

## BYU-HAWAII HONOR CODE

The Church of Jesus Christ of Latter-day Saints sponsors Brigham Young University-Hawaii in order to provide a university education in an atmosphere consistent with the ideals and principles of the Church. The maintenance of high standards of personal behavior and appearance is essential to the preservation of that atmosphere and to the development of men and women who personify these ideals and principles. By enrolling or accepting employment at Brigham Young University, a person signifies willingness to live in accordance with the following principles, whether on or off campus.

1. I live and will continue to live the law of chastity. This includes abstaining from inappropriate physical familiarity and abstinence from all sexual relations outside the bonds of marriage.
2. I live and will continue to live the Word of Wisdom. This includes abstinence from alcoholic beverages, tobacco, tea, and coffee.
3. I respect and will continue to respect the property rights of others. This includes refraining from stealing, shoplifting, concealment, damage, or misuse of the property of others.
4. I am not involved nor will I become involved in drug abuse. This includes the possession, use, or distribution of any narcotic or dangerous drug (except as prescribed by a licensed medical practitioner), or of drug paraphernalia. Violators will be suspended. (Narcotics and dangerous drugs are used here as defined by applicable law.)
5. I will comply with all University regulations. This includes compliance with rules relating to campus organizations and to the use of University or off-campus housing or other facilities.
6. I respect the personal rights of others and will continue to do so. This includes:
  - a. Not physically or verbally abusing any person and not engaging in conduct that threatens or endangers the health or safety of others. Violators will be suspended.
  - b. Not obstructing or disrupting the study of others; the performance of official duties by University personnel; the teaching, research, disciplinary, administrative, or other functions of the University; or other authorized activities on University premises.
7. I honor, obey, and sustain the law and will continue to do so.
8. I am honest and will continue to be honest in all my behavior. This includes not cheating, plagiarizing, or knowingly giving false information. Honesty in academic conduct is expected of every student. Violations of academic honesty include but are not limited to the following:
  - a. Giving or receiving unauthorized help during an examination.
  - b. Altering without authorization any grade record, or any test or written work after submission for grading.
  - c. Attempting to gain favorable consideration from a professor or an academic committee by misrepresenting the facts.
  - d. Submitting as one's own any academic assignment that is the work of someone else.
  - e. Claiming as one's own the language, ideas, or structure of another, either by failing to cite the source of quoted or paraphrased passages or by failing to distinguish clearly between one's own language and the language of a cited source through the proper use of quotation marks.
  - f. Submitting the same paper or report in more than one course.
  - g. Condoning violations by other students.

When an instructor feels that a student has violated this code by cheating, plagiarizing, or a comparable infraction, the instructor is

obliged by University policy to confront the student. If, after discussion, the instructor confirms the violation, he must fail the student for the course in which the violation occurs and report the student to the University Standards Officer. A student who feels that he or she has been unfairly charged may appeal the instructor's decision to the University Standards Officer.

9. I live and will continue to live the standards of Christian living as taught by The Church of Jesus Christ of Latter-day Saints both on and off campus. This includes Sunday activities consistent with Latter-day Saint ideals; graciousness and consideration for others; and the observance of high principles of honor, integrity, and morality.
10. I observe high standards of taste and decency and will continue to do so. This includes refraining from disorderly, lewd, indecent, or obscene conduct and expression.
11. I will help others fulfill their responsibilities under the Honor Code including the Dress and Grooming Standards.
12. I will observe the University standards of dress and grooming both on and off campus as described below.

## BYU-HAWAII DRESS AND GROOMING STANDARDS

### GENERAL

The attire and grooming of both men and women must always be modest, neat, clean and becoming to the dignity of a representative of BYUH and The Church of Jesus Christ of Latter-day Saints. Dress and grooming should emphasize appropriateness and cleanliness, avoiding any unusual apparel or physical alterations, such as color or style of hair, which bring undue attention to one's self.

Clothing, including swimming suits, must be modest in fabric, fit, and style (no bikini, two-piece or French-cut styles). Shorts above the knee, swimming suits, sweats, and gym clothes are acceptable wear only in the living and athletic areas. So-called "grubby attire" may be worn only in the immediate areas of residence halls and at informal outdoor activities, but not in dining and classroom areas. Grubby attire includes tank tops, shirts without sleeves or which expose the midriff, sweats and jogging attire, work overalls, medical scrubbies, military camouflage or fatigue outfits, informal lava lavas, and clothes with holes or those which are noticeably frayed, cut off, or patched. Messages and pictures on clothing must be appropriate to LDS standards. Footwear is to be worn in public campus areas (thongs and slippers are permissible).

Acceptable attire will be designated for each student body dance. Attire for all other school activities, including athletic events, should be consistent with these standards and guidelines unless otherwise designated by appropriate authority.

### MEN

Slacks or jeans with sweaters, sport shirts with sleeves, ties, sport coats, and blazers are acceptable men's wear. Beards are not acceptable and are defined as noticeable growth that is beginning to look "grubby," which usually means that men will need to shave daily. Under rare circumstances a few students with medical conditions may wear a neatly trimmed beard. Mustaches are not encouraged, but if worn, should not extend beyond, or below the corners of the mouth. Long or bushy sideburns are not acceptable and are not to extend below the bottom of the ear. Men's hair styles should be clean, neat, and trim and should extend less than one-half inch over the ear, and above the collar of a dress shirt in the back. Earrings and excessive jewelry on men are not within the standard.

### WOMEN

Dresses, sweaters, or blouses with skirts or culottes, or modest pantsuits or slacks are all acceptable women's wear. A woman's dress, skirt, culottes or slacks are to extend at least to the middle of her knee while she is standing. Clothing above the knee or with slits above the knee is immodest and inappropriate. Similarly, the no-bra look is unacceptable at BYUH. Evening and formal wear may not include low-cut necklines or strapless gowns.

Position Applied for: \_\_\_\_\_

FOR HR USE ONLY:  
Verified with Bishop by: \_\_\_\_\_  
Date: \_\_\_\_\_

Interviewing Officer should mail completed form to:

HUMAN RESOURCE SERVICES  
BYUH# 1969  
55-220 Kulanui St.  
Laie, HI 96762

Brigham Young University Hawaii  
**EMPLOYMENT COMMITMENT AND CONFIDENTIAL REPORT  
FOR FACULTY/STAFF**

Applicant's Name \_\_\_\_\_  
Last First Middle  
Address \_\_\_\_\_  
Number & Street City State Zip

Religious Affiliation:  LDS  Other Specify: \_\_\_\_\_

**I. PURPOSE AND DIRECTIONS:**

The educational, social and religious mission of Brigham Young University Hawaii ("BYUH") requires employees to be committed to the behavioral, moral and spiritual standards expressed in the University's "Code of Honor" and "Dress and Grooming Standards" in keeping with the teachings of The Church of Jesus Christ of Latter-day Saints. It also requires employees to be role models for the students in the way that they conduct their lives.

To ensure that the prospective employee is fully informed of and committed to the standards expected by BYUH this confidential report should be completed during an interview with the applicant's ecclesiastical leader or by someone approved by BYUH. In the case of members of The Church of Jesus Christ of Latter-day Saints the interview should be with an LDS bishop, branch president, mission president or stake president.

**II. APPLICANT'S COMMITMENT:**

I agree as a condition of employment at BYUH to abide by, support, and conduct myself in accordance with the following:

- A. If a member of The Church of Jesus Christ of Latter-day Saints I will conduct myself as to qualify for temple privileges.
- B. I will adhere to the requirements of the University's Code of Honor and Dress and Grooming Standards, copies of which are attached hereto and I will support the University's efforts to enforce these requirements. I recognize that the requirement of the Code of Honor and the Dress and Grooming Standards apply both on and off campus and must be observed 24 hours a day, seven days a week.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**III. INTERVIEWING ECCLESIASTICAL LEADER OR PRIESTHOOD OFFICER'S ENDORSEMENT:**

The University reserves the right to speak directly with the interviewing ecclesiastical leader about matters contained in this report and thus asks that the applicant provide their ecclesiastical leader with a release to speak about matters which might otherwise be protected.

I, the undersigned, hereby authorize my ecclesiastical leader furnishing this report to speak with BYUH about any matter contained herein and in doing so waive any rights or privileges relating to that communication.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The above person has applied to work at BYUH. Before proceeding further with this application, we would like to have your recommendation concerning this individual. We seek outstanding employees and therefore feel that each individual should meet the following standards:

(Please check where applicable)

- |   | Yes                      | No                       | Unknown                  |
|---|--------------------------|--------------------------|--------------------------|
| A. Accepts and complies with the standards of the University without reservation;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Is presently abiding by the requirements listed in the Code of Honor and Dress and Grooming Standards.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Is currently a member in good standing, and lives standards of conduct qualifying for temple privileges (If no, explain) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Based on the above criteria: (Please check where applicable)

- I endorse this applicant for employment without reservation.
- I endorse this applicant for employment with reservations.
- I do not endorse this applicant for employment.

**NOTE:** If the interviewing ecclesiastical leader desires to discuss personal information which may affect the decision to employ the applicant, please check the following box and you will be contacted by a Human Resource Representative:

Name of Interviewing Officer \_\_\_\_\_ Position \_\_\_\_\_ Ward/Branch \_\_\_\_\_

Address \_\_\_\_\_  
Number & Street City State Zip

Stake/Mission \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Signature of Interviewing Officer \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_