

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.