



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

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 and assigned to an academic adviser within the College of Liberal Arts. Once a student is enrolled and would like to change her/his major, the student would need to visit the department of the new major. The administrative assistant of the new major will assign an adviser specific to the new major. Students who enter the University with a major are assigned an adviser by the administrative assistant in the department of their major.

ACADEMIC PROGRAM DELIVERY

SEMESTER SYSTEM – The University operates on the semester system with a fall term scheduled from late August until early December and a spring term from mid-January to early May. Courses meet for 15 weeks during the semester, normally culminating in a final examination period. Two commencements are held annually, one in December and another in May. Students completing degree requirements during summer terms may participate in December commencement exercises.

SUMMER SESSION – The University operates a late spring term of three weeks and two summer terms of approximately five weeks each. Generally, students can earn a maximum of 15 semester hours of credit in the full summer session. However, those students enrolled in laboratory courses may earn as much as 18 semester hours of credit. Courses are generally scheduled by most departments and schools of the University. A special

effort is made to offer courses that meet the certification needs of public school teachers.

EVENING COURSES – The University offers evening courses during each semester and during summer sessions. Courses offered are selected primarily on the basis of demand from those students who cannot attend daytime classes. Evening courses are offered on campus and at selected sites in the community.

OFF-CAMPUS COURSES – The University offers courses in off-campus locations where sufficient student demand warrants them. These are regular University courses for students who cannot attend classes on campus. On occasion the University offers credit courses on a contract basis with an area school system or healthcare organization.

ONLINE COURSES – The University offers online, dual delivery, and/or hybrid educational opportunities in select programs. Please consult each individual program to determine if coursework is offered in an alternative online format.

EXPERIENTIAL & NON-TRADITIONAL LEARNING

Experiential Learning at FMU seeks to add practice components to the theory learned in the classroom and lead to more complete learning that enhances traditionally acquired knowledge. Such real-life experiences better prepare students for their roles as employees and citizens. Learning activities that engage the learner in the phenomena being studied also serve to enhance students' awareness of their own values and the values of others. These supervised activities occur outside the normal classroom, laboratory or library. They may be credit or no-credit and fall into four categories all of which involve University direction and student reflection.

INTERNSHIPS

Internship programs provide meaningful introductions to career options in professionally related work experiences in business, industry, government, or service agencies. Internships are offered by individual departments to allow students to gain practical work experience in a particular field while working on a degree. This work experience is usually unpaid and may offer academic credit if there is appropriate faculty supervision. Students generally work between eight and 12 hours a week while also taking other classes. Rules of eligibility and lists of companies offering internships can be obtained from departmental offices or the Office of Career Development. Some departments require internships as part of the curriculum in certain disciplines.

Service learning allows students to put their academic training to use solving real problems in their communities. This teaching method enhances learning through supervised experience related to course work, with goals and objectives that focus on both the learning and service of the activity. Students develop by combining service tasks with structured opportunities that link the tasks to self-reflection, self-discovery, and the attainment of values, skills, and knowledge content.

FACULTY-MENTORED RESEARCH

Students who have studied content and method courses use this knowledge as they work with faculty in designing, carrying out and reporting on a research project. This activity leads to an enhanced and more practical understanding of discipline-specific professional methods. It may also lead to the discovery of new information and the dissemination of that knowledge through publications and/or presentations at regional and national professional meetings.

INTERNATIONAL EXCHANGE & STUDIES PROGRAMS

FMU offers many opportunities for students wishing to maximize and globalize their educational experience by studying at exchange partner institutions in Canada, England, France, Germany, and Ireland. Students may also pursue short-term learning opportunities through travel study courses or summer language, culture and science programs. FMU students are also eligible to participate in exchanges offered through other universities in South Carolina. For more information about the Exchange Programs, contact the International Programs Director, Dr. J. Mark Blackwell at (843) 661-1657/email jblackwell@fmarion.edu.

COOPERATIVE EDUCATION

Cooperative education involves alternating periods of academic study (coursework within the major) and periods of related work with the participating Cooperative Education employer. Work periods normally take place during the sophomore and junior years and usually last one semester. To qualify for participation in the program, students must have successfully completed 30 semester hours of academic work and make formal application in the department overseeing the experience.

The work assignment is considered an integral part of the student's education. Each completed work period will appear on the student's transcript, but no academic credit is awarded for this experience. Normally the student will not be enrolled in any classes during the semester of the work experience. During the Cooperative Education program, the student will be classified as full-time. Full-time status provides a way to address insurance, taxes, loans, and other concerns surrounding university status.

To enroll in the program, a student must obtain a form from the Director of Career Development, obtain approval from his/her department chair/dean, and return the completed form to the Director of Career Development.

REGISTRATION

The Registrar is responsible for the management of the registration process by which students enroll in classes. Registration procedures for each term are described in the schedule of classes for that term and on the University's web site.

Each student should meet with his or her faculty adviser to select courses to be taken. The student may enter his or her schedules via the web, in the adviser's office or in the Office of the Registrar. Students must confirm schedules and pay fees in the Cashier's Office.

Through the registration process, students assume academic and financial responsibility for the classes in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with procedures and deadlines specified in the schedule of classes each term.

COURSE LOAD

The unit of measurement of University course work is the semester hour. Semester hours are also referred to as credit hours or credits. One semester hour for lecture is defined as one class hour of classroom or direct faculty instruction per week and an expectation of at least two hours of out-of-class student work each week. One semester hour for laboratory is defined as a minimum of 2-3 class hours of work each week in a laboratory under the supervision of a lab supervisor/instructor and an expectation of at least one hour of additional out-of-class student work each week.

One semester hour for clinical is defined as a minimum of 2-3 class hours of work each week in a clinical setting under the supervision of a clinical

supervisor/instructor.

One semester hour for studio is defined as a minimum of two class hours of studio work each week under the direct supervision of an instructor and an expectation of at least two hours of individual studio work each week.

One semester hour for music ensemble is defined as a minimum of one class hour of supervised rehearsal each week and an expectation of at least two hours of individual student work each week.

For information on course listings and numbering refer to "Academic Programs-Undergraduate" or "Academic Programs-Graduate."

The usual course load for a FMU student is 15 to 17 hours per semester. With the approval of the student's department chair or dean, a student who earned a grade point average of 3.0 during the preceding regular semester (while completing 15 hours or more) or has a 3.0 cumulative grade point average may obtain permission to take up to 19 hours in one semester. In addition, seniors who are within 19 hours of graduation and who have a 2.5 cumulative grade point average may also obtain permission. Overloads of 20 hours or more require the permission of the Provost.

No student who has earned fewer than 15 hours at FMU will be permitted to carry an overload. Transient and correspondence courses which may cause an overload must be approved prior to enrolling in the course(s).

The maximum course load permitted for Late Spring Term is one course, with a maximum of four credit hours. The maximum course load for First Summer Term or Second Summer Term is seven hours.

Students with grade point averages of less than 2.0 may be required to carry reduced course loads.

CLASSIFICATION OF STUDENTS

Undergraduate students who are enrolled in the regular session and who are registered for 12 or more semester hours for University credit (not audit credit) are classified as full-time. Undergraduate students who are enrolled in the regular session but who are registered for fewer than 12 semester hours are classified as part-time. A graduate student enrolled for six or more hours is considered to be a full-time student.

All undergraduate students are also classified as either special or regular. Special students are those who have completed a baccalaureate degree but are taking undergraduate courses. Regular students are candidates for baccalaureate degrees and are further classified as follows:

Freshmen – Students who have earned fewer than 22 semester hours of credit

Sophomores – Students who have earned at least 22 but fewer than 54 semester hours of credit

Juniors – Students who have earned at least 54 but fewer than 87 semester hours of credit

Seniors – Students who have earned 87 or more semester hours of credit

CLASS ATTENDANCE POLICY

It is the responsibility of the student to attend all scheduled meetings in the courses in which he/she is enrolled. If a student is absent more than twice the number of required class or laboratory sessions per week during

regular semesters or more than 15 percent of required sessions during accelerated semesters, a grade of F or W will normally be assigned, unless absences have been excused for cause by the instructor.

Individual instructors may choose alternative requirements for attendance. It is the responsibility of the instructor to inform students, at the beginning of each course, of all attendance policies. The instructor, at his/her discretion, may utilize a warning of excessive absences or compulsory attendance. Attendance policies will be outlined in the class syllabus.

If a student violates the stated attendance policy, the instructor will notify the Office of the Registrar to drop the student from the class with the appropriate grade. It is the responsibility of a student to make up work missed because of absence from announced tests and laboratory sessions. However, announced tests and laboratory sessions may be made up only at the discretion of the instructor.

DROPPING COURSES

A student is expected to follow the course schedule for which he/she registers. However, prior to the completion of 33 percent of a course, a student may initiate withdrawal from a course and the grade recorded will be W. After the completion of 33 percent of a course and prior to completion of 85 percent of a course, a student may still initiate withdrawal from a course but the grade recorded will be F or W based on the academic average at the time of withdrawal. During the last 15 percent of a course, a student may not initiate withdrawal from a course. When a student initiates withdrawal from a course, the withdrawal is not complete until the student fills out a Drop Form, obtains all required signatures in the proper order, and delivers the form to the Registrar's Office.

A faculty member may withdraw a student from his/her course for a violation of the stated attendance policy at any time during a semester. Prior to the completion of 33 percent of a course, a faculty member may withdraw a student from a course for a violation of the stated attendance policy and the grade recorded will be W. After the completion of 33 percent of a course, a faculty member may still withdraw a student from a course for a violation of the stated attendance policy but the grade recorded will be F or W based on the academic average at the time of withdrawal. When a faculty member withdraws a student from a course, the withdrawal is not complete until the faculty member fills out an Automatic Dropping of Students Form, obtains the signature of the department chair or dean, and delivers the form to the Registrar's Office.

AUDITING COURSES

A student admitted to FMU as a regular or special student may elect to audit one or more courses provided that he/she meets the course prerequisites or receives the approval of the Registrar. Students who audit a course should adhere to the class policies including attendance. Students who do not adhere to the stated policies may be dropped from the course for not attending. No credit is given for auditing.

Audited courses are considered part of the course load for a regular student in determining overload approval but not when determining whether a student is classified as full-time. Changes from audit to credit are not permitted after the regular change of schedule period has ended. Change from credit to audit is permitted after the change of schedule period has ended only if the student is doing passing work in the course and only upon the approval of the Registrar.

ADVANCED PLACEMENT CREDIT

(College Board Exams and CLEP)

Advanced placement credit can be earned through the College Entrance Board Advancement Placement Exams, CLEP exams, International Baccalaureate (IB) exams and through placement exams offered by FMU.

Francis Marion University may accept a total of 30 hours of advanced placement credit. A student may not take a course for which he/she has previously earned advanced placement credit. Students may audit such courses with the permission of the instructor and the appropriate academic chair/dean.

<i>Physics C: Mechanics</i>	3	<i>Physics 201</i>	4
<i>Physics C: Mechanics</i>	4, 5	<i>Physics 201, 202</i>	8
<i>Psychology</i>	3, 4, 5	<i>Psychology 206</i>	3
<i>Spanish Language</i>	3, 4, 5	<i>Spanish 101, 102</i>	6
<i>Spanish Literature</i>	3, 4, 5	<i>Spanish 201, 202</i>	6
<i>Statistics</i>	3, 4, 5	<i>Math 134</i>	3

* Including AB subscore on BC exam.

COLLEGE ENTRANCE BOARD ADVANCED PLACEMENT

Students who have taken advanced placement tests through the College Entrance Examination Board Advanced Placement Program and who score satisfactorily may obtain college credit. The score necessary for credit for a particular course is determined cooperatively by the appropriate department or school and the Registrar. Students must request that their scores be sent to Francis Marion University c/o the Office of Counseling and Testing. Advanced Placement scores obtained during high school are usually received at FMU in mid-July.

Scores required to receive credit in the AP program:

<i>College Board AP Examinations</i>	<i>Score</i>	<i>Course Exempted</i>	<i>Credits</i>
<i>Art History</i>	3, 4, 5	<i>Art 101</i>	3
<i>Studio Art: Drawing</i>	3, 4, 5	<i>Art 203</i>	3
<i>Studio Art: 2-D Design</i>	3, 4, 5	<i>Art 204</i>	3
<i>Studio Art: 3-D Design</i>	3, 4, 5	<i>Art 205</i>	3
<i>Biology</i>	3	<i>Biology 105</i>	4
<i>Biology</i>	4, 5	<i>Biology 105, 106</i>	8
<i>Calculus AB*</i>	3, 4	<i>Math 201</i>	3
<i>Calculus AB</i>	5	<i>Math 201, 202</i>	6
<i>Calculus BC</i>	3	<i>Math 201, 202</i>	6
<i>Calculus BC</i>	4, 5	<i>Math 201, 202, 203</i>	9
<i>Chemistry</i>	3, 4, 5	<i>Chemistry 101, 102</i>	8
<i>Computer Science A</i>	3, 4, 5	<i>Computer Science 226</i>	3
<i>Computer Science AB</i>	3, 4, 5	<i>Computer Science 226, 227</i>	6
<i>Macroeconomics</i>	3, 4, 5	<i>Economics 204</i>	3
<i>Microeconomics</i>	3, 4, 5	<i>Economics 203</i>	3
<i>English Language and Composition</i>	3, 4	<i>English 101</i>	3
<i>English Literature and Composition</i>	5	<i>English 101, 102</i>	6
<i>Both English AP Exams</i>	3, 4	<i>English 101</i>	3
<i>Environmental Science</i>	5	<i>English 101, 102</i>	6
<i>French Language</i>	3, 4, 5	<i>English 101, 102</i>	6
<i>French Literature</i>	3, 4, 5	<i>English 101, 102</i>	6
<i>German</i>	3, 4, 5	<i>Biology 103</i>	4
<i>Italian Language</i>	3, 4, 5	<i>French 101, 102</i>	6
<i>Japanese Lang & Cult</i>	3, 4, 5	<i>French 201, 202</i>	6
<i>Comparative Government and Politics</i>	3, 4, 5	<i>German 101, 102</i>	6
<i>United States Government and Politics</i>	3, 4, 5	<i>Italian Elective</i>	6
<i>European History</i>	3	<i>Elective</i>	3
<i>European History</i>	4, 5	<i>Political Science 101</i>	3
<i>United States History</i>	3	<i>History 203</i>	3
<i>United States History</i>	4, 5	<i>History 203, 204</i>	6
<i>World History</i>	3, 4, 5	<i>History 201</i>	3
<i>Human Geography</i>	3, 4, 5	<i>History 201, 202</i>	6
<i>Latin Literature</i>	3, 4, 5	<i>History 205</i>	3
<i>Latin: Virgil</i>	3, 4, 5	<i>Geography 101</i>	3
<i>Music Theory</i>	3, 4, 5	<i>Elective</i>	3
<i>Physics 1</i>	3, 4, 5	<i>Elective</i>	3
<i>Physics 2</i>	3, 4, 5	<i>Elective</i>	3
<i>Physics C: Electricity & Magnetism</i>	3	<i>Physics 215</i>	4
<i>Physics C: Electricity & Magnetism</i>	4, 5	<i>Physics 216</i>	8
		<i>Physics 201</i>	4
		<i>Physics 201, 202</i>	8

WHO RECEIVES MY AP GRADE REPORT? HOW CAN I HAVE A COPY SENT TO A COLLEGE?

AP Grade Reports (transcripts) include final grades for all AP Exams ever taken. A copy of the report is automatically sent to you, the college(s) you designated on your answer sheet, and your school. Transcripts are typically mailed the July following each exam.

If you would like a grade report sent to an additional college, or if you did not specify a college to receive your grade report at the time of testing, you can contact AP Services to request delivery of additional grade reports. Requests generally take one week to process from the date they are received and cost \$15 per report. Rush reports are processed within 2 working days and are available for \$25 per report. AP Services may be reached at:

AP Services
PO Box 6671
Princeton, NJ 08541-6671
Phone: 609-771-7300 or 888-225-5427
(toll free in the U.S. and Canada)
www.collegeboard.com/student/testing/ap/exgrd_rep.html

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The University awards credit for satisfactory scores on many of the Subject Examinations offered through the CLEP program. Only freshman and sophomore students are eligible to take CLEP exams without prior permission from a department chair or school dean. Juniors and students who have attained senior standing may attempt CLEP exams but first must obtain written permission from the department chair or dean of the school of the 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. CLEP exams can be taken at the Office of Counseling and Testing at FMU (843-661-1840). The chart below explains how the test scores will be evaluated for credit at FMU.

Scores required for credit in the CLEP Program:

<i>CLEP Exam</i>	<i>Score</i>	<i>Course allowed toward degree</i>	<i>Credits</i>
<i>American Govt.</i>	50	<i>Pol. Sci. 101</i>	3
<i>American Literature</i>	50	<i>Lit. 200 Elective</i>	3
<i>Analyzing & Interpreting Literature</i>	50	<i>Lit. 200 Elective</i>	3
<i>Biology</i>	50-62	<i>Biology 105</i>	4
	63+	<i>Biology 106</i>	4
<i>Calculus</i>	50	<i>Math 201</i>	3
<i>Chemistry</i>	50-62	<i>Chemistry 101</i>	4
	63+	<i>Chemistry 102</i>	4
<i>College Algebra</i>	50	<i>Math 111</i>	3
<i>English Literature</i>	50	<i>Lit. 200 Elective</i>	3
<i>English Composition</i>	50-57	<i>English 101</i>	3
<i>with essay</i>	58+	<i>English 102</i>	3
<i>Financial Accounting</i>	50	<i>Accounting 201</i>	3
<i>French</i>	50-61	<i>French 101 & 102</i>	6
	59+	<i>French 201 & 202</i>	12

German	50-61 59+	German 101 & 102 German 201 & 202	6 12	Psychology	5, 6, 7	Psychology 206	3
History of the U.S. I: Early Colonizations to 1877	50	History 201	3	Spanish	4	Spanish 101	3
History of the U.S. II: 1865 to Present	50	History 202	3	Spanish	5	Spanish 101, 102	6
Information Systems & Computer Applications	50	Computer Science 150	3	Spanish	6	Spanish 101, 102, 201	9
Introductory Business Law	50	Business 206	3	Spanish	7	Spanish 101, 102, 201, 202	12
Intro Psychology	50	Psychology 206	3				
Intro Sociology	50	Sociology 201	3				
Pre-calculus	50	Math 137	3				
Principles of Management	50	Management 351	3				
Principles of Marketing	50	Marketing 331	3				
Principles of Macroeconomics	50	Economics 204	3				
Principles of Microeconomics	50	Economics 203	3				
Spanish	50-61 63+	Spanish 101 & 102 Spanish 201 & 202	6 12				
West Civilization I: Ancient Near East to 1648	50	History 203	3				
West Civilization II: 1648 to Present	50	History 204	3				

*Students will be placed in MATH 202 and receive credit for MATH 201 after successful completion of MATH 202 with a grade of C or higher.

**Students will be placed in MATH 203 and receive credit for MATH 201 and 202 after successful completion of MATH 203 with a grade of C or higher.

ADVANCED PLACEMENT EXAMS ADMINISTERED BY FMU

English Composition Examinations – Students admitted into Francis Marion University will complete a process of directed self-placement (DSP) to choose between English 101 or the extended version of English 101 (English 101E plus English 101L). Students will complete the DSP questionnaire found on the English Department's website (www.fmuenglish.com), and then, if needed, will work with their advisers or the Composition Coordinator to determine which course is better suited for their writing skills. Students may arrange to take the ACCUPLACER test through the Office of Counseling and Testing (843-661-1840). Students with advanced competencies will be advised to enroll in English 101 if they receive a score of 103 or higher on the ACCUPLACER. Students may receive credit for freshman English courses through Advanced Placement or Dual Enrollment credit.

Foreign Language Credit – FMU uses the College Level Examination Program (CLEP) to determine eligibility for advanced placement and exemption credit in modern languages. For those who wish to start above the 101 level, the CLEP exam must be taken prior to beginning the language sequence at FMU. The Office of Counseling and Testing administers CLEP exams. For more information or to schedule an appointment, please call 843-661-1840.

TRANSFER CREDIT

Transcripts of students transferring from another institution are evaluated in the Registrar's Office, and the results are provided to the applicant. Determining the applicability of transferred credits to major requirements is the responsibility of the Registrar's Office.

Credit may be allowed for courses that are appropriate to the curriculum in which the student is admitted. Courses passed with a grade of D or its equivalent are not transferable and are not used in computing a student's grade point average except for specific courses taken in approved fourth-year cooperative programs. All transfer credit must have been completed at a regionally accredited institution. No credit is awarded for coursework taken on a non-credit basis, even non-credit courses completed at regionally accredited institutions. Transfer students are cautioned that a course, though acceptable for transfer, may not necessarily be applicable to a specific Francis Marion major, program, or degree. No more than 76 semester hours of credit may be accepted from institutions accredited as junior colleges or two-year institutions. No credit will be transferred for courses taught on a pass/fail or satisfactory/unsatisfactory grading scale. In order to complete requirements for an undergraduate degree, a transfer student must earn at least 25% of the required semester hours for that degree in residence at FMU (including a minimum of 12 semester hours above 299 in the student's major).

INTERNATIONAL BACCALAUREATE

To assist you in reaching your academic goals, FMU awards college course credit for satisfactory scores on higher level International Baccalaureate (IB) examinations. Students who have completed courses and the tests in the International Baccalaureate Program must have their scores sent to the Office of Counseling and Testing at FMU for evaluation. The chart below explains how the tests will be evaluated in terms of credit at FMU. The official FMU transcript will reflect the credit awarded to the student.

I.B. Exam	Score	Course allowed toward degree	Credits
Higher Level			
Biology	4	Biology 104	4
Biology	5	Biology 105	4
Biology	6, 7	Biology 105, 106	8
Chemistry	5	Chemistry 101	4
Chemistry	6, 7	Chemistry 101, 102	8
Computing Studies	5, 6, 7	Computer Science 190	3
Economics	5, 6, 7	Economics 203, 204	6
English (Lang. A)	4, 5	English 101	3
English (Lang. A)	6, 7	English 101, 102	6
French	4	French 101	3
French	5	French 101, 102	6
French	6	French 101, 102, 201	9
French	7	French 101, 102, 201, 202	12
Geography	4, 5, 6, 7	Geography 101	3
German	4	German 101	3
German	5	German 101, 102	6
German	6	German 101, 102, 201	9
German	7	German 101, 102, 201, 202	12
History-American	4, 5, 6, 7	History 201 or 202	3
History-European	4, 5, 6, 7	History 203 or 204	3
Mathematics	5	Math 201*	3
Mathematics	6, 7	Math 201, 202**	6
Mathematics - Prob. & Statistics (35 hour option)	6, 7	Math 134	3
Music	4, 5	Music 115, 116, 101	7
Music	6, 7	Music 115, 116, 101, 215, 216, 245	14
Physics	5	Physics 215	4
Physics	6, 7	Physics 215, 216	8

TRANSIENT CREDIT

A FMU student desiring to take courses at some other institution either during the summer session or the regular session and wishing to have courses transferred to FMU to apply toward a degree must have in advance the approval of his/her adviser or department chair/school dean as well as the Registrar before registering for the courses. This is known as transient credit. Only those students who are in good academic standing (those with cumulative grade point averages of 2.0 or above) and first semester transfer students in good academic standing (those transferring in with cumulative grade point averages of 2.0 or above from other institutions) can be approved to take courses at other institutions. No course specifically required in the student's major may be taken at another institution without prior approval of the department chair or school dean. Forms are available in the Office of the Registrar.

It is the student's responsibility to have an official transcript sent to the Office of the Registrar upon completion of the course(s) but no later than one month prior to the date he/she is scheduled to complete degree requirements. Grades earned at other institutions will not be computed in the FMU grade point average except when determining whether the student can graduate with honors and when taken in approved fourth-year cooperative programs. A grade of C or higher must be earned for a course to transfer to Francis Marion. A maximum of 30 semester hours in transient credit may be accepted as partial fulfillment of the requirements for the baccalaureate degree. The sum of the transient credit and the transfer credit from junior colleges and two-year institutions may not exceed 76 hours.

No credit will be transferred for correspondence courses or courses taught on a pass/fail or satisfactory/unsatisfactory grading scale.

CORRESPONDENCE CREDIT

A maximum of 30 semester hours in correspondence courses may be accepted as partial fulfillment of the requirements for the baccalaureate degree. No more than 12 semester hours may be accepted in any one subject. The institution and the courses taken must have prior approval of the student's adviser, department chair/school dean and the Registrar. The student must have a grade of C or better on each course accepted. Grades on correspondence courses are not included in computation of grade point average. No course specifically required in the student's major may be taken by correspondence without prior approval of the department or school. Correspondence credit does not count as residential credit.

Information on correspondence courses available through other colleges and universities can be obtained from the Office of Counseling and Testing.

FINAL EXAMINATIONS

The standing of a student in his/her work at the end of a semester is based upon daily class work, tests or other work, and the final examinations. Final examinations are given on the dates and at the times designated in the final examination schedule. The final examination schedule is available in the schedule of classes published each semester. It is also available on the University website.

GRADING SYSTEM

A (Distinction)

A grade of A indicates achievement of distinction and carries four quality points per semester hour.

B+

A grade of B+ carries three and a half quality points per semester hour.

B (Above average)

A grade of B indicates above-average achievement and carries three quality points per semester hour.

C+

A grade of C+ carries two and a half quality points per semester hour.

C (Average)

A grade of C indicates average achievement and carries two quality points per semester hour.

D+

A grade of D+ carries one and a half quality points per semester hour.

D (Below average)

A grade of D indicates below-average achievement but acceptable credit toward graduation and carries one quality point per semester hour.

F (No Credit)

A grade of F indicates unsatisfactory achievement or withdrawal from the course after completion of one-third of the course without passing grades. Semester hours are included as work taken in computation of grade point average. No quality points or credits are earned.

IN (Incomplete)

IN is given a student who for an acceptable reason is allowed to postpone beyond the end of the semester or term the completion of some part of a course requirement. Approval by the department chair or dean is required. The designation of IN is not computed in the grade point average. If the IN is not replaced by a permanent grade by the end of the next semester or summer term in which the IN was given, the designation of IN will automatically become a grade of F. The grade of IN may not serve as a prerequisite for sequenced courses.

W (Withdrew)

W indicates that a course was dropped with permission prior to completion of one-third of the course or that a course was dropped with a passing grade after completion of one-third of the course. It is not included as semester hours taken in computation of grade point average.

CO (Continuing)

CO is reserved for students who at the end of the semester have not completed all their work in self-paced mathematics, French, and/or Honors 491-99. This grade is not computed in determining grade point average; however, these hours are included in the gross hours attempted and therefore are used to determine eligibility to stay in school. Under penalty of F, students must enroll the next semester in those courses in which CO was earned. Students will not be allowed to receive the CO grade more than once in the same course.

S (Satisfactory)

S indicates average or better than average achievement in certain courses which are graded on an S-U (Satisfactory-Unsatisfactory) basis only. Such courses are not included in computation of grade point average.

U (Unsatisfactory)

U indicates unsatisfactory achievement in certain courses graded on an S-U (Satisfactory-Unsatisfactory) basis only. No credit is earned.

GRADE POINT AVERAGE

Grade points are computed by multiplying the number of semester hour credits per course by the grade earned. The grade point average (GPA) is computed by dividing the total number of quality points by the total number of net hours taken. In the calculation of grade point average, the semester hours for the first repetition of a course will not count in computing net semester hours taken, but in subsequent repetitions, semester hours will be included in computing net semester hours taken. For a repeated course, the higher grade of the first two course grades

earned plus the grades on all other repetitions will determine the number of quality points earned. Other institutions, however, may recalculate a student's grade point average and include all grades in that calculation. All grades will appear on the student's FMU transcript. A student with a low grade point average is advised to repeat courses for which a grade of D or F was earned.

A cumulative grade point average of 2.0 or higher is required for graduation on all work attempted at FMU (including four-year cooperative programs). In addition, a student must maintain an average of 2.0 or higher in his/her major courses in order to meet graduation requirements. Some programs may require a higher grade point average for admission, continuance in the program, and/or graduation.

Advanced placement credits, credits transferred from accredited institutions (except for credit for specific courses taken in approved fourth-year programs), credits earned through correspondence and/or extension work, and credit for courses taken on a Satisfactory-Unsatisfactory basis are not used in computing a student's grade point average but may be accepted toward a degree.

For calculating the grade point average for honor graduates, see the "Honor Graduates" section later in this chapter.

GRADE CHANGES

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.

GRADE APPEALS POLICY

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 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 FMU 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 10 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 make 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.

GRADE REPORTS

At the end of each semester and each summer term, grade reports are made available to students via Swampfox for Students.

Faculty members must give students an opportunity to make an informed decision on their academic performance prior to the last date to withdraw without academic penalty. Mid-term grades for first-semester freshmen will be recorded, submitted to the Registrar, and mailed to the advisers. Mid-term grades for other students will not be submitted. Faculty will receive a class roll prior to the last date for withdrawal to verify those enrolled in and attending the class.

TRANSCRIPTS

Official transcripts, bearing the University seal, will not be issued without the written consent of the student. A transcript will not be released if the student is indebted to the University.

Forms for requesting transcripts may be obtained from the Registrar's Office or through the University's website. A fee of \$7 must accompany each individual transcript request. The request must be returned to the Office of the Registrar after fee payment is made.

REPEATING COURSES

A student may repeat courses to improve his/her grade point average. The grade earned after the first enrollment of a course will replace the grade originally earned when calculating the student's grade point average, provided that the repeat grade is higher than the original grade. All grades earned after the first repetition of a course will be included in the calculation of grade point average. (It is recommended that courses for which a grade of D or F was earned be repeated.) A student may not repeat for credit a 100- or 200-level language course once he/she has received credit for another course at a higher level in the same language and may not repeat for credit the lower-level course of any subject in a hyphenated sequence once he/she has received credit for the higher-level course. Once a student has completed, either successfully or unsuccessfully, a course at FMU, he/she may not repeat that course at another institution for transfer credit to FMU. However, a student may be permitted to repeat for additional credit a course he/she took for credit ten or more years previously.

A student may not repeat a nursing course that has a clinical or laboratory component unless they are enrolled in the nursing program.

A student may not repeat an Honors course in order to raise his/her grade point average. In order to improve the grade point average, a student may repeat in a regular section a course that he/she took as an Honors section, but the new grade will carry no Honors credit.

When a student repeats a course, all grades appear on the transcript. Grades of CO and W are not used in the calculation of grade point average. These grades also are not counted in the repeat regulations.

ACADEMIC RENEWAL POLICY

A student formerly enrolled at FMU who has not been enrolled at FMU for three consecutive calendar years is eligible to apply for Academic Renewal. The intent of this policy is to provide a renewed start for students who experienced academic difficulty during their initial enrollment at FMU. Academic Renewal Applications are available to readmitted students in the Registrar's Office.

All coursework previously taken at FMU by a student who is granted Academic Renewal will be treated as if it were transfer credit from another institution for purposes of granting credit toward graduation from FMU. The earlier courses, therefore, will not be included in computing the student's grade point average. Only those earlier courses in which a student earned a C or higher may be counted toward fulfillment of graduation requirements.

All courses and grades, including those taken while previously enrolled at FMU, will appear on the student's transcript. Other institutions are likely to include all grades and courses when calculating a student's grade point average for such purposes as transfer or admission to graduate and professional programs.

The Academic Renewal Policy is subject to the following stipulations:

1. A student may be readmitted under the Academic Renewal Policy one time only.
2. A student seeking readmission under the Academic Renewal Policy who has been enrolled at other institutions of higher education since leaving Francis Marion University must be in good academic standing at the institution most recently attended.
3. A student must seek academic renewal at the time of application for readmission. Once academic renewal has been granted, the action is irreversible.

4. A student readmitted under the Academic Renewal Policy will be governed by the rules and regulations (including major, minor, and General Education Requirements) in effect at FMU at the time of readmission.
5. Readmission under the Academic Renewal Policy does not guarantee acceptance into any program at FMU that requires a specific grade point average. Admission to those programs depends upon the policies of the particular academic schools or departments involved.
6. Students admitted under the Academic Renewal Policy are automatically placed on Academic Probation 2.
7. A course completed, either successfully or unsuccessfully, at FMU prior to academic renewal may not be repeated at another institution for transfer credit to FMU.
8. Following readmission under the Academic Renewal Policy, a student must complete at least 36 semester hours at FMU to be eligible for graduation.
9. All courses taken at FMU, including those taken prior to academic renewal, will be counted when computing eligibility for graduation with academic honors.

ACADEMIC STANDING

ELIGIBILITY TO CONTINUE

A minimum 2.0 cumulative grade point average is required to maintain good academic standing. After the first major (full fall or spring) semester a student fails to obtain the required minimum 2.0 overall grade point average, the student is placed on academic Probation 1 and will receive written notification from the University.

While on Probation 1, the student is strongly advised to repeat courses necessary to regain an overall 2.0 grade point average and may take no more than 13 credit hours in a major semester, seven hours in any one summer term, and four hours in the late spring term. The student is removed from probation if the cumulative grade point average is 2.0 or higher at the end of that semester.

If the student's overall grade point average is less than a 1.25 at the end of the Probation 1 semester, then the student is dismissed. If the student's overall grade point average is at least a 1.25 but less than a 2.0 at the end of the Probation 1 semester, then the student is placed on Probation 2. A student on Probation 2 is required to repeat courses to regain an overall 2.0 grade point average and is not allowed to take more than 13 hours in a major semester, seven hours in any one summer term, and four hours in the late spring term. Once the student's academic adviser has advised the student, the student's schedule will be verified and entered into the system by the Associate Provost for Enrollment Management or the personnel in the Registrar's Office. The student is removed from probation if the cumulative grade point average is 2.0 or higher at the end of that semester. At the end of the Probation 2 semester, if the student fails to earn a 2.0 cumulative grade point average, the student is dismissed from the University.

If the grade point average of a student who has previously been on Probation 2 falls below a cumulative 2.0, the student will be placed on Probation 2. If the grade point average of a student with 87 or more hours falls below a cumulative 2.0 grade point average the student will be placed on Probation 2.

This policy is for eligibility to continue only. Some degree programs may have higher grade point average requirements for graduation.

ACADEMIC DISMISSAL

After the first academic dismissal, the student will not be allowed to enroll

at FMU until he/she has served the one major semester dismissal. At the end of serving the dismissal, the student may apply for readmission by submitting the appropriate application packet to the Admissions Office. If the student meets all other admission requirements, the student will be readmitted and placed on Probation 2. The student must meet the Academic Standards to continue.

After the second academic dismissal, the student will not be allowed to enroll at FMU until he/she has remained out of FMU for two major semesters. The student may then apply for readmission by submitting the appropriate application packet to the Admissions Office. If the student meets all other admission requirements, the student will be readmitted and placed on Probation 2. The student must meet the Academic Standards to continue.

After the third academic dismissal, the student will not be considered for readmission into the University unless she/he is eligible for the Academic Renewal program and has earned an Associate of Science or Associate of Arts Degree from another accredited institution. If the student meets all other admission requirements, the student will be admitted only into the Academic Renewal Program and placed on Probation 2.

A student who has been dismissed may appeal the dismissal. The policy and procedure for this appeal can be obtained from the University Registrar.

WITHDRAWING FROM THE UNIVERSITY

Complete withdrawals must be initiated by the student at the Registrar's Office. A Complete Withdrawal Grade Report will be completed. Failure to file the Complete Withdrawal Grade Report Form with the Registrar's Office may result in the grade(s) of F for the course(s). A student who withdraws from the University after completion of one-third of the semester receives in each course a grade of W or F based on his/her academic average at the time of withdrawal. A student may not withdraw two weeks prior to Reading Day or any time thereafter.

MILITARY SERVICE

A student who is a member of the armed services (either active or reserve) and who is called to active service or deployed and who is unable to complete a semester will be withdrawn from courses with a grade of W. A Complete Withdrawal Grade Form must be submitted to the Registrar along with proof of military orders. A member of the service who is called to active duty or deployed for a short duration because of a natural disaster or similar circumstance will be offered accommodation so that, in consultation with the instructors, all courses may be finished. Accommodation may include alternate assignments or an extension of the time to complete a course.

The effective date of a student's complete withdrawal from the University will be the date that the student initiates the withdrawal and a Complete Withdrawal Grade Report Form is filed.

RESIDENCE REQUIREMENTS

To earn an undergraduate degree at FMU, students must complete a minimum of 25% of the required semester hours for that degree in residence at FMU (30 semester hours for a 120 semester hour degree) within five calendar years preceding the date the degree is granted. A minimum of 12 hours above 299 in a student's major must be completed in residence at FMU.

No more than nine of the final 30 semester hours required for the degree can be taken at another institution with the exception of hours earned by students while participating in an FMU International Student Exchange Program. In special cases, students may petition the Provost for up to an additional six hours of transfer credit.

In residence means students earn a grade in a class in which they are enrolled at FMU and supervised by a faculty member of FMU. Credit earned at another institution will not satisfy the 25% residency requirement.

ASSESSMENT

All students who enroll at FMU are required to participate in assessment(s) of oral communication skills, basic computer skills, General Education knowledge and their chosen major(s), if required. Participation may include, but is not limited to, such activities as capstone courses, assessment tests, portfolios, student surveys, and the assessment activities of their major(s).

CHANGES IN GRADUATION REQUIREMENTS

In addressing the needs of an ever-changing society, the curriculum offered by FMU continues to evolve. Continuously enrolled students may elect to meet the graduation requirements stated either in the University Catalog of the year in which they first entered FMU or in the University Catalog of the year in which they are graduated from the University. Students returning to FMU after an absence of one year or more will be expected to meet the graduation requirements stated either in the University Catalog of the year in which they returned to FMU or in the University Catalog of the year in which they are graduated. The effective University Catalog must not be more than 10 years old.

APPLICATION FOR DEGREE

Undergraduate students who plan to graduate from FMU must complete an Application for Degree with the Registrar's Office. December graduates must complete and submit the form by October 1. May graduates must complete and submit the form by March 1. Summer graduates must complete and submit the form by June 15. Students are strongly encouraged to complete and submit the form the semester before they intend to graduate to allow adequate time to complete the Senior Review process. Students should schedule a Senior Review with the Registrar's Office when they reach senior classification by earning 87 semester hours of course credits.

All degree requirements must be completed in order to participate in the commencement ceremony.

PRIVACY OF STUDENT EDUCATIONAL RECORDS

The written institutional policy concerning the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) is housed in the Registrar's Office. The University is restricted in the release of certain student records without the prior written consent of the student.

However, the University can release directory information that includes such information as the student's name, address, telephone number, etc., without the student's permission. A student who does not want this information released must make a request in writing to the Office of the Registrar within two weeks after the first day of class. The request for nondisclosure must be filed each term of enrollment.

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.

USE OF SOCIAL SECURITY NUMBER

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

RECOGNIZING ACADEMIC DISTINCTION

WILLIAM H. BLACKWELL AWARD

Named in memory of the founding chairman of the Francis Marion University Foundation, the William H. Blackwell Award goes to the individual baccalaureate student(s) with the highest grade point average. Although all baccalaureate degree recipients during the year are eligible for consideration, this award is presented only during the spring commencement ceremony.

HONOR GRADUATES

The Latin phrases distinguishing the levels of performance recognized by medieval universities have come to be used to honor modern graduates as well. An undergraduate student who completes degree requirements with a grade point average from 3.5 to 3.74 shall be granted a diploma cum laude (with praise). An undergraduate student who completes degree requirements with a grade point average of 3.75 to 3.89 shall be granted a diploma magna cum laude (with great praise). An undergraduate student who completes degree requirements with a grade point average of 3.9 or higher shall be granted a diploma summa cum laude (with greatest praise).

All work that is taken at FMU (including repeated courses) and all work that is taken at other institutions and considered transferable (including courses in which grades of D and F are earned but which were not transferred) will be included in computing a student's grade point average for honors. In order to receive a diploma cum laude, magna cum laude, or summa cum laude, a transfer student must complete a minimum of 60 semester hours at FMU.

In order to graduate with honors for a second degree, a candidate must have graduated summa, magna, or cum laude in his or her first degree and must have earned a minimum of 60 hours at FMU. All work taken at the collegiate level will be computed to determine the student's grade point average for honors.

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.

PRESIDENT'S LIST FOR PART-TIME STUDENTS

Any part-time undergraduate student who has completed at least 12 hours at FMU 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.

DEAN'S LIST FOR PART-TIME STUDENTS

Any part-time undergraduate student who has completed at least 12 hours at FMU 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.

UNIVERSITY MARSHALS

Each year the University selects a number of outstanding undergraduate students to serve as marshals for campus events and lead academic processions, especially commencement ceremonies. These full-time students serve an important role for the University by assisting at plays, lectures, concerts, and other public occasions. New marshals are chosen at the end of their freshman year from those who have compiled an outstanding grade point average. Marshals are honored in the fall of their sophomore year at a luncheon hosted by the University president and serve for the remaining three years of their FMU career. Marshals wear distinctive blue blazers with the University logo.

UNIVERSITY HONORS PROGRAM

See page 167.