

ACADEMIC POLICIES

Student Records and Registration Office

The Student Records and Registration Office processes all student records after the Admissions Office has admitted the student. Registration, graduation, transcript requests, and the handling and dispersing of all forms that affect student academic records are processed by the Student Records and Registration Office.

Full-Time Student Status

Students must be registered for 12 credit hours per semester to be considered full-time. However, some benefits may require more than 12 credits. The full-time equivalency for Block registration is 6 credit hours.

Credit Requirements for Benefits and Activities

To be eligible for various benefits and activities, students must be enrolled in the hours indicated.

- 14 semester credits (and a 3.7 GPA): BYU–Idaho scholarships
- 12 semester credits: full Veterans’ benefits, full Pell Grants, selected loans and grants, campus employment, athletic competition, Social Security benefits, running for student government offices or fulfilling major appointive offices in student government, health insurance coverage, international students, Stafford Student Loans, and PLUS loans
- 9.5 semester credits: student activity privileges and student voting

Attendance and Absence from Class

Students are responsible for class attendance. No absences, whether approved by the University for participation in University-sponsored activities or necessitated by sickness or other personal emergencies, are “excused” in the sense that the student is relieved from class work assigned during the absence. To ensure continuity, students must make up missed work. In most cases, repeated absences will result in a lower grade or failure.

Exceptions to University Policy

Students wishing to appeal any BYU–Idaho academic policy must submit a petition to the Academic Exceptions Committee through the Student Records and Registration Office. These situations may include dropping classes or withdrawing from school after published deadlines. Only BYU–Idaho policies can be appealed; federal guidelines and/or requirements cannot be appealed through this committee.

GPA Requirements for Extracurricular Activities

Students must be making satisfactory academic progress (2.0 GPA) to represent the school in extracurricular activities.

Credits Earned

Credits may be earned and recorded at BYU–Idaho in accordance with the following provisions:

1. In residence - Consists of attendance in regular school classes or extension classes in established residence centers for which a passing grade is received.
2. In non-residence - Consists of correspondence or extension work in non-residence centers. Total residence and non-residence hours may not exceed a normal level.

Electronic Devices in the Classroom

The BYU–Idaho Learning Model envisions students who have come to class prepared to share ideas, rather than merely receive them. Learning occurs through discussion in which each student listens carefully to the comments of others and seeks the opportunity to add, as inspired, to what is being said. Participating in such a discussion requires careful attention—as though one were with a friend, one-on-one.

In order to promote such a learning environment, the University requires, as general policy, that electronic devices be turned off during class time. These devices include laptop computers, cell phones and all other electronic devices.

Instructors may, for the sake of achieving special learning objectives or to meet individual student needs, authorize the use of specific electronic devices in their classrooms. However, it is recommended that the use of laptops for note-taking not be allowed except for occasional lectures. In the Learning Model environment, thinking about what is being said in the classroom and seeking the opportunity to add a comment is more important than transcribing the discussion. Impressions that come in class can be noted by hand. When class is over, students will find that their handwritten notes, along with ideas brought to remembrance by the Spirit, will allow them to write detailed reflections. Those reflections will be richer because of the student’s active participation in the class discussion.

Academic Honesty

BYU–Idaho students should seek to be totally 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 or falsification, cheating, and other academic misconduct.

Academic Dishonesty

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 nondeliberate, 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, without attribution, from another, 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 is a form of dishonesty where 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 is a form of dishonesty where a student 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 from your work 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 for you.

Other academic misconduct includes other academically dishonest, deceitful, or inappropriate acts which are intentionally committed. Examples include but are not limited to:

- 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 the student's 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 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 the violation of a public law, e.g., breaking and entering into an office or stealing an examination, the act should be reported to Campus Police.

For the purpose of tracking, suspected or 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, additional action may be taken on behalf of the University based upon the nature of the infraction. (See Student Handbook in Section VII.)

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.)

Sexual Harassment

Sexual harassment is defined as any unwelcome conduct of a sexual nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment of a student may deny or limit, on the basis of gender, 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 employees of the University but to students as well. If you encounter sexual harassment or gender-based discrimination, or if you need assistance or information related to allegations of sexual harassment, contact the Student Honor Office, Kimball 270, or call (208) 496-1120.