

University of Scranton  
University Policy on Artificial Intelligence (AI)

September 2025

## Policy on Artificial Intelligence

Executive Sponsor: Provost/SPAA

Responsible Office: Provost/SPAA

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Revised: N/A. New Policy,  
September 2025.

### **I. Policy Statement**

The University of Scranton recognizes the transformational potential of Artificial Intelligence (AI), especially its impact on higher education and the industries our students will join. AI presents opportunities and challenges that affect teaching, research, administrative functions, and student development. As a Catholic and Jesuit university, we are committed to the ethical, responsible, and mission-aligned integration of AI across the institution.

In alignment with Catholic social teaching and the Vatican's guidance on AI, this policy affirms that AI should always serve human dignity, foster trust, and promote justice. The University recognizes the potential of AI to enhance education and operations but also acknowledges its risks, including the erosion of trust, the impact on human labor and purpose, and the widening of the digital divide. Our approach to AI will prioritize fairness, human oversight, and its role in serving the common good.

### **II. Reason for Policy**

Guided by our Jesuit ideals—Magis, Cura Personalis, Finding God in All Things, Service of Faith and the Promotion of Justice, and Contemplation in Action—this policy establishes a framework for AI use that prioritizes learning, ethical decision-making, and enhanced institutional operations while remaining aligned with our core mission and values.

### **III. Entities Affected By This Policy**

This policy applies to students, staff, faculty, administrators, and users of the University's technologies and network. It instructs on the ethical use of AI across academic, administrative, and operational functions. While this is an institutional-level policy, additional policies may be developed by specific divisions or functional areas—such as Academic Affairs or Human Resources—to address the unique responsibilities of faculty, students, and staff. These policies must align with the principles and expectations outlined herein.

### **IV. Website Address for this Policy**

This policy is available at: [www.scranton.edu/governance](http://www.scranton.edu/governance). The policy may also be posted to additional electronic resources.

### **V. Related Documents, Forms, and Tools**

[Acceptable Use of Information Technology Resources Policy](#)

[Data Standards and Procedures Manual](#)

[Faculty Handbook](#)

[Information Security Policy](#)

[Staff & Administrators Handbook](#)

[Student Handbook](#)

[University Copyright Compliance and Peer-to-Peer Filesharing Policy](#)

[University Privacy and Confidentiality Policy](#)

[Research Misconduct Policy](#)

## **VI. Contacts**

- The Office of the Provost/SVPAA
- The Office of the Dean, Weinberg Memorial Library

## **VII. Definitions**

This policy defines Artificial Intelligence (AI) as systems or tools capable of generating text, images, audio, video, code, or other content based on user-provided prompts (i.e., Generative AI). The policy also includes AI systems that analyze, summarize, and process large datasets.

## **VIII. Responsibilities & Procedures**

### ***1. Ethical Responsibility & Mission Alignment***

- A. AI should be used in ways that reflect our Jesuit values.
- B. The University affirms the right of faculty and supervisors to prohibit or limit the use of AI within their courses or job-related expectations. The use of AI is neither assumed to be permitted nor categorically forbidden. Instead, its appropriateness must be discerned in light of specific pedagogical, professional, and ethical contexts.
- C. The University encourages critical discernment when utilizing AI, ensuring that the tool aids creativity, innovation, and problem-solving as opposed to substituting for reasoning and the development of the whole person.
- D. AI tools should support the development of the whole person by fostering intellectual growth, moral reflection, and social responsibility.
- E. The University endorses the use of AI to enhance existing abilities, develop new modes of thinking, and grow across all the human dimensions.
- F. AI cannot substitute or serve as a shortcut to personal and professional growth and must only be utilized as an accompaniment to the faculties we possess and aim to develop further.
- G. The University strongly encourages human-centered decision-making and prohibits the use of AI as an independent decision-maker, ensuring that AI enhances our faculties while never serving to replace our ethical and engaged judgment.
- H. In the spirit of *cura personalis*, AI should not replace the individual attention and care on which the University community prides itself.
- I. The University acknowledges the Vatican's call for AI to promote fairness and social justice, rather than reinforce existing inequalities. As AI continues to evolve, we commit to ensuring that all members of the University community have equitable access to AI tools and literacy. We also recognize the environmental and economic costs of AI and will make informed decisions about its implementation, particularly regarding the allocation of resources and access for underrepresented groups.

- J. In line with our commitment to Laudato Si', we acknowledge that AI tools have high environmental costs. We commit to educating students on AI's environmental impact and making informed choices about the balance between technological benefits and sustainability.<sup>i</sup>
- K. Economic Barriers & Systemic Inequity
  - i. The development and deployment of AI can exacerbate economic disparities. Many AI tools require paid subscriptions, creating barriers to equitable use in education and professional development.
  - ii. The University recognizes that not everyone has equal access to AI tools and will try to mitigate the inequities associated with AI access wherever possible.
  - iii. To maintain fairness in the classroom, when faculty permit the use of AI, they are encouraged to consider equity and access when assigning AI tools.
  - iv. AI can also reflect and amplify biases. The University encourages a critical approach to AI output, ensuring its use promotes fairness and does not perpetuate discrimination.

## **2. Accountability & Oversight**

- A. While AI continues to evolve, it remains prone to errors, misinformation, and bias. The consequences of AI incorrectly altering, falsifying, or misrepresenting coursework, research, institutional data, reports, or official records can be severe. As such, AI-generated content should always be verified for accuracy and objectivity.
- B. AI must never serve as an independent decision-maker in high-stakes processes that demand oversight and accountability, such as:
  - i. Admissions decisions
  - ii. Hiring, disciplinary matters, and promotions
  - iii. Student evaluations and grading
  - iv. Financial aid determinations
  - v. Programmatic assessment and accreditation
- C. Students, staff, faculty, and administrators remain responsible for any work completed with the assistance of AI. Put simply, pointing to an error made by AI is not a valid excuse for academic or professional mistakes in coursework, grading, research, and professional outputs.
- D. Divisions must establish clear governance structures and guidelines to ensure AI applications comply with University policies, legal standards, and best practices.
- E. All AI policies must comply with other University policies (e.g., Acceptable Use of Information Technology Resources Policy, Student Code of Conduct, Faculty Contract and Handbook, Staff and Administrator's Handbook, etc.).

## **3. Privacy, Security & Compliance**

- A. AI applications must comply with University, state, and federal data privacy policies, such as the Family Educational Rights and Privacy Act (i.e., FERPA).
- B. Any AI tool processing legally protected data and confidential institutional data, including Personally Identifiable Information (PII), must undergo a security and compliance review before implementation. Requests for such uses must be submitted by the division head to the Chief Information Officer and the University General Counsel.

- C. Confidential and restricted information should not be submitted to AI systems unless the University approves such use and implements data protection safeguards. Approval will be made by the Chief Information Officer, University General Counsel, and the appropriate division head.
- D. Many external vendors are increasingly integrating AI into their platforms without consultation. To protect University data and compliance:
  - i. Exercise caution before using AI-driven features in third-party platforms. If a University tool introduces AI-based functionality (e.g., automated grading, AI-generated content suggestions, predictive analytics, etc.), users should verify whether these features comply with this AI Policy and their Divisional AI Policy.
  - ii. Consult IT if a third-party AI tool requests or processes legally protected data, confidential institutional data, or Personally Identifiable Information.
  - iii. Report concerns about AI integrations to one's supervisor.

#### ***4. Copyright and Intellectual Property***

- A. Many AI models are trained using copyrighted materials, and the use of AI-generated content has led to infringement claims.
- B. AI-generated or AI-altered content, such as images or media, should be clearly labeled as AI-generated or AI-altered to maintain transparency and academic integrity.
- C. Faculty members are responsible for the course materials and scholarly work they create, including those developed with the assistance of AI tools. AI-generated course content, such as exam questions, lecture slides, and associated images, as well as scholarly materials, may involve unique ownership and legal considerations. While the University does not claim ownership of AI-assisted faculty content unless it qualifies as a Special Project as defined in Appendix IX of the Faculty Handbook, faculty members are responsible for understanding and addressing any ownership, copyright, or attribution issues that may arise from the use of AI-generated or AI-altered materials in their teaching and scholarship, and compliance with University copyright policies.
- D. Faculty members are responsible for disclosing any use of AI in the development of inventions that may be patentable. Because the role of AI in the invention process may raise questions about originality, authorship, and ownership under current patent law, the University requires that faculty disclose the use of AI when submitting a Disclosure of Invention form to the Director of Research (see Faculty Handbook, Appendix X). This disclosure ensures appropriate review of ownership, risk, and potential institutional obligations in accordance with University policy.

#### ***5. Transparency & Disclosure***

- A. The University is committed to fostering AI literacy by equipping faculty, staff, and students with an understanding of its capabilities, limitations, and ethical implications.
- B. Use of AI to generate content, assist decision-making, or analyze data should be disclosed when required by divisional guidelines or when the use materially influences outcomes or deliverables. When uncertain, users should disclose their use to faculty, supervisors, or other relevant stakeholders.
- C. Faculty have the discretion to define appropriate uses of AI in their courses.
- D. Faculty should define clear AI expectations in course syllabi, including whether AI-generated work is permitted, prohibited, or limited. Please see the Academic Affairs Policy on Artificial Intelligence for example syllabus language.

- E. Students must disclose the use of all AI tools and explicitly cite how they are used.

## **6. Prohibited Uses of AI**

The misuse of AI contradicts Jesuit values and the mission of the University. The following are explicitly prohibited:

1. Plagiarism or academic dishonesty, including using AI to generate assignments without attribution and utilizing AI in ways the instructor prohibits.
2. Falsifying citations, research, academic work, credentials, and other documents.
3. Submitting legally protected and confidential data, including Personally Identifiable Information (PII), into AI tools without approval per Section 3.C. of this policy.
4. Using AI to bypass or eliminate human-centered evaluation in accreditation, admissions, funding, grading, hiring, and all other high-stakes decisions.

## **7. Policy Review**

1. This institutional policy will be reviewed annually or more frequently as needed to align with AI developments, regulatory changes, and best practices.
2. The Office of the Provost and Office of the Chief Information Officer will receive comments on AI policy and be responsible for the annual review of this institutional AI policy.
3. The Provost will present proposed policy revisions to the President's Cabinet; the University Governance Council and constituent governance groups; FAC if and when faculty working conditions are impacted; and other relevant stakeholders, for their review and recommendation.
4. Following initial approval and any subsequent revision, each division must review its AI and related policies and procedures annually to ensure alignment with this policy.

## **8. Noncompliance with this Policy**

Unless otherwise stated, issues of non-compliance with this policy will be handled via existing disciplinary procedures as outlined in relevant policies and documents, including but not limited to the University's Academic Honesty Policy, Research Misconduct Policy, and student, staff, and faculty handbooks.

## **Closing Statement**

By adhering to these principles, The University of Scranton commits to the ethical and mission-driven integration of AI. As we embrace innovative technologies, we will do so in a manner that respects human dignity, advances justice, and upholds the values of Jesuit education.

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<sup>i</sup> The University recognizes that using Artificial Intelligence presents an ethical dilemma, particularly considering our dual responsibility to educating students and innovative practices while upholding our commitment to *Laudato Si'* and environmental stewardship. While AI offers valuable opportunities to enhance learning, research, and institutional operations, its significant environmental impact raises ethical concerns, particularly its energy and resource consumption. As a university dedicated to pursuing knowledge and justice, we aim to engage with AI critically, ensuring its use aligns with our values, including the *Care of our Common Home*. This policy seeks to strike a balance, acknowledging both the necessity of AI literacy and ethical use for our students and the imperative to mitigate its ecological impact. In doing so, we remain committed to fostering ethical discernment in our community, promoting informed and conscientious engagement with AI.