



HOLMES UNIVERSITY FLORIDA

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PD89 – Use of Artificial Intelligence Policy

Policy Code	PD89
Policy Title	Use of Artificial Intelligence Policy
Domain	A – Academic, Admissions and Student Support
Internal Ref	A.89
Jurisdiction	Florida, United States – Holmes University Florida (HUF)
Version	1.0
Policy Owner	Director of Risk and Compliance, Holmes University Florida
Approved By	Holmes University Florida Board of Directors

1. Related Policies

- PD31 – Student Academic Conduct and Integrity (Florida)
- PD22 – Acceptable Use of Information Technology (Florida)
- PD16 – Privacy and Data Protection Policy (Florida)
- PD4 – Assessment and Moderation (Florida)

2. Purpose and Scope

- 2.1** This policy governs the responsible, ethical and transparent use of artificial intelligence (AI), including generative AI, by students and staff of Holmes University Florida (HUF) in learning, teaching, assessment and operations. It supports academic integrity, protects personal and confidential information, and reflects the expectations of HUF's accreditor.

3. Use by Students

- 3.1** Permitted and prohibited uses of AI are set at course and assessment level and communicated to students. Where AI assistance is permitted, students must use it honestly and disclose or acknowledge that assistance as required. The unauthorized use of AI in assessed work - including presenting AI-generated content as one's own - is academic misconduct and is handled under the Student Academic Conduct and Integrity Policy (PD31). Assessment is designed with the availability of AI tools in mind (PD4).

4. Use by Faculty and Staff

- 4.1** Faculty and staff who use AI in instruction, assessment or administration must do so transparently and with appropriate human oversight. AI must not be the sole basis for consequential decisions affecting students (for example, final grading or admissions decisions),

and outputs must be reviewed for accuracy and bias. HUF supports AI literacy through guidance and training for faculty and students.

5. Data Protection, Security and Review

- 5.1** Confidential, proprietary or personal data must not be entered into AI tools that have not been approved by HUF, consistent with the Privacy and Data Protection Policy (PD16) and the Staff CyberSecurity Policy (PD26). AI tools are subject to appropriate approval before use with HUF data. Given the pace of change in this area, this policy is reviewed regularly and updated as technology, law and accreditor expectations evolve.

Document Control

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