

circumstances warrant exceptions from published policy.

Appeals must be in writing and are processed by the University's Withdrawal Appeals Committee. Address appeals to the Withdrawal Appeals Committee, Office of the Registrar, Francis Marion University, PO Box 100547, Florence, SC 29502-0547.

All request for refunds must be made during the academic year for which the fees were paid. The academic year begins with Summer II term and ends with Summer I term. The decision of the Withdrawal Appeals Committee is final.

Housing and Dining refunds are administered under a separate policy than general fees and tuition. All Dining and Housing refund requests must be made in the academic semester for which fees are paid. The Housing and Dining Policy can be viewed on the web at [www.fmarion.edu/about/fees](http://www.fmarion.edu/about/fees). FMU ID Card (University Debit Account) refunds may only be requested upon graduation or official withdrawal from the university. For information on the FMU ID card as the FMU Debit/Patriot card, refer to the student usage agreement at [www.fmarion.edu/about/fees](http://www.fmarion.edu/about/fees).

Refund checks are held in the Cashier's Office for seven days and are then forwarded to the student's permanent home address.

Circumstances may warrant the assessment of a reinstatement fee for the purpose of academic reinstatement.

## Applying for Financial Assistance

The 2015-2016 FAFSA (Free Application for Federal Student Aid) should be completed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) AS SOON AS POSSIBLE. A FAFSA may be completed regardless of a student's admission or registration status.

Be sure to list FMU's institutional code (009226) in the appropriate section of the FAFSA.

Students must reapply for Financial Assistance every academic year.

For more information, visit FMU's Financial Assistance website under "Quick Links" at [www.fmarion.edu](http://www.fmarion.edu) or call the Financial Assistance Office at 843-661-1190.

## Policies & Regulations

### Student Handbook and University Catalog

Each year, the Student Handbook is made available to all students. The Handbook contains a complete list of student rights and responsibilities, rules and regulations, and calendars and dates. The Handbook and the University Catalog are invaluable resources in your quest to be a successful student at FMU. Handbooks are online at [www.fmarion.edu/students/handbook](http://www.fmarion.edu/students/handbook). Catalogs are available in the Admissions Office or online at [www.fmarion.edu/academics/catalogs](http://www.fmarion.edu/academics/catalogs).

### FMU ID Card (University Debit Account)

Lost cards should be reported immediately to the FMU Card Administrator, located in the Ervin Dining Hall (Ext. 1266); Library (Ext 1300); or Student Affairs (Ext. 1182) since this card may carry the liability of a bank debit card and is not transferable. Late charge (after initial registration) or replacement cost is \$19, which is nonrefundable. The fee will be waived in the case of marriage, a name change, or a defective card. A refund of funds placed on the FMU ID Card (debit account) may only be requested upon graduation or official withdrawal from the University. Requests should be submitted to the Dining Services Office in the Ervin Dining Hall.

### Parking Permits

All students are allowed to have a vehicle on campus. You must register the vehicle and purchase a parking decal. Decals run from fall to fall. Even if you purchase a decal in the spring semester, you must purchase a new one in the fall of each year. Vehicles may be registered in the Cashier's Office during the semester. If you live on campus, you must have a Residential parking decal, designated with an R, which will allow you to park in housing area lots. You should obtain the university Traffic Regulations Manual from the Cashier's Office, Campus Police, or you can access the manual on the web at <http://www.fmarion.edu/about/fmutrafficregulation>. This booklet contains important information about vehicle registration, parking, and traffic safety.

### Honors Courses

Honors courses are open to students with superior academic records by invitation only from the Honors Committee. For more information, contact Dr. Jon Tuttle, director of the Honors Program, at 843-661-1521.

### Grade Reports

At the end of each semester, grade reports will be made available to

students at [www.fmarion.edu](http://www.fmarion.edu). Click "Swamp Fox for Students," then click "Review Grades." Call the Registrar's Office if you have questions about your grades.

### Withdrawal from a Course or the University

If you want to drop a course, you should obtain the necessary form from the Registrar's Office or in your academic department, complete the form, have it signed by the appropriate people, and then turn it into the Registrar's Office. Forms for complete withdrawal from the university are only available in the Registrar's Office.

### Class Attendance Policy

It is your responsibility to attend all scheduled meetings in the courses in which you are enrolled. If you are 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 the instructor has excused the absences.

Individual instructors may choose alternative requirements for attendance. It is the instructor's responsibility 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 required attendance. Attendance policies will be outlined on the course syllabus.

It is your responsibility to understand at the beginning of each course the instructor's policy on missing classes, announced tests, and laboratory sessions. If you violate the stated attendance policy, the instructor will notify the Registrar's Office to drop you from the class with the appropriate grade.

It is your responsibility 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.

### Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, permits the release of "directory information" about a student without a student's consent. FMU has designated the following items as directory information: student's name, enrollment status, address, FMU email, telephone listing, 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 may 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.). Students have the right to request that this information not be disclosed by completing a Request of Non-Disclosure form, available in the Registrar's Office, by the end of the drop/add period for each academic term. A request for non-disclosure prohibits the University from releasing the student's name and other information for purposes for which the student may wish to be recognized (for example, announcements of scholarship awards and other honors, notices of commencement exercises, induction into honor societies, participation in university activities, etc.). After a request for non-disclosure has been made, the university is NOT responsible for obtaining subsequent permission from the student to release the information for special circumstances as described above.

### Use of Social Security Number

The privacy act of 1974 (US Public Law 93-579, Sect.7) requires that we notify you that disclosure of your Social Security Number (SSN) is voluntary. You should know that FMU uses the SSN for federal identification and your official transcript.

### Services for Students with Disabilities

Effort will be made to ensure that classes offered will be accessible to individuals with disabilities. If you plan to enroll and need assistance relating to a disability, contact the Office of Counseling and Testing (843-661-1840) at least 10 days prior to the beginning of the semester.

### Equal Opportunity

Francis Marion University offers equal opportunity in its employment, admissions, and educational activities, in compliance with federally mandated civil rights legislation and corresponding State of South Carolina legislation.

## Spring 2017 Calendar

Oct. 26-Nov. 4	Priority registration for currently enrolled students for Spring 2017
Nov. 7-Dec. 12	Open registration for continuing students. Fees and Housing payments due by Dec. 12 (schedules and housing assignments will be dropped at 5 pm Dec. 12.)
Mid-Nov.	Bills mailed to home addresses of pre-registered students
Dec. 13-Jan. 9	Open registration for continuing students. Fees and Housing payments due by Jan. 9 (schedules and housing assignments will be dropped by 6 pm Jan. 9)
Jan. 6	Students who confirmed their registration by Dec. 12 may pick up change checks if there is an overage on the account and all funds are received by the university. (Freshmen: refer to the loan disclosure statement provided by your lender to determine when your funds will be sent to the university)
Jan. 8	Housing opens for new students and continuing students
Jan. 9	New student orientation; new student registration
Jan. 10	Spring classes begin
Jan. 10-13	Late Registration & Drop-Add. Late fee applies
Jan. 13	Last day to register or drop-add. Late fee applies
Jan. 16	Martin Luther King Jr. Holiday; university closed
Jan. 27	Deadline for new students to have FMU ID Card made (Rogers Library)
Feb. 13	Last day to withdraw from a course with an automatic grade of W
Feb. 27	Midterm
Mar. 1	Last day to apply for undergraduate and graduate degrees for students completing degree requirements during Spring semester
Mar. 13-17	Spring Break
Mar. 20	Classes resume
Mar. 22	Summer aid applications available (Financial Assistance office SAB 117)
Mar. 22-31	Continuing student pre-registration begins for Late Spring, Summer I and II, and Fall begins
Apr. 10	Last day to withdraw from an undergraduate course
Apr. 17	Academic Awards
Apr. 18	Student Life Awards
Apr. 24	Spring classes end
Apr. 25	Reading Day
Apr. 26	Examinations begin
May 1	Last day for pre-registered students to pay for Late Spring
May 2	Examinations end
May 6	10 a.m. - Commencement Exercises

## EXAMS

All classes will meet at the assigned examination times. Check your syllabus or with your professor to verify the time and location of your exams. Attendance at the exam is mandatory unless excused in writing by the Department Chairperson or Dean. Any student missing an examination without a written excuse from the Department Chair or Dean will be assigned a grade of F. Examinations will be held in the same rooms as class meetings except for mass examinations. Instructors will announce the locations of mass examinations. Students may, with the instructor's permission, take an examination with another section of the same course; no further permission is required.

### Exam Schedule

	8:30 -10:30	11:45-1:45	3:00 -5:00 pm
Wednesday April 26	8:00 am MW 8:30 am MWF	ALL ENG 101, 10E, and 102	10:30 am MWF
Thursday April 27	8:30 am TTH	12:30 pm MWF	9:55 am TTH
Friday April 28	9:30 am MWF	11:30 am MWF	11:20 am TTH
Monday May 1	12:45 pm TTH	1:30 pm MWF	4:30 pm TTH 4:00 pm MW
Tuesday May 2	2:30 pm MW	2:10 pm TTH 7:30 am MWF	