proper in-text citation and inclusion in the reference list, noting the AI tool as the *generator* of the content, but not listing it as a formal “author.” The citation should follow the course's writing style, such as the APA Style Guide. Refer [here](#) for all citation examples and information.

## **Authorship vs. Aggregation in our AI Policy**

Authorship refers to the original intellectual contribution made by a human individual or team, who can take responsibility for the work's integrity, intent, and outcome. In contrast, aggregation involves collecting, summarizing, or generating content using AI tools, which assist in compiling information or producing drafts but do not reflect independent human thought or decision-making. Recognizing this distinction is critical for academic integrity policies. While AI tools can assist in aggregating knowledge or expression, only individuals who intentionally and ethically shape the final product should be credited as authors. Institutions should guide users on appropriate attribution, ensuring transparency about AI-assisted work while upholding the human-centered principles of scholarship and creativity.

## **VI. AI Misuse & Reporting Protocol**

### **1. Reporting AI Violations**

If AI misuse is confirmed, faculty should:

- Document the evidence (screenshots, detection reports, prior work comparisons).
- Submit a report to the Academic Integrity Committee for review.
- Inform the student of the violation and follow institutional disciplinary procedures.

### **2. Grievance Process**

- **Faculty:** Faculty may file grievances regarding AI misuse through established channels.
- **Formal Appeal:** Any appeals regarding decisions made will be handled according to institutional policies.
- **Committee Review:** A committee will review grievances and appeals to ensure fair and consistent handling concerning students, faculty, and staff.

## **VII. AI Training & Professional Development**

Simmons College will provide ongoing and mandatory training on responsible and ethical AI usage and tools for faculty, staff, and students. Topics include:

- AI's role in academic writing and research.
- Ethical considerations and bias in AI.
- Using AI for enhanced learning without compromising integrity.
- AI detection tools and best practices for faculty.

## **Professional Development Initiatives**

- **Faculty and Staff Training:** The college will provide professional development opportunities to help faculty and staff understand AI's role in education and operations.
- **Student Workshops:** Training sessions will educate students on responsible AI use, critical AI literacy, and ethical considerations.

## **VIII. Commitment to Continuous Improvement**

Simmons College recognizes the transformative potential of AI in education and professional growth. The institution is committed to embracing AI technologies as tools to enhance teaching and professional preparation, foster creativity, and support critical thinking while maintaining the highest standards of academic integrity. This policy will be reviewed annually to remain relevant in an evolving technological landscape.

## **IX. Conclusion**

As an institution committed to biblical higher education and social change, Simmons College of Kentucky upholds the responsible and ethical use of AI.

## **X. Consequences of Violating the AI Usage Policy**

Violations of this AI Usage Policy will be taken seriously and may result in disciplinary action. These consequences intend to uphold the integrity of the academic environment, promote responsible AI usage, and maintain the values of Simmons College of Kentucky. The consequences for violating this policy may include, but are not limited to:

1. **Academic Penalties:**
  - a. **For Students:**
    - i. Failing grade for the assignment or course.
    - ii. Academic probation or suspension, depending on the severity of the violation.
2. **Professional Consequences:**
  - a. **For Faculty and Staff:**
    - i. Formal reprimand or warning.
    - ii. Suspension or termination of employment for severe or repeated violations.
3. **Reporting and Documentation:**
  - a. All violations will be documented and reported to the Academic Integrity Committee or the relevant administrative body.
  - b. A violation record may be maintained in the individual's academic or employment file.
4. **Educational Sanctions:**
  - a. Mandatory participation in workshops or training sessions on ethical AI use.

- b. Completing reflective assignments related to the violation and its implications for academic integrity.
- 5. **Appeal Process:**
  - a. Individuals subject to disciplinary action may appeal decisions following the established grievance and appeal procedures outlined in the college's policies.

## **XI. Definition of Severe Violations**

Severe violations of the AI Usage Policy include, but are not limited to, the protocol of disciplinary actions as outlined in the Academic Catalog: <https://simmonscollegeky.edu/wp-content/uploads/2024/08/2024-2025-CAT-Simmons-College-of-Kentucky-KY.pdf>

### **CLASSROOM ENVIRONMENT**

Simmons College of Kentucky is a Christian liberal arts college that upholds high standards of personal and professional conduct. This includes a classroom that promotes a positive learning environment and a professional instructional climate. Students are encouraged to conduct themselves professionally with respect for the rights of both students and faculty. The College or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty or may lead to suspension from the program.

Additional actions reinforced will be for any of the following:

1. **Plagiarism:**
  - a. Submitting AI-generated content as original work without proper attribution or citation.
2. **Misuse of Sensitive Information:**
  - a. Inputting or disclosing sensitive institutional data (e.g., student records, confidential evaluations) into AI platforms.
3. **Intentional Misrepresentation:**
  - a. Deliberately using AI to mislead or deceive others, such as fabricating data or falsifying research findings.
4. **Repeated Offenses:**
  - a. Multiple policy violations, even if each instance may not be classified as severe.
5. **Collusion:**
  - a. Collaborating with others to misuse AI tools in a manner that violates academic integrity or institutional policies.
6. **Failure to Comply with Faculty Guidelines:**
  - a. Ignoring explicit instructions from faculty regarding the acceptable use of AI tools in coursework, particularly after prior warnings.
7. **Disruption of Academic Integrity:**

- a. Actions that undermine the trust and integrity of the academic community, such as using AI for unauthorized assistance during assessments.

These severe violations will result in significant penalties, as they directly threaten Simmons College of Kentucky's educational mission, ethical standards, and integrity.

For reference on any case of academic dishonesty due to the use of AI, please refer to the college's general policy for handling academic dishonesty, as outlined in the Academic Catalog. Please contact the Division of Academic Affairs for questions or concerns regarding AI usage.

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## APPENDIX

### A Resource Guide: How to Use AI Effectively

*For Simmons Students, Faculty, and Staff*

#### General Use of AI (For Simmons Faculty, Staff, and Students)

- Research
- Readings (Summaries, key points, breaking down material to understand a subject)
- Note taking
- Learning Differences
- Learning Styles
- Assistance if identified with a disability (enlarge the text, read it to me, make it easy to read with someone with ADHD, Dyslexia, etc.)
- Editing/Grammatical Assistant
- New/ Other ideas, Suggestions, Feedback
- Outlines
- Templates, Examples, Samples
- Grammatical correction
- Editing with prompting to keep verbiage the same and to not rewrite, but to make grammatically correct, more professional, compassionate, understanding, cordial, etc.
- Purchase subscriptions that you feel comfortable with learning

#### **Other Ways to Use AI:**

- **Modern Thesaurus:** AI helps combine a lot of sources into one narrative, but it still needs to be checked.
- **Check the sources:** Always review the circled sources of AI information to triple-check correct information when researching and learning about a topic on an AI platform
- **Capabilities:** Producing AI work means you prompted AI to complete a task for you. Do not ask AI to produce what you are capable of producing yourself as an original creator, creative, professional, and scholar
- **AI-produced work** is not Original to You As the Author of that Work. AI should not be used as a producer of original content for sale. If you use AI to produce something you consider yourself an author of for commercial use, you must own the rights to what is produced and cite the AI tool.
  - a. **Example:** If you write a robust outline for a project with a lot of brainstormed content, but you need it organized, you can use an AI tool but prompt it specifically to: Create an outline only using the words in this document and no other verbiage and make it organized with themes and coherent, you can do that both creatively and commercially, but you still have to cite that you used the AI

Tool. This prevents AI from rewriting your work, which could later lead to an issue of plagiarism.

- **Expository:** Easily accessible Collective Research and Data, rather than having to Google and find individual sources (saves time).
- **Confidentiality:** Do not insert personal/confidential information directly into AI tools. AI tools will know your email because you sign in with it, and it can also learn other details about you, including your name, depending on how you use
- **Turn off AI:** When not using an AI tool, exit the screen or it will continue to listen and talk/responding to whatever is verbally said around you.

## AI Use for Students

- Learning Styles: Do you learn better when you are listening, reading, doing the task, writing, or visually seeing it?
- Learning Differences (ADD/ADHD, Dyslexia, hearing or sight impairment, etc.)
- Templates and outlines
- Editing emails, letters, and other types of correspondence
- Brainstorming and re-envisioning additional ideas, strategies, plans
- Organizing and scheduling big ideas and content into smaller thematic categories.
- Marketing/communication ideas that are not used for commercial/ profit use such as flyers, social media posts, etc.
- Being more efficient: Purchase subscriptions that make sense and are helpful to your work (efficiency, effectiveness ethical and equitable use of AI). Try free trials and subscribe monthly to at least 2 and learn it well then try other AI tools
- Promoting to maintain original authorship and ownership of your work especially if it's for commercial use: Prompt it to keep all verbiage and wording you submit without changing the words or adding words but to edit it to be more "professional", "compassionate", "understanding," etc.
- Grammarly and ChatGPT;
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  - If you want ChatGPT to edit your original work, prompt it so that it does not change your words and just edits for punctuation. Be specific.