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 disfellowship 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
- Requiring work affected by the academic dishonesty to be redone
- Administering a lower or failing grade on the affected assignment, test, or course
- 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.
Dress Standards for Men and Women at Campus Events

Activity and Recreational Attire
Dress standards for each event will be specified prior to the event. If no standard is indicated, the minimum standard will be campus attire. Modest casual attire may be worn at certain activities and events. Shorts and other pants ending above the ankle are inappropriate for campus. Shorts are only allowed at playing fields and must be modest in length. Traveling across campus to activities in shorts is not appropriate.

Event Attire
The minimum standard for men will be shirt and tie. Jeans are not acceptable. The minimum standard for women will be a dress (or a skirt and blouse or sweater). Casual dress or clothing will not be permitted.

Semiformal Dance Attire
Men: A tuxedo is optional, while church attire such as a sports coat or dressy sweater is recommended. A dress shirt and tie, formal half-collar shirt without tie, or turtleneck with a sport coat and dress slacks are acceptable. Dress shoes are required. Athletic shoes, t-shirts, kilts, jeans, and grubby attire are not acceptable.

Women: A formal dress is optional; Sunday dress is recommended (a modest dress with the hemline or slit at or below the knee). Dress shoes are required. Athletic shoes, spaghetti straps, low-cut necklines, unlined see-through materials, and open-back dresses below the shoulder blades are not acceptable.

Special-Theme Dances
Dress should be consistent with university dress standards at all events. Appropriate dress will be specified in the publicity prior to the dance.

3. HOUSING

Single-Student Approved Housing
All single students, unless over 30 years of age, must live in approved housing unless they live at home with their parents. Students who wish to live with a relative or local family friend must receive approval from the Housing and Student Living Office. Exceptions are granted on a case-by-case basis and do not constitute an approval of the situation for a particular individual. The university may withdraw the approval at any time. Those whose spouse has passed away, who are divorced, or who are married but whose spouse is away for military duty must receive permission from the Housing Office to live in approved housing. Individuals in the following categories must seek housing in the community market: students who have been dismissed for an Honor Code violation, students on academic suspension, individuals who have not been admitted as BYU-Idaho students (whether taking Continuing Education classes or not), and single students with children. All students living off campus must provide the university with their current local street address while enrolled at BYU-Idaho. Students giving a false address are in violation of the Honor Code and subject to disciplinary action through the Student Honor Office, which may include suspension.

Only students are eligible to live in approved student housing, beginning in their first assigned semester.

Separation of Single Male and Female Students
All approved housing units must provide appropriate separation of single male and female students. BYU-Idaho reserves the exclusive right to determine how its policy of separating the sexes should be implemented in each apartment complex.

Spiritual Environment

BYU-Idaho Apartment Living Standards Prohibitions
Dart boards, Ouija boards, firework displays of any kind, illicit drugs, alcohol, gambling, open flames (the use of matches, candles, incense, etc.), pets or animals, vulgarity, or any rude or unusual disturbance are not consistent with BYU-Idaho standards.

Quiet Hours
Quiet Hours are from 10 p.m. until 8:30 a.m. Monday through Saturday and all day on Sunday. Quiet hours are designed to help students have adequate time for proper study and sleep. Each resident is expected to refrain from disturbing activities such as loud conversation and laughter or loud playing of music. Residents do not have the right at any time to be so excessively loud that it is an unfair disturbance to other residents.
Spiritual Environment

5. ECCLESIASTICAL ENDORSEMENTS

The Board of Trustees of BYU-Idaho requires every student attending the university to have an annual ecclesiastical endorsement from the bishop of the ward in which he or she resides. The endorsement fosters communication between students and ecclesiastical leaders. It gives bishops an opportunity to review a student’s understanding of and commitment to the Honor Code.

The bishop verifies the following:
- If LDS, the student is in full fellowship in the Church
- The student lives a chaste and virtuous life, including avoidance of pornography, abstinence from sexual relations outside of marriage, and abstinence from homosexual behavior
- The student lives the Word of Wisdom by abstaining from alcoholic beverages, tobacco, coffee, tea, and other harmful substances
- The student demonstrates appropriate and consistent church activity
- The student is honest

The student verifies he or she is striving to live the Honor Code and is committed to continue. Students are notified of the continuing endorsement process and must receive an endorsement in order to register for future semesters.

6. OTHER BYU-IDAHO STANDARDS

BYU-Idaho uses its discretion to determine violations that fall within the expectations of conduct defined in the Honor Code. The below standards are not inclusive of all possible violations of the Honor Code.

Computer Crime

Any person who knowingly and without permission accesses or attempts to access any campus computer, computer system, computer program, or network without prior authorization is committing computer fraud. This offense may result in a misdemeanor or felony charge. Students found guilty of computer fraud may lose their campus computer access and e-mail privileges, and/or be subject to disciplinary action, including expulsion from the university.

Copyright

The use of university-owned computers, databases, servers, or the BYU-Idaho Web site or intranet for the storage, distribution, sharing, viewing, or transmission of copyrighted materials without permission is prohibited. Committing the previously stated offenses may result in a student’s loss of campus computer access and e-mail privileges. He or she may be subject to disciplinary action, including separation from the university.

Disruptive Behavior

Students involved in behavioral misconduct, abuse of administrative processes, violation of university policy or procedures, inappropriate classroom behavior, intimidation, threats, violence, or other inappropriate actions whether on campus, in BYU-Idaho approved housing, in community housing, in public, or in any BYU-Idaho program or activity, may be required to leave the institution or its properties when their misconduct significantly and adversely impacts the university’s ability to perform its mission or disrupts the general environment BYU-Idaho is striving to achieve.

In cases involving an individual with a disability, including mental disabilities, this policy will operate to make a determination based upon an individual’s behavior rather than upon the individual’s status of having a disability.

When it is determined that an individual is involved in significant disruptive behavior, the student will receive an appropriate sanction, including but not limited to, counsel and education, warning, probation, suspension or expulsion from the university, and banning from access to university properties. Referral for criminal prosecution will
### Harassment, Hazing, Intimidation or Aggressive Behavior

All forms of harassment (verbal, physical, mental or sexual), hazing, intimidation, exploitation, or aggressive behavior that threaten or endanger the physical or emotional health and safety of others is in violation of the Honor Code. Any such behavior, including poking, hitting, slapping, punching, kicking, profanity, or abusive language will not be tolerated. Participants in such behaviors are subject to university disciplinary action including separation from the university, as well as possible criminal court action. Students who encounter these types of behavior should contact the Student Honor Office.

### Overnight Activities

Overnight co-ed activities that are not university sponsored such as spending the night together at the dunes, camping, staying in motels or cabins, and similar activities are prohibited. No overnight guests of the opposite sex are permitted at any time in single-student housing. Violations of this policy may result in disciplinary action, including separation from the university.

### Pornography

Individuals who use the Internet to share, transmit, access, view, or read pornography may lose their campus computer access and e-mail privileges and/or be subject to disciplinary action, including separation from the university.

### Right of Access

BYU-Idaho is a private institution. Therefore all grounds, walkways, roads, parking areas, and buildings owned by the university are private property. The university retains the right and legal authority to limit or otherwise restrict access to the campus for any reason it may deem appropriate. As an educational institution, BYU-Idaho affirms its right to guard or protect employees, students, and guests from interferences that would disrupt any class, program, activity, event, or permitted function. This includes stalking or other conduct that is threatening or disruptive to students, employees, or guests on campus properties. Individuals who refuse to follow this policy will be banned from campus and be subject to arrest and prosecution for criminal trespass in violation of Idaho Code 18-7008.

### Sexual Harassment

Sexual harassment refers to unwelcome conduct of a sexual nature. Sexual harassment may include 1) unwelcome sexual advances, 2) requests for sexual favors, and 3) other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment may also include denying or limiting, on the basis of sex, the student’s ability to participate in or receive benefits, services, or opportunities in university programs. BYU-Idaho’s policy against sexual harassment extends not only to employment situations but to academic situations as well. If a student feels he or she has encountered sexual harassment, gender-based discrimination, or needs assistance or information related to allegations of sexual harassment, he or she should contact the Student Honor Office.

### Copyright Policy

The University’s copyright policy states that all members of the BYU-Idaho community must assume and operate as if most materials (regardless of form, format, or notice) are copyrighted. Permission is required for reproducing, distributing, modifying, displaying, and performing all copyrighted works. File-sharing, or downloading or uploading substantial parts of a copyrighted work without permission constitutes an infringement. Members of the BYU-Idaho community who disregard copyright policy may violate the Honor Code, the terms of their enrollment or employment, place themselves at risk for possible legal action, and incur personal liability. Personal liability may include the actual dollar amount of damages, or fines from $200 to $150,000 for each work infringed. Infringers may also be liable for all attorney’s fees and court costs and may even be imprisoned.