



## DESERT VALLEY ACADEMY

### Desert Valley Academy\* Honor Code

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*\*The institution's name may change upon completion of academic licensing, per Nevada law. This document remains in force and applicable upon that name change, as well as for any other present or future names by which the institution may be known.*

Desert Valley Academy exists to provide a high-quality, personalized 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 Desert Valley are selected and retained from among those 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, except church attendance. All who represent Desert Valley Academy 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).

### **Honor Code Statement**

*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, faculty, administration, staff, and students of Desert Valley Academy seek to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will

- Be honest
- Live a chaste and virtuous life
- Obey the law and all campus policies
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
- Participate regularly in church services
- Observe the Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

Specific policies embodied in the Honor Code include (1) the Academic Honesty Policy, (2) the Dress and Grooming Standards, (3) the Residential Living Standards, and (4) the Continuing Student Ecclesiastical Endorsement.

### **Good Honor Code Standing**

Students must be in good Honor Code standing to be admitted to, continue enrollment at, and graduate from Desert Valley. The term "good Honor Code standing" means that a student's conduct is consistent with the Honor Code and the ideals and principles of The Church of Jesus Christ of Latter-day Saints. Excommunication, disfellowshipment, or disaffiliation from The Church of Jesus Christ of Latter-day Saints automatically results in the loss of good Honor Code standing. Further, a

student is not in good Honor Code standing if his or her ecclesiastical endorsement has either lapsed or has been withdrawn, or if the Honor Code Office has placed a "hold" on the student's records.

All students, upon admission to Desert Valley, are required to observe the standards of the Honor Code at all times, whether on or off campus. When the Honor Code Office receives reports of misconduct prior to a prospective student's admission or readmission, those reports are referred to the Admissions Office for appropriate action. When the Honor Code Office receives reports of student misconduct after admission or readmission, but before registration for classes, the Honor Code Office typically notifies the student, indicating that a "hold" will be placed on the student's registration if the matter is not resolved to the satisfaction of the Honor Code Office by a specified date. The Honor Code Office also reserves the right to place a "hold" on the record of any student based on reports of student misconduct prior to notifying the student.

## **Conduct**

All students are required to conduct themselves in a manner consistent with the Honor Code. In addition, students may not influence or seek to influence others to engage in behavior inconsistent with the Honor Code.

Students must abstain from the use of alcohol, tobacco, and illegal substances and from the intentional misuse or abuse of any substance. Sexual misconduct; obscene or indecent conduct or expressions; disorderly or disruptive conduct; participation in gambling activities; involvement with pornographic, erotic, indecent, or offensive material; and any other conduct or action inconsistent with the principles of The Church of Jesus Christ of Latter-day Saints and the Honor Code is not permitted.

Violations of the Honor Code may result in actions up to and including separation from the university.

## **Homosexual Behavior**

Desert Valley Academy will respond to homosexual behavior rather than to feelings or attraction and welcomes as full members of the college community all whose behavior meets standards of the Church of Jesus Christ of Latter-day Saints. Members of the college community can remain in good Honor Code standing if they conduct their lives in a manner consistent with gospel principles and the Honor Code.

One's stated same-gender attraction is not an Honor Code issue. However, the Honor Code requires all members of the college community to manifest a strict commitment to the law of chastity. Homosexual behavior is inappropriate and violates the Honor Code. Homosexual behavior includes not only sexual relations between members of the same sex, but all forms of physical intimacy that give expression to homosexual feelings.

## **Dress and Grooming Standards**

The dress and grooming of both men and women should always be modest, neat, and clean.

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 Desert Valley community commit themselves to observe the following standards, which reflect the direction of 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 well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, revealing, or form fitting. Shorts must be knee-length or longer. Hairstyles should be clean and neat, avoiding extreme styles or colors, and trimmed above the collar, leaving the ear uncovered. 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 are not acceptable. Earrings and other body piercing are not acceptable. Shoes should be worn in all public campus areas.

## **Women**

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing; has slits above the knee; or is form fitting. Dresses, skirts, and shorts must be knee-length or longer. Hairstyles should be clean and neat, avoiding extremes in styles or colors. Excessive ear piercing (more than one per ear) and all other body piercing are not acceptable. Shoes should be worn in all public campus areas.

## **Residential Living Standards**

As stated in the Honor Code, Desert Valley Academy is committed to providing a learning atmosphere consistent with the principles of the Church. The college is likewise committed to creating such an atmosphere for students residing on and off campus and between semesters. To achieve this, Desert Valley has established living standards to help students learn some of the high ideals and principles of behavior expected at Desert Valley Academy. Therefore, the college requires students to adhere to the following applicable standards:

### **Visiting Hours**

#### **Bedroom-Style Dorms**

Visitors of the opposite sex are permitted in the lobbies but not in the bedroom area, except during an established open house, at which times room doors must remain open. Lobby visiting hours begin after 8:00 a.m. and extend until 12:00 midnight, Saturday through Thursday. On Friday night, lobby visiting hours extend until 1:30 a.m.

#### **Apartment- Style Dorms**

Visitors of the opposite sex are permitted in the lobbies and apartment kitchens but not in bedrooms or bathrooms. Lobby visiting hours are from 8:00 a.m. to 12:00 midnight daily, Sunday through Thursday, and extend until 1:30 a.m. on Fridays. Apartment visiting hours are from 10:00 a.m. to 11:00 p.m. Sunday through Thursday and extend until 12:00 midnight on Friday and Saturday.

#### **Off-Campus Visiting Hours**

Visitors of the opposite sex are permitted in living rooms and kitchens but not in the bedrooms in off-campus living units. The use of the bathroom areas by members of the opposite sex is not appropriate unless emergency or civility dictates otherwise, and then only if the safety, privacy, and sensitivity of other residents are not jeopardized. Visiting hours may begin after 9:00 a.m. and extend until 12:00 midnight. Friday night visiting hours may extend until 1:30 a.m. Landlords may establish a shorter visiting period if proper notice is given to students.

### **Guests**

All guests of students must comply with the Residential Living Standards while on the premises of college-contracted housing. Students are expected to help their guests and other residents understand and fulfill their responsibility under the Residential Living Standards and the Honor Code. Approval forms must be submitted for all guest requests, and are available from hall advisors and area offices. Approved guests may stay a maximum of three nights.

### **Maintaining the Standards**

Violations of these standards may be reported to the Honor Code Office.

## **Continuing Student Ecclesiastical Endorsement**

Students are required to be in good Honor Code standing to be admitted to, continue enrollment at, and graduate from Desert Valley. In conjunction with this requirement, all enrolled continuing undergraduate, graduate, intern, and Study Abroad students are required to obtain a Continuing Student Ecclesiastical Endorsement for each new academic year. Students must have their endorsements completed, turned in, and processed by the Honor Code Office before they can register for fall semester or any semester thereafter

**LDS students** may be endorsed only by the bishop of the ward (1) in which they live and (2) that holds their current Church membership record.

**Non-LDS students** are to be endorsed by (1) the local ecclesiastical leader if the student is an active member of the congregation, or (2) the bishop of the LDS ward in which they currently reside.

**Former LDS students** are not eligible to receive an ecclesiastical endorsement (See Withdrawn Ecclesiastical Endorsement below).

## Requirements

Whether on or off campus or between semesters, all students are expected to abide by the Honor Code, which includes (1) the Academic Honesty Policy, (2) the Dress and Grooming Standards, and (3) the applicable Residential Living Standards. Students are required to be in good Honor Code standing to graduate.

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. They are encouraged to participate in services of their preferred religion. All students must be in good Honor Code standing to graduate, to receive a diploma, and to have the degree posted.

## 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 for the endorsement. If an endorsement is withdrawn, no confessional information is exchanged without authorization from the student. Students without a current endorsement are not in good Honor Code standing and must discontinue enrollment. Students who are not in good Honor Code standing are not eligible for graduation, even if they have otherwise completed all necessary coursework. Excommunication, disfellowshipment, or disaffiliation from The Church of Jesus Christ of Latter-day Saints automatically results in the withdrawal of the student's ecclesiastical endorsement and the loss of good Honor Code standing. Disaffiliation is defined for purposes of this policy as removal of an individual's name from the official records of the Church.

The decision to withdraw an ecclesiastical endorsement may be appealed through appropriate ecclesiastical leaders only. As a matter of practice, Desert Valley does not intervene in ecclesiastical matters or endorsements. In unusual circumstances, however, a student may petition the Dean of Students Office to allow an exception to the ecclesiastical endorsement requirement. As part of the petition, a student must (i) complete an Application for Exception to Policy (this form may be obtained from the Dean of Students Office); (ii) sign a release allowing appropriate university officials to freely communicate with the student's ecclesiastical leaders; (iii) prepare a written statement outlining the reasons why, in light of the student's extenuating circumstances, the university should allow an exception; and (iv) submit the completed application, release, and relevant statements to the Dean of Students Office for consideration.

When considering the petition, the Dean of Students will focus *not* on the merits of the ecclesiastical leader's decision to withdraw the endorsement but instead on whether the student has demonstrated sufficiently compelling grounds to warrant an exception to the university's ecclesiastical endorsement requirement. In addition to speaking with the student's present and former ecclesiastical leaders, the Dean of Students may also choose to personally interview the student, who may further explain the circumstances which might justify an exception to the ecclesiastical endorsement requirement. The student bears the burden of persuasion that he or she should be considered to be in good Honor Code standing, notwithstanding the lack of an ecclesiastical endorsement. The Dean of Student's decision regarding the petition will be reviewed by the Vice President

of Student and Community Affairs if requested by the student. The decision by the Vice President of Student and Community Affairs is final.

## Academic Honesty Policy

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The first injunction of the Honor Code is the call to "be honest." Students come to the college not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p. 6). It is the purpose of the Desert Valley Academic Honesty Policy to assist in fulfilling that aim.

Desert Valley 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 but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct:

### Plagiarism

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor. Inadvertent plagiarism, whereas not in violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education, where all members of the university are expected to acknowledge the original intellectual work of others that is included in one's own work. In some cases, plagiarism may also involve violations of copyright law.

*Intentional 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 author through quotation, reference, or footnote.

*Inadvertent Plagiarism*—Inadvertent plagiarism involves the inappropriate, but nondeliberate, use of another's words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply being insufficiently careful in research and writing. Although not a violation of the Honor Code, inadvertent plagiarism 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.

Examples of plagiarism include:

*Direct Plagiarism*—The verbatim copying of an original source without acknowledging the source.

*Paraphrased Plagiarism*—The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for your own.

*Plagiarism Mosaic*—The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.

*Insufficient Acknowledgment*—The partial or incomplete attribution of words, ideas, or data from an original source.

Plagiarism may occur with respect to unpublished as well as published material. Acts of copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism.

### Fabrication or Falsification

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:

1. Citing a source that does not exist.
2. Attributing to a source ideas and information that are not included in the source.
3. Citing a source for a proposition that it does not support.
4. Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper.
5. Intentionally distorting the meaning or applicability of data.
6. Inventing data or statistical results to support conclusions.

## **Cheating**

Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:

1. Copying from another person's work during an examination or while completing an assignment.
2. Allowing someone to copy from you during an examination or while completing an assignment.
3. Using unauthorized materials during an examination or while completing an assignment.
4. Collaborating on an examination or assignment without authorization.
5. 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**

Academic misconduct includes other academically dishonest, deceitful, or inappropriate acts that are intentionally committed. Examples of such acts include but are not limited to:

1. Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
2. Planning with another to commit any act of academic dishonesty.
3. 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.
4. Changing or altering grades or other official educational records.
5. Obtaining or providing to another an unadministered test or answers to an unadministered test.
6. Breaking and entering into a building or office for the purpose of obtaining an unauthorized test.
7. Continuing work on an examination or assignment after the allocated time has elapsed.
8. Submitting the same work for more than one class without disclosure and approval.

## **Procedures for Handling Incidents of Academic Dishonesty or Other Academic Misconduct**

Faculty 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. Responsible instructors will investigate these incidents, determine the facts, and take appropriate action. Finally, the instructor must notify the Honor Code Office of the final disposition of the incident as a means of encouraging behavior change and discouraging repeat violations. If the incident of academic dishonesty involves the violation of a public law, e.g., breaking and entering into an office or stealing an examination, the act should also be reported to Campus Security. 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, the student may have the matter reviewed through the college's grievance process (Student Academic Grievance Procedure).

## **Applicable Actions**

A wide range of possible actions exists for cases of academic dishonesty. Instructors should take actions that are fair and equitable under the circumstances and should attempt to reach an understanding with the affected student on the imposition of an appropriate action. In some cases, the department, the college, or the university may also take actions independent of the instructor. Examples of possible actions include but are not limited to the following:

**For instructors, programs, and departments:**

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 or test.

Administering a lower or failing grade for the course (even if the student withdraws from the course).

Removing the student from the course.

Dismissing the student from the program, department, or college.

Recommending probation, suspension, or dismissal.

### **For the college:**

The college 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 college 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.).

### **Honor Code Office Involvement**

The Honor Code Office 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 Honor Code Office may take additional action on behalf of the university based upon the nature of the infraction(s). The Honor Code Office, in consultation with the involved academic personnel, including the academic vice president in charge of undergraduate studies as needed, may determine to place a student on probation or to recommend that a student be suspended or dismissed for academic dishonesty and other forms of academic misconduct.

### **Shared Responsibility Policy Statement**

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.

### **Faculty Academic Integrity**

The substantive standards of academic honesty stated in this policy apply *a fortiori* to faculty. Indeed, all members of the Desert Valley community are expected to act according to the highest principles of academic integrity.

**Source:** Desert Valley Academy's Honor Code, including the Academic Honesty Policy, is based on the policies of Brigham Young University.

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**Commitment:** I hereby commit to abide by and support all aspects of the Desert Valley Academy Honor Code and Academic Honesty Policy as stated herein.

Employee or Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_