



1208.1 Artificial Intelligence Policy Procedure

Purpose:

The purpose of this AI Policy Procedures document is to outline the practical steps and guidelines for implementing the Bismarck State College AI Policy. It provides detailed instructions for the review, approval, management, and responsible use of AI applications, systems, and services at BSC, ensuring compliance with ethical considerations, data privacy, security, and relevant laws and regulations.

Security and Risk Management

Risk assessments will be conducted regularly to ensure that security, safety, confidentiality, and privacy are protected while continuing to promote the use of AI at BSC.

Governance Procedures

An AI review board, as described by NDUS Policy 1208.1, Emerging Technology, is responsible for reviewing, approving, recommending, and overseeing AI Projects and Systems at BSC. This board also handles associated complaints or grievances.

- **Submission for Review:** AI projects, systems, and queries requiring review and approval must be submitted to the review board.
- **Proposal Guidelines:** The review board is responsible for the creation and dissemination of proposal guidelines and procedures.
- **Reporting Violations:** To report a policy violation, contact the Chief Information Officer via email with the subject line "AI Policy Violation." The CIO will collaborate with the review board to address the report.
- **Appeals Process:** Staff, faculty, and students who disagree with the decision or approval requirements of the review board concerning a project, system, or query that has been submitted for review may request a meeting with the review board to appeal the decision or approval requirements. The review board will review, discuss, and determine a final decision or final approval requirements within seven (7) business days of the appeal meeting. Review board decisions or approval requirements following an appeal meeting are final.



Compliance Procedures

The AI review board can halt or modify projects that do not meet policy principles or standards. Periodic reviews may be required for selected projects or systems at the board's discretion.

Procurement Process for AI Services

Purchasing and use of generative AI services must follow all Bismarck State College standard procurement processes including legal, security and contract review.

Syllabus Statements

The degree at which students are permitted to use generative AI to complete work may be specified in a course syllabus.

This section includes statements faculty are encouraged to use in their syllabus. These statements can be used in part or in their entirety. Faculty are encouraged to specify practices in their syllabus that congruent with their course learning outcomes.

Types of Syllabus Statements

- Use prohibited
- Use only with prior permission
- Use only with acknowledgement
- Use is freely permitted with no acknowledgement

Acceptable Uses for AI:

1. AI in classroom and office:

- a) AI may be used to support teaching, learning, operational functions and activities including but not limited to:
 - i) Making operations more efficient.
 - ii) Improving competitiveness to quickly adapt to changing conditions.
 - iii) Improving efficiency to identify issues, risks and opportunities, or improve controls.
 - iv) Protecting BSC physical and digital resources and assets.



- v) Providing feedback to students.
 - vi) Improving learning outcomes and providing additional support to students.
 - vii) Improving student and staff experience and/or capabilities.
- b) AI systems must only operate in accordance with their primary purpose or objectives as outlined during the review and approval process. When a change to the primary purpose is needed, the change will need to be submitted to the review board for review.

2. Gen AI in classroom or office:

- a) Use only BSC approved queries, applications, systems, and or services.
- b) If the approved products/services do not meet the needs, investigate opportunities to acquire or license an enterprise edition of the product. The product must be reviewed and approved by the AI review board.
- c) Incorporate procedures to validate the outputs from the queries.
- d) Queries used for the purpose of BSC business purposes must be classified and retained according to the NDUS Procedure 1203.7 Data Classification and Information Security Standard.
- e) Anyone who conducts queries related to BSC education or business will scrutinize and validate the results of those queries.
- f) Data used in classroom queries should adhere to fair use and data classification guidelines.

3. Gen AI in meetings:

- a) AI transcriptions and meeting summaries may be subject to public records requests. These documents must be classified and retained according to NDUS Procedure 1203.7, Data Classification and Information Security Standard.
- b) The settings of the AI tools must be set to prevent models from learning from meeting content. The data must not be shared with developers or third parties.



- c) Prior to the use of AI transcriptions and meeting summaries, the meeting hosts must inform meeting attendees of their potential use. Attendees should be able to object to its use or be provided with more information about its use.
- d) Do not use AI tools for transcribing meetings involving sensitive, restricted, or private data.

Training and Guidance

BSC will provide training resources for staff, faculty, and students. Faculty may also establish additional guidance and limitations on AI use within their courses.

References:

[SBHE Policy: 1200 Consolidated IT Services](#)

[SBHE Policy: 1208.1 Emerging Technology](#)

[BSC Policy: 1207.1 Official Communication](#)

[BSC Policy Procedure: 1207.1 Official Communication](#)

[BSC Policy: 1901.2 Use of Computer and Network Facilities](#)

[BSC Policy Procedure: 1901.2 Use of Computer and Network Facilities](#)

[N.D.C.C. ch. 44-04 North Dakota Open Records](#)

[N.D.C.C. ch. 15-10-44.1 North Dakota State Board of Higher Education](#)

[NDUS Procedure: 1203.7 Data Classification and Information Security Standard](#)

History of This Policy Procedure:

First policy reviewed and approved by Policy Review Team on July 31, 2026, reviewed by the Executive Council on May 15, 2026, and approved by BSC President on June 9, 2026.