



Brigham Young University—Hawaii

# New or Returning Student Ecclesiastical Endorsement

Submit completed form to: Office of Honor, BYU-Hawaii #1932, 55-220 Kulanui St., Laie, HI 96762 • Aloha Center Rm. 136/141 • honorcode@byuh.edu • 675-3493

## My Word of Honor

**On My Honor**, I commit to live the Honor Code, which include the standards of Dress and Grooming, Residential Living and other University Policies. This I do, effective immediately, as a condition of my desire to become an admitted and enrolled student at Brigham Young University—Hawaii (“BYUH”). I will live as a member qualified for temple privileges, if I am a member of The Church of Jesus Christ of Latter-day Saints (“LDS”). I will support efforts to appropriately promote, enforce and abide by the Honor Code. I understand that the Honor Code applies to me at all times and in all places. I also understand that not living up to the Honor Code will have adverse impact on my good standing as a BYUH student. I acknowledge that members of the Office of Honor may contact my ecclesiastical leader about my endorsement. And I understand that I must renew my endorsement annually so long as I desire to continue my education at BYUH.

Sign & date: \_\_\_\_\_ Print first then last name: \_\_\_\_\_

Current address (residential): \_\_\_\_\_

BYUH Student ID (if known): \_\_\_\_\_ Religious affiliation:  LDS  Other: \_\_\_\_\_

## Ecclesiastical Endorsement Interview

**Aloha Ecclesiastical Leader:** Please conduct a private, detailed interview to make sure that this prospective or returning student understands and commits to living the Honor Code. For LDS members to be properly endorsed, their Church membership records must now be in your unit. This interview must not continue until the record is properly placed. Please answer the questions below as related to this person’s endorsement.

- A. Has this person been a member of the LDS Church for:  More than 3 years?  Less than 3 years?  Individual is not LDS.
- B. Has this person been a member of your unit for 6 months or more?  Yes  No
  - If not, has this member’s previous Bishop or LDS Leader indicated positive Church participation by this person?  Yes  No  N/A
- C. Has this person reviewed the attached Honor Code information with you to your satisfaction?  Yes  No
  - Is this person already living the standards of the Honor Code?  Yes  No
- D. Does this person show enough respect and emotional maturity to succeed and live in harmony with others in a potentially stressful environment?  Yes  No
- E. The First Presidency has stated, “Individuals who are less active, unworthy, or under Church discipline should not be endorsed for admission (into Church universities and colleges) until these issues have been completely resolved and the requisite standards of worthiness are met.” Please ask this person about the specific standards below. If a “no” answer is given, then endorsing this person may need to be delayed.
  - Is this person honest?  Yes  No
  - If LDS, is this member in full fellowship (i.e. not on formal probation or disfellowshipped, excommunicated, or voluntarily disaffiliated from The Church of Jesus Christ of Latter-day Saints)?  Yes  No
  - If LDS, is this member living worthy of temple privileges?  Yes  No
  - If LDS, does this member regularly attend church meetings, fulfill assignments and callings, and sustains local Church leaders?  Yes  No
  - Does this member live the law of chastity, including avoidance from pornography as well as abstinence from sexual relations outside the bonds of marriage?  Yes  No
  - Does this person live the word of wisdom by abstaining from alcoholic beverages, tobacco, coffee, tea, kava, substance and drug abuse?  Yes  No
- F. Do you endorse this person according to the Honor Code standards?  Yes (please sign and fill out the proper information below)  No

Sign & date: \_\_\_\_\_ Print name: \_\_\_\_\_

Unit name and number: \_\_\_\_\_

Unit leadership title: \_\_\_\_\_

Phone and Email and contact info: \_\_\_\_\_

Sign & date: \_\_\_\_\_ Print name: \_\_\_\_\_

Unit name and number: \_\_\_\_\_

Unit leadership title: \_\_\_\_\_

Phone and Email and contact info: \_\_\_\_\_

Mahalo!

# New/Returning Student Ecclesiastical Endorsement Program (student retains this page)

All new or returning students must obtain a Endorsement through their Ecclesiastical (Church) Leader. A new or returning student submits an application through the Church's website: [besmart.com](http://besmart.com). After the five-step process is fulfilled, the prospective student's ecclesiastical leader should see that student's application in Leader and Clerk's Resources (LCR) site on: [lds.org](http://lds.org). If that process is unsuccessful, this form may be used in lieu of the online process. This endorsement must be renewed annually and kept current for a student to continue enrollment at BYUH.

**LDS students** LDS students may only be endorsed by the ecclesiastical leader of the ward or branch or mission to which they are assigned and which holds their current Church membership record.

**Non-LDS students** Non-LDS students are to be endorsed by the Brigham Young University–Hawaii bishop in the geographical area in which they are living or through the university chaplain. To contact the chaplain, call 808-675-3493 or 808-675-3531.

**Requirements** Whether on or off campus, all students are expected to abide by the Honor Code, which includes the Academic Honesty Policy, Dress and Grooming Standards, University Policies and Residential Living Standards. 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 except for LDS church attendance. They are encouraged to participate in services of their preferred religion.

**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 or worthy. Students without endorsements, except in unusual circumstances, must discontinue enrollment. Disfellowshipment, excommunication, 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 channels.

**Formal probation** At any time when a student is placed on formal probation, after notification to the stake president, the bishop should immediately inform the Office of Honor. In cases where the bishop and stake president recommend that the student remain in school, the Office of Honor will verify that a plan with a timeline has been developed whereby the student will return to full compliance with the conditions of ecclesiastical endorsement and the Honor Code. Near the completion of the time indicated the Office of Honor will confirm that the student is in full compliance. If it is necessary to extend the timeline the Office of Honor will determine the university's position regarding the Honor Code violation, after reviewing the situation. The priesthood leaders and the student will be notified of the findings. Students may appeal the decision of the Office of Honor to the Office of the Dean of Students.

**How are forms obtained?** Forms are available online at [honorcode.byuh.edu](http://honorcode.byuh.edu).

**Who submits the endorsement forms?** Students should leave their completed form with their ecclesiastical leader, who will submit the completed form to the Office of Honor, Brigham Young University–Hawaii #1932, 55-220 Kulanui Street, Laie, HI 96762 or to Aloha Center Room 136/141 or via email to [honorcode@byuh.edu](mailto:honorcode@byuh.edu).

## Brigham Young University–Hawaii Honor Code

Brigham Young University–Hawaii exists 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 Brigham Young University–Hawaii are selected and retained from among individuals 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. All who represent Brigham Young University–Hawaii 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). For more information, visit [honorcode.byuh.edu](http://honorcode.byuh.edu).

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, students, faculty, and staff of Brigham Young University–Hawaii seek to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

- Be honest
- Observe the Dress and Grooming Standards
- Obey the laws and all campus policies
- Be fully active in assigned ward
- Live a chaste and virtuous life
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee, kava, and substance abuse
- Encourage others in their commitment to comply with the Honor Code

Specific policies embodied in the Honor code include (1) Academic Honesty Policy, (2) Dress and Grooming Standards, (3) Residential Living Standards, (4) University Policies and (5) Student Ecclesiastical Endorsement Requirements.

## Academic Honesty Standards and Policy

*(student retains this page)*

BYU–Hawaii 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 plagiarism, fabrication or falsification, cheating, and other academic misconduct. 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. For more information, visit [honorcode.byuh.edu](http://honorcode.byuh.edu).

**Applicable actions 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.).

**Office of Honor involvement** The Office of Honor 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 Office of Honor may take additional action on behalf of the university based upon the nature of the infraction(s). The Office of Honor, in consultation with the involved academic personnel, may determine to place a student on probation or to recommend suspension or dismissal from the university for academic dishonesty and/or other forms of academic misconduct.

## Dress and Grooming Standards and Policy

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 learning. 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–Hawaii community commit themselves to observe these standards, which reflect the direction given by the Board of Trustees and the Church publication, “For the Strength of Youth”. See more details of the standards at [honorcode.byuh.edu](http://honorcode.byuh.edu). The Dress and Grooming Standards are generally as follows:

**Men** A clean and neat appearance should be maintained. Shorts must at least come to the knee. Hair should be clean and neat, avoiding extreme styles or colors, and trimmed above the collar leaving the ear uncovered. No ponytails, man buns or braids allowed. 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, goatees, and soul patches are not acceptable. Earrings and other body piercing and tattoos are not acceptable. If a tattoo was obtained prior to acceptance to BYU–Hawaii it must be covered at all times and no new tattoos should be obtained. Footwear must be worn in all public places.

**Women** A modest, clean and neat appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, sheer, backless, or revealing, has slits above the knee, or is form fitting. Dresses, skirts, and shorts must at least come to the knee. Hairstyles should be clean and neat, avoiding extremes in styles and color. Multiple ear piercing and all other body piercing and tattoos are not appropriate. If a tattoo was obtained prior to acceptance to BYU–Hawaii it must be covered at all times and no new tattoos should be obtained. Footwear must be worn in all public places.

## Residential Living Standards and Policy

As stated in its Code of Honor, Brigham Young University–Hawaii 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 in approved student housing on and off campus. To achieve this, BYU–Hawaii has established living standards to help students learn some of the high ideals and principles of behavior expected at Brigham Young University–Hawaii. The university requires all students to adhere to the following applicable standards. For more information, visit [honorcode.byuh.edu](http://honorcode.byuh.edu).

**Campus visiting hours (Hales 1–10)** Visitors of the opposite sex are permitted in the lobbies but not in the bedroom areas. Lobby visiting hours are from 9 (nine) a.m. to 11:30 (eleven thirty) p.m. throughout the week. Curfew is midnight (12 a.m.), Saturday through Thursday, and 2 (two) a.m. on Friday nights into Saturday mornings.

**Off-campus visiting hours** Visitors of the opposite sex are permitted in living rooms and kitchens only but not in bedrooms or bathrooms in off-campus living units. Visiting hours may begin at 9 (nine) a.m. and extend until midnight Saturday through Thursday. Friday night visiting hours extend until 2 (two) a.m. Landlords may establish a shorter visiting period if proper notice is given to residents. This policy applies to all housing units occupied by single students.

**Conduct** All students shall be required to conduct themselves in a manner consistent with the principles of The Church of Jesus Christ of Latter-day Saints and the BYU–Hawaii Honor Code. Furthermore, all students are required to abstain from possessing, serving, or consuming alcoholic beverages, tobacco, tea, coffee, kava or harmful drugs. Involvement with gambling, pornographic, erotic, or indecent material, disorderly, obscene, or indecent conduct or expressions or with other offensive materials, expressions, or conduct or disruption of the peace that, in the sole discretion and judgment of the university, is inconsistent with the principles of the Church and the BYU–Hawaii Honor Code is not permitted in student housing. All guests of students must comply with the Residential Living Standards while on the premises and with the BYU–Hawaii contract Off-campus Housing Program. All students are required to know the dress and grooming standards and abide by them.

*Please feel free to contact our Office with any questions or concerns:*

*Office of Honor, Aloha Center 136/141 • (808) 675-3493/3531 • [honorcode@byuh.edu](mailto:honorcode@byuh.edu) • [honorcode.byuh.edu](http://honorcode.byuh.edu)*