



JUDAH  
— BIBLE COLLEGE —

## COPYRIGHT & ACADEMIC INTEGRITY POLICY

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### OUR FOUNDATION

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Judah Bible College exists to form Christlike leaders. That formation is not measured only by what a student knows, but by who they are when no one is watching. Integrity is not a policy we enforce — it is a fruit we cultivate. As *Proverbs 11:3 (NLT)* declares, “*Honesty guides good people; dishonesty destroys treacherous people.*”

This document outlines the standards every student, faculty member, and staff member of Judah Bible College is expected to uphold regarding the use of copyrighted materials and the integrity of all academic work. These are not arbitrary rules. They are the visible evidence of an invisible character — a character formed by the Word and led by the Spirit.

We hold ourselves to a higher standard than the secular academy because we represent a higher Kingdom. Our work, our writing, and our witness must be marked by the same truthfulness that defines the One we serve.

## PART 1 | COPYRIGHT POLICY

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### 1.1 Commitment to Copyright Law

Judah Bible College operates in full compliance with United States Copyright Law (Title 17 of the U.S. Code) and related federal statutes, including the Digital Millennium Copyright Act (DMCA) and the Technology, Education, and Copyright Harmonization (TEACH) Act.

Honoring copyright is more than legal compliance — it is biblical stewardship. The labor of an author, songwriter, or scholar is the fruit of their calling. To use that work without proper attribution or permission is to take what is not ours. *Romans 13:7 (NLT)* instructs, “Give to everyone what you owe them... Give respect and honor to those who are in authority.”

### 1.2 Fair Use

Fair use, as defined in Section 107 of U.S. Copyright Law, permits limited use of copyrighted material for purposes such as criticism, commentary, news reporting, teaching, scholarship, and research without obtaining permission from the copyright holder. The four factors used to determine fair use are:

- The purpose and character of the use (educational and non-commercial use is favored)
- The nature of the copyrighted work
- The amount and substantiality of the portion used relative to the whole
- The effect of the use on the potential market for the original work

Fair use is a guideline, not a guarantee. When in doubt, students and faculty must request permission from the copyright holder or seek guidance from the Registrar's office.

### 1.3 Use of Copyrighted Materials in Coursework

Students may quote, reference, or excerpt copyrighted materials in academic papers, sermons, presentations, and ministry projects, provided that:

- All quotations are clearly marked and properly cited
- Excerpts are reasonable in length relative to the overall work
- The use serves a clear educational purpose
- The student does not claim authorship of someone else's work

Reproducing entire chapters, articles, or substantial portions of copyrighted books, songs, films, or curricula without permission is not permitted.

### 1.4 Bible Translations and Citation

Because Judah Bible College is a school of the Word, the careful and accurate citation of Scripture is essential to our work. Bible translations are subject to copyright, and students must follow the citation requirements of each translation:

<b>Translation</b>	<b>Citation Requirement</b>
<b>New Living Translation (NLT)</b>	Tyndale House Foundation. Permission required for extensive use.
<b>English Standard Version (ESV)</b>	Crossway. Free use up to 1,000 verses with attribution.
<b>New International Version (NIV)</b>	Biblica / Zondervan. Free use up to 500 verses with attribution.
<b>New American Standard Bible (NASB)</b>	The Lockman Foundation. Permission required for extensive use.
<b>King James Version (KJV)</b>	Public domain in the United States. Free use.

Every Scripture quotation in academic work must include the translation abbreviation in parentheses — for example, **(NLT)**. The first quotation in any paper or presentation should include the full translation name and required copyright notice.

### **1.5 Music, Video, and Image Use**

The use of copyrighted music, video clips, photographs, graphic design elements, and artwork in academic projects, sermons, ministry presentations, or church services must comply with the appropriate licensing. Students leading worship, teaching, or producing media as part of any JBC course, practicum, or affiliated ministry are expected to:

- Use licensed music through CCLI, CCS, or similar coverage
- Honor the licensing terms of stock photography and design platforms
- Credit photographers, designers, and creators when required
- Refrain from using pirated software, fonts, sermons, study notes, or curricula

### **1.6 Course Materials and Instructional Content**

All instructional materials produced by Judah Bible College — including video lectures, written notes, slide decks, quizzes, exams, course outlines, and assessment rubrics — are the intellectual property of Judah Bible College and the assigned instructor.

Students are granted access to these materials for personal, educational use only. Students may not:

- Distribute, sell, repost, or republish course content in any form
- Share login credentials or course access with non-enrolled individuals
- Record live sessions, intensives, or Dominion Weekend gatherings without written permission

- Reproduce JBC curriculum for use in another school, church, or ministry without prior written consent

Violation of this provision may result in disciplinary action, including dismissal and legal recourse.

### **1.7 Use of Artificial Intelligence (AI)**

**Artificial intelligence tools have become widely available and increasingly powerful. Judah Bible College recognizes their existence — and rejects their use as a substitute for the formation God is doing in our students. Our position is intentionally restrictive.**

We are not training Christians to outsource their thinking. We are training Spirit-filled leaders to wrestle with the Word, hear the voice of God, and arrive at conviction by the leading of the Holy Spirit. The Holy Spirit is the believer's true Helper (*John 14:26 NLT*). No artificial tool — however advanced — can replace the formation that happens when a student studies, prays, and presses in for understanding.

#### **Prohibited Uses of AI**

The following uses of artificial intelligence are prohibited in all academic work submitted to Judah Bible College:

- Generating any portion of a paper, sermon, exegesis, theological reflection, response post, or assignment answer
- Rewriting, rephrasing, or “polishing” student-written content beyond basic spell-check and grammar correction
- Producing summaries, outlines, study notes, or commentary that the student then submits or relies upon as their own work
- Completing any portion of a quiz, exam, or assessment
- Generating Scripture commentary, illustrations, or applications used in a submitted assignment
- Producing discussion-board responses, written reflections, or any required written interaction
- Creating images, videos, or media submitted as the student's original creative work

#### **Limited Permitted Uses**

AI may be used only for the following non-submitted personal study purposes, and only when the student's own work remains entirely independent of any AI-generated content:

- Basic spell-check and grammar correction (e.g., the spell-checker built into Word or Google Docs)
- Looking up the definition of a word or theological term, in the same way one would use a dictionary

If a student is uncertain whether a particular use is permitted, the answer is to ask the instructor before using it. Faculty may set additional restrictions for their courses but may not loosen this policy.

## **Disclosure and Detection**

Every assignment submitted to Judah Bible College must be the student's own original work. By submitting an assignment, the student is affirming that no AI tool was used to generate, draft, or rewrite any portion of the work. JBC reserves the right to use AI-detection tools, oral examinations, and other methods to verify the authenticity of student work. Submissions found to contain AI-generated content will be treated as plagiarism under Section 2.2 of this policy.

### **1.8 Reporting Copyright Concerns**

Any individual who believes copyrighted material is being used inappropriately at Judah Bible College, or who has questions about copyright compliance, should contact:

**[admin@judahbiblecollege.org](mailto:admin@judahbiblecollege.org)**

## PART 2 | ACADEMIC INTEGRITY POLICY

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### 2.1 Our Standard

Judah Bible College holds every student to the highest standard of academic integrity. We do this not because we are suspicious of our students, but because we are committed to forming leaders whose integrity will hold under pressure.

A pulpit will reveal what a paper has been hiding. A leadership crisis will expose what a quiet exam has concealed. The student who learns to shortcut in school will be the leader who shortcuts in ministry. We refuse to send out leaders we have allowed to cheat.

The character of Christ is the goal of our training (*Colossians 1:28 NLT*). Academic dishonesty is not merely a policy violation — it is a character matter that requires both correction and discipleship.

### 2.2 Definitions of Academic Dishonesty

The following constitute academic dishonesty at Judah Bible College:

#### **Plagiarism**

Presenting the words, ideas, structure, or work of another person — including artificial intelligence — as one's own without proper attribution. This includes:

- Copying text from a book, article, website, sermon, or other source without quotation marks and citation
- Paraphrasing another author's ideas without attribution
- Submitting a paper, sermon, or assignment written wholly or partially by another person
- Submitting any AI-generated content as the student's original work

#### **Cheating**

Using unauthorized materials, information, or assistance in any academic exercise. This includes:

- Looking at another student's quiz, exam, or assignment answers
- Using notes, books, or digital devices during a closed-book assessment
- Communicating with anyone about an exam in progress
- Obtaining or sharing exam questions in advance

#### **Fabrication**

Inventing or falsifying information, citations, sources, or data. This includes:

- Citing sources that do not exist or were not consulted
- Inventing Scripture references or misquoting Scripture intentionally
- Falsifying ministry practicum hours, attendance records, or service logs
- Submitting fabricated quotations attributed to real or fictional authors

### **Unauthorized Collaboration**

Working with others on assignments, projects, or assessments designated as individual work. Group work is permitted only when authorized by the instructor.

### **Self-Plagiarism**

Submitting the same paper, project, or substantial portion of previously submitted work for credit in more than one course without prior written approval from both instructors.

### **Falsification of Academic Records**

Altering grades, transcripts, attendance records, or any official document. This also includes misrepresenting one's academic standing or credentials.

### **Facilitating Academic Dishonesty**

Knowingly assisting another student to commit any of the above acts. The student who provides their paper to be copied is held accountable alongside the one who copied it.

## **2.3 Citation Standards**

Individual instructors may specify a particular style for their course. Every assignment that draws on outside sources — books, articles, commentaries, websites, sermons, or videos — must include proper citations. The principle is simple: **if you used a source, cite the source. If you are unsure whether something requires citation, cite it.**

## **2.4 Student Responsibilities**

Every student enrolled at Judah Bible College is responsible for:

- Reading and understanding this policy in full
- Asking questions when uncertain about citation, AI use, or collaboration boundaries
- Submitting only original work, properly cited and honestly produced
- Reporting suspected academic dishonesty when witnessed
- Submitting to correction with humility when found in violation

*Ignorance of this policy does not excuse violation of it. Every student is expected to know the standard from the day they enroll.*

## **2.5 Faculty Responsibilities**

Faculty members of Judah Bible College are responsible for:

- Communicating clear expectations regarding citation, collaboration, and AI use in every syllabus
- Designing assignments that promote genuine learning and reflection
- Investigating suspected violations promptly and fairly
- Reporting confirmed violations to the Registrar's office
- Discipling students through the correction process — not merely punishing them

## 2.6 Reporting and Investigation Process

When a faculty member or staff member suspects academic dishonesty, the following process applies:

1. **Initial Review** — The instructor gathers evidence and reviews the work in question.
2. **Student Conversation** — The instructor meets privately with the student to discuss the concern, hear the student's response, and review the evidence.
3. **Determination** — The instructor determines whether a violation has occurred. If yes, the instructor documents the violation and submits a written report to the Registrar.
4. **Notification** — The student is notified in writing of the finding, the sanction, and the right to appeal.
5. **Record** — The Registrar maintains a record of all confirmed violations in the student's file.

## 2.7 Sanctions

Sanctions for academic dishonesty are graduated based on the severity of the violation, the student's history, and the response of the student to correction.

Offense Level	Possible Sanctions
<b>First Offense (Minor)</b> <i>Missing citations, improper paraphrasing, undisclosed minor AI use</i>	Required revision and resubmission, reduced grade on assignment, written warning, mandatory meeting with the Executive Director
<b>First Offense (Major)</b> <i>Submitting another's paper as one's own, cheating on an exam, fabricated citations, AI-generated work submitted as original</i>	Zero on the assignment, failing grade for the course, written warning placed in academic file, probationary status
<b>Second Offense</b> <i>Repeated minor or major violation following prior correction</i>	Failing grade for the course, suspension from JBC for one or more terms, removal from leadership or ministry roles within JBC
<b>Third Offense or Egregious Violation</b> <i>Pattern of dishonesty or willful, large-scale violation</i>	Dismissal from Judah Bible College, revocation of academic credit earned through fraudulent means, permanent notation on academic transcript

*In every case, the goal is restoration where possible. A student who responds with humility, repentance, and genuine change may be received back. A student who refuses correction reveals a character that cannot be entrusted with the calling JBC exists to confirm.*

## **2.8 Appeals Process**

A student who believes a violation determination or sanction was made in error may appeal in writing within 14 days of the written notification. The appeal must be submitted to the Executive Director ([adam@judahbiblecollege.org](mailto:adam@judahbiblecollege.org)) and include:

- The student's full name and student ID
- The course and assignment in question
- The specific reason for the appeal
- Any supporting documentation

The Executive Director will review the appeal in consultation with the instructor and other school leadership. The decision of the Executive Director is final.

## PART 3 | STUDENT ACKNOWLEDGMENT

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By signing below, I acknowledge that I have read, understood, and agree to abide by the Copyright and Academic Integrity Policy of Judah Bible College. I understand that:

- I am responsible for the originality and integrity of every assignment I submit
- I will properly cite all sources used in my academic and ministry work
- I will not use artificial intelligence to generate, rewrite, or assist with submitted academic work
- I will honor the copyright of all materials I reference, quote, or distribute
- I will not engage in plagiarism, cheating, fabrication, or any form of academic dishonesty
- Violations may result in sanctions ranging from grade reduction to dismissal from JBC
- I welcome correction as part of my discipleship and spiritual formation

**STUDENT FULL LEGAL NAME (PRINTED)**

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**STUDENT SIGNATURE**

**DATE**

## QUESTIONS

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If you have any questions about this policy — about citation, AI use, copyright, or anything else — reach out before you submit. We would rather answer ten questions in advance than process one violation after the fact.

**Email:** [admin@judahbiblecollege.org](mailto:admin@judahbiblecollege.org)

**Website:** [judahbiblecollege.org](http://judahbiblecollege.org)