PROCEDURE

Number:	8.1.9.1
Related Policy:	8.1.9
Title:	AI Use in the Education Setting at Horry-Georgetown Technical College
Authority:	Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended.
Responsibility:	Executive Vice President for Academic and Workforce Development
Original Approval Date:	10-15-2025
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President

I. General Statement

Horry-Georgetown Technical College recognizes that the 21st-century workplace is rapidly evolving through technological innovation. In response, the college embraces the transformative potential of emerging tools, including generative artificial intelligence (AI), and is committed to fostering a culture of openness and adaptability. Through intentional educational initiatives involving faculty, staff, and students across academics, workforce development, and professional training, HGTC ensures its graduates are equipped to thrive in a technology-driven world.

The impact of generative AI in the workplace necessitates that the educational environment at all levels, involving both teaching and administration, prepares the college community for the effective and appropriate use of generative AI. We encourage AI use at this institution as part of the critical thinking and learning process, and its usage is integrated throughout all academic programs at the College.

The inclusion of generative AI in academics will be based on Faculty, Staff, and Student *Guidelines for AI Use* appropriately published for transparency and awareness, as well as *Procedure 7.2.3.4 Artificial Intelligence Usage Guidelines* developed by the Division of Information Technology.

II. Generative Artificial Intelligence (AI)

Generative AI creates content in response to user input, ranging from text and images to music and code. It is adaptive by nature, continuously learning and evolving through use and exposure. When applied ethically and responsibly, generative AI can be a powerful tool for faculty, staff, and students. However, despite its advantages, it carries inherent risks such as bias, misinformation, prejudice, and potential privacy violations. These concerns underscore the importance of clear usage guidelines and a strong foundation in AI literacy to ensure safe and informed engagement.

III. Best Practices (Guidelines) for AI Use

- **Purposeful Enhancement**: AI tools may be used to support academic work but should *enhance* rather than *generate* or *replace* a student's original thinking and effort.

- **Proper Attribution**: Any use of AI must be acknowledged and cited in accordance with the institution's *Guidelines for the Use of AI for Students and Faculty*.

- **Critical Evaluation**: AI-generated content must be carefully reviewed for potential bias, misinformation, inaccuracies, or ethical concerns.

- **Academic Integrity**: AI use that is undocumented or in violation of course policy will be treated as a violation of HGTC's *Student Code of Conduct* and may result in academic sanctions or a punitive grade.

- **Faculty Discretion**: Instructors may set specific expectations or restrictions regarding AI use in their courses, which must be followed.

- **Data Privacy**: Students and faculty must not input personally identifiable information (PII), confidential data, or sensitive institutional information into any AI systems.

- **Security Compliance**: All AI usage must comply with IT security protocols outlined in *Procedure 7.2.3.4 Artificial Intelligence Usage Guidelines*.

IV. Course-level Use of Artificial Intelligence (AI)

Professors, instructors, and trainers are encouraged to integrate AI as a teaching tool to enrich learning experiences. Introducing AI in coursework, especially in ways that reflect real-world applications, helps prepare students for the workforce or for transfer to other institutions of higher education.

To ensure clarity and consistency, each faculty member must clearly define the parameters for student use of generative AI. These expectations should be communicated through accessible, published materials such as the Instructional Package, Instructor Information Sheet, and the News module in D2L.