

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE No. 8940

Artificial Intelligence (AI) Policy

Date Adopted: 27 August 2025

Date Revised: 27 August 2025

Date Reviewed: 27 August 2025

References: Stanford University's Institute for Human-Centered AI, MIT's Responsible AI guidelines, UNESCO's Recommendation on the Ethics of Artificial Intelligence, OECD's AI Principles, EDUCAUSE AI Guidance for Higher Education, Ethical principles from OpenAI, and Google, Palau Community College.

Procedures

A. Responsibilities

- I. **Vice President Institutional Effectiveness and Quality Assurance (VPIEQA):**
 - a. Oversee implementation and compliance across the institution.
 - b. Coordinate annual training and reporting.
 - c. Submit regular AI policy compliance reports to the President and Board of Regents.
- II. **Information Technology (IT) Department:**
 - a. Approve and maintain a registry of institutionally supported AI tools.
 - b. Ensure compliance with BP 6024 (Data Privacy) and BP 6015 (Acceptable Use).
 - c. Provide data privacy and cybersecurity guidance for AI use.
- III. **Deans and Directors:**
 - a. Ensure faculty and staff are informed and trained on AI procedures.
 - b. Monitor compliance at the department/campus level.
- IV. **Faculty:**
 - a. Define acceptable AI use in course syllabi.
 - b. Review and approve course syllabi for AI policy alignment.
 - c. Require students to disclose AI use in assignments.
 - d. Report violations through existing academic honesty procedures.
- V. **Students:**
 - a. Disclose AI use in academic work.
 - b. Abide by COM-FSM's Student Code of Conduct and Academic Honesty Policy.

B. Acceptable and Prohibited Uses

- Acceptable uses include: tutoring support, research assistance (with human validation), creative brainstorming, administrative drafting, and reporting.
- Prohibited uses include: misrepresenting authorship, cheating, manipulating institutional records, producing harmful or culturally inappropriate content, and entering sensitive institutional data into unauthorized AI tools.

C. Disclosure Requirements

- Any work using AI must include a disclosure statement, specifying the tool and its purpose (e.g., “This essay was AI-assisted using ChatGPT for grammar review.”).
- Faculty may require additional documentation of AI use in coursework.

D. Training and Awareness

- Annual workshops on AI ethics and responsible use will be coordinated by VPIEQA in collaboration with IT and Instructional Affairs.
- AI awareness training will be included in student orientation and new employee onboarding.

E. Monitoring and Reporting

- Academic divisions and administrative offices are encouraged to report on AI use, challenges, and best practices.
- VPIEQA will compile reports and submit an institutional summary to the President and Board of Regents.

F. Enforcement

- Student violations will be handled under BP 6009 (Student Code of Conduct) and BP 6012 (Academic Honesty Policy).
- Faculty/staff violations will be referred to Human Resources.
- Sanctions may include warnings, grade penalties, suspension, expulsion, termination, or mandatory AI ethics retraining.

Responsible Offices

- **VPIEQA** (primary oversight)
- **VPEMSS**
- **VPIS**
- **VPIA**
- **Information Technology Department**
- **Human Resources Department**
- **Campus Deans/Directors**

Review Cycle

This procedure shall be reviewed every **two (2) years** or earlier if technological or institutional developments require.

See Board Policy 8940