

2. Circle Park Associates (665-9349)
3. Alcohol and Drug Abuse Hotline (1-800-ALCOHOL)
4. Narcotics Anonymous (1-800-777-1515)
5. National Cocaine Hotline (1-800-COCAINE)
6. National Institute on Drug Abuse/Treatment Hotline (1-800-662- HELP)
7. AIDS Information Hotline (1-800-342-AIDS)
8. National STD Hotline (1-800-227-8922)
9. Federal Drug, Alcohol and Crime Clearinghouse Network (1-800-788-2800)

GLOSSARY OF TERMS

Alcohol Event or Event - Any event which includes serving alcoholic beverages to the participants of the event which occurs outside of the residence hall and which cannot be considered a private event (*see term below*) as governed by the ALCOHOL AND DRUG POLICY of Francis Marion University.

Event Manager - The person identified as the coordinator, manager, or responsible party of an individual or organization whose responsibilities include obtaining permission from the Provost or appropriate vice president to serve alcohol at an event. The event manager must be 21 years of age, agree to sign statement of understanding indicating their agreement not to use alcohol or drugs at least four hours prior to, or during the event for which they serve, and who refuses to use, transport or have in his/her possession any illegal substance during the course of the event for which they are in charge. The event manager will be the official representative of any individual, group and must comply with the entire ALCOHOL AND DRUG POLICY.

Liquor - Any intoxicating liquid, beverage or mixture that has been distilled or has an alcohol content greater than 14% by volume.

Nonalcoholic Beverage - A beverage declared by statute to be nonalcoholic or non-intoxicating.

Open Container - Any holders or receptacles on which the manufacturer's seal has been broken, and/or holders that allow unobstructed, unrestricted, or otherwise open access to the alcohol. This includes, but is not limited to, any primary or secondary container to include: cans, cups, bottles, kegs, etc.

Private Event - Any event occurring in residence halls or student apartments which does not exceed the maximum occupancy according to fire codes and which adheres to all of Francis Marion University policies and procedures, including, but not limited to, the ALCOHOL AND DRUG POLICY.

Server - Any person who distributes/serves or otherwise dispenses alcohol as an official representative of the individual or organization sponsoring an event where alcohol has been approved as a beverage. Servers must meet minimum standards established by the ALCOHOL AND DRUG POLICY and be 21 years of age or older. Servers must not use alcohol or drugs at least four hours prior to, or during the event for which they serve. **Third Party Vendor** - A company or business entity who is licensed or eligible to obtain licensing and/or appropriate permits for the sale of alcohol, and who abides by state, local government, and University laws, rules, policies or guidelines concerning the sale and dispensing of alcoholic beverages. All third party vendors who wish to sell alcohol at any alcohol event must be approved by the appropriate University official.

Sexual Harassment*

Policy: It is the policy of Francis Marion University, in keeping with efforts to maintain an environment in which the dignity and worth of all students, employees and visitors of the university are respected, that sexual harassment of students, employees and visitors at Francis Marion 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, when that behavior falls within the definition as outlined below.

Offenders will be subject to disciplinary action, which may include, but is not limited to, oral or written warnings, demotions, transfers, suspension without pay, or dismissal for cause.

Sexual harassment is a form of sex discrimination, which 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. Title IX protects students from sexual harassment in a school's education programs and activities. Title IX protects students in connection with all the academic, educational, extracurricular, athletic and other programs of the University whether those programs take place in the University's facilities or at a classroom training program sponsored by the University at another location.

Definition: Sexual harassment of students, employees and visitors at Francis Marion University is defined as any unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, or submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual, or such conduct has the purpose or effect of unreasonable interference with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Examples: Prohibited acts take a variety of forms from subtle pressure for sexual activity to physical assault. Examples include, but are not limited to, threats or intimation of sexual relations or sexual contact which are not freely or mutually agreeable to both parties; continued or repeated verbal abuses or comments of a sexual nature; and threats or insinuations that the person's employment, grade, wages, promotional opportunities, class or work assignments, may be adversely affected by not submitting to sexual advances.

Procedure: Any University employee who feels that she or he has been sexually harassed under the above definition and who wishes further information or who wishes to file a complaint, including a Title IX complaint, should contact the Vice President for Administration immediately. The Vice President for Administration is located in Room 105 of the Stokes Administration Building and the phone number is 843-661-1146. Title IX coordinators are responsible for overseeing all title IX complaints and identifying and addressing any patterns of systemic problems that arise during the review of such complaints. **Any student who feels that she or he has been sexually harassed under the above definition and who wishes further information or who wishes to file a complaint should**

contact immediately one of the following: the Vice President for Student Affairs or the Vice President for Administration. The Vice President for Student Affairs is located in Room 205 of the Smith University Center and the phone number is 843-661-1182.

Any faculty or staff member receiving a complaint of sexual harassment should seek the advice of the Vice President for Administration.

When a student sexually harasses another student, the harassing conduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the University's program. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. Even a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For example, a single instance of rape is sufficiently severe to create a hostile environment.

If the University knows or reasonably should know about student-on-student harassment that creates a hostile environment, Title IX requires the University to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. The University ensures that employees are trained so that they know to report harassment to appropriate University officials, and so that employees with authority to address harassment know how to properly respond. Training of employees should include practical information about how to identify and report sexual harassment and sexual violence. This training should be provided to any employee likely to witness or receive reports of sexual harassment or violence, for example administrators, counselors, health services and resident advisers.

The University may have an obligation to respond to student-on-student sexual harassment that initially occurred off campus or outside an educational program or activity. If a student files a complaint with the University, regardless of where the conduct occurred, the University must process the complaint according to established procedures. Because students often experience the continuing effects of off-campus sexual harassment in the educational setting, the University should consider the effects of the off-campus conduct when evaluating whether there is a hostile environment on campus.

Regardless of whether a harassed student, a parent or a third party files a complaint under the University's grievance procedures or otherwise requests action on the student's behalf, the University must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation. The University's Title IX investigation is different from a law enforcement investigation and a law enforcement investigation does not relieve the University of its Title IX obligation to investigate the conduct.

The University should inform and obtain the consent from the complainant before beginning an investigation. If the complainant requests confidentiality or asks that the complaint not be pursued, the University should take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request that the investigation not be pursued. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the University will inform the complainant that its ability to respond may be limited. The University will also tell the complainant that

Title IX prohibits retaliation and that the University will take steps to prevent retaliation and take strong responsive action if retaliation occurs. If a complainant continues to ask that his or her name or other identifiable information not be revealed, the University will evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The request will be weighed against such factors as the seriousness of the alleged harassment, the complainant's age, whether there have been other complaints about the same individual; and the harasser's rights to receive information about the allegations if the information is maintained by the University as an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The University shall inform the complainant if it cannot ensure confidentiality. Even if the University cannot take disciplinary action against the alleged harasser because the complainant insists on confidentiality, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

The University applies the following elements for prompt and equitable resolution of sexual harassment complaints. Notice to students and employees of the grievance procedures including where complaints may be filed; application of the procedures to complaints alleging harassment; adequate, reliable and impartial application of investigation of complaints including the opportunity for each party to present witnesses; reasonably prompt time frames for the major stages of the complaint process; notice to parties of the outcome of the complaint; and assurance that the University will take steps to prevent recurrence of any harassment and correct its discriminatory effects on the complainant and others.

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 faculty secretary. 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 inform the administration of such failure to follow procedures.

Assessment of Institutional Effectiveness

Francis Marion University is committed to the continuous improvement of all its programs and services, all of which are intended to create the best possible learning environment for you, the student. To do this, we must constantly scan the environment for information that might be used to form our improvement decisions. You are our most valuable source of this information.

While attending FMU, you will be asked on many occasions to provide feedback to the University's various programs and activities. Your thoughtful and sincere responses are vital to our ability to make FMU better. As the most important member