THE
SOUTHERN BAPTIST
THEOLOGICAL SEMINARY

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Section I: Institutional Statements

The SBTS standard of conduct on the use of Artificial Intelligence (AI) is derived from the Southern Seminary Board of Trustees' Statement on AI, the *Southern Seminary Manual of Style* "Honor Code" and citation guidelines for AI-generated content, and the "Community Standards" of the *Southern Seminary and Boyce College Student Handbook*.

The Board of Trustees' Statement (2025): "The Southern Baptist Theological Seminary and Boyce College are committed to integrity and authenticity in every dimension of the academic task. As Christians, we are devoted to the formation of minds and souls and the cultivation of knowledge, learning, and reflection. A biblical understanding of learning requires the student's devotion to individual learning. Technologies such as Artificial Intelligence [A.I.] present a challenge to our intellectual integrity and Christian faithfulness. Applications of A.I. will expand with developing technologies, and individual professors have a responsibility to establish parameters for acceptable use by students. Foundational to the entire institution, faculty, staff, and students, is the commitment that our intellectual work is our own product, that learning is our own responsibility, and that honesty is consistently applied. We maintain a clear distinction between the human being, made in God's image, and any form of artificial intelligence. That distinction must be honored in every dimension of our work."

The Manual of Style Statements: *The Southern Seminary Manual of Style* states that "Every paper written at Boyce College and SBTS needs to give credit to outside sources used. In other words, anyone who includes work that did not originate with the student in their paper, including words or ideas generated by other people or artificial intelligence, and does not appropriately document such work, has violated the academic integrity policy" (pg. 10).

On citing AI-generated content, the *Manual of Style* states that "It is SBTS and Boyce College policy that generative artificial intelligence (AI), including but not limited to ChatGPT, generative features on Grammarly, etc., can only be used with explicit permission from the professor. When AI use is approved by the professor, students must cite in their paper where such programs were used" (pg. 42).

The Student Handbook Statements: Cases of inappropriate use of artificial intelligence in academic work will be treated as academic dishonesty, as prohibited in the Community Standards of the *Southern Baptist Theological Seminary (SBTS) and Boyce College Student Handbook*. The *Handbook* states that "Academic dishonesty violates the integrity of Kingdom work and witness. The standard for academic integrity is violated by cheating, inappropriate use of artificial intelligence, plagiarism, or the misappropriation of library materials" (pg. 4).

Therefore, violations will result in appropriate disciplinary actions in line with Southern Seminary's disciplinary policies and practices regarding academic dishonesty. These include letter-grade reductions, assignment and/or course failure, disciplinary citation, probation, or withdrawal.

Section II: What is Inappropriate Use of AI?

A summary phrase to remember: *you may not use AI to read for you and you may not use AI to write for you.*

Inappropriate use of AI is deemed to occur: (a) when a student uses an AI tool as the basis for reading, interpreting, and/or understanding required course materials; or (b) when a student uses an AI tool to produce written work or material for required course submissions. This includes the use of AI both for the work of composition and revision.

Section III: Clarification of Terms

Generative AI (GAI): Any AI systems capable of creating new content, such as text, images, video, or audio usable for academic purposes. These systems learn from training data and generate new content that resembles original data. Examples include, but are not limited to ChatGPT, Generative Grammarly, Grok, Elicit, Claude, Notebook LM, Copilot, Adobe, or any text, image, or video generators.

AI-Generated Content: This includes text, images, visuals, tone, and ideas produced by AI, resulting from the individual's prompting or suggestion acceptance.

Section IV: AI Use Policy

In general, SBTS prohibits all uses of AI as defined in the "inappropriate use" statement above.

1. SBTS prohibits students from submitting any content organized, formulated, or composed by AI, in part or in full, as their original work.
2. SBTS prohibits students using AI to revise a paper or assignment to the extent that it alters the student's voice, tone, words, or presentation.
3. SBTS prohibits students from using AI as a substitute or shortcut for reading and interpreting required course materials.
4. SBTS does not prohibit the utilization of AI for basic proofreading purposes (e.g., spelling and punctuation checks) and style formatting (e.g., footnotes and references), with disclosure of use. Tone changes, paraphrasing, and rewriting paragraphs fall outside the scope of proofreading.
5. Individual Professor's Approval:
    a. Individual professors may determine the extent to which AI may be utilized in their class assignments. Individual professors may expand or limit the scope of this policy.
    b. If a student deems AI usage necessary for any task, they must obtain the professor's explicit permission to use AI for academic purposes, with a clear statement of how they intend to use the technology.
    c. Depending on the professor's permission, all AI-originated content incorporated in any submitted work must be correctly disclosed and referenced as a source in alignment with the *SBTS Manual of Styl*e (pg. 42). Failure to cite, attribute, and acknowledge AI content is in violation of the "Honor Code" and constitutes academic dishonesty. (See the *SBTS Manual of Style*, pg. 10).

6. AI usage in all doctoral work, including translations, charts, tables, illustrations, images, and related content, must be discussed with the professor or supervisor, and their written permission/agreement must be obtained, with the explicit statement of the type of GAI to be used, and the extent and manner of usage.
7. This policy is subject to review and amendment.

Section V: Procedure for AI-Flagged Submissions

1. AI use in a student's submission is typically first flagged by SBTS's third-party detection software, integrated into Canvas.
2. When a submission is flagged for AI use, it is then further reviewed by the professor and/or assistant.
3. The professor or assistant alerts the student of an evident inappropriate use of AI, and requests an explanation.
4. The professor or assistant reports any evident inappropriate AI use to the Office of the Dean of Students.
5. The professor determines the appropriate grade decision in consultation with the Dean of Students office.
6. The Dean of Students office applies the appropriate disciplinary sanction.

Section VI: General FAQs

1. Must I always disclose if I used AI in completing an assignment, and how I did so?
   Yes.
2. May I use AI to help identify sources for an assignment?
   Yes, if your professor expressly allows it.
3. May I use AI to adjust my writing style or tone, or to paraphrase/rephrase my writing?
   No.
4. May I read AI summaries of my assigned readings instead of the actual text?
   No.
5. May AI develop or conceive ideas for my paper?
   No.
6. May AI compose statements or sections of my submissions?
   No.
7. May I compose my work in my preferred language and have AI translate it to English?
   No.
8. May AI suggest headings for a paper I have already written?
   Yes, with the professor's approval.
9. May I use an AI program to generate an outline for my assignment before writing?
   No.
10. May I use AI to generate content for an outline I have created myself?
    No.
11. May I use AI for basic proofreading, such as checking spelling, punctuation, and grammar, for an assignment I wrote entirely myself?
    Yes, with your professor's permission.
12. May I use AI to help format my footnotes and bibliography?
    Yes, with your professor's permission.
13. May I upload course materials to an AI platform for any purpose?
    No.