transferrable credit. Once conditions are met, the transcript evaluator in the Student Records and Registration Office will review courses for equivalency at Brigham Young University-Idaho. Classes with failing grades will not be accepted. Courses without an equivalent BYU-Idaho course will not be transferred to the University for credit consideration. All grades are changed to pass or fail grades. English classes taken outside of a United States university will not be accepted for meeting English requirements at BYU-Idaho.

Academic Honesty
BYU-Idaho students should seek to be totally honest in all their dealings. They should complete their own work and be evaluated for that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct. 

Academic Dishonesty
Plagiarism
Intentional Plagiarism is the deliberate act of representing the words, ideas, or data of another as one’s own without providing proper attribution to the original author through quotation, reference, or footnote.

Inadvertent Plagiarism involves the inappropriate, but non-deliberate, use of another’s words, ideas, or data without proper attribution. Although not a violation of the Honor Code, it is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance.

Plagiarism may occur with respect to unpublished as well as published material. Examples include:

- Direct Plagiarism. The verbatim copying of an original source without acknowledging the source.
- Paraphrased Plagiarism. The paraphrasing of ideas, without attribution, from another, causing a reader to mistake these ideas for the writer’s own.
- Plagiarism Mosaic. The borrowing of words, ideas, or data from an original source and blending this original material with one’s own writing, without acknowledging the source.
- Insufficient Acknowledgment. The partial or incomplete attribution of words, ideas, or data from an original source.

Fabrication or Fabrication A form of dishonesty where a student invents or distorts the origin or content of information used as authority. Examples include:

- Citing a source that does not exist.
- Citing information from a source that is not included in the source for which credit is given.
- Citing a source for a secondary proposition that it does not support.
- Citing a bibliography source when it was neither consulted nor cited in the body of the paper.
- Intentionally distorting the meaning or applicability of data.
- Inventing data or statistical results to support conclusions.

Cheating. A form of dishonesty where a student attempts to
If the incident involves the violation of a public law, e.g., breaking misconduct, determine the circumstances, and take appropriate action. Examples include but are not limited to:

- Recommending to the Honor Code Office that the student:
- Getting equal credit on group assignments when equal work was done.
- Redoing a test, adjusting the grade, or administering a lower or failing grade.
- Requiring work affected by the academic dishonesty to be redone.
- Requiring work affected by the academic dishonesty to be redone.
- Administering a lower or failing grade on the affected assignment, test, or course.

For the purpose of tracking, suspected or proven violations of the Academic Honesty Policy should be reported to the Honor Code Office, detailing the nature and action taken. If an incident is discovered, additional action may be taken on behalf of the University based upon the nature of the infraction (see Student Handbook in Section VII).

If an affected student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, he or she may have it reviewed through the University’s grievance process (see Student Academic Grievance Policy).

CONFIDENTIALITY OF STUDENT RECORDS

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within forty-five days after the University receives a request for access. Students should submit their request in writing to the registrar, dean, head of the academic department, or other appropriate official, with requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request that the student’s education records be amended (see amendment procedures) if the student believes that they are inaccurate or misleading. If an affected student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, he or she may have it reviewed through the University’s grievance process (see Student Academic Grievance Policy).

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2. The right to request those education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. (This does not apply to grades.) They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in discharging his or her duties. A school official has a legitimate educational interest if the official needs to review an education record in order