



**Francis Marion University  
Student Handbook  
2017-2018**

*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](http://www.ed.gov/ocr)). Specific questions may be referred to the University's Title IX Coordinator ([titleixcoordinator@fmarion.edu](mailto:titleixcoordinator@fmarion.edu)).*

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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.

## 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 Affairs 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.