

# Policies on the Responsible Use of Artificial Intelligence

## 1. Purpose and Scope

These policies were developed by reviewing GW's existing policies and guidance to increase clarity on the use of artificial intelligence (AI) at the GW School of Business (GWSB).<sup>1</sup> Some policies below are for all members of the GWSB community, and other policies are directed specifically toward instructors, researchers, and students. Everyone in the GWSB community should read and understand these policies in their entirety. The following summary is provided for informational purposes only. In general:

- The GWSB community should use AI tools responsibly to improve work and educational outcomes.
- Instructors should provide clear instructions to students on AI tool use in the form of syllabus statements. Unless specified otherwise in a course syllabi, students may use AI tools but may not submit any AI-generated materials for evaluation or assessment.
- GW-supported AI tools are encouraged for faculty and staff.
- When using AI tools, usage should be disclosed, cited, and checked.
- Faculty should coordinate with GW IT and/or GWSB Finance prior to making P-Card purchases of AI tools.
- Certain AI tools are prohibited in various circumstances—check syllabi and details below to understand when AI tool use is prohibited.
- Avoid using sensitive data in public AI tools (e.g., ChatGPT, Claude). Sensitive data should be processed by faculty or staff using GW-provided Box AI.

Please continue reading for important information.

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<sup>1</sup> Google Gemini and NotebookLM were used to draft these policies. These policies were also cross-referenced against 90+ additional university AI policies to ensure standardization and adequate coverage.

## 2. Policies for Everyone

### 2.1. Automated Decisionmaking by AI Tools

- **Automated Decisionmaking:** Using AI to make final, automated decisions regarding student admissions, grades, hiring, financial aid, or other decisions with consequential financial or educational outcomes for human subjects should be approved by GWSB leadership [1].
- **Appeal and Override:** Subjects of automated decisionmaking should be provided a straightforward way to appeal and correct AI outcomes that are demonstrably inaccurate.<sup>2</sup>

### 2.2. Accountability and Transparency

- **Plagiarism:** AI-generated content should not be presented as your own original work [2]. Proper citation does not authorize AI tool use where it has been otherwise prohibited.<sup>3</sup>
- **Disclosure:** Use of AI in your work should be disclosed [3 , 4]. Disclosure does not authorize AI tool use where it has been otherwise prohibited.
- **Personal Responsibility:** You are ultimately responsible for all the work you submit or publish, even if AI was used to create it. You should review all AI-generated output for accuracy and potential errors, such as "hallucinations" or incorrect citations [2, 3].
- **Ethical Use:** AI should not be used for impersonation (e.g., "deepfakes"), harassment, in violation of university policies, or for illegal activities [1, 5].

### 2.3. GW Data and Intellectual Property

- **GW-Provided Tools:** [GW-provided AI tools](#) should be used for [GW-restricted or GW-regulated data](#) [3].
  - **Regulated Data:** (e.g., student records, financial accounts) Use Box AI [6, 7].
  - **Restricted data:** (e.g., payroll, legal records, internal directories) Use Microsoft Copilot, GW Chat, Box AI, Zoom AI, Gemini, or NotebookLM [6, 7].

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<sup>2</sup> Although appeal and override for incorrect AI decisions is not yet addressed in GW AI policies, it is considered a critical aspect of responsible AI usage. (See, e.g., National Institute for Standards and Technology (NIST) [AI Risk Management Framework](#), MEASURE 3.3 and MANAGE 4.1.)

<sup>3</sup> Although the specific case of an individual disclosing or citing AI tools when AI use has been otherwise prohibited is not yet addressed in GW AI policies, it is specified here for clarity.

- **Personally Identifiable Information (PII):** (e.g., names, email addresses, or government-issued ID numbers) Use Box AI [3, 6, 7].
- **Checking for updates:** You should check the [Artificial Intelligence \(AI\) Evaluation & Status](#) page for updates to provided tools and data classifications.
- **Public AI Tools:** You should not use public AI tools (e.g., ChatGPT, Claude) for restricted or regulated university data or PII data [1, 3].
- **Protecting Community Work:** You should not input unpublished academic work, funding proposal drafts, peer or student evaluation materials, or class materials into AI tools without approval or permission from the owner of that data [3, 8].
- **Anonymization:** You should remove personally identifying details from data before using it with AI tools to protect individual data privacy [1, 3].

### 3. Policies for Instructors

#### 3.1. AI Detection and Plagiarism Tools

- **AI Detection Tools:** AI detection tools (e.g., GPTZero) are frequently inaccurate [4, 8]. Instructors should not use AI detection tools as the basis for an academic integrity allegation.
- **Plagiarism Detection Tools:** Instructors may use results from GW-provided plagiarism detection tools (e.g., SafeAssign) in academic integrity allegations [4].

#### 3.2. Reimbursement Guidelines [1, 3]

- **Reimbursement:** Currently, P-Card purchase of AI tools is not reimbursable in many cases. However, the purchase of AI tools through external funding, e.g., grant funding, is typically reimbursable.
  - **GW Information Technology (IT) Support:** Instructors should seek support from GW IT for classroom use of AI tools [3].
  - **GWSB Finance Guidance:** Instructors should seek guidance from GWSB Finance for classroom use of AI tools.

#### 3.3. Teaching and Grading Assistants

Instructors should provide clear guidance to grading and teaching assistants on the appropriate use of AI for their duties [3].

### 3.4. Accessibility and Equity

- **Disability Support Services (DSS) Accommodations:** Instructors should honor approved accommodations provided by GW DSS. Digital assistive technologies (e.g., speech-to-text, screen readers, or cognitive aids) used as part of a documented accommodation are allowed [9].
- **Tool Equity and Data Privacy**
  - Assignments should not require the purchase of AI tools and should be doable using GW-provided AI tools (e.g., Microsoft Copilot) or free public alternatives [8, 10].
  - Assignments should not involve the use of GW-regulated, GW-restricted, or PII data [1, 3, 8].

### 3.5. Clear Usage Policies for Students [2, 8]

Instructors should include a specific AI usage policy in their syllabi [2, 8]. If no policy is provided, the policies for students in Section 5 apply by default [2]. When deciding to prohibit AI tools, instructors should weigh any educational benefits against any job-readiness harms [8, 10]. See Section 6 for example syllabus statements.

## 4. Policies for Researchers

### 4.1. Funder and Publisher AI Policies

Researchers should follow the AI policies of publications and funding agencies [5].

### 4.2. Reimbursement Guidelines [1, 3]

- **Reimbursement:** Currently, P-Card purchase of AI tools is not reimbursable in many cases. However, the purchase of AI tools through external funding, e.g., grant funding, is typically reimbursable.
  - **GW Information Technology (IT) Support:** Investigators should seek support from GW IT for research use of AI tools [3].
  - **GWSB Finance Guidance:** Investigators should seek guidance from GWSB Finance for research use of AI tools.

### 4.3. Graduate Students and Research Assistants

Researchers should provide clear guidance to students and assistants on the appropriate use of AI for their duties [3].

### 4.4. Approval for Human Subjects

Researchers should secure approval (e.g., by the university's Institutional Review Board (IRB)) and informed consent for AI research involving human subjects and PII [1, 11, 12].

## 5. Policies for Students

### 5.1. Syllabus Policies on AI

Students should follow syllabus policies on AI tool use [2].

### 5.2. Default Policies for Students

If no syllabus policy is provided, the following student policies apply:

- **AI Tools for Assignments:** AI tools should not be used directly to complete assignments submitted for evaluation (e.g., homework assignments) [2].
- **AI Tools for Assessments:** AI tools should not be used for assessments (e.g., quizzes, exams) [2].
- **AI Tools for Preliminary or Unsubmitted Work:** AI tools may be used for materials that are not submitted as assignments or for assessment (e.g., studying, research, brainstorming), provided that AI-generated material is not directly included in any work submitted for evaluation [2].

## 6. Example Syllabus Policies

Example syllabus statements include:

- **General Prohibition on AI tools:** By submitting work for evaluation in this course, you represent it as your own intellectual product. You may not submit for evaluation any content (e.g., ideas, text, code, images) that was generated, in whole or in part, by an AI tool. Doing so in this course constitutes cheating under the George Washington



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University Code of Academic Integrity [2]. Proper attribution or disclosure does not authorize AI tool use when the instructor has prohibited their use.

- **Selective Permission for AI tools:** By submitting work for evaluation in this course, you represent it as your own intellectual product. You may not submit for evaluation any content (e.g., ideas, text, code, images) that was generated, in whole or in part, by an AI tool unless the instructor has explicitly granted permission to do so. Your instructor will explain to you the uses of AI tools that are permitted or prohibited in this course, including on what specific assignments AI tool use is permitted. Submitting content for evaluation that was produced in whole or in part by AI tools, except for the specific purpose(s) and assignment(s) discussed and authorized by the instructor, constitutes cheating in this course under the George Washington University Code of Academic Integrity [2]. Proper attribution or disclosure does not authorize AI tool use when the instructor has prohibited their use.
- **General Permission for AI Tools:** You are permitted to use AI tools to generate content submitted for evaluation in this course. You may also use AI tools to help generate ideas and brainstorm. You remain responsible for all content you submit for evaluation. If you include content (e.g., ideas, text, code, images) that was generated, in whole or in part, by an AI tool in work submitted for evaluation in this course, you must document and credit your source. Failure to do so in this course constitutes failure to attribute under the George Washington University Code of Academic Integrity [2].



## 7. GW Policy and Guidance References

1. [Privacy Guidance for Use of AI](#)
2. [GenAI Guidelines](#)
3. [AI Guidance and Best Practices](#)
4. [Additional GenAI Guidance](#)
5. [Acceptable Use of IT Resources Policy](#)
6. [Artificial Intelligence \(AI\) Evaluation & Status](#)
7. [Data Classification Guide](#)
8. [Teaching with Generative AI](#)
9. [Disability Policy](#)
10. [Deciding on Appropriate Use of GenAI in Academic Classes](#)
11. [Cybersecurity Risk Policy](#)
12. [Research Involving Human Participants Policy](#)

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