

expected to be the result of his/ her own thought, research, or self expression. In any case in which a student feels unsure about a question of plagiarism involving his/her work, he/ she is obliged to consult the instructor on the matter before submitting it.

2. When a student submits work purported to be his her own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgments of the fact, the student is guilty of plagiarism.
3. An act of plagiarism may occur with or without intent. Submission of work without proper in-text and bibliographical attribution of all sources constitutes plagiarism, regardless of whether the student intended to plagiarize.
4. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or material found on the Internet. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever the other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but the actual work must be done by the student alone unless explicit permission is otherwise given by the instructor.
5. When a student's assignment involves research in outside sources of information, he/she must carefully acknowledge exactly what or where and how he/she has employed them. If a student quotes the words of someone else, he/she must put quotation marks around the passage in question, add an appropriate in-text citation to indicate its origin, and include a full bibliographical citation of this source. If a student paraphrases or summarizes ideas from a source, the student should communicate those ideas in his/her own language and sentence structure, add an appropriate in-text citation to indicate its origin, and include a full bibliographic citation for this source. Leaving the organization, content, and phraseology intact and making simple changes is plagiaristic. However, nothing in these rules shall apply to those ideas which are so generally and freely circulated as to be part of the public domain. It is important to recognize that plagiarism is theft, not of ideas, but of the credit for originating ideas. Students who use another's ideas or language without giving credit violate the most basic agreement between the student and the University; they attack the academic enterprise at its very heart. Scholars at every level (including students) must represent truthfully their findings; that is, they must not tamper with the truth or offer as theirs what others discovered or wrote.

Allegations of Academic Dishonesty

If a faculty member believes a student has committed an act of cheating or plagiarism, he or she should notify the student of the allegation and give the student an opportunity to respond. The faculty member's department chair or school dean may be present at any meeting between the faculty member and the student. Whenever possible, this process should occur prior to the submission of final grades. When notification occurs after the submission of grades, the instructor will provide the student a post factum opportunity to rebut the charge. If, in the judgment

of the instructor, the student is able to show that the charge is unsubstantiated, the instructor will withdraw the allegation and remove the academic penalty. If the faculty member determines that a violation has in fact occurred, she or he should then notify the Provost's Office in writing of the allegation, with copies sent to the faculty member's dean or department chairperson. The Provost or designee will serve as an adviser to the faculty member to assure that all appropriate due process is provided to the student and that proper procedures are followed.

Notice to the Provost or his/her designee also serves as a record of the alleged violation. The notice must include a statement of, and (if appropriate) copies of evidence that the faculty member has which leads him or her to believe that the student has committed the act in question. Upon receipt of this material, the Provost or designee shall confirm the allegation by providing written notice to the student. This notice shall include the alleged violation, a brief description of the persons presenting information regarding the alleged violation, a summary of the evidence against the student, a statement of the academic penalty imposed by the instructor, and a date by which the student must respond to the allegation. The notice will provide the student with an opportunity to contest the allegation. Should the student deny responsibility for the act, the Provost/designee shall inform the student of his or her right to a hearing before the Honor Council.

Should the student accept responsibility for the act, the Provost/designee may choose to let the academic penalty stand without further action or, in severe or repeat cases, may choose to levy an additional sanction as described in the Student Conduct section. Should the student deny responsibility for the act, the Provost/designee shall inform the student of his or her right to a hearing before the Honor Council. The Honor Council consists of four faculty members—three council members and one alternate—appointed by the Provost. The Provost's designee will serve as nonvoting chairperson at Council meetings. Each hearing board of the Honor Council shall consist of three voting members. Decisions shall be based upon a majority vote of those present. Procedures will follow the hearing guidelines for the Academic Conduct Section and Student Conduct Section.

Sanctions for Academic Dishonesty

Violations of the Academic Conduct policy strike at the very heart of the University and the teaching and learning process. It is the responsibility of the instructor to determine the appropriate academic penalty for an act of cheating or plagiarism. Normally these penalties range from failure on the assignment to failure of the course. It is the responsibility of the Provost or his/ her designee to apply general University sanctions for severe or repeat offenses. The first violation of the academic integrity policy typically carries no general sanction beyond the academic penalty. A second violation will result in the academic penalty plus a general sanction of suspension from the University for a term of no less than one fall or spring semester. A third offense will result in the academic penalty plus a general sanction of permanent expulsion from the University.

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

- a. Use, possession, sale, delivery, manufacture or distribution 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.
- b. Possession of drug-related paraphernalia unless it is proven to be allowable under South Carolina law.
- c. Being under the influence of a drug, chemical compound or narcotic unless proven to be allowable under South Carolina law. This also includes the use of medicine prescribed to another person and other controlled substances.
- d. The misuse of common products for the intent of inducing or producing an altered state of consciousness and/or intoxication.

2. Alcoholic Beverages

- a. Use, possession, sale, delivery, manufacture or distribution, 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).
- b. 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).
- c. The use of alcohol in any form is prohibited to include 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

- a. Physical abuse or assault of any person, or other conduct which threatens the health or safety of any person, including oneself.
- b. 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.
- c. Assault, to include sexual assault and any conduct that is considered felonious in nature.

- d. Intentional or reckless conduct that endangers the health or safety of self or others.
 - e. Excessive pressure or threats against another person in an effort to coerce or intimidate.
 - f. Deliberate constraint or incapacitation of another without consent or permission.
 - g. Placing another in a dangerous situation with or without their knowledge that could be injurious.
 - h. Behavior that injures or endangers the welfare of any member of the University Community.
 - i. Harassment of any student or member of the University Community. (Refer to Harassment Policy)
 - j. 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.
 - k. Retaliation against any student or students who files grievances or provides information or testimony in any conduct proceeding, hearings, meetings and/or investigations. (Refer to Retaliation Policy)
 - l. Stalking and/or unauthorized surveillance which includes:
 1. Unwanted and repeated contact (after notice to desist) with another individual or group through personal contact through 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. Included is the storing, sharing, and/or other distribution of such unauthorized images by any means.
 - m. 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.
 - n. Other conduct 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, paintballs, stun guns and airguns.
 - 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 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 (attempted or actual).
 - b. Damage to property of the University (including 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.
- 6. Failure to Comply**
- a. 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;
 - b. Failure to report to a University office or official; after notice to do so;
 - c. Failure to appear for a judicial hearing or comply with a disciplinary penalty;
 - d. Failure to pay promptly, after notice, all University bills, fines, accounts and other financial obligations; and
 - e. 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, timecards, 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 campus 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, academic 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 and the Francis Marion University Foundation, and the Francis Marion University Real Estate Foundation. This prohibition includes all buildings and grounds. This policy also includes other devices:

- 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.

Reporting Alleged Student Conduct Violations

Campus Police officers, Residence Life and Housing staff and other University officials are charged with the maintenance of appropriate student behavior. As a result, occasions may arise when these persons must confront students who they believe are violating University or residence hall standards of conduct. In such cases, these officials will make contact with the student whenever possible and inform him/her that they may be charged with a violation of the code.

1. Campus Police officers will normally inform the student who they believe has allegedly committed the violation and refer the student to the Dean of Students Office. The referral will normally include a prepared incident report.
2. Housing staff may inform the student orally that he/she is being referred for an alleged violation of standards. These staff members will subsequently prepare a report of the incident leading to the allegation. A copy of this report will be forwarded to the Offices of Housing and the Dean of Students. Depending upon the seriousness of the alleged violation, the student will be informed by one of the above named offices to report to that office within a certain period of time for adjudication of the alleged violation. The student will be required to meet with the University Conduct Officer appointed by the Dean of Students.
3. Other community members such as faculty, administrators, or fellow students may also from time to time report alleged violations to the conduct officials of the University. In these cases, the alleged violator will receive a letter from the University conduct officer appointed by the Dean of Students.

Violations of the Law and Standards of Conduct

There are occasions when behavior which violates the Francis Marion University policies and procedures also violates the civil or criminal law. In these cases students should understand that they may be held accountable to both authorities. University procedures related to these matters will normally continue during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal and civil charges involving the same incident have been dismissed or reduced. The University student conduct system is not analogous to the criminal justice system. The purposes, the standards of proof, the procedures and many other aspects differ.

University Conduct Boards and Conduct Officers

University Conduct Boards

The Dean of Students Office may convene University Conduct