



ACADEMIC INFORMATION

STUDENT RESPONSIBILITY

Each student is responsible for the proper completion of his or her academic program, for familiarity with the Francis Marion University Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The academic adviser will counsel, but the final responsibility for a successful college career rests with the student.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student department. The University's Code of Student Conduct is summarized in the "Student Life" section of this catalog and stated in expanded form in the FMU Student Handbook. As students willingly accept the benefits of membership in the Francis Marion University academic community, they acquire obligations to observe and uphold the principles and standards that define the terms of FMU community cooperation and make those benefits possible.

Each student while associated with the University is expected to participate in campus and community life in a manner that will reflect credit upon the student and the University.

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, email address, and telephone number. Failure to do so can cause serious delay in the handling of student records and important correspondence. Information regarding advising and preregistration will be emailed to the FMU Gmail 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.

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 administrative assistant. 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 notify the administration of such failure to follow procedures.

CATALOG POLICIES

The FMU Catalog is not an irrevocable contract. Regulations published in it are subject to change by the University at any time without notice. University regulations are policy statements to guide students, faculty, and administrative officers in achieving the goals of the institution. Necessary interpretations of these policies will be made by the appropriate authorities with the interests of the students and the institution in mind. Students are encouraged to consult an adviser if they have questions about the application of any policy.

Each new edition of the catalog becomes effective at the opening of the fall semester following its publication. To receive a degree, an undergraduate

student must complete satisfactorily all requirements described in the catalog in effect at the time of first enrollment as a degree student at the University or all requirements described in the catalog in effect at the time of graduation. Any student who changes from one major or minor to another must meet requirements of the new major or minor in effect at the time of the change. Any student who leaves the University or changes to another major or minor for a period of one calendar year or longer and then returns to the University or to the original major or minor will be required to meet requirements in effect at the time of return.

Exceptions to these policies may be necessitated by changes in course offerings or degree programs or by action of authorities higher than the University. In that event, every effort will be made to avoid penalizing the student.

While every effort has been made to ensure accuracy of information, FMU reserves the right to change any provision listed in this catalog including, but not limited to, academic requirements for graduation without notice to individual students. However, every effort will be made to advise students of such changes and to minimize the inconvenience such changes might create for students.

Information regarding graduation requirements is available in the Office of the Registrar. Students are responsible for keeping themselves apprised of current graduation requirements for the degree programs in which they are enrolled.

ACADEMIC ADVISING

Academic advisors provide guidance to students as they pursue their degree programs. Students are encouraged to meet with their advisors to discuss their academic progress and any questions they may have about the university and its programs. Students also must meet with their advisors prior to registration for courses each fall and spring semester.

First-year students are assigned to an advisor in the Center for Academic Success and Advisement (CASA), located in Founders Hall 220. **First-year students in the Honors Program, however, are placed with an honors faculty member for advising.**

After their first year at FMU, students are placed with advisors who are faculty members within their major or disciplinary specialty.

Students placed on Probation 2 are assigned an advisor in the Center for Academic Success and Advisement until they improve their academic standing.

Many students enter the University having decided on a major and/or program of study. There are, however, those students who have not decided on a major. This group of students is admitted as undecided majors. Students who wish to declare or change their major during their first year at FMU should speak to their assigned advisor. Students who are in their second year at FMU should visit the department of their new major and meet with the administrative assistant, who will then assign them a new advisor.

Students are responsible for meeting with their advisors, checking their degree audits, and reviewing the degree requirements listed in this catalog.