

Colorado College Institutional Generative AI Guidelines

Responsible Use, Clear Guardrails, and Innovation with Accountability

Effective Date: April 20, 2026

Responsible Office: Information Technology Services (ITS)

Review Cycle: Annual or as required by regulatory or technological change

Purpose

These Institutional Generative AI (GenAI) Guidelines provide clear direction for faculty, staff, and students on how GenAI tools may be used in support of teaching, learning, research, and administrative excellence.

They establish operational guardrails for acceptable use, define high-risk and prohibited activities, and ensure innovation aligns with institutional safeguards, academic integrity, and data protection responsibilities.

These guidelines serve as the College's primary institutional guidance governing the use of Generative AI technologies. The guidelines will be supported by division-specific policies that outline more detailed protocols and expectations.

Institutional Position

Colorado College supports thoughtful exploration and responsible experimentation with Generative AI. Grounded in the liberal arts tradition, the institution recognizes a diversity of perspectives—from cautious engagement to full adoption—and affirms the importance of critical reflection, responsible use, and continuous learning.

GenAI should **support, not replace, human expertise and judgment**. People remain accountable for all AI-assisted work.

Core Expectations for Responsible Use

AI may assist; humans remain accountable. All members of the Colorado College community are expected to:

- **Apply Human Judgment:** AI-generated outputs must be reviewed for accuracy, bias, hallucinations, and appropriateness before use. Do not rely solely on GenAI for

consequential decisions.

- **Protect Data and Privacy:** The College prioritizes the protection of information, intellectual property, and privacy in all GenAI applications.
 - **Promote Transparency:** Disclose AI use when it materially contributes to academic work, research, institutional analysis, or official communications.
 - **Uphold Academic Integrity:** GenAI should enhance—not replace—original thought, authorship, and scholarly contribution.
 - **Engage in Continuous Learning:** Building critical AI literacy supports responsible and effective adoption.
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Acceptable Use Framework

To balance innovation with institutional responsibility, the College has outlined three categories of GenAI use, ranging from generally appropriate (low risk) to prohibited (high risk).

Generally Appropriate Uses (Low Risk)

Encouraged when no sensitive data is involved.

Examples include:

- Brainstorming
- Drafting communications
- Creating outlines or study aids
- Coding assistance
- Summarizing non-sensitive information
- Generating sample instructional materials
- Administrative workflow support

Use With Care (Professional Judgment Required)

Permitted with oversight and validation.

Examples include:

- Research support and interpretation
- Instructional content development

- Student-facing communications
- Decision-support analysis
- Process automation

Prohibited or High-Risk Uses

Sensitive Data Exposure

Do not upload confidential, regulated, or restricted data into public AI tools, including:

- Student education records (FERPA)
- Health information (HIPAA, where applicable)
- HR and personnel files
- Financial data
- Personally identifiable information
- Confidential research
- Legal, contractual, or regulated materials

Public GenAI tools may retain or train on submitted data. ***If you would not post it publicly, do not enter it into a public GenAI tool.***

Automated High-Stakes Decisions

GenAI may inform decisions but may not replace human judgment. GenAI must not be used as the sole basis for decisions affecting:

- Student academic standing
- Employment
- Financial determinations
- Disciplinary outcomes

Agentic AI

Because Agentic AI operates on your behalf without your direct oversight or decision-making and uses your authority / credentials to do so, it must not be used at Colorado College.

Misrepresentation

AI-generated material should not be presented as entirely original when GenAI has materially contributed to the work.

Use of Unapproved Technologies

Faculty and staff should prioritize institutionally supported tools. New GenAI technologies must undergo appropriate review to ensure alignment with privacy, security, accessibility, and strategic priorities—consistent with the College’s GenAI governance model.

Data Protection & Regulatory Alignment

Responsible GenAI use must align with applicable laws, regulatory requirements, and [institutional policies](#), including but not limited to:

- FERPA: Family Educational Rights & Privacy Act, which protects the privacy of student educational records
- HIPAA (where applicable): Health Insurance Portability & Privacy Act, which protects personal health information
- Copyright and intellectual property law
- FTC Safeguards Rule (GLBA) where relevant: Gramm-Leach Bliley Act, which protects non-public financial information, including student loan information.
- Data security and privacy obligations

Users are responsible for understanding whether the information they are sharing is regulated, confidential, or contractually protected.

When uncertainty exists, **pause and seek guidance**.

Research & Sponsored Projects Considerations

Faculty and researchers should exercise particular caution when using GenAI tools in connection with:

- Unpublished research
- Grant-funded projects
- Sponsored research agreements
- Proprietary datasets
- Patentable discoveries

Some sponsors or grant agreements may restrict GenAI use or impose data handling requirements.

Researchers are responsible for ensuring compliance with sponsor terms and institutional research policies before using GenAI tools.

Accessibility, Bias, & Equity

GenAI systems may reflect societal biases or generate inaccurate, incomplete, or misleading information.

Users are responsible for:

- Evaluating outputs for bias and fairness
- Ensuring accessibility standards are met when AI-generated content is used institutionally
- Avoiding discriminatory or inequitable application of GenAI tools

Responsible use requires critical evaluation, not blind trust in automated outputs.

Academic Freedom & Institutional Responsibility

Colorado College respects academic freedom and recognizes that decisions regarding GenAI use may vary across disciplines and pedagogical models.

Faculty retain discretion in determining how GenAI may be incorporated into teaching and scholarship.

At the same time, all use must align with institutional safeguards that protect students, employees, and the College.

This balance enables innovation while sustaining institutional integrity and trust.

Governance, Technology Review, & Support

These guidelines operate within the College's broader GenAI governance structure, designed to support responsible adoption and strategic alignment.

Through the [Tech Adoption process](#) and the work of the GenAI Oversight Committee, the College maintains processes for:

- Adopting new technologies (including GenAI)
 - Evaluating privacy and security risks
 - Providing broad training and guidance
 - Monitoring emerging regulatory developments
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Training & AI Literacy

The College is committed to ongoing educational and professional development to inform the community about GenAI capabilities and impacts. For example, the GenAI Oversight Committee will work with each division of the College to craft their divisional GenAI policies.

Training may be recommended or required for higher-risk use cases.

Improving literacy reduces misuse and strengthens institutional resilience.

Enforcement & Accountability

Failure to follow these guidelines may result in review under existing institutional policies, including academic integrity standards, employee conduct policies, data security policies, or other applicable compliance frameworks.

These guidelines operate within, and do not replace, existing institutional policies governing conduct, data protection, research compliance, and academic standards.

Continuous Evaluation & Review

GenAI capabilities, regulatory requirements, and institutional practices are evolving rapidly.

These guidelines will be reviewed annually—or more frequently as necessary—to ensure continued alignment with institutional values, regulatory obligations, and technological developments.

Closing Statement

These Institutional Generative AI Guidelines were developed through the College's broader GenAI Strategy initiative and are grounded in the Generative AI Adoption Framework, [Institutional Philosophy](#), and governance model established to support responsible and sustainable innovation.

They reflect the year-long collaboration of faculty, staff, and students who engaged in working groups, discussions, and strategic exploration to thoughtfully shape the College's direction in this rapidly evolving space. Developed within the principles of shared governance and institutional stewardship, these guidelines represent a collective commitment to balancing academic freedom, innovation, data protection, and ethical responsibility as Colorado College advances its mission in an AI-enabled world.

Generative AI was used to help format and organize this document. The core content and ideas were not influenced by GenAI. This guidance was drafted by Khaleel Gathers, Vice President and Chief Information Officer, with input from students, faculty, and staff gathered by the GenAI working group in 2024-2025.