

# Continuing Student Ecclesiastical Endorsement



## Student information (please print)

BYU–Hawaii Student ID: \_\_\_\_\_ Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Current residential address (not mailing address): \_\_\_\_\_

Telephone/mobile: \_\_\_\_\_ Religious affiliation:  LDS  Other: \_\_\_\_\_

**My word of honor** *I certify that since my last ecclesiastical endorsement I have been striving honestly to live the Honor Code. Any previous issue involving the Honor Code has been completely resolved with my authorized bishop or ecclesiastical leader. I am currently living the Honor Code and will continue to do so. I have read and discussed the attached Honor Code information with my ecclesiastical leader. I understand what the Honor Code is and what my obligations are. I also understand that I should contact the Office of Honor if I need clarification.*

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bishop’s endorsement** Bishop’s Interview: Except for non-LDS students, if the student’s Church membership record is not in your unit, the interview should not continue until the record has been obtained. Please answer the questions below as they relate to the student’s Church service and participation.

LDS Member more than 3 years  LDS Member fewer than 3 years  Not a Member of the LDS Church

- A. Has the student been a member of your unit more than 6 months? (If not, have you conversed with the previous bishop? Share on back of this page)  Yes  No
- B. I have thoroughly reviewed all the instructions and requirements contained in the Honor Code (see attached pages) with the student and the student has been and is now abiding by these standards and will continue to do so.  Yes  No
- C. I have thoroughly reviewed all the instructions and requirements contained in the Dress & Grooming Standards with the student, and the student has been and is now abiding by these standards and will continue to do so both **on and off campus**.  Yes  No
- D. Does the student demonstrate sufficient respect and emotional maturity to succeed and to 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 CES universities and colleges) until these issues have been completely resolved and the requisite standards of worthiness are met.” Please inquire of the student with regard to each of the following specific standards and guidelines: If the student answers “no” to any part of Question E, the student cannot automatically continue at BYU–Hawaii until the issue(s) have been reviewed by the Office of Honor.
  - Is the student currently in full fellowship (not on formal probation, or disfellowshipped, excommunicated, or voluntarily disaffiliated from The Church of Jesus Christ of Latter-day Saints)?
  - Does the student live a chaste and virtuous life, including avoidance of pornography, abstinence from sexual relations outside of marriage, and abstinence from homosexual conduct?
  - If LDS, does the student have a current temple recommend or limited use recommend if not yet endowed?
  - Is the student abiding by the Residential Living Standards?
  - Does the student live the Word of Wisdom by not participating in kava activities or parties and by abstaining from alcoholic beverages, tobacco, coffee, tea, kava, and drug abuse?
  - If LDS, does the student attend all church meetings in their assigned BYU–Hawaii campus ward, fulfill callings and support church leaders in geographical boundaries in which they live? For students attending home wards after receiving stake president’s approval the same expectations apply.
  - Is the student honest?
- F. Do you recommend this student’s continuance at BYU–Hawaii? Please note that if the student answers “No” to any part of Question E, check the “No” box and inform the student that you are unable to endorse the student. Also, someone from the Office of Honor will contact you.  Yes  No\*
 

\* Please inform the student of your non-recommendation

Mark this box if you need the Office of Honor to contact you to discuss confidential information or if you need clarification regarding policies or standards or if you are submitting additional comments or concerns regarding the endorsement of this student.

*Additional Comments? On a separate piece of paper write and submit to the Office of Honor your comments or share any insights, concerns, unique circumstances, or other factors that may affect the student’s continued enrollment at BYU–Hawaii. Before stating confidential information, please obtain a signed release from the student.*

Bishop’s signature and date \_\_\_\_\_ Printed name \_\_\_\_\_

LDS ward \_\_\_\_\_ Unit number \_\_\_\_\_ Stake \_\_\_\_\_

Email address \_\_\_\_\_ Telephone/cell \_\_\_\_\_

Post, deliver or email this page to: Office of Honor, BYU-Hawaii #1932, 55-220 Kulanui St., Laie, HI 96762 • Aloha Center Rm. 166 • honorcode@byuh.edu • 808-675-3493

# Continuing Student Ecclesiastical Endorsement Program (student retains this page)

All enrolled continuing students are required to obtain a Continuing Student Ecclesiastical Endorsement each year. They must have their endorsements completed, turned in and processed by the Office of Honor before they can register for Fall Semester or any semester thereafter during the academic year. Priority registration for Fall begins around early May. To avoid registration delays students should meet with their bishop and complete the endorsement around April.

**LDS students** LDS students may only be endorsed by the ecclesiastical leader of the ward or branch to which they are assigned and that 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 the university chaplain.

**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 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 Dean of Students.

**How are forms obtained?** Continuing Student Ecclesiastical Endorsement forms are available online.

**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 166 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)

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, and (4) Continuing Student Ecclesiastical Endorsement Requirement.

## 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.

**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”. The Dress and Grooming Standards are 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.

**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 night.

**Off-campus visiting hours** Visitors of the opposite sex are permitted in living rooms and kitchens 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 #166 • Phone: (808) 675-3493/3531 • Email: honorcode@byuh.edu*