

# Church Educational System Honor Code

Brigham Young University, Brigham Young University—Hawaii, BYU—Idaho, and LDS Business College exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU, BYU—Hawaii, BYU—Idaho, and LDSBC are selected and retained from among those who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent BYU, BYU—Hawaii, BYU—Idaho, and LDSBC are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence 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* (Thirteenth Article of Faith).

As a matter of personal commitment, faculty, administration, staff, and students of Brigham Young University, Brigham Young University—Hawaii, Brigham Young University—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 the Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

Specific policies embodied in the Honor Code include (1) the Academic Honesty Policy, (2) the Dress and Grooming Standards, (3) the Residential Living Standards, and (4) the Continuing Student Ecclesiastical Endorsement. (Refer to institutional policies for more detailed information.)

## Academic Honesty Policy

The first injunction of the BYU Honor Code is the call to “be honest.” Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life’s work, but also to build character. “President David O. McKay taught that character is the highest aim of education” (The Aims of a BYU Education, p. 6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim.

BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon 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:

## Plagiarism

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor. Inadvertent plagiarism, whereas not in violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education, where all members of the university are expected to acknowledge the original intellectual work of others that is included in one’s own work. In some cases, plagiarism may also involve violations of copyright law.

*Intentional 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 author through quotation, reference, or footnote.

*Inadvertent Plagiarism*—Inadvertent plagiarism involves the inappropriate, but nondeliberate, use of another’s words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply being insufficiently careful in research and writing. Although not a violation of the Honor Code, inadvertent plagiarism 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.

Examples of plagiarism include:

*Direct Plagiarism*—The verbatim copying of an original source without acknowledging the source.

*Paraphrased Plagiarism*—The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for your own.

*Plagiarism Mosaic*—The borrowing of words, ideas, or data from an original source and blending this original material with one’s own without acknowledging the source.

*Insufficient Acknowledgment*—The partial or incomplete attribution of words, ideas, or data from an original source.

Plagiarism may occur with respect to unpublished as well as published material. Acts of copying another student’s work and submitting it as one’s own individual work without proper attribution is a serious form of plagiarism.

## Fabrication or Falsification

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

## Church Educational System Honor Code

1. Citing a source that does not exist.
2. Attributing to a source ideas and information that are not included in the source.
3. Citing a source for a proposition that it does not support.
4. Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper.
5. Intentionally distorting the meaning or applicability of data.
6. Inventing data or statistical results to support conclusions.

### Cheating

Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:

1. Copying from another person's work during an examination or while completing an assignment.
2. Allowing someone to copy from you during an examination or while completing an assignment.
3. Using unauthorized materials during an examination or while completing an assignment.
4. Collaborating on an examination or assignment without authorization.
5. Taking an examination or completing an assignment for another or permitting another to take an examination or to complete an assignment for you.

### Other Academic Misconduct

Academic misconduct includes other academically dishonest, deceitful, or inappropriate acts that are intentionally committed. Examples of such acts include but are not limited to:

1. Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
2. Planning with another to commit any act of academic dishonesty.
3. 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.
4. Changing or altering grades or other official educational records.
5. Obtaining or providing to another an unadministered test or answers to an unadministered test.
6. Breaking and entering into a building or office for the purpose of obtaining an unauthorized test.
7. Continuing work on an examination or assignment after the allocated time has elapsed.
8. Submitting the same work for more than one class without disclosure and approval.

### Procedures for Handling Incidents of Academic Dishonesty or Other Academic Misconduct

Faculty are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and the student's conduct in the course. Responsible instructors will investigate these incidents, determine the facts, and take appropriate action. Finally, the instructor should notify the Honor Code Office of the final disposition of the incident as a means of encouraging behavior change and discouraging repeat violations. If the incident of academic dishonesty involves the violation of a public law, e.g., breaking and entering into an office or stealing an examination, the act should also be reported to University Police. 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, the student may have the matter reviewed through the university's grievance process (Student Academic Grievance Procedure).

### Applicable Actions

A wide range of possible actions exists for cases of academic dishonesty. Instructors should take actions that are fair and

equitable under the circumstances and should attempt to reach an understanding with the affected student on the imposition of an appropriate action. In some cases, the department, the college, or the university may also take actions independent of the instructor. Examples of possible actions include but are not limited to the following:

#### For instructors, programs, departments, and colleges:

- 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.
- Removing the student from the course.
- Recommending probation, suspension, or dismissal.

#### For the university:

The university may elect to place an affected student on probation or to suspend or dismiss the student and to place a temporary or permanent notation on the student's permanent academic transcript that he or she was suspended or dismissed due to academic misconduct.

The university may report an incident of academic misconduct to appropriate law enforcement officials and may prosecute an affected student if the act in question involves the commission of a crime (e.g., breaking into an office or building, stealing an examination, etc.).

### Honor Code Office Involvement

The Honor Code Office will maintain a record of all violations of the Academic Honesty Policy reported to it by the faculty. If the occurrence is sufficiently egregious or if a pattern of dishonesty or misconduct is discovered, the Honor Code Office may take additional action on behalf of the university based upon the nature of the infraction(s). The Honor Code Office, in consultation with the involved academic personnel, including the associate academic vice president in charge of undergraduate studies, may determine to place a student on probation or to recommend that a student be suspended or dismissed for academic dishonesty and other forms of academic misconduct.

### Shared Responsibility Policy Statement

Students are responsible not only to adhere to the Honor Code requirement to be honest but also to assist other students in fulfilling their commitment to be honest.

### Faculty Academic Integrity

The substantive standards of academic honesty stated in this policy apply *a fortiori* to faculty. Indeed, all members of the BYU community are expected to act according to the highest principles of academic integrity.

### Sources

A large number of publications and policies of colleges and universities were reviewed in creating BYU's Academic Honesty Policy. Some of the content and structure of this policy were adapted from the following sources:

1. "Academic Honesty," a brochure produced by the Office of Judicial Affairs, University of Florida.
2. "Academic Honesty and Dishonesty," a brochure produced by the Office of the Dean of Students, University of Delaware.
3. "Academic Honesty and Dishonesty," a brochure produced by the Dean of Students Office, Louisiana State University.
4. "A Statement on Plagiarism," a committee report from the October 1994 Conference on the Center for Academic Integrity, Tom Langhorne, Binghamton University (chair).

5. "Definition of Plagiarism," by Harold C. Martin, taken from *The Logic and Rhetoric of Exposition*, by Harold C. Martin, Richard M. Ohmann, and James H. Wheatly, 3rd ed. (New York: Holt, Rinehart and Winston, 1969).
6. *Legal Aspects of Plagiarism*, by Ralph D. Mawdsley (Topeka, Kansas: National Organization on Legal Problems of Education, 1985).
7. "Plagiarism—The Do's and Don'ts," a brochure produced by the Office of Student Judicial Affairs of the University of California—Davis.

## Dress and Grooming Standards

The dress and grooming of both men and women should always be modest, neat, and clean, consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher education.

Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff, and faculty represent the principles and standards of the Church. Members of the BYU community commit themselves to observe the following standards, which reflect the direction of the Board of Trustees and the Church publication *For the Strength of Youth*. The Dress and Grooming Standards are as follows:

### Men

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, revealing, or form fitting. Shorts must be knee-length or longer. Hairstyles should be clean and neat, avoiding extreme styles or colors, and trimmed above the collar, leaving the ear uncovered. 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 piercing are not acceptable. Shoes should be worn in all public campus areas.

### Women

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing; has slits above the knee; or is form fitting. Dresses, skirts, and shorts must be knee-length or longer. Hairstyles should be clean and neat, avoiding extremes in styles or colors. Excessive ear piercing (more than one per ear) and all other body piercing are not acceptable. Shoes should be worn in all public campus areas.

## Residential Living Standards

As stated in the Honor Code, Brigham Young University is committed to providing a learning atmosphere consistent with the principles of the Church. The university is likewise committed to creating such an atmosphere for students residing on and off campus and between semesters. To achieve this, BYU has established living standards to help students learn some of the high ideals and principles of behavior expected at Brigham Young University. Therefore, the university requires students to adhere to the following applicable standards:

### Visiting Hours

#### Deseret Towers and Helaman Halls

Visitors of the opposite sex are permitted in the lobbies but not in the bedroom area, except during an established open house or home evening time, at which times room doors must remain open. Lobby visiting hours begin after 8:00 a.m. and extend until 12:00 midnight, Monday through Thursday and Saturday. On Friday night, lobby visiting hours extend until 1:30 a.m. Sunday hours are from noon until midnight.

### Heritage Halls

Visitors of the opposite sex are permitted in the lobbies and apartment kitchens but not in bedrooms or bathrooms. Lobby visiting hours are from 8:00 a.m. to 12:00 midnight daily, Sunday through Thursday, and extend until 1:30 a.m. on Fridays. Apartment visiting hours are from 10:00 a.m. to 11:00 p.m. Sunday through Thursday and extend until 12:00 midnight on Friday and Saturday.

#### Off-Campus Visiting Hours, Wyview Park and Foreign Language Housing

Visitors of the opposite sex are permitted in living rooms and kitchens but not in the bedrooms in off-campus living units. The use of the bathroom areas by members of the opposite sex is not appropriate unless emergency or civility dictates otherwise, and then only if the safety, privacy, and sensitivity of other residents are not jeopardized. Visiting hours may begin after 9:00 a.m. and extend until 12:00 midnight. Friday night visiting hours may extend until 1:30 a.m. Landlords may establish a shorter visiting period if proper notice is given to students.

## Conduct

All students and residents shall be required to conduct themselves in a manner consistent with the BYU Honor Code, including abstaining from possessing, serving, or consuming alcoholic beverages, tobacco, tea, coffee, or harmful drugs. Involvement with gambling; pornographic, erotic, indecent, or offensive material; obscene or indecent conduct or expressions; disorderly or disruptive conduct; or any other conduct or action inconsistent with the BYU Honor Code is not permitted in student housing. All guests of students must comply with the Residential Living Standards while on the premises of university-approved housing. Students are expected to help their guests and other residents understand and fulfill their responsibility under the BYU Residential Living Standards and the BYU Honor Code.

### Dress and Grooming Standards

All students and residents of university-approved housing are required to know the BYU dress and grooming standards and abide by them.

### Maintaining the Standards

Violations of these standards may be reported to the Honor Code Office, 4440 WSC, (801) 422-2847, or the Off-Campus Housing Office, (801) 378-5066.

## Continuing Student Ecclesiastical Endorsement

All enrolled continuing undergraduate, graduate, intern, and Study Abroad students are required to obtain a Continuing Student Ecclesiastical Endorsement for each new academic year. Students must have their endorsements completed, turned in, and processed by the Honor Code Office before they can register for fall semester or any semester thereafter. To avoid registration delays, endorsement should be submitted to the Honor Code Office by March 15. Those applying to BYU should use the new-student Admissions Application Part 3 endorsement.

**LDS students** may be endorsed only by the bishop of the ward (1) in which they live and (2) that holds their current Church membership record.

**Non-LDS students** are to be endorsed by (1) the local ecclesiastical leader if the student is an active member of the congregation, (2) the bishop of the LDS ward in which they currently reside, or (3) the nondenominational BYU chaplain.

### Requirements

Whether on or off campus or between semesters, all students are expected to abide by the Honor Code, which includes (1) the

## *Church Educational System Honor Code*

Academic Honesty Policy, (2) the Dress and Grooming Standards, and (3) the applicable Residential Living Standards. Students are required to be in good Honor Code standing to graduate.

LDS students must fulfill their duty in The Church of Jesus Christ of Latter-day Saints, attend Church meetings, and abide by the rules and standards of the Church on and off campus.

Students who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct. They are encouraged to participate in services of their preferred religion. All students must be in good Honor Code standing to graduate, to receive a diploma, and to have the degree posted.

## **Withdrawn Ecclesiastical Endorsement**

A student's endorsement may be withdrawn at any time if the ecclesiastical leader determines that the student is no longer eligible for the endorsement. Students without endorsements, except in unusual circumstances, must discontinue enrollment. Excommunication, disfellowshipment, or disaffiliation from The Church of Jesus Christ of Latter-day Saints results in the withdrawal of the student's endorsement. The decision to withdraw an endorsement may be appealed through the appropriate ecclesiastical leaders. Questions regarding withdrawn endorsements and reviews/appeals should be directed to the Honor Code Office.