

FORM A

**Brigham Young University
Division of Continuing Education
BYU Salt Lake Center**

Clearance to Register

All nonmatriculated students wishing to attend the BYU Salt Lake Center are required to submit a clearance form and a Student Ecclesiastical Endorsement each academic year. You must have your clearance form and endorsement completed, submitted, and processed by the BYU Salt Lake Center before you can register for fall semester or any semester thereafter. Clearance and endorsements expire at the end of each summer term.

Name	Last	First	Middle or Maiden	
Address	Street	City	State	ZIP
SSN		BYU ID		Birth Date
Telephone				
E-mail Address				
Gender	<input type="checkbox"/> M <input type="checkbox"/> F	Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single	
Religious Affiliation	<input type="checkbox"/> LDS <input type="checkbox"/> Other	Student Status	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate (awarded bachelor's degree)	
School Year	Semesters / Terms for which you are requesting clearance. Clearance & endorsements expire at the end of each summer term.			
	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

Qualifying Questions

1. Have you earned a high school diploma or G.E.D.? Yes No
2. Will you be attending school as an international student on a student visa for the semesters/terms checked above?
If yes, please call 801-933-9400. Yes No
3. Are you currently on probation, parole, or under restriction with any court, or have you ever been convicted of a crime (other than a traffic violation)? If yes, please provide a letter of explanation. Yes No
4. Have you ever been denied admission to BYU day school? If yes, please provide a letter of explanation.
 Yes No
5. Has academic or disciplinary action been taken against you at any institution you have attended, including Brigham Young University? If yes, please include a letter of explanation. Yes No
6. Have you read and do you agree to abide by the refund policy as published? Yes No
(<http://finserve.byu.edu/content/tuition-refundspro-rata-charges>)

I understand that if I provide false information, I will forfeit fees and receive no credit for class work completed.

MY WORD OF HONOR

I am currently living the Honor Code and will continue to do so. Any previous issue involving the Honor Code has been completely resolved with my authorized bishop or ecclesiastical leader. I have read and discussed the attached Honor Code information with my ecclesiastical leader. I understand what the Honor Code is and that my obligation is to live the Honor Code, including the Dress and Grooming Standards, both on and off campus and between semesters. I also understand that I should contact the Honor Code Office if clarification is needed.

Signature _____ Date _____

Ecclesiastical Endorsement

Students desiring to attend the BYU Salt Lake Center commit to live the ideals and principles of the gospel of Jesus Christ and to maintain the standards of conduct as taught by The Church of Jesus Christ of Latter-day Saints. By requesting clearance to take classes at the BYU Salt Lake Center, individuals reconfirm their commitment to observe these standards. Ecclesiastical leaders must complete their section of Form B and mail, fax, or deliver Forms A and B to: BYU Salt Lake Center, 345 West North Temple St., 3 Triad Center, Salt Lake City, UT 84180. Fax: (801) 933-9456. E-mail: slc@byu.edu.

Instructions to the Interviewing Officer: This form is to be used only for individuals desiring ecclesiastical endorsement to attend the BYU Salt Lake Center who are not applying for formal admission to Brigham Young University. Please review in detail the Honor Code and the Dress and Grooming Standards with the prospective student. The First Presidency directs ecclesiastical leaders to not endorse students with unresolved worthiness or activity problems. A student who is endorsed but is not actually worthy of the ecclesiastical endorsement given is not fully prepared spiritually and displaces another student who is qualified to attend. Individuals who are 1) less active, 2) unworthy, or 3) under Church discipline should not be endorsed until these issues have been completely resolved and the requisite standards of worthiness are met. If endorsed, please forward Forms A & B directly to the stake or district president if applicable. Do not give it to the student.

First-time Salt Lake Center students must be **initially** endorsed by (1) the bishop of the ward in which they live that holds their current Church membership record and the president of the stake in which they currently reside. 2) Thereafter, students must be annually endorsed by the bishop of the ward in which they live that holds their current Church membership record.

Students of other faiths must be endorsed by (1) the local ecclesiastical leader if the student is an active member of the congregation, (2) the bishop of the LDS ward in which they currently reside, or (3) the nondenominational BYU chaplain.

The Honor Code

Brigham Young University and affiliate CES schools exist 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 BYU and affiliate CES schools 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, except church attendance. All who represent BYU, BYU-H, BYU-I, and LDSBC 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, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College seek to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

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

Dress and Grooming Standards

The dress and grooming standards of both men and women should always be modest, neat, and clean, and consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher education. These standards are further outlined in the Church publication, *For the Strength of Youth*. The Dress and Grooming Standards are as follows:

Men: 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, mustaches 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 public campus areas. Clothing is inappropriate when it is sleeveless, revealing, or form-fitting.

Women: 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 extreme styles and colors. Excessive ear piercing (more than one per ear) and all other body piercing are not acceptable. Shoes should be worn in public campus areas.

Please visit the BYU website for specific dress and grooming standards at <http://honorcode.byu.edu>.

FORM B

Academic Honesty

BYU students should 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. (A complete version of Academic Honesty Policy is available at www.byu.edu/honorcode)

Applicable Actions for the University

The university may elect to place an affected student on probation or suspend or dismiss the student and 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.).

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 BYU Salt Lake Center Director and the Associate Academic Vice President-Undergraduate Studies, may determine to place a student on probation or to recommend suspension or dismissal from the University for Academic Dishonesty and other forms of academic misconduct.

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 Honor Code. Furthermore, all students are required to abstain from possessing, serving, or consuming alcoholic beverages, tobacco, tea, coffee, or harmful drugs. Involvement with gambling; pornographic, erotic, or indecent material; disorderly, obscene, or indecent conduct of 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 Honor Code, is not permitted.

