PRINCIPLES OF PERSONAL HONOR

“True at all Times”

• Personal honor is integrity in fulfilling commitments, responsibilities, and covenants.
• Personal honor begins with willing obedience and is fully developed when we consistently govern ourselves by true principles.
• Personal honor increases spiritual strength through the ministry of the Holy Ghost.
• Personal honor is central to every aspect of our lives, including the BYU-Idaho experience.
• Personal honor brings us joy and happiness; deepens our desire to love, serve, and lift others; and ultimately helps us to become more like the Savior.

CHURCH EDUCATION SYSTEM HONOR CODE
Brigham Young University–Idaho and other Church Education System (CES) institutions (Brigham Young University, Brigham Young University–Hawaii, and LDS Business College) exist to educate students in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. These institutions select employees and students who voluntarily live the principles of the gospel of Jesus Christ. Living by those standards is a condition of employment and admission. Individuals who are not members of the Church are also expected to maintain the same standards of honor, integrity, morality, and consideration of others. By enrolling at BYU–Idaho, or accepting appointment as an employee, individuals show their commitment to observe the Honor Code standards approved by the Board of Trustees “at all times ... and in all places” (Mosiah 18:9).

HONOR CODE STATEMENT

“We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men ... If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things” (13th Article of Faith).

As a matter of personal commitment, faculty, staff, and students of BYU, BYU-Hawaii, BYU-Idaho, and LDS Business College seek to demonstrate in daily living on- and off-campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

• Be honest
• Live a chaste and virtuous life
• Obey the law and all campus policies
• Use clean language
• Respect others
• Abstain from alcoholic beverages, tobacco, tea, coffee and substance abuse
• Participate regularly in church services
• Observe Dress and Grooming Standards
• Encourage others in their commitment to comply with the Honor Code

The Honor Code includes specific policies on each of the following: (1) academic honesty, (2) dress and grooming, (3) housing, (4) church attendance, (5) ecclesiastical endorsements for continuing students, and (6) other standards.

Good Honor Code Standing
To be in good honor code standing means a student’s conduct is consistent with the BYU-Idaho Honor Code and the ideals and principles of The Church of Jesus Christ of Latter-day Saints, both on and off campus. Students must be in good honor code standing to be admitted to, continue enrollment at, and graduate from BYU-Idaho. Students not in good honor code standing may even be dismissed from the university. Excommunication, disfellowshipment, or disfiliation from the Church will automatically result in the loss of good honor code standing.

Furthermore, a student is not in good honor code standing if his or her ecclesiastical endorsement has either lapsed or been withdrawn, or if the Student Honor Office has placed a hold on the student’s records.

All students are required to remain in good honor code standing at all times once admitted to BYU-Idaho, whether they are on or off campus, on or off track. The Student Honor and Admission offices may place a hold on a student’s admission, registration or student record when they receive reports of misconduct. While these offices typically notify the student before placing holds, they reserve the right to place a hold after attempts to notify the student have failed. Written authorization by the student is required in order to disclose whether the student is in good honor code standing to any person or organization outside of those regularly allowed such information.

Individuals who are registered sex offenders pursuant to law are not eligible for enrollment at BYU-Idaho. Registered sex offenders will not be allowed employment at BYU-Idaho nor other access to the campus.

1. ACADEMIC HONESTY
BYU-Idaho students should seek to be completely 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, falsification, and cheating.

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 from another without attribution, 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 Falsification
Fabrication or falsification occurs when 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 student cheats when he or she attempts to give the appearance of a level of knowledge or skill that has not been obtained. Examples include:

- Copying from another person’s work during an examination or while completing an assignment
- Allowing someone to copy work that is not his or her own during an examination or while completing an assignment
- Using unauthorized materials during an examination or while completing an assignment
- Collaborating on an examination or assignment without authorization
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment that is not his or her own

Other Academic Misconduct
Other academic misconduct includes other academically dishonest, deceitful, or inappropriate acts which are intentionally committed. Examples include:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others
- Planning with another to commit any act of academic dishonesty
- Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose
- Changing or altering grades or other official educational records
- Obtaining or providing to another a test or answers to a test that has not been administered
- Breaking and entering into a building or office for the purpose of obtaining unauthorized materials
- Continuing work on an examination or assignment after the allocated time has elapsed
- Submitting the same work for more than one class without disclosure and approval
- Getting equal credit on group assignments when equal work was not done

Procedures for Handling Academic Dishonesty
Instructors are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and conduct in the course. The instructor will be responsible to investigate any incident of academic dishonesty or misconduct, determine the circumstances, and take appropriate action. Examples of appropriate action include but are not limited to the following:

- Reprimanding the student orally or in writing
- Recommending to the Student Honor Office that the student be working with the Student Honor Office to remove the student from the course
- Recommending to the Student Honor Office that the student be put on probation or dismissed

If the incident involves violation of a public law, e.g., breaking and entering into an office or stealing an examination, the act should be reported to University Security.

Both suspected and proven violations of the Academic Honesty Policy should be reported to the Student Honor Office, detailing the name, incident, and action taken. If the occurrence is sufficiently egregious, or if a pattern of dishonesty or misconduct is discovered, the Student Honor Office may take additional action, based upon the nature of the infraction.

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)

2. DRESS AND GROOMING
The following supplemental information provides general guidelines for students, staff, faculty, and administrators in determining appropriate attire and grooming. Because of the constant change in dress and grooming styles, some trends, fads, or fashions common in the world may be determined inappropriate. The President’s Council reserves the right to determine whether a specific style or fad is inappropriate and thereby unacceptable at BYU-Idaho.

Clothing is to be modest in fabric, fit, length, and style. It should also be appropriate for the occasion. Men and women’s dress should be reflective of their gender, and excessive or extreme styles should be avoided. For women, wardrobe selection should reflect modesty and femininity appropriate for a Latter-day Saint woman. For men, clothing should reflect good taste and masculinity appropriate for a priesthood bearer.

Women
A clean and well-cared-for appearance should be maintained at all times. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing. It should not have slits above the knee or be form-fitting. Dresses and skirts must be knee-length or longer (even with leggings worn).

Pants, slacks or jeans should not be patched, faded, frayed or torn and must be ankle-length—no capris or shorts may be worn on campus. Hairstyles should be clean and neat, avoiding extreme styles and unnatural colors. Caps or hats should not be worn in buildings. Excessive ear piercings (more than one pair) and all other body piercings are inappropriate. Shoes should be worn in all public campus areas. Flip-flops and other casual footwear are inappropriate on campus.

Men
A clean and well-cared-for appearance should be maintained. Pants, slacks, and jeans should not be patched, faded, frayed or torn and must be ankle length—no shorts. Hairstyles should be clean and neat, avoiding extreme styles or colors, and trimmed above the collar leaving the ear uncovered. Caps or hats should not be worn in buildings. Sideburns should not extend below the earlobe or onto the cheek. If worn, moustaches should be neatly trimmed and may not extend beyond or below the corners of the mouth.

Men are expected to be clean shaven; beards are not acceptable. Earrings and other body piercings are unacceptable. Shoes should be worn in all public campus areas. Flip-flops and other casual footwear are inappropriate on campus.