

students, receive support and guidance regarding immigration documentation, curricular and optional practical training and general counseling. Additional information is available from the Student Affairs webpage or the Student Affairs Office at 843-661-1182.

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 is published regularly for the students of Francis Marion University. Students are encouraged to become involved with The Patriot, which has a staff including student editors, writers, photographers, and managers. A member of the FMU faculty serves as the adviser to the student newspaper, which provides 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.

ATHLETICS

Because intercollegiate athletic programs are recognized as valuable assets in developing campus spirit, the University strives to build a balanced, competitive athletic program. Teams compete in baseball, men's and women's basketball, men's and women's cross country, men's golf, men's and women's soccer, softball, men's and women's tennis, men and women's track and field, and women's volleyball. All athletic teams are known as the Patriots and wear the colors red, white, and blue. The athletic website address is www.fmupatriots.com.

The University is affiliated with the National Collegiate Athletic Association (NCAA), with two of its sports programs competing as Division I independents and the remaining 12 as Division II members. FMU is also a member of the Peach Belt Conference, competing in 12 intercollegiate conference sports. These affiliations permit student-athletes to receive regional and national recognition for their accomplishments. Several of the University's teams have advanced to NCAA post-season competition over the last several years. FMU has been represented by student-athletes in NCAA Division II Tournament competitions every year since moving to NCAA membership in 1992. This includes a pair of tennis (doubles) national titles and a men's golf national championship in 2003; 17 trips to the men's tennis tournament; 13 appearances in women's tennis; nine appearances in women's basketball; eight appearances in baseball; four appearances in men's golf; three appearances in women's volleyball; two appearances in women's soccer, men's soccer and softball; and one appearance in men's basketball. FMU has twice won the Commissioner's Cup of the Peach Belt Conference, indicative of having the best all-around program in the league. FMU also ranks among the conference leaders in the number of student-athletes named to the PBC Presidential Honor Roll (3.0 grade point average or B average).

UNIVERSITY CHORAL PROGRAMS

The University Choral Program offers two choral performance groups: Concert Choir and Cut Time. Academic credit is given at the rate of one hour per semester. A total of three semester hours of credit may be applied toward graduation. Choral groups plan several off-campus performances as well as performances on campus for students, faculty, staff, and community. Additional information is available from the Director of the Choral Program.

INSTRUMENTAL MUSIC ENSEMBLES

FMU offers three instrumental music performance ensembles: Wind Symphony, Jazz Express, and Chamber Jazz Ensemble. These are open to all students with experience on wind or percussion instruments. Academic credit is given at the rate of one hour per semester for each ensemble. A total of three semester hours of credit may be applied toward graduation. Scholarships may be available (if funded) for participation in ensembles. Additional information about all ensembles is available from the Director of Instrumental Activities.

THE UNIVERSITY THEATRE

The University Theatre presents three or four major and several short experimental theatre productions involving approximately 150 students each year. Casts for the productions are selected by open acting auditions. Backstage work is done by student volunteers. Previous experience or training is not required to take part in the University Theatre, and all interested students are encouraged to participate.

ARTIST & LECTURE SERIES

Each year programs are presented for the University community by outstanding artists and respected lecturers from a variety of fields. Planning of these programs is assigned to the Artist and Lecture Series Subcommittee composed of students and faculty members. This committee and the University Programming Board provide a broad range of offerings during the student's University experience.

FILM SERIES

FMU offers film showings free to the public. The Artist and Lecture Series presents showings at 3:30 and 7:30 p.m., usually on the second and third Tuesday of each month. The English Department presents showings at 3:30 and 7:30 p.m., usually on the first and fourth Tuesday of each month. All films are shown in the Ashpy Lowrimore Auditorium in the John K. Cauthen Educational Media Center. Dates of film showings may vary. Please visit the University website for the most up-to-date information.

ART GALLERY SERIES

The Department of Fine Arts sponsors the Art Gallery Series, hosting varied shows of two- and three-dimensional works showcasing local and regional artists. Exhibits change regularly throughout the academic year. The mission of the art galleries program is to present exhibitions that support and enhance the academic goals of the visual arts program at FMU, providing a non-profit institutional setting in the service of society for educational purposes.

Art galleries are located in the Hyman Fine Arts Center. The Fine Arts Center Gallery features large cases along glass walls, allowing three-dimensional works to be displayed and viewed from the outdoor breezeway as well as inside the lobby adjacent to the Fine Arts Theatre and Adele Kassab Recital Hall. Gallery exhibits are free and open to the public during the University's normal operating hours. A calendar of art gallery exhibits can be found on the University website.

FMU 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/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 noncredit 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 non-student to make his or her guest aware of these behavioral expectations.

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 Affairs. 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 Affairs. 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 in the FMU Student Handbook.

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.

University Violations

1. Drugs and Narcotics

- Use, possession 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.
- Possession of drug-related paraphernalia unless it is proven allowable under South Carolina law.
- Being under the influence of a drug, chemical compound, or narcotic unless proven allowable under South Carolina law. This also includes the use of medicine prescribed to another person and other controlled substances.
- Sale, delivery, manufacture or distribution of any drug or narcotic or distribution of drugs for which the holder has no legal prescription.
- The misuse of common products for the intent of inducing or producing an altered state of consciousness and/or intoxication.

2. Alcoholic Beverages

- Use, possession and/or 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.)
- 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.)
- Sale, delivery, manufacture or distribution of alcoholic beverages on University property or during University activities. (Please refer to the "University Alcohol Policy and Housing Violations" for more detail on alcohol issues.)
- The use of alcohol in any form is prohibited and includes: 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

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

- d. Assault, including sexual assault and/or any conduct that is considered felonious in nature.
- e. Intentional or reckless conduct that endangers the health or safety of self or others.
- f. Excessive pressure or threats against another person in an effort to coerce or intimidate.
- g. Deliberate constraint or incapacitation of another without consent or permission.
- h. Placing another in a dangerous/injurious situation with or without their knowledge.
- i. Behavior that injures or endangers the welfare of any member of the University Community.
- j. Harassment of any student or member of the University Community. (Please refer to the Harassment Policy.)
- k. 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.
- l. Retaliation against any student or students who files grievances or provides information or testimony in any conduct proceeding, hearings, meetings, and/or investigations. (Please refer to Retaliation Policy.)
- m. Stalking and/or unauthorized surveillance which includes:
 1. Unwanted and repeated contact (after notice to desist) with another individual or group through personal contact using 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. Includes the storing, sharing, and/or other distribution of such unauthorized images by any means.
- n. 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.
- o. Other conduct in 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, paint balls, stun guns, and air guns. Includes water guns and other items whose reckless play could result in injury to another.
- 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, sling shots, 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/or 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 by compressed gases such as pepper spray, dangerous/noxious chemical mixtures.

5. Theft, Damage and Unauthorized Use and Entry

- a. Theft, wrongful appropriation, and unauthorized possession whether attempted or actual.
- b. Damage to property of the University to include 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 in, 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 and temporary tags.

6. Failure to Comply

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:

- a. Failure to report to a University office or official after notice to do so.
- b. Failure to appear for a judicial hearing or comply with a disciplinary penalty.
- c. Failure to pay promptly, after notice, all University bills, fines, accounts, and other financial obligations.
- d. 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, time cards, 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 University 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, University 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, the Francis Marion University Foundation, and/or the Francis Marion University Real Estate Foundation. This prohibition includes all buildings and grounds. This policy also includes all devices for smoking.

- 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. A detailed description of the process used to administer Student Conduct and Academic Violations may be found in the FMU Student Handbook.

Portions of the materials are adapted from similar documents at the University of Maryland, the University of Tennessee (Knoxville), University of Delaware, Spelman College, and Texas Tech University, and from 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) in the Student Handbook of the University of Kentucky, Lexington, Ky.

SEXUAL HARASSMENT

It is the policy of FMU, in keeping with efforts to maintain an environment in which the dignity and worth of all employees and students of the University are respected, that sexual harassment of students, employees, and visitors to the 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. As a place of work and learning for students, faculty, and staff, FMU must be free of all forms of sexual intimidation, exploitation, and harassment. All community members should be aware that the University does not condone such behavior and is prepared to take action to prevent and correct such behavior. Individuals who engage in sexual harassment are subject to disciplinary actions which may include, but are not limited to, oral or written warnings, demotions, transfers, suspension without pay, or dismissal for cause or sanction under the student Code of Conduct.

Sexual harassment is a form of sex discrimination that 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. Students should immediately contact the Vice President for Student Affairs or the Vice President for Administration. Any faculty or staff member receiving a complaint of sexual harassment should seek the advice of the Vice President for Administration.

ALCOHOL & DRUG POLICY

FMU 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. 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 student 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). Alcohol is prohibited in the Residence Halls. For appropriate events, the Provost or Vice President responsible for approving the event will determine how, when, and where alcohol may be used.

FMU 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.

Statutes adopted by the State of South Carolina prohibit certain activities regarding alcoholic beverages and drugs. The law provides for certain penalties including fines up to \$5,000 and incarceration up to five years. Violations of the law also subject the offender to administrative sanctions under the University's rules and regulations. The following activities are unlawful:

- Purchase of alcoholic beverages on behalf of a minor.
- Purchase or possession of alcoholic beverages by a person under 21 years old.
- Presentation of false or improper identification in order to obtain alcoholic beverages.
- Possession of an open container of beer, wine, or other alcoholic beverage in a moving vehicle or in an area where such possession has been prohibited.
- Driving under the influence of alcohol or other drugs.
- Selling, giving, or providing alcoholic beverages to a person under 21 years old.
- Distribution, use or possession of drugs and drug paraphernalia.

Referrals or information about alcohol and drug matters are available to any student, faculty, or staff member of Francis Marion. For more information about these programs, contact the Office of Counseling and Testing at 843-661-1840. Complete copies of the FMU Alcohol and Drug Policy may be found in the FMU Student Handbook or may be obtained from the following offices: Student Affairs, Provost, Public Affairs, Administration/ Human Resources, and Athletics.

GUIDELINES FOR STUDENT CONCERNS OR COMPLAINTS

The University deems it essential that all students be provided an adequate opportunity to bring concerns, complaints, or suggestions to the attention of the administration with the assurance they will be treated promptly, professionally, fairly, and without fear of reprisal. If any student believes he or she has been mistreated by any member of the faculty or staff, the procedures below should be followed. These procedures are intended to

simplify the proper route for students to follow in reporting any perceived mistreatment by a University employee and are not intended to replace any existing policy or process for matters that may be grieved (i.e. sexual harassment, grade appeals, etc.).

- Concerns about faculty on academic or other matters should be reported to the department chair or dean who supervises the professor or instructor.
- Concerns about any form of perceived mistreatment by a University employee should be reported to the employee's supervisor or to the office of the Vice President of the division to which the employee belongs.
- Concerns about admission, registration, advising, or financial assistance issues should be reported to the Associate Provost for Enrollment Management or the Provost's Office.
- Concerns about billing, student accounts, or other administrative issues (Campus Police, Dining Services, Bookstore, etc.) should be reported to the office of the Vice President for Business Affairs.
- All other concerns about non-academic matters, including complaints about treatment by other students, should be reported to the Student Affairs Office.

Students should be aware that once a concern is reported, the complainant may be directed to take further steps or action to have the matter addressed. By reporting to the offices above, the student will be able to determine the appropriate steps to address his or her concerns.