

UA Rich Mountain

Policy: AI

Version: 2026.03.18

Background

This policy applies to any work-related content created through an affiliation with the University of Arkansas Community College at Rich Mountain (UARM) or on behalf of UARM, by any paid or unpaid employees, faculty, academic visitors, and students. Work-related content is defined as writing, images, or other creative products presented for peer review, grading as an assignment, academic credit, presentations, publications, and/or the media.

The policy includes guidance on if, how, and when artificial intelligence generative tools can be utilized and any attribution or other information that is required when it is used.

Definitions

Artificial intelligence (AI) is the ability of computer algorithms to perform tasks that typically require human intelligence. Some types of AI perform mechanical skills (punctuation, grammar, formatting, language translation, visual scanning, voice recognition software, etc.).

Generative AI (GAI) is a subset of AI that leverages computers to mimic the problem-solving and decision-making capabilities of the human mind. GAI tools synthesize data and generate recommendations, written, audio, data, or visual works from a prompt. These GAI tools can make it easy for an individual to enter a prompt (a question, a string of words, a description, an instruction) and for the tool to generate a largely clear and coherent work (essay, short story, poem, annotated bibliography, code, image, etc.) based on the training data accessible to the GAI software.

Purpose

The policy aids in clarifying the use and misuse of artificial intelligence generative tools at the University of Arkansas Community College at Rich Mountain (UARM).

Policy

I. Legal and Ethical Considerations

a. GAI may produce inappropriately discriminatory output. GAI can inadvertently or intentionally perpetuate existing biases present in the data it is trained on.

b. It is important to keep in mind that these biases can be unconscious, unintended, and difficult to detect, but there can have serious consequences if not identified and addressed.

c. Use good judgement to determine if/where/when to utilize AI tools.

d. Be aware that the texts and images produced by GAI prompts are currently not protected by U.S. copyright law. This means that products created from the use of GAI are publicly available to anyone. Use of AI-based tools must not violate any copyright or intellectual property laws (please refer to UA Board Patent and Copyright Policy; and UA Board Copyright and Distance Learning Policy).

II. Citation of Work Utilizing GAI

a. Faculty, employees, students, and academic visitors do not have to disclose the use of GAI to help them with Workday or approved software tools, language translation, spelling/grammar/punctuation, formatting, alphabetizing items, and formatting of citations.

b. Faculty, employees, students, and academic visitors must disclose if an external source GAI program was used, what queries or instructions were given. Failure to cite GAI and appropriately describe its use in work or assignments is in violation of the UARM Student Code of Conduct and the College's Academic Misconduct or Academic Integrity policies because the information derived from these tools is based on previously published materials and is not the product of an individual's unaided mind.

III. The Use of GAI by Students and Teaching Faculty

a. Use of GAI by students to satisfy course requirements must be authorized by the course faculty, trainer, or education supervisor.

b. Different courses and instructors will have different policies regarding the use of GAI tools and services for academic purposes. It is the student's responsibility to follow the GAI policies for each of the courses in which they are enrolled. Please ask the instructor any questions prior to utilizing a GAI tool for any assignment.

IV. The Use of GAI in Sensitive Information Contexts

a. When writing and entering queries into any GAI model never include data classified as/or protected by:

- PII: Personally Identifiable Information
- FERPA: Family Educational Rights and Privacy Act
- HIPPA: Health Insurance Portability and Accountability Act
- GDPR: General Data Protection Regulation
- GBLA: Gramm Leach Bliley Act

References

UARM Code of Conduct

UARM Academic Misconduct and/or Academic Integrity Policy

UARM Information Acceptable Use

[UA Board Patent and Copyright Policy \(BP-210.1\)](#)

[UA Board Copyright and Distance Learning Policy \(BP-210.2\)](#)

Revision History

Version	Published	Author	Description
2024.07.16	2024.08.01	Bryan Carnahan	Original
2025.02.07	2025.02.07	Bryan Carnahan	Review
2026.03.18	2026.03.18	Bryan Carnahan	Review