FM

Student Handbook

2020-2021

IMPORTANT PHONE NUMBERS

(Area Code is 843)

Academic Affairs (Provost) 661-1281
Academic Divisions
College of Liberal Arts 661-1286
School of Business. 661-1419
School of Education 661-1460
School of Health Sciences 661-1690
Accounting Office 661-1120
Admissions Office 661-1231
Alumni Affairs 661-1228
Athletics 661-1240
Bookstore 661-1345
Campus Technology 661-1335
Cashier's Office 661-1596
Center for Academic Success and Advisement 661-1400
Career Development. 661-1676
Tutoring Center. 661-1675
Writing Center. 661-1528
Counseling and Testing 661-1840
Dean of Students 661-1182
Financial Assistance 661-1190
FMU Main Number 661-1362
Graduate Programs Office 661-1284
Griffin Athletic Complex 661-1240
Health Services 661-1844
Honors Program 661-1371
Housing and Residence Life. 661-1330
Library. 661-1300
Mail Room 661-1337
Orientation. 661-1563
President's Office 661-1210
Registrar 661-1175
Student Life Office. 661-1182
University Communications 661-1220
Emergency - Campus Police 661-1109

Please consult the Campus Directory for additional telephone numbers and information. Campus Directories are available in University housing for residential students and in the University Center for non-residential students.

Francis Marion University
Student Handbook
2020-2021

ATTENTION INDIVIDUALS WITH DISABILITIES

Effort will be made to ensure that programs and classes will be accessible to individuals with disabilities. If you require assistance relating to a disability, please contact the Office of Counseling and Testing (843-661-1840) at least 10 days prior to the beginning of the semester.

EQUAL OPPORTUNITY

Francis Marion University follows all federal and state laws banning discrimination in public institutions of higher learning. Francis Marion adheres to all Title IX policies, and does not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, age, sexual orientation, gender identity, veteran status or any other protected category under applicable local, state, or federal law. General questions regarding Title IX can be directed to the Office of Civil Rights (www.ed.gov/ocr). Specific questions may be referred to the University's Title IX Coordinator (titleixcoordinator@fmarion.edu).

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WELCOME FROM THE VICE PRESIDENT FOR STUDENT LIFE

Dear Students:

I am excited to welcome you – our incoming and returning students – to Francis Marion University's 2020-2021 academic year. While we all work to cope with the current COVID-19 outbreak, our campus community is energized by your arrival as we prepare for what promises to be a safe, productive, and successful year. As you familiarize or reacquaint yourself with campus, please review and consult the FMU Student Handbook if you have any question or concerns. For additional assistance, you are always welcome to drop into your Office of Student Life. We hope you will embrace the many educational opportunities and learning experiences that await you here at Francis Marion University.

The Office of Student Life encourages you to make the most of your time here at FMU. We are here to support you every step of the way. We are not only passionate about your education, but we care deeply about our campus community and are committed to academic excellence, diversity, equity, and inclusion. We are responsive and available to our resident and commuter student populations, as we work to provide for co-curricular activities, raise student engagement, and offer enrichening, educational, and entertaining events that will enhance the culture and public life of our campus community.

Here at Francis Marion University we want you to dream, explore, and discover, for your college experience will be what you make it and your opportunities will only be limited by the limits you place on yourself.

Make it a Great Year!

Christopher M. Kennedy, Ph.D.
Vice President for Student Life
Professor of History

WELCOME FROM THE SGA PRESIDENT

Greetings Fellow FMU Patriots,

You have made the life changing commitment to attend the best University in all of South Carolina! Welcome to Francis Marion University!

I bring you warm greetings on behalf of the Francis Marion University Student Government Association (SGA). I am Tymoshio "Ty" M. Robinson, a senior Political Science major from Kingstree, SC and I am proud, humbled, and extremely honored to serve as your Student Body President for the 2020-2021 academic school year. The Student Government Association is the sole sovereign governing body of the FMU student population whose mission is to represent advocate on behalf of the student body of Francis Marion University. We also provide enriching services to the FMU student community by funding organizational events, campus initiatives and partnerships, and adopting legislation that seeks to enhance student and campus life.

Francis Marion University is the most amazing place for you to flourish as an FMU Patriot and beyond. There are a multitude of opportunities to get involved and give back to the FMU Community through leadership, service, and by exemplifying Patriot Pride. FMU has 60+ student organizations, like the Campus Activities Board, FMU Diplomats, The Patriot Newspaper, ROTC, and, yes, the Student Government Association — all amazing gateways to connect with your fellow Patriots and start your own FMU story. In addition to a diverse set of student organizations and leadership opportunities, FMU provides an amazing list of research and other academic opportunities centered around helping you flourish.

Resources like the FMU Writing Center, Tutoring Center, and all of the various departments are in place to ensure that you are successful in your academic pursuits. It is my hope that during your time here you take advantage of every amazing opportunity, experience, and resource that Francis Marion has to offer you. Without these same tools and experiences, I would not be the Patriot that I am today. Friends and fellow Patriots, it is now your turn. Your story and your journey toward becoming a true FMU Patriot begins now! I look forward to seeing all of the amazing things that you accomplish.

With Patriot Pride and Honor,

Tymoshio "Ty" M. Robinson
Student Government Association President

University Calendar

FIRST TERM, SUMMER SESSION, 2020

March 25-May 25	Pre-registration for Summer I for currently enrolled students
May 26	Final Date for preregistered students to pay fees for Summer I
May 26-June 1	Continuous registration for Summer I for currently enrolled students; payment is due at the time of registration
June 1	Registration for Summer I for new and continuing students
June 2	Summer I classes begin
June 11	Last day to apply for degree for students completing degree during either summer term
July 2	Last day to withdraw from a course without academic penalty
July 2	Summer I classes end; examinations

SECOND TERM, SUMMER SESSION, 2020

March 25-June 29	Pre-registration for Summer II for currently enrolled students
June 30	Final day for preregistered students to pay fees for Summer II
June 30-July 6	Continuous registration for Summer II for currently enrolled students; payment is due at the time of registration
July 4	Holiday; University closed; no classes
July 6	Registration for Summer II for new and continuing students
July 7	Summer II classes begin
Aug. 10	Last day to withdraw from a course without academic penalty
Aug. 10	Summer II classes end; examinations

FALL SEMESTER, 2020

March 25-Aug. 10	Pre-registration for Fall for currently enrolled students
Early July	Fall fees available online
Aug. 5	Final date for pre-registered students to pay fees for Fall; Final payment for Fall housing due
Aug. 6-17	Continuous Registration for Fall Semester for currently enrolled students; payment due at the time of registration
Aug. 14-Sept. 4	Housing move-in by appointment
Aug. 17	Registration for new and continuing students
Aug. 17	Fall classes begin with 4:30 p.m. classes; All classes online until Sept. 7
Aug. 17-21	Late Registration Drop/Add Period
Sept. 7	Labor Day; Last day of online instruction for in-person classes
Sept. 8	Return to on campus instruction, Most classes in person, some online or blended
Sept. 18	Deadline for students to have FMU Card made (Rogers Library); late charge after this date
Oct. 1	Last day to apply for graduation for Fall Semester
Oct. 2	Midterm
Oct. 9	Midterm grades due for first time freshmen
Oct. 16	Last day to withdraw from a course without academic penalty
Oct. 21-Oct.30	Advising Period and Priority Pre-registration for Spring Semester
Nov. 3	Election Day; University Closed
Nov. 16	Last day to withdraw from an undergraduate course
Nov. 25	University Open; Last day of all classes, end of on campus instruction for the semester
Nov. 26-27	Thanksgiving Break
Dec. 2-8	Online Final Exams

SPRING SEMESTER, 2021

Dec. 9	Final date for pre-registered students to pay fees for Spring; final payment for semester housing due
Dec. 9-Jan. 11	Continuous Registration for Spring Semester for currently enrolled students; payment is due at the time of registration
Jan. 10	Housing opens for new students and continuing students
Jan. 11	Orientation and Registration for Spring semester for new and continuing students; payment is due at the time of registration
Jan. 12	Spring classes begin
Jan. 12-15	Late Registration; Drop/Add Period
Jan. 18	Martin Luther King Jr. Holiday; University Closed
Jan. 22	Deadline for new students to have FMU Card made (Rogers Library); late charge after this date
Feb. 26	Midterm
March 1	Last day to apply for graduation for Spring Semester
March 5	Last day to withdraw from a course without academic penalty
March 15-19	Spring Break
March 22	Classes resume
March 24-April 2	Advising Period and Priority Pre-Registration—Fall semester and summer terms
March 26	Priority deadline for housing applications and reservation fees for Fall Semester
April 13	Student Life Awards

April 14	Last day to withdraw from an undergraduate course
April 19	Academic Awards
April 26	Spring classes end
April 27	Reading Day
April 28-May 4	Final Exams
May 3	Grades due for graduating seniors by noon
May 5	Final grades due by noon
May 7 2:30 p.m.	Commencement Rehearsal
May 8 10:00 a.m.	Commencement Exercises

LATE SPRING TERM, SUMMER SESSION, 2021

March 24-May 3	Pre-registration for Late Spring for currently enrolled students
May 4	Final date for pre-registered students to pay fees for Late Spring
May 4-May 10	Continuous registration for Late Spring term for currently enrolled students; payment is due at the time of registration
May 10	Registration for Late Spring for new and continuing students
May 11	Late Spring classes begin
May 18	Last day to withdraw from a course without penalty
May 25	Last day to withdraw from an undergraduate course
May 28	Late Spring classes end; examinations

FIRST TERM, SUMMER SESSION, 2021

March 24-May 24	Pre-registration for Summer I for currently enrolled students
May 25	Final date for pre-registered students to pay fees for Summer I
May 25-May 31	Continuous registration for Summer I for currently enrolled students; payment is due at the time of registration
May 31	Registration for Summer I for new and continuing students
June 1	Summer I classes begin
June 10	Last day to apply for degree for students completing degree during either summer term
June 14	Last day to withdraw from a course without academic penalty
June 29	Last day to withdraw from an undergraduate course
July 1	Summer I classes end; examinations

SECOND TERM, SUMMER SESSION, 2021

March 24-June 28	Pre-registration for Summer II for currently enrolled students
June 29	Final date for pre-registered students to pay fees for Summer II
June 29-July 5	Continuous registration for Summer II for currently enrolled students; Payment is due at the time of registration
July 5	Registration for Summer II for new and continuing students
July 6	Summer II classes begin
July 15	Last day to withdraw from a course without academic penalty
July 29	Last day to withdraw from an undergraduate course
Aug. 9	Summer II classes end

FALL SEMESTER, 2021

Aug. 4	Final date for pre-registered students to pay fees or Fall 2021
Aug. 21	Housing opens for new students
Aug. 22	Housing opens for continuing students
Aug. 23	Registration
Aug. 23	Classes begin at 4:30 p.m.
Sept. 6	Labor Day; University Closed
Oct. 11-12	Fall Break; No Classes; University Open
Oct. 27-Nov. 5	Advising and Pre-Registration (Spring)
Nov. 24	Thanksgiving Observance begins—No classes—University Open
Nov. 25-26	Thanksgiving Break; University Closed
Dec. 6	Classes end
Dec. 7	Reading Day
Dec. 8-14	Final Exams
Dec. 18	Commencement

ABOUT FMU

The University

Francis Marion University is a four-year public institution established by the state of South Carolina. It is located in the northeastern part of the state near the city of Florence and has more than 4,100 students. Its purpose is threefold: to provide students with an excellent education, stimulate inquiry and research, and serve the Pee Dee region and the state of South Carolina *(see FMU's University Catalog for more information)*. Francis Marion University is one of South Carolina's 13 state-assisted, coeducational universities. Classified by the Carnegie Foundation for Education as a comprehensive university, FMU takes pride in providing a strong liberal arts foundation in a broad range of undergraduate majors. The University also offers two professional schools in education and business. FMU offers bachelor's degrees in liberal arts disciplines, business, education, and nursing. At the graduate level, FMU offers programs in business, education, nursing, physician's assistant studies, speech-language pathology, and psychology. The School of Business offers the MBA with a concentration in healthcare executive management.

While 96 percent of its students come from South Carolina, the University enrolls students from 32 states and 21 foreign countries, allowing students to experience the diversity of people from other cultures. FMU has an outstanding faculty of 254 professors –205 who are full-time. Nearly 83 percent of full-time faculty members hold doctoral or terminal degrees from America's leading universities, and more than half of the faculty are tenured. The student-faculty ratio is 15 to 1, and classes are taught by professors, not graduate assistants. The average class size is 21.

Students receive a high-value education at an affordable cost at FMU. The FMU faculty provides personal attention in small class settings, focusing on quality instruction and experiential learning opportunities. A vibrant campus life offers intellectual, social, and cultural opportunities that positively engage students in the collegiate environment while preparing them to succeed in life. The FMU Performing Arts Center was complete in Summer 2011 and is located in downtown Florence. A series of theatre, music, and dance complement the events produced by the primary residents.

The 468-acre campus is known for its beautiful foliage and landscaping. Located about six miles east of Florence, the campus features modern classroom buildings, laboratories and residence facilities to provide a safe, comfortable learning environment for students. The campus also features a number of recreational facilities that are available for use by students, faculty, staff and alumni, and for use in intramural and intercollegiate athletic competition. The Griffin Athletic Complex opened in the spring of 2012, with contemporary baseball and softball stadiums and a soccer field. The main campus is set amongst 400-acres of mixed pine-hardwood and bottomland forests accessed by a series of trails. Several acres have been set aside as an Arboretum that is being developed into a resource with many of the native species of the area.

Most buildings have been constructed or renovated since 1970. Facilities are accessible in accordance with required standards. Though each building has its own unique design, all are planned for architectural harmony. One of the busiest places on campus is the James A. Rogers Library, the state's sixth largest academic library and the largest academic library in northeastern South Carolina. It serves as a valuable resource for individual citizens, business and industry for the entire region. It houses more than 385,000 volumes, 837 current periodicals, with access to more than 150,000 e-books, 478,447 microforms, and 107 electronic databases to access information from almost anywhere.

The University offers to the community educational lectures, technical and professional assistance, industrial and economic development, and artistic and cultural enrichment. Many cultural activities, including concerts, lectures, plays, art exhibits, and film series, are offered free to the public.

The FMU Alumni Association has more than 20,135 members, 58% of whom live and work in the Pee Dee area. Private support comes from the FMU Foundation, which was organized in 1974 to provide a means for soliciting and accepting substantial gifts of money or property to build an endowment fund that promotes the educational mission and welfare of the University. Its primary focus has been to provide scholarship support for students. The FMU Foundation is governed by an independent volunteer board of directors and currently has more than $27 million in assets.

University Seal

The University Seal is symbolic of the location, founding, and purpose of the University. The river at the center of the design represents the Pee Dee area of South Carolina.

The Palmetto tree symbolizes the University's role in joining the ranks of other colleges and universities offering educational opportunities to students throughout South Carolina.

The open book represents the intent of the University to create an atmosphere of free inquiry and to direct its programs toward all qualified students who would achieve some master of knowledge.

Alma Mater

The Francis Marion University Alma Mater is set to the melody of "Chester" by William Billings. It was the favorite song of Revolutionary War soldiers and, except for "Yankee Doodle," the only famous Revolutionary War tune of American origin. It may well have been sung by our earliest patriots on these very grounds. The writer of the words to the Alma Mater prefers to remain anonymous.

On hallowed ground where patriots waged their strife,
Here yet today we seek to earn our freedom's rights.
Our knowledge leads to a quest for truth and light,
By achieving goals we discover purpose for our lives.

Our future shines before us bright and clear.
You give to us the wisdom and the guidance here.
We'll build a world for all to revere,
Our thanks is due to you, our Alma Mater dear.

ACADEMIC PROGRAMS

College of Liberal Arts

Biology
Biology
- Environmental Science
- Medical Technology
- Pre-Med
- Pre-Dental
- Pre-Veterinary

Biology Secondary Education Certification
Forest Resources*

Chemistry
Chemistry
- Pre-Pharmacy

American Chemical Society Certification
Environmental Science*

English
English
- Liberal Arts Program
- Professional Writing

English Secondary Education Certification
Creative Writing*

Fine Arts
Music Industry
Theatre Arts
- Theatre Performance
- Theatre Design

Visual Arts
- Painting
- Ceramics
- Graphic Design
- Photography

K-12 Art Education Certification
Art History*
Music*

History
History
History Education Certification
Archaeology*

Humanities
African & African American Studies*
Environmental Studies*
Gender Studies*
Geography*
International Studies*
Philosophy & Religious Studies*

Mass Communication
Mass Communication
- Broadcast Journalism
- Convergence Journalism
- Public Relations
- Sports Journalism

Mathematics
Mathematics
Mathematics Secondary Education Certification

Modern Languages
French
Spanish

Political Science
Political Science
- Criminal Justice
- Pre-Law

Geography*
Legal Studies*
International Affairs*
Military Science*

Physics and Engineering
Physics
- Computational Physics
- Health Physics

Industrial Engineering
Mechanical Engineering
Civil Engineering Technology
Electronic Engineering Technology
Astronomy*
Environmental Studies*

Psychology
Psychology

Sociology
Sociology
Criminal Justice
Anthropology*

GRADUATE PROGRAMS
Master of Science
- Applied Psychology
- Applied Behavior Analysis
- Clinical Counseling

Specialist Degree in School Psychology

School of Business

Accounting
Business Economics
Computer Science
Finance
General Business
Healthcare Informatics
Management
- Human Resource Management
- Nonprofit Management
- Sports Management
- Supply Chain Management

Management Information Systems
Marketing
Sports Marketing

GRADUATE PROGRAMS
Master of Business Administration
Master of Business Administration in Healthcare Executive Management

School of Education

Early Childhood Education
Elementary Education
Middle Level Education
Secondary Education Certification (Math, Biology, English, History, Art)

GRADUATE PROGRAMS
Master of Education
- Learning Disabilities
- Teaching & Learning

Master of Arts in Teaching
- Learning Disabilities

School of Health Sciences

Nursing
Nursing
RN-to-BS Nursing (two-year to four-year degree)

Healthcare
Healthcare Administration
Healthcare Informatics
Medical Technology

GRADUATE PROGRAMS
Doctor of Nursing Practice
Master of Science in Nursing
Adult Gerontology Acute Care Nurse Practitioner
Family Nurse Practitioner
Nurse Educator
Psychiatric Mental Health Nurse Practitioner
Master of Science in Physician Assistant Studies
Master of Speech-Language Pathology
Nurse Educator Certificate Program

* Minor, collateral, and/or courses only

ACADEMIC SERVICES

ADMISSIONS

The primary functions of the Admissions Office at Francis Marion University are to recruit and admit new students and assist students in the application and enrollment process. The Admissions Office is also committed to providing development opportunities for students even after they enroll. Students can develop personal skills in organization, marketing, public speaking, and leadership through involvement in the Diplomats (student ambassador) program. A select group of students is chosen each fall on the basis of scholarship, leadership, and communication skills. Diplomats help recruit students to FMU through counseling, presentations to students, campus tours, and involvement with special events such as Open Houses, scholarship receptions, and counselor luncheons. Diplomats will participate in a training program to enhance their knowledge of FMU. The program also includes presentation skills, interpersonal skills, and other skills to enhance personal growth and professional development. Students who are interested in giving campus tours, making presentations, calling prospective students, office management and working with marketing materials to assist in recruiting may apply to the Admissions Office.

Campus tours for prospective students are offered through the Admissions Office at 10:30 am and 2 pm. Monday through Friday. Tours are also offered on select Saturdays; summer tour times vary. Appointments should be made for all tours by calling 843-661-1231. The office welcomes student involvement and strives for continuous improvement. If you have suggestions or ideas that will help the Admissions Office serve potential and current students better, please let us know.

Residency Requirements

State law defines South Carolina residents as "persons who have been domiciled in South Carolina for a period no less than 12 months with an intention of making a permanent home therein or persons domiciled in South Carolina for less than 12 months who have full-time employment in the state and the spouse and unemancipated minors of such persons."

Residency Requirements: The legal residence of a minor is considered to be that of the parent who has legal custody. Questions concerning residency should be directed to the Admissions Office.

Students from certain states in Germany may qualify to pay in-state tuition through the Sister-State agreement.

States included in the agreement are Brandenburg, Rheinland-Pfalz, and Thuringen. Certain areas in Australia also qualify. Questions concerning the Sister-State agreement should be directed to Admissions.

ORIENTATION

Francis Marion University recognizes that the choice to attend college is one of the most important decisions a person can make. The University also recognizes that this decision has an impact upon a student's entire family. In response to this unique time in the life of a student and his/her family, parents and/or guardians are encouraged to attend FMU's Orientation Program with their students. Each program includes information regarding academic advising and registration. Students and their families have an opportunity to meet with faculty, staff, and students during Orientation. Information sessions are also provided to assist students as they prepare for the transition from high school to college. The Orientation Program is required for all new freshman and transfer students, and there is a fee for participating.

President's List

Any full-time undergraduate student who attains a grade point average of 3.75 or higher in a given semester shall be recognized as exceptional and placed on the President's List. Any part-time undergraduate student who has completed at least 12 hours at Francis Marion University and who has declared a major shall be placed on the President's List for part-time students at the end of any semester in which the student has completed at least six semester hours and in which the student has attained a grade point average of 3.75 or higher.

Dean's List

Any full-time undergraduate student who attains a grade point average of at least 3.25 but less than 3.75 in a given semester shall be recognized as distinguished and placed on the Dean's List. Any part-time undergraduate student who has completed at least 12 hours at Francis Marion University and who has declared a major shall be placed on the Dean's List for part-time students at the end of any semester in which the student has completed at least six semester hours and in which the student has attained a grade point average of at least 3.25 but less than 3.75.

REGISTRAR

The Office of the Registrar is the location in which all academic records of the University are kept. In addition to record keeping, the Office of the Registrar is in charge of the following programs, activities, and policies.

Honor Graduates

Any student who completes degree requirements with a grade point average on all work from 3.50 to 3.74 shall be granted his or her diploma cum laude. Any student who completes degree requirements with a grade point average of 3.75 to 3.89 shall be granted his or her diploma magna cum laude. Any student who completes degree requirements with a grade point average of 3.90 or higher shall be granted his or her diploma summa cum laude.

In order for a student who has credits transferred from another institution to receive his diploma cum laude, magna cum laude or summa cum laude, he or she must have attained the required grade point average on all work taken at Francis Marion University and attained the required grade point average on all University work, including that taken at other institutions. To be considered for honors, a student must complete a minimum of 60 credit hours at FMU.

Change of Name or Address

Each student is responsible for maintaining communication with the University and keeping on file with the Office of the Registrar at all times any change in name and current address, including zip code and telephone number. Failure to do so can cause serious delays in the handling of student records and important correspondence. Information regarding advising and preregistration will be mailed to the local address for those students who are currently enrolled. Because of its nature and purpose, campus housing may not be regarded as a student's permanent home address.

FERPA/Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 permits the release of "directory information" without a student's consent.

Francis Marion University has designated the following items as directory information: student's name, address, telephone listing, FMU email address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational institution attended, and eligibility for honor societies.

Directory information can be published in a campus directory and other University publications and may be released to the mass media for publication (for example, Dean's List, President's List, commencement list, etc.). A student who does not want this information released must complete a Request of Non-Disclosure form, available in the Registrar's Office, by the end of the drop/add period for each academic term the student wishes to withhold the disclosure of directory information.

What Constitutes a Student Record

Student records are those created to assist the offices of Admissions, Financial Assistance, Records, the Registrar, or Student Life in their support of basic institutional objectives and include any records with students' names (files, documents, and materials in whatever medium) which contain information that identifies a person.

Disclosure of Educational Record Information

1. Francis Marion University shall obtain written consent from students before disclosing any personally identifiable information from their educational records (with the exceptions listed below). Such written consent must:
   a. specify the records to be released.
   b. state the purpose of the disclosure.
   c. identify the party or class of parties to whom disclosure may be made.
   d. be signed and dated by the student.
2. Francis Marion University must disclose educational records or components thereof to students who request information from their own records.
3. Francis Marion University may disclose educational records or components thereof without written consent of students to:
   a. Authorized representatives of the following for audit or evaluation of federal and state supported programs, or for enforcement of or compliance with federal legal requirements which relate to those programs.
   b. State and local officials to whom disclosure is specifically required by State Statute adopted prior to Nov. 19, 1974.
   c. Veterans Administration officials.
   d. Other school officials within the institution determined by the institution to have a legitimate educational interest.
   e. Officials of other institutions in which a student seeks or intends to enroll on the condition that Francis Marion University makes a reasonable attempt to inform the student of the disclosure.
   f. Persons or organizations providing financial aid to students, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
   g. Organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs or to improve instruction. Those organizations may not disclose personally identifiable information on students, and information secured must be destroyed when no longer needed for their projects.
   h. Accrediting organizations carrying out their accrediting functions.
   i. Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152.
   j. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that Francis Marion University makes a reasonable attempt to notify the student in advance of compliance. Francis Marion University is not required to notify the student if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders Francis Marion not to disclose the existence or contents of the subpoena.
   k. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons.
   l. An alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
   m. Parents of a student under the age of 21 who is found in violation of the University Alcohol and Other Drug Policy (in accordance with federal law).
4. Francis Marion University may release without written consent those items specified as public or directory information for students who are currently enrolled, provided the following conditions are met prior to disclosure:
   a. Francis Marion University informs the students of information or categories designated as public or directory information.
   b. the students be given the opportunity to refuse disclosures of information for any or all categories of directory information.
   c. the students be given a reasonable period of time in which to state such refusals in writing.

5. Francis Marion University may release without written consent those items designated as public or directory information on any student not currently enrolled unless that student, at his/ her last opportunity as a student, requested otherwise.
6. Francis Marion University may also disclose personally identifiable information from a student's educational records to a third party if the eligible student has signed and dated a written consent form which is presented to a school official by the third party.
7. Francis Marion University is responsible for informing parties to whom personally identifiable information is released that recipients, as a general rule, are not permitted to disclose the information to others without the written consent of the students. An example of such wording follows: "The attached information has been forwarded to you at the request of the student with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974, as amended, prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."
8. Terms under which Francis Marion University may disclose information to parents of students are:
   a. by obtaining the student's written consent if the student is independent.
   b. by establishing the student's dependency as defined by Internal Revenue Code of 1954, Section 152.

Social Security Number/ Student Identification Number

The Privacy Act of 1974 (U.S. Public Law 93-579, Sect.7) requires that we notify students that disclosure of their social security number (SSN) is voluntary. But students should know that Francis Marion University uses the SSN for federal identification and your official transcript. The Swamp Fox Web for Students (online registration) system requires students to enter their Student Identification Number (SIN) and a password for entry. If students do not wish to disclose their SSN, they can apply for a special identification number in person in the Registrar's Office, Stokes Administration Building, Room 118.

Parental Notification of Alcohol Policy Violations

In accordance with the Family Educational Rights and Privacy Act, Francis Marion University has the right to notify parents or legal guardians of a student under the age of 21 years who has been involved in a violation of University policy, local, state or federal law governing the use or possession of alcohol or controlled substances. Notification is dependent upon the situation and at the discretion of the sanctioning body.

Privacy Rights of Students

Students have the right to:

a. Inspect and review information contained in the student's educational records.
b. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
c. Consent to disclosure, with certain exceptions specified in the Family Educational Rights and Privacy Act of 1974 (FERPA), of personally identifiable information from educational records.
d. May secure a copy of Francis Marion University's policy on student's educational records by making the request at the Registrar's Office. All student records are maintained in the Registrar's Office located in the Stokes Administration Building.
e. May file complaints with the Department of Education concerning alleged failures by Francis Marion University to comply with the Privacy Act. Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605; 202-260-3887, FAX: 202-260-9001.

Review of Academic Records

Students have the right to inspect and review information contained in their educational records. Students wishing to review their records must make a written request to the Registrar listing the item or items of interest. These records will be made available within 45 days of the request. The written institutional policy concerning the Family Education Rights and Privacy Act is housed in the Registrar's Office.

Commencement Announcements

Announcements for Commencement Exercises may be ordered through the Patriot Bookstore but not before the semester during which degree requirements are expected to be completed. No order may be processed until after the date for applying for degree is prescribed by the University calendar. If, at the Registrar's instruction, an order is not processed, full refund will be made by the Patriot Bookstore.

Application for Degree

Undergraduate students: All undergraduate students must complete a graduation application in order to be considered a graduation candidate. Degree applications are available in the Registrar's Office, room 118, Stokes Administration Building.

Graduate students: All graduate students must complete a graduation application in order to be considered a graduate candidate. Degree applications are available in the department of the student's major. Undergraduate and graduate students must complete an application for degree on or before the following deadlines: For the December graduation, the last day to apply for graduation is October 1; for the May graduation, the last day to apply for graduation is March 1; and for the August graduation, the last day to apply for graduation is June 10. In the event that degree requirements are not met, reapplication for graduation is necessary. Only students who have completed all degree requirements may participate in the commencement exercises.

Veterans' Affairs

All veterans should contact the Registrar's Office for assistance with Veterans' Affairs issues.

University Life

The University Life program at Francis Marion University is designed to help entering students learn the necessary academic, cultural, social, and technological skills needed to succeed in the University environment. Classes in the program are taught in sections by specially trained faculty from all areas of the University. Other first-semester students may enroll in the course, receiving elective credit but not General Education credit, on a first-come, first-served basis.

FINANCIAL & BUSINESS SERVICES

ACCOUNTING/CASHIER

The Accounting and Cashier's Offices can assist you with questions about your semester or monthly bills, FMU ID card, and other financial matters. We also will help you with registering your vehicle and with scholarships from outside organizations. Following are some of the many services we provide to students:

Check Cashing

FMU students with valid FMU ID cards may cash personal checks for up to $50 in the Cashier's Office. The information on the check must include a local street address. There is a $30 charge for dishonored checks.

Payroll Checks

Students who are employed by FMU have their funds deposited in their designated bank account according to the payroll schedule. Schedules are distributed at the beginning of each year by the Office of Accounting.

Semester Bills

New students receive a packet with instructions on how to view and pay your bill online. The packet also includes a tuition and fee sheet, and a direct deposit form. An electronic bill for the semester may be viewed once a student is registered in classes for the semester. The fall semester cannot be viewed until fees are determined by the Board of Trustees, usually in early July.

Refunds or "Change" Checks

Refunds that result from dropping a course, withdrawing, or overpayments from excess financial assistance are processed by the Accounting Office. Funds are deposited electronically into the student's designated bank account. Emails are sent to students who have valid email addresses on record each time a direct deposit is processed for them.

Traffic Ticket Appeals

Students may appeal traffic violations within 14 calendar days of the date of the ticket in the Cashier's Office. After 14 calendar days it cannot be appealed *(see Campus Police section)*.

Outside Scholarship Credits

The Accounting Office processes scholarship checks from civic organizations and industries for students.

Third Party Billings

Civic organizations or industries who wish to pay for a student's fees and want to be billed may set up a third party billing account through the Accounting Office. A letter on company or organization letterhead including the student's name, social security number, amount of the award, and any stipulations must be submitted to the Accounting Office at least two weeks in advance of registration.

Vehicle Registration

Any student who brings a vehicle on campus must register that vehicle and pay for a parking decal. Vehicles may be registered through the Patriot Marketplace. If you live on campus, be sure to obtain a residential student decal which will allow you to park in housing areas *(see Campus Police section)*, this will be a white decal. If you are a commuter student, you will need to be sure to obtain a blue decal. Students who change their residential status must bring in the old decal and exchange their decals with the Cashier's Office. Student decals expire on Aug. 31.

Temporary Parking Decals

Students with valid decals who drive another vehicle on campus that does not have a decal must register the new vehicle with or Campus Police and receive a temporary decal. There is no charge for the temporary decal, and it is valid for up to 10 days *(see Campus Police section)*. The person requesting a temporary decal must have a vehicle permanently registered on campus for the current semester.

Student Activity Travel

When a Student Life activity involves travel by students, certain costs are reimbursable, meals and lodging, for example. In order to

receive reimbursement, a travel request form should be picked up in the Accounting Office. Complete the form and attach all receipts, gather appropriate signatures through the Dean of Students Office or an academic office, then the Accounting Office will process a check for the student.

Foreign Students' Tax Information

Foreign students must report wages, scholarships, and waiver income to the Internal Revenue Service. The Accounting Office prepares 1042-S forms to report this income. For information about working on campus, please contact the Coordinator of International Student Life in the Smith University Center, Room 205.

Students Tax Information

As required by the Tax Relief Act of 1997, the Accounting Office mails 1098T forms to students' home addresses by the end of January each year. The Act also requires Francis Marion University to report this information to the Internal Revenue Service. The 1098T form contains billing and financial assistance information to help students and/or parents when determining their eligibility for the American Opportunity, HOPE, and Lifetime Education Credits.

Perkins Loans and Nurse Faculty Loans

If a student is awarded a Perkins Loan or a Nurse Faculty Loan, he or she must contact the Perkins Loan Officer in the Payroll Office (SAB 111) to complete the required documents. Any Perkins Loan or Nurse Faculty Loan borrower who drops below half time enrollment at FMU, graduates, or transfers should call 843-661-1124 to make an appointment to complete the required exit interview paperwork. Although repayment is managed by our billing provider, the FMU Perkins Loan Officer oversees the process throughout the life of the loan.

ATHLETICS

FMU is affiliated with the National Collegiate Athletic Association (NCAA) and is a charter member of the Peach Belt Conference (PBC). One of the University's sports programs (men's golf) competes as an NCAA Division I independent, while the other 11 programs compete in the Division II Peach Belt Conference. The Peach Belt Conference consists of the following institutions: Augusta University, Clayton State University, Columbus State University, Flagler College, Francis Marion University, Georgia College, Georgia Southwestern State University, Lander University, University of North Georgia, UNC Pembroke, USC Aiken, and Young Harris College.

The Francis Marion University athletic teams are known as the Patriots, and the University colors are red, white, and blue. FMU offers 14 intercollegiate sports: women's basketball, cross country, tennis, soccer, softball, track and field and volleyball, Also men's basketball, baseball, cross country, golf, tennis, soccer, and track and field.

For more information concerning individual teams and/or tryouts, contact individual coaches in the athletic department.

FMU students are admitted free to regular-season home sporting events with their FMU ID Card.

Sports Information

The associate athletic director for communication services (sports information director) is responsible for communicating the story of Francis Marion University athletics to its various publics – on and off-campus – by establishing and increasing awareness of University programs, policies, opportunities, goals, and achievements. Major functions include the areas of publications, social media, sports information services, photography, and advertising marketing.

To provide consistent, accurate information to the mass media, the Sports Information Office serves as the University's centralized source of information. In order to coordinate the flow of information, the Sports Information Office has established uniform procedures in preparing and releasing statements and sports releases so that the media will receive an organized flow of information that is consistent in style, quality and content.

Cheerleaders

The Francis Marion University Cheerleaders are known for their spirit and enthusiasm. The coach(es) hold open tryouts in the Fall semester of each year and freshmen and transfers are eligible to try out for the squad. In order to tryout, freshman candidates must meet NCAA eligibility standards. Transfers or continuing students must have passed 24 hours (transferable if a transfer) with a 2.0 GPA during the last academic year. The candidate must have cheer or dance experience; tumbling is optional.

The FMU Cheerleaders perform during the NCAA basketball season for the women's and men's teams. Cheering for a game consists of sideline chants and full halftime routines. Practices are held two times a week during the basketball season. Two captains are chosen each season by the coach based on grade point average, leadership, and seniority.

NCAA Position on Gambling

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purposes and meaning of "sport." Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches and institutions in fair contests, not the amount of money wagered on the outcome of the competition.

For these reasons, the NCAA membership has adopted specific rules prohibiting athletics department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

STUDENT SERVICES

OFFICE OF STUDENT LIFE

The Office of Student Life supports the educational mission of the University by providing programs, services, and co-curricular experiences that contribute to student development and the FMU intellectual community. Student Life seeks to develop the whole student by initiating platforms for self-expression and personal growth thereby enhancing student potential for success through leadership opportunities, citizenship education, networking, and community development.

The Student Life Office consists of several areas listed independently in this and previous sections. These areas include the Dean of Students' Office, leadership and personal development programs, student campus activities, fraternity and sorority life, student organizations, student conduct administration, residence life, the student government association and general student assistance. The Student Life Office is led by the Vice President for Student Life, the Assistant Vice President for Student Life, the Dean of Students and the Student Life Specialist for Programming and the Student Life Specialist for Student Development.

DEAN OF STUDENTS

The Dean of Students is responsible for providing leadership and oversight to several aspects of student life at FMU, including Student Development. Additionally, the Dean of Students administers the student conduct process and co-advises the Student Government Association. The Dean of Students provides support for crisis management, leadership development, and other special projects.

CAMPUS RECREATION SERVICES

The Office of Campus Recreation Services (CRS) strives to enhance, among the members of the FMU community, fitness and wellness, knowledge, personal skills and enjoyment through a variety of programming options. CRS provides opportunities for a variety of activities that may contribute to individual physical fitness and wellness; opportunities for cooperative and competitive play activity in game and nongame form; and access to quality facilities, equipment and programs.

Intramural Sports

The Intramural Program provides an extensive competitive sports program through a wide range of activities designed to meet the needs and desires of the majority of students.

Students, faculty and staff are invited to compete in individual, dual and team sports. Competition has been organized in several sports ranging from basketball and flag football to table tennis and billiards. Team and individual awards are given in each sport. The Intramural Handbook and list of rules are available on the FMU web page.

UNIVERSITY CENTER & RECREATION FACILITIES

The Director of the Smith University Center (UC) manages the operations of the activity and meeting areas in the Smith University Center, the outdoor recreational pool, outdoor recreational facilities, and summer programs. Recreational and athletic facilities include a 2547-seat gymnasium (with two practice basketball courts available for recreational use), an eight-lane swimming pool with three diving boards, a sauna, four racquetball courts, locker rooms, game room with billiards and table tennis, and a fitness room with various exercise equipment.

Exterior recreational facilities include Kassab Tennis Courts (available when not in use by the FMU tennis team), an intramural activity field, outdoor basketball courts, an outdoor sand volleyball court, and an outdoor recreational pool.

To use the University Center or other campus recreation facilities, students must be in possession of their valid FMU ID Card. Students may host one guest in the recreation facilities. Guests must have positive identification, must register and pay a $6.00 fee in the Athletic Department in Room 234, be over 18 years of age, and abide by all University policies and procedures. Students are responsible for the actions of their guests.

Faculty and staff members may register for a family pass, allowing members of their immediate, dependent family living in the household to use the recreation facilities. The faculty or staff member must register and pay a $20.00 annual fee in the Athletic Department during normal business hours. The faculty or staff member will be issued the family pass(es), and must accompany family members under 18 years of age when using the recreational facilities.

A limited number of lockers are available for annual rental. Faculty, staff and students who are interested in renting a locker must apply at the Athletic Department to confirm availability. Once availability has been confirmed, the renter must pay the annual fee at the Athletic Department to receive their lock and assignment. The fee for an annual locker rental is $13.00, renewable in August. If a locker is not renewed by the renewal deadline, all items contained in it will be considered abandoned and the locker will be made available to other renters. Each renter will be provided a combination lock for use on the locker. Only University-issued locks may be used; all other locks will be removed and discarded. Renters must maintain their locker in a sanitary condition that does not present a nuisance to other patrons. Faculty and staff members are issued lockers in the Faculty and Staff locker rooms; student lockers are available in the student locker rooms. First priority is given to renewing patrons; all other lockers are available on a first-come basis. Lockers may be closed during special events, including Open House, dinners, and intercollegiate athletic contests.

Reserving space in the UC

The University Center is available for reservation by student organizations for meetings, gatherings or dances. Five meeting rooms, a commons area, and other spaces are available on a first-come, first-served basis. All reservations must be placed at least two weeks in advance to be considered. The following procedure is to be followed for reserving rooms:

1. Secure a Facilities Reservation Request form from the Business Affairs Office in SAB, room 107. (Space reservation forms are also available for use of other University buildings.)

2. Complete the form. Request assistance, if necessary. To check the availability of space, please contact the Business Affairs Office (SAB 107).
3. Complete a Campus Service Request form if service other than the normal setup is needed. These forms also should be completed two weeks in advance.
4. If food is to be served, contact the Dining Services Director.
5. Confirmation of the room reservation will be made by the Director of the University Center or the chairperson of the Space Committee.
6. Direct any questions to the Athletics Department (661-1240) or the Director of the University Center (661-1189).

UC hours of operation

Please note that these hours are subject to change.
Please call 661-1189 for the most up-to-date information.

Building Hours

Monday-Wednesday	8 a.m. – 11 p.m.
Thursday-Friday	8 a.m. –10 p.m.
Saturday	12 p.m. – 9 p.m.
Sunday	1 p.m. – 9 p.m.

Information Desk, Game Area, Gym, Fitness Room, Racquetball Courts

Monday-Friday	11:30 a.m. – 9:00 p.m.
Saturday	12 p.m. – 8 p.m.
Sunday	1 p.m. – 8:30 p.m.

Indoor Swimming Pool, Sauna

Monday-Friday*	1 p.m. – 5 p.m.

*When lifeguard is available

Please help us keep your University Center clean and place trash in the proper receptacles. Do not sit on, or place food and drink on the game tables. Do not jump or stand on the furniture. The University Center is a great place to relax, meet with friends and socialize.

Outdoor Recreational Pool

The outdoor recreational pool is located in Freedom Field adjacent to the FMU Village Apartments. The primary purpose of the outdoor pool is for recreational use by members of the FMU community. The following policies and procedures have been developed to provide a safe and enjoyable environment that meets state and industry standards.

The outdoor pool will generally open in mid-April and close mid-September. The opening and closing dates of the pool are subject to weather patterns. Inclement weather, staff availability, and other unforeseen issues may cause the daily schedule to be altered. A certified lifeguard must be on duty any time the pool is open and available for use.

The outdoor pool may be used by the students, faculty, and staff members of Francis Marion University. Additionally, active members of the FMU Alumni Association may use the pool. Students may host one guest in the pool area, who must be accompanied by the student at all times. Family members of faculty and staff members may utilize the outdoor pool with a paid family pass. A parent or guardian must accompany non-students under the age of 18 years old. A valid FMU Identification Card, Alumni Association Membership Card, or a valid Family member pass (if not accompanied by a member of the FMU community) is required for entry into the pool area.

Generally, the outdoor pool is available for open recreation use by authorized members of the FMU community and their guests. The pool is available for private usage by officially recognized student organizations one night per week (usually Monday) with prior reservations. Reservations should be made through the Director of the University Center. The pool may be reserved for a two-hour period at the cost of $50 per hour. If more than 75 guests are present, an additional lifeguard is required at the additional cost of $20 per hour. Private functions are limited to 150 persons. All persons in attendance are required to adhere to all pool rules as well as all regulations, policies, and procedures of Francis Marion University.

The pool may be reserved for official University functions as deemed appropriate.

Sound systems may not be used at the pool unless approved by the Director of the University Center. When approved, the volume of sound systems must be at a minimal level so music may not be heard beyond the pool area.

In accordance with the South Carolina Department of Health and Environmental Control regulations as well as to ensure a safe recreational environment, the following rules have been established for participants using the pool:

- Swimming is allowed only when a lifeguard is on duty.
- There should be no running, boisterous or rough play in the pool or around the pool area.
- No person under the influence of alcohol or drugs should use the pool.
- There should be no spitting or blowing of nose in pool.
- Persons with communicable disease should not enter the pool.
- Persons with skin, eye, ear or nasal infections should not enter the pool.
- No animals or pets allowed in the pool enclosure.
- No glass allowed in the pool or on the deck.
- No children should be in the pool without supervision.
- Pool hours will vary with the season and will be posted at the pool area.
- The maximum number of swimmers allowed in the pool is 75.
- A first aid kit is located with the lifeguard.
- An emergency phone (or other notification device) is located with the lifeguard.
- Food and beverages are not allowed within six feet of the pool.
- Swimmers must wear appropriate swimming attire.
- Any flotation devices used must be U.S. Coast Guard approved.
- Swimmers must shower before entering pool.
- Infants or small children must be appropriately attired, including use of a swim diaper at all times when in the pool (regular diapers are not allowed in the swimming pool).
- Shallow water – no diving allowed.
- Smoking and vaping are not allowed in the pool area.
- Radios and other musical devices (CD players, tape players, MP3 players, etc.) may be used with personal headphones only.
- Speakers may not be used unless approved by the Director of the University Center.

Participants using the pool must understand that participation in recreational activities involves certain inherent risks of personal

injury. The use of equipment, facilities, and premises of Francis Marion University by persons participating in recreational activities shall constitute acceptance of that risk regardless of the nature of the injury. The participant must agree that the University, its officers, employees, and agents shall not be liable for any injury, loss, or damage sustained or suffered by persons participating in recreational activities at the University, whether caused directly or indirectly by negligence or fault of Francis Marion University, its officers, employees or agents. The participant must further understand that Francis Marion University does not provide insurance coverage for individuals using recreational facilities and that individuals not having appropriate health coverage are strongly advised to acquire health insurance prior to exposing themselves to possible injury.

Participants must follow the directions of the lifeguard or other University personnel on duty at the pool. Failure to abide by this directive may result in removal from the pool area and future denial of access, as well as other appropriate measures. The lifeguard is authorized to close the pool due to inclement weather, mechanical failure, health risks, or other unforeseen circumstances.

A complete copy of the rules and regulations concerning pool operations, including information about lifeguard responsibilities and maintenance procedures, is available in the Director of the University Center office in the Smith University Center.

Shared Responsibilities

Francis Marion University is not responsible for injuries received by anyone while playing or practicing sports on the FMU campus. All individuals are requested to have physician's approval before beginning an exercise program. All participants should confer with their insurance carrier to make sure they are covered or consult with Student Health Services for insurance information. Users of the gym and racquetball courts must wear smooth-sole tennis shoes as any others will damage the courts. Anyone not wearing proper shoes will be asked to leave the courts.

COUNSELING AND TESTING

Counseling and Testing provides the following services for the University community: 1) personal counseling services for enrolled students, 2) accommodations for qualified students with disabilities, and 3) proctoring of standardized tests (e.g., CLEP, Miller Analogies Test, and proctoring for distance education courses).

Personal Counseling

For most students, the college experience reflects a significant period of transition. Transitions are often exciting, but they also require change and adjustment. Common counseling concerns include depression, sexuality, stress management, relationship issues and academic problems. Students don't need to have severe emotional problems to benefit from services. Many students use counseling to expand their personal growth and development. Services are confidential and free to currently enrolled students.

Testing Services

Counseling and Testing is responsible for the administration of several testing programs. Testing is usually available Monday - Friday, beginning at 8:30 a.m. Fees vary according to the tests. Candidates are asked to make an appointment for their desired date and time. Some examples of the tests offered by the Office of Counseling and Testing:

College Level Examination Program (CLEP)

Francis Marion University awards course credit for satisfactory scores on the Subject Examinations offered through CLEP. Only freshman and sophomore students are eligible to take CLEP exams without prior permission from a department chair. Juniors and seniors may attempt CLEP exams with the permission of the department chair or dean of the school or discipline in which a particular exam is offered. Normally, seniors during the semester prior to their graduation will not be allowed to attempt CLEP exams. No graduating senior will be allowed to attempt CLEP exams after the deadline for applying for graduation.

There are 28 subjects available for CLEP testing. Please see the University catalog for a list of approved tests and the scores needed to earn college credit.

CLEP exams are computer-based tests and are scheduled on an individual basis at the Office of Counseling and Testing. Each exam lasts 90 minutes. The cost of each exam is $89. There is also a $16 proctoring fee. Please call 843-661-1840 for further information.

Miller Analogies Test (MAT)

Counseling and Testing offers a computer-based version of the MAT, which is scheduled on an individual basis. Examinees must contact our office at 843-661-1840 at least one week in advance to schedule an exam. The cost of the exam is $66. Pearson Assessment is responsible for scoring and reporting exam scores.

Services for Students with Disabilities

Accessing Services

Francis Marion University is committed to making programs and activities available to qualified students with disabilities. Francis Marion University also makes efforts to ensure that the University grounds, major buildings, and classes are accessible. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Francis Marion recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities.

The Director of Counseling and Testing is responsible for coordinating services for students with disabilities. The director collaborates with students in determining reasonable accommodations and acts as a liaison between students and faculty/administration on concerns relating to classroom accommodations. The Director of Counseling and Testing is also available to meet with prospective students to discuss services available at Francis Marion University. The director can be reached at 843-661-1841.

Eligibility for Services

Students are asked to provide documentation of their disability at least two weeks before enrolling for the first time. Documentation submitted during the last three weeks of an academic semester will only be considered for the following semester, not the semester in which it is presented. To qualify for services, students must provide appropriate documentation of a disability from a qualified health services provider (i.e., physician, licensed psychologist). Documentation should include a diagnosis, an explanation of the effect of the disability in an academic setting, and recommendations regarding accommodations. Furthermore, if the initial documentation is incomplete or inadequate to determine the extent of the disability, FMU has the discretion to require additional documentation. The cost of obtaining documentation is

the responsibility of the student.

Academic Accommodations

Appropriate academic accommodations are based on an interview with the student and a review of the student's documentation. Students should schedule an interview with the Director of Counseling and Testing at least two weeks before enrolling for the first time. Depending on the nature of the accommodations, a student may be requested to provide a copy of a class schedule, course syllabus, or other information necessary to ensure that accommodations can be arranged. Students are encouraged to meet with the director at least once per academic year to make sure that the accommodations process is continuing to meet their needs.

Confidentiality

Disability documentation is housed in the Office of Counseling and Testing and is generally not shared with other University staff or professors. A student's documentation could be shared on a "need to know" basis in the case of an emergency or if there is a formal investigation of a complaint. In order to provide most accommodations, it is necessary to notify professors that a student is eligible for disability accommodations. In most cases, this involves the sharing of the student's name and disability-related needs, not the specifics of his or her disability.

Notifying Professors

At the beginning of each semester, the Office of Counseling and Testing will write a faculty notification letter and will address it to the student's professors. The letter verifies that the student is registered with the office and lists the accommodations the student is eligible to receive. The letters are confidential and do not reveal the nature of a student's disability. Students are encouraged to deliver the letters to their professors. They may also request that the Office of Counseling and Testing deliver the letters for them. Students are responsible for reviewing the letter and notifying the Office of Counseling and Testing if there are any concerns or if they make a change to their class schedule.

It is the student's responsibility to meet with each professor and work out how his or her classroom accommodations will be met. For example, if a student is eligible for extra time on tests, he or she must approach the professor and determine how the extended time will be arranged. The professor has the right to deny the request if it is not made in a timely manner.

Accessible Computers

Students requesting adaptive software for on-campus computers (e.g. JAWS and ZoomText) should submit their request to the Director of Counseling and Testing.

Accessible Desks and Tables

Desks and tables that accommodate wheelchairs are available. After registration, students should notify the Office of Counseling and Testing about their need for accessible desks and tables.

Accessible Residence Halls

Residence hall rooms with varying degrees of accessibility are available. Reasonable efforts are made to accommodate students with disabilities who wish to live on campus. Students with disabilities must follow the sign-up procedures established by the Housing Office. Students must provide documentation from an appropriate professional indicating diagnosis and the need for housing accommodations. For further information, contact the Housing Office at 843-661-1330 or the Office of Counseling and Testing at 843-661-1841.

Grievance Process

If students are having problems with their accommodations, they should first notify the Director of Counseling and Testing. If problems cannot be resolved through the Office of Counseling and Testing, students with disabilities are asked to contact FMU's ADA Compliance Coordinator and the Vice President for Administration in the J. Howard Stokes Administration Building, Office of Administration, 843-661-1146.

Parking Permits for Students with Disabilities

Prior to obtaining a Parking Placard, students must complete registration of their vehicle. This can be accomplished during class registration by completing the appropriate Vehicle Registration Card as a resident or commuter student and paying the appropriate fee. The permanent vehicle registration sticker must be displayed on the left rear bumper or left rear exterior glass of the vehicle, attached to the outside using the supplied adhesive (please refer to the Traffic Regulations section of this handbook). The placard can be obtained from the Office of Counseling and Testing. The placard must be displayed on the dashboard of the vehicle whenever parked on campus. To obtain a parking placard:

- The student must present the documentation outlined in the Eligibility for Services section.
- The student must comply with South Carolina State Statue 56-3-1960 regarding eligibility for special consideration.
- The vehicle must be registered on campus and display a FMU resident or commuter student decal. Students needing special parking consideration, such as pickup or drop-off at crosswalks in front of buildings, should present these needs to the Office of Counseling and Testing so that Campus Police can be notified. At no time should a crosswalk be blocked for periods longer than necessary to pickup or drop-off a student with disabilities.

Temporary Parking Permits for Students with Disabilities

Provisions have been made for temporary parking placards for individuals who will be disabled for a limited time. These permits may be obtained from the Office of Counseling and Testing. Students requesting temporary permits must have a current FMU parking decal (resident or commuter).

Personal Care Attendants

Personal care attendants assist individuals with completing daily living skills such as grooming, personal hygiene, meal preparation, medication monitoring, maintenance of personal living environment, lifting or turning pages, and transporting/escorting. The cost and maintenance of services for a personal care attendant are the responsibility of the student. To determine if a personal care attendant (PCA) is needed, students will need to assess their skills and abilities with their medical provider, vocational rehabilitation counselor, or case manager.

Service Animal and Emotional Support Animals

Service Animal

Students with a service animal are strongly encouraged to voluntarily register with disability services by contacting the Office of Counseling and Testing. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to a student's disability. Students

who intend to live on campus are required to inform the housing Office that they play to have a service animal with them in housing.

Service Animal Requirements and Etiquette

1. The animal should be on a leash, harness or other tether. It is recommended, but not required, that the animal wear some type of commonly recognized symbol, identifying that the animal is a working animal.
2. The animal should respond to voice or hand commands and be in full control by the handler.
3. To the extent possible, the animal should be unobtrusive to other individuals in the learning, living and working environment.
4. The handler must adhere to and be aware of all applicable state and local laws regarding ownership of animals (e.g., leash law, proper identification, vaccinations, etc.)
5. Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal.

Emotional Support Animal

Unlike a service animal, an emotional support animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. In order to receive permission to have an emotional support animal in housing, a student must provide documentation supporting the request. Preferably, the document will be submitted at least one month before the beginning of each semester. Students who bring an emotional support animal to campus, without prior approval, may be charged a fine of up to $50.00 per day. Documentation may be submitted through disability services, specifically the Director of the Office of Counseling and Testing, or may be submitted to the Housing Office. Required documentation includes:

- Verification of the student's disability from a physician, psychiatrist, or other qualified mental health professional. This assessment must be conducted by a third party that is separate from the University. It should include a description of how and where the student was evaluated and the criteria for establishing a disability.
- Description of the type of animal requested.
- Statement on how the animal serves as an accommodation for the documented disability , e.g., alleviates one or more identified symptoms or effects of a person's disability.

Emotional support animals are not allowed in other areas of campus (e.g., library, academic buildings, classrooms, labs, University Center, etc.), except on a case-by-case basis as an approved accommodation. Once approval is granted for an emotional support animal, the student should contact the housing Office to make arrangements to bring the animal to campus. The student's roommate(s) and/or suitemate(s) will be notified (if applicable) to solicit their acknowledgement of the approval, and notify them that the approved animals will be residing in shared assigned living space. In the event that one or more roommates or suitemates do not want to reside with an emotional support animal, those individuals will be given the option to move to an alternate location. If roommates were assigned BEFORE the animal owner applied for housing, the original roommates will not be required to move; the animal owner will have to accept another housing assignment. The Housing Office will provide the student with specific requirements for having a support animal in the residence hall (e.g., waste disposal, pest control).

Responsibility of Handlers

Handlers are responsible for any damage or injuries caused by the animals they are responsible for and must take appropriate precautions to prevent property damage or injury. the cost of care, arrangement and responsibilities for the well being of a service animal are the sole responsibility of the handler at all times.

Removal of Service Animals/Emotional Support Animals

Service animals and emotional support animals may be ordered removed by the Housing Office or by Campus Police for the following reasons: disruptive or out-of-control- animal; non-housebroken animal; perceived to be a substantial and direct threat to the health and safety of others. Animals may not be left alone for unreasonably extended periods in a student's room or apartment. In the event that an animal is not being attended to as needed (food, left alone for longer than a reasonable time, creating a disturbance), the Housing Office may order immediate removal of the animal. If a student does not respond to this request, Florence County Animal Control may be contacted for assistance in removing the animal. Any cost of removing a service animal, or emotional support animal, shall be the responsibility of the student.

Tutoring

Tutorial services are considered to be personal services; therefore, all expenses for personal tutors are the responsibility of the student. Free academic assistance is available from the Tutoring Center (661-1675) and the Writing Center (661-1528). Contact the Director of Counseling and Testing if you need assistance working with departments to secure a personal tutor.

RESIDENCE LIFE

Mission

The Office of Housing and Residence Life promotes academic success by providing safe, comfortable, attractive, modern, well-maintained residential facilities and quality management operations. The department strives to maintain a campus living and learning environment that fosters student learning, promotes active engagement and collaboration with others, motivates and inspires students to devote time and energy to activities that enhance academic and community living skills.

In support of the mission of the Division of Student Life and Francis Marion University, opportunities are provided for positive, educational and social experiences, both inside and outside the classroom.

Housing Staff

The Housing Staff consists of the Director, two Assistant Directors, a Residence Life Coordinator, Physical Operations Specialist, and one Office Administrator. The Director oversees all operations, while one Assistant Director is responsible for facility issues and student accounts. Two professional staff members live on campus, conduct disciplinary meetings as designated campus judicial officers, enforce University policy, respond to crisis situations, and provide on-site support and oversight for 36 student Resident Assistants. The Office Administrator is responsible for keys, maintenance requests, student assignments and general inquiries.

Campus Community

A residence hall suite or apartment is more than a place for sleeping and storing books. FMU will be your home, the place where you study, socialize, and live. Therefore, we work hard to make sure our halls and apartments are inviting, comfortable, safe places to live and learn.

Designed to create a sense of community, each residence hall floor or apartment building houses approximately 40 to 48 students. In every residential community-each residence hall floor and every apartment building-a student serves as a Resident Assistant (RA). RAs provide residential students with services such as lockouts, guest registration, programming, conflict mediation, and much more.

One of the purposes of the FMU Housing department-one of our greatest achievements-is helping students become involved in the FMU community. We know the more a student becomes involved in their community they increase their likelihood of achieving their goals in and out of the classroom. Getting involved in your community is as easy as getting to know your roommates/suitemates, talking to your RA, or saying hello to neighbors on your floor or in your building. Attending RA programs, campus-wide events, or joining a student organization also helps students get and stay involved in the community. And while it is an RA's duty to encourage students in their community to become involved, FMU expects each student to take ownership of their experience here at FMU.

Programming and Community Activities

We believe programming helps students become involved in their community. Each semester RAs plan and implement a variety of social and educational programs. RA programs focus on the following areas of growth and development: social, occupational, spiritual, physical, intellectual, and emotional. Some examples of programs include study skills seminars, stress management, career choices, alcohol awareness, abusive relationship panel, roommate game, Super Bowl parties, how to get along with your roommate, safe sex education, and many more. RAs offer programs through the semester during the week and every weekend. If you have suggestions for programs, please share the idea with your RA.

Community Standards

FMU establishes policies, rules, and processes to create a community environment conducive to success in academic pursuits, as well as healthy interactions between each of the community members. Therefore, FMU expects every member of the campus community (i.e., students, faculty, staff, and guest) to demonstrate respect for the rights and responsibilities of every member of the community, including themselves.

Students may find these policies, rules, and processes in detail within the handbook or by visiting the FMU Student Life webpage (fmarion.edu/studentlife). FMU also upholds and abides by all applicable federal, state, and local laws.

The Process, Policy Violation

Ideally, all members of the community encourage one another to live by the standards and policies set forth. However, when infractions occur, individuals must take responsibility for their choices. A disciplinary process exists to hold students accountable, in the event that student's actions/choices violate policy. Typically, when the Housing Office becomes aware of an alleged student violation of policy, an RA or another student reported it. In some cases, the Campus Police Department provides information to the Housing Office regarding allegations of student violations of policy. Depending on the severity of the alleged violation, the Housing Office addresses the matter or sends a referral to the Dean of Students. Whether addressed by the Housing Office or the Dean of Students, students involved in an alleged violation receive notice of the allegations and an opportunity to provide information to assist in determining whether the student is responsible for the alleged violation or not.

Resident Assistants (RAs)

A Resident Assistant (RA) is a student staff member who works for Housing and Residence Life. RAs are trained to provide support, oversight, and guidance to residential students, while enforcing University policy and coordinating programs (activities) designed to enhance the campus community. The Housing Office expects students to comply with reasonable directions given by RAs, as they act in accordance with their job responsibilities. Failing to follow, or actively disregarding, and RA's direction, constitutes a violation of policy.

In each Housing area (i.e., Forest Villas, ABC, DEF Residence Halls, and Village Apartments), one RA serves as the designated RA On-Duty. When the Housing Office is closed-each evening and weekend-students may contact the RA ON-CAll to report crisis-situations, register an overnight guest, report violations of policy, or to report emergency maintenance needs. Please note: only the ON-Call RA may assist students with lockouts services. The RA assigned to a student's specific floor/building, unless assigned the ON-Duty shift at that time, cannot provide that student with access if locked out of their room/apartment.

RA Help Desk (GO-RA)

Monday-Friday, 5:00-11:00 pm; and Saturday/Sunday, 12:00-11:00 pm, students may go to the Heyward Community Center (HCC) to contact an RA On-Duty. Students may also call 843-661-4672 (GO-RA). The RA On-Duty may assist students with Housing Office related questions, lockout services, guest registration and other needs. For assistance after 11:00 pm, students may call their area's RA On-Duty (see numbers posted at building entrances).

Roommate/Suitemate Relationships

Living with another individual in close quarters requires communication, cooperation, and compromise. For many college students, this is the first time they have shared a room with another person on a semi-permanent basis. A roommate/suitemate relationship, like any other, requires each individual to work at and care about making the relationship work. The key to a successful relationship is effective communication. At the start of each semester, it is a good idea for roommates/suitemates to discuss potential conflicts and express expectations for one another. Some topics you may wish to discuss include guest visitation times and behavior, noise levels and study times, cleanliness, borrowing/sharing personal belongings (i.e., food, music, TV, etc.), privacy, or preferred method of communication. Tip: refer to other sections

of this handbook when discussing expectations.

If conflict arises between roommates/suitemates, the individuals should discuss the situation, civilly. If the roommates/suitemates directly involved cannot resolve the matter after attempting to discuss the conflict themselves, the residents should contact their RA for help mediating the conflict. The RA, with the advice of their supervisor, will facilitate an environment where each resident has the opportunity to speak and listen to the concerns of all parties. Note: mediation helps students remain in their assigned room/apartment. Students should not consider mediation an automatic prerequisite for changing rooms. In exceptional circumstances, the Director of Residence Housing may require relocation of students if necessary. FMU Housing will not tolerate physical or psychological threat or harm, intimidation, bullying, or other forms of retaliation.

Room Assignment Change

Each semester the Housing Office establishes specific periods wherein students may request a change in room assignment (i.e., Room Change period for the current semester & Room Signups (requests) period for the following semester). Outside of the designated room change/request periods, students may change room, only after receipt of written permission from the Director of Housing (or the Director's designee). No student may move their belongings to another space, to which they are not assigned-during designated room change/request period or otherwise-without first receiving written approval and directions from the Housing Office. Charges and other sanctions may apply for violation of this policy.

The University reserves the right to change a student's (or students') room assignment(s), including to a different area of campus or type of housing facility, if the University (i.e., the Dean of Students or the Housing Office) deems the move in the best interest of the student, the University, or the campus community.

For all room changes, students must follow the proper checkout/in procedures, as directed by Housing Office staff (see Check-Out). Students failing to checkout/in properly may receive an improper checkout charge.

Decorations

You are encouraged to personalize your room. It is a good idea to discuss decorations with your roommate(s). You may hang posters and pictures from the wall, but this must be done with non-damaging materials or removable hangers. FMU Housing prefers tacking decorations to walls. Using materials such as thumb tacks, push pins, and or small picture nails, adhesives/tapes, (including products such as "3M Command Strips") are discouraged. Residents are billed for repairs, based on the severity of the damage and the time/resources required for repairs. Decorations must not cover more than one third of the total wall space. Students must keep all decorations at least 18 inches away from any fire/safety fixture (e.g., smoke detectors, sprinklers, fire alarms, extinguisher cabinets). Contact housing staff for all questions.

In decorating your door or other space, you are encouraged to consider the space publicly visible. Please be considerate of the message that your decorations communicate. PROHIBITED decorations include: messages that communicate, to a "reasonable-person" promotion or threat of violence towards a specific individual or group, promotes illegal activities, obscenities, or messages that tend to slander/libel an individual or group. Residents will be required to remove decorations that violate the above policies. Failure to do so will result in the items being removed by University staff, and the residents will be charged with a violation. Please note that some items are prohibited, including public street signs, stolen items, and alcohol containers in the residence halls.

Fire Hazards

Fire safety and prevention is of paramount importance in a campus living environment, and the responsibility for this safety rests on each resident. No open flame or any flammable liquid is permitted in the residential facilities (e.g., oil lamps, candles, gasoline, incense, halogen lamps).

Also, in the event of a fire alarm or fire drill, all residents must evacuate the building, completely and immediately *(see Campus Police section for more information)*.

Appliances

For health and safety reasons, certain appliances may not be used or possessed in the residence halls. Cooking appliances may only be used in the kitchen area of the apartments. Following is a list of appliances that may not be used in the residence halls or apartments (UNLESS OTHERWISE NOTED):

- Appliances with exposed/external heating element, such as: coffee pot, Crock-Pot®, hot plate, hot cooking coils, George Foreman® type grills, etc., (ALLOWED IN APARTMENTS ONLY)
- Microwave ovens (ONE PER RESIDENCE HALL ROOM, apartments furnished with a microwave)
- Window air conditioners
- Large refrigerators or freezers (no more than 2 cubic feet mini-fridge, per resident, or three cubic feet shared between two roommates in the residence halls)
- Outdoor Grills (no charcoal grills permitted, propane grills must be approved in advance, in writing, by the Director of Housing)
- Space heaters
- Halogen Lamps

Pets

For health and safety reasons, students and their guests are prohibited from possessing pets in and around the residence halls and student apartments. Pets are defined as any animal other than ADA (Americans with Disability Act) defined "service animals" and HUD (U.S. Department of Housing and Urban Development) defined "assistance animals" (including emotional support animals). Students found in possession of a pet will be given 24 hours to remove the animal from all residential facilities, unless there is an immediate threat to person or property.

Students and their visiting guests should avoid bringing pets to the campus. However, if students wish to request "reasonable accommodations" for a service animal or an assistance animal (emotional support animal), they must contact student housing in advance and arrange a meeting with housing staff. For assistance animals only (including emotional support animals), students

must complete/submit all required documentation and receive written approval from the Director of Housing, prior to move-in.

Feeding stray or wild animals is prohibited. Students found feeding an animal will be required to discontinue feeding the animal immediately.

Student failing to comply will be subject to disciplinary action. Additionally, any cost resulting from a pet (e.g., repair or damage, cleaning, or pest control) will be assessed to the student's account.

Business Related Activities

Distribution of written materials and solicitation by students, University employees, nonaffiliated individuals, and non affiliated groups are prohibited in student housing. Canvassing, selling, offering for sale, soliciting, or promoting the sale of any goods or services is prohibited on University premises, including residence halls and apartments, except as allowed under University policy *(see Solicitation Policy in Rights and Responsibilities section)*. However, an individual student has the right to invite anyone into his or her residence hall living quarters for the purposes of that student considering or purchasing the invitee's goods or services. Students are not allowed to conduct commercial activities or business ventures from their rooms or apartments.

Written materials designed for commercial purposes may not be distributed on University premises, including residence halls and apartments. Before any material is posted, it must be approved through the Offices of Housing and Residence Life or Student Life *(see Literature Distribution Policy)*.

Sports and Use of Sports Equipment

Use of outdoor sporting equipment such as balls, frisbees, golf clubs, bats, skateboards, lacrosse sticks, etc. inside of the residence halls and apartments is prohibited. Use of such equipment indoors poses a threat to the physical safety of residents and can result in damage to University or individual property or bodily harm as well as creating noise problems. Use of such equipment is restricted to appropriate locations outside of the residence halls and apartments.

Motorized and Non-Motorized Vehicles

Vehicles such as bicycles, motorcycles, scooters, hoverboards, rollerblades, skateboards, etc., may not be used (ridden) anywhere inside a residential facility.

Safety and Security

FMU Housing strongly encourages students to carry their keys at all times and to lock their door when not in their room. Residents are encouraged to be active in maintaining a safe and secure community. Report any threats of safety to an RA, the Housing Office, or Campus Police (843-661-1109). These threats might include, but are not limited to, suspicious persons in the building, damage to doors, windows, screens, or locks that may have been tampered with, poor lighting at entrances and exits or malfunctioning phones at main building entrances. A safe and secure living community for residents is important. Any action on the part of a resident that threatens the safety or security of another resident or his/her property will result in disciplinary action. Potentially dangerous actions include, but are not limited to, providing or allowing entry to nonresidents or unauthorized individuals, propping locked doors, loaning keys, accessing student rooms other than one's own, taking another's property, tampering with locks, and/or removing screens from ground floor windows.

Windows/Balconies

Throwing objects from windows, balconies, etc., is a danger to students outside of the building and is therefore prohibited. Hanging outside or climbing from windows is also prohibited due to the danger involved. Screens must remain in windows at all times. It is prohibited to enter or exit through the windows. Students are required to report any damage to windows, screens, or doors to the Housing Office.

Guest Visitation and Overnight Stay Policies and Procedures

A roommate's expectation of privacy, sleep and study takes precedence over a resident's right to have a guest."Guest"is defined as a person NOT ASSIGNED to YOUR LIVING SPACE (i.e., living rooms, bathrooms, bedrooms, and kitchens). If the person is not assigned to the space you share, then the person is a guest.

Each guest must have some form of positive photo identification with proof of age. Guests under the age of 18 must be accompanied by a parent/guardian and may only visit between 12pm and 8pm (for non-student minors under 18 only). Guests may not be unattended while visiting. Guests should not be left in a building while the resident is not present. Any exceptions to this guideline must have the prior approval of the Director of Housing. Residents are responsible for the actions of their guests. Violations of this policy by residents will result in disciplinary actions, which could include loss of visitation privileges. Non Residents who violate any part of this policy may be banned from the residential facilities or campus.

Please note that due to liability reasons, babysitting is not allowed.

Overnight-Stay Visitation

Overnight-stay is defined as a single guest, per resident, staying overnight between the hours of 12am and 6am.

- Overnight guests MUST be acceptable to all roommates/suitemates/apartment mates. The right to host a guest(s) does not take precedence over a student's right to privacy. Therefore, a roommate/suitemate may withdraw consent to any or all guest(s), for any reason. If a roommate/suitemate no longer accepts a guest in their living space, that guest must depart immediately.
- Every overnight guest and his/her host must complete a guest registration form. Forms are available at the Housing Office during normal business hours. Residents may contact the RA On-Duty after hours. Guests, who bring vehicles, may receive a temporary (two-day maximum) parking permit, with their guest registration form. Guest vehicles may be subject to citation or towing if not properly registered.
- A resident may have no more than six overnight-stays total, per semester, no more than two CONSECUTIVE overnight-stays.

Daytime Visitors Only

All guest(s) not staying overnight (minors under 18 see above) MUST depart campus grounds by 12am (access gates closed between 11pm and 6am).

Trash Disposal

FMU expects students to remove garbage and other trash from their rooms and apartments on a regular basis. Failing to regularly/properly dispose of trash creates a health and safety hazard, in the form of pest infestations and other sanitations issues. Large dumpsters are locatred in each housing area. In the Residence Hall area students may utilize the designated Trash-Rooms adjacent to each floor. Students should not leave trash in hallways, stairways, beside exit doors, or other areas of the residential facilities, except in designated trash receptacles as noted. Students found responsible for improper disposal of trash-including trash and abandoned items left at the time of checkout-may receive a charge to their student account.

Noise (Courtesy/Quiet Hours)

Students living in FMU housing have a right to sleep, study, and socialize (in that order) in an environment that is conducive to those ends. All students and guests in the residential areas must respect others right and monitor the level of noise they produce.

At all times-24 hours a day, everyday-FMU expects students to observe "Courtesy Hours." During Courtesy Hours, if a student is producing noise (e.g., speaking, singing, playing music/movies/games, etc.) which reasonably disrupts another person's ability to sleep, study for class, or otherwise enjoy their living space: the student(s) producing the noise should reduce the volume of the noise to a reasonable level.

Mandatory "Quiet Hours" starts at 11:00 pm and ends at 8:00 am, each night. Twenty-four-hour Quiet Hours take effect beginning the night (11:00 p.m.) before the first Final Exam-extending through the weekend-ending the day (8:00 am) after the last exam. During Quiet Hours, FMU expects all students to reduce the volume of the noise they create in their room to a level, which suitemates, roommates (in apartments), or neighbors, do not hear the noise you create in their room, suite, or apartment.

Weapons/Firearms/Fireworks

Possession or use of any type of firearm, fireworks, or other weapons by anyone on University-owned or -controlled property is prohibited. Instruments used to simulate such weapons in acts that endanger or tend to endanger any person shall be considered a weapon. Involvement in this activity will result in removal from the residential facilities on a permanent basis and could result in other sanctions such as suspension or expulsion *(see Student Conduct Code)*. For more information regarding weapons on campus, please see Campus Police section of this handbook.

Housing Eligibility and Assignment

Eligibility Requirements

Full-time undergraduate students enrolled in 12 (or more) credit hours and graduate students enrolled in 6 (or more) credit hours, receive first priority in housing assignments. Students enrolled in fewer credit hours during the last semester of study prior to graduation also receive first priority in housing assignments. Students enrolled in fewer credit hours-not graduating-may receive assignments based on the available space.

Assignments (Process)

In addition to the number of enrolled credits, the Housing Office uses the following guidelines for assigning students housing placement:

Credits Earned. Students with 24 or more credit hours may apply for placement in apartment-style housing (i.e., Village or Forest Villas; see Housing Styles). Students with less than 24 earned credit hours receive automatic placement in the residence hall facilities.

Returning Residents. Eligible returning students-who paid their housing deposit in time-receive first priority in room assignment.

Roommate/Suitemate Requests. Students may request specific roommates or suitemates, however, all requests are subject to the above guidelines (i.e., credits earned, returning vs. new residents, etc.) and availability.

Roommate "Preference" Matching. New or transfer students applying for housing may provide the Housing Office with information regarding preferred roommate characteristics (e.g., music preference, smoking yes/no, religion, early bird vs. night owl, etc.). Housing staff use the preferences provided to match students with similar preference.

Medical/Special Need. Students with documented medical or special needs may request reasonable accommodations in their housing assignments. Contact the Housing Office for more details.

Contract and Term Periods

Upon acceptance of an on-campus assignment, students complete the Housing and Residence Life contract in agreement to abide by policies as stated by the University. Applicants under the age of 18 must have their contracts signed by a parent or guardian.

Clearance to remain in apartments and residence halls between terms and during official recesses must be obtained in advance from the director of Housing and Residence Life. Generally, athletes participating in activities while the University is closed will be granted approval.

The Housing and Residence Life contract is a written agreement between a student and FMU concerning accommodations, services and responsibilities. Terms and conditions are specifically listed in the contract. Failure to abide by the contract could result in its immediate termination. Copies are available in the Housing and Residence Life Office.

The term periods of the Housing and Residence Life contract are: Fall, Spring, Late Spring, Summer I and/ or Summer II. The contract extends from the first day of the term until the last day of the term. Campus facilities will be closed from the last day of exams in December until the day before registration for the Spring semester. During the recess, the University secures the locks where occupancy has not been approved.

Students are expected to remove all belongings and officially check out of their campus housing assignment no more than 24 hours after their last exam. University housing closes at noon on the Wednesday following completion of final examinations. Only students participating in commencement exercises in an official

capacity are allowed to remain in campus housing until the day of commencement. Other students who need to stay on campus past that date must request and receive written approval from the Director of Housing. Any student remaining in campus housing beyond the official closing date will be charged the current per diem rate.

Housing and Dining Refund Policy

The Housing and Dining Refund Policy is separate and apart from the Academic Refund Policy and follows different procedures than the Academic Refund Policy due to the unique business of providing food and housing services to students.

Students who withdraw from on-campus housing during the period between the authorized move-in date through 14 calendar days into the fall and spring semesters will receive a 90% refund of the housing fee, less the $173 Housing reservation fee. The 90% refund period begins on the authorized move-in date and continues through 14 calendar days into the fall and spring semesters. During this period, students with a mandatory meal plan who withdraw from the residence halls or move from the residence halls to the apartments will receive a 90% refund of the meal plan assessment. All other students who wish to change or withdraw from a voluntary meal plan during this period may request a refund by completing and submitting the Dining Services Refund Request form (available at the Ervin Dining Hall). This policy does not apply to any declining balance accounts.

After the 90% refund period, there is no guaranteed refund of housing and meal plan fees. However, appeals will be considered for situations such as marriage, activation for military service, or uniquely extenuating circumstances that occur during the term of the contract. Appeals must be made within the academic semester that the appeal is based upon and should be submitted as soon as possible after the change of status occurs.

All appeals require completion of the Housing and/or Dining Refunds - Appeal Form which must be submitted to the Director of Housing and/or the Director of Dining Services who will forward the request to the Housing and Dining Refund Committee. Students will be notified in writing of the committee's decision. The Housing reservation fee of $115 will be deducted from all refunds with the exception of military activation. The decision of the Housing and Dining Refund Committee is final. A refund of funds placed on the FMU ID Card (debit account) may only be requested upon graduation or official withdrawal from the University. Requests should be submitted to the Accounting Office in Stokes Administration Building. Refund checks are held in the Cashier's Office for one week and then are forwarded to the student's permanent home address.

Facilities

The following are descriptions of the housing facilities available at FMU.

Residence Halls

The six Residence Hall buildings consist of several floors of suites. Each suite contains two bedrooms (two students to a bedroom) with an adjoining bathroom shared by the four residents. Palmetto, Swamp Fox, Marion State, Belle Isle, Snow Island and Ellen C. Watson Residence Halls provide an environment for most freshmen and sophomore students. This setting, with three buildings on each side of the dining facility and a nearby study hall, promotes the establishment of new friends, develops community- living skills and provides academic enrichment. First floor residence hall units are available with provisions for persons with disabilities.

Village Apartments

Students assigned to the Village Apartments may choose from two options: a one-bedroom apartment shared by two students or a four-bedroom apartment with individual bedrooms for four students. Apartment residents share kitchen and living room space.

The one-bedroom (two-student) apartments are Ingram, Kidwell and Newton. The four-bedroom apartments are Anderson, Baxter, Dalton, Ervin, Ferguson, Gallingten, Henderson, Johnston, Logan and Moultrie.

Forest Villas Apartments

The five three-story buildings consist of 104 four-bedroom units, five two- bedroom units and five one-bedroom units, capable of housing approximately 427 residents. The Allen, Beaty, Cusac, King, and Thigpen apartments are named in honor of longtime faculty and staff members of the University. Each apartment includes single bedrooms. Four-bedroom and two-bedroom apartments feature shared living, dining and kitchen facilities. Four- bedroom units include two full bathrooms. Apartment units are available with provisions for persons with disabilities.

Other Housing Facilities

Heyward Community Center

The Heyward Community Center is available for use by all students. Named in honor of a longtime faculty member, the center is located at the entrance to the Forest Villas and is suitable for social functions, meetings, and recreation. Facilities in the Community Center may be available for reservations by organizations on a limited basis. Features include:

- Large screen television
- Fitness room
- Laundry facility
- Vending
- Service desk

Housing Office Complex

The Allard A. Allston Housing Office complex is located in the courtyard of Belle Isle, Snow Island, and Ellen C. Watson residence halls. The Housing Office is open during regular University business hours. Office space for the housing staff, a service desk, restrooms, a meeting room, and study room are located in the complex. Other amenities include a microwave oven, vending machines, and a copy machine. Services include maintenance requests, room change requests, package pick-up, key services, and general residential student assistance.

Furnishings

All facilities are air-conditioned. Telephone, TV, cable and Internet connections are provided in each residence hall room and in each apartment. There is one cable connection in each residence hall room, Village Apartments common area, Forest Villas common area and each Forest Villas bedroom. There are two Internet connections in each residence hall room and one connection in each apartment bedroom.

Furnishings must always be arranged to provide easy access to air conditioning units and conform to safety regulations. Due to an order from the office of the Fire Marshal, furniture must not be rearranged in residence hall rooms. Beds must not be elevated above floor level. Lofts are not permitted. Window treatments are provided. All windows have privacy (venetian) blinds; therefore, curtains are not needed.

Residence hall suites are furnished with smoke detectors and fire sprinklers in each room with fire extinguishers located in the corridors, shower curtains and rods, single-size beds and mattresses, wall shelves, wardrobes, study desks and chairs. The floors are carpeted.

Village Apartments are furnished with a single-size bed and mattress, wardrobe with inset chest, study desk and chair, and smoke/fire detector in each bedroom. Apartment commons areas are equipped with stoves, refrigerators, microwave ovens, dining tables and chairs, sofas, shower curtains and rods, and fire extinguishers. The apartments are fully carpeted except for tile areas in the kitchen and bathroom. The Forest Villas offer full-size beds, living room chair, entertainment stand, end tables, dishwasher, fire sprinklers in each bedroom and common area, fire extinguisher in each apartment and corridor, and garbage disposal in addition to the amenities in the Village Apartments.

Cleaning Equipment

Cleaning services and supplies are not provided; students are responsible for purchasing their own cleaning supplies and cleaning their own rooms.

Things to Bring

In addition to personal belongings, each resident is encouraged to bring the following: a flashlight, study lamp, alarm clock, waste basket, pillow, towels and washcloths, bath mat, laundry basket or bag and clothes hangers. For the single bed, residents will need a mattress pad, bed spread, blanket and linens. (Oversize linens are recommended). Residents may wish to share expenses for jointly-used items such as iron and ironing board, mop, broom, bowl brush, trash cans, toilet tissue, soap, etc. You may bring your personal computer. Each residence hall occupant may bring a small refrigerator (2.0 cubic feet or less). There is only one microwave (1.0 cubic feet or less) allowed per room.

Apartment residents will also need cookware, utensils and dishes. Small kitchen appliances are allowed, but due to safety regulations, use is restricted to the kitchen area only.

Storage

Storage space is not available. Trunks, footlockers, luggage and personal furnishings should not be shipped to the University prior to your arrival. Upon departure, all personal items and furnishings must be removed. The University cannot accept responsibility for personal items left on the premises. Abandoned property will be discarded by the University at the student's expense.

Check-In

Students check-in during their designated move-in time (after paying the housing deposit, completing an application and contract, and paying any outstanding charges; see Move-In Fall/Spring).

To Check In:

1. The Student reports to the Housing Office with a picture identification (Student ID Card preferred).
2. The Student completes relevant Check-In forms/paperwork.
3. The Student receives keys to their assigned living space and mailbox.
4. The Student (and friends/family) begins moving belongings into assigned living space.

Check-Out

FMU closes all residence halls and apartments at 12:00 pm, the day following the last day of final exams (see FMU Catalog for academic calendar). The Housing office expects all students, except those graduating to depart from FMU housing facilities, no more than 24 hours after their last final exam, no later than 12:00 pm, the Wednesday following the end of final exams.

Fall Semester (December): Students returning to their same room in spring (January) as they occupied during the fall semester do NOT complete a check-out- all other students must complete a check out prior to departure.

Spring Semester (May): All students must complete a check-out prior to departing from FMU Housing. Students who fail to complete a proper check-out (see below) receive an improper check-out charge applied to their student account.

To Properly Check-Out:

1. Remove all belongings and trash from your living space. Complete all assigned cleaning responsibilities in your living space. Note: students who fail to adequately clean and or leave excessive trash or other abandoned property in their assigned living space may receive a cleaning/removal charge.
2. The Student must report to the Housing Office (during business hours) or call the RA On-Call to complete the appropriate check-out form/paperwork and return their assigned keys.
3. Students graduating or not returning to FMU housing must complete a Housing Withdrawal form.

Mail and Packages

For the most efficient delivery of letter and packages to students residing in FMU Housing, refer to the sample address listed below.

When checking-in, students receive a mailbox key for the mailbox assigned to their bed space. When students move bed spaces, rooms, or apartments, their mailbox assignment changes also. The day after mail (non-packages) arrives at the Housing Office, a staff member delivers mail to the resident's assigned mailbox on the next business day (by 4 pm, Monday-Friday). As a courtesy, a Housing Office staff member also sends an email notification to the student's FMU account. Check your mailbox frequently for US mail correspondence/magazines and official FMU correspondence. Should FMU send letters or other communications to the student's assigned mailbox: no student excuses himself or herself from responsibility, because they did not check their mailbox

Students may pick up all packages (non-letter mail) at the Housing Office. After a package arrives at the Housing Office, a staff member sends a notification email to the student's FMU account. A delivery notice from the vendor (e.g., Amazon, eBay,

Walmart, etc.), the carrier (e.g., USPS, FedEx, UPS, DHL, etc.), or a friend/family member does not guarantee the package arrived in the Housing Office. Students must present a photo identification (Student ID card preferred), in order to receive their package.

The Housing Office staff returns mail or packages unclaimed after two weeks from the date of receipt or after the Housing Closes each semester.

Students may drop off properly sealed, labeled/stamped, and addressed mail/packages at the Housing office-including FedEx and UPS. Students may also utilize Postal Boxes located on campus or visit the campus Mail Center in the Office Services Building. The Mail Center offers stamps, but no envelopes or packaging supplies. U.S. Postal (outgoing) mailboxes are located behind Newton Apartment Building and near Marion State Residence Hall.

Address all mail/packages as follows:

Your Name
Campus # _____
5130 East Palmetto Street
Florence, South Carolina 29506

Telephones

FMU provides corded push-button telephones with local phone service in each residence hall room and in each apartment. In addition, students may use the outdoor weatherproof telephone boxes located at the first floor entrance to each of the residence hall buildings and Forest Villas Apartments, to request entry when visiting or locked-out (see Lock-Out below).

Locked-Out

Students who misplace their room/apartment key and or FMU ID; or who have locked their key/ID in their room or apartment; or who can otherwise not access their key/ID: visit the Housing Office (Monday-Friday, 8:30 am-5:00 pm) to obtain a temporary key/ID. After hours, students should contact an RA ON-Call (see your residence hall or apartment building entrance door for contact numbers). After a student's third lockout, Housing staff members apply an additional charge for each subsequent lockout.

Attention: Housing Staff members and or RAs only provide students access to their assigned room, apartment,or building-no access given to a friend's, family member's, or neighbor's living space.

Students should report lost, stolen, broken, or malfunctions keys or ID to the Housing Office promptly. Housing Office staff members apply any applicable charges for the replacement of keys, ID, or to change locks directly to the student's account--the Housing Office accepts NO payments.

Maintenance Services Requests

Any problem with facilities should be promptly reported online (fmarion.edu/housing/workorderform) or to the Housing Office directly. Housing Work Order/Service Request Forms describe the services requested, schedule an appointment to be present, and/or authorize entry into room/apartment in absence of the resident. If a student believes a maintenance issue (e.g., flooding water, sparking electrical equipment, smoke, etc.) creates a hazard to themselves or others, he or she must call the Housing Office or an RA On-Call immediately. In case of an emergency: call Campus Police (843-661-1109 or 911). The Housing Office schedules routine pest control service-calls. If a student wishes to request additional pest control services they should complete a service request form (see above). Maintenance staff members respond to service requests based on the time of receipt, available resources, and the nature of the issue reported. Students should report services not performed with reasonable promptness to the Housing Office. In some cases, repairs require permanent/temporary relocation of affected students.

Room Entry

FMU reserves the right to enter a student's living spaces (a) to perform routine maintenance and custodial services (b) conduct health and safety or other inspections; (c) enforce the University Code of Student Conduct; and or (d) for the purpose of conducting, by law enforcement officers, search and seizure procedures (see the Housing and Residence Life Contract and the Students' Rights and Responsibilities section in this Handbook for additional information regarding the Room Entry Policy.

Personal Property Liability/Loss of Service

In the event of mechanical, electrical or water problems, the University shall make all reasonable efforts to restore service but shall give no abatement in rates because of inability to restore service and shall not be liable for any personal inconvenience or personal losses incurred. The University is not liable for personal belongings which may be lost, stolen or damaged in any way.

Parking

Perimeter parking is available. Selected access gates within the Village and Forest Villa apartment areas will be open while students are moving in and out of the apartments at the beginning and end of the semester at the direction of the Housing and Residence Life Staff.

Loading and Unloading on Access Roads

- Park vehicle with two wheels on the same side on the grass to allow other vehicles to pass.
- Maximum parking is 20 minutes.
- Parking is prohibited on access roads from 10pm to 6am.
- Vehicles may not be parked on sidewalks or other grassy areas.
- Vehicles cannot be pulled up to the apartment door.

Resident and Guest Parking

Residents must purchase and display the FMU decal (indicated by the letter "R").

Between the hours of 2 am and 6 am, parking is restricted to the appropriate resident "R" decal. Commuter students must have appropriate guest visitation paperwork to avoid being ticketed during the restricted hours.

Temporary permits (a section on the Guest Visitation Form) may be obtained for visitors from the Housing and Residence Life Office or your Resident Assistant if proper approval is obtained.

Parking for the Study Hall is available 24 hours daily. Parking during the hours of 2 am and 6 am for off-campus students, faculty, staff and visitors must be coordinated through Campus Police.

For more information, refer to the Campus Police section of this handbook.

Insurance

Each student is encouraged to discuss with his/her parents their family's accident and sickness insurance plans as it relates to college students. If you have expensive equipment such as a computer, stereo, etc., you should also discuss your parents' homeowner's policy to determine if coverage is available. If you do not have medical or personal effects coverage, you may want to consider the purchase of a policy suitable to your needs.

Vending machines

Vending machines for beverages and snacks can be found at several locations on campus with refund information posted at each location. If you have questions concerning the vending operation, please contact the Purchasing Office.

Laundry

For the convenience of residential students, FMU provides two 24-hour access laundry facilities through a partnership with Caldwell & Gregory, LLC (see locations below).

- Adjoining Ervin Dining Hall, adjacent to Marion State Hall (66 machines)
- In the Heyward Community Center at the Forest Villas (35 machines)

Each location provides free washers and dryers (cost of laundry included in room fees). FMU laundry facilities are for residential students use only--residential students should not knowingly provide laundry room access to non-residents.

In each laundry room, Caldwell & Gregory provide washing/drying instruction-posters and instructions for reporting malfunctioning equipment. Students may submit a service request to Caldwell & Gregory directly from their mobile device, using the QR scan codes attached to each machine.

Students may check machine availability or monitor progress of their laundry loads using Wash Alert™, visit https://www.fmarion.edu/housing/services/ for more details.

IMPORTANT: FMU assumes no liability for students' lost, stolen or damaged belongings (i.e., clothing, baskets, laundry supplies, etc.). Students found responsible for damage or misuse of laundry facilities may receive sanctions (e.g., fines for the cost of repair or loss of access). FMU staff members remove clothing and other abandoned items after 24 hours.

Students may contact the Housing Office (843-661-1330) or the Contractual Services Office (843-661-1134) with any questions, comments, or concerns regarding laundry services.

Damage/Cleaning/Missing Property/ Replacement Costs

Students must reimburse the University for any damages, repairs or missing property caused by negligence, misbehavior, and/or related to decorations. Whenever residents fail to meet cleaning standards as deemed appropriate by the University, authorized personnel will be assigned to provide services. Residents will be assessed for services rendered. These charges may be adjusted as changes in cost to the University occur.

All residents will be held responsible for damages or violations which occur in communal areas other than a private bedroom unless a specific individual can be identified as responsible. Each student concerned will receive a bill reflecting his/her share of the charges.

Actual costs will be charged when a Service Request/Work Order is completed unless an estimate is necessary.

Invoices or bills for services, damages or fines are due upon receipt. Failure to pay a financial obligation within 14 days or the specified date as indicated on the invoice will result in the addition of a $10 late fee.

Student Housing Violations

The Francis Marion University Office of Housing and Residence Life prohibits the conduct listed below in and around the University residential facilities. Persons committing such acts are subject to disciplinary sanctions listed later in this document.

1. Residents assigned to a specific area (apartment, suite, residence hall floor) will be held responsible for damages or violations that occur in communal areas (living rooms, kitchens, bathrooms, hallways, lounges, computer rooms) unless a specified individual or individuals can be identified as responsible.
2. Violation of the Guest Visitation policy (see Residence Life section).
3. Inappropriate trash disposal (see Trash Disposal in Housing and Residence Life section).
4. Possession and/or use of prohibited appliances (see Appliances in Residence Life section).
5. Possession and/or use of prohibited items such as waterbeds, lofts, dart boards, public street signs, alcohol containers (in residence halls), space heaters, window air conditioners, exterior antenna or satellite dishes.
6. Use of bicycles, motorcycles, mopeds, skateboards, roller skates, or in-line skates in the residential buildings. Bicycles, motorcycles and mopeds are not allowed to be stored in the residential facilities.
7. Damage to University or personal property or misbehavior/neglect which results in the need for unusual cleaning activities by the University.
8. Rearrangement or acquisition for personal use of University common area furnishings.
9. Delinquency in the payment of any financial obligation to include, but not limited to, utilities, telephone, fines, key charges, and other obligations.
10. Possession of an alcoholic beverage or the container thereof (e.g., bottles, cans, cups, etc.), including empty containers, by any person, in all residential areas EXCEPT as follows: persons 21 years of age or older, consuming/possessing an alcoholic beverage containing 16% or less alcohol by volume (e.g., beer or wine), inside an apartment (i.e., Forest Villas or

Village apartments). Possession of an alcoholic beverage by any person under the age of 21, except as permitted by law.

11. Possession of pets in or around student housing facilities. Emotional support animals (ESAs) must be approved by Housing before being brought to campus. A fee of up to $50 per day may be invoked for students bringing an ESA to campus without prior permission.
12. Creating or contributing to excessive noise in and around the residential facilities to include common areas such as the octagon and triangle (see Noise in Residence Life section).
13. Circumvention of or tampering with any security system in the residential facilities including, but not limited to, lighting, security cameras, common area telephones, exit doors (propping open), fire fighting equipment, allowing unauthorized persons to enter the building, etc.
14. Subletting or allowing a person to reside in a residential facility other than those officially assigned to that space by the Office of Housing and Residence Life.
15. Circumvention, disregard, or failure to comply with policies and procedures of the Office of Housing and Residence Life including, but not limited to, Room Assignment, Room Change, Mail Delivery, Maintenance Services, Safety Inspections, Check In/Check Out Procedures, etc.
16. Failure to follow established fire safety procedures and policies (see Fire Emergency Section under Campus Police).
17. Possession or use of candles, incense, fireworks, or other incendiary devices in the residential facilities.
18. Entering or exiting windows, throwing items from windows or balconies, throwing items onto roofs or ledges, or accessing roofs or ledges in any way.
19. Conspiring with or enticing others to engage in policy violations.
20. Creating conditions or being involved in behavior that endangers or potentially endangers the safety and wellbeing of self or others.

STUDENT ENGAGEMENT

The Office of Student Life is responsible for creating a positive campus environment that enhances and complements the academic mission of the University while providing opportunities for leadership development, involvement, recreation, and personal growth and development. All students are encouraged to become involved in one of the many student organizations (e.g., Student Government, the Campus Activities Board) or one of the many events throughout the year such as the Student Involvement Fair, First Friday Music Festival, FM A'Glow, The Grille After Dark Series, Fraternity and Sorority Life, Campus Recreation activities, The President's Bowl, FMU Regatta (cardboard boat race), SwampFox 200 (pedal kart race), Student Clubs and Organizations, Academic Honor Societies, Campus Activities Board, Homecoming events, Ms. FMU, and Leadership programs.

Fraternity and Sorority Life

Being a member of a fraternity or sorority is one way to get involved on campus. Currently FMU has 11 fraternities and sororities. Each individual group has different requirements for membership.

Interfraternity Council

Members of the Inter-Fraternity Council are Kappa Alpha Order and Tau Kappa Epsilon.

Panhellenic Council

Members of the Panhellenic Council are Alpha Delta Pi, Kappa Delta, and Zeta Tau Alpha. Panhellenic holds formal recruitment in the fall of each year to select new members. Applications are available online at www. fmarion.edu./students/npc.

National Pan-Hellenic Council

Sororities and fraternities require a minimum GPA between 2.5 and 2.75 and at least one semester of college credits to be considered for membership intake. Please contact the individual groups or the Dean of Students Office for academic standards and membership intake requirements.

Members of the National Pan-Hellenic Council at FMU are Alpha Kappa Alpha, Alpha Phi Alpha, Iota Phi Theta, Kappa Alpha Psi, Omega Psi Phi, Sigma Gamma Rho, and Zeta Phi Beta.

Guidelines for Fraternities and Sororities

In addition to the Guidelines for University Organizations, fraternities and sororities are expected to operate according to the following:

1. **NPC Sororities** – All full-time students are eligible for recruitment. Full-time first semester freshmen are eligible for recruitment to the NPC Sororities.
2. **IFC Fraternities** – All full-time students with a 2.0 cumulative GPA are eligible for recruitment. Full-time first semester freshmen are eligible for recruitment to the IFC fraternities.
3. **National Pan-Hellenic Council** sororities and fraternities require a minimum GPA between 2.5 and 2.75 and at least one semester of college credit to be considered for membership intake.
4. All matters concerning the time of intake/recruitment and initiation shall be in accordance with the regulations of the Panhellenic Council, the Interfraternity Council, and the National Pan-Hellenic Council.
5. The Interfraternity, Panhellenic and National Pan-Hellenic Councils will inform the Office of Student Life of dates and times of intake/recruitment and initiation for all fraternities and sororities. All grade release forms must be approved by the Office of Student Life.
6. All fraternities and sororities are required to keep on file, in the Office of Student Life, a current list of all members, including those active and participating in intake/recruitment, and their faculty advisers.
7. Fraternities and sororities must demonstrate in their charters, as well as in their later actions, a service as well as a social orientation. They must show promise of promoting the academic success of their members and the enhancement of the total educational mission of the University as well as the enrichment of the social life of their members.
8. At the present time there is no residential housing on campus for fraternities and sororities, nor does the University give official recognition to any such residential facilities off campus.
9. Fraternities and sororities must be open to students without discrimination with respect to race, religion or color, but

fraternities and sororities may be selective in this policy. If the membership consists of a single race or religious persuasion or color, the organization will be required to show that it has not violated this rule in its recruiting practices. Federal Guidelines are followed.

10. Fraternities and sororities recognized by the University must have full-time faculty or staff advisers nominated by the student organization.
11. If the membership of a fraternity or sorority drops below the minimum number required by the national charter, the organization will be placed on probation for one year (or semester). If at the end of the probation period their membership is still below the required number, they will be placed in the special interest group category.
12. Membership will be open only to students classified by the Office of the Registrar as full-time undergraduates (those carrying 12 or more semester hours). No specially admitted student can acquire membership in a registered greek-letter organization.
13. Fraternities and sororities must refrain from any form of hazing which involves physical, mental or bodily punishment. Such behavior is viewed as out-of-character for University students in that it degrades and/or demeans the individual and is in violation of South Carolina state law. Should rules governing this matter be violated, the organization may be placed on probation, its charter may be revoked and persons violating the rules may be dismissed from the University. In the event that a hazing violation occurs, the following procedure will be followed:
    a. The Vice President for Student Life will suspend the organization until an investigation can be conducted. The Notice of Charges will be sent via mail with copies to the president of the University, investigators, Chief of Campus Police, local, regional and national offices of the organization, and any other person on campus (adviser, etc.) with an interest in the organization.
    b. The Vice President for Student Life will assign the Dean of Students or his/her designee and the adviser to the Inter-Fraternity Council, Panhellenic Council or National Pan-Hellenic Council the responsibility of conducting the investigation.
    c. A written report of the investigation will be submitted to the Vice President for Student Life.
    d. Sanctions, conditions and/or restrictions if any, will then be imposed upon the chapter. The sanctions will be sent to the organization in written form with a copy to the same individuals who received the letter stating the charges.
14. Any commitment on the part of a fraternity or sorority for any function that commits funds above the amount of money on hand in the treasury must be approved by the IFC, Panhellenic and National Pan-Hellenic Council faculty advisers and the Dean of Students prior to any contracts being signed.
15. Failure to abide by approved rules can result in an organization being placed on probation.
16. All fraternities and sororities are responsible for adhering to all South Carolina laws and University regulations concerning alcohol and drugs. Organizations are encouraged to provide educational programs for members and to support University-sponsored alcohol and drug programs held throughout the year.
17. Non-students are not allowed to actively participate in intake and/or recruitment activities unless permitted by the University. Failure to adhere to these directives will be considered a violation and the organization and members are subject to the Honor Code.

Homecoming

Homecoming Celebration is a valued and exciting tradition at FMU. The week prior to the Homecoming basketball games is filled with activities focused on Patriot Spirit. These activities may include pep rallies, friendly and spirited competitions, dances and more. The day of the games, the campus community gathers to encourage the men's and women's basketball teams and celebrate the history and traditions of FMU. After the men's basketball game, the Homecoming Queen and King are crowned before students, faculty, staff, and alumni. Be sure to get involved in Homecoming!

Homecoming King and Queen

The Homecoming King and Queen are selected annually by the entire student body. The positions are open to any student meeting the following guidelines:

1. Candidates must be nominated by a registered student organization. Each student organization may nominate one candidate for King and one candidate for Queen.
2. All candidates must have at least a cumulative 2.0 GPA, be currently enrolled in 12 or more hours, and be in good standing with the University.
3. All candidates must attend any rehearsals, the pep rally or related events, and attend the Homecoming basketball games.
4. Other guidelines will be published on the necessary application forms. All application forms and additional information may be obtained from the Office of Student Life.

Ms. FMU

The Ms. FMU program began in 1971 and is held each year. The program recognizes and highlights female students who demonstrate a commitment to academics and campus involvement. Ms. FMU is sponsored and coordinated by the Office of Student Life. All Ms. FMU contestants must adhere to the following guidelines:

1. Candidates must be full-time female students (at least 12 credit hours).
2. She must enroll as a full-time student at FMU for the academic year **following** the program to complete her reign.
3. She must have attended FMU as a full-time student for at least one semester prior to the one in which she is competing.
4. She must have a cumulative grade point average of 2.5 or higher.
5. She must agree to represent FMU at various functions throughout her reign (for example: assist with local high school recruitment, attend community events as needed and help with community services projects sponsored by FMU), and must participate in all program events.
6. She must assist with New Student Orientation.

7. She must adopt an educational platform with the intent of implementation during her reign (for example: leadership, service learning, social justice, etc.) All platform initiatives/ projects must be approved by the Office of Student Life.

Campus Activities Board

The Campus Activities Board (CAB) provides opportunities for students to get involved in well-planned social, cultural, educational, and recreational activities. CAB is an excellent opportunity for students to meet new people, be creative, and actively engage in the campus community. The Campus Activities Board's activities are designed by students for students.

The CAB student volunteers (assisted by professional staff members) plan and present programs and activities for the entire FMU community. By joining CAB, students will gain experience in programming, promotions, team building and working with others as well as acquire leadership skills, meet many interesting people and become involved on campus.

CAB is open to all students. Anyone interested in joining should stop by or call the Office of Student Life for application information.

Student Organizations

Starting and Chartering a New Group

There are more than 60 student organizations offering opportunities for involvement for all FMU students.

Types of organizations include academic, social, service, honor, and special interest. Organizations listed in this handbook represent groups registered for the previous academic year. If you cannot find an organization that meets your needs, feel free to discuss the possibility of starting a new organization with a member of the Dean of Students staff. The majority of officially recognized student organizations are considered to be "University Affiliated." The University does not sponsor or endorse activities associated with these groups. The use of the University's name in the organization's title is possible *(see Guidelines for Student Organizations)*, as long as University sponsorship or endorsement is not implied or stated.

Organizations wishing to use the name and/or facilities of Francis Marion University must have formal approval by the University. Pending official approval, a proposed organization is permitted to meet on campus but only for the purpose of organizing. A proposed organization shall not conduct any program or activities until its charter is approved by the Office of Student Life.

The following information is required of organizations seeking to be chartered by Francis Marion University:

1. Name of the organization.
2. Statement of purpose and statement of contribution to the University community.
3. List of officers, all of whom must have a minimum grade point average of 2.0 and a list of 15 members, all of whom must be regular students with a 2.0 GPA and no more than five of whom may be transfer students or freshmen.
4. Indication of any affiliation.
5. Indication of source of financial support.
6. Proposed adviser(s), who must be a full-time member of the Francis Marion University faculty or staff.
7. Listed roster of all prospective members who are full time (those carrying 12 or more credit hours) students. The roster must include each student's first name, last name, and student ID number.
8. Groups with recognized national affiliations must meet the membership guidelines established by the national office.

If an organization is governed by a constitution or bylaws, such documents must accompany the request when submitted for processing.

A recommendation regarding approval will be made to the Vice President for Student Life by the Dean of Students, and, in the case of an organization involving an academic area (e.g., American Chemical Society), the Provost.

Guidelines for Student Organizations

1. Each organization must file a list of its officers with the Dean of Students Office at least once a semester. An up-to-date copy of the constitution and bylaws of each approved organization should also be filed. It is the responsibility of each organization to ensure that changes are filed when they occur. Organizations wishing to change their constitutions or effect changes in affiliation must submit these changes to the Dean of Students Office.
2. University recognition or approval of events and activities of student organizations does not indicate endorsement. Each student organization is expected to conduct its activities in such a manner as to reflect credit on the University.
3. Each organization is responsible to the Dean of Students for observances of all University rules and regulations. Students and/or organizations not in good standing with the University are not eligible for leadership opportunities, some induction and intake procedures and selected extracurricular activities.
4. An organization may utilize the University name in its title provided University sponsorship or endorsement is not implied or stated. If used, only the titles Francis Marion University or FMU may be utilized. The use is limited to the following examples: The Francis Marion University Chapter of (Organization Name) or The (Organization Name) Club of Francis Marion University.
5. The tax exempt status of the University does not extend to student organizations. To seek tax exempt status, organizations must follow local, state, and federal guidelines. Under no circumstances are organizations allowed to utilize the University's federal tax identification number.
6. Subject to prior reservation, student organizations are eligible to use University facilities for meetings and other functions. Reservation forms may be obtained from the Dean of Students Office. Only elected officers or members designated in writing by the president of the organization are eligible to reserve space for an organization. Certain rooms may not be available due to the type of event. All rooms must be returned to their original condition.
7. Each student organization shall submit an application for registration to the Dean of Students Office by the end of the fourth week of classes each Fall semester. This application form is available online through the Student Life website and must be completed fully for the organization to continue as officially recognized by the University.
8. It is the responsibility of the chief officer of each student organization to file an updated student organization report

with the Dean of Students Office immediately after election of new officers, all of whom must have a minimum grade point average of 2.0.

9. Clubs and organizations are required to submit the names of one or two proposed advisers to the Dean of Students Office with the request for charter. All advisers must be full-time members of the faculty or staff.
10. Names of proposed off-campus speakers are required on the space request form submitted to the Space Committee. Even though an organization has received blanket approval for space on a regular basis, any off-campus speaker's name must be submitted two weeks in advance of the event on a separate request to the Dean of Students Office.
11. All meetings must be scheduled on the official University calendar, which is maintained in the Office of Business Affairs. This calendar is necessary in order to ensure the efficient use of time and space as well as to provide adequate publicity for activities and events. Forms for reserving time and space on the official University calendar may be obtained in the Office of Business Affairs and should be submitted in triplicate to the same office after approval by the appropriate official.
12. Student organizations may have events occurring within the same time frame providing that the events are not considered as large events, major fundraisers or conflict with programs sponsored by the Campus Activities Board (CAB), Student Government Association (SGA) or any other official University program that requires University community participation. The Dean of Students Office will determine any exceptions.
13. Because Francis Marion University does not provide financial support for campus organizations, such organizations are expected to rely upon their own membership to meet budgetary requirements. Should an organization determine that a fundraising project is necessary or desirable, the steps indicated below must be followed:
    a. The project must be approved by the Dean of Students Office. All fundraising events must be approved.
    b. A description and adequate justification of the project should be included so that a decision can be made concerning its appropriateness as a campus activity.
    c. Forms are available in the Dean of Students Office.
    d. Forms must be submitted 10 business days before the event with a completed space request. Income reports must be returned within 10 business days after the event or future fundraisers will not be approved.
    e. In accordance with South Carolina law, Francis Marion University prohibits "Raffles" as a form of fundraising. For more information regarding state law, go to http:// www.scstatehouse.gov/code/t16c019.htm.
    f. In accordance with the South Carolina Department of Health and Environmental Control, foods requiring time and temperature control are not allowed to be used as a fundraiser without a retail food permit issued by local authorities. In addition the University must also approve the activity and purposes for the fundraiser on University-owned property.
14. Student organizations hosting a dance/party on campus must adhere to the Guidelines for Large Student Events.
15. Francis Marion University prohibits hazing of any student. Respect for the rights, dignity, and integrity of others is essential for the wellbeing of an academic community. South Carolina law states: It is unlawful for any person to intentionally or recklessly organize, promote, facilitate or engage in acts which cause or have a foreseeable potential for causing physical harm to any person for the purpose of initiation or admission into or affiliation with any student or fraternal organization *(see Hazing Policy in University Violations section)*.
16. If these guidelines are not followed, organizations may be placed on probation with possible loss of charter. Student organizations are also subject to the Code of Student Conduct and all other University policies and procedures.
17. Student events designed or anticipated to include non-students must get prior approval from the Dean of Students and meet the University guidelines for facility use. All catering for the event must use FMU Dining Services unless otherwise indicated by the University.
18. Student organizations using FMU facilities must use FMU Dining Services for any catered events.

Events Publicity

Posters

Officially registered student organizations may utilize campus bulletin boards to advertise events. Organizations must follow the guidelines contained in the Literature Distribution Policy, located in this handbook.

Special rules and regulations concerning posters, banners, and billboards for election purposes are distributed by the Election Commission Chairman when a candidate files. This permits use of additional areas during elections that are appropriate to our general standards of campus appearance.

Off-campus organizations may bring posters to be posted in the University Center to the Dean of Students Office for approval. Other campus buildings are off limits for commercial advertisements. For details, see to the Literature Distribution and Solicitation policies in the Rights and Responsibilities section.

Campus Newspaper

Student organizations may submit information to the campus newspaper, The Patriot, to advertise their events. Information should be submitted at least two weeks prior to the event.

Bulletin Boards & Student Organization Boxes

Student organizations wishing to post notices on bulletin boards must follow the guidelines in the Literature Distribution Policy. Each officially registered student organization may receive an information box in the University Center. All mail sent to the student organization in care of the University will be placed in these boxes. Additionally, official notices from the University and the Student Government Association will be placed in these boxes. Student organizations are required to check these boxes and remove their mail on a regular basis.

Computerized Sign Boards

Announcements pertaining to the University community should be submitted in writing or via email to the Office of University Communications.

Mass Media

Advertisements and announcements to the mass media

about events that are open to the public should be coordinated through the Office of University Communications *(see University Communications Information section in this handbook)*.

Auctions

Though the University encourages student organizations to engage in fundraising activities, a degree of decorum must be used when conducting auctions. Francis Marion University does not promote, nor will it tolerate the auctioning or sale of any human being, whether in jest or as an attempt to acquire funds.

This includes date auctions, servant auctions, slave-for- a-day auctions or any combination thereof. If an auction is the fundraiser of choice, only items or services that have been purchased or donated by commercial agencies or reputable vendors are permitted.

Guidelines for Large Student Events

The following guidelines must be adhered to by all individuals, clubs, organizations, and offices sponsoring an event in the Smith University Center and/or other areas of campus as determined appropriate by the Dean of Students Office. All paperwork must be completed at least two (2) weeks prior to the event. Failure to complete and submit paperwork will result in the cancellation of the event. A Large Event Planning Packet, which includes the Facility Reservation Request, Campus Event Service Request, and Request for Police Officers forms, is available in the Dean of Students Office (Smith University Center, room 205) and should be used in planning dances, cookouts, parties, pageants, shows, concerts or other major events to be held on campus by student organizations.

1. Advertising for the event will be limited to the Francis Marion University campus only.
2. Students must present a valid FMU ID Card to enter the event.
3. Guests may be invited by personal invitation, must be 18 years of age or older, and must present picture identification (driver's license, University ID) prior to entry. Each FMU student will be allowed to sign-in three guests. Event sponsors are responsible for the actions of all guests.
4. A sign-in sheet must be maintained by the sponsoring organization for large events held in the Smith University Center. All sign-in sheets must be turned in to the Dean of Students Office at the conclusion of the event.
5. The maximum number of people allowed at an event in the University Center is 450. Other venues have different maximum numbers. Crowd control is the responsibility of the sponsoring organization. A detailed plan for crowd control must be submitted, along with the names of those students responsible for crowd control, with the Facilities Reservation Request form. The maximum number of people allowed in other campus venues varies and must be confirmed accordingly.
6. The organization president, adviser and crowd control designees should introduce themselves to the University Center or other facility employees and any police officers on duty prior to the start of the event.
7. Setup and cleanup of the event location and trash in the parking lot, which may be the result of the event, are the responsibility of the sponsoring organization.
8. Controlled substances such as alcoholic beverages and other drugs must not be served nor allowed into campus event locations or exterior spaces except in accordance with the FMU Alcohol Policy. Anyone violating South Carolina law will be dealt with in accordance with state law and University regulations.
9. During events held in the Smith University Center, guests are prohibited from being present on the second floor. Event coordinators and hosts may enter the second floor to prepare for the event.
10. The organization's faculty/staff adviser must be in attendance throughout the entire time of the event. The adviser must sign the Space Request and the Special Event/Request for Police Officer forms.
11. Security is required at all large events sponsored by student organizations in the University Center and other campus venues as deemed appropriate by the Dean of Students Office and FMU Campus Police. Campus Police, when checking the facility, must be able to identify the sponsor of the event and those providing security from the organization. Either name tags, t-shirts, etc. should be worn.
12. If additional police presence is required, the sponsoring organization will coordinate through the Campus Police for use of off-duty certified campus police officers and pay for their services. The Special Event/Request for Police Officers form must be completed with the Space Request. The final determination of whether or not police presence is required for an event lies with the FMU Campus Police.
13. Any additional expense incurred by the University as a result of the event, such as employee wages, damages, additional cleaning costs, etc. will be the responsibility of the sponsoring organization, whether the cost is a result of member or guest behavior.
14. Facility rental fees will be applied for fundraising events or events at which an admission fee is charged. In lieu of the normal rental fee, student organizations must donate $100 to their scholarship fund within ten days following the event to avoid regular rental charges.
15. Scheduling large events may be limited to meet the needs of the University and is subject to the availability of University facilities, the availability of personnel, and the facility schedule. Large events are typically not allowed on subsequent days in the same facility. Typically, large events may occur during the following hours:

Mon.-Thur.	8 pm-midnight
Fri. and Sat.	8 pm-1 am

16. Failure to adhere to any of these guidelines will result in the offending organization(s) being subject to disciplinary action as appropriate.

Academic Organizations

American Chemical Society (ACS)

To provide an opportunity for students with an interest in the chemical sciences to become better acquainted, to secure the intellectual stimulation that arises from the professional association, to obtain experience in preparing and presenting technical material before chemical audiences, to foster a professional spirit among the members, to instill a professional pride in the chemical sciences,

and to foster an awareness of the responsibilities and challenges of the modern chemist.

Association of Computing Machinery (ACM)

International scientific and educational organization dedicated to advancing the art, science, engineering, and application of information technology, serving both professional and public interests by fostering the open interchange of information and by promoting the highest professional and ethical standards.

Biology Club

To promote scientific education; to provide a platform for exploring research ideas; to serve FMU and the Pee Dee region by advocating environmental responsibility; to encourage students towards becoming community leaders and to participate in local fundraisers as well as community service projects.

Honors Student Association

To promote unity among the Honors student body at FMU and help promote participation in and completion of the Honors program by eligible students by: (a) publishing and circulating the HSA newsletter; (b) organizing social and academic events such as field trips, readings, research colloquies, etc.; (c) coordinating a "big siblings" program (an informal freshman/upperclassman peer-advising system), and other activities.

Math Club

The purpose of the math club is to engage students in activities outside the classroom, which have a basis in the field of mathematics. The club fosters cooperation between students, faculty, and the community that will allow the exploration of mathematical minds at Francis Marion University.

Psychology Club

An organization designed to promote interest in and encourage exploration of psychology and its subfields.

Psychology Graduate Student Association

Organized to enrich the graduate student educational experience and facilitate a community conducive to personal and professional growth that is supportive of scholarly pursuits, promotes philanthropy and coordinates networking opportunities.

Society for Physics Students

The purpose of this Chapter shall be the advancement and diffusion of knowledge of physics, the encouragement of interest in physics throughout the academic and local communities, and the introduction of students to the professional community.

Sociology Club

A club designed to promote professional sociology through group research projects, student-faculty discussions, guest lectures, and participation in intercollegiate research forums.

Fraternities

Alpha Phi Alpha

A fraternity to develop leaders, promote Brotherhood and academic excellence, while providing service and advocacy for our communities. The Fraternity phase of membership development begins the day a Brother is initiated.

Iota Phi Theta

A social-service fraternity that promotes scholarship, leadership, citizenship and brotherhood.

Kappa Alpha Order

A service-social fraternity designed to aid members through close academic and social connections and to render assistance to the University.

Kappa Alpha Psi

The crystallization of a dream which has Achievement in every field of human endeavor as its fundamental purpose.

Omega Psi Phi

A fraternity which is known for its brotherhood and service to the community.

Tau Kappa Epsilon

A service-social fraternity designed to promote and serve the intellectual, educational, social, and recreational benefits derived from fellowship among its members.

Sororities

Alpha Delta Pi

A sorority designed to provide and cultivate high standards, scholastically and ethically, among its members. It is a service-social organization promoting unity and friendship during college and throughout life for its members.

Alpha Kappa Alpha

A service-social sorority designed to cultivate and encourage high scholastic and ethical standards; to promote unity and friendship among college women; to study and help alleviate problems concerning girls and women; to maintain a progressive interest in college life and to be of service to all mankind.

Kappa Delta

A sorority designed to promote social service to the community and the campus and also aid in the highest potential development of each member, both scholastically and ethically.

Sigma Gamma Rho

A sorority whose aim is to enhance the quality of life within the community. Public service, leadership development and education of youth are the hallmark of the organization's programs and activities. Sigma Gamma Rho addresses concerns that impact society educationally, civically, and economically.

Zeta Phi Beta

An organization designed to uphold the highest standards of finer womanhood, scholarship, service and sisterly love.

Zeta Tau Alpha

An international social service fraternity for women interested in strengthening the circle of friendship, scholastic potential, self-respect and developing the complete personalities of its members. Through worthwhile service to campus and community, the sorority seeks to form a bond of lasting unity which can go far beyond college years.

Inter-Fraternity Council

The Inter-Fraternity Council has as its purpose the regulation and coordination of all its fraternities on campus as well as the promotion and improvement of the fraternity system. Inter-Fraternity Council objectives are to further the standards of brotherhood, character and scholarship. The Inter-Fraternity Council strives to promote good relationships among member fraternities and to act as the liaison between the fraternities and the administration.

Panhellenic Council

The Panhellenic Council serves as the governing body for all NPC sororities on campus. The Panhellenic Council creates unity among its Sororities, encourages academic and social achievements, and promotes the campus and Greek Life in a positive manner.

National Pan-Hellenic Council

The National Pan-Hellenic Council, incorporated (NPHC), is designed to promote unity among its nine, also known as the "Divine Nine," Greek letter sororities and fraternities. Founded in 1930 at Howard University, the organization promotes community service, cultural enrichment and social interaction for the well-being of its members.

Honor Societies

Alpha Psi Omega

A national honorary dramatic fraternity designed to recognize and reward the academic excellence of the students participating in college theatre activities.

Beta Beta Beta

A national biological honor society designed to stimulate interest, scholarly attainment, and investigation of the biological sciences.

Beta Gamma Sigma

A national honor society for business programs accredited by the AACSB – International Association for Business Management.

Chi Alpha Sigma

The National College Athlete Honor Society. The organization's purposes are to encourage and reward high academic scholarship of college athletes at four-year accredited institutions; to recognize outstanding academic achievement by intercollegiate varsity letter winners; to encourage good citizenship, moral character, and friendship among the high academic achievers in college athletics; to recognize and honor the individual athlete, his/her team, sport, athletic department, and college or University; and to mentor and to provide leadership to other athletes.

Kappa Delta Pi

An international honor society in education designed to promote excellence in and recognize outstanding contributions to education.

Omicron Delta Kappa

A national leadership honor society which recognizes and encourages achievement in scholarship; athletics; social service and religious activities; campus government; journalism, speech and the mass media; creative and performing arts. Election to membership is on the basis of merit.

Phi Alpha Theta

The national honor society to distinguish students who excel in the study of history.

Phi Beta Lamda

To inspire and prepare students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

Phi Kappa Phi

A national honor society designed to recognize and cultivate excellence in students and faculty.

Pi Gamma Mu

An international honor society in social sciences designed to recognize those students with high achievement in the social sciences (economics, geography, history, political science, international relations, sociology, and psychology).

Pi Sigma Alpha

The national honor society in political science designed to stimulate scholarship and intelligent interest in political science.

Psi Chi

A National Psychology Honor Society developed to encourage, stimulate and maintain excellence in scholarship and advancement in the science of psychology.

Sigma Tau Delta

A national society designed to confer distinction for high achievement in undergraduate, graduate, and professional studies in English language and literature.

Sigma Theta Tau International

The mission of the Honor Society of Nursing, Sigma Theta Tau International (STTI), is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. STTI membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Francis Marion University's Chapter of STTI, Chi Lambda, was chartered October 16, 2014.

Upsilon Pi Epsilon

To recognize and promote outstanding academic excellence in the computing sciences.

Special Interest Organizations

A. Bevy

To produce creative and introspective experiences that assist young adults in discovering their passion, path, and purpose.

Alive in Christ

Designed to provide a Christian community of students, faculty and staff offering mutual support, nurturing and an opportunity to witness.

American Marketing Association at FMU

To provide each member the tools necessary to grow their professional as well a personal development by community outreach, networking with local and national businesses, workshops, national marketing conference, fundraisers, competitions, and school activities.

Art Club

An organization for students that aims to further enhance the arts around the community as well as engage students to become more passionate about art.

Baptist Collegiate Ministry

A Christian organization of the Southern Baptist Convention designed to provide a ministry to all interested individuals in the campus community. Worship programs of music, sharing of testimonies, films, Bible study and speakers are available every Monday evening during the school year. Fellowship, mission projects, Share Team, and leadership development are available to everyone. Participation in state conventions, retreats, and summer missions service is offered.

Catholic Campus Ministry

An organization whose purpose is to further individual relationships with Christ while increasing understanding and love of God. To provide students a moral alternative to the stereotypical university environment by nourishing both spiritual and social needs.

Challenging All Norms and Expectations

Challenging All Norms and Expectations (CANE) is to empower, encourage, and enrich the community at Francis Marion University, through the power of stepping.

College Democrats

To involve students in the local and national Democratic Party.

Diplomats

Represent Francis Marion University to prospective students by providing tours, tele-counseling and participating in Open House events. In addition, Diplomats will interact with prospective students, current students, faculty and staff through participation in campus and community events.

FMU Bass Fishing Team

The mission of this organization is to teach and compete within the fishing industry amongst College Anglers.

FMU Chapter of Greek Council

To provide members with the tools necessary to become leaders of tomorrow through brotherhood and sisterhood. Fraternity and sorority membership advances the membership of the university to develop productive, responsible, and healthy citizens.

FMU Collegiate Farm Bureau

The mission of this organization is to educate students and staff of Francis Marion University on agriculture as well as the importance of the Farm Bureau.

FMU Education Club

The Education Club of Francis Marion University is to support, advocate, and promote student's professional development. Students are encouraged to participate in opportunities to serve the educational needs of the community and for professional preparation and enhancement through workshops, guest speakers, field trips, and community partnership school activities.

FMU Intramural Student Advisory Board

To encourage and enhance student's fitness, wellness, and enjoyment through intramural events within the university community.

FMU Swim Club

The club's mission is to improve and promote physical fitness, personal achievement, and sportsmanship while exposing the student body to the sport of swimming.

Gender - Sexuality Alliance

The purpose of this organization is to strive to be the student-led forum for issues concerning the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+) community at Francis Marion University. We will serve as a mediator and springboard for student university relations in respect to sexual orientation, gender identities, and diversity, as well as a resource group for all students. Our membership will include students and alumni who identify across all waves of the spectrum, and we will welcome everybody regardless of sexual orientation and/or self-identified status.To help any and every lesbian, gay, bisexual, and transgender student on campus; to be a safe space for; to educate and inform those who want and need to know more about the community and the issues surrounding it.

Habitat for Humanity

An organization whose goal is building or rehabilitating houses in partnership with Florence Habitat Affiliate and educating the campus about the work of Habitat. Participants gain greater awareness of the need for decent and affordable housing.

Health Occupation Student Association

The mission of Health Occupation Student Association (HOSA) is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the student meet the needs of the health care community. This organization is open to any students interested in a profession within the health sciences.

International Domestic Student Ambassadors Organization (IDSA)

The Francis Marion University International-Domestic Student Ambassadors Organization serves to promote international student interests and cultural diversity on Francis Marion's campus, as well as serve as a supportive community for incoming and outgoing international students at FMU.

InterVarsity Christian Fellowship

A community of Christ followers, skeptics, and spiritual seekers who seek to transform the campus by sharing, investigating, and living out the love of God on campus.

Kinks, Waves, and Curls

This organization's purpose is to promote healthy and natural hair, while educating the community on the importance of healthy hair.

National Association for the Advancement of Colored People, FMU Chapter (NAACP)

Serves as a backbone for students in civil distress.

National Student Speech-Language-Hearing Association (NSSLHA)

The Francis Marion Chapter of NSSLHA is a pre-professional group for graduate students enrolled in the University's Speech-Language Pathology program. The Chapter will host presentations relevant to future speech-language pathologists, encourage involvement in the profession, and engage our students in issues relevant to clinicians in the Pee Dee as well as the nation.

Praise in Motion

Promote Christian values through the diversity of dance while educating members and the community of Christian liturgical movements.

Pre-Veterinary Club (Pre-Vet Club)

To provide a venue for students interested in veterinary medicine to become better acquainted with various aspects of this profession; to provide intellectual stimulation that occurs with collegial rapport among like-minded students, and to also instill a sense of pride and a pro-active approach towards improving education and community service associated with the veterinary medical profession.

Quiz Bowl

The mission of this organization is to encourage engagement with a well-rounded liberal arts curriculum and represent the university in academic competition.

South Carolina Student Legislature Association (SCSL)

SCSL exists to teach its members critical legislative and social skills that propel them to excellence in business and government. SCSL creates an environment that is uniquely able to educate its members about legislative processes and working with one another to accomplish individual goals.

Student Alumni Association

An organization designed to promote the FMU Alumni Association, develop loyalty to the University, prepare students to be informed and supportive alumni, and offer networking between students and successful graduates of FMU.

Student Athlete Advisory Committee

To advise the Athletic Department personnel on issues important to student-athlete welfare and advise the student-athletes on legislation issues pertaining to the Peach Belt Conference and NCAA.

Student Media Association

An organization designed to gather students who share a common interest in broadcast journalism, mass media, multimedia journalism, public relations, and other related fields. We work to cultivate high ideals associated with each area of interest. The organization provides members with various opportunities in preparation for a career in mass communication through networking, field trips, guest speakers, panel discussions, and workshops.

Student Nurses Association

A forum to discuss issues and participate in events that relate to the nursing profession.

Teaching Children of Poverty SCHOLARS

The mission of this organization is to provide intensive opportunities for pre-service and in-service teachers to engage in activities specifically related to their work with under-resourced learners, including, but not limited to professional study, networking, and service.

The Fine Arts Student Production Company

The SPC is a group of students who come together to learn about the complex system of producing stage productions.

The Green Club

An organization for students promoting the ideals of environmentalism and sustainability at FJU.

The Patriot Players

To grow as theatre practitioners by performing and exploring different areas of theatre, and networking with other thespians.

The RIOT Pep Club

The RIOT is an organization designed to promote Francis Marion University Athletics, and to ignite school spirit within the student body.

T.A.O.C.A.T.N.A.

An organization that creates a friendly, positive, social and educational environment where students can share their interests in anime, graphic novels/manga, technology, and competitive gaming.

Young, Gifted and Blessed Gospel Choir

Designed to promote unity among the black student population. Through good use of a variety of music, YGB hopes to affect the campus and the community as messengers of cultural heritage and experience as well as ambassadors of good-will.

Solicitation on Campus by Student Organizations

Although it is recognized that the faculty, the staff, and the student body of Francis Marion University share a mutual interest in rendering support to local churches, charitable organizations, and other worthy causes, it is also recognized that unrestrained solicitation among members of the University community may bring about an unfair burden to some who may prefer not to contribute or perhaps to make their contributions in a different way.

Therefore, in the interest of maintaining the best working relationship, all University personnel and students will refrain from solicitation of any type (monies, goods, or service) while on the University campus unless the request to do so has the specific approval of the appropriate University official *(see Guidelines for Student Organizations)*.

Francis Marion University's approval of certain fund-raising projects will allow clubs and organizations to sell approved items at a designated place in Smith University Center. The area so designated may consist of a table and chairs staffed by three or fewer members of the club or organization at any given time. The student organization may not solicit out of the designated location or take items away from the location for sale. They may advertise at designated areas on campus, using approved advertising policy as stated in the Student Handbook and sell to any student, faculty, or staff who comes to the designated area to purchase the product. All items and procedures for sale must comply with South Carolina law.

Outside vendors may only come on campus if they have an approved campus sponsor. The organization sponsoring the vendor must complete all necessary paperwork and will be responsible for the actions of the vendor *(see Solicitation Policy in Rights and Responsibilities section)*.

STUDENT HEALTH SERVICES

The goal of Student Health Services is to promote and maintain the health of students by providing services, health education, acute medical care, and referral assistance so that students can best meet their educational objectives.

Location

FMU's Student Health Services is located in the Education Foundation Building directly west of the Francis Marion University campus on Palmetto Street. Also located in this facility is the University's Office of Counseling and Testing.

Appointments

Student Health Services (SHS) is open 8 am-4:30 pm. Monday through Friday when the University is open.

- Call 843-661-1844 for an appointment. The nurse practitioner will see walk-ins as time permits with preference given to those with appointments.
- If you need to cancel, please call as soon as possible as appointment times are limited.
- All medical records and consultations are strictly confidential. Medical records cannot be released to anyone without the written consent of the student/ patient.

After Hours/Weekends

For emergencies call: 1109 (on campus) or 911 (off campus). Clearly state name and specific location.

Services

The following services are available through Student Health Services:

- Treatment of acute illness and injury
- Preventive care
- Laboratory testing
- Allergy injections (make appointment to discuss this with our staff; student must provide serum; maintenance injections only)
- Health education
- Referrals to area hospitals and specialists as needed

Insurance

Students are strongly encouraged to carry health insurance since

an unexpected illness or accident can cause financial hardships, making it difficult for students to complete their education.

Francis Marion University and Student Health Services have negotiated low rates for student health insurance through a local carrier, and information about this can be obtained through Student Health Services or on the web at www.studentinsurance.com.

Students should not assume that they are covered under their parent's policy; check with parents to make sure.

Costs

There are modest fees for off-site lab testing. All fees, including those for any additional ancillary testing or referral physician visits, are the responsibility of the student receiving care.

Student Ombudsman

The FMU Student Ombudsman was created in 2016 by the University President under the auspices of the administration as a resource for all Francis Marion University students to assist in the resolution of non-academic conflicts, concerns, and other problems that they may encounter while pursuing their course of study. The Student Ombudsman acts as a neutral and impartial resource for students in addressing and resolving non-academic issues and concerns

The FMU Student Ombudsman does not take sides in disputes, does not petition on behalf of students or the University, and does not advocate for any particular outcome. The Ombudsman has no stake in outcomes. Instead, the Ombudsman advocates for a fair process and works to assist students in identifying their options to provide avenues for the resolution of their issues.

STUDENT GOVERNMENT ASSOCIATION

Upon enrolling in Francis Marion University, all students become a member of the Student Government Association (SGA). The SGA shall represent and shall be the governing agency within the student body of the University and shall assume the responsibility of supporting, coordinating, and expediting programs, projects, and policies necessary and proper for the welfare of the student body of the University as so designated by the SGA Constitution.

The Student Government Association is composed of three branches: the Executive, Judicial, and Legislative. The Executive branch is composed of the president, vice president, secretary, and treasurer of the Student Government Association and other appointed cabinet officers. The Legislative branch is the Senate. The membership of the Senate is composed of the vice president of the Student Government Association, who serves as the president of the Senate, and 25 senators. All students should read and know the contents and provisions of the Student Government Association Constitution, copies of which can be obtained in the SGA Office. Students are encouraged to express their interests and ideas to their elected student leaders and to become actively involved in the association. This can be accomplished in many ways, including running for various offices, serving on committees, voting in all elections or by visiting the Student Government Association Office. Francis Marion University can grow only with personal interest and involvement.

Student participation in institutional government is centered around the Student Government Association. Students, as constituents of the academic community, shall be free, individually and collectively, to express their views on issues of general interest to the student body through their governmental structure. Students, through their elected senators or appointed committee representative, have the right to participate in the formulation and application of institutional policy affecting academic and student affairs.

The role of the student government including its general and specific responsibilities are made explicit. The University will provide sufficient autonomy for the student government to maintain its integrity of purpose as elected representatives of the student body.

OPPORTUNITIES FOR INVOLVEMENT

The University recognizes the importance of a well-developed and varied program of extracurricular activities; therefore, FMU offers a variety of programs and organizations for students to join and participate in outside of class.

University Choral Program

The University Choral Program offers two performance groups: the Concert Choir and Voice Collective vocal ensemble. The Concert Choir is open to all students who read music and who enjoy singing the standard classical choral repertoire. This group presents a concert each semester.Francis Marion's Voice Collective is a small, audition-only ensemble. Students focus their efforts on a cappella pop, rock and jazz literature. Students receive one academic credit per group per semester; a total of three semester hours of general education credit may be applied toward graduation, although many students continue to participate simply because they enjoy the activity. Choral groups plan several off-campus performances as well as performances on-campus for students, faculty, staff, and the community.

For information, contact the Department of Fine Arts.

Instrumental Music Ensembles

FMU offers several instrumental music performance ensembles. The Concert Band is open to all students with experience on wind or percussion instruments. The Music Industry Ensemble is designed to develop vocal and instrumental performance and improvisation skills and teach sound and light design by staging small groups in a variety of music styles. The Chamber Jazz Ensemble is an improvisational combo performing the literature for small jazz groups. The String Ensemble is for students interested in learning chamber music. Guitar Ensemble and Percussion Ensemble are frequently offered, based on student interest. Academic credit is given at the rate of one hour per semester for each ensemble. A total of three semester hours of general education credit may be applied toward graduation, although many students continue to participate simply because they enjoy the activity. Scholarships may be available (if funded) for participation in ensembles. Additional information about all ensembles is available from the Department of Fine Arts.

The University Theatre

The University Theatre offers three-four major main-stage productions annually and student-directed experimental theatre productions. Each year more than 150 students participate in theatre productions. Participation is open to all FMU students regardless of major, and no prior theatre experience is expected or required.

Admission is free to all University Theatre Productions presented on the main campus; advance reservations are recommended.

For information on participation, contact the director of theatre in the Department of Fine Arts.

FMU Performing Arts Center

The FMU Performing Arts Center presents dozens of performances every year, including concerts, plays, dance, and a variety of other performing arts. The PAC also serves host to regional groups such as the Florence Symphony Orchestra, the South Carolina Dance Theatre, and the Masterworks Choir. Discounted tickets are often available to students. Additionally, the Music Industry Program classes and faculty offices are located at the PAC. Select student concerts, recitals, and theatrical performances are presented in the PAC every year. For more information, visit the web page at www.fmupac.org.

Student Publications

Student publications are under the jurisdiction of a student-faculty-staff Publications Board. No student publication may be distributed on campus through University distribution facilities without the approval of the Publications Board. Publications are supervised by a staff coordinator who directs the activities of student writers and assistants.

- The Patriot Newspaper and webpage is published regularly for the students of Francis Marion University. Students are encouraged to become involved with The Patriot and its staff of student editors, writers, photographers and advertising managers. A member of the FMU faculty serves as the adviser to the student newspaper which is not only a record of campus news and events but also an excellent outlet for students seeking practical journalistic experience.
- The Snow Island Review is a campus literary journal featuring the work of FMU students and is published on a semester basis.

Artist/Lecture Series

During the academic year, Francis Marion University presents programs by outstanding artists and respected lecturers from a variety of fields for students, faculty, staff, and the community. The Artist/Lecture Series Committee, composed of student, faculty and staff members, plans these programs. All events are open to the public and free or with minimal admission.

Films

Francis Marion University hosts free public screenings of a number of films each year. The English Department Film Series features classic, contemporary hits and art house cinema, both domestic and foreign.

Most screenings are in Lowrimore Auditorium at 3:30 p.m. and 7:30 p.m. on selected Tuesdays of the academic year. More information can be found in the University's cultural events calendar, which is distributed throughout campus and available online.

INSTRUCTIONAL RESOURCES

CAMPUS TECHNOLOGY

In addition to technology services and support for administrative and media functions, Campus Technology also provides technology services and resources to support faculty and students in the instructional and research missions of the University. Campus Technology works with the Rogers Library, Cauthen Educational Media Center, and several academic departments to provide services and support for the computer labs strategically located around campus.

Campus Technology Computer Lab Resource

There are three general access computer labs on campus open to currently enrolled students, faculty, staff, and active alumni of FMU. One is located in the Thomas Stanton Academic Computer Center (SACC), one is located inside the John K. Cauthen Educational Media Center (CEMC), and one is located in the James A. Rogers Library. Printers and internet-connected computers are available for use. The labs use Microsoft Office Suite and many other specialized programs as requested from academic departments. The lab hours are posted on our website and at the labs. Some services may require a valid student ID.

You will need to supply your own storage devices such as diskettes, writable CDs, and flash drives for using most software products in the computer labs. Media can be purchased from the Patriot Bookstore.

Policies

Software and documents available are copyrighted products and may NOT be reproduced, in part or in whole, for any purpose.

Downloading, copying and sharing material, such as music, movies, games, and applications, for which the copyright holder has not given you rights, is both against the law and Francis Marion University's (FMU) Acceptable Technology Resource Use Policy for computing resources.

Acceptable Use of Technology Resources at FMU

Below you will find guidelines from FMU's Acceptable Technology Resource Use Policy. The complete policy is available at http://www.fmarion.edu under the Campus Technology link.

Francis Marion University does not endorse any of the information that users may find on the Internet, nor is it responsible for it.

In making acceptable use of FMU resources you are expected to:

- Use resources only for authorized purposes.
- Protect access to your computer from unauthorized use. You are responsible for all activities on your computer or that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Use only legally obtained versions of sound recordings and movies downloaded from the network or Internet.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading, networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

In making acceptable use of resources you are expected **NOT** to:

- Use another person's system, user ID, password, files, or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that might be purposefully harmful to

systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to University data.

- Use University systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political campaigns.
- Make or use illegal copies of copyrighted materials or software, store such copies on University systems, or transmit them over University networks.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the University's systems or networks for personal gain; for example, by selling access to your user ID or to University systems or networks, or by performing work for profit with University resources in a manner not authorized by the University.
- Engage in any other activity that does not comply with the General Principles presented above.

The Digital Millennium Copyright Act (DMCA) and Peer-to-Peer File Sharing Policies

Copying, distributing, and downloading copyrighted materials, including music, videos, and games, for which you do not have the owner's (copyright holder's) permission is a violation of federal law. Compliance with federal copyright law is expected of all students, faculty, and staff at FMU. If you download and/or distribute unauthorized copies of copyrighted music recordings and movies, you are breaking the law and may be held legally liable for thousands of dollars in damages. Federal law provides severe penalties for the unauthorized reproduction, distribution, or digital transmission of copyrighted materials. The FBI investigates allegations of criminal copyright infringement and violators are prosecuted.

Most peer-to-peer (P2P) software turns file sharing on by default as soon as the software is installed. This means that others may access materials on your computer without your knowledge, whether you have given permission or not. Downloading copyrighted music or movie files without permission is illegal. It is also illegal to share purchased music or movie files with others, again, whether you are aware that you have done it or not.

If you install P2P software, turn the file sharing options off. And, remember, if you are sharing materials inadvertently, you are still liable for violating copyright law. For more information regarding the Recording Industry Association of America (RIAA) position on music downloading, visit *https://www.riaa.com/resources-learning/for-students-educators/*.

WARNING: Under the **Digital Millennium Copyright Act (DMCA),** Francis Marion University reserves the right to terminate computing services of users who repeatedly infringe upon the rights of copyright owners. If you have questions about whether you may be infringing on another's copyright, please review the online Crash Course on Copyright *(https://www.iusmentis.com/copyright/crashcourse/rights/)*

LIBRARY

FMU's James A. Rogers Library and its staff welcome you to the University and its quality library. Please take advantage of the varied resources and services available in the library which are designed to support your information needs and academic success.

When the University is in regular session, the James A. Rogers Library is open during the following times:

Monday-Thursday	8 am-11 pm
Friday	8 am-5 pm
Saturday	9 am-5 pm
Sunday	2:30 pm-11 pm

During Fall and Spring semester final exams, the library is open 24 hours per day Tuesday, Wednesday and Thursday beginning on Reading Day.

Abbreviated evening and weekend hours are observed during summer sessions. Call 661-1311 for scheduling information when classes are not in session or visit the Library's website at www.fmarion.edu/library.

All areas are open for student usage during operating hours, although Reference Service closes at 9 pm. Sundays through Thursdays. Exception: The Arundel Room is available by appointment only (call 661-1310). Library materials may be used in any study area in the library. Please return materials to the appropriate area or to the Circulation Desk. Please do not reshelve books, microforms, magazines, or newspapers.

Students must present their FMU (ID) Card when checking out books, including all Reserve materials. Books from the general collection (basically the second floor) may be borrowed for a two-week period and may be renewed as often as needed, unless requested by others. Borrowing periods are reduced for materials placed on Reserve by faculty for particular class assignments.

Rogers Library provides 54 computer workstations for student use. In order to provide maximum access to the online catalog, to electronic indexes, and to Internet resources including full-text databases, games and chat room access are prohibited on library computers. The complete Library Computer Use Policy is available at the Reference Desk.

Book Drop

In case you cannot get to the library, you may return your library books to the book drop inside the front (west) entrance to Founders Hall.

Theft or Mutilation of Library Materials

Title 16, Section 13, parts 330-370 of the South Carolina Code of Laws cite theft or mutilation of library materials a misdemeanor punishable by a fine of up to $600 or up to six months in jail. In order to assure that all library materials are available to all library users, anyone apprehended mutilating or attempting to steal library materials is prosecuted to the full extent of the law.

Other library services, policies, and procedures are outlined on the library's website.

The staff of Rogers Library welcomes you to FMU and encourages you to take maximum advantage of its excellent library facility and its extensive resources and services.

FMU ID Card Services

The FMU Card is the official University Identification (ID)

created for the entire University community, but it is also a tool that allows students, faculty and staff access to a number of critical functions. FMU Cards are used to gain access to library materials and resources, printing, for entry to various campus events and activities, and for specific entry permission to certain facilities on campus as well. Each student must obtain an FMU ID Card during the student's initial registration. The card is made once and remains valid as long as the student is officially enrolled and has paid appropriate fees.

Cardholder Responsibility

The FMU ID Card is the responsibility of the cardholder. Lending the card to someone else or failing to present the card when requested by a University official is a violation of University regulations and subjects the holder to disciplinary action. The cardholder will be held responsible for all activity registered on the card including, but not limited to, purchases and items checked out from the Rogers Library.

Debit Card Deposits

The card has the capability of serving as a debit card and provides a safe, convenient way to make purchases at the Patriot Bookstore or Dining Services venues on campus. Deposits may be made either online (Patriot Portal - One Web) or in the Cashier's Office. Funds deposited in cardholder's declining balance account are non-transferable. Deposits will be posted to the cardholder's declining balance account for immediate use.

Patriot Bucks

The FMU Card also allows students ready access to meals plans which include Patriot Bucks as well as separate Patriot Bucks plan. Patriot Bucks roll over from Fall to Spring and expire at the conclusion of the Spring

Refunds

Refunds (debit account and Patriot Bucks) may only be requested upon graduation or official withdrawal from the University. Requests should be submitted to the Cashier's Office in Stokes Administration Building.

Replacement Cards

The FMU Card is made at Rogers Library during regular business hours. Replacement cost is $20 and is generally nonrefundable (marriages, name changes, or defective cards excepted). To purchase a replacement ID Card, using a debit or credit card, visit the University's web page, under Current Students; click Patriot Market Place; click the ID Card replacement Icon and follow instructions. Then the updated card can be picked up from the library during regular business hours. Payment for lost ID cards can also be made at the Circulation Desk in the library-check or cash only. Damaged or replacement cards are free if the old card is surrendered to the library's card services. Lost FMU cards should be reported immediately to Student Life, Rogers Library, or Accounting Office as the card carries the liability of a credit card and is not transferable. In the vent of a name change, the student must advise the Registrar's Office to update the student's computer record (the Library staff cannot update the student's record). Call 661-1300 for any questions about your FMU ID Card.

Changes in Terms and Conditions

Cardholder's use of the FMU Card provides consent to all terms and conditions. Francis Marion University may change any and all terms and conditions without sending a written notice to the participant. Changes will be posted to the University's Website in the University's Fees and Expenses section (www.fmarion.edu/fees/) at least 30 days prior to the effective date of change. Participant's use of their Patriot Card on or after the effective date of the change provides consent to all amended terms and conditions. It is the card holder's responsibility to stay informed of any and all changes made to the terms and conditions.

For additional information, call extension 1300 or visit www.fmarion.edu/fees/ and click "FMU Card."

MEDIA CENTER

Multimedia Services, located in the John K. Cauthen Educational Media Center (CEMC) is dedicated to improving teaching and learning opportunities by providing non-print resources, technological support, and media-equipped teaching and conference facilities for the faculty, students, and staff of Francis Marion University.

The Media Center provides study facilities and instruction space in the Resource Area, supplies and maintains media equipment, provides production facilities, and hosts campus and community activities.

Students, faculty, and staff, upon presentation of a valid FMU ID Card, are entitled to use its facilities.

Online Public Access Catalog

The online public access catalog is the primary guide to materials in the Media Center. A professional staff member can assist in locating materials.

Reserve Material

Some titles have been designated by professors for use in specific class assignments and have been placed on "Closed Reserve" behind the Control Center. These materials must be used in the Resource Area.

Circulation Rules

1. Most materials and equipment are available only for use in the building. Arrangements can be made for short-term loan of materials to be used in the classroom. Professors can schedule equipment for these presentations.
2. Portable equipment can be obtained from the front desk upon presentation of your FMU ID Card. Users are responsible for items checked out.
3. If materials are damaged or if equipment does not operate properly, the user is asked to notify the person at the front desk. Users are responsible for damage/loss of equipment and materials resulting from negligence. Repair or replacement charges will be based on current market value.

Resource Area Hours

Fall and Spring Semester

Monday-Friday	8 am - 5:00 pm

Late Spring, Summer I and Summer II Terms

Monday-Thursday	8 am - 5:00 pm

Summer I and Summer II Terms

Monday-Thursday	8 am - 5:15 pm

MATH RESOURCE CENTER

The Department of Mathematics offers a mini-lab generally in the afternoons Monday-Thursday for students enrolled in Math Lab courses, Math 105S, 110S and Math 111S.

The Department of Mathematics also has created computer labs for use as a classroom and a student resource center for completion of their mathematical work. These computers contain mathematics programs (MAPLE, Mathematica, MATLAB, GEOMETER'S SKETCHPAD, etc.) to empower students in the areas of mathematics and probability and statistics.

CENTER FOR ACADEMIC SUCCESS AND ADVISEMENT (CASA)

The Center for Academic Success and Advisement (CASA) offers students a sone-stop resource for assistance with advising questions, academic support, and career services. CASA, located in Founders Hall 220, is home to Advisement, the Career Development Office, the Tutoring Center, as well as the Writing Center (located downstairs in FH 114-C). CASA provides a variety of services designed to help students thrive during their experience at Francis Marion University.

CASA also works in conjunction with University Life 100: First-Year Seminar, providing first-year students with valuable information to help them become acquainted with the university, build connections on campus, learn about strategies for being successful students, and make the most of their time at FMU. In addition, CASA is home to the Patriot Mentor program, a staff of undergraduate peer mentors who work with new students in First-Year Seminar courses.

All of these resources provide students with a network of knowledgeable and friendly professionals who can help with questions they may have while at the university.

CASA Advisement

CASA advisors work closely with first-year students to ease the transition from high school to university life. The friendly and knowledgeable advising team assists first-year students in navigating the university, choosing majors, finding career paths, selecting courses, and exercising habits that lead to academic success. CASA advisors are dedicated to supporting students and connecting them to resources that will help them be successful during their academic careers at FMU.

CASA advisors also provide counseling for probationary students and answer general questions for students about course registration, majors and minors, study skills, time management, career guidance, and more.

Students can meet with an advisor by calling 843-661-1400 or visiting CASA in FH 220.

Career Development Office

The Career Development Office, located in CASA (Founders Hall 220), supports the University's mission by providing students with a comprehensive, educational approach to career development and preparation. The office's mission is to coach, guide, and support students and alumni in becoming educated, successful professionals by making career services and programs are available for all students and alumni.

Career Planning

Students are encouraged to begin using the Career Development Office during their first year of enrollment. Staff members are available to meet with students exploring their skills and interests as they decide upon their majors and plans for specific career fields. Students are welcome to meet with a staff member and take a career inventory to learn how their attitudes, values, and personalities might help them select a major and a career.

Career Development also houses a diverse collection of career resources to assist students as they explore careers, research employers, and develop overall job search skills.

Employment Resources

The Career Development Office also provides links for students pursuing employment opportunities. Full-time, part-time, and summer job ads and internships for on-campus and off-campus positions are regularly posted outside the Career Development Office (FH 220), on Career Development's social media pages, and on Career Development's website.

Career guidance workshops allow students to explore occupations, meet employers, and develop the skills needed to conduct successful job searches, including resume writing and interviewing skills.

Individual resume counseling sessions are available to help students improve their job search documents. In addition, students who register with our online job and resume service, provided in partnership with College Central Network, can view jobs via the web. Students can also upload resumes to the online service and make their resumes available to interested employers.

Mock interview sessions are available in the Career Development Office on an individual basis. They are designed to provide students with a constructive evaluation of their skills within a comfortable counseling environment.

The Career Development Office also holds a job fair each fall and spring semester, connecting students and alumni with a variety of employers. The Career Development Office actively works to foster and maintain positive relationships with the surrounding business community. Many state, regional and national employers attend our Career Fair and post job announcements with our office. In addition, the Career Development staff develops relationships with new employers in order to maximize employment opportunities available to students.

Students are invited to visit the Career Development Office or call 843-661-1676 to book an appointment. Students may also make an appointment via the Career Development website with the "Make an Appointment!" link. Students are invited to follow the Career Development Office on social media to learn about upcoming events, employer visits, and open positions.

Tutoring Center

The FMU Tutoring Center provides all students with learning assistance for a variety of subjects, including math, sciences, social sciences, and humanities courses. Located in CASA (Founders Hall 220), the Tutoring Center is staffed by faculty members and trained peer tutors. Students are welcome to meet with tutors to review course content, practice problem-solving skills, and discuss study strategies.

The Tutoring Center offers more than 40 hours of services each week. To meet with a tutor, students can book their appointments through the Tutoring Center's webpage, call 843-661-1675, or visit the Tutoring Center in FH 220.

Writing Center

The FMU Writing Center is available to assist all students in improving their writing abilities and acquiring the skills needed to succeed at writing tasks in academic and professional communities. English department faculty members and trained student consultants provide one-on-one assistance on a wide range of writing tasks and projects, including research papers for all disciplines, literary analyses, creative writing, lab reports, resumes, business letters, and graduate school applications. Students are invited to meet with a consultant at any stage of the writing process for guidance on generating a topic, clarifying a thesis statement, building an argument, reorganizing paragraphs, incorporating research, revising a draft, or learning about grammatical errors. The Writing Center encourages students to use writing as a means of personal expression and as a tool for learning in and beyond the University environment.

Writing Center Consultants are available for both face-to-face and online tutoring services. To meet with a tutor, students can book their appointments through the Writing Center's web page, call 843-661-1528, or visit the Writing Center in Founders Hall 114C. Writing Center consultants are also available for appointments on weekday evenings in the Tutoring Center, located in CASA (FH 220).

SUPPORT SERVICES & RESOURCES

DINING SERVICES

FMU Dining Services provides a high quality dining experience in various locations across campus. All new freshmen living on-campus in traditional residence halls are required to purchase an all-access plan, which is already included in the student's room and board. Students who live in campus apartments or who commute to campus are also encouraged to purchase an all-access or block meal plan. Students may purchase a meal plan by visiting the Cashier's Office (Stokes Administration Building, room 104) or online at www.fmarion.campusdish.com.

FMU Dining Services offers several customer-oriented locations featuring a variety of menu choices. The Ervin Dining Hall, located near the campus housing facilities, serves hot meals daily in addition to a complete salad and deli bar, pizza and grill items, and fresh desserts. The Grille, located adjacent to the outdoor pool, provides a wide variety of menu options including fresh Subway deli sandwiches, hot burgers and grilled items, and tasty wings. Students can also enjoy a leisurely cup of coffee and pastry items with friends at the Cauthen Cafe located in the Cauthen Media Center, or stop by the newly refreshed P.O.D. bistro market located beside the Ervin Dining Hall for a variety of espresso drinks, snacks, beverages, and grad-and-go items.

THE GRILLE

This one-story building is located adjacent to the outdoor swimming pool. The facility provides an additional dining option during the day and in the evening after the dining hall closes with indoor and outdoor seating available. It also has a lounge area, a small space for group use, and provides convenient access to the outdoor pool, sand volleyball court, and outdoor grilling.

FINANCIAL SERVICES

Facilities Reservation Requests

Any use of University space by faculty, staff, or student organizations must be cleared with the University Space Committee. The representative of the group needing space at a particular time is asked to contact the Office of Financial Services, check the University Space Calendar, and, if the calendar indicates that acceptable space may be available, file a Facilities Reservation Request. In normal circumstances when the using organization has allowed reasonable lead time in making the request, the Space Committee will act upon the request usually within a period of two weeks. Events are not approved if they are not listed on the University Space Calendar in the Office of Financial Services. Organizations are asked to make every effort to provide a minimum of two weeks notice for the scheduling of routine meetings or events. More notice should be given for events involving special preparation for off- campus persons. Many campus events, upon approval, are listed on the University Calendar website at http://www.fmarion.edu/calendar. For more information or to initiate a request for space, contact the space coordinator at the Office of Financial Services in Stokes Administration Building, Room 107, ext. 1110.

Campus Service Requests

If a particular meeting or event requires any services other than opening and closing facilities, normal seating, and regular lighting, the user group is asked to fill out the Campus Event Service Request form provided by the Office of Financial Services and return it to that office or to Facilities Management. Service requests should be submitted at least two weeks in advance; those for major events should be coordinated with the Director of Facilities Services as far in advance as possible. For any event requiring service from Facilities Management or Dining Services, the Facilities Reservation Request will not be approved until the service request has been submitted.

CRISIS COMMUNICATION PROCEDURES

Real Time Emergency Notification can provide a mechanism for campus authorities to provide guidance while an emergency is ongoing, including both information about the nature of the emergency, and actions which the community can take, such as avoiding a particular area of campus, shelter in place, be on the lookout for/report the location of a missing child, disoriented or elderly person, watch for severe weather, evacuate a particular building, class cancellation, etc. Several different communications avenues are available to notify the community of emergencies. A siren system will augment other methods of communications primarily covering outdoor spaces. The Swamp Fox Alert System will send warnings and emergency information by text-message, email and voicemail to campus community members and cell phones.

- The system is designed to notify members of the campus community in a particular part of campus, such as those in a particular building, those with responsibility for particular

facilities or buildings (building managers, resident staff) executive leadership, or emergency response teams.

- Communications with those who may be at home or in transit pose other difficulties as does communications with parents and others who may be worried about family members at the site.
- FMU will send text messages for emergency purposes only to cell phone numbers of those who have subscribed to the system.
- Emergency text messages should produce immediate action.
- Follow-up messages may be sent as the situation develops or concludes.

E-mail

The University will only utilize students FMU assigned email addresses for official electronic communication. In order to access your address or confirm your email address, go to http://www.fmarion.edu/campustechnology/. Should you have difficulties accessing your account, contact the Help Desk at 843-661-1111.

Campus Alert Siren System

Federal Signal siren notification system also provides a means of notifying persons outdoors of emergencies. The system has seven prerecorded messages. There is a public address capability in the FMU PD office that allows for voice input for unusual situations from a missing child during a special event to a violent incident at a particular location. For each message the siren will "ramp up" to full volume in 5 seconds, the steady tone will play for 5 seconds and the prerecorded message or the PA announcement will be provided twice. Siren testing will occur periodically to ensure system viability. Testing will occur in a manner that minimizes interference with classes or causes concerns to community members. Any testing would be preceded by email messages to alert faculty, staff, and students that a test will be conducted.

Swamp Fox Alert

The Swamp Fox Emergency Alert System has been adopted by Francis Marion University in order to quickly notify students via SMS text messaging (standard text messaging rates apply) and email in the event there is an imminent campus emergency. All students that provide a cellphone number and cellphone carrier will automatically be added to our notification system. In addition to being notified of an imminent campus emergency, students will also receive notifications regarding other situations that affect the status of the campus like weather-related class or school closings.

A student can update their cellphone information at http://www.fmarion.edu/enrollment/swampfox. If a student does not want to be notified in the event of an emergency or be informed of the campus status during weather related events (e.g. class cancellation and university closing), they may opt out of the Swamp Fox Alert system.

Registered users can also provide additional email addresses to which information can be sent. Text messaging is an effective and reliable means of communicating during an emergency situation and is a powerful way to reach people on the move or away from conventional media (i.e. television and radio). Text messaging makes it an ideal vehicle for communicating critical information during times of emergency.

CAMPUS POLICE

Safety on the University campus is a natural source of concern for parents, students and University employees. Education - the business of Francis Marion University - can take place only in an environment in which each student and employee feels safe and secure. FMU recognizes this and employs a number of security measures to protect the members of its community. Although the area, with its small-town feel and neighborly attitude, is perceived to have a relatively low crime rate and because no campus is totally isolated from crime, crime prevention remains a high priority. FMU is committed to providing a safe and secure environment for our community and guests and does its part to ensure the safety of everyone. All members of our campus community share in the responsibility of making our campus a safe place to study, work, and live. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act report, commonly referred to as the Clery Act Report, can be accessed on the web at http:// www.fmarion.edu/police/. Any member of the campus community or anyone considering becoming a campus community member may obtain a printed copy of this report by contacting Campus Police at 843-661-1109.

FMU provides full-service police protection to the campus community through its Campus Police Department; a fully independent state law enforcement agency responsible for criminal investigations, initial response to medical emergencies, and crime awareness education. The primary objective of Campus Police is to provide a safe, healthy environment that enhances the campus learning experience and complements the University's educational mission. Department police officers with comprehensive arrest powers patrol the campus and residence areas 24 hours a day.

Their authority, responsibility and training are the same as required of all state certified police officers in South Carolina. While Campus Police officers have statewide jurisdiction, their focus is on all University-owned, -leased or -controlled property and the adjacent streets and sidewalks, University officers have the authority to enforce all state laws and University regulations. They work closely with the Florence Police Department, the Florence County Sheriff's Office and the regional office of the State Law Enforcement Division. Each agency may provide mutual support and assistance to another as necessary and joint investigations often occur. Life Support services provided by Campus Police include: temporary vehicle registration for on-campus parking; assisting motorists with minor vehicle problems; providing crime prevention education and services; inspecting buildings for safety compliance; providing property registration services; and maintaining the University's lost and found database.

Access to Campus Facilities

Except for housing, most University facilities are open to the community during day and evening hours. At 11 p.m. all gates except one are secured and access to the campus is restricted to community members and their authorized guests. Gate closing times may change during periods of decreased campus activity such as when the University is closed. When the University is officially closed, buildings are secured and only faculty, staff and pre-approved students with proper identification are admitted. The University's trespass policy, enforced by Campus Police is as follows: only those persons having legitimate business with Francis Marion University, members of the University community and their invited guests, are permitted in a building. The University reserves the right

to exclude all persons not conforming to acceptable behavior from these premises. Those who disregard this warning are considered in violation of criminal trespass under South Carolina law and are liable for arrest and prosecution. Campus Police officers may serve verbal or written trespass notices to persons found to pose a threat to the community, at their discretion and may make immediate arrests of persons in secure areas for which they have no legitimate business. If a person served with a prior trespass notice reappears on campus or if a person is found in a posted facility with no legitimate purpose in that building, he or she is subject to immediate arrest.

During hours of darkness or when perimeter gates are closed and access to campus is restricted officers may stop vehicles that do not have properly displayed FMU decals. These stops are to ensure that persons accessing campus are here for a legitimate purpose such as, but not limited to, a student with a temporary vehicle or a guest of a student who can provide contact information for their host. If the stopped driver cannot provide a legitimate reason for being on campus he/she will be directed to leave and return during normal business hours.

Alcohol and Drug Prevention

The University recognizes, supports and enforces all laws related to alcohol and other drugs. The University does not offer a safe haven from applicable laws of personal behavior. If you find someone who has had too much to drink, who is unconscious or unresponsive, contact Campus Police immediately for assistance. This person's welfare may be at stake and you need to obtain help quickly to avoid the person suffering serious health consequences or even death from overindulgence. A detailed explanation of the policies governing possession, use, and distribution of alcohol and other drugs at Francis Marion University can be found in the Francis Marion University Policies, Procedures and Sanctions for Alcohol and Other Drugs available in the Office of Student Life. It is permissible for persons of legal drinking age (21) to consume certain alcoholic beverages in their on-campus apartments only. No alcoholic beverages or alcoholic beverage containers are permitted in the residence halls or in any public areas of the University. South Carolina statutes prohibit certain activities regarding alcoholic beverages or drugs. Convictions for law violations could result in fines, loss of driver's license and imprisonment. Cases involving alcohol and drugs violations may impact a student's federal student aid eligibility. University sanctions could include penalties ranging from fines to suspension from the University. The FMU Board of Trustees has adopted a policy that permits the serving of beer or wine at certain University events, provided that prior approval has been obtained.

FMU is committed to reducing the illicit use of drugs and alcohol among students and employees. University police officers enforce all laws and University policies concerning the purchase, possession, consumption, sale and storage of alcoholic beverages and drugs, including, but not limited to, public intoxication, driving under the influence of alcohol or other drugs; purchase of alcoholic beverages on behalf of a minor, purchase or possession of alcoholic beverages by a person under 21; selling, giving or providing alcoholic beverages to a person under 21; presentation of false or improper identification in order to obtain alcoholic beverages; distribution, use or possession of drugs, controlled substances and drug paraphernalia; possessing an open container of an alcoholic beverage in a moving vehicle or in an area where such possession is prohibited; possession or distribution of any illegal drug, as defined by South Carolina law. These activities are prohibited in any building or on any property owned or operated by the University. Possession is defined to include any area or property for which the student is responsible.

Referrals are available for alcohol or drug problems for any student at FMU. Students can obtain more information about these programs by contacting the Vice President for Student Life (843-661-1182) or the Counseling Center (843-661-1840).

Campus Security Authority (CSA)

In addition to campus law enforcement at FMU, a Campus Security Authority (CSA) is an individual to whom students or employees can and should report criminal offenses or he/she is an official of the institution who has significant responsibility for student and campus activities. FMU CSA positions include Campus Police, the director of athletics, team coaches, and faculty advisers to recognized student groups; the Provost; the Vice President for Student Life; the Dean of Students; the Director of Housing; the Coordinators of Multicultural Affairs, Student Activities, International Students, Campus Recreation Services, and the University Center. Crimes can be reported to any CSA. The CSA must provide statistical information on crimes reported to him/her for inclusion in the University's annual "Clery Act Report." A CSA is encouraged, but not required, to recommend that the person reporting the crime to him/her also report the incident to Campus Police. The final decision about reporting the specifics of any crime rests with the person making the report. Crime statistical information will also be requested from the Florence County Sheriff's Office and Florence Police Department.

Crime Prevention Efforts

The active cooperation and participation of all members of our community are essential in order to successfully combat crime. One of the most effective actions anyone can take to prevent crime is to quickly report anything that appears suspicious. Reports can be made to Campus Police or to any Campus Security Authority. Further information about campus safety can be obtained on the Campus Police website: http://www.fmarion.edu/police/ or by calling 843-661-1109.

Through a cooperative effort between Campus Police, Residence Life, and the Counseling Center, programs on personal safety and security, rape prevention and response, date rape, substance abuse, self-defense and resistance to burglary, larceny and vandalism are available throughout the school year. Each fall, Campus Police, Facilities Management and Student Life staff conduct a safety and security campaign, distribute safety literature to each resident student and encourage all residents to attend hall meetings on personal safety.

Resident Assistants are encouraged to offer programs throughout the year to students in their areas on varying personal safety topics. Operation ID, a program that provides engraving and registration services for valuable personal property, is conducted once each semester in residence halls and is available on an ongoing basis through Campus Police.

The on-campus emergency number (843-661-1109) directly

connects any phone with Campus Police and should be used when fire, police or medical response is required. You can also dial 911 and the information will be passed to Campus Police. Outdoor emergency call boxes located across campus provide one-button communication with Campus Police. From a non-campus phone, dial 843-661-1109. Any of these methods can be used to report suspicious incidents.

In addition to programming throughout the year, the University participates in National Collegiate Alcohol Awareness Week, a week devoted specifically to alcohol and substance abuse prevention. Through these awareness programs, members of the University community learn more about the University's efforts to enhance their safety and become aware of their own personal stake in their own security and that of others.

Your Individual Role in Crime Prevention

Although FMU works hard to ensure the safety of all individuals in the community, students and employees themselves must take responsibility for their own personal safety and that of their personal belongings. Everyone is encouraged to report crimes so an investigation can take place. The FMU Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Everyone is encouraged to report all crimes to ensure inclusion in the annual crime statistics and to aid in providing timely warning to the community, when appropriate. Because police reports are public records under state law, the FMU Police Department cannot hold reports of crime in confidence. Confidential reports for the purpose of inclusion in the annual disclosure of crime statistics can generally be made to other Campus Security Authorities as listed above. As part of the University's educational mission, Campus Police attempts to advise community members on ways to reduce their chances of experiencing crime against themselves or their property.

The FMU crime prevention program is based on two concepts. First, eliminate or minimize, whenever possible, criminal opportunities. Second, encourage everyone to be responsible for their own security and the security of others. Simple, common-sense precautions are the most effective means of maintaining personal security. Some examples of these precautions include; students walking across campus or to parking lots at night, male or female, should consider dialing 843-661-1109 to use the Campus Police escort services particularly if they feel "something isn't right." Students living in residence halls should keep their room doors locked at all times and should never prop open room or external doors. Residents must escort their guests at all times. Any harassing or obscene phone calls should be reported to Campus Police at once.

Crime Reporting

A crime in progress, suspicious persons or activity or an emergency should be reported to Campus Police at our 24-hour number 843-661-1109 or by pushing the button on an emergency call box located throughout campus. Suspicious activity you may have witnessed and then justify to yourself as trivial may just be the last piece in the puzzle officers needed to solve the case. A number of crimes are solved because of the simple piece of information brought forward by a concerned citizen. Don't feel embarrassed that your information is trivial; following up on information is part of what we do. Give us the chance to check it out. If you should witness something, don't withhold the information. Call the police as soon as you have the chance. The faster we get the information and can react to it the more likely that the crime will be solved. Use the Campus Police "Silent Witness" web page at www.fmarion.edu/police/ to anonymously report anything suspicious. Information can also be reported to on duty Resident Assistants who assist residents after normal working hours. Off-campus crimes are reported to the Florence City Police (843-665-3191) or County Sheriff's office (843-669-3911). For any emergency, on or off campus, you can also dial 911.

Numerous efforts are made to advise community members about campus crime and crime related problems. You can find information through sources such as the University newspaper, The Patriot, which publishes a summary of criminal incidents; the Campus Police Web Pages or the Campus Police Open Crime Log.

Crime Victims' Rights

The South Carolina State Constitution lists the following Crime Victims' rights.

- The right to be treated with fairness, with respect for your dignity and privacy, and informed of your legal rights.
- The right to be reasonably informed when the accused or convicted person is arrested, released from custody, or has escaped.
- The right to be informed of and present at all criminal proceedings where the defendant has the right to be present.
- The right to be allowed to submit either a written or oral statement at all hearings affecting bonds or bails.
- The right to be heard at any proceeding involving a post arrest decision, a plea or sentencing.
- The right to be reasonably protected from the accused or persons acting on his behalf throughout the criminal justice process.
- The right to confer with the prosecution, after the crime has been charged, before the trial or before any disposition and be informed of the disposition.
- The right to have reasonable access after the conclusion of the criminal investigation to all documents relating to the crime against you before trial.
- The right to receive prompt and full restitution from the convicted person or persons.
- The right to be informed of any proceedings involving post-conviction action or hearing and to be present at any hearing.
- The right to a reasonable disposition and prompt and final conclusion of the case.

Dating Violence

FMU is committed to providing on-campus security, education, training, and victim services to combat violence against all persons. "Dating violence" is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. The FMU Counseling Center offers support and counseling for individuals who have experienced dating violence. Support may be through individual or group counseling. Counseling is also available for friends and partners of people who have experienced this kind of violence.

A student victim of dating violence has the right, in addition

to filing charges through the criminal justice system, to file a complaint with the Office of Student Life, relative to any acts of violence toward them or another committed by an FMU student. It does not matter whether the violence occurred on or off campus since the University reserves the right to hold students accountable for certain types of off-campus behavior. Disciplinary action will result if a student's behavior jeopardizes the educational atmosphere or mission of the institution. Examples of such off-campus behavior would include, but not be limited to, crimes of violence, sexual assault and/or alcohol or drug violations. Judicial response to referrals related to acts of dating violence can result in charges against the accused under the FMU Code of Student Conduct.

Emergency Plan

The University published an Emergency Plan that incorporates emergency response and evacuation policies and procedures for a variety of situations. Information in the Plan ranges from general guidelines for dealing with potential emergency situations to specific information on what to do for a variety of specific situations. The information is provided in an effort to better prepare all community members in the event of a natural or man-made emergency or disaster. The plan is reviewed periodically and is on the web at http://www.fmarion.edu/police/.

Fire Safety Practices and Standards

Fire safety and prevention is of paramount importance in a campus living environment, and the responsibility for this safety rests on each resident. Many of our students reside in 6 three story residence halls and 18 apartment buildings on the FMU campus. Each residence hall is equipped with a 24/7 monitored fire alarm system, fire sprinkler systems, smoke detectors, and portable fire extinguishers. The Village Apartments are equipped with local smoke detectors and portable fire extinguishers in each apartment. The Forest Villas Apartments are equipped with a 24/7 monitored fire alarm system, fire sprinkler systems, smoke detectors and portable fire extinguishers in the apartments and in the hallways. FMU is a smoke free campus meaning that smoking (including the use of electronic smoking devices) is prohibited on property owned/controlled by the University along with all vehicles the University owns, leases or controls.

For health and safety reasons, certain appliances and items may not be used or possessed in the residence halls. Appliances that may not be used in the residence halls include appliances with a heating element (e.g., coffee pot, hot plate, hot pot, cooking coils, George Foreman type grills, etc.). Cooking appliances such as stoves may only be used in the kitchen area of the Village and Forest Villas apartments. No grills, space heaters, or halogen lamps are authorized in Housing. No open flame or flammable liquid is permitted in the residential facilities (e.g., no oil lamps, candles, gasoline, or incense).

In accordance with the Fire Code adopted by the State of South Carolina mandatory fire drills will be conducted in residence facilities. Fire drills occurring in campus housing require that all residents completely and immediately evacuate the building. Failure to evacuate a building when a fire alarm sounds shall result in sanctions under the Student Code of Conduct. Treat any fire alarm activation as real; don't gamble that the alarm is false. In a fire the first rule is don't panic. Residents should become familiar with all emergency exits, fire alarm and extinguisher locations in their residence and in academic buildings. In the event of a fire, pull the nearest fire alarm to notify others, evacuate the building and call Campus Police to ensure the alarm was received. Evacuate into the parking lot away from the building in order to provide fire responders with sufficient space to operate in the event of an actual emergency.

Members of the campus community should report all fires to FMU PD at 843-661-1109 or in person at 4804 Patriot Drive. Federal law requires that a log be maintained for all fires occurring in campus housing and that this log be available for review during regular business hours. This log will be maintained at the Campus Police Department along with the Open Crime Log discussed previously.

Emergencies Involving Students

For emergencies involving students, Campus Police calls on the services of the Student Life staff, including the FMU Counseling Center as well as local coalitions when and where appropriate. The Victim/Witness Assistance Program is designed to lessen the impact of criminal acts on the victims and witnesses of crimes and to ensure that such individuals receive fair treatment while participating in the criminal justice system. Campus Police can outline what being a victim or witness can mean and the agencies available to assist in criminal justice procedures.

Missing Student

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify FMU PD at 843-661-1109. FMU PD will initiate an investigation and may generate a missing person report. Efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of Campus Police, Student Life and other offices on campus. FMU PD will secure authorization from University officials to make a welfare entry into the student's room. University officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts, will be established. If the student is located, the student's state of health will be verified and an effort will be made to determine his/ her intention of returning to campus. When and where appropriate if the need is determined, a referral will be made to the Office of Counseling and Testing and/or Student Health Center.

After investigating the missing person report, should FMU PD determine that the student is missing and has been missing for more than 24 hours, FMU will notify the Florence County Sheriff's Office (FCSO) and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, FMU will notify the student's parent or legal guardian immediately after FMU PD has determined that the student has been missing for more than 24 hours.

All pertinent law enforcement agencies, neighboring municipal, county, or state; those located along suspected travel corridors; or

place of original domicile, may be notified and requested to render assistance, through direct telephone contact or visit, and/or radio transmission with a comprehensive "be on the lookout" message based on the totality of up-to-date information. Upon closure of the investigation, all parties previously contacted will be advised of the status of the case.

In addition to registering an emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by FMU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, FMU will notify that individual no later than 24 hours after the student is determined to be missing.

If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The Campus Police will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the missing student is an on-campus resident Campus Police will open an investigation as the primary investigative unit.

Off Campus Residents

Off-campus housing includes apartments, private homes, individual rooms or apartments within private homes, and a small number of off-campus fraternity houses within a few miles of campus. Crime prevention programs emphasizing what they can do to help themselves are available. Florence City Police, County Sheriff, or other local law enforcement respond to and investigate criminal incidents at off-campus residences.

While some student organizations maintain residences away from campus, the University neither officially recognizes nor endorses any residential facilities for students other than those owned by FMU. In those instances when the University is made aware that a student organization recognized by the University is using a residence exclusively for its members, efforts will be made to obtain information from the appropriate law enforcement agency and include the statistics from these locations in this report. The University reserves the right to charge an organization or individual with a violation of campus policy for off-campus infractions based upon sufficient evidence but does not provide supervision for off-campus housing.

Lost and Found

Lost and found property is normally returned to Campus Police for safekeeping. Inquiries about lost articles should be made to Campus Police at 843-661-1109. Notices about lost and found property may appear in the campus newspaper or through other avenues. Items abandoned for longer than 90 days will be disposed of through various means.

Open Crime Log

The University community is kept aware of reported incidents on campus through a Police crime log. Those wishing to view a hard copy of the most current information may view the crime log for the most recent 60 day period during normal business hours, usually Monday through Friday, 8:30 am until 5 pm. Portions of the log beyond 60 days, if not immediately available, will be made accessible within two business days of a request for public inspection. The log is open for review by anyone; however, it will not leave the premises.

Severe Weather

Hurricanes: If a hurricane warning is issued that affects FMU, an evacuation of the housing area and/ or University closing may be necessary. Plans are in place to evaluate all circumstances before an evacuation decision is made. Once evacuation is called for, Campus Police will coordinate efforts to notify campus residents to evacuate to the Smith University Center. After the storm, the Director of Facilities and the Chief of Campus Police will inspect the situation and determine if students can safely return to their residences.

Thunderstorms: Campus Police may notify the University community when severe thunderstorms are predicted and the weather becomes threatening. Normally, evacuation of buildings is not necessary but everyone should be aware of the dangers of going outside during this type of storm.

Tornadoes: Tornadoes can occur anywhere in the United States. Under a tornado Watch, conditions are favorable for tornado activity. Under a tornado Warning, a tornado has been sighted in our area. Campus Police may advise persons in University buildings and activate the campus wide siren. If you are in a classroom and time allows, move to a lower floor and away from windows preferably near an inside wall. For maximum protection, remain inside the building. If in the residence facilities, move away from the windows to an inside wall. Remain calm.

Sexual Offenses

Anyone can be the victim of sexual assault. When sexual assault occurs on campus, it is a flagrant violation of the University's standards of conduct. When the assailant is an acquaintance, a survivor often has mixed feelings concerning the incident and what to do about it. Besides feeling frightened, angry, hurt and ashamed, survivors can feel betrayed and even guilty for having "facilitated" the assault. In some cases, they do not even acknowledge that they have been assaulted until long after the incident has occurred. If you find yourself in an unwanted sexual situation, on a date or wherever, be assertive - say no. If you are told "no" when you make sexual advances, accept it. No means no!

Definition: Sexual assault is any actual or attempted non-consensual sexual activity including, but not limited to, intercourse, attempted intercourse, or sexual touching by a person known or unknown to the victim. Rape is an act of sexual intercourse with a person against his or her will and consent, whether one's will is overcome by force or fear resulting from the threat of force, or by drugs administered without consent, or when a person is unconscious, intoxicated or otherwise physically unable to communicate willingness. Having sexual relations with someone who is unable to give consent by being mentally incapacitated or unconscious (passed out) is rape.

Getting Assistance: Victims may be unsure of how to deal with the assault and can wonder what courses of action are available and appropriate. An unfortunate result of this insecurity is that many victims elect not to tell anyone about their ordeal and decline to seek the help they need - on a physical and emotional level - to deal with the terrible hurt they have suffered. All students, faculty and staff should be aware of both the consequences of sexual assault and the options available to the victim. Seeking assistance

in connection with a sexual assault from the hospital, the police, the University or anyone else does not oblige you to take further action.

If a sexual offense should occur, the victim should: go to a safe place; contact a friend or family member; get prompt medical attention; call Campus Police if the incident occurred on campus; call the local police if it occurred off campus; tell someone all details you remember about the assault or write down all the details as soon as possible; keep the clothes worn during the offense. If you change your clothes, place these clothes in a paper bag and give them to the police. Do not shower, bathe, or douche; do not urinate, if possible; do not eat, drink liquids, smoke or brush teeth if oral contact took place; do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in your place of residence, don't clean or straighten up until the police have had an opportunity to collect evidence.

When someone who was sexually assaulted comes to you, encourage him/her to seek medical attention, pursue counseling and report the incident. No victim should be allowed to suffer alone. If the victim does not wish to report the assault, anyone can inform Campus Police. FMU will work closely with the victim and will assist in changing the victim's academic or living situations if the changes are requested and are reasonably available. Medical Attention: A victim of any sexual offense is encouraged to seek medical assistance. Even if the victim decides not to report the assault to the police, it is very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. To keep all options available, the collection of medical evidence becomes critical in the event you choose, even later, to prosecute. At the emergency room, the doctor will collect samples: hair, semen, and other trace evidence. The hospital will collect the clothing worn during your assault so it is helpful to bring a change of clothes with you. Normally the Pee Dee Coalition against Domestic and Sexual Assault is called by the hospital. Their representative will come to the emergency room to assist the victim. Their services are free. Going to the hospital and having evidence collected does NOT obligate the victim to complete other actions. This simply keeps your options open until you decide how to proceed. Options include later choosing to pursue charges against the perpetrator criminally, through the University Disciplinary System, or both.

Counseling: Remember, sexual assault is a crime committed against you, not by you. Do not blame yourself. Emotional trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have serious long-term impact on the victim. It is not unusual for a person to feel guilty, distrustful or withdraw from others, particularly in an acquaintance rape. There are, however, trained persons, on- and off- campus, who can provide counseling and support during recovery. Agencies that may be of assistance to you on campus include: Counseling and Testing 843-661-1840; Campus Police 843-661-1109; Student Life 843-661-1182; Student Health Services 843-661-1843; and Human Resources 843-661-1140. Off-campus resources include: Pee Dee Coalition 24-hour Rape and Family Crisis Line 843-669-4600 or 1-800-273-1820; Pee Dee Mental Health 843-317-4073 and 1-800-808-4796; McLeod Regional Medical Center Family Practice Center 843-777-2800; McLeod Regional Medical Center Emergency Room 843-777-2027 or Carolinas Hospital System Emergency Room 843-674-5100.

Reporting to the Police: Following a sexual assault, victims are encouraged to make a report to campus or local police. Reporting the assault does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence. Incidents may also be reported to the Title IX Coordinator, any FMU CSA or Title IX Responsible Employee, the Office of Counseling and Testing, or Student Health Services. If the suspect is a student, the student victim is encouraged to contact the Vice President for Student Life immediately. Campus Police officers will aid the victim in completing the report and contacting other agencies that can help. Off-campus incidents should be reported to the local police. If the assault happens in the city of Florence or in Florence County, contact the police/sheriff at 911. Student victims who wish anonymity are encouraged to call the Pee Dee Coalition 24-hour Rape and Family Crisis Line at 843-669-4600 or 1-800-273-1820 for help or advice. When a sexual offense is reported, the University will make every effort to see that the victim is offered medical and psychological care as well as information about prosecuting the suspect through both University disciplinary channels and the criminal justice system. Victims have the option of keeping their report of sexual assault in complete confidence, protecting their right to anonymity, when making a report through the University's Counseling and Testing Center.

The Campus Police Department believes a victim deserves the right to a professional investigation. Victims are often confused about how to deal with their trauma. Reporting the assault to the police and obtaining medical attention are not synonymous with criminal prosecution. The victim retains the right not to pursue prosecution even if these steps are taken. Even if the victim decides not to pursue charges, reporting the assault is a step in regaining a sense of personal control. Providing information about the assault may help someone else avoid becoming a victim. If the offender does repeat, you may change your mind about pressing charges. If you are a victim, Campus Police will aid you in arranging for medical care, contacting counseling and other available resources. We will meet with you privately, at a place you choose to take a report and will do our best to meet your request to speak to a male or female officer. We will treat you and your case with sensitivity, and professionalism and continue to be available to you to answer questions, and explain the processes involved. We will investigate your case perhaps leading to arrest and prosecution of a suspect. Finally, we will keep you up-to-date on the progress of the investigation or prosecution and your rights and options.

Campus Judicial Proceedings: University judicial action, criminal prosecution, and civil suit are all options available to sexual assault victims. To begin University judicial action, the victim should contact Student Life and report the assault with a request that the vice president for Student Life bring charges on behalf of the University. The victim may request only to receive medical and/or psychological assistance. If the student/victim does not wish any official action, that is her/his choice. Reports will be included anonymously in statistics required by the Jeanne Clery Disclosure of Campus Security.

Policy and Campus Crime Statistics

Students accused of sexual offenses may be charged with violating FMU's Standards of Conduct. The victim is afforded special rights if the suspect is a student. The accuser and the accused are entitled

to have others present during a campus disciplinary hearing. If the accused also faces criminal prosecution he/she may have the right to the presence of an attorney. If he/she chooses that option, the victim may also have an attorney present. Both the accused and the accuser are notified of the results of the campus disciplinary proceeding brought as a result of the charges. The victim is allowed to make a "victim impact statement" as part of the hearing process.

If criminal charges are pressed and the suspect found guilty, University discipline will be in line with the conviction. If charges are not pressed but the victim identifies the assailant, disciplinary action will be in line with the severity of the offense upon completion of the investigation and substantiation. Possible University disciplinary action may be, but is not limited to: a student perpetrator living on campus may be fined, dismissed from housing, or from the University. A student perpetrator living off campus may be fined or dismissed from the University. For a faculty or staff perpetrator, disciplinary action may include termination. There are a number of proactive measures you can take to minimize the potential for becoming a victim. Report suspicious persons to Campus Police. Let others know where you are going and when you will return. Avoid working, studying or being alone in buildings or isolated areas. If you "feel" uncomfortable - trust your feelings - contact Campus Police to be accompanied to your destination. Know where emergency call boxes are throughout the campus. Be cautious dating someone you don't know well; get information about that person from a mutual acquaintance or try to arrange a double date or group activity. Remember that leaving a party or other social event with someone you have just met can be dangerous. Avoid excessive use of alcohol; most acquaintance rapes involve drug or alcohol use by one or both parties. Men and women should avoid excessive alcohol in dating situations. Don't have your good judgment impaired. Do not use illicit drugs or improperly use prescription drugs; they can interfere with clear thinking and clear communication. Know your sexual desires and limitations. Communicate them clearly. Finally, walk with confidence and alertness. Assailants are less likely to target a person who appears assertive and difficult to intimidate.

Prevention, intervention and education programs specifically addressing rape, acquaintance rape and other sexual offenses are sponsored by a variety of organizations at FMU throughout the year. Programs on sexual assault occur in residence halls and the topic is addressed at freshman Orientation. The University sponsors a number of education and awareness programs regarding sexual assault. Information sessions are included in workshops such as Health Education Day, Mini-Student Health Fair, Resident Assistant and Residence Life Training, and other educational programs. For more information on these programs, contact Student Life.

Sex Offender Registry and Access to Related Information

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Clery Act, and the Family Educational Rights and Privacy Act of 1974, FMU provides information about the link to the South Carolina Sex Offender Registry. The Act requires institutions of higher education to advise the campus community where law enforcement information provided by a State concerning sex offenders can be obtained. The Act also requires sex offenders already required to register in a state to provide notice to each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In South Carolina sex offenders must register at the County Sheriff's Office for the site maintained by the State Law Enforcement Division (SLED). The web address for the SLED state Sex Offender Registry is: http://www.sled.sc.gov/ and allows you to search for offenders by name, city, county, or zip code. The information available includes the offender's name; sex, race, age, date of birth, height, weight, eye, hair and skin color; last reported address, any scars, marks or tattoos, aliases used; the date of conviction, the Statue violated; if the offender is a predator; and a photograph if available. Information on sex offenders across the nation can be obtained through the US Department of Justice National Sex Offender Public Registry at http://www.nsopr.gov/. This site will also allow you to access the S.C. SLED site along with sites from a host of other states. The Florence County Sheriff's Office has launched the "Offender Watch" sex offender website to provide additional information about registered sex offenders in the local area. You can access this site at: www.fcso.org.

Registry information provided under law shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. Use of the information for purposes not authorized by law is prohibited and a willful violation with the intent to harass or intimidate another can result in prosecution. The FMU Housing contract states that the University reserves the right to refuse a student's being admitted to or remaining in housing if the student fails to meet University requirements or to adhere properly to University policies or regulations.

Traffic Regulations

The following information is extracted from the FMU Traffic Regulations, which can be obtained from Campus Police or is available from the Campus Police website; www.fmarion.edu/about/police. For any specific concern or question, *see the Traffic Regulations Manual.*

Coming to Francis Marion University is fun and exciting, but parking can be a challenge, especially when the University is in session and you are trying to park immediately adjacent to a particular building. However, planning ahead can alleviate many problems frequently encountered when trying to locate a parking space on campus.

These regulations repeal and supersede all prior Traffic Codes/Regulations at Francis Marion University. The operation of motor vehicles on campus is a privilege granted by the Board of Trustees of Francis Marion University. The privilege is extended to faculty, staff, students and visitors to the campus. Failure to adhere to these regulations as well as the laws of the state may result in a warning or citation and may result in the loss of parking or driving privileges on the FMU campus. All South Carolina statutory laws apply on University property at all times. The University reserves the right to protect the safety and wellbeing of the campus community. Students must be aware that violations of these traffic regulations are also violations of the University's Standards of Conduct; they may be held accountable under both.

**The FRANCIS MARION UNIVERSITY SEXUAL MISCONDUCT (TITLE IX) POLICIES AND PROCEDURES, adopted August 14, 2015, supersedes all statements in this handbook concerning discrimination, harassment, sexual misconduct, and retaliation. The final edition of the 2020-21 FMU Student Handbook will incorporate all changes necessitated by the new policy.*

Because of its status as primarily a commuter University and because there are no restrictions on the bringing of motor vehicles to campus by community members, Francis Marion University has an unusually high ratio of automobiles to students. These regulations have been designed by the Traffic Committee to provide maximum use of existing facilities and to insure safe movement of pedestrian and vehicle traffic. These regulations apply at all times.

Application: All students, faculty, staff, active alumni, and visitors who own or drive a motor vehicle on the campus of Francis Marion University are subject to the motor vehicle laws of the state of South Carolina and University regulations. Each student, faculty, staff, or active alumni member must agree to comply with the rules and regulations set forth herein. The University reserves the right to withdraw motor vehicle privileges, parking or driving, from any person at any time for cause. These regulations apply to the drivers, owners or registrants of all motor vehicles on the Francis Marion University campus and are enforced by the Campus Police 24 hours every day, unless otherwise provided in these regulations. The person registering the vehicle or, for unregistered vehicles, the owner is responsible for all citations issued against the vehicle. Vehicles that are cited for being parked illegally on campus and/or vehicles that do not display a campus registration decal will be checked by license plate numbers through the appropriate State Department of Motor Vehicles. If the license check returns a registered owner with no affiliation to a campus community member the citation will be listed against the registered owner. If a match to a campus community member (faculty, student, staff, alumni, etc.) can be made by name and address then the campus community member will be listed as responsible for the citation. The University reserves the right to protect the safety and well being of the members of the campus community. Students must be aware that in those cases where violations of the traffic regulation are also violations of the Student Code of Conduct they may be held accountable under both.

Speed Limits: The speed limit is **10 MPH** in parking lots, parking areas and when approaching or passing pedestrians. The speed limit on all campus streets is **20 MPH** unless otherwise posted. These are maximum limits on campus. No person shall operate a motor vehicle at a speed greater than is reasonable and prudent under the actual and potential hazards then existing, even where the posted speed limit may be faster.

Pedestrian Right-of-Way: Pedestrians have the right of way at all times, whether or not in marked crosswalks. Vehicles must always yield to pedestrians. Pedestrians on campus must obey applicable state laws and traffic control signals. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a motor vehicle which is so close as to constitute an immediate hazard.

Campus Vehicle Registration: FMU campus registration is required for every vehicle driven on campus by a member of the campus community. Vehicles should be parked so that the campus decal is clearly visible. Head in parking is recommended and encouraged. Students obtain permanent registration decals at the current approved rate from the Cashier's Office in Stokes Administration Building. Students must obtain a numbered parking decal for a vehicle registered in the student's name or parent's name or relative's name or legal guardian's name being used on campus. Permits are valid from the date of issue until Aug. 31 as indicated on the decal. All vehicles must be currently registered by that date or citations may be issued. Campus Housing Resident decals are on a white background and will display a four digit number, the letter **"R"** and the current year. Commuter student decals have a blue background and will display a four digit number and current year. Students who change status (resident to commuter or vice versa) must exchange decals at no cost. In order to obtain a free replacement decal the old decal or its pieces must be returned to the Cashier's Office. Parking decals must be displayed on the registered vehicle immediately after obtaining the registration decal. On a standard motor vehicle there are two authorized display locations for the FMU parking decal. Using the supplied adhesive decals may be permanently attached to the registered vehicle's left rear bumper OR permanently attached to the registered vehicle's exterior bottom left rear window glass. On mopeds, motorcycles and motor scooters the registration decal must be displayed in the most prominent place and must be clearly visible from the rear. The entire parking decal identification number must be legible and visible at all times. Parking permits will not be honored unless displayed correctly.

Parking permits are not transferable from one vehicle to another or from one person to another. When a parking permit is issued to an individual, that person is responsible and accountable for that permit. He/she is responsible for all non-moving violations involving the vehicle he/she registered; regardless of who was operating it. If another operator of the registered vehicle comes forward to claim the non- moving violation, he/she will be held accountable for it.

If your permit is lost or stolen, you must notify Campus Police to avoid responsibility for violations. If you change vehicles during the year or if you change status (i.e. commuter student moves into campus housing), bring the decal or its pieces to the Cashier's Office to obtain a replacement. Failure to exchange the decal subjects the registrant to traffic tickets and fines. The Cashier's Office will reissue a replacement parking decal to a vehicle that is registered in accordance with established procedures; however, replacement charges may apply. Should a permit become damaged or mutilated a new permit must be obtained. Bring in the damaged decal to obtain a replacement free of charge. If you fail to return the damaged decal replacement charges will apply.

If a decal is stolen, contact Campus Police to file a report. Campus Police will issue a replacement for the reportedly stolen decal and annotate their computer system that the decal is stolen. Should the decal be discovered on another vehicle a charge of Possession of Stolen Property may be levied.

If your vehicle is involved in an accident and your decal destroyed, contact Campus Police with a copy of the Vehicle Accident Report. Campus Police can issue a replacement decal if it can be determined that the current decal is no longer active.

Parking: Parking is defined as the standing of a motor vehicle, whether occupied or not. Parking must conform to the restrictions outlined in these regulations. Authorized parking areas are designated by the traffic regulation and shown on campus maps. Parking is only authorized in marked parking spaces. Authorized parking spaces incorporate white or yellow lines on both sides of a legally parked vehicle. The lack of an available parking space is not an excuse to violate University parking regulations. The fact that a person parks in violation of any law or regulation and does not receive a citation does not mean that the law or regulation is no longer in effect and does not justify illegal parking. If you are

unsure about anything involving parking please contact Campus Police at 843-661-1109.

Reserved Parking Areas: Certain parking areas, designated by official signs, road or curb markings, are reserved for individuals with disabilities, visitors, faculty, or staff. Otherwise, parking is open and unreserved. No member of the campus community may park in any space marked as "visitor". Those displaying an alumni parking permit may park in any open unreserved parking space.

Persons wishing to park near a University building to load/unload must inform Campus Police at extension 1109 prior to illegally parking. Permission will not be granted or will be rescinded if the motor vehicle is parked in a manner that obstructs a fire lane, impedes vehicular or pedestrian traffic, or is parked in any other unsafe manner. Failure to notify Campus Police may result in a traffic ticket and/or towing of the vehicle. Service and delivery vehicles may park in loading zones in accordance with the official performance of their duties.

Temporary Parking Permits: You must have a vehicle registered with FMU for the current year to get a Temporary Permit for a vehicle registered in your name or a relative's name. You can't permanently or temporarily register a friend's vehicle. If your campus registered vehicle is unavailable because it breaks down or was in an accident, you can get a temporary permit good for up to 10 days. You are limited to two temporary decals per semester. If your permanently registered vehicle is out of service for an extended period of time (i.e. longer than 20 consecutive days) you should remove the old decal from your vehicle and reregister a replacement vehicle at no charge. Once your regularly registered vehicle is again operational you can reverse the process. Only under unusual circumstances would a community member be able to obtain a temporary decal for a replacement vehicle when his/her permanently registered vehicle is functional. If you come in late at night or on a weekend, call 1109 and an officer will meet you to issue a Temporary Permit. Handwritten notes will not be honored.

Visitor Parking: Permanent registration is not required for visitors. However visitors should park in the appropriately marked visitor spaces or in any open unreserved parking space. Campus community members (students, faculty, or staff) are not considered visitors and must not park in visitor spaces.

Housing Guest Parking: Vehicles belonging to visitors/guests of housing residents are considered non registered vehicles. From 2 am-6 am in any Housing lots east of the Fine Arts Center (i.e. Lots F, G, and H and the parking areas around the apartments) non-registered vehicles may be cited for improper parking. Family members, friends, nonstudents, and commuter students visiting any housing resident must obtain prior approval from Housing personnel through the use of the Overnight Guest Visitation Form. A copy of the Overnight Guest Visitation form acts as a temporary vehicle registration for the duration of the visit and must be displayed on the front dash of the guest's vehicle. Handwritten notes will not be accepted or honored. Guests should park in regular open parking spaces.

Study Hall Parking: On-campus parking in the Housing area is restricted to "RESIDENTS ONLY." Off-campus students, staff, faculty, visitors, and active alumni members using the Study Hall during the restricted hours (2 am-6 am) must contact Campus Police at 1109. Failure to notify Campus Police may result in a traffic citation. Between 5 pm and 8 am parking lots and spaces not otherwise marked or reserved are available on a first-come first-served basis. Examples of spaces that always remain reserved are handicap, EMS, Ambulance or timed loading/unloading spaces. This list is not all-inclusive and if in doubt the driver should contact Campus Police and inquire before parking.

Motorcycle Parking: Concrete motorcycle parking pads are located in parking lots A, C, H, and in housing and should be used for parking these vehicles. Motorcycles may park in marked parking spaces, only one unit per space, as any other vehicle. Motorcycles, motor scooters and mopeds may NOT be stored in buildings, or parked in breezeways, under stairs, or next to buildings on campus. Vehicles in these locations will be removed and impounded.

Parking for Individuals with Disabilities: Signs and/ or pavement markings incorporating the international disability access symbol mark accessible parking areas reserved for individuals with disabilities. Obstructing access to a parking area reserved for individuals with disabilities is prohibited. Vehicles displaying an official disability access license plate, permit or placard are the only vehicles authorized to park in these areas provided the person to whom the plate, permit or placard was issued is in/with the vehicle. Vehicles parked in spaces reserved for individuals with disabilities are required to prominently display a valid disability access parking placard or license plate issued by a state highway department. In addition to spaces specifically reserved for disability access in most parking lots, any vehicle displaying a valid state issued disability access permit may park in any marked parking space in accordance with state statute §56-3-1960, Free Parking. Persons with temporary impairments may obtain a time-limited disability access parking permit issued at the Office of Counseling and Testing. Temporary special parking permits may be obtained at no cost if the vehicle is currently FMU registered. Contact Counseling and Testing for further information about requirements for issue of this temporary placard. A current FMU registration decal is required in addition to a disability access-parking placard when parked in accessible parking spaces. All students must obtain a resident or commuter student permanent decal before a temporary disability access parking permit will be issued. A campus issued permit can only be used to park in on- campus spaces. Only state issued placards/plates permit parking in off-campus disabled parking spaces.

Move In/Out: During move in and out, selected emergency gates leading into the Village Apartment area may be opened at the direction of the Housing and Residence Life staff. Students may pull up into these access lanes and park closer to assigned apartments.

Vehicles must be parked with two wheels on the same side of the vehicle on the pavement (i.e. road surface). Vehicles may NOT be parked with all wheels on the grass (i.e. not right up to the apartment door). Forest Villas Apartments emergency bollards may be lowered for moving at the direction of the Housing and Residence Life staff. Due to the limited number of emergency access points, no emergency gates will be opened in the Residence Hall area.

No Parking Areas: Stopping or parking is prohibited, except in compliance with a traffic order, in any of the following areas: on streets or driving lanes where parking spaces are not marked; on a sidewalk; on a pedestrian crosswalk; in or in front of a public driveway; within 20 feet of an intersection, unless marked for parking; within 15 feet of a fire hydrant; on the grass, or other non-paved surface, unless specifically authorized to do so by a Campus Police Officer; where prohibited by official signs; on or over yellow or white lines which mark parking spaces or lanes; in front of a

dumpster; in front of any emergency gate traffic bollards or in a fire lane under any circumstances.

Enforcement: It shall be the responsibility of the Campus Police to enforce all regulations set forth herein along with South Carolina statutes. Violations of campus traffic regulations may result in the issuance of a FMU Traffic Ticket. The fine associated with the FMU ticket or the appeal as to the validity of the ticket will be handled through the campus (i.e. fines are paid or violations appealed at the Cashier's Office). The FMU Traffic Ticket does NOT result in any points against the operator's driver's license. Violations of state statutes may result in the issuance of a Uniform Traffic Ticket. Fines for these tickets are paid at and court appearances regarding the ticket occur through the Florence County Magistrates Court. The Uniform Traffic Ticket can result in traffic point assessment against your driver's license. Downtown Florence parking is regulated in accordance with city and state parking regulations by the Florence Police Department. Any parking citations issued by the City of Florence are heard within the City Court system. These particular citations cannot be appealed to the University Traffic Committee. Any person who operates or parks a motor vehicle on campus shall obey any official traffic sign or other control device properly placed in accordance with the provisions of this regulation except when otherwise directed by a Campus Police Officer actively engaged in directing traffic on campus. Whenever a particular section of this regulation does not state that signs are required, such section is effective without signs being provided. No person shall, without lawful authority, attempt to, or in fact alter, deface, injure, knock down, or remove any official traffic sign or device, or inscription shield, or insignia thereon, or any part thereof. Francis Marion University, its officers and employees shall have no liability for the care and/or protection of and assume no responsibility for damage to or loss of any vehicle or its contents at any time while it is operated or parked on campus. It is recommended that valuables not be left in unoccupied vehicles at any time and that vehicles be locked when not in use. Thefts or damages that occur should be reported to the Campus Police 843-661-1109. After 5:00 pm, Monday through Friday, and on weekends all marked parking spaces throughout campus revert to open parking except those set aside for short-term loading/unloading or for disabled persons. Limitations on parking in Housing between 2 am - 6 am remain in effect at all times.

Violations and Penalties: An FMU Traffic Ticket is a notice of violation of this regulation and notice of the right to appeal the citation. Payment or appeal must take place within fourteen (14) calendar days of the ticket issue date. The operator, owner or the person who registered the motor vehicle on campus is responsible for all non-moving violations incurred by the vehicle. Penalties may be in accordance with state statute, the Student Code of Conduct, the traffic regulation or any combination. Violators may be liable for both traffic fines and sanctions imposed under the campus judicial system. Campus Police Officers will issue the State Uniform Traffic Ticket or FMU traffic ticket or warning notice for violation of traffic regulations in accordance with applicable S.C. Code of Laws and FMU regulations. Fines for campus traffic regulation violations range from $50.00 for improper parking in a disabled space to $5.00 for improperly displaying a campus parking decal. The majority of fines are $15.00. A complete list can be found in the Traffic Regulations Manual.

FINE VIOLATION

$50.00	Improper parking-disabled
$25.00	Alteration of, forgery of, fraudulently obtaining a vehicle registration; disregarding a stop sign
$20.00	Failure to register your vehicle on campus
$15.00	Blocking gates, emergency lanes, or dumpsters;

Driving on or parking in a restricted area; Parking in a Visitor, Faculty or Staff space; Parking on the street or in a driveway in a parking lot; Parking in a loading/unloading zone; Parking on or over the white or yellow lines; Moving violations other than stop signs; Exceeding the marked time limits on designated spaces; Parking in the Housing area (parking areas around the apartments, Lots F, G, and H) from 2-6 am without an "R" Resident Decal, current Temporary Parking Permit or an Overnight Guest Visitation Pass; Boot/ Immobilization Fee (fee cannot be appealed)

$5.00 Improper Display of FMU Decal/ Temporary Permit – e.g., wrong place, not permanently affixed, failing to obtain/renew a Temporary Permit, etc.

Payment for Citations: All FMU traffic tickets are due and payable within **14 calendar days *after the date of the ticket.*** Any person cited waives the right to appeal the ticket by paying the assessed penalty within the 14 calendar day limit. Fines must be paid at the Cashier's Office. Three unpaid fines may result in revocation of campus driving privileges and immobilization or impoundment of the vehicle. Students who fail to pay his/her financial obligation to the University before the end of the semester may not be allowed to register for future semesters or secure a transcript of records until the obligation has been cleared.

Delinquent Violations: Persons who fail to pay the penalty assessed or who fail to initiate the appeal process within **14 calendar days** after the date of the traffic ticket have waived any right to appeal the citation. Persons with one or more past due parking citations (citations which have not been paid or appealed within **14 calendar days** of the date of violation) may not register a vehicle to park on campus until all past due penalties are paid. Persons/vehicles with three or more past due parking citations, may be prohibited from parking on campus. Immobilization or impoundment of the vehicle is also possible.

Immobilizing, Removing and Impounding Vehicles: In addition to any other remedy herein provided, Francis Marion University may immobilize, tow, impound and store at the owner's expense and risk any vehicle: that is parked illegally; that is presumed abandoned; that impedes vehicle or pedestrian traffic; that impedes or obstructs the movement or operation of emergency equipment; that is parked in a fire lane or by a fire hydrant; that is not properly registered to include proper license plates and current decal or permit; that is left parked in excess of 48 hours, regardless of how or where, that is parked in such a manner as to constitute a serious hazard to vehicular or pedestrian traffic; that obstructs the collections of trash at established locations, which the owner/ driver continues to park on University property after receiving at least three citations in a 12 month period. An immobilization fee of **$15** will be assessed on a Traffic Ticket and this fee **cannot** be appealed. Owners should contact Campus Police at 843-661-1109 to find out if the vehicle has been towed. Transportation to the wrecker service location will not be provided. Motor vehicles that have been towed and impounded will not be released until all unpaid parking citations are cleared at the Cashier's Office. The vehicle owner or operator is responsible for paying any towing

and storage fees to the individual towing company. Motor vehicles impounded and not claimed may be disposed of in accordance with state statutes.

Accidents: Any motor vehicle accident resulting in death, personal injury or property damage shall require the operator to report such accident to the Campus Police and to comply with South Carolina law regarding motor vehicle accidents. The Campus Police will handle any charges resulting from the accident. Depending on the severity of the accident, assistance may be sought from off campus law enforcement such as the S.C. Highway Patrol.

Traffic Barricades: No person, other than those who by the nature of their functions are required to do so, shall operate any motor vehicle in or upon any area of the campus that is closed by the use of barricades, gates, bollards, or other traffic control devices.

Vehicle Breakdown: In the event a vehicle breaks down or runs out of gasoline while on campus, all reasonable steps should be taken to move the vehicle from the street or other hazardous position to a parking space. In the event that the vehicle must be parked illegally to await repairs or gasoline, Campus Police must be notified immediately. Campus Police officers can aid with minor vehicle problems such as dead battery or keys locked in the car. Campus Police can assist motorists in finding mechanical assistance for more extensive problems. Persons, who must park in an unauthorized parking area due to a mechanical failure, may obtain temporary permission from the Campus Police. Permission will not be granted, or will be rescinded, if the motor vehicle is parked in a manner that obstructs a fire lane, impedes vehicular or pedestrian traffic, or is parked in any other unsafe manner.

Non-motorized Vehicles and Motorcycles: Francis Marion University recognizes non-motorized vehicles or human powered transportation devices are important and legitimate means of transportation and may be operated on campus sidewalks and paths provided they are used solely as a means of transportation and not for prohibited purposes. This section applies to such things as bicycles, unicycles, skateboards, skates and similar items. These items must be operated with due regard and concern for the safety of the general public. Non-motorized vehicles may be operated on campus sidewalks and paths provided they are used solely as a means of transportation and not for purposes prohibited by statute or by this regulation. Pedestrians in all locations designated for pedestrian traffic shall have the right-of-way over non-motorized vehicles and human powered devices. State law governs non-motorized cycles. The cyclist has a right to use the streets and highways just as a motorist. However, the relative size of the cycle and the lack of safety devices make it extremely important that cycles be operated within the letter of the law. Cycles and cyclists shall in all respects comply with applicable state laws and regulations, including but not limited to turn signals, lighting, brakes, lane changing, etc. Bicycles may be operated on sidewalks but must yield to pedestrians and must be operated in such a manner so as not to cause a traffic hazard. Bicycles must be parked/secured in the bicycle racks provided throughout campus. Driving or storing of bicycles inside residences or buildings is prohibited. Chaining or storing bicycles to objects other than authorized bicycle racks is prohibited. Bicycles found improperly parked or secured to inappropriate objects (e.g. light poles, handrails, doors, etc.) may be removed and impounded by Campus Police. Bicycles should be registered with Campus Police, in person or through the Campus Police web pages. In the event of theft of a bicycle, the registration number will aid an investigation. Motorcycle parking pads are the authorized parking location for these vehicles. Motorcycles may not park in any area except those areas specifically designated for their use. There are motorcycle pads in parking lots A, B, C, H and in housing. Motorcycles, motor scooters and mopeds may NOT be stored in buildings, or parked in breezeways under stairs or next to buildings on campus. Vehicles in these locations will be removed and impounded.

Non-motorized Vehicles prohibited activities include: Any acrobatic maneuver, stunt, trick riding, speed run, or other movement designed to display or demonstrate the operator's physical ability to manipulate the non-motorized vehicle, cycles or skates is prohibited on University property. Motorcycles, motor scooters, mopeds, bicycles, skates, skateboards and other similar means of transportation will NOT be operated within buildings or on the patio/breezeway/ramp areas of any campus buildings. Bicycles, skates, and skateboards may be operated on sidewalks provided the operator yields to pedestrians. The operators of non-motorized vehicles are responsible for controlling the speed of such device so as not to endanger any pedestrian. Any campus community member or person connected to the University violating the provisions of this regulation will be issued a campus Traffic Ticket charged with "Other Moving Violation" and fined $15. Additionally, the violation shall be reported to appropriate authorities for administrative action as deemed appropriate.

Access Phones/Emergency Call Boxes: Francis Marion University has in place at a number of locations Emergency Communications devices that provide immediate contact with Campus Police officers twenty- four (24) hours per day. If you have a vehicle problem or if you need help in an emergency contact Campus Police by using one of these call boxes. Refer to a campus map for the locations of these devices.

Appeals and University Traffic Committee: Members of the Traffic Committee serve a term of one year. The Committee shall consist of representatives from faculty, staff and/or students. The committee members elect the committee chairman. The Chief of Campus Police, or his/her designee, serves on the Committee as a nonvoting adviser. This committee operates as an advisory group to the President. Recommendations are made regarding traffic control, parking, vehicle registration, violations and penalties. All recommendations are subject to the final approval of the President. The decision of the Traffic Committee on traffic ticket appeals is final. The Traffic Committee has the authority to review violations to determine whether an infraction has been committed. It also has the authority, upon review, to reduce any violation if applicable or to void any ticket where a violation of the regulations is not shown. The Traffic Committee may revoke the privilege of driving or parking on campus of any individual who grossly or repeatedly violates the traffic regulations. If privileges are revoked, subsequent operations on campus will result in charges and fines. Campus Traffic Ticket Appeals: Any person feeling that his/her vehicle has been unjustly ticketed may file a written Traffic Appeal. Appeals must be received within fourteen calendar (14) days after issuance of the ticket or the right to appeal is forfeited. Only one appeal will be allowed per citation. The person actually in control of and/or operating the vehicle at the time it was cited must submit the appeal. The person receiving the citation will present his or her case to the committee by written explanation or may choose to augment the written appeal in person. Appeal forms are available at the

Cashier's Office in Stokes Administration Building or the appeal form may be completed on the Campus Police web page, http://www.fmarion.edu/about/police. The appellant need not appear if he or she does not desire to do so. If you commit yourself to appearing in person and fail to appear, then the written appeal will be reviewed by the committee and used to make a determination. A letter indicating the final decision of the Committee will be sent to the address listed by the appellant on the appeal. If the appeal is sustained, the appellant will be notified and no further action is required. If the appeal is denied, payment of the fine must be received by the time limit outlined in the letter, or the fine imposed will double.

During vacation periods, between semesters, during the summer semesters and during periods in which the Traffic Committee is not able to convene, the Committee Chairperson or his/her designee may review all appeal cases in lieu of a full committee meeting. He/she may also call an ad hoc Committee or implement other procedures which may be necessary at the time in the interests of concluding the appeals review process. All who habitually or flagrantly disregard these regulations may be subject to disciplinary action and/or revoked parking privileges. People who continue to park on Francis Marion University property after their privileges have been revoked will have their vehicles towed away at their own expense.

Vehicle Trouble:

Officers have equipment to attempt to jump-start or unlock vehicles; however, they make no guarantee of success. This service is **FREE** but only available on and immediately adjacent to campus. If you have a problem call 843-661-1109, use an emergency call box or stop by the Campus Police office for help.

Weapons Possession

Firearms and dangerous weapons of any type are not permitted in campus housing facilities, while on University-owned or -controlled property, University- sponsored or -supervised activities, or other University facilities, except when carried by law enforcement officers within their jurisdiction. The possession and/or use of firearms (handguns, rifles, shotguns) on campus is prohibited under state law. Violations can result in arrest. Intentional use, possession or sale of firearms or other dangerous weapons by students on campus is strictly forbidden and is a violation of University policy and state law. Violations can result in arrest and confiscation and/or destruction of the prohibited item. Other weapons prohibited on campus include BB guns, pellet guns, air guns, blow guns, paintball guns, sling shots or other projectile weapons; hatchets, knives (with blades 2" or longer) or other edged weapons; bows/arrows, explosives, and fireworks, chemical components expelled in a reckless manner, impact weapons such as batons, nunchucks, slap jacks, brass knuckles or martial arts type weapons; electrical shock devices (i.e. stun guns or Taser); dangerous/ noxious chemical mixtures, incendiary devices, propelled missiles or other dangerous substances. Possession of these prohibited items can result in removal from campus housing and/or suspension from the University. All weapons or prohibited items will be confiscated and may be destroyed. Approval for temporary possession or use of certain types of weapons in extremely limited and specific situations is considered on a case-by-case basis.

FMU ID CARD

Dining Services, located in the Ervin Dining Hall, administers the FMU ID Card Program. *Also see FMU Card in Library section.*

The FMU ID Card is an important part of campus life providing opportunities for students to take advantage of a wide variety of services that are convenient and practical. The card allows you to:

- Check out material from the Rogers Library.
- Gain access to the Academic Computer Media Center resources.
- Take advantage of the Smith University Center services – game room, physical fitness facilities, etc.
- Attend certain campus events, which may require presentation of the card.
- Utilize your Dining Meal Plan, debit and Patriot Bucks plans.

The FMU ID Card is provided during initial registration at no cost and remains valid as long as you are officially enrolled. Replacement cost is $20 per card. The fee will be waived in the case of marriage, a name change, or a defective card.

IF YOU LOSE YOUR CARD, REPORT IT IMMEDIATELY TO THE FMU ID CARD ADMINISTRATOR, LOCATED IN THE ERVIN DINING HALL (EXT. 1266) OR LIBRARY (EXT. 1300). The card additionally has the capability of serving as a debit card. Deposits may be made either at registration, online or in the Cashier's Office. The card provides a safe, convenient way to make purchases on campus without the need to carry cash. The Patriot Bookstore, Ervin Dining Hall, and The Grille are all equipped to receive payment from the FMU debit card.

Note: A refund of funds on the FMU ID Card (debit account and Patriot Bucks) may only be requested upon graduation or official withdrawal from the University. Requests should be submitted to the Accounting Office in Stokes Administration Building.

The FMU ID Card is the responsibility of the cardholder. The holder of the FMU ID Card is not to provide access to the card to anyone other than the cardholder. To do so is a violation of University policy and the cardholder will be held responsible for all activity registered on the card including, but not limited to, purchases and items checked out from the Rogers Library.

For further information, call extension 1266 or refer to www.fmarion.edu/about/fees

LAUNDRY

For the convenience of residential students, FMU provides two 24-hour access laundry facilities through a partnership with Caldwell & Gregory, LLC (see locations below).

- Adjoining Ervin Dining Hall, adjacent to Marion State Hall (66 machines)
- In the Heyward Community Center at the Forest Villas (35 machines)

Each location provides free washers and dryers (cost of laundry included in room fees). FMU laundry facilities are for residential students use only--residential students should not knowingly provide laundry room access to non-residents.

In each laundry room, Caldwell & Gregory provide washing/drying instruction-posters and instructions for reporting malfunctioning equipment. Students may submit a service request to Caldwell & Gregory directly from their mobile device, using the QR scan codes attached to each machine.

Students may check machine availability or monitor progress

of their laundry loads using Wash AlertTM, visit https://www.fmarion.edu/housing/services/ for more details.

IMPORTANT: FMU assumes no liability for students' lost, stolen or damaged belongings (i.e., clothing, baskets, laundry supplies, etc.). Students found responsible for damage or misuse of laundry facilities may receive sanctions (e.g., fines for the cost of repair or loss of access). FMU staff members remove clothing and other abandoned items after 24 hours.

Students may contact the Housing Office (843-661-1330) or the Contractual Services Office (843-661-1134) with any questions, comments, or concerns regarding laundry services.

VENDING MACHINES

Vending machines for beverages and snacks can be found at several locations on campus with refund information posted at each location. If you have questions concerning the vending operation, please email vending@fmarion.edu or contact the Contractual Services Office at (843) 661-1134.

PATRIOT BOOKSTORE

The Patriot Bookstore, located in the Smith University Center, is the official on-campus university bookstore. The Bookstore has used and new textbooks, rentable titles, digital books, and course-related supplies required for Francis marion University courses. It also has the largest selection of Francis Marion University apparel and gifts and is the source for graduation supplies (caps, gowns, hoods, invitations, and official University class rings). Details on ordering class rings can be found online at https://www.bkstr.com/francismarionstore.

The Patriot Bookstore accepts all major forms of payment: cash/check, credit cards, and Financial assistance. Online ordering is also available at https://www.bkstr.com/francismarionstore with free pickup in store. Normal hours of operation are Monday-Friday, 8:00 am-4:30 pm. Summer hours are Monday through Thursday, 8:00 am to 5:15 pm, closed on Friday. The Bookstore can be reached by calling (843) 661-1345 ro by emailing bookstore@fmarion.edu.

University Class Rings

University class rings may be ordered at the Patriot Bookstore with a $75 deposit after the drop-add date of a semester in which a baccalaureate candidate has completed 87 semester hours. In no case may any student order a ring without an overall 2.0 average. Final processing of all orders, including master's degree candidates, requires approval of the Registrar's Office. If the order is not approved, the $75 deposit will be refunded by the Patriot Bookstore.

TELEPHONE SERVICES

The University provides telephone service to students living on campus. Local service is provided at no cost. Personal calling cards should be used when placing long distance calls from a residence hall telephone. There are emergency phones with direct access to Campus Police strategically placed around campus.

When it is determined that a University-provided phone requires service, contact extension 1335, and fill out a work order in the Housing Office.

Outdoor weatherproof telephones are located on the first floor of each residence hall. They can be used to call residents for entry into the residence halls when visiting.

STUDENT PAYROLL SERVICES

If you are a student who works on campus, you will be paid on the same days as faculty/staff, (generally the 15th and the last day of the month) with a few exception dates at the end of semesters. Student time cards are submitted by the supervisor to the Financial Assistant Office according to the printed schedule. Payroll checks are picked up in the Cashier's Office with a valid picture ID. Any questions regarding the amount of the paycheck, the number of hours, or someone else picking up your paycheck should be directed to the Office of Payroll, Accounting Office.

Students who have found an on-campus job will fill out the appropriate paperwork in the Financial Assistance Office prior to beginning work. Available on-campus jobs will be posted on the bulletin board outside the Office of Career Development. The current pay rate for Federal Work Study and Non-Work Study student employees is $7.25 per hour.

UNIVERSITY COMMUNICATIONS

The University Communications Office is responsible for telling the FMU story to its various publics. The office serves as the official communications channel through which the University disseminates information internally and externally. The office has four major functions: (1) external media relations, (2) internal communications, (3) production of official University publications for off- campus audiences, and (4) marketing and communications support for University initiatives. The office distributes news and feature stories about University programs, activities, and people as well as hometown releases about student achievements. A monthly newsletter, The Crier, informs faculty and staff about campus activities. The office is also responsible for campus printing and mail functions.

The office strives to maintain positive town and gown relations and works with the corporate community, local chambers of commerce, civic organizations, and state and local government agencies on projects designed for the betterment of the University and the region it serves. The office plans and coordinates special events designed to increase the visibility of the University.

News

To provide consistent, accurate information to the mass media, the Office of University Communications serves as the University's centralized source of information. In order to coordinate the flow of information, the office has established uniform procedures in preparing and releasing statements and news releases so that the media will receive an organized flow of information that is consistent in style, quality and content.

Therefore, the planning, research, writing, and distribution of news stories, University statements, public service announcements, feature articles, and other informational materials (including photographs) released to the media should be centralized and coordinated by the Office of University Communications.

The office is a source for media representatives looking for faculty, staff and students to be sources of information for news stories. University Communications staff members often coordinate faculty, staff, and student interviews in instances of

direct media contact.

All University-generated news releases about programs, activities, and people of the University shall be approved in advance by the Executive Director for University Communications who shall consult with the President and other appropriate administrators when necessary.

In the event of an emergency, crisis, or controversy, the president may designate a spokesperson for the University. In that event, all media calls regarding that particular situation shall be referred to the spokesperson through the Office of University Communications.

Events Publicity

The Office of University Communications will coordinate mass media publicity for any official University-sponsored event that is open to the public. Official student organizations or groups desiring assistance with publicity of their event(s) may contact the Office of University Communications.

Use of University Logo, Seal & Other Indicia

Use of the University logo must follow standard guidelines of the institutional identity program. Words, letters, graphic devices and other indicia associated with Francis Marion University are protected against unauthorized use by means of usage, federal and state trade or service mark registration, and/or state statute. FMU has trademarks on its Seal, Patriot Star, Patriot (with flag), FMU, Francis Marion, Swamp Fox, General Francis Marion Bust, and the FMU Performing Arts Center logo (application in process) and has licensed those logos and wordmarks. Questions regarding the use of Francis Marion indicia should be directed to the Office of University Communications.

Use of the University Seal is restricted to more formal application. It is appropriate to use the seal on official and legal documents, diplomas, certificates, flags and official University ceremonial paraphernalia. The Seal may never be distorted in any way and should never be used in such a manner that it gives the false impression that it is the Seal of any division, department or entity within the University.

Production of Electronic Media

Electronic media programs should be coordinated through the Office of University Communications in order to follow desirable uniform practices in planning, writing, producing and distributing electronic media programs to uniformly reflect the goals and image of Francis Marion University. This includes public service radio and television programs promoting the University as well as all recruiting and promotional radio and television products about the University (excluding programs produced by student media).

University events (concerts, lectures, interviews and other special events) as well as announcements can be seen on local cable Channel 11.

Advertising

All advertising in the mass media of University-generated programs and activities (with the exception of job announcements) is coordinated through the Office of University Communications.

Photography

The Office of University Communications provides photographic services for use in official University publications and for news releases as deemed appropriate by the Office of University Communications.

Electronic Sign Board

The electronic message marquee on the front lawn of the University serves to promote Francis Marion University events and activities.

The message board is for official FMU-sponsored or related University functions only. The University Communications Office has editorial control of the message board. Students are urged to check these daily for important announcements.

FRANCIS MARION UNIVERSITY HONOR CODE

Statement of Honor

Upon becoming a member of the Francis Marion University Community, students are expected to behave with honor and integrity in a manner that reflects the values of the institution. Students must interact in a civil manner, both in and out of the classroom, treating all persons and property with respect. Upon enrollment at Francis Marion University, students pledge not to lie, cheat, or steal. They also pledge not to violate the FMU Honor Code or any civil/criminal laws. Inasmuch as honor and integrity serve to define one's character, the university community expects that students will not tolerate the aforementioned behaviors in others and will exhibit reasonable judgment in reporting students who violate the FMU Honor Code.

The Honor Pledge

"As a student at Francis Marion University, I pledge to obey the FMU Honor Code and civil and criminal laws. I pledge not to lie, cheat, or steal. I will encourage others to respect the Honor Code and will exhibit reasonable judgment in reporting students who violate it."

Philosophy and Purpose

The FMU Honor Code consists of academic and student conduct sections and contains the expectations, policies, and procedures that apply to all Francis Marion University students. These sections are designed to support the educational mission of the University,

to protect the University community from disruption and harm, and to maintain appropriate standards of individual and group behavior. The sections should be read broadly and are not intended to define misconduct in exhaustive terms.

Authority of the University

The University reserves the right to take all necessary and appropriate steps to protect the safety and well being of the campus community. Any act committed by a student, whether on or off campus, which is determined by the University to be a threat to the safety or well-being of the community or which is disruptive to the primary purposes of the University may result in the University taking action in accordance with community standards. Student, for the purpose of this policy, is defined to mean a person enrolled for one or more hours of academic credit, or in a non-credit course or courses offered in the name of the University; or a person admitted or seeking admission to the University if action is related to University admission, function, or event. Violations by non-students may result in restricted access to campus or University events. Non-students are expected to abide by these policies as well. It is the responsibility of the student host of the nonstudent to make his or her guest aware of these behavioral expectations.

Benefits of the Honor Code

- Creates a supportive peer environment that affirms honesty and discourages cheating
- Creates pride in belonging to a community with strong values and standards
- Promotes student ownership and responsibility in an atmosphere of mutual trust
- Promotes responsibility and civility among students
- Supports systems within the University and ties the campus community together
- Lasts beyond graduation, encouraging a lifelong adherence to the Honor Code
- Instills community trust in students and graduates of the University

Civility in the Classroom

The classroom is an integral component of the educational community, and FMU strives to provide an environment appropriate to the University setting. Students are expected to interact in a civil manner, treating all persons with respect, and to adhere to behavioral standards contained in the respective course syllabi. Disruption of classroom instruction by students is not tolerated and will result in the removal of the disruptive student or students from class. Disruptive or uncivil behavior in the classroom may result in appropriate disciplinary action, which could include suspension, expulsion, or other University sanctions.

Reporting of Violations

Students may report possible Academic Conduct violations to the instructor in question, the appropriate Department Chair or Dean, the Office of the Provost, or the Office of the Vice President for Student Life. Students reporting possible academic violations have the right of confidentiality. Students may refer possible Student Conduct violations to Campus Police or to the Office of the Vice President for Student Life.

Those making such referrals are required to provide information pertinent to the case.

ACADEMIC CONDUCT

A primary responsibility of an instructor is to certify that a specific academic assignment has been mastered sufficiently to merit college credit. An inseparable part of this responsibility is to take all possible precautions to ensure that the credit has not been attained by fraud. The instructor should rigorously enforce honesty concerning all academic work submitted by his/her students for evaluation. While it is difficult to define precisely and all inclusively all aspects of academic dishonesty, the following statements should serve as a guide.

Cheating includes, but is not limited to, wrongfully giving, taking or presenting any information or material by a student with the intent of aiding him/herself or any other person on any academic work which is considered in any way in the determination of the final grade. Plagiarism involves the use of the ideas or writings of another without acknowledgment of that use. A more detailed description of these two forms of academic dishonesty, and how allegations of academic dishonesty are handled, are described below.

1. All academic work, written or otherwise submitted by a student to his/her instructor or other academic supervisor is expected to be the result of his/ her own thought, research, or self expression. In any case in which a student feels unsure about a question of plagiarism involving his/her work, he/she is obliged to consult the instructor on the matter before submitting it.
2. When a student submits work purported to be his her own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgments of the fact, the student is guilty of plagiarism.
3. An act of plagiarism may occur with or without intent. Submission of work without proper in- text and bibliographical attribution of all sources constitutes plagiarism, regardless of whether the student intended to plagiarize.
4. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or material found on the Internet. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever the other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but the actual work must be done by the student alone unless explicit permission is otherwise given by the instructor.
5. When a student's assignment involves research in outside sources of information, he/she must carefully acknowledge exactly what or where and how he/she has employed them. If a student quotes the words of someone else, he/she must put quotation marks around the passage in question, add an appropriate in-text citation to indicate its origin, and include a full bibliographic citation of this source. If a student paraphrases or summaries ideas from a source, the student should communicate those ideas in his/her own language

and sentence structure, add an appropriate in-text citation to indicate its origin, and include a full bibliographic citation for this source. Leaving the organization, content, and phraseology intact and making simple changes is plagiaristic. However, nothing in these rules shall apply to those ideas which are so generally and freely circulated as to be part of the public domain. It is important to recognize that plagiarism is theft, not of ideas, but of the credit for originating ideas. Students who use another's ideas or language without giving credit violate the most basic agreement between the student and the University; they attack the academic enterprise at its very heart. Scholars at every level (including students) must represent truthfully their findings; that is, they must not tamper with the truth or offer as theirs what others discovered or wrote.

Allegations of Academic Dishonesty

If a faculty member believes a student has committed an act of cheating or plagiarism, he or she should notify the student of the allegation and give the student an opportunity to respond. The faculty member's department chair or school dean may be present at any meeting between the faculty member and the student. Whenever possible, this process should occur prior to the submission of final grades. When notification occurs after the submission of grades, the instructor will provide the student a post factum opportunity to rebut the charge. If, in the judgment of the instructor, the student is able to show that the charge is unsubstantiated, the instructor will withdraw the allegation and remove the academic penalty. If the faculty member determines that a violation has in fact occurred, she or he should then notify the Provost's Office in writing of the allegation, with copies sent to the faculty member's dean or department chairperson. The Provost or designee will serve as an adviser to the faculty member to assure that all appropriate due process is provided to the student and that proper procedures are followed.

Notice to the Provost or his/her designee also serves as a record of the alleged violation. The notice must include a statement of, and (if appropriate) copies of evidence that the faculty member has which leads him or her to believe that the student has committed the act in question. Upon receipt of this material, the Provost or designee shall confirm the allegation by providing written notice to the student. This notice shall include the alleged violation, a brief description of the persons presenting information regarding the alleged violation, a summary of the evidence against the student, a statement of the academic penalty imposed by the instructor, and a date by which the student must respond to the allegation. The notice will provide the student with an opportunity to contest the allegation. Should the student deny responsibility for the act, the Provost/designee shall inform the student of his or her right to a hearing before the Honor Council.

Should the student accept responsibility for the act, the Provost/ designee may choose to let the academic penalty stand without further action or, in severe or repeat cases, may choose to levy an additional sanction as described in the Student Conduct section. Should the student deny responsibility for the act, the Provost/ designee shall inform the student of his or her right to a hearing before the Honor Council. The Honor Council consists of four faculty members—three council members and one alternate—appointed by the Provost. The Provost's designee will serve as nonvoting chairperson at Council meetings. Each hearing board of the Honor Council shall consist of three voting members. Decisions shall be based upon a majority vote of those present. Procedures will follow the hearing guidelines for the Academic Conduct Section and Student Conduct Section.

Sanctions for Academic Dishonesty

Violations of the Academic Conduct policy strike at the very heart of the University and the teaching and learning process. It is the responsibility of the instructor to determine the appropriate academic penalty for an act of cheating or plagiarism. Normally these penalties range from failure on the assignment to failure of the course. It is the responsibility of the Provost or his/ her designee to apply general University sanctions for severe or repeat offenses. The first violation of the academic integrity policy typically carries no general sanction beyond the academic penalty. A second violation will result in the academic penalty plus a general sanction of suspension from the University for a term of no less than one fall or spring semester. A third offense will result in the academic penalty plus a general sanction of permanent expulsion from the University.

STUDENT CONDUCT

Francis Marion University prohibits the conduct listed below. Persons committing such acts are subject to appropriate action from the University. Students found responsible for committing violations are subject to sanctions that may include a written reprimand, loss of privileges, removal from campus residential facilities, restitution, educational sanctions, probation, suspension, expulsion, or other University sanctions and/or conditions. It is important to understand that the University is not a court of law and any proceedings conducted at the University regarding student behavior and conduct will be addressed in accordance with University community standards.

University Violations

1. **Drugs and Narcotics**
   a. Use, possession, sale, delivery, manufacture or distribution of any drug or narcotic or distribution of drugs or the use of drugs for which the holder has no legal prescription, or other drug-related conduct that is a violation of South Carolina law. Such conduct is a University violation regardless of where it occurs on or off campus.
   b. Possession of drug-related paraphernalia unless it is proven to be allowable under South Carolina law.
   c. Being under the influence of a drug, chemical compound or narcotic unless proven to be allowable under South Carolina law. This also includes the use of medicine prescribed to another person and other controlled substances.
   d. The misuse of common products for the intent of inducing or producing an altered state of consciousness and/or intoxication.
2. **Alcoholic Beverages**
   a. Use, possession, sale, delivery, manufacture or distribution, consumption of alcoholic beverages on University property or during University activities. (Please refer to

the University Alcohol Policy and Housing Violations for more details on alcohol issues).

b. Under the influence of alcoholic beverages on University property or during University activities. For purposes of this policy, a blood alcohol concentration of .08 or greater is conclusive evidence that a student is under the influence of alcohol, but a student's conduct, physical appearance, and other factors are also evidence (please refer to the University Alcohol Policy and Housing Violations for more details on alcohol issues).

c. The use of alcohol in any form is prohibited to include liquid, powder , gel or any combination thereof for the purposes to consume, possess, distribute, or manufacture, regardless of proof level.

3. Actions Against the University Community and Members of the University Community

a. Physical abuse or assault of any person, or other conduct which threatens the health or safety of any person, including oneself.

b. Sexual misconduct that includes any inappropriate sexual conduct or conduct of a sexual nature directed toward another person that is unwanted, disparaging, or perceived to have a negative impact on the campus community, including derogatory, degrading, or humiliating communication.

c. Assault, to include sexual assault and any conduct that is considered felonious in nature.

d. Intentional or reckless conduct that endangers the health or safety of self or others.

e. Excessive pressure or threats against another person in an effort to coerce or intimidate.

f. Deliberate constraint or incapacitation of another without consent or permission.

g. Placing another in a dangerous situation with or without their knowledge that could be injurious.

h. Behavior that injures or endangers the welfare of any member of the University Community.

i. Harassment of any student or member of the University Community. (Refer to Harassment Policy)

j. Influencing or attempting to influence another to not effectively participate in any University appropriate activity, proceeding and/or function. This includes grievances and conduct hearings.

k. Retaliation against any student or students who files grievances or provides information or testimony in any conduct proceeding, hearings, meetings and/or investigations. (Refer to Retaliation Policy)

l. Stalking and/or unauthorized surveillance which includes:

1. Unwanted and repeated contact (after notice to desist) with another individual or group through personal contact through electronic or other media.
2. Other behaviors which are perceived as threatening or intended to intimidate or induce fear.
3. Making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy. Included is the storing, sharing, and/or other distribution of such unauthorized images by any means.

m. Violation, or attempted violation, of local, state or federal law, whether on or off campus, when it appears that the student or student organization has acted in a way which adversely affects, or seriously interferes with the University's normal educational function.

n. Other conduct which a reasonable person having sufficient intelligence to acquire postsecondary education would understand is injurious to the University or the University Community. This standard shall not be interpreted to infringe upon a student's constitutional rights.

4. Firearms, Weapons and Explosive and Incendiary Devices

a. Possession, while on University – owned or – controlled property, or any University sponsored or supervised activities, of any firearm such as, but not limited to rifles, shotguns, ammunition, handguns, pellet guns, bb guns, blow guns, paintballs, stun guns and airguns.

b. Possession or use of pocket knives having a blade longer than two inches, this includes displayable knives and collections.

c. Use of any of the following weapons: nunchucks, brass knuckles, bows/arrows, batons, tasers, slap jacks, slingshots, hatchets or other edged weapons and any martial arts weapons. This includes display item weapons.

d. Possession or use of firecrackers, fireworks or any incendiary devices. This includes, but is not limited to the intentional or reckless use of flammable materials and any materials that can be used as an accelerant.

e. The act of arson to include intentional or reckless behavior contributing to arson.

f. Any other device or weapon that could be potentially harmful to self or others.

g. Chemical components expelled in a reckless manner.

5. Theft, Damage and Unauthorized Use and Entry

a. Theft, wrongful appropriation and unauthorized possession (attempted or actual).

b. Damage to property of the University (including library materials) or of any organization affiliated with the University or of another member of the University community (i.e., faculty, staff, student, or campus visitor). This includes all University – owned, - controlled, or leased property.

c. Possession of property known to be stolen or of another person without permission.

d. Unauthorized use of another student's ID card, to gain access, privileges or as a form of identification whether with or without the other student's permission.

e. Alteration or misrepresentation of any form of identification.

f. Unauthorized entry into the dining hall or allowing another to enter the dining hall without permission from the appropriate University official(s).

g. Unauthorized presence, use or entry into University facilities.

h. Unauthorized possession or use of keys or entry card to University facilities. This includes access codes.

i. Unauthorized use or misuse of University – owned, controlled or leased equipment.

j. Unauthorized use of campus parking decals.

6. Failure to Comply

a. Failure to comply with the reasonable directions of a

University official acting in performance of his/her duty. This includes, but is not limited to;

b. Failure to report to a University office or official; after notice to do so;
c. Failure to appear for a judicial hearing or comply with a disciplinary penalty;
d. Failure to pay promptly, after notice, all University bills, fines, accounts and other financial obligations; and
e. Failure to produce positive student identification upon request.

7. **Providing False Information, Forgery and False Alarms**
   a. Furnishing false or incomplete information to a University official to include but not limited to misleading or incomplete information.
   b. Providing false information during an investigation of a violation or during a student conduct hearing or conduct meeting.
   c. Filing an allegation known to be without merit or cause.
   d. Falsification, distortion or misrepresentation of information during a conduct proceeding.
   e. Falsely reporting a fire or other emergency (such as the presence of an explosive or incendiary device).
   f. Knowingly setting off a fire alarm or emergency call box when no fire or emergency exists. This includes tampering with and/or removing emergency equipment to support false report.
   g. Forgery of records or identification or University documents to include transcripts, receipts, work records, timecards, drop add forms, student ID cards, campus vehicle registrations and any form used or created by the University.
8. **Disruptive and Disorderly Conduct**
   a. Obstruction or disruption of teaching, research, administration and official proceedings at a University activity or in the classroom.
   b. Disorderly, disruptive behavior on University – owned, controlled, or leased property.
   c. Lewd, indecent or obscene conduct or inappropriate attire that is disruptive or inconsistent for the context of the activity.
   d. Pranks and practical jokes that infringe upon the rights of others or have a negative impact upon the campus community.
   e. The incitement of others to violate written University policies or regulations or any directions and/or instructions verbal or written by University personnel.
9. **Abuse, Misuse of the University Computing System**
   a. Unauthorized use and abuse of the University's computing and network system.
   b. Unauthorized use of and access of another person's networking account.
   c. Attempted or actual breach of security of computing data, equipment or network.
   d. Any violations outlined in the University Policy on Acceptable Computer Use as listed in the student handbook, academic catalog or any publications created or used by the University.
10. **Hazing *(Also see Hazing Policy)***

    Hazing, which is defined as; any intentional or reckless act, on or off University property, by a student(s) or student organization, acting alone or with others, which is directed against any other student(s), that endangers the mental or physical health or safety of that student. In accordance to South Carolina law, it is also unlawful for any person to knowingly permit or assist any person in committing these acts. Hazing includes such things as wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm to punish or injure or other unauthorized treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature.
    a. Assisting any person in committing acts defined as hazing.
    b. Failing to report promptly any information within his/her knowledge of acts defined as hazing.
    c. Abusive treatment of another person or persons.
    d. Having knowledge of hazing activities and failing to report the activity and permitting hazing to occur.
    e. Allowing non-students to participate in organization initiations, intake processes, or any activity reserved for enrolled students of the University.
    f. Intentional or reckless behavior that has a foreseeable potential for causing physical harm.
    g. Any activity that intimidates or threatens a student with ostracism or that subjects a student to extreme mental stress.
    h. Any activity that would incite others to engage in hazing activity.
11. **Housing and Residence Life Regulations**

    The Department of Housing and Residence Life has a detailed list of policies, procedures and regulations. Students who violate housing policies are also subject to other University violations as well. Students living in campus housing are responsible for all activities in their assigned room, apartment and building. For more information, please see the Housing and Residence Life section of the student handbook.
12. **University Parking Policies and Regulations**

    Violation of properly constituted rules and regulations governing the use of motor vehicles on University – owned or – controlled property.
13. **Smoking Policy**

    Francis Marion University is a "smoke-free campus". Smoking is prohibited on all property-owned or –controlled by Francis Marion University and the Francis Marion University Foundation, and the Francis Marion University Real Estate Foundation. This prohibition includes all buildings and grounds. This policy also includes other devices:
    a. The sale or distribution for marketing purposes of products designed to be smoked on Francis Marion University property.
    b. Advertising and marketing efforts related to products designed to be smoked is prohibited in public spaces on Francis Marion University property and its entities as well as publications produced by the same.
    c. This policy includes cigarettes, cigars, vapor devices, electronic smoking devices or any combination thereof that is used to smoke and/or emits any substance into the air for the purpose of the activity of smoking.
14. **Solicitation Policy**

    Solicitation by persons not affiliated with the University is prohibited for non-invitees. Students assisting with the

distribution of solicitation materials are subject to the Honor Code. Both commercial and noncommercial solicitations are prohibited in non-public areas of the University.

Implementation of the Student Conduct Process

The conduct process for students is based upon the elements of constitutional due process and local, state and federal law which have been developed over the last several decades. While University students do not give up their rights at the gates of the University, it is important to understand that the level of due process in the University disciplinary system differs from that of the legal system. The following procedures outline the University process and shall be carried out as fully as possible. Community members should be aware, however, that there are emergency situations in which these procedures may be omitted when necessary to protect public safety. Any person may refer a student or student group or organization suspected of a violation of the Section. Persons making such referrals are required to provide information pertinent to the case and will normally be expected to appear before a conduct board or conduct official as a complainant. The Dean of Students Office administers the conduct process at Francis Marion University, except for academic violations, which are administered by the Office of the Provost.

Reporting Alleged Student Conduct Violations

Campus Police officers, Residence Life and Housing staff and other University officials are charged with the maintenance of appropriate student behavior. As a result, occasions may arise when these persons must confront students who they believe are violating University or residence hall standards of conduct. In such cases, these officials will make contact with the student whenever possible and inform him/her that they may be charged with a violation of the code.

1. Campus Police officers will normally inform the student who they believe has allegedly committed the violation and refer the student to the Dean of Students Office. The referral will normally include a prepared incident report.
2. Housing staff may inform the student orally that he/she is being referred for an alleged violation of standards. These staff members will subsequently prepare a report of the incident leading to the allegation. A copy of this report will be forwarded to the Offices of Housing and the Dean of Students. Depending upon the seriousness of the alleged violation, the student will be informed by one of the above named offices to report to that office within a certain period of time for adjudication of the alleged violation. The student will be required to meet with the University Conduct Officer appointed by the Dean of Students.
3. Other community members such as faculty, administrators, or fellow students may also from time to time report alleged violations to the conduct officials of the University. In these cases, the alleged violator will receive a letter from the University conduct officer appointed by the Dean of Students.

Violations of the Law and Standards of Conduct

There are occasions when behavior which violates the Francis Marion University policies and procedures also violates the civil or criminal law. In these cases students should understand that they may be held accountable to both authorities. University procedures related to these matters will normally continue during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal and civil charges involving the same incident have been dismissed or reduced. The University student conduct system is not analogous to the criminal justice system. The purposes, the standards of proof, the procedures and many other aspects differ.

University Conduct Boards and Conduct Officers

University Conduct Boards

The Dean of Students Office may convene University Conduct Boards consisting of students, faculty, and staff members for the purpose of conducting conduct hearings. Conduct Boards will conduct hearings as indicated in this section. The Dean of Students, or his/ her designee, will serve as advisor to the Conduct Board and will administer the hearing process. Decisions by Conduct Boards must be made in accordance with the FMU Student Conduct Section and are made by a majority of the members of the board based upon the preponderance of evidence presented.

University Conduct Board members are selected for a one-year term, and may be reappointed for subsequent terms. The Board will consist of at least five full-time faculty members, at least five full-time students and at least five full-time staff members with at least five alternates for exigent circumstances who serve as a pool of members from which to select. Each hearing will consist of three members, one from each category (faculty, staff and student) unless due to exigent circumstances the makeup of the board must be changed (*see Exigent Circumstances*). Quorum for a hearing to proceed is three with a maximum of five board members. Student members are selected through the Student Government Association and the Student Life Office, faculty members are appointed through the Provost's Office, and staff members are selected by the Dean of Students' Office. Each selected member becomes part of a consortium of trained board members for the academic year.

University Conduct Officers

Conduct officers are members of the Student Life staff who are responsible for processing alleged violations of University policy. The chief conduct officer of the University is the Dean of Students, who appoints other conduct officers from the appropriate University staff. Conduct officers may assist in information gathering related to alleged violations of University policy, conduct initial meetings with students charged with violation policy, and preside over conduct hearings as appointed.

The University conduct officer assigned to the incident will determine if information from an incident report or resulting from information gathering indicates that a student may have been involved in a violation of policy. If so, the student will be sent a letter that includes the policy or policies that have allegedly been violated, a summation of the evidence that indicates the violation

occurred, and a notice for the student to meet with the conduct officer. Conduct meetings may be arranged by telephone and verified with written notification of the meeting.

Conduct Meetings and Hearings

During this meeting, the conduct officer will share any information that indicates the student may have violated policy, and the student will have the opportunity to present information on their behalf. Should the conduct officer determine that a preponderance of the evidence indicates the student is responsible for violation of policy, and the appropriate sanction does not include suspension or expulsion, the conduct officer may make a determination of responsibility at the conclusion of the meeting. If the student is found responsible, the conduct officer shall assign sanction(s), condition(s) and/or restriction(s) appropriate for the violation *(see General Sanctions)*. The student is responsible for completing the sanctions as assigned within the appropriate time-frame. The conduct officer shall send the student written notification of the results of the meeting, the assigned sanctions, and provide information on the student's right to appeal (*see Appeals Process*). Should the appropriate sanction(s) for the offense include removal from student housing, suspension or expulsion, or should the student's prior disciplinary record establish a behavioral pattern that justifies removal from housing, suspension or expulsion, the conduct officer shall notify the student of his/her right to a judicial hearing and allow the student to accept or deny responsibility for the alleged violation(s). By accepting responsibility, the student also agrees to comply with the sanctions deemed appropriate. By denying responsibility, the student chooses to have a conduct hearing before the appropriate hearing body (*see Hearings*). Should the conduct officer determine that the preponderance of evidence indicates that the student did not violate policy, the case is dismissed and the related information removed from the student's record. (For cases involving academic dishonesty, *see the section on Allegations of Academic Dishonesty.*)

Hearings

Hearings are generally conducted by a conduct officer or conduct board but may be conducted by other hearing bodies *(see Exigent Circumstances)*.

Hearing Guidelines for Alleged Academic and Behavioral Misconduct

In all cases the following procedural hearing guidelines shall be applicable:

1. The accused shall be given notice of the hearing date and the specific charges no less than three business days in advance. The University will notify students of charges by delivery of notice to the last known or local campus address by any reasonable means available. Students having moved and not notified the University, or those who refuse to accept delivery will not be excused from their obligation to attend.
2. The accused shall be given reasonable access to his/her case file, which will be retained in the office of the Dean of Students except in cases of alleged academic dishonesty, when the case file will be retained in the office of the Provost.
3. Accused students who fail to appear for an initial meeting with a University official after proper notice will be deemed to have accepted responsibility for the alleged violation pending against them. In addition, they will be charged with failure to comply with the directions of a University official in performance of his/her duty. An accused student who fails to appear for a scheduled hearing will have the case heard against him/her in his/her absence.
4. The conduct hearing officer, board, or council may request the attendance of any person who can give pertinent information in a case to be present at the hearing. Such requests may be personally delivered or sent by campus mail, first class mail, or certified mail, return receipt requested. University employees and students are expected to comply with requests for attendance at such cases, unless compliance would result in significant and unavoidable hardship or substantial interference with normal University activities. In cases in which a witness is unable to appear, he/she may submit a statement which describes his/her testimony. Such statements will be accepted for use only if signed by the witness. The accused shall have the opportunity to refute the information in the statement.
5. Hearings will normally be closed. Only those persons directly involved with the hearing may be present.
6. The presiding officer of each board, council or the conduct hearing officer shall exercise control over the proceedings to avoid needless consumption of time and to achieve an orderly completion of the hearing. Any person, including the accused, who disrupts a hearing may be excluded by the presiding officer, conduct hearing officer, or by the board adviser.
7. Conduct hearings will be recorded or transcribed. If, due to technical difficulties, a recording is not feasible, the chair of the board should write a summary of the testimony as soon after the hearing as is feasible in case of appeal. The decision of the board, administrative hearing officer or council should include a summary of the testimony and evidence in such cases as well. Deliberations in any case will not be recorded.
8. Any party may challenge the seating of a board member due to alleged personal bias.
9. Witnesses and others giving information in a hearing shall be asked to affirm that the information they are giving is truthful. Students who provide untruthful information are subject to Honor Code charges.
10. Persons giving information in a hearing, excluding the accused and the complainant and their advisors, if appropriate, will be excluded from the hearing during the testimony of other persons. All persons except board or council members or conduct officers, and their adviser if requested by the board, will be excluded during the deliberations of a board.
11. The University has sole authority to charge students. Individuals who bring complaints shall be considered to be witnesses and shall be excluded as noted above except as required by law. The burden of proof is on the University.
12. Board, council members or the conduct hearing officer shall ask all questions of all witnesses as necessary and appropriate. If the accused wishes to have a witness answer a question, he/she shall present the question to the board or administrative hearing officer.
13. The Dean of Students may appoint a special presiding officer for boards in particularly complex cases or under other special circumstances he/she feels appropriate. Such presiding

officers shall be nonvoting.

14. Recommendations by the board or council shall be by majority vote of board members in attendance. All decisions shall be made based upon the preponderance of the evidence presented.
15. The student's previous disciplinary record shall not be considered during the consideration of a particular charge. If the student is found responsible for a violation, the University Conduct Board will be informed of the student's previous disciplinary record so that it may be considered in determining the recommended sanction(s).
16. The accused shall be informed orally of the decision of the conduct board or conduct hearing officer when feasible. Such notification will be followed up by written notice from the Dean of Students or his/her designee.

Appeals

Students found responsible for violations of the Honor Code may file an appeal within the following guidelines. All appeals must be based on one or more of the following conditions:

1. There was a violation of due process which materially affected the outcome of the hearing, decision, or case.
2. There is new evidence which was not available at the time of the earlier hearing or meeting or which could not have been discovered with due diligence on the part of the accused or his/her adviser.
3. The sanction assigned for the offense was grossly inappropriate based upon the seriousness of the offense.

Decisions of responsibility made by conduct officers during an administrative conduct meeting may be appealed to the Dean of Students or his or her designee, whose decision is final. Decisions of responsibility made by the University Conduct Board, or other hearing bodies used during exigent circumstances, may be appealed to the University Conduct Appeals Committee whose decision is final. Decisions of responsibility made by the Honor Council in cases involving academic cheating or plagiarism may be appealed to the President of the University, whose decision is final.

To be considered, appeals must meet the following criteria:

1. Clearly indicate the basis for appeal as indicated above.
2. Be submitted in a typewritten format.
3. Be submitted within three business days of the delivery of the written notice of the original decision.

The person or committee to whom the appeal is made will decide whether to hear arguments or base the decision upon the letter of appeal, any new evidence, and the case record. The person or committee reviewing the appeal may do one of the following:

1. Reject or amend the finding of the original decision maker as to responsibility of the student for the offense(s).
2. Reject or amend the sanction(s) as assigned by the original decision maker and assign any other sanction(s), with the exception that the sanction(s) may not be made harsher.
3. Return the case for rehearing by the original person or body. In such cases the person or body hearing the appeal should state the reasons for the assignment for rehearing (i.e. violations of due process). Cases reheard shall be heard completely as if never heard before.

Student Rights and Responsibilities

The following rights and responsibilities exist for students of Francis Marion University who are charged with violations of the student conduct:

Student Rights

1. The right to written notice of the charges placed against them.
2. The right to be informed of the witnesses and/or evidence which will be used against them.
3. The right to have the case determined in a fair and impartial manner through a hearing or other judicial proceeding.
4. The right to present evidence and witnesses on their own behalf and to dispute the evidence or witnesses used against them in the case.
5. The right to have only those charges about which the student has been notified in writing heard at the hearing on those charges.
6. The right not to implicate himself or herself in a violation.
7. The right to be assisted by any member of the Francis Marion University community in defending themselves against the charges placed against them. This assistance may include helping the accused student to prepare his/her defense against the charges, attendance with the student to any meetings and/ or hearings on the matter, or assisting the accused to prepare questions to ask at the hearing, etc. This person may not represent the accused at a hearing (e.g. ask questions, argue points, or even speak on his/ her behalf) or other meeting.
8. Though appeals are not a right, students are encouraged to exercise their option to appeal a decision.
9. The right to ask questions of witnesses and others presenting information in this case. In cases in which such evidence is in the form of a statement, the student will have the right to dispute the information in the statement.
10. For a student to be found responsible for the acts alleged, the person or body hearing the case must believe him/her to be responsible for the violation by a preponderance of the evidence (the greater weight of the evidence must indicate responsibility for the violation).
11. The student is presumed to be innocent until proven responsible by the University. The burden of proof is on the University.
12. The right to notice of the maximum allowable penalty (i.e., permanent dismissal).
13. The right to a written decision specifying the rule(s) violated, sanctions assigned if found responsible, and right to appeal the decision.
14. The right to challenge the seating of any board member or other hearing officer for good cause. The dismissal of a challenged hearing board member shall be at the discretion of the hearing board chairperson. If the chairperson is challenged, he/ she may be excused by a majority vote of the board. Dismissal of a hearing officer may be determined by the supervisor of the person in question. This does not apply to the faculty member who charges a student with academic dishonesty.
15. The right to be treated with respect within the student conduct process.
16. The right to request an open hearing of the charges placed against the student. Such a request may be granted if agreed to

by all parties directly involved in the case; if the hearing would not, in the opinion of the Dean of Students, be disruptive to the campus environment; and attendance can be limited as a result of the facility in which the hearing is being held.

Student Responsibilities

1. The responsibility to attend all hearings or meetings when scheduled.
2. The responsibility to take receipt of any notices or other written documents related to the charges against the student.
3. The responsibility to avoid any acts by him/herself or others at his/her direction which threaten, or may appear to threaten, witnesses or others who might give information in the case.
4. Any appeals must be submitted within stated deadlines and must address one or more of the bases of appeal noted above in order to be valid. Failure to submit an appeal in a timely manner voids the option to appeal.
5. The responsibility to treat those persons involved in the judicial process with respect.
6. The responsibility to comply with the requests of University officials who are part of the student conduct process.
7. The responsibility to comply with any sanctions placed against the student as a result of the charges for which he/she is found responsible, and to understand that failure to comply is a separate offense for which the student may be charged.

General Sanctions for Student Misconduct

If a student is found responsible for violating the code, one or more of the following sanctions may be determined as appropriate. Normally there will be a presumptive sanction for each offense; however, sanctions may be altered due to mitigating or aggravating circumstances for each violation. Multiple offenses, previous offenses, violations of probation and other factors may alter the appropriate sanction for a particular offense. Students should be aware that expulsion from the University may be appropriate for any offense if aggravating circumstances apply.

1. **Expulsion** - Permanent, forced withdrawal from the University. The student will forfeit all fees paid for the semester in question.
2. **Indefinite Suspension** - Forced withdrawal from the University for an indefinite period of time. The student will be required to complete specific tasks prior to consideration for reinstatement. The student will forfeit all fees paid for the semester in question. Students may not have transcripts, grades or other University records of attendance sent to other persons during the period of the suspension. The student may not have credit for courses taken at other institutions during the period of suspension transferred back to Francis Marion University for credit without the permission of the vice president for Student Life.
3. **Suspension** - Forced withdrawal from the University for a specified period of time, generally no less than one semester. The student will forfeit all fees paid for the semester in question. Suspension may be deferred pending appropriate completion of tasks assigned by the University. Students may not have transcripts, grades or other University records of attendance sent to other persons during the period of the suspension. The student may not have credit for courses taken at other institutions during the period of suspension transferred back to Francis Marion University for credit.
4. **Conduct Probation** - A student placed on conduct probation is not in good standing with the University. Disciplinary probation is assigned for a specified period of time and may include conditions, restrictions or expectations of the student. Any violation of the terms of probation during the specified period will be deemed as a separate offense for which suspension is the appropriate sanction. Restrictions to be included within conduct probation will be determined based upon the particular offense and the disciplinary record of the offender. Sanctions for policy violations that occur while a student is on conduct probation are enhanced.
5. **Fines** - The student will be charged a specified fine as deemed appropriate for the particular offense. Fines may be adjusted due to mitigating or aggravating factors with each offense. Fines will be used only in limited circumstances in which the conduct officer or board feels that they will be educational in nature. Failure to pay fines by a specified date will be deemed a separate offense and may result in increased fines and/or more severe sanctions.
6. **Restitution** - Upon direction from the University, the student must pay restitution to the aggrieved party or complete a specified task or number of hours of work on a project designed to ensure some form of restitution to the University. Failure to complete the assignment by a specified date will be deemed a separate offense and may result in more severe sanctions.
7. **Written Reprimand** - The student will receive a written notice that he/she has committed an offense. A copy of the notice will become an official part of the student's disciplinary record.
8. **Admonition** - The student will be provided an admonition. A notice of the admonition will be entered in the student's disciplinary record.
9. **Educational Sanction** - The student will be assigned a project which is deemed appropriate to the offense for which he/she is found responsible. This may include but not be limited to mediation or other alternative dispute resolution, writing projects such as papers on a topic related to the offense, public speaking assignments, educational workshops such as alcohol or drug education programs, and other projects.
10. **Removal from Residential Facilities** - If a student is currently living in campus housing he/she may be removed for a specified or indeterminate period of time depending upon the offense. In such cases, the student will forfeit all housing fees paid for that semester.
11. **Loss of Participation Privileges** - The student will lose his/her privilege of participating in one or more activities such as visitation, loss of vehicle use, intramural participation, co- curricular involvement such as student organization membership/leadership, varsity athletics, or access to nonessential facilities, etc.

Interim Suspension

The University may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. This interim suspension will become effective immediately without

prior notice whenever there is evidence that the continued presence of the student on the University campus poses a substantial threat to him or herself or to others or to the stability and continuance of regular University functions. A student suspended on an interim basis may be given an opportunity to appear personally before a designated Student Life official, depending on the circumstances of the incident. Regardless of whether the student appears personally to appeal an interim suspension or in writing, the appeal must be based on one or both of the following:

1. The reliability of the information regarding the student's conduct, including the matter of his or her identity;
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the University campus poses a substantial threat to him or herself or to others or to the stability and continuance of regular University functions. Should it be determined that the student no longer poses a threat, or the surrounding circumstances are no longer present, the interim suspension may be lifted. If a threat is determined to exist, the student will be required to remain off campus until a hearing on the charges placed against him or her are held. If a student is suspended on an interim basis and is later found not responsible for the charges, or if he/she receives a sanction of less than suspension from the University, every reasonable effort will be made to allow the student to make up any work missed during his/her suspension. Interim suspension typically includes a "no trespass" order issued by Campus Police, which if violated, could result in further disciplinary action by the University. The University "no trespass" order prohibits a student's presence at any University property or facility, including classrooms, campus housing and surrounding areas, and from attending campus activities. Coursework during the interim suspension is at the discretion of the faculty member and accommodations for missed coursework and attendance is limited to up to four weeks. Students out of classes for more than four weeks will receive either a withdrawal or an incomplete grade as determined by the instructor. No passing grade will be issued while the interim suspension is in place. This policy applies to all classes, including online classes.

Graduating seniors on interim suspension will not be allowed to graduate from the University while an investigation is in progress.

Conduct Regarding Student Organizations

Student groups and organizations may be charged with violations of this code. A student group or organization and its officers may be held collectively or individually responsible for violations of the Code. While student organizations and their governing bodies (e.g. IFC, NPHC, NPC organizations) may have internal disciplinary processes, the University reserves the right to take conduct action as needed. Activities which result in violations will be deemed to have involved a student group or organization when one or more of the following conditions are shown to exist, or to have existed:

1. A casual observer would associate the activity with the organization.
2. The activity involved an expenditure of organizational funds.
3. A significant portion of the members of the organization were present.
4. The activity received tacit or overt consent or encouragement by the organization or its leaders, officers, and/or spokespersons.
5. Any officer or the adviser was aware of the event before it took place.
6. Individual members of the organization were responsible for the activity and the officers and/ or adviser fail to identify them to appropriate University officials.
7. The event was publicized either in written form or by word of mouth as an organizational event.
8. The organization's adviser and/or executive officers were aware of the event before it took place and failed to prohibit it or take steps to ensure that the event was in compliance with the University Code of Conduct.
9. The activity took place on organization property, in space leased by the organization, or in a private residence known by the casual observer to be a location used for organizational activities.

The investigation of the alleged violations will be conducted by appropriate members of the Student Life staff. The Dean of Students or his/her designee based upon that investigation and information presented by the organization, will determine whether a violation of policy occurred or not. If it is determined a violation did occur, the Dean of Students will assign an appropriate sanction. The organization may appeal the decision of the Dean of Students or his/her designee within three business days of the written notification of the original decision.

Exigent Circumstances

The Dean of Students or his/her designee may implement other procedures relating to the administration of the Student Conduct Section under the following conditions:

During vacation periods, between semesters, immediately preceding, during, and immediately after examination periods, and during periods in which a hearing may not be feasible, and/or instances in which the gravity of the matter could present a risk to the student's well-being and/or confidentiality.

Parent/Guardian Notification of Alcohol or Drug Policy Violations Section 444 of the General Education Provisions Act (20 U.S.C. 1232g) was amended by Congress in 1998 to authorize University officials to notify parents or guardians when students have violated alcohol or drug policies. Effective August 1, 2000, Francis Marion University will implement the following criteria for parent/guardian notification. A student's parent or guardian may be notified about a student's involvement in an incident involving alcohol or a controlled substance when the following criteria are met:

1. The student has either accepted responsibility or has been found responsible for violation of University alcohol and drug policy.
2. The student was under 21 years of age at the time he or she was found responsible for violating University alcohol or drug policy. Once the above criteria have been met, the Dean of Students Office may notify the official parent or guardian of record for the student of the violation and resulting sanctions. Notification will be in the form of a letter, a copy of which will be placed in the student's disciplinary file.

If the incident in question placed the student at risk, the

University may contact the parent or guardian of record prior to any finding of responsibility. Additionally, if the University becomes aware of exigent circumstances that indicates notification is not in the best interest of both the University and the student, notification may be waived by the Dean of Students.

Portions of the materials in the FMU Code of Student Conduct are adapted from similar documents at The University of Maryland, The University of Tennessee, Knoxville, University of Delaware, Spelman College, Texas Tech University and other materials from sources provided by the Association for Student Conduct Administration and its members. Definitions of cheating and plagiarism are adopted from "Student Rights and Responsibilities" (1970) the Student Handbook of the University of Kentucky, Lexington, Ky.

UNIVERSITY POLICIES

Discrimination, Harassment, and Retaliation

Francis Marion University does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding discrimination, harassment, and/or retaliatory complaints regarding harassment.

Vice President for Administration
P.O. Box 100547
Florence, S.C. 29502-0547
105 Stokes Administration Building
Tel. No. 843-661-1146

Harassment is unwelcome offensive conduct, written, verbal, or physical, that occurs when a reasonable person would find that such conduct creates an intimidating, hostile, or offensive educational, work, or living environment. A hostile environment is created when speech and/or actions are so severe, persistent, or pervasive as to limit or deny one's ability to participate in or benefit from an activity or educational program.

The University procedures are intended to protect the rights of both the complainant and the accused, protect privacy, and prevent retaliation. Unwelcome behavior that may be construed as discrimination or harassment should be reported. However, intentionally false allegations will not be tolerated and may result in sanctions. The University is obligated to investigate any reports of discrimination or harassment and will consider action as warranted.

No one may be subject to restraint, interference, coercion, reprisal, or retaliation for seeking information about discrimination or harassment, bringing a good faith complaint, or serving as a witness.

This policy is not intended to infringe on the rights of members of the faculty to exercise academic freedom within the framework of the teaching and learning environment of the University.

Hazing Policy

As noted above in Standard of Conduct 18, the University will take action against any club or organization which has committed an act of hazing as defined by the code. In addition, such organizations and their individual members face criminal prosecution under the laws of the state of South Carolina. Below is a description of the law under which such action may be taken.

According to South Carolina law: "It is unlawful for any person to intentionally or recklessly engage in acts which have a foreseeable potential for causing physical harm to any person for the purpose of initiation or admission into or affiliation with any chartered student, fraternal, or sororal chartered organization. Fraternity, sorority, or other organization for the purposes of this section means those chartered fraternities, sororities, or other organizations operating in connection with a school, college, or university, but shall not include fraternal organizations with a minimum age limit of 21 that do not operate in connection with a school, college, or university. This section does not include customary athletic events or similar contests or competitions, or military training whether state, federal, or educational." It is also unlawful for any person to knowingly permit or assist any person in committing acts made unlawful by the above or to fail to report promptly any information within his/her knowledge of acts made unlawful by the above to the chief executive officer of the appropriate school, college, or university.

The implied or express consent of a person to acts which violate the above does not constitute a defense to violations of these sections.

Any violator of the law is subject to criminal conviction and may be fined, jailed, or both.

Grade Change Policy

If a mistake was made in calculating or recording a term grade, the instructor of the course may change the grade. A change of grade may occur only within one calendar year from the receipt of the grade.

1. A faculty member seeking to change a student's term grade because of a mistake must request the change on the appropriate form, which may be obtained from the Office of the Registrar.
2. The department chairperson or dean shall approve or disapprove change of grade requests. If approved, the requests will be sent to the Registrar with instructions to make the necessary corrections on the official record.

If a student wishes to appeal a grade in a course, he/ she has the right to do so. In order to appeal a grade, the student must follow the grade appeals process listed below (for more information, *see the University Catalog)*.

GRADE APPEALS POLICY

Grade Appeals Committee

MEMBERSHIP: The Grade Appeals Committee will consist of five faculty members to be elected by the faculty at large. The committee will elect the chair.

FUNCTION: The committee will hear final course grade appeals

**The FRANCIS MARION UNIVERSITY SEXUAL MISCONDUCT (TITLE IX) POLICIES AND PROCEDURES, adopted August 14, 2015, supersedes all statements in this handbook concerning discrimination, harassment, sexual misconduct, and retaliation. The final edition of the 2020-21 FMU Student Handbook will incorporate all changes necessitated by the new policy.*

not resolved at the level of the academic unit.

GROUNDS FOR APPEAL: Unless the faculty member has acted in an arbitrary or capricious manner in the assignment of the final course grade in question or unless the instructor's grading policy is in violation of the guidelines established by the University or his/her own policies as noted in the syllabus or other written documents, it is the right of the instructor to determine whether or not the final course grade should be changed.

PROCEDURES: The committee will meet as necessary, and is called by the Committee Chair. Appeals for grade changes may not be made after 60 days from the date the grade was given. The following procedures will be followed:

1. The student will first attempt to resolve the issue by consulting with the instructor.
2. If the issue is unresolved after consultation with the instructor, the student will then consult with the department chair/school dean to attempt a resolution.
3. If the matter is not resolved after consultation with the instructor and the chair/dean, then the student may petition the chair/dean who will forward the matter to the Grade Appeals Committee. The petition must include the following items: a completed petition form signed by the instructor of the course (unless the instructor is no longer a member of the Francis Marion University faculty), the student's adviser, and the chair/dean of the academic unit that offered the course; a letter explaining the basis for the grade appeal; and if applicable, supporting documents and a list of any other evidence to be presented. The student's argument will be limited to statements from the student and the evidence delineated in the petition.
4. Upon receipt of a completed grade appeal petition, the chair of the Grade Appeals Committee will promptly inform the faculty member, the appropriate department chair/school dean, and the Provost. The committee chair will also make available to the faculty member a copy of the petition and the supporting documentation.
5. The Grade Appeals Committee, upon receipt of a student's grade appeal petition, might seek additional information and advice, as it deems necessary. In some cases, the committee may conduct a hearing, as when the student, faculty member, or committee members might ask for one. Because this hearing is for informational purposes only, it should not replicate judicial proceedings. No legal counsel shall be permitted to appear.
6. Within ten workdays after a decision, the Chair of the Grade Appeals Committee will notify the student, the faculty member, the appropriate department chair/school dean, and the Provost of the committee's findings and recommendations. If the Grade Appeals Committee, through its inquiries and deliberations, determines that the grade should be changed, it will request that the instructor makes the change, providing the instructor with a written explanation of its reasons. Should the instructor decline, he or she will provide an explanation for refusing.
7. If after considering the instructor's explanation the Grade Appeals Committee concludes that it would be unjust to allow the original grade to stand, the Committee may then recommend to the appropriate department chair/school dean that the grade be changed. The chair/dean in consultation with the instructor will assign the appropriate grade. Only the chair/dean, upon the written recommendation of the Grade Appeals Committee, has the authority to effect a change in grade over the objection of the instructor who assigned the grade.

Petition forms for filing a grade appeal are available at the offices of academic department chairpersons.

Intellectual Property Policy

Francis Marion University supports the development, production, and dissemination of Intellectual Property, including copyrights, patents, trademarks, and any intellectual creation by its faculty, staff, and, if significantly involved in the creation of Intellectual Property, its enrolled students. Furthermore, the University seeks to encourage and reward creativity and innovation while still retaining for the University, when appropriate, reasonable access to, and use of, the Intellectual Property for whose creation the University has provided assistance.

Francis Marion University, faculty, and staff acknowledge that the mutual obligations of trust, good will, equity, and fair dealing are indispensable foundations and the guiding principles of this policy.

The creator/inventor of Intellectual Property must play the active role in any process to license and protect Intellectual Property. The creator/inventor assumes the responsibility of complying with all processes involved with the licensing and protection of Intellectual Property consistent with State and Federal laws, State and Federal conflict of interest regulations, as well as University policy. Nothing set forth in this policy shifts this obligation from the faculty member, staff member, or student to the University.

It is the intent of the University that each faculty member, staff member, or student shall be the copyright owner of works created by the individual and at the individual's own initiative for academic purposes. These works would include, but not be limited to, scholarly works, class notes, class syllabi, books, articles, literary compositions of any discipline, artistic works, scientific works, dance, sculpture, visual arts, audiovisual works including any interactive or educational programs, sound recordings, as well as courseware development for distance education programs. Revenue derived from Intellectual Property owned by individuals belongs to the individuals.

Clarification of ownership and/or rights to Intellectual Property may be necessary. The University, faculty, staff, and/or students may enter into a memorandum of agreement regarding Intellectual Property rights at any time. If the Intellectual Property is commissioned by the University or one of its components pursuant to a signed contract or is created as a specific requirement of employment or as an assigned duty by the University, the Intellectual Property is owned by the University unless prior agreement has been made otherwise. Revenue derived from Intellectual Property owned by the University is credited to the University's general funds.

Intellectual Property that results from substantial use of University resources or facilities may create a joint ownership of the Intellectual Property between the University and the individuals who contribute to the creation of the Intellectual Property. The University and the individuals may agree to such an arrangement

in writing.

Any disagreements, conflicts, and/or special requests for development of Intellectual Property shall be submitted to the Provost for further action as may be deemed necessary.

The Faculty Life Committee shall have general oversight of Intellectual Property issues. At the request of the Provost, the Committee shall review any matters relating to disagreements, conflicts, and/or special requests for development of Intellectual Property. The Committee shall make determinations and recommendations to be transmitted to the Provost. Further, the Committee shall review on a regular and ongoing basis University policy as to Intellectual Property. Any recommendations and/or concerns shall be transmitted to the Provost of the University.

The mutual obligations of trust, good will, equity, and fair dealing create the opportunity for an early and amicable resolution of any matters relating to Intellectual Property. If a mutually acceptable resolution cannot be obtained, the Provost shall advise the University President. The President shall make the final determination.

English Language Proficiency

English has been designated the primary language of all faculty members at Francis Marion University since fall 1991. "Primary" language is defined as written and spoken English comparable to that of a native speaker. If the University considers employing on its full-time teaching faculty a candidate whose second language is English, that candidate will:

1. Give a lecture in his/her discipline in English to students and faculty who will assess the candidate's fluency in English on the basis of being able to comprehend fully the content of the lecture.
2. Submit a letter of interest and, when applicable, additional samples of written work.

The English Fluency in Higher Education Act of the South Carolina General Assembly requires that each public institution provides assurance that there exists an adequate procedure for students to report grievances concerning the inability of instructors to be understood in their spoken or written English. At FMU, students should state such a grievance in a scheduled meeting with the chairperson of the department or dean of the school involved.

The department chairperson or school dean will then arrange for a meeting among the chairperson or dean, the grieving student(s), and the instructor. It is the responsibility of the chairperson or dean to find a satisfactory resolution to the grievance and to report the resolution to the Provost.

Speech and Demonstrations Policy

Recognizing the rights of free speech and peaceful assembly as guaranteed by the First Amendment of the United States Constitution, and as fundamental to the democratic process, the University supports the rights of students to express their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree.

The University also recognizes a concurrent obligation to develop policies and procedures which safeguard this freedom of expression but which, at the same time, will maintain on the campus an atmosphere conducive to academic work, preserving the dignity and seriousness of University ceremonies and public exercises and respecting the private rights of all individuals. Thus, the University has established regulations intended to regulate the time, place and manner of such activities in compliance with the constitution in order that demonstrations do not prohibit the freedoms or rights of other members of the University community.

The following regulations are intended to enumerate the essential provisions necessary to reconcile freedom of assembly with responsibility in any campus meeting conducted for the purpose of expressing opinions of the participants.

1. Gatherings should be reviewed by the vice president for Student Life and the University Space Committee to ensure that they comply with all time, space and manner regulations.
2. Gatherings may be conducted in areas which are generally available to the public, provided that such gatherings:
   a. Are conducted in an orderly and peaceful manner.
   b. Do not obstruct in any way pedestrian or vehicular traffic.
   c. Do not interfere with classes, scheduled meetings, events, ceremonies or with other essential processes of the University.
   d. Are held in assigned meeting rooms inside a building.
3. Meetings which would impose an unusual demand upon staff or facilities must have approval regardless of where they are held on campus.
4. Violation of the above stated policy or any University regulations which occur during such a gathering will result in appropriate disciplinary action.
5. Persons who are not members of the University community, as well as those who are, may not engage in activities which disrupt, obstruct, or in any way interfere with the pursuits of teaching, learning, campus activities, or any other University process.

Student Room Entry Policy

Francis Marion University reserves the right for authorized University personnel to enter student residential rooms and apartments (hereinafter referred to as room(s) for the following reasons:

1. In order to perform routine custodial services, to make improvements and repairs, and to provide routine maintenance services. This may include agents of the University providing contracted services.
2. For the purposes of inspection to ensure that health, fire, and safety standards are maintained. This may include agents of the University providing contracted services.
3. In emergency situations in which entry is deemed necessary to protect the lives and/or safety of students or other persons present at the time of the emergency, or to perform emergency repairs to prevent damage to persons or property. This may include law enforcement and other University personnel.
4. For the purposes of enforcement of the University Code of Student Conduct when it is believed that an illegal act, or an act which violates University standards of conduct, is taking place or has taken place, in order to collect information regarding the alleged violation and/or when failure to do so may result in the destruction of evidence of the alleged violation. This may include any University personnel other than law enforcement personnel.

5. By law enforcement officers in the performance of their statutory duties and in accordance with legally defined procedures governing search and seizure.

Procedures

In situations one (1) and two (2) above, every effort will be made to provide at least 24 hours advance notice to the residents of the room and to allow the presence of the residents during the entry of the room by University personnel. The presence of the residents is not required in order for these types of entry to take place.

In situation three (3), four (4) and five (5) above, advance notice of the entry is likely to be impossible and the presence of residents is not necessary.

In all of the situations described above every effort will be made to provide notice of the room entry if residents are not present at the time of the entry. This notification will include a Francis Marion University "Room Entry Notification Form." If the entry is made for law enforcement purposes related to a properly executed search warrant then the appropriate legal notification procedures will be made by law enforcement personnel.

Procedure for Room Entry - When a University official desires to make a room entry, she/he should knock on the door of the room, identify herself/himself by name and position, and allow an appropriate amount of time for residents to open the door. Should an appropriate time elapse and the door not be opened by residents, the University official should announce that he/she is about to enter the room by use of a key. After such notice, the official may do so. There are some circumstances in which it may not be safe or otherwise appropriate to follow these procedures. In those cases, University officials may let themselves into the room by use of a key without notice. The official may be asked to justify this decision should subsequent disciplinary action be taken against the residents of the room and /or other actions occur which make such justification necessary.

Procedure for Room Inspection - A room inspection is conducted for the purposes of determining if certain services must be provided within a room and/or if violations of University policy, the University Code of Student Conduct, or local, state or federal laws are occurring or have occurred. This may include any University official other than law enforcement personnel.

Procedure for Room Search - In order for a University room search to take place, permission must be granted in advance by the Dean of Students, the vice president for Student Life, or their designee, or the resident(s) of the room must give consent. University officials may enter a room as noted above in order to conduct such a search. At the time of the search, if the search has been approved as noted above, those conducting the search will be in possession of a permission to search form which indicates such approval. This notice will be presented to a resident of the room at the time of the search if a resident is available. If a resident is not available, then the notice along with a room entry notification form will be left in plain view in the room.

If circumstances necessitate that University officials make a room entry in order to determine if a violation of University policy is taking place, has taken place, or will take place, they may request permission of the resident(s) of the room to allow them to search. If consent is given by the resident(s), the resident(s) and University official should complete a Consent to Search.

Form in lieu of the above stated policy description. Residents may be present in the room during a search unless their presence becomes disruptive. Disruptive students may be removed from the room and will be subject to disciplinary action and possible criminal prosecution. Items found during the search which may violate University policy or local, state or federal law will be confiscated. If items are confiscated a list of those items will be provided to the resident and/or left in the room.

DEFINITIONS

Room Entry - A room entry is defined as any entry into a student's private living quarters for the purposes of conducting University business. Personal visits by University staff (e.g. Resident Assistants) to student rooms are not considered a room entry for the purposes of this policy.

Room Inspection - A room inspection is defined as an entry into a student's private living quarters for the purpose of conducting University business and may include the physical examination of the furniture, fixtures and other items of University owned or maintained property within the room. It may include the opening of drawers, closets, etc. but should not include the movement of a resident's personal belongs except in the case in which this is necessary to visually examine University owned or maintained property.

University Room Search - A University room search is defined as the entry into a student's private living quarters for the purpose of conducting University business and the enforcement of the University Code of Student Conduct or other policies. It may include the close physical examination of all fixtures, furnishings, personal property and other items within the room. Items found during such a search which appear to violate University policy may be confiscated and may be destroyed based upon the actual nature of the items. Potentially illegal items found during such a search will be turned over to law enforcement personnel for possible criminal prosecution. Such a search may not be instigated for law enforcement purposes and may not occur at the request of law enforcement personnel for such purposes. Such a search may be conducted by University officials other than Campus Police officers. At least two University officials must be present during any search. Items discovered in the room which may be illegal or in violation of University policy may be used as evidence in judicial hearings.

Search for Law Enforcement Purposes - A search for law enforcement purposes is defined by local, state and federal laws and is governed by the Fourth Amendment to the U.S. Constitution. Permission for such a search must be approved by appropriate and duly constituted legal authorities and will not be conducted by University personnel other than law enforcement personnel. Every effort will be made to assure that a University official is present during such a search.

University Official - For the purposes of this policy the term University official shall refer to any University employee (whether full-time or part-time, student or nonstudent) acting in his or her official capacity and within the bounds of his/her authority.

Private Living Quarters - Private living quarters, for the purpose of this policy, is defined as any area of the residence hall except common areas such as study rooms, hallways, bathrooms, etc. In the apartments, these are defined as the entire apartment.

Consent - Consent is defined as the oral or written permission to perform an act.

Plain View - Plain view is defined as anything which may be seen from a central location in a room (e.g. on a desk or bed, on the floor, etc.).

Literature Distribution Policy

The publicizing of events or programs sponsored by the University, University departments, or officially recognized student organizations is a necessary part of insuring the success of these functions. The University has appropriate designated areas for the purpose of providing a place for appropriate departments, groups, organizations, and individuals to post or distribute their respective notices. The purpose of these procedures is to outline guidelines for the general posting and distribution of publicity material(s) as well as guidelines for the use of designated places on campus for the posting of said material(s). Requests for exceptions to any part of this policy must be made in writing to the Office of Student Life. All materials must be submitted for approval prior to posting. Approval may be given by the Office of Student Life for general posting, or by the individual department for posting on departmental bulletin boards.

Policy

1. Only recognized student organizations, University departments, academic units, faculty, staff, and students may post or distribute materials on campus. All commercial posting by off-campus businesses, organizations, entities, and individuals is prohibited unless sponsored by a recognized student organization, University department, or academic unit. Posted materials must clearly identify the sponsoring entity.
2. Posted materials must clearly promote the activity publicized and the sponsoring University organization as its primary message, rather than the commercial advancement of the non-University affiliated entity or product. If the name, logo, trademark, slogan, or similar identifier of a non-University affiliated entity or product appears on printed material, it must not appear as the dominant message. Materials may not advocate illegal activity, or any activity that is in conflict with the mission of the University. Materials posted or distributed must be in accordance with all University policies as well as local, state, and federal laws. Promotion of activities involving alcohol may not be the primary focus of any materials posted.
3. The expiration date on all printed materials for posting will be a maximum of two weeks from the date of approval for all flyers (11 inches x 17 inches or less) and one week from the date of approval for all banners (larger than 11 inches x 17 inches). It is the responsibility of the event sponsor or individual to remove the materials on or before the expiration date.
4. The University reserves the right to deny approval for materials that advertise events in conflict with previously scheduled University activities or with the mission of the University.
5. Flyers may be posted only on bulletin boards or other approved areas. It is prohibited for flyers, posters, banners or any other form of advertisement to be posted on vehicles, trash cans, sidewalks, support columns, lamp posts, buildings, trees, signs, signposts, or any other area which does not fall under one of the appropriate categories outlined in this policy. The use of chalk, paint, or other related substance for advertisement on these surfaces is strictly prohibited.
6. Flyers may be posted only on bulletin boards as designated below, upon receiving the proper approval:
   - Official University Notices - Only items sponsored by the University or an official University department may be placed on bulletin boards or areas designated in this manner.
   - Student and Organization News - Only items sponsored by officially recognized and registered student organizations may be posted on bulletin boards or areas designated in this manner.
   - General Use - Items may be posted by individual members of the FMU community on bulletin boards or areas designated in this manner.
   - Department Bulletin Boards - Only items approved by the department responsible for the bulletin board may be posted on these boards.
   - Only tacks or staples may be used to attach flyers to bulletin boards. Flyers may not be adhered to any painted surfaces, door frames, doors, windows, or walls. Exceptions to this guideline may be made by the Dean of Students Office, or the University official responsible for the space. Only one copy of each posting is allowed on an individual bulletin board.
7. The unauthorized removal, defacement, or posting over of any materials posted in accordance with this policy is prohibited.

Guidelines

The following guidelines must be followed in regards to posting or distributing materials in the designated locations:

- Classrooms - Posting or distribution of materials is prohibited in classrooms.
- Academic Buildings - Most bulletin boards in academic buildings are for the use of academic departments for official notices. Academic buildings may have bulletin boards designated for other uses as indicated. Distribution of materials in the academic buildings is prohibited. Departmental approval is required to post materials on any departmentally sponsored bulletin boards.
- Student Residential Facilities - Distribution and posting of materials in the residential areas of campus is strictly prohibited. Bulletin boards inside residence halls are for the official use of the housing and residence life staff only. All materials posted in the residence halls must be approved by the director of housing. In the Housing Office Complex, there may be bulletin boards designated for other uses as indicated.
- Ervin Dining Hall - Flyers may be placed only on bulletin boards as designated in policy #6. Generally, distribution of materials is prohibited in the Ervin Dining Hall unless promoting an official University activity. The director of dining services may consider special requests.
- Rogers Library - Distribution and posting of materials in the library is strictly prohibited. Bulletin boards inside the library are for official use only. All materials posted in the Rogers Library must be approved by the dean of the library.

- Smith University Center - Distribution and posting of materials in UC is acceptable with published guidelines. Flyers may be placed only on bulletin boards as designated in policy #6. There are bulletin boards and other areas specifically designated for larger banners. Banners (printed items larger than 11 inches x 17 inches) may be posted (using string or rope) ONLY in the designated areas of the Smith University Center under the direction of the building coordinator. Distribution of materials in the Smith University Center may be done only if sponsored by a University department or officially recognized student organization, and appropriate procedures are followed regarding space reservation.
- Stokes Administration Building - Most bulletin boards in SAB are for the use of University departments for official notices. Some bulletin boards may be designated for other uses as indicated. Distribution of materials in the SAB is prohibited. Departmental approval is required to post materials to any departmentally sponsored bulletin boards.
- Building Breezeways (between Cauthen Educational Media Center, Founders Hall, and Fine Arts Center - Flyers may be placed only on bulletin boards as designated in policy #6. Otherwise, distribution and posting of materials must adhere to all published guidelines.
- Exterior areas of campus - Flyers are typically prohibited from being posted in exterior portions of campus. Special bulletin boards may be available for student organization news or official University notices. Flyers may not be distributed in parking lots or on parked cars. Personal distribution of materials in exterior areas of campus may be approved on a limited basis and only with prior approval of appropriate University officials. Distribution of these materials must not interfere with the normal function of the University or disrupt the flow of traffic (pedestrian or vehicular).

Failure to adhere to this policy may result in, but is not limited to, the loss of posting/distribution privileges, student judicial action, or restriction from campus.

Political Activity Policy

Francis Marion University recognizes and appreciates interest by students in the political process related to local, state and federal governments. Student participation in campus and governmental political campaigns is a natural and desirable result of participation in the University community and the enfranchisement of 18-year olds. Accordingly, it is the intent of the University to provide, within the constraints of University regulations and local, state and federal laws, a campus environment in which students may participate fully in appropriate political activity. Toward that end, the following guidelines shall apply to political activity of students on the Francis Marion University campus.

Registered student organizations may invite candidates for public office to speak on or in University property or facilities so long as the University is able to provide reasonably equal facilities to all other candidates for the same political office. Scheduling of politically related activities shall be handled in accordance with applicable University regulations. Student organizations must coordinate these activities with the administration in order to avoid scheduling conflicts and logistical needs. In most cases, student organizations should coordinate political activities and speakers with members of the Political Science department.

Electronic Communication

Every student is provided an FMU email account which is for official electronic FMU communication with students. Students are required to check this email account on a regular basis. Francis Marion University may use these addresses provided to communicate regarding emergency situations, schedule changes, class cancellations, or important meetings. Students are responsible for all communications sent by the University, its officers, employees, or representatives to these student email accounts. Assistance regarding these email accounts can be obtained from Campus Technology's Help Desk in the Stanton Academic Computer Center.

Requests to Report to an Administrative Office

Such requests, including a summons to any meeting regarding potential judicial action or to a judicial hearing, must be promptly carried out. When the request to report at a specific time and date conflicts with a student's schedule, requests for a change of time MUST be made prior to the time and date specified. Every effort will be made to avoid conflicts with student's classes. When this is unavoidable, the Dean of Students Office will provide, upon request, a notice of necessary class absence for the student to provide to the instructor.

Access to Campus

The University's campus and facilities shall be Restricted to students, faculty, staff, guests and invitees except on such occasions when all or part of the campus, buildings, and other facilities are open to the general public.

University students are expected to obtain and carry with them at all times when on campus, a University ID card (FMU Card). This card is the property of the University and must be surrendered upon request by University officials.

All University personnel (faculty, staff, administrators) and students shall provide acceptable identification (FMU ID Card, driver's license, fee receipt, etc.) when requested to do so by Campus Police Officers or other University officials. University personnel who refuse to give acceptable identification shall be subject to appropriate University action. For students, this will include charges for violation of Standard of Conduct, #6 - Failure to comply with the directions of a University official.

Invitees, visitors and guests to the Francis Marion University campus shall provide identification and/or qualifications if requested to do so by Campus Police Officers or other University officials. Persons who are unable or unwilling to give acceptable identification and/or qualifications shall be requested to leave the campus and if they refuse, shall be subject to lawful removal and prosecution including, but not limited to, the injunctive process.

On occasions when public events are held on campus, (e.g. intercollegiate athletic contests, concerts, lectures, etc.) the University shall be considered open to all persons desirous of attending such events.

Guests, visitors and invitees shall honor University rules, regulations and policies concerning the use of, and conduct in, University facilities or grounds. Violations of the rules, regulations or policies may result in lawful removal from the campus, prosecution, and withdrawal of visitation privileges. All University personnel are responsible for the behavior of their guests and visitors. Such personnel are subject to appropriate University action in cases of violation.

Solicitation Policy

Solicitation by persons not affiliated with the University is prohibited for non-invitees. If you are accosted by a solicitor, please contact the Campus Police so that they may be informed of the proper protocol and/ or be escorted from the campus.

Both commercial and noncommercial solicitation are prohibited in non-public areas of the University. Solicitation and sales in public areas of the University are restricted to invitees and registered organizations, faculty, staff, and students of the University and are subject to reasonable restrictions as to time, place, and manner.

As it pertains to student organizations, "solicitation" is defined as the seeking of funds or support by a registered student organization from sources other than its members, including the procurement of supplies and other forms of support, and the selling or distributing of items, materials or products and services. Student organizations, or companies sponsored by an organization, may not be involved in the solicitation of credit services, offers, or applications while on University property.

Registered student organizations may be authorized to solicit on campus as long as such solicitation is consistent with the aims of the organization and is not for the personal benefit of its members. In interpreting the aims or purposes of the registered student organization, the statement in its constitution will be followed.

Requests for approval of any form of solicitation must be made in writing to the Dean of Students Office not later than seven business days preceding the proposed date of the activity. Following content approval by the Dean of Students Office, the requesting organization must make appropriate arrangements and scheduling with the administrative office of the facility to be used. Content approval is not a guarantee of the availability of the space. The Dean of Students Office will assist the organization in scheduling and coordinating outdoor space with the Office of Business Affairs. Ordinarily, academic buildings and the non-public areas of residential facilities will not be used for solicitation.

Smoking Policy

Francis Marion University is committed to providing an environment conducive to its mission that is safe, healthy and comfortable. Due to well documented health and safety risks related to smoking, and the University's commitment to support the comfort and well-being of its various constituents, Francis Marion University is a "smoke-free" campus.

Smoking is prohibited on all property-owned or -controlled by Francis Marion University, the Francis Marion University Foundation, and the Francis Marion University Real Estate Foundation. This prohibition includes all buildings and grounds, as well as within vehicles owned, leased, or rented by the University and its related entities. This policy also includes other devices for smoking.

To support the smoke-free initiative, the following policy provisions have been enacted.

1. The sale or distribution for marketing purposes of products designed to be smoked is prohibited on all property owned or controlled by the University and its entities.
2. Advertising and marketing efforts related to products designed to be smoked is prohibited in public spaces owned or controlled by the University and its entities, as well as all publications produced by the same.
3. The "Francis Marion University Smoking Policy" is published in the FMU Student Handbook, the FMU Faculty Handbook, and on the FMU Website. Copies of the policy are available from the Office of Student Life and the Office of Human Resources.
4. All employees are informed of this policy at the time of their initial employment.
5. Resources to support smoking cessation for members of the campus community are available from Student Health Services and the Office of Human Resources.
6. Signs designating FMU as a Smoke Free Campus are placed in appropriate locations owned and controlled by the University and its entities.

In order for this policy to be effective, all members of the campus community must be involved with insuring its success by encouraging compliance by persons observed in violation of the policy.

Alcohol and Other Drug Policy Summary

Francis Marion University Alcohol and Drug Policy

This document (revised 11/01) is distributed in partial compliance with the federal Drug Free Schools and Communities Act, which is fully endorsed by Francis Marion University.

I. INTRODUCTION

Francis Marion University prohibits the illegal and irresponsible use of alcohol and other drugs. The University will enforce federal, state, and local laws, as well as its own alcohol and drug policies. Procedures that support these laws and policies have been instituted and are strictly enforced. It is the responsibility of every member of the University community to know the risks associated with the use and abuse of alcohol and other drugs and to assist the University in creating an environment which promotes health-enhancing attitudes and activities. This brochure is intended to provide information about the University's Alcohol and Drug Policies and Sanctions; federal, state and local laws and penalties; procedures for the serving of alcohol and the registration of events; health risks associated with alcohol and other drug use; and resources for education and treatment. Additional information about alcohol and drug policies and procedures may be found in the FMU Student Handbook, the FMU Staff Handbook and the FMU Faculty Handbook.

The use of alcoholic beverages on campus is not encouraged and is prohibited with the following exceptions; (1) the private use of alcohol within the apartments by students of legal drinking age (2) the provision of alcohol at certain events sponsored by a University department, contracted organization, or campus community organization upon approval by the appropriate University official (see herein). Events must meet all criteria contained herein. The

use of alcoholic beverages within these two exceptions is permitted only for those of legal drinking age (21 years of age or older).

II. FRANCIS MARION UNIVERSITY ALCOHOL AND DRUG POLICIES

A. Possession and/or use of alcohol on the Francis Marion University Campus is regulated and may only occur within the parameters of this and other University policies contained in the FMU Staff Handbook, the FMU Faculty Handbook, and the FMU Student Handbook. Francis Marion University prohibits the unlawful manufacture, dispensation, possession, use or distribution of illegal drugs and alcohol on its property or as a part of any of its activities by faculty, staff or students regardless of permanent, full-time, part- time or temporary status, pursuant to state and federal laws. For appropriate events, the Provost or vice president responsible for approving the event will determine how, when, and where alcohol may be used.

B. At no time will FMU allow possession, use, and/ or distribution of an illegal drug as defined by the statutes of South Carolina.

C. Individuals and sponsoring groups are accountable for their choices and behavior. If alcohol or other drug violations occur, the following systems may be utilized:
   1. Procedures outlined in the FMU Student Handbook.
   2. Procedures outlined in faculty and employee handbooks.
   3. Legal prosecution.

D. Students, employees, and guests must adhere to federal, state and local laws and regulations.

E. Alcohol and other drugs will not be allowed to interfere with residential living, co-curricular activities, classroom learning or any other activity of the University.

F. Alcohol is prohibited in the residence halls. Private use of beer and wine by students of legal drinking age is allowed in the apartments.

G. When alcohol is present at an event, strict controls will be enforced in order to prevent underage drinking.

H. Alternative beverages and food, in appropriate quantities determined by the approving University official, must be available and visible when alcohol is served.

I. Detailed alcohol procedures are outlined in this handbook and copies are available from the offices of Student Life, Human Resources and Campus Police. These procedures apply to all members of the FMU community and their guests.

J. Open containers are prohibited from all public areas of FMU campus, unless the area has been designated as appropriate for alcohol use under the guidelines of the ALCOHOL AND DRUG POLICY.

K. Events held at the President's House, or other locations as deemed appropriate, may be exempt from appropriate portions of this policy at the discretion of the University president.

III. LEGAL ISSUES RELATING TO ALCOHOL USE

A. **The South Carolina Law (Title 61):** Individuals must be 21 years of age to purchase, possess, and/or consume alcohol. It is illegal to give or sell alcoholic beverages to persons who are under 21 years of age or who are intoxicated. For persons 21 years of age or older, it is unlawful for that person to possess or consume alcoholic liquors upon any premises where the person has been forbidden to possess or consume alcoholic liquors by the owner, operator, or person in charge of the premises.

B. **Open Container Law:** The state of South Carolina and Florence County prohibit open containers of alcohol in vehicles. At FMU, open containers are prohibited on campus except within the apartments or at approved events. Open containers of alcohol are defined as any holders or receptacles on which the manufacturer's seal has been broken, and/or holders that allow unobstructed, unrestricted, or otherwise open access to the alcohol. This includes, but is not limited to, any primary or secondary container to include: cans, cups, bottles, kegs, etc.

C. Possession, use, sale, and/or manufacture of false identification cards is strictly prohibited under South Carolina law and under Francis Marion University policy.

D. **Public Consumption and Intoxication:** State law prohibits the consumption of alcohol in unlicensed public places. In keeping with local and state laws, FMU will not allow drunkenness in any public area of the campus. Organizations wishing to serve alcoholic beverages must obtain prior approval from the appropriate University officials as outlined in this policy.

E. **Alcohol Permits:** Any group or person desiring to sell or distribute alcohol on University property must possess or obtain the appropriate permit from the South Carolina Department of Revenue and Taxation as specified by South Carolina law. This may be a lengthy process – efforts should begin long before the anticipated date of the event.

IV. UNIVERSITY ALCOHOL PROCEDURES

A. The Provost or appropriate vice president will be charged with screening applications for events at which alcohol might be served. The petitioning department or organization will complete an application addressing (a) the date, nature, and function of the event (b) the location and estimated number to be in attendance (c) the amount and type of alcohol to be served along with alternative beverages and (d) the control measure effected to assure adherence to the legal drinking age and the prevention of excessive drinking and DUI offenses.

   Events may be approved by:
   - The **Provost** for events sponsored by academic departments or otherwise related to academic affairs.
   - Administrative departments or otherwise related to staff affairs.
   - The **Vice President for Student Life** for events sponsored by student organizations or otherwise related to student life.
   - The **Vice President for University Communications** for events sponsored by off-campus groups or organizations.
   - The **Athletics Director** for events sponsored by the athletics office.

   Events that cater to multiple groups from different areas should receive the joint approval of the appropriate University officials listed above.

B. Specific event locations must be approved by the Provost or appropriate vice president. **All appropriate facilities and service requests must be completed.**

C. **Nonalcoholic Beverages and Food:**
   1. Nonalcoholic beverages (soft drinks or other alternatives)

must be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are served. The number of servings of alternative beverages must be equal to the number or amount of approved alcohol servings.

2. When alcoholic beverages are served, adequate amounts of food and/or snacks must be prominently displayed and available for consumption during the entire event. The amount of food necessary to comply with this regulation will vary depending upon the time and type of event and must be approved by the Provost or appropriate vice president.

D. **Dispensing Alcohol:**

1. At all registered events where alcohol is available, there must be persons called **"servers."** Servers must meet minimum standards outlined in this policy. Servers must be 21 years of age or older, must not use alcohol or drugs at least four hours prior to (or during) the event for which they serve, and must be approved by the Provost or appropriate vice president.
2. All registered alcohol events must have a person identified as the **"Event Manager"** available at all times during the event.. This person must review and acknowledge understanding of Francis Marion University policies, procedures and sanctions for alcohol and other drugs.
3. The University will assume the **Event Manager** is the person registering the event unless otherwise noted on the registration form.
4. **Event Managers** must be **21 years or older** and abide by all aspects of the Alcohol Policy.
5. Liquor may be served only at private functions in the President's House, the Ervin Dining Hall, and other locations as approved by the University President.

E. **Promotion:**

1. Alcohol may not be used as an inducement to participate in a campus event.
2. Promotional materials, including advertisement for any university event, shall not make reference to or include pictures of alcoholic beverages. Advertising materials must comply with the Solicitation and Advertising Guidelines in the Student Handbook. Neither events nor their advertisement should have as a major emphasis consumption of alcohol (e.g. "beer blasts"). Advertisement and/ or holding of an alcohol event open to the public in individual apartment/room/suite is prohibited.

F. **Security:**

Law enforcement personnel approved by Campus Police are required at all events of 150 or more people. The sponsoring group is responsible for the costs of supplying Campus Police or Florence County sheriff's deputies. One officer is required for the first 150 people (including members of the host organization), and an additional officer is required for each additional 100 attendees. Campus Police can provide additional information on scheduling and costs. Arrangements for these services must be made through Campus Police. The University official responsible for approving the event and the Chief of Campus Police may jointly make exceptions to this requirement. Forms for requesting officer support can be obtained from the Campus Police or Student Life and must be completed along with all other forms related to the event.

G. **Alcohol Event Registration Procedures:**

1. Events where alcohol will be served must be registered and all appropriate facilities, service, alcohol, and security requests must be obtained per University guidelines. Events *(see the definition of "alcohol event" in the Glossary of Terms)* or parties with alcohol are never authorized in any student residential areas (residence halls and apartments) of the University.
2. Events where alcohol is served must be registered with the Provost or appropriate vice president no later than seven days prior to the event.
3. The Provost or appropriate vice president can disapprove or revise any alcohol event for valid reasons, including but not limited to, the following: inappropriate types/amounts of alcohol, inappropriate location/duration of event, numerous events have been scheduled; a sponsor has lost privileges for registering events; the registration deadline was not met, and previous violations of the University policies by an individual, group or organization.
4. The individual registering the event involving use or serving of alcohol, the **Event Manager,** and organization officers are responsible for the following:
   a. Ensuring compliance with all of the Francis Marion University ALCOHOL AND DRUG POLICY and the South Carolina ABC regulations by members and guests. The University reserves the right to enter events to investigate compliance.
   b. Ensuring that only individuals of legal age serve, possess, or consume alcohol and that intoxicated individuals are not served.
   c. Ensuring that the noise level does not disturb others. **Event Managers** must respond to requests regarding noise levels.
   d. Preventing any damage that could occur as a result of the event.
   e. Ensuring that the area where the alcohol event was held, including yards, parking lots and hallways, is cleaned immediately following the event, or as determined appropriate by the approving official. Billing for cleaning and/or damages will be assessed to the individual or organization that registered the alcohol event.
   f. Controlling the size of the event and ensuring attendance does not exceed maximum safety occupancy.
   g. The **Event Manager** will be notified by telephone or in writing within two business days of approval or non-approval of the use or service of alcohol by the Provost or appropriate vice president.

H. **Requirements for Student Organizations and Students:**

1. Individuals or organizations sponsoring an event must insure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated. Everyone admitted to the event must possess an identification (with photograph) issued by a school or government agency. An appropriate method, approved by the vice president for Student Life, must be used to determine if guests are

of the legal drinking age. A guest list must be signed at the door by each participant prior to access into the event and presented to University authorities at their request. This list must include the type of identification used to verify the age of participants.

2. Events with alcohol, sponsored by student organizations cannot be registered or held within the last seven days prior to the first day of final examinations in fall or spring semester.
3. Direct access to alcoholic beverages must be to a person(s) designated as the server(s). Servers must be 21 years of age, and servers who are of legal drinking age must not consume alcohol four hours before or during their shifts and must not be intoxicated.
4. Consumption of alcoholic beverages is permitted only within the approved areas designated for the activity.
5. Open containers of alcohol are allowed only inside of apartments or in areas designated and approved for alcoholic events. No open containers of alcohol are allowed in hallways, reception areas, or on the grounds (excluding pre-approved areas).
6. Individual serving containers larger than 16 ounces may not be used.
7. No hard liquor (distilled spirits) is allowed at events sponsored by student organizations.
8. No social event shall include any form of drinking game or theme in its activities or promotion.
9. No sale or barter of alcohol will be allowed at any time except through the use of an a**pproved third party vendor** *(see glossary of terms)*.
10. No alcohol may be consumed from a glass container in any common area. If bottle alcohol is used it must be transferred by the server, prior to consumption, to a non-glass container (no larger than pint size).
11. Alcoholic beverages are not permitted in and may not be consumed within residence halls.
12. Kegs are not allowed on campus unless properly registered and approved by the Vice President for Student Life.
13. Kegs of beer will not be registered for any organizations whose national organizations and/ or insurance policies forbid the purchase of kegs and/or the group purchase of alcohol.
14. Kegs are not allowed in apartments or residence halls.

V. SANCTIONS:

A. Students and/or organizations charged with violation(s) of the Francis Marion University Policies and Procedures for Alcohol and Drugs will be held accountable for their actions and will face disciplinary action and/or legal prosecution. Students may also be held accountable for allowing or influencing violations of these policies by their guests. Campus disciplinary sanctions include, but are not limited to: written warnings, loss of privileges, disciplinary probation, educational assignments, fines, community service, counseling, restitution, suspension, and/or dismissal. If students are found to be in violation of Francis Marion University policies and procedures, the following sanctions are likely to be applied through procedures outlined in the FMU Student Handbook:
   1. Distribution of illegal drugs: Dismissal.
   2. Possession/use of illegal drugs: Suspension/Fines/ Community Service/Counseling/other sanctions.
   3. Possession of Drug Paraphernalia and Alcohol Policy Violations (underage drinking, alcohol residence halls, etc.): Probation/Fines/Community Service/Counseling/ other sanctions.
   4. Possession/use of false identification: Probation and/or other sanctions.
   5. Serious multiple violations and/or repeat offenders will face more stringent sanctions.

B. Violations of state/local alcohol and drug laws or ordinances are punishable by fines, imprisonment, and suspension of a driver's license. Violations occurring within a Drug Free School Zone (on or within 1,000 feet of all University property) carry enhanced penalties. Specific information about these penalties is available from Campus Police.

C. Violations of federal laws for possession, use, or distribution of illegal drugs carry mandatory penalties for first time offenders including: imprisonment, fines, loss of property, loss of professional licensure, and loss of financial aid. Penalties for violations occurring within 1,000 feet of a school are enhanced by the state of South Carolina. Specific information about these penalties is available from Campus Police.

VI. HEALTH RISKS

A. Alcohol and illicit drug use can pose many health risks to University students. Such use may result in: impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information; psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy and sexually transmitted diseases, including AIDS; and injury and death. Negative consequences of alcohol and other drug use can be immediate.

B. Substance abuse by family members and friends is also of concern of students. Patterns of risk-taking behavior and dependency not only interfere in the lives of these abusers but can also have a negative impact on a student's academic work, emotional well-being, and adjustment to college. Students concerned with their own health or that of a friend should consult a physician, a mental health professional, or one of the other resources listed in the following section for more information and assistance.

VII. RESOURCES FOR EDUCATION AND TREATMENT

A. On-campus
   1. The Office of Counseling and Testing (661-1840) This office offers individual counseling and alcohol and drug education programs. Various educational programs (including video and print resources) regarding alcohol and other drug use and abuse and related issues are available.
   2. Dean of Students Office (661-1182)
   3. Campus Police (661-1109); Emergency (661-1109)

**The FRANCIS MARION UNIVERSITY SEXUAL MISCONDUCT (TITLE IX) POLICIES AND PROCEDURES, adopted August 14, 2015, supersedes all statements in this handbook concerning discrimination, harassment, sexual misconduct, and retaliation. The final edition of the 2020-21 FMU Student Handbook will incorporate all changes necessitated by the new policy.*

B. Off-campus
   1. Local meetings of support groups, including Alcoholics Anonymous (AA) and Al-Anon – Contact the Office of Counseling and Testing for information.
   2. Circle Park Associates (665-9349)
   3. Alcohol and Drug Abuse Hotline (1-800-ALCOHOL)
   4. Narcotics Anonymous (1-800-777-1515)
   5. National Cocaine Hotline (1-800-COCAINE)
   6. National Institute on Drug Abuse/Treatment Hotline (1-800-662- HELP)
   7. AIDS Information Hotline (1-800-342-AIDS)
   8. National STD Hotline (1-800-227-8922)
   9. Federal Drug, Alcohol and Crime Clearinghouse Network (1-800-788-2800)

GLOSSARY OF TERMS

Alcohol Event or Event - Any event which includes serving alcoholic beverages to the participants of the event which occurs outside of the residence hall and which cannot be considered a private event *(see term below)* as governed by the ALCOHOL AND DRUG POLICY of Francis Marion University.

Event Manager - The person identified as the coordinator, manager, or responsible party of an individual or organization whose responsibilities include obtaining permission from the Provost or appropriate vice president to serve alcohol at an event. The event manager must be 21 years of age, agree to sign statement of understanding indicating their agreement not to use alcohol or drugs at least four hours prior to, or during the event for which they serve, and who refuses to use, transport or have in his/her possession any illegal substance during the course of the event for which they are in charge. The event manager will be the official representative of any individual, group and must comply with the entire ALCOHOL AND DRUG POLICY.

Liquor - Any intoxicating liquid, beverage or mixture that has been distilled or has an alcohol content greater than 14% by volume.

Nonalcoholic Beverage - A beverage declared by statute to be nonalcoholic or non-intoxicating.

Open Container - Any holders or receptacles on which the manufacturer's seal has been broken, and/or holders that allow unobstructed, unrestricted, or otherwise open access to the alcohol. This includes, but is not limited to, any primary or secondary container to include: cans, cups, bottles, kegs, etc.

Private Event - Any event occurring in residence halls or student apartments which does not exceed the maximum occupancy according to fire codes and which adheres to all of Francis Marion University policies and procedures, including, but not limited to, the ALCOHOL AND DRUG POLICY.

Server - Any person who distributes/serves or otherwise dispenses alcohol as an official representative of the individual or organization sponsoring an event where alcohol has been approved as a beverage. Servers must meet minimum standards established by the ALCOHOL AND DRUG POLICY and be 21 years of age or older. Servers must not use alcohol or drugs at least four hours prior to, or during the event for which they serve.

Third Party Vendor - A company or business entity who is licensed or eligible to obtain licensing and/or appropriate permits for the sale of alcohol, and who abides by state, local government, and University laws, rules, policies or guidelines concerning the sale and dispensing of alcoholic beverages. All third party vendors who wish to sell alcohol at any alcohol event must be approved by the appropriate University official.

Sexual Harassment*

Policy: It is the policy of Francis Marion University, in keeping with efforts to maintain an environment in which the dignity and worth of all students, employees and visitors of the university are respected, that sexual harassment of students, employees and visitors at Francis Marion University is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition as outlined below.

Offenders will be subject to disciplinary action, which may include, but is not limited to, oral or written warnings, demotions, transfers, suspension without pay, or dismissal for cause.

Sexual harassment is a form of sex discrimination, which is prohibited under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. The South Carolina State Human Affairs Law also prohibits sex discrimination. Title IX protects students from sexual harassment in a school's education programs and activities. Title IX protects students in connection with all the academic, educational, extracurricular, athletic and other programs of the University whether those programs take place in the University's facilities or at a classroom training program sponsored by the University at another location.

Definition: Sexual harassment of students, employees and visitors at Francis Marion University is defined as any unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, or submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual, or such conduct has the purpose or effect of unreasonable interference with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Examples: Prohibited acts take a variety of forms from subtle pressure for sexual activity to physical assault. Examples include, but are not limited to, threats or intimidation of sexual relations or sexual contact which are not freely or mutually agreeable to both parties; continued or repeated verbal abuses or comments of a sexual nature; and threats or insinuations that the person's employment, grade, wages, promotional opportunities, class or work assignments, may be adversely affected by not submitting to sexual advances.

Procedure: Any University employee who feels that she or he has been sexually harassed under the above definition and who wishes further information or who wishes to file a complaint, including a Title IX compliant, should contact the Vice President for Administration immediately. The Vice President for Administration is located in Room 105 of the Stokes Administration Building and

the phone number is 843-661-1146. Title IX coordinators are responsible for overseeing all title IX complaints and identifying and addressing any patterns of systemic problems that arise during the review of such complaints. Any student who feels that she or he has been sexually harassed under the above definition and who wishes further information or who wishes to file a complaint should contact immediately one of the following: the Vice President for Student Life or the Vice President for Administration. The Vice President for Student Life is located in Room 205 of the Smith University Center and the phone number is 843-661-1182.

Any faculty or staff member receiving a complaint of sexual harassment should seek the advice of the Vice President for Administration.

When a student sexually harasses another student, the harassing conduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the University's program. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. Even a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For example, a single instance of rape is sufficiently severe to create a hostile environment.

If the University knows or reasonably should know about student-on-student harassment that creates a hostile environment, Title IX requires the University to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. The University ensures that employees are trained so that they know to report harassment to appropriate University officials, and so that employees with authority to address harassment know how to properly respond. Training of employees should include practical information about how to identify and report sexual harassment and sexual violence. This training should be provided to any employee likely to witness or receive reports of sexual harassment or violence, for example administrators, counselors, health services and resident advisers.

The University may have an obligation to respond to student-on-student sexual harassment that initially occurred off campus or outside an educational program or activity. If a student files a complaint with the University, regardless of where the conduct occurred, the University must process the complaint according to established procedures. Because students often experience the continuing effects of off-campus sexual harassment in the educational setting, the University should consider the effects of the off-campus conduct when evaluating whether there is a hostile environment on campus.

Regardless of whether a harassed student, a parent or a third party files a complaint under the University's grievance procedures or otherwise requests action on the student's behalf, the University must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation. The University's Title IX investigation is different from a law enforcement investigation and a law enforcement investigation does not relieve the University of its Title IX obligation to investigate the conduct.

The University should inform and obtain the consent from the complainant before beginning an investigation. If the complainant requests confidentiality or asks that the complaint not be pursued, the University should take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request that the investigation not be pursued. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the University will inform the complainant that its ability to respond may be limited. The University will also tell the complainant that Title IX prohibits retaliation and that the University will take steps to prevent retaliation and take strong responsive action if retaliation occurs. If a complainant continues to ask that his or her name or other identifiable information not be revealed, the University will evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The request will be weighed against such factors as the seriousness of the alleged harassment, the complainant's age, whether there have been other complaints about the same individual; and the harasser's rights to receive information about the allegations if the information is maintained by the University as an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The University shall inform the complainant if it cannot ensure confidentiality. Even if the University cannot take disciplinary action against the alleged harasser because the complainant insists on confidentiality, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

The University applies the following elements for prompt and equitable resolution of sexual harassment complaints. Notice to students and employees of the grievance procedures including where complaints may be filed; application of the procedures to complaints alleging harassment; adequate, reliable and impartial application of investigation of complaints including the opportunity for each party to present witnesses; reasonably prompt time frames for the major stages of the complaint process; notice to parties of the outcome of the complaint; and assurance that the University will take steps to prevent recurrence of any harassment and correct its discriminatory effects on the complainant and others.

Student Evaluation of Course and Instructor

Every semester students are provided the opportunity to evaluate each course and its instructor so that educational quality may be maintained and enhanced. All students are encouraged to respond to the evaluation with honesty, sincerity, and a sense of confidentiality.

The evaluation is administered during class time with the instructor leaving the room while a designated student hands out forms, collects forms, and then delivers the completed forms to the appropriate faculty secretary. These evaluations are completely anonymous and faculty members do not receive any feedback until grades have been turned in to the Registrar.

Upon noting that these procedures of evaluation have not been followed, a student may contact the Office of the Provost in order to confidentially inform the administration of such failure to follow procedures.

Assessment of Institutional Effectiveness

Francis Marion University is committed to the continuous improvement of all its programs and services, all of which are intended to create the best possible learning environment for you, the student. To do this, we must constantly scan the environment

for information that might be used to form our improvement decisions. You are our most valuable source of this information.

While attending FMU, you will be asked on many occasions to provide feedback to the University's various programs and activities. Your thoughtful and sincere responses are vital to our ability to make FMU better. As the most important member of the University community, you should view and accept this responsibility seriously. Your feedback is vital to the University's continuing success.

DEFINITION OF TERMS

For the interpretation of all rules, regulations and policies of the University the following definitions shall be used unless otherwise indicated:

Student: A person enrolled for one or more hours of academic credit, or in a noncredit course or courses offered in the name of the University.

Faculty Member: A University employee whose job classification is "academic," whether full-time or part- time.

Administrator: A University employee whose job classification is "administrative," whether full-time, part-time, or contractual.

Staff Member: Any other University employee who is employed by the University on a full-time or part-time basis. In some circumstances this may apply to students who are employed by the University in leadership positions (e.g. Resident Assistants and other residence hall staff).

University Official: This term shall refer to any University employee (whether full-time or part-time, student or nonstudent) acting in his or her official capacity and within the bounds of his/her authority. Invitee: A person who has official business at the University (e.g. delivery persons, construction workers, patients, student's parents and/or guardians, etc.). Guest-Visitor: A person invited by a University student or employee to visit the campus at a specific time, place and/or occasion. A person making repeated use of the University facilities and/or grounds shall not be considered a guest.

FMU SEXUAL MISCONDUCT (TITLE IX)

POLICIES AND PROCEDURES

Francis Marion University (FMU) is committed to providing a healthy living, learning, and working community with an atmosphere that emphasizes the dignity and worth of all individuals within that community. Towards that end, we promote personal integrity, civility and mutual respect, and an environment that is free from sexual misconduct and discrimination.

Francis Marion University follows all state, local, and federal laws banning discrimination in public institutions of higher learning. FMU adheres to all Title IX policies, and does not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, age, sexual orientation, gender identity, veteran status or any other protected category under applicable state, local, or federal law. General questions regarding Title IX can be directed to the Office of Civil Rights (www.ed.gov/ocr). Specific questions may be referred to the University's Title IX Coordinator (titleixcoordinator@fmarion.edu) or the University's Human Resources Office.

Francis Marion's sexual misconduct (Title IX) procedures define the University's response to reports of sexual misconduct and explain the recourse and protections afforded complainants and respondents.

SCOPE OF POLICY

This policy applies to all members of the FMU community, which includes currently enrolled students, staff, faculty, contractual, and vending employees in all university programs and activities. All members of the FMU community who are complainants regarding sexual misconduct shall be provided appropriate accommodations, and directed to appropriate resources, in order to ensure that their employment and/or educational experience at FMU is not unduly hindered. This policy addresses sexual misconduct that involves members of the FMU community. Sexual misconduct may involve a member of the same sex or the opposite sex. In addition, this policy remains applicable regardless of whether the incident occurs during working hours and regardless of whether the incident occurs on or off campus. Nothing in this policy shall be construed to infringe upon any of the due process rights available to a respondent under state, local, or federal laws. Under the Francis Marion University's Faculty Handbook, faculty members have the right of academic freedom, but academic freedom does not shield faculty members from violations described in this policy.

Francis Marion University encourages faculty, students, and staff to report sexual misconduct to the Campus Police, Title IX Coordinator, and/or a responsible employee as promptly as possible.

Sexual Misconduct

Sexual misconduct refers to a broad category of sexual behaviors which violate state and federal laws. This policy applies to all forms of sexual misconduct, as defined by applicable laws and University policies, including but not limited to, sex-based discrimination, sexual harassment, sexual assault, dating/relationship violence, and stalking by employees, students, or third parties.

Definitions. In general, any non-consensual contact of a sexual nature may constitute Sexual Misconduct. Information concerning the legal and regulatory aspects of consent and various classes of sexual misconduct is presented in an Appendix section of this document, pages 15-17. A detailed description is also available in the FMU Student Handbook and the FMU Catalog, pages 57-58.

Conditions related to consent are noted below:

- If coercion, intimidation, threats, or physical force are used, there is no consent;
- If a person is mentally or physically incapacitated, or impaired, so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. This includes impairment or incapacitation due to alcohol, drug consumption, being asleep, or unconscious;
- Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact;
- There is no consent when there is force, expressed or implied, or use of duress upon the victim;
- Past consent to sexual activity does not imply ongoing future consent; and
- Consent can be withdrawn at any time.

Anti-Retaliation/Anti-Intimidation Policy

Title IX and Francis Marion University strictly prohibit retaliation against and intimidation of any person because of his/her reporting an incident of sexual misconduct or participation in the University's process. The University will take strong disciplinary action in response to any retaliation or intimidation.

FMU TITLE IX COORDINATOR AND TITLE IX COUNCIL

Title IX Coordinator

The University President appoints the Title IX Coordinator. The Title IX Coordinator reports directly to the University President and is assigned responsibility for compliance with Title IX. The Title IX Coordinator implements the University's Title IX policy and procedures.

Specific responsibilities of the Title IX Coordinator include the following:

1. Ensures the University's compliance with Title IX's administrative requirements.
2. In consultation with the FMU Athletic Director, monitors students' participation in athletics and across academic fields to identify programs with disproportionate enrollment based on sex and ensures that sex discrimination is not negatively affecting access to equal educational opportunities.
3. Coordinates the University's responses to and procedures for resolving Title IX complaints, including educating the community on how to file a complaint alleging a violation of Title IX, investigating complaints, working with law enforcement when necessary, and ensuring that complaints are resolved promptly and appropriately. Provides consultation and information regarding Title IX requirements to potential complainants, including informing all parties of the process, notifying all parties regarding grievance decisions, and notifying of the option to and procedures for appeal.
4. Evaluates confidentiality requests from complainants in the context of providing a safe, nondiscriminatory environment for all students.
5. Reviews the grievance procedures to help determine whether they incorporate all of the elements for the prompt and equitable resolution of student and employee complaints under Title IX that are consistent with the Title IX regulatory requirements and OCR guidance.
6. Coordinates recordkeeping and monitors incidents to help identify students or employees who have multiple complaints against them or who have been repeated targets, and addresses any patterns or systemic problems that arise, including making school officials aware of these patterns or systemic problems as appropriate.
7. Recommends, as necessary, that the University increase safety measures, such as monitoring security at locations or activities where harassment has occurred.
8. Provides training related to sexual misconduct and gender-based harassment, and develops educational programs for the entire University community.
9. Develops a method to survey the school climate and coordinates the collection and analysis of information from that survey.
10. Reviews the effectiveness of the University's efforts to ensure that it is free from sexual or gender-based harassment and provides periodic reports to the President of the University.

Title IX Council

The Title IX Council is an advisory body with nine members who serve ex-officio as determined by the President of the University, and three elected members. In consultation with the Title IX Coordinator and others (e.g. Vice Presidents), the Title IX Council will consider and recommend policies and procedures to the President of the University for approval. Title IX Council members are listed on the University website at https://www.fmarion.edu/safe/.

PROCEDURES FOLLOWING AN ACT OF SEXUAL MISCONDUCT

Physical Care

If physical trauma has occurred, a person should seek immediate assistance from Campus Police (843-661-1109), local emergency responders (911), or at a local medical facility.

Emergency Rooms

MUSC Florence	(843) 669-0927
805 Pamplico Hwy, Florence SC 29501	
McLeod Regional Medical Center	(843) 777-2027
555 E. Cheves St, Florence SC 29501	

If one's physical safety is threatened, call Campus Police (843-661-1109) if on campus; Call Emergency Services providers (911) if off campus.

Confidential Medical Response/Sexual Assault Kit

An individual who has suffered sexual assault can elect to have a confidential sexual assault kit completed at a medical facility without first notifying the police. Once the sexual assault kit has been completed and the complainant has left the medical facility, the medical facility will notify the law enforcement agency where the

incident took place. The law enforcement agency with jurisdiction over the incident location will then take custody of the sexual assault kit. The sexual assault kit has no identifying information on it and the law enforcement agency has no way of knowing to whom the kit is associated. This anonymous kit is then stored at the law enforcement agency for a length of time as determined by state law. The kit is stored in the event the complainant wishes to pursue charges later.

Filing a Sexual Misconduct Complaint

Types of Reports

Allegations of sexual misconduct or retaliation for reporting sexual misconduct should be promptly reported. The type of report is determined by the person who makes the report. A "reporter," can be an alleged victim, a bystander witness, or an anonymous person who may be a complainant or a third party. The term "reporter" will be used throughout this document when there is no need to distinguish between the type of report which has been filed.

The complainant is the individual who has been the object of alleged sexual misconduct. He/she may file a report through any of the methods outlined in the Methods of Reporting section. Complainants have the option of using one option instead of the others, or may pursue multiple options at the same time.

Third parties who are witnesses to, or have knowledge of, sexual misconduct are strongly encouraged to report the incident(s) and may use any of the methods described in the Methods of Reporting section. Each type of reporting can involve a different level of confidentiality, as well as potentially begin a different process (i.e. criminal, institutional).

Anonymous Individual

Individuals who do not wish to be identified may report sexual misconduct anonymously using the following methods:

- Silent Witness: http://www.fmarion.edu/about/silentwitness
- Written notification to the Title IX Coordinator at Room 105, Stokes Administration Building

In the event that an act of sexual misconduct is reported anonymously with no names attached or only the respondent's name attached, the Title IX Coordinator will alert Campus Police concerning any potential safety issues in parts of campus named in the report.

Confidential

Reports made to a professional counselor will not be reported to anyone else without the consent of the individual unless state or federal law requires otherwise. There may also be other potential limits of client confidentiality.

Where to Make the Report

Each method of reporting can involve a different level of confidentiality, as well as potentially initiating a different process (i.e. criminal, institutional). Reporters of sexual misconduct have the option of using one method only or multiple methods at the same time. Reports made to a professional counselor will not be reported to anyone else without the consent of the individual unless state or federal law requires otherwise. There may also be other potential limits of client confidentiality. All individuals listed below are required to report alleged incidents of sexual misconduct to the Title IX Coordinator.

Campus Police

Complainants or third party reporters are encouraged to report sexual misconduct immediately to Campus Police in person, at 4804 Patriot Drive, or by phone at (843) 661-1109. Complainants can also file anonymous reports online at Silent Witness. In order to help campus police, the complainant should preserve any evidence that is within his/her control or possession. In addition to following police procedures, the police will also notify the President of the University and the Title IX Coordinator about reports of sexual misconduct. Campus Police are obligated by law to report instances of sexual misconduct involving a minor to the SC Department of Social Services.

The standard of proof in criminal cases involves a finding of guilt beyond a reasonable doubt and can only be determined in a court of law. This is a much higher standard of proof than the standard used in resolving complaints within the University which may determine responsibility based upon preponderance of the evidence.

Title IX Coordinator

A complainant can file an institutional complaint of sexual misconduct by contacting FMU's Title IX Coordinator by phone at 843-661-1114, by email at titleixcoordinator@fmarion.edu, or via written communication at 105 Stokes Administration Building. This option is available regardless of whether or not the complainant chooses to meet with Campus Police or file a police report.

Complaints to the Title IX Coordinator will remain confidential to the extent permitted by applicable state, local, and federal laws, and proper and reasonable precautions will be taken to protect the identity of the complainant. The Title IX Coordinator will balance confidentiality with the safety of other members of the FMU community. Instances where the Title IX Coordinator may be unable to ensure confidentiality could include, but are not limited to, cases involving repeat offenders or cases where the respondent poses an imminent threat to the community.

The Title IX Coordinator will meet with the complainant to discuss the incident. If a respondent is named, the Title IX Coordinator will also meet with the respondent in a timely fashion. At these initial meetings with the complainant or the respondent, the Title IX Coordinator will discuss requests for interim accommodations.

After these meetings, the Title IX Coordinator can then direct the complaint to the appropriate body for further deliberations:

- Complaints about staff will be referred to the Associate Director of Human Resources for resolution using the procedures set forth in the FMU Staff Handbook.
- Complaints about faculty will be referred to the Provost for resolution using the procedures set forth in the FMU Faculty Handbook.
- Complaints about FMU students will be referred to the Dean of Students for resolution using the procedures set forth in the FMU Student Handbook.

In general, the Title IX Coordinator will not begin a formal investigation or make a referral to Campus Police without the consent or involvement of the alleged victim. The University may have an obligation to take action under state, local, or federal laws if the health, welfare, or safety of members of the campus community are at risk.

The University may wait for the conclusion of a criminal proceeding to begin its own investigation, and could temporarily suspend its evidence-gathering procedure so as to not interfere

with the role of law enforcement in that process. In all cases, the University will take appropriate steps designed to remedy the effects of the reported sexual misconduct, prevent its recurrence, and implement interim accommodations for the complainant where necessary, regardless of whether a formal investigation is initiated.

Upon receipt of a report of sexual misconduct from either the Campus Police or the Title IX Coordinator, and a clear indication from the complainant that he/she wants to pursue an institutional complaint against a named person, the appropriate University official (Dean of Students or his/her designee, Associate Director of Human Resources, or the Provost) will review the report and, in consultation with the Title IX Coordinator, set forth the allegations to be investigated. The standard of proof in the institutional resolution process is a preponderance of the evidence.

Responsible Employee

A complainant can also disclose an act of sexual misconduct to anyone whom the University has designated a Responsible Employee. Responsible Employees are University employees who have the obligation to report sexual misconduct. Responsible Employees respect confidentiality to the extent permitted by state, local, and federal laws, except that they must report the nature of the complaint to the Title IX Coordinator, so that the Title IX Coordinator can take action if obligated to do so. The following is a complete list of employees with the obligation to report sexual misconduct to the Title IX Coordinator:

1. All University administrators including the President, Provost, Vice Presidents, and administrative division heads and directors
2. Academic department chairs and deans
3. Title IX Council Chair
4. Athletic directors and coaches
5. Student Life & Dean of Students staff
6. Campus Police
7. Residence Life Staff and Resident Assistants
8. Faculty Executive Committee (Chair, Vice Chair, and Secretary)

The designation of responsible employee ends when a person no longer fills one of the preceding positions.

Confidential Reporting

If a complainant wishes to maintain confidentiality in his/her disclosure of sexual misconduct, he/she should meet with professional, licensed counselors and/or pastoral counselors. These counselors are not required to report any information about an incident to the Title IX Coordinator or the Campus Police without the complainant's permission unless state or federal law requires otherwise. There may also be other potential limits of client confidentiality.

Students have free access to counseling through the FMU Counseling Services, which is located at 121 S. Evander Drive in the Education Foundation building which is situated directly in front of the baseball stadium. To make an appointment, students can call 843-661-1840.

In addition, an individual can also go to Francis Marion University Health Services during posted service hours. FMU Health Services is located in the Education Foundation Building at 121 S. Evander Drive, in front of the baseball field. For more information, call 843 661-1844. Please note that a sexual assault kit is not available at FMU Health Services.

Complainants can also access confidential counseling services through the Pee Dee Coalition Against Domestic Violence and Sexual Assault, by calling their crisis line at 1-800-273-1820, their office line at 843-669-4694, or by visiting in person at 220 South Irby Street in Florence. For more information about their services visit their website at www.peedeecoalition.org.

Confidential counseling services will also advise complainants about medical support, evidence-gathering, and the complainant's options should he/she choose to file a complaint (criminal, institutional or both) at a later date. By disclosing to a confidential source, the complainant does not waive his/her options to disclose to another source later, but the complainant should know that not disclosing the event to Campus Police at the time of occurrence may reduce the Police's ability to conduct a thorough investigation later. While campus medical personnel are not counselors per se, they are also considered confidential sources for the purposes of this policy.

What Happens After the Report is Made

If a report is made to either Campus Police or a Responsible Employee, the Title IX Coordinator will be contacted. Once contacted, or when a report is made directly to the Title IX Coordinator, the Coordinator will contact the complainant and request a statement. If the complainant wants to cooperate, the Title IX Coordinator will inform him/her of his/her options concerning formal investigations, potential accommodations, and available support resources. In addition, the Title IX Coordinator will contact and attempt to meet with the respondent, if named. The following sections describe how the various types of investigations proceed once initiated, and explain the concept of accommodations, which may be used in lieu of or concurrent with a formal investigation.

Criminal Process

When a student, faculty, or staff member contacts Campus Police pertaining to a sexual assault, an officer will do the following:

- Interview the complainant in a setting that affords privacy and comfort concerning the incident;
- Assist the complainant in seeking medical treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services. At the hospital, evidence can be collected and a sexual assault protocol can be completed;
- Connect the complainant to a licensed counselor who is experienced in sexual assault counseling;
- Notify the President of the University and the Title IX Coordinator about the incident;
- Initiate a criminal investigation; and
- Notify the South Carolina Law Enforcement Division (SLED), and seek assistance from the same if appropriate.

In cases where the complainant has control of evidence of sexual misconduct, the University encourages the complainant to take care to secure this evidence in the event that the complainant wishes to pursue criminal charges.

Student Sexual Misconduct Process

Generally within five days of receipt of the report, the Dean of Students or his/her Designee will meet with the complainant to:

- Provide him/her with information about campus services, protections, and options;
- Indicate that the complainant can have an advisor to assist him/her;
- Explain the University's protections against retaliation; and
- Discuss reasonable interim measures that may be implemented

for the complainant's support and protection.

The Dean or his/her Designee will meet separately with the respondent to:

- Notify him or her that an allegation has been made and that the matter will be investigated and resolved through the Student Conduct process;
- Provide the respondent with information about the process and his/her rights and duties;
- Indicate to the respondent that he/she can have an advisor to assist him/her in the process;
- Inform the respondent about the University's policy prohibiting retaliation;
- Provide the respondent with information about his/her rights, including the right not to incriminate him/herself, and interim accommodations; and
- Discuss reasonable interim measures that may be implemented to protect and support the complainant. If the interim measures include suspension, the Dean of Students or his/her Designee will inform the respondent of his/her option to appeal the suspension in accordance with the policy outlined in the FMU Student Handbook.

These two meetings will occur within 2-3 working days of one another, absent extenuating circumstances.

Following this initial meeting with both complainant and the respondent, the complaint will come before the standard Student Conduct Process at Francis Marion University that is fully outlined in the FMU Student Handbook.

Faculty Sexual Misconduct

The process for faculty members accused of sexual misconduct is the same as the procedures described for student sexual misconduct above, except that it is the Provost who initiates contact and follows the disciplinary process in the FMU Faculty Handbook.

Staff Sexual Misconduct

The process for staff members accused of sexual misconduct is the same as the procedures described for student sexual misconduct above, except that it is the Associate Director of Human Resources who initiates contact and follows the disciplinary process in the FMU Staff Handbook.

Interim Accommodations and Remedies

The University will work with all complainants affected by sexual misconduct to ensure their safety and promote their well-being. Sometimes this assistance will take the form of interim accommodation measures, to support or protect a student in the immediate aftermath of an incident and while an investigation or a disciplinary action is pending. In some cases, these accommodations may become permanent remedies even if the complainant does not choose to file a formal disciplinary proceeding.

Complainants can request interim measures when meeting with the Title IX Coordinator and/or when the appropriate University official or his/her Designee meets with the complainant and the respondent separately at the beginning of the adjudicating process. Students, faculty, or staff complainants may request interim accommodations even in cases when the complainant has requested that no investigation be undertaken, or chooses not to participate in University disciplinary proceedings or the criminal process.

The appropriate University official in conjunction with the Title IX Coordinator will evaluate any request for interim measures in light of the circumstances and information available at the time. The University will provide information about the interim measures only to those who need to know in order to make them effective.

Under appropriate circumstances, interim measures/remedies may include, but are not limited to, the following:

- Move a student's on-campus residence;
- Adjust a student, faculty, or staff work schedules for University employment;
- Change a student's academic schedule;
- Change a student's transportation arrangement;
- Allow a student to withdraw from or retake a class without penalty;
- Provide access to tutoring or other academic support;
- Reassign faculty or staff;
- Limit interaction between a complainant and the respondent;
- Issue a "no contact" order;
- Provide other academic, residential, and/or work interim measures;
- Increase monitoring, supervision, or security at locations;
- Take protective measures in consultation with the affected students in the event that retaliation might be reasonably expected.

The Student Life Office will also assist students seeking interim measures for a disability in connection with the process of reporting or responding to an incident of gender-based misconduct by working with Disability Services in the Office of Counseling and Testing.

Outside of the University, a complainant may also be entitled to obtain remedies under applicable law, such as a judicial restraining order. The University may assist the complainant in seeking these remedies.

Violation of Law, Standards of Conduct, and Sanctions

When sexual misconduct violates both the Francis Marion policies and procedures and civil or criminal law, students, faculty, and staff should understand that they may be held accountable to both authorities. University procedures related to these matters will normally continue during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal and civil charges involving the same incident have been dismissed or reduced. The University student conduct system is not analogous to the criminal justice system. The purposes, the standards of proof, the procedures, and many other aspects of the two avenues differ.

Institutional sanctions for sexual misconduct are described in the handbooks for student, faculty, and staff conduct, and may involve any sanctions therein up to and including expulsion or termination of employment.

Time for Reporting

Any complaint should be submitted--whether to Campus Police or to the University's Title IX responsible employees--as soon as possible after the misconduct takes place or becomes known. Title IX has responsibility over enrolled students at FMU, faculty and staff in the University's employ, and contractual and vending employees. In the case of a student disciplinary action, a delay in filing could result in the respondent graduating or withdrawing before the case can be processed.

The University and Campus Police strongly encourage complainants to report as soon as possible in order to preserve evidence.

Amnesty for Alcohol and Drug Violations

During the Student Conduct process, amnesty may be provided to students who have experienced sexual misconduct or violent crimes and who may be hesitant to file a complaint because they fear that they themselves may be responsible for policy violations, such as underage drinking, at the time of the incident. In addition, bystanders, witnesses, and respondents may be granted amnesty during the Student Conduct Process in order to provide information with more accuracy. Educational options may be explored, but no conduct proceedings or additions to conduct records against these categories of students will occur.

Unknown/Non-University Offenders

The University will investigate reports of incidents affecting University students that are committed by individuals who are not members of the University community, or whose identity is not known. Campus Police will notify SLED of all sexual assault cases and request assistance. Also, the University will take appropriate actions designed to protect affected students and others in the University community. In addition, the Title IX Coordinator will assist students in identifying appropriate campus and other resources.

Public Awareness/Education Events

The University supports public awareness events such as "Take Back the Night," candlelight vigils, the Clothesline Project, survivor speak outs, and other forums. These activities help inform the need for campus-wide education and prevention efforts. In addition, the University supplies educational seminars which address sexual misconduct prevention strategies and bystander intervention programs. The disclosure of incidents of sexual misconduct at such events is not considered a report to the University that will trigger an investigation of a particular incident.

State and Federal Law

Nothing in these procedures is intended to be in conflict with federal or state law.

APPENDIX

Terminology

As defined by Federal law, State law, the Federal Register, and Black's Law Dictionary

Consent:

While declining to define consent in the final regulations of the Violence against Women Act, the Department of Education presented draft language that defined consent as follows:

". . . the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter."

79 Fed. Reg. 62756 (Oct. 20, 2014).

"A voluntary yielding to what another proposes or desires; agreement, approval, or permission regarding some act or purpose, esp. given voluntarily by a competent person."

Black's Law Dictionary (10th ed. 2014).

Sexual Assault:

"The term 'sexual assault' means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks the capacity to consent."

42 U.S. Code § 13925(a)(29).

Criminal Sexual Conduct:

South Carolina law proscribes a range of nonconsensual sexual acts, known as Criminal Sexual Conduct, including situations where the victim lacks the capacity to consent (§ 16-3-655).

S.C. Code Ann. § 16 -3-651, § 16-3-652, §16-3-653, § 16-3-654, and § 16-3-656.

Sexual harassment:

". . . Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . ."

29 C.F.R. § 1604.11(a).

"A type of employment [sex-based] discrimination consisting in verbal or physical abuse of a sexual nature, including lewd remarks, salacious looks, and unwelcome touching."

Black's Law Dictionary (10th ed. 2014).

Sexual Exploitation:

"The use of a person, esp. a child, in prostitution, pornography, or other sexually manipulative activity."

Black's Law Dictionary (10th ed. 2014).

South Carolina law proscribes several Offenses against Morality and Decency. Some of these crimes are examples of sexual exploitation, such as:

"Communicating obscene messages to other persons without their consent . . . ." –

S.C. Code Ann. § 16-15-250

"Disseminating, procuring or promoting obscenity . . . ."

S.C. Code Ann. § 16-15-305

"Prostitution; lewdness, assignation and prostitution generally . . . ."

S.C. Code Ann. § 16-15-90

"First degree sexual exploitation of a minor . . . ."

S.C. Code Ann. § 16-15-395

See also S.C. Code Ann. 16-15-405 and 16-15-410.

Dating Violence:

"The term 'dating violence' means violence committed by a person –

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
   i. The length of the relationship.
   ii. The type of relationship.
   iii. The frequency of interaction between the persons involved in the relationship."

42 U.S. Code § 13925(a)(29).

Stalking:

"The term 'stalking' means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

(A) fear for his or her safety or the safety of others; or
(B) suffer substantial emotional distress."

42 U.S. Code § 13925(a)(29).

Stalking is proscribed by South Carolina law and is defined as follows:

"'Stalking' means a pattern of words, whether verbal, written, or electronic, or a pattern of conduct that serves no legitimate purpose and is intended to cause and does cause a targeted person and would cause a reasonable person in the targeted person's position to fear. . ."

S.C. Code Ann. § 16-3-1700(C).

Retaliation:

"The act of doing someone harm in return for actual or perceived injuries or wrongs; an instance of reprisal, requital, or revenge."

Black's Law Dictionary (10th ed. 2014)

Federal regulations prohibit retaliation in response to Title IX investigations by stating that no person "shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by [Title IX] . . . ."

34 C.F.R. § 100.7(e).

Providing False or Incomplete Information to a University official can include, but is not limited to, the following:

- Filing an allegation known to be without merit or cause.
- Providing false information during an investigation of a violation or during a student conduct hearing or conduct meeting.
- Falsification, distortion or misrepresentation of information during a conduct proceeding.

1 *Defined by University policy.*

BUILDING DIRECTORY

Allard A. Allston Housing Office Complex
Director of Housing
Study Hall
Card-Operated Copier
Vending Machines

John K. Cauthen Educational Media Center
Classrooms and Labs
Dooley Planetarium
Lowrimore Auditorium
Language Labs
Mass Communication Department
Media Offices and Studios
Modern Languages Department
Psychology Department
School of Education
Card-Operated Copier
Vending Machines

Luther F. Carter Center for Health Sciences
School of Health Sciences
Classrooms and Labs
Offices
Haigh Porter Auditorium
Dr. Sompong Kraikit Simulation Lab

Education Foundation Building
Advance Rural Community Health (ARCH)
Alumni Affairs
Community Relations
Counseling and Testing Development/Foundation
HopeHealth
Non-Profit Leadership Institute
North Eastern Strategic Alliance (NESA)
Rural Leadership Institute
Student Health Services

Edward S. Ervin III Dining Hall
Hendrick Dining Room
Main Dining Room
Palmetto Room
Laundry Facility (attached)

Facilities Management/Campus Police Building
Campus Police Office
Facilities Management
Facilities Engineering and Maintenance
Facilities Services and Support
Lost and Found
Motor Pool

Forest Villas Apartment Complex
Student Housing

Founders Hall
School of Business
Center for Academic Success and Advisement (CASA)
  Career Development Office
  Tutoring Center
  Writing Center
Classrooms and Labs
English Department
History Department
Political Science and Geography Department
Sociology Department
Card-Operated Copiers
Vending Machines

Francis Marion University Recording Studio
Music Industry Program of the Department of Fine Arts
Recording Lab
Voice and Piano Studios

Francis Marion University Performing Arts Center
BB&T Amphitheatre
Beverly Hazelwood and Starr Ward Garden Courtyard
Florence Symphony Orchestra
Masterworks Choir
Music Industry Program of the Department of Fine Arts
Music Industry Program of the Department of Fine Arts
Recording Lab, Voice and Piano Studios

R. Gerald Griffin Athletic Complex
Clifford S. Cormell Field at Sparrow Stadium (baseball)
Murray G. Hartzler Field (soccer)
FMU Softball Stadium
Marion L. "Spyder" Webb Plaza
Lake "W" Coleman
Field House with office space and locker rooms

The Grille
Dining Room
Freedom Field
Outdoor Porches
Patio

Heyward Community Center
Common Lounge
Fitness Room
Laundry Facility
Meeting/Study Area
Student Mail Boxes
Vending Machines

Peter D. Hyman Fine Arts Center
Art Galleries (3-D and 2-D)
Art and Theatre Studios and Labs
Classrooms
Department of Fine Arts
Kassab Recital Hall
University Theatre
Vending Machines

Hugh K. Leatherman Science Facility
Biology Department
Chemistry Department
Classrooms and Labs
Greenhouse
Mathematics Department
Physics Department
Card-Operated Copier
Vending Machines

Frank B. Lee Nursing Building
Barnes Clinical Laboratory
Classrooms
Computer Lab
Nursing Department
Seminar/Conference Rooms
Thomason Auditorium
Card-Operated Copier
Vending Machines

Robert E. McNair Science Building
Chapman Auditorium
Classrooms and Labs
Lecture Halls
McNair Center for Government and History
Tutoring Center
Vending Machines

FMU Observatory
Classroom
Office

Office Services
Mail Services
Printing Services
Vending Machines

Outside Recreational Areas
Cross-Country Course
John Kassab Tennis Courts
Intramural Fields
Sand Volleyball Court
Recreational Pool

Pee Dee Education Center
Center of Excellence to Prepare
Teachers of Children of Poverty

Residence Halls
Student Housing

Richardson Center for the Child
Center for the Child

James A. Rogers Library
Approx. 385,000 volumes
Arundel Room (rare books, local culture collection, and the University Archives)
Computer Stations w/Internet access and word processing software
Microforms
Periodicals
Card-Operated Copiers
Study Rooms
Vending Machines

Walter Douglas Smith University Center
Athletics Department
Campus Recreation Services
Dean of Students
International Student Affairs
Multicultural Student Affairs
Newspaper Office
Classrooms
Conference Rooms
Equipment Checkout and Locker Rooms
Fitness Center
Game Room
Gymnasium
Patriot Bookstore
Racquetball and Handball Courts
ROTC
Student Life
Student Government Association
Swimming Pool
Training Room
TV and Card Room
Campus Activities Board
Weight Room
ATM Machine
Card-Operated Copier
Vending Machines

Thomas C. Stanton Academic Computer Center
Classrooms
Card-Operated Copier
Computer Labs
Telecommunications

J. Howard Stokes Administration Building
Accounting/Cashier/Payroll
Administration
Admissions
Auditor
Business Affairs
University Communications
Financial Assistance
Financial Services
Graduate Studies
Human Resources
Payroll
President
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Purchasing
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Vending Machines

Village Apartments
Student Housing

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OFFICE OF STUDENT LIFE

Francis Marion University
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