Guiding Principles[1] for the Development of Capital University's *AI Guidebook*

Preparing students for future careers includes teaching them how to use AI tools ethically.

Faculty have autonomy to determine whether and how AI is used in their classes.

Students must be able to complete course requirements without compromising their privacy. Assignments that require the use of AI tools which have not, yet, been vetted for FERPA compliance may need alternatives for students concerned about their privacy.

Faculty will be transparent with how they use student work in AI products. Students will be transparent in their use of AI in courses, will follow the course policies related to AI, and will not share course material in AI systems unless specifically allowed by the instructor.

AI use at Capital University follows University policies related to intellectual property, copyright, and confidentiality of files.

[1] Approved by Capital University's AI Team on January 23, 2025.