



1. Purpose

Aenon Bible College is committed to academic excellence, Christian integrity, ministerial development, and responsible scholarship. Students enrolled in the Ministerial Licensing Program are preparing for Christian ministry and leadership; therefore, their written work should demonstrate not only academic competency but also honesty, personal responsibility, biblical understanding, and ethical conduct.

The purpose of this policy is to establish consistent expectations for all written assignments submitted by students in the Aenon Bible College Ministerial Licensing Program.

“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” — 2 Timothy 2:15 (KJV)

3. Student Responsibility

All written work submitted for academic credit must represent the student's own learning, understanding, analysis, and expression unless the instructor specifically authorizes collaboration.

Submitting an assignment under the student's name indicates that the student accepts responsibility for the content and has complied with the assignment's requirements and Aenon Bible College's academic standards.

Students are responsible for understanding assignment requirements and should contact the instructor before submitting work if they are uncertain about what assistance, resources, collaboration, or technology may be used.

4. Quality of Written Work

Written assignments should demonstrate college-level effort appropriate to the course and program.

Unless otherwise directed by the instructor, students should:

- Address the assigned topic or question directly.
- Organize the paper with a clear introduction, body, and conclusion when appropriate.
- Demonstrate understanding rather than merely repeating information.
- Support major claims with Scripture, course materials, and credible academic sources when required.
- Apply biblical and theological principles appropriately.
- Demonstrate critical thinking and ministry application.
- Proofread assignments before submission.
- Use complete sentences, appropriate grammar, spelling, punctuation, and paragraph structure.

- Follow the instructor's directions regarding length, format, documentation style, and submission method.

5. Biblical and Theological Writing

Because Aenon Bible College prepares students for Christian ministry, students are expected to handle Scripture carefully and responsibly.

Biblical passages should not be removed from their context simply to support a predetermined conclusion. When required by the assignment, students should consider the historical, literary, grammatical, cultural, and theological context of the passage.

Students should distinguish between:

- What the biblical text states;
- Their interpretation of the text;
- The interpretation of another scholar or author; and
- Their personal or ministerial application of the text.

Students should also identify the Bible translation used when required by the instructor.

6. Academic Integrity

Academic integrity is required in all Aenon Bible College coursework. Students must submit their own work and properly acknowledge information, wording, arguments, interpretations, and ideas obtained from other sources.

Higher-education academic-integrity standards commonly require students to produce their own work, acknowledge outside assistance, and properly cite quotations, paraphrases, summaries, and borrowed ideas.

Academic dishonesty includes, but is not limited to:

- Plagiarism;
- Copying another student's work;
- Allowing another student to copy one's work;
- Purchasing or obtaining a paper written by another person;
- Having another person substantially complete an assignment;
- Submitting material copied from websites without proper acknowledgment;
- Using unauthorized assistance;
- Fabricating sources, quotations, references, or information;
- Unauthorized collaboration;
- Submitting substantially the same work for more than one course without permission; and
- Using artificial intelligence contrary to Aenon Bible College or the instructor's requirements.

7. Plagiarism

Plagiarism occurs when a student presents another person's words, ideas, research, arguments, organization, or other intellectual work as the student's own without appropriate acknowledgment.

Students must provide appropriate credit when:

- Quoting an author directly;
- Paraphrasing another person's ideas;
- Summarizing another person's work;
- Using information, arguments, statistics, or research obtained from another source; or
- Incorporating material obtained from books, articles, websites, videos, lectures, or other resources when citation is required.

Changing a few words in another author's sentence does not automatically make the material the student's original work. Proper paraphrasing requires the student to express the information genuinely in the student's own language and provide an appropriate citation.

8. Citation and Documentation

Students must use the documentation style required by the instructor or program. When Turabian/Chicago style is required, students should follow the current formatting instructions provided by Aenon Bible College.

Research assignments may require:

- Footnotes or endnotes;
- Bibliography;
- Properly identified direct quotations;
- Citations for paraphrased material;
- Page numbers when applicable; and
- Complete bibliographic information for sources.

The instructor may return written work for correction when documentation is incomplete or improperly formatted.

9. Artificial Intelligence and Written Work

Artificial intelligence can be a valuable educational tool when used appropriately, **but it must never replace the student's responsibility to learn, think, interpret Scripture, research, and communicate.**

1. Artificial intelligence can be used as a guide, but never to complete class assignments

2. If AI is used in any form, it must be appropriately cited, just like any other source. For example, "This post contains information provided by ChatGPT." Alternatively, "The author acknowledges the use of AI-generated content in preparing this assignment."

Students may not use generative AI to produce an assignment, paper, sermon, reflection, biblical interpretation, or other written work and submit it as though it were entirely their own.

10. Editing and Assistance from Others

Students may receive reasonable assistance with spelling, grammar, punctuation, formatting, and general writing development unless prohibited by the instructor.

However, another person may not rewrite substantial portions of an assignment, develop the student's argument, perform the student's biblical interpretation, or complete the assignment for the student.

The final submission must reflect the student's own knowledge and ability.

11. Previously Submitted Work

Students should not submit the same or substantially similar paper for credit in more than one course without prior permission from the instructor.

When a student wishes to expand or revise previous work for a new assignment, the student should obtain approval before submission. This standard is consistent with widely used higher-education academic integrity practices regarding multiple submissions.

12. Assignment Formatting

Unless otherwise directed by the instructor, written assignments should follow the formatting requirements established for the course.

The instructor may specify requirements concerning:

- Font and font size;
- Line spacing;
- Word or page count;
- Bibliography;
- Electronic submission procedures.

When the instructor provides specific instructions, those instructions take precedence over general formatting expectations.

13. Late Written Assignments

Students are expected to submit written assignments by the established deadline.

When circumstances prevent timely submission, students should communicate with the instructor as soon as reasonably possible. Acceptance of late assignments, extensions, grade reductions, or other consequences will be determined according to the course syllabus and Aenon Bible College academic policies.

Summary of Assignments:

Writing Assignments:

1. Writing assignments must be double-spaced in Times Roman with 12 points
2. Citations and references. Must be included when used.
3. The professor will post Unit Assignments on the first day of each unit.
4. Assignments are due no later than 11:59 p.m. (CT) on Sunday. Earlier submissions are encouraged.
5. Writing assignments submitted at Aenon Bible College will be evaluated for originality.
6. Aenon Bible College encourages a high degree of originality in writing.
7. Quoted material should seldom be used and must be limited to phrases that cannot be paraphrased or summarized without losing effectiveness.
8. Students must cite and reference all sources of information.

Key Reminders:

1. Do not attempt to get a research paper from the Internet (or anywhere else) and submit it as your paper. This is **dishonest and unethical**.
2. Do not copy from any book, article, or encyclopedia, and submit this for your paper. **This is not acceptable research**.
3. Include references (including source and page numbers) that document every source upon which you have in any way relied for each paragraph of your paper. **If sources are not properly referenced, the student has cheated the sources out of the credit they deserve and cheated readers out of valuable information.**
4. Do not use material from any other student's paper or work unless you give that student full credit in reference notes.
5. Do not use AI to complete any assignments.
6. **If more than 20% or the assignment is from AI, the student will be asked to redo the assignment.**

***SEE NOTE BELOW**

NOTE * In the Aenon Bible College program, all assignments are expected to be produced by the students themselves. Use of a generative AI tool to complete an assignment constitutes academic and spiritual dishonesty.**

Lesson Guides:

Students should use the Lesson Guides to take notes when watching the videos.

The Lesson Guides and student notes will prepare students for the quizzes and the assignments.

Lesson Guides are available for the course.

Unit Quizzes:

Students will complete unit quizzes on all reading assignments and lectures. Quizzes are

available once all unit lectures have been viewed. Unit quizzes must be completed by Sunday at 11:59 p.m. (CT).