

attained the required grade point average on all University work, including that taken at other institutions. To be considered for honors, a student must complete a minimum of 60 credit hours at FMU.

Change of Name or Address

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

FERPA/Directory Information

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

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

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

What Constitutes a Student Record

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

Disclosure of Educational Record Information

1. Francis Marion University shall obtain written consent from students before disclosing any personally identifiable information from their educational records (with the exceptions listed below). Such written consent must:
 - a. specify the records to be released.
 - b. state the purpose of the disclosure.
 - c. identify the party or class of parties to whom disclosure may be made.
 - d. be signed and dated by the student.
2. Francis Marion University must disclose educational records or components thereof to students who request information from their own records.

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

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

Privacy Rights of Students

Students have the right to:

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

Review of Academic Records

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

Commencement Announcements

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

Application for Degree

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

Graduate students: All graduate students must complete a graduation application in order to be considered a graduate candidate. Degree applications are available in the department of the student's major. Undergraduate and graduate students must complete an application for degree on or before the following deadlines: For the December graduation, the last day to apply for graduation is October 1; for the May graduation, the last day to apply for graduation is March 1; and for the August graduation, the last day to apply for graduation is June 10. In the event that degree

Social Security Number/ Student Identification Number

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

Parental Notification of Alcohol Policy Violations

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