

7. Last day to withdraw from school without receiving grades earned.

### Graduation Catalog Requirement

A student is responsible for the General Education and Major Requirements listed in any one Brigham Young University-Idaho Catalog (chosen by the student) from the year of first registration to the year of graduation, provided the Brigham Young University-Idaho Catalog chosen is not more than five years old.

### Transfer from Brigham Young University-Idaho

As Brigham Young University-Idaho transitions to a four year school, pre-existing articulation agreements with other universities in Idaho and Utah remain in effect.

### Transfer to Brigham Young University-Idaho

Brigham Young University-Idaho accepts college level courses from all regionally accredited schools. Courses are applied to specific general education and major requirements when it is determined by the transfer credit evaluation office that they are equivalent to BYU-Idaho courses. Students attending regionally accredited colleges from Utah and Idaho who complete the associate transfer degree will be considered as having completed the general education requirements. If they have not completed the transfer degree, their credit will be evaluated on a course-by-course basis.

### Change of Major

Students are encouraged to select a major early in their academic program to effectively plan towards graduation. Students change majors by going to the Career and Academic Advising Center or through the assigned Academic Advising Satellite Center. Students should carefully assess the impact of the major change by utilizing the graduation report and conferring with an advisor. Previously approved waivers and substitutions may possibly not transfer to a newly selected major because of the individuality of the major requirements.

Students with earned credits of 75 or more will not be allowed to change a major without petition to the Academic Standards Committee. The petition must illustrate the ability to efficiently complete the newly selected major. An attached graduation plan indicates the remaining courses and planned schedule is required.

### International Transcripts

Transcripts from international countries will not be evaluated until the following conditions are met:

1. The student is an accepted student at BYU-Idaho.
2. The student provides a transcript and course description of classes completed.
3. All transcripts and course descriptions must be in English. Translated versions will only be accepted when one of the following conditions are met:
  - a. The sending university provides an English translation;
  - b. The transcripts are translated by a translator and notarized as correct translations.
  - c. Use of a private credential evaluation company.
4. The student's institution is recognized by its country's governing board as an accredited institution, and it is of similar nature of a college or university level in the United States. Institutions primarily focused on vocational and technical training would not generally be considered as

transferable credit.

Once conditions are met, the transcript evaluator in the Student Records and Registration Office will evaluate courses for equivalency at Brigham Young University-Idaho. Classes with failing grades will not be accepted. Courses without an equivalent BYU-Idaho course will not be transferred to the University for credit consideration. All grades are changed to pass or fail grades. English classes taken outside of a United States university will not be accepted for meeting English requirements at BYU-Idaho.

### 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

#### 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 original author through quotation, reference, or footnote.

Inadvertent Plagiarism involves the inappropriate, but non-deliberate, 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** 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.** 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 Incidents of 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 Honor Code Office to remove the student from the course.
- Recommending to the Honor Code 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 Honor Code 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).

### **CONFIDENTIALITY OF STUDENT RECORDS**

#### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within forty-five days after the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amending those education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. (This does not apply to grade changes.) They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order