



Georgia Institute of Technology

Artificial Intelligence (AI) in Academic and Research Contexts Policy

Policy No. TBD

Type of Policy: Academic

Effective Date: TBD

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External Requirement for Review: TBD

Compliance Reporting: TBD

Policy Owner: Office of the Provost and Office of the Executive Vice President for Research

Policy Contact: TBD

1. Reason for Policy

The growing availability and use of Artificial Intelligence (AI) are providing new opportunities for teaching, learning, research, administrative, and related activities. Georgia Tech recognizes AI as a catalyst for innovation, productivity, and creativity, and is committed to enabling responsible access to these tools. As these new capabilities become available, Georgia Tech faculty, researchers, staff, students, affiliates, and units ("GT community members" hereinafter) must understand how to utilize AI in an ethical, responsible, and secure manner.

2. Policy Statement

This policy governs the use of AI in Academic and Research Contexts.

Artificial Intelligence (AI) refers to computational systems or algorithms capable of performing tasks that typically require human intelligence, such as understanding language, recognizing patterns, making decisions, or generating content. AI includes, but is not limited to, machine learning models, natural language processing tools, generative AI systems, and predictive analytics tools.

AI Tools refer to any software, platform, device, or cloud service – whether Institute-licensed, open-source, embedded within another product, or publicly accessible on the web – whose core functionality relies on an AI system as defined above.

2.1 Guiding Ethical Principles and Safeguards

This policy is guided by the following ethical principles and safeguards:

- Safeguarding Protected Data
- Accountability
- Transparency
- Human Oversight
- Accessibility
- Safeguards against hallucination
- Prompt Injection Risk
- Fairness and bias mitigation

GT community members who employ AI tools in academic and research contexts must act in a manner consistent with these guiding ethical principles, including measures to reduce the risk of misleading or adversarial outputs.

2.2 Responsible Use and Accountability

Within this policy and related procedures, Georgia Tech maintains a standard for responsible AI use in academic and research contexts. Because AI use can implicate additional Georgia Tech policies and procedures, GT community members must read this policy in concert with all other relevant policies, including but not limited to the [Academic Honor Code](#), [Faculty Handbook](#), and the various [information technology policies](#).

2.2.1 Accessing AI Tools and Software

For work in academic and research contexts, GT community members should use AI tools that are either an (1) Institutionally Approved AI Tool or a (2) Limited Use AI Tool as designated by a Local AI Point of Contact.

Institute review, approval, and inclusion in the Institute or a Local AI Registry are not required for a student's personal use of free or personally licensed AI Tools. However, a student's use of free or personally licensed AI Tools in academic and research contexts must be consistent with this policy and accompanying guidance.

Institutional Register of Approved AI Tools

Georgia Tech maintains an Institutional AI Register of Institutionally Approved AI Tools (to be linked). GT Community Members should feel comfortable using Institutionally Approved AI Tools in ways consistent with this policy.

Local Register of Approved Limited Use AI Tools

For work in academic and research contexts, GT Community Members may use AI

tools that are not listed on the Institutional Register only after they have been reviewed and approved by the designated Local AI Point of Contact for their unit. Section 2.5.1 below describes the appointment process for Local AI Points of Contact for colleges and other units.

Local AI Points of Contact will evaluate proposed tools based on the ethical principles outlined above and will not approve tools and uses that violate these principles. AI Tools that are reviewed and approved by the Local AI Points of Contact will be categorized as Limited Use AI Tools, and Local AI Points of Contact shall maintain unit-level registers (Local AI Register) for ease of use for GT community members. Any use of a Limited Use AI Tool must also be consistent with the guiding ethical principles above, including Human Oversight.

2.2.2 Safeguarding Protected Data and Personally Identifiable Information (PII)

Consistent with other Georgia Tech policies and legal requirements, GT community members should safeguard any information that includes personally identifiable information (PII) or is categorized by the Institute as Protected Data.

GT community members must not submit any data categorized by the Institute as Protected Data or any data including personally identifiable information (PII) that can directly or indirectly identify another individual (for example, the combination of major, GPA, and academic term) into an AI tool not listed on the Institutional AI Register.

Even when using institutionally approved tools, GT community members must adequately safeguard this data from improper disclosure. Further discussion of safeguarding protected data and personally identifiable information (PII) may be found in the Guidance on the Use of AI in Academic and Research Contexts.

2.2.3 Respecting Intellectual Property (IP) and Regulatory Requirements

GT community members are responsible for complying with Georgia Tech AI policy and accompanying guidance. Failure to do so could result in violation of contractual obligations, others' IP rights, and regulatory requirements.

2.2.4 Verifying the Accuracy After AI Use

GT community members should verify the accuracy of information generated by AI tools before using or relying on the information because AI output can be inaccurate, biased, hallucinated, or contain copyrighted material.

GT community members are responsible for the accuracy of any information they use or publish that includes AI-generated material.

Guidance on methods to verify AI-generated material for accuracy is addressed in the accompanying Guidance on the Use of AI in Academic and Research Contexts (to be linked).

2.2.5 Disclosure of AI Use

GT community members using AI tools in their academic, scholarly, and research products may need to disclose that AI has been used in their creation. The magnitude of the AI use and significance of the work product are factors to determine the necessity and appropriateness of a disclosure. GT community members should not create the impression that output generated by AI tools is their own. GT community members should cite any quotations, paraphrasing, or ideas derived from AI tools. Failing to do so may be considered a violation of the [Academic Honor Code](#) or another's IP rights, or it may be considered [scientific or scholarly misconduct](#). Disclosure is discussed more fully in the accompanying Guidance for the Use of AI in Academic and Research Contexts.

For more information on academic integrity, GT community members should refer to the [Academic Honor Code](#) and resources maintained by the [Office of Student Integrity](#).

For more information on research integrity, GT community members should refer to the Faculty Handbook provisions governing [Scientific or Scholarly Misconduct](#) and resources for the responsible conduct of research maintained by the [Office of Research Integrity Assurance](#) and the [Office of Graduate and Postdoctoral Education](#).

2.2.6 AI in Academic Instruction

Instructors should provide students with clear guidance about permissible and impermissible uses of AI in their courses and assignments. Instructors should refer to Section VI.I.1 of the current Georgia Tech Catalog for requirements regarding syllabus content describing acceptable student conduct as it relates to the use of AI. Before instructors may use AI outputs to inform grades, provide formal feedback, or create any official record, instructors should use Human Oversight to verify the appropriateness and correctness of the use.

2.2.7 AI in Research Practices and Scholarly Communication

GT community members should use independent Human Oversight and validation appropriate to the discipline and context in their research when using any AI Tools.

GT community members should verify any AI outputs before they inform research processes or data analysis.

GT community members and their teams should use the Guidance on the Use of AI in Academic and Research Contexts (to be linked) to inform the use and disclosure of AI contributions to research. GT researchers must also comply with applicable funder and publisher policies relevant to the work.

GT community members should not create the impression that output generated by AI tools is their own. Accordingly, GT community members should appropriately disclose the use of AI to produce or substantively inform Scholarly Communications consistent with the Guidance on the Use of AI in Academic and Research Contexts and applicable funder and publisher policies relevant to the work.

2.3 Data Protection and Privacy

In addition to the provisions noted above in section 2.2.2, GT community members using AI in Academic and Research Contexts must comply with applicable laws, regulations, and Institute policies governing student and institutional information. Collection, use, storage, and transmission of such information in connection with AI must be authorized and limited to the purposes of instruction or research. Additional information about data privacy at Georgia Tech may be found on the pages for [Data Governance](#) and [Privacy](#).

2.4 Education and Awareness

Georgia Tech provides ongoing education on AI risks, ethics, responsible use, compliance, and policy awareness. The AI Governance Program, in conjunction with the academic and research divisions, coordinates education offerings and participation expectations.

GT community members must maintain compliance with any required training.

2.5 Institutional Oversight and Accountability

This policy establishes the Institute AI Governance Program to coordinate AI governance for Academic and Research Contexts. The AI Governance Program is led by an AI Governance Officer named by the AI Governance Committee. The members of the AI Governance Committee shall be appointed annually by the Provost and Executive Vice President for Academic Affairs (EVPAA), Executive Vice President for Research (EVPR), and the Executive Vice President for Administration and Finance. The AI Governance Officer will collaborate with designees of the Executive Sponsors and together, provide Institute-wide coordination, alignment, and escalation for AI governance within the boundaries of this policy.

The AI Governance Program is responsible for ensuring institutional tooling and supplier agreements reflect these guiding ethical principles. The AI Governance Program is also responsible for maintaining the Institute AI Register, which identifies Institutionally Approved AI Tools.

The AI Governance Program maintains a published process to receive and route questions and complaints related to AI use in Academic and Research Contexts, coordinating resolution through existing Institute mechanisms. The AI Governance Program coordinates and enables AI governance across the enterprise, while academic and research decisions remain under the purview of the Provost and Executive Vice President for Academic Affairs (EVPAA) and Executive Vice President for Research (EVPR) and their designees.

2.5.1 Unit Oversight, Accountability, and AI Points of Contact

Each Executive Vice President (Research, Administration and Finance, and Academic Affairs) must designate an AI Point of Contact for their division.

Each Dean must designate a college-level or library AI Point of Contact. School chairs, vice provosts, and other unit leaders may designate an AI Point of Contact for their unit or utilize the AI Point of Contact appointed by the unit to which they report.

An AI Point of Contact is the liaison and decision-maker within a unit for permitting access to and use of AI Tools for Academic and Research Contexts within that unit. As described in Section 2.2.1, a GT community member's use of AI Tools other than those institutionally approved for work in the academic and research contexts is permissible only when reviewed and approved by the Local AI Point of Contact. The AI Point of Contact reviews and approves proposed tools using the guiding ethical principles listed in Section 2.1. A Local AI Point of Contact must not approve tools that contravene any of the guiding ethical principles, and a Local AI Point of Contact must not approve tools that the Institute has explicitly forbidden.

2.5.2 Monitoring for Legal and Regulatory Changes

The Office of the General Counsel monitors AI-related legal and regulatory developments on an ongoing basis, and coordinates with the AI Governance Officer to update relevant stakeholders (e.g., AI Governance Committee, Executive Sponsors) as appropriate. These updates may necessitate reviews and updates to this Policy, its accompanying Guidance on the Use of AI in Academic and Research Contexts, and other related policies.

2.5.3 Monitoring for Compliance

GT Community members using AI Tools in the Academic and Research Contexts have a responsibility to ensure compliance with USG and Institute policies and supporting guidance. The following named roles and committees must self-monitor to ensure compliance, maintain records, and store those records in Institute-approved secure repositories:

- AI Governance Committee
- AI Governance Officer
- AI Tool Points of Contact
- Executive Sponsors
- Academic and Research Domain Points of Contact (e.g., Provost Point of Contact)
- Local AI Points of Contact (e.g., College Point of Contact)
- Office of General Counsel
- Office of Procurement and Business Services
- Vice President for Technology and Chief Information Officer

3. Scope

This policy governs the use of AI in Academic and Research Contexts by all Georgia Tech faculty, researchers, staff, students, affiliates, and units in the performance of any activity within academic and research contexts for or on behalf of Georgia Tech.

This policy governs the use of AI in Academic and Research Contexts, covering all teaching, learning, research, scholarly, and related activities.

Additional policies and procedures documents – including, but not limited to, the Student Code of Conduct, Academic Integrity Policy, and Faculty Handbook – may also address permissible uses of AI.

This policy is supported by additional related Institute Standards, Specifications, and Procedures, including the accompanying Guidance on the Use of AI in Academic and Research Contexts. If there is a conflict, this policy will be the authoritative source.

4. Definitions

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| Academic and Research Contexts | Academic and research work, including but not limited to teaching, learning, coursework, assessment, laboratory or field research, research data analysis, and preparation of scholarly communications |
| AI Tool | AI Tools refer to any software, platform, device, or cloud service – whether Institute-licensed, open-source, embedded within another product, or publicly accessible on the web – whose core functionality relies on an AI system |
| Human Oversight | Independent human judgement that is applied to review and validate AI outputs before acceptance |
| Prompt Injection Risk | The risk that crafted inputs cause an AI Tool to override intended instructions or controls, produce misleading outputs, or disclose information inappropriately |
| Institute AI Register | The Institute system of record for Institutionally Approved AI Tools |
| Institutionally Approved AI Tool | An AI Tool approved by the AI Governance Committee and listed on the Institute AI Register |
| Limited Use AI Tool | An AI Tool approved by Local AI Points of Contact that meets the eight guiding ethical principles listed in section 2.1 |
| Local AI Register | A local system of record for Limited Use AI Tools |
| Programmatic Use | An AI Tool use that is operated or offered at scale in a course, lab, program, or unit and (1) processes or stores student or institutional information beyond incidental or transient use, or (2) informs official academic or research decisions or records (e.g., grading workflows, formal feedback at scale, research data processing, or compliance-relevant tracking) |

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| Scholarly Communications | Scholarly communications may include, among other things, communications such as literature reviews, grant proposals, conference proceedings, manuscripts, theses/dissertations, and related writing prepared for submission, delivery, or publication |
| Protected Data | A data protection categorization where information is generally not available to parties outside of the Georgia Tech community. This is the default data protection categorization for Organizational Data. A Protected Data categorization does not always mean that the data contained therein is confidential or non-disclosable and such data may be subject to disclosure under the Georgia Open Records Act or other applicable laws and regulations. For more information, see the Data Governance and Management Policy (https://policylibrary.gatech.edu/information-technology/data-governance-and-management-policy). |

5. Procedures

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| 5.1 Guidance on the Use of AI in Academic and Research Contexts |
| Operationalizing Guiding Ethical Principles for the Use of AI |
| Transparency and Ethical Use of AI |
| Institutional Oversight of AI Use |
| AI Tool Review and Approval |
| Periodic Review of the AI Tool Registers |
| Third-Party AI Agreements: Ethical Principles and Safeguards |
| Professional Development for AI Use |
| Monitoring AI Legal and Policy Changes, Audit Records, and Secure Storage |
| Frequently Asked Questions (FAQs) for AI Use |

6. Responsibilities

6.1 Academic Domain: The Provost & Executive Vice President for Academic Affairs and designated college and school leaders provide academic direction and ensure policy-aligned implementation in Academic and Research Contexts. Academic colleges designate a college-level AI point of contact; schools, departments, and units may designate their own points of contact or adopt the college point of contact.

6.2 AI Governance Committee: Provides strategic guidance, direction, and sponsorship for Institute AI governance; designates the AI Governance Officer.

6.3 AI Governance Officer: Leads the enterprise AI Governance Program; serves as the Institute point of coordination for AI governance and convenes designees of the Executive Sponsors to align decisions across Academic and Research Domains.

6.4 AI Governance Program: Coordinates AI governance across the Institute, including coordination with the Academic and Research Domains.

6.5 AI Tool Points of Contact: Each AI Tool must have a primary point of contact that works with the Institute or Local AI Points of Contact to understand and evaluate AI Tools.

6.6 Colleges, Schools, Departments, and Research Centers: Implement discipline-specific guidance; designate required Points of Contact; ensure Programmatic Uses within their purview are reflected in the AI Register; and may adopt additional local requirements for AI use within their unit but they are not permitted to exempt GT community members from Institute AI provisions.

6.7 Executive Sponsors: The Provost & Executive Vice President for Academic Affairs (Provost & EVPAA); the Executive Vice President for Research (EVPR); and the Executive Vice President for Administration and Finance (EVPAF) provide strategic oversight for this policy, designate Academic and Research Domain point of contacts, and provide the resources necessary to support and sustain the AI Governance Program.

6.8 Instructors and Principal Investigators: Set assignment- and project-level expectations for AI use in their courses and research teams; apply Human Oversight before accepting AI outputs where required by this policy; follow the Guidance on the Use of AI in Academic and Research Contexts with respect to research and Scholarly Communications, and act in accordance with all other relevant policies, including but not limited to the [Academic Honor Code](#), [Faculty Handbook](#), and the various [information technology policies](#).

6.9 Office of the General Counsel (OGC): Monitors relevant legal and regulatory developments.

6.10 Local AI Point of Contacts: Assist GT community members in their units with using AI tools and review AI tools that are not previously classified as Institutionally Approved to evaluate their classification as Limited Use AI Tools based on ethical guiding principles.

6.11 Research Domain: The Executive Vice President for Research and designated

research leaders provide research direction and ensure policy-aligned implementation for research; and the Office of the EVPR designates research Points of Contact appropriate to its portfolio.

6.12 Students, Faculty, Researchers, Affiliates, and Staff: Follow course, project, and unit rules established under this policy, apply the Guidance on the Use of AI in Academic and Research Contexts where applicable, and act in accordance with all other relevant policies, including but not limited to the [Academic Honor Code](#), [Faculty Handbook](#), and related [data privacy policies](#).

6.13 Vice President for Information Technology and Chief Information Officer (CIO): Provides the technical infrastructure and tools to support the AI Governance Program, while also ensuring the security of institutional data and systems, and maintaining compliance with all applicable technology policies and regulations.

7. Enforcement

Georgia Tech, the University System of Georgia, and/or the State of Georgia may periodically audit compliance with this policy.

To report suspected instances of noncompliance with this policy, please contact the AI Governance Program at aigovernance@gatech.edu.

For information on how to report academic misconduct, refer to the Office of Student Integrity's [Academic Misconduct Process](#) webpage.

For information on reporting research misconduct, refer to the Office of Research Integrity Assurance's [Reporting Violations](#) webpage.

8. Related Information

| Resource | Link |
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| Educational Records Protected Under the Family Educational Rights and Privacy Act (FERPA) | https://studentprivacy.ed.gov/ferpa |
| Gramm-Leach-Bliley Act (GLBA) | https://www.ftc.gov/business-guidance/privacy-security/gramm-leach-bliley-act |

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| Health Insurance Portability and Accountability Act (HIPAA) | https://www.hhs.gov/hipaa/index.html |
| USG/BOR Policy 6.28 | https://www.usg.edu/policymanual/section6/C2896 |
| USG/BOR IT Handbook 3.7 | https://www.usg.edu/information_technology_services/it_handbook |
| USG/BOR IT Handbook AI Companion Guide | https://www.usg.edu/information_technology_services/it_handbook |
| GT Academic Honor Code | https://policylibrary.gatech.edu/academic-affairs/academic-honor-code |
| GT Student Code of Conduct | https://policylibrary.gatech.edu/student-life/student-code-conduct |
| GT Faculty Handbook | https://policylibrary.gatech.edu/faculty_handbook |
| GT Protecting Sensitive Data | https://policylibrary.gatech.edu/research/protecting-sensitive-data |
| GT Information Technology Policies | https://policylibrary.gatech.edu/information-technology |
| GT Guidance on the Use of AI in Academic and Research Contexts | To be linked |

9. Policy History

| Revision Date | Author | Description |
|---------------|---|-------------|
| TBD | Office of the Provost and Office of the Executive Vice President for Research | New Policy |