SONORAN UNIVERSITY
OF HEALTH SCIENCES

Policy on Responsible Use of Artificial Intelligence

1. **POLICY STATEMENT/PURPOSE**
   This policy serves to establish responsible Artificial Intelligence (AI) use standards for Sonoran University by defining clear safeguards and operational boundaries when using AI in academics and/or institutional operations.

2. **HISTORY/BACKGROUND**
   AI is disrupting and transforming many fields including the field of higher education. Sonoran University embraces innovation and aspires to harness this and other emerging technologies to enhance student learning, clinical care, and institutional operations; in so doing, the university recognizes the need to establish clear standards to protect against the challenges these emerging technologies impose.

   AI refers to a broad range of technologies that enable machines to use data and past experiences to reason, generalize, and learn in a manner that mimics human intelligence, learning, and tasks. AI tools include search engines, adaptive learning platforms, chat bots, and AI driven analytical tools. Generative AI refers to an AI system that can generate content including text, music, code, images, and other media. This policy refers primarily to generative AI tools.

   Generative AI has the potential to improve the efficiency and quality of our work but as an emerging technology, it is not without risk. Concerns around the use of generative AI center around the fact that the training data used for these platforms may contain biased or inaccurate information. Additionally, AI generated content may incorporate copyrighted information without appropriate attribution and inaccurate information or "hallucinations" to fill in gaps in incomplete data sets. From a security standpoint, while AI can be used to enhance cyber security, entering confidential personal or institutional data into AI platforms or malicious AI tools may increase the risk of data breach or unlawful disclosure of protected information.

   This policy serves to establish safeguards that protect Sonoran University from these risks while still permitting the community the freedom to explore and capitalize on opportunities associated with AI.

3. **DEFINITION(S)**
   a. **Artificial Intelligence (AI)**: Artificial intelligence refers to the simulation of human intelligence in machines that are programmed to think and learn like humans. ("*What is artificial intelligence?",* n.d.)
   b. **Generative Artificial Intelligence (AI)**: Generative AI refers to the use of the technology to produce content in any medium (e.g., text, image, video, audio) physical or otherwise for any purpose. ("*The Benefits and Limitations of Generative AI: Harvard Experts Answer Your Questions*", 2023) Commonly used generative AI tools include ChatGPT, Google Bard, Microsoft Bing, DALL-E, and LaMDA.
   c. **Machine Learning**: According to IBM (n.d.), "Machine learning is a branch of AI and computer science which focuses on the use of data and algorithms to imitate the way that humans learn, gradually improving its accuracy." ("*What is machine learning?"*, n.d.)

d. **Large language model (LLM)**: refers to “an AI system that works with language” (Toner, 2023). Language may include code or images as input. Tools such as Google Bard and ChatGPT can be referred to as LLMs or are being powered by LLMs.
e. **Hallucinations**: According to IBM (n.d.), “AI hallucination is a phenomenon wherein a large language model (LLM)—often a generative AI chatbot or computer vision tool—perceives patterns or objects that are nonexistent or imperceptible to human observers, creating outputs that are nonsensical or altogether inaccurate”. (“*What are AI hallucinations?”,* n.d.)
f. **AI-generated work product**: Work product generated by AI consisting of verbatim text, images, and other media generated in whole or in part by AI.
g. **AI-assisted work product**: Work product generated by an individual where AI may assist with tasks such as brainstorming, drafting an outline, or editing, correcting, refining spelling, grammar, and structure/organization.

4. SCOPE/KEY STAKEHOLDERS

This policy applies to the entire Sonoran University community including, but not limited to, administrators, staff, faculty, clinicians, residents, degree program applicants, anyone enrolled in a course at Sonoran University, Supervised Practice Experience candidates, students, contractors, and the Board of Trustees.

5. POLICY ITEMS

As AI technology continues to advance, the Sonoran University community is encouraged to explore how AI tools may create, analyze, and evaluate concepts and ideas that enhance and inspire the generation of their own academic and professional work. This policy should be used in advance of and alongside this exploration.

Stakeholders are advised not to use AI to replace human judgment and to inform supervisors/ faculty when work product is AI generated. Further, stakeholders using AI are responsible for verifying that any AI generated work product is accurate, free from bias, properly cited, and does not violate the privacy or intellectual property of an entity or an individual. Stakeholders must also verify AI generated content adheres to Sonoran University policies and remains in compliance with applicable regulations including state and federal laws.

a. **Data Privacy and Security:** To prevent unauthorized disclosure of intellectual property or otherwise confidential information stakeholders are prohibited from entering the following information into an AI tool that may attempt to access or misuse confidential
    i. Personal information of an individual (e.g., name, contact information, passwords, photo, etc.)
    ii. Information protected by the Health Insurance Portability and Accountability Act (HIPAA)
    iii. Information protected by the Family Educational Rights and Privacy Act (FERPA)
    iv. Intellectual property
    v. Trade secrets
    vi. Sensitive matters, or otherwise confidential or proprietary data
b. **Commitment to Diversity and Non-Discrimination:** Due to inherent risk of bias and discrimination, as well as inaccuracy, community members are prohibited

from using AI tools as the *sole determinant* for decisions on employment, recruiting, student performance, transfer of course credit, promotion, performance management, or clinical decisions. Results from AI usage must be double checked using:

i. Human judgment
ii. Applicable state & federal laws, and
iii. Institutional core values

c. **Copyright Violation, Plagiarism, and Theft:** Stakeholders are prohibited from representing any AI generated work product as their own original work and are responsible for ensuring sources are accurate, work is properly cited, and does not infringe upon any copyright protections.
d. **Misinformation:** To prevent the dissemination of misinformation, stakeholders are expected to verify the accuracy of the sources, and cite as appropriate, any information generated by AI.
e. **Academic Integrity:** To prevent violations of academic integrity and Code of Conduct standards stakeholders must disclose when AI generated content is used verbatim.
    i. Academic work: The acquisition of academic work in whole or in part from any source (from textbooks and journal articles to web resources to generative AI to third parties such as ghost writers) and the subsequent presentation of those materials as the student's own work (whether that material is paraphrased or copied in verbatim or near-verbatim form, including answers used to complete an assessment or exam) constitutes an academic integrity violation unless otherwise allowed by the faculty and/or academic administration. When a student is unsure, the student must ask their faculty in advance and/or default to disclosing use of AI. Sonoran University requires students to disclose if submitted course work contains AI generated content.
    In recognition of the value AI may offer to learning, AI use in the learning environment (classroom or clinic) is not always prohibited. However, any use of AI generated content:
        1. must be done with prior approval by course faculty/clinical supervisor, and
        2. must be disclosed as a source in references and using quotation marks in cases where any text from a generative AI tool is used within the body of an assignment.
    ii. Clinical work: Specific to the clinical environment, any stakeholder with access to confidential clinical information must be aware that generative AI tools are not always HIPAA compliant. Stakeholders are therefore prohibited from placing any confidential and protected patient/client information onto these platforms for any reason including but not limited to helping inform clinical decisions. Such actions will be deemed a violation of both HIPAA and Academic Integrity standards.
    iii. Admissions: Sonoran University expects that work submitted by applicants and matriculants is generated by the applicants or matriculants themselves. If Sonoran University determines that an applicant has incorporated AI generated content into admissions essays and has not disclosed such use, this may demonstrate they do not meet the Admissions Requirements and/or the competencies the school is seeking in the admissions process. As per the Admissions policies of Sonoran

University, applicants can be deemed by the Admissions committee as no longer suitable to consider for admission.

iv. Development: Sonoran University expects that work submitted by scholarship applicants is generated by the applicants themselves. If Sonoran University determines that an applicant has incorporated AI generated content into scholarship essays and has not disclosed such use, this may demonstrate they do not meet the Admissions Requirements and/or the competencies the school is seeking in the admissions process. As per the Admissions policies of Sonoran University, applicants can be deemed by the Admissions committee as no longer suitable to consider for admission.

f. Sanctions for violation of this policy may include disciplinary action leading up to dismissal/expulsion or termination.
   i. A full description of the Student Code of Conduct can be found in the Student Handbook.
   ii. A full description of the Employee Standards of Conduct & Discipline can be found in the Employee Handbook – Section 4.1 & 4.2.

6. RESPONSIBILITY FOR IMPLEMENTATION

General guidance on AI use will be provided by the University. Implementation of the policy is managed by each department. Policy violations will be administered by Human Resources or Dean of Students office as appropriate.

7. RELATED DOCUMENTS

Freedom of Expression Policy
Diversity and Inclusion Policy
Intellectual Property Policy
Employee Handbook

8. NEXT REVIEW DATE

Annual

9. POLICY AUTHOR/CONTACT

Title of Author or name of committee, etc.

10. REFERENCES

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11. VERSION CONTROL AND CHANGE HISTORY

Version	Approved by	Date Approved	Date Effective	Amendment Information
1	President's Council	1/24/2024	1/24/2024	New policy
2	N/A		4/20/26	Annual Review, no edits
3				