Furman University is a learning community enriched by the wide variety of experiences and perspectives of its students. To support and enhance this environment, we have developed a set of well-defined policies, procedures and regulations that outline our expectations for all students, including undergraduate day students, undergraduate evening students and graduate students. We believe these guidelines promote the greater good, and ensure that every student has the ability to pursue their academic goals. As you become a member of our community, we encourage you to review our standards, and gain a greater understanding of what it means to study at Furman.

Student Conduct Procedures pp. 3-20
Student Conduct Code pp. 21-41
Housing and Residence Life Policies pp. 42-59
Student Organization Policies and Procedures pp. 60-75
Administrative Policies pp. 76-102
Sexual Misconduct Policy p. 103

Furman University does not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.
Inquiries concerning nondiscrimination or harassment on the basis of sex or on the basis of disability may be referred to **Furman University’s Title IX and ADA/Section 504 Coordinator**. Furman University’s Title IX and ADA/Section 504 Coordinator is Melissa Nichols, whose office is located in Suite 215 of the Trone Student Center, 3300 Poinsett Highway, Greenville, SC 29613. Ms. Nichols may be contacted by phone at 864-294-2221 or by email at melissa.nichols@furman.edu. Inquiries concerning nondiscrimination or harassment on the basis of sex or disability may also be directed to the U.S. Department of Education’s office for Civil Rights by contacting the District of Columbia Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Phone 800-421-3481; email: OCR@ed.gov.

All other inquiries concerning nondiscrimination involving students not addressed in this Policy may be referred to Furman University’s Vice President for Student Life, Connie Carson. Ms. Carson’s office is located in the Trone Student Center, 3300 Poinsett Highway, Greenville, SC 29613. Ms. Carson may be contacted by phone at 864-294-2202 or by email at connie.carson@furman.edu. Employees with inquiries concerning nondiscrimination not addressed in this Policy may contact Robert Bierly, Assistant Vice President for Human Resources. Mr. Bierly’s office is located in Human Resources at 5013 Old Buncombe Road, Suite D. He may be contacted by phone at 864-296-3730 or by email at robert.bierly@furman.edu.

Members of the community may also report concerns regarding discrimination using the Campus Conduct Hotline at 866-943-5787 or online at: robert.bierly@furman.edu. In the event an incident involves alleged misconduct by the Title IX and ADA/Section 504 Coordinator, reports may be made directly to Ms. Connie Carson (for students) or Mr. Robert Bierly (for employees). Members of the community may also report concerns regarding discrimination using the Campus Conduct Hotline at 866-943-5787 or online at: www.furman.edu/birs.
Student Conduct Procedures

- Introduction & Philosophy
- The University’s Rights and Responsibilities
- Preponderance of the Evidence
- Student’s Rights
- Witnesses
- Support Person
- The Student Conduct Process
- Student Conduct Appeals Board
- Housing and Residence Life Policy Violations
- Traffic and Parking Violations
- Student Organization Policy Violations
- Student Organization Disputes
- Academic Irregularities
- Cultural Life Program Policy Violations
- Student Conduct Records
- Student Conduct Record Expungement
- Reporting Suspected Violations

Introduction and Philosophy

Furman University views its role in the administration of institutional policy as one of both ensuring fairness and providing an educational opportunity for the student. This approach protects the campus community by providing a system of educational, restorative and consequential sanctions for those violating university policies and also encourages growth and development of students through supporting the practice of responsible behavior in a community. The educational approach infers a need for understanding and self-discipline on the part of the student, as well as a respect for the rights and privileges of others. The University is not a sanctuary where students or student groups may escape the responsibilities imposed by law upon all citizens. The University does not condone the violation or attempted violation of federal, state or local law. Student conduct action may be taken on the basis of any conduct, on or off campus. Alleged violations may be referred to the appropriate criminal court and/or to the appropriate university official, national office or judicial body.

The basic philosophy and principles which guide the student conduct process at Furman University are:

- The process is necessary and effective when it is applied in the learning experience of a student and/or for protection of the community of which they are a member.
- When student conduct action becomes necessary, that action should be handled expeditiously and thoroughly.
- The education of students concerning the policies of the University, emphasizing the need to live by those rules in a community of people, is promoted in residence hall meetings, conduct hearings and during any other contact made with individuals charged with violating university policy.
• In conduct hearings involving students who are accused of violating university policies, consideration will be given to all information relevant to the case. This is to ensure that a fair process and appropriate consideration are extended to all students.
• For the purposes of this handbook, a Furman student is defined as any undergraduate day student, evening studies student, graduate student, staff or faculty member enrolled in a course(s), conditional admit, or accepted student who has submitted an enrollment deposit unless otherwise stated. Full or part-time enrollment does not affect an individual’s status as a student.

The University’s Rights and Responsibilities

As a private institution, Furman University reserves the right to refuse re-enrollment to a student whose personal or academic adjustment has been unsatisfactory. Enrollment for each semester is a separate contract with a student; thus acceptance for one semester does not necessarily imply acceptance for succeeding terms. Students are expected to recognize the right and obligation of the university administration to establish and enforce policies which it believes to be in the best interest of the community as a whole. The University reserves the right to amend its rules, policies and procedures at any time.

Each educational institution has a responsibility to provide an environment which is conducive to freedom to learn on the part of its students. In order to provide such conditions, Furman University has developed policies and procedures designed to safeguard this freedom.

Each student has the right to expect from university officials nondiscriminatory treatment without regard to race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable state or federal laws.

Students are guaranteed freedom of inquiry and expression. Special interest groups are free to organize according to regulations in the constitution of the Student Government Association.

Students are guaranteed the right of peaceable assembly to the extent that such does not interfere with the educational process and is not in conflict with federal, state or local laws or university regulations.

Each student has a right to expect that all records pertaining to their association with the University shall be confidential according to requirements of the Family Educational Rights and Privacy Act of 1974. The Act states that each student is guaranteed an opportunity for a hearing to challenge the accuracy of information contained in any file or record to which they have access. A request for a hearing should be made to the Vice President for Student Life or his/her designee.

Students identified as being in violation of university rules and regulations are guaranteed the right to be dealt with according to procedures designed to ensure fundamental fairness listed in the Student Conduct Code.
Each student has a responsibility to respect the rights of every other student and to support the right of Furman University to establish institutional standards designed to achieve its goals and objectives.

**Preponderance of the Evidence**

There is a major difference between a criminal process and the student conduct process regarding the weight of evidence. In the student conduct process a preponderance of the evidence must exist. This means that, unlike a criminal system where guilt must be proven beyond a reasonable doubt, in a student conduct system, if the evidence demonstrates that it is more likely than not that the student violated the Student Conduct Code, the student will be found responsible.

**Student’s Rights**

The Student Conduct Process does not replace or relieve any requirement of civil or criminal law. This means that complainants may bring complaints to the appropriate university official and also file criminal or civil complaints. Complainants are encouraged to report violations of law to proper authorities on or off campus.

Furman University is committed to the safety and well-being of all its community members. The University strives to create an environment that is free of acts of violence, sexual misconduct, harassment, and infringement of rights of privacy and property. The Office of Student Life is committed to assisting students, whether a respondent or complainant of an alleged incident, in identifying resources which, based on personal needs, will further support them throughout the student conduct process.

A complainant of an alleged incident does not have to be a member of the University community. If an alleged incident occurs off campus, even if the person involved is not a member of the University community, they may have the right to file a complaint with Office of Student Life and/or University Police. This is possible when the behavior is considered to have a substantial University interest, or in other words, the respondent is likely to endanger others, repeat the behavior, or interfere with the educational process and operation of the University.

Both respondents and complainants have the following rights throughout the student conduct process:

- To be treated with dignity and respect.
- To receive nondiscriminatory treatment without regard to race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable state or federal law.
- To have case information kept private by Student Conduct Board members.
- To have all case information kept private by the University. The names of complainants will not be released to any other party without the written consent of the complainant.
The names of respondents will only be released as permitted by the Family Educational Rights and Privacy Act of 1974.

- To have a support person from within Furman’s faculty/staff/student university community to be present during the hearing process. Parents/guardians and attorneys are excluded, unless specifically allowed by another process, policy or procedure found in the Student Handbook.
- Complainants will be informed immediately of the outcome of the hearing as permitted by federal and state laws, including but not limited to the Student Right-to-Know, Campus Security Act of 1990 and FERPA. This includes, but is not limited to the complainants involved in any crime of violence or sex offense proceeding.
- The University will make arrangements to ensure that students with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in the steps and procedures outlined in this Handbook. Requests for accommodations must be made to the Student Office for Accessibility Resources (located in Room 002 of the Earle Student Health Center and available from 8:00 a.m. until 4:30 p.m.).

**Witnesses**

The Student Conduct Board may request that any witnesses provide testimony during a conduct hearing. A witness is any individual who has personal knowledge of the case being resolved (i.e. student, roommate, teammate, resident assistant or first-year advisor, police officer, etc.). **Character witnesses are not permitted.** A support person may not serve as a witness.

Both complainants and respondents have the right to provide the Student Conduct Advisor with a list of witnesses in their case that they propose appear before the Board and a brief description of each proposed witness’s connection to and/or knowledge of the issues in dispute no later than 24 hours prior to the hearing. During the hearing, the respondent will be given the opportunity to question all witnesses who appear before the Board. A complainant may also assume the role of witness during a hearing.

A witness may contact the Associate Vice President for Student Life and Dean of Students or other conduct advisor prior to the hearing to discuss the resolution process.

**Support Person**

Students have the right to have a support person from within Furman’s faculty/staff/student University community (to exclude parents/guardians and attorneys) be present during the hearing process. Parents/guardians and attorneys are excluded, unless specifically allowed by another process, policy or procedure found in the Student Handbook. The support role is intended to comfort the complainant or respondent throughout the conduct hearing. A support person may communicate with the respondent privately, but he or she may not address the Student Conduct Board, question witnesses, or have any other speaking role. It is not assumed that the support person either believes or disbelieves the respondent’s perspective on the incident. A support person may contact the Dean of Students or other conduct advisor prior to
the hearing to discuss the resolution process. A support person must maintain confidentiality regarding any and all communications related to the case.

The Student Conduct Process

Student Conduct Code Violations

Alleged violations of the Student Conduct Code are resolved by the Student Conduct Board and alleged violations of the Sexual Misconduct Policy are processed as outlined in the Sexual Misconduct Policy. In addition, alleged violations of the Student Conduct Code that do not by themselves constitute alleged Sexual Misconduct Policy violations may be addressed under the Sexual Misconduct Policy when they are related to alleged violations of that policy.

Resolution Process for Student Conduct Code Violations

1. Student conduct action may be taken on the basis of any conduct, on or off campus, which is in violation of the University’s Student Conduct Code or state and federal laws.
2. The responsibility for the investigative work necessary to substantiate a charge begins with the person reporting the alleged violation(s), and is continued in cooperation with the Office of Student Life, University Police and/or others as appropriate.
3. The respondent will receive a written notice of the Student Conduct Code charges, a copy of the incident report or any other information pertinent to the case, and hearing details (date, time and location) at least 48 hours prior to a hearing.
4. Furman may use any information and/or evidence in its possession in connection with a conduct hearing.
5. Furman Police wear on-body cameras that may record incidents they address. They may also administer breathalyzers to determine whether an individual has consumed alcohol. This information may be provided to the Student Conduct Board as evidence in a conduct hearing. If this is the case, the respondent will be given access to the same information prior to the hearing.
6. The respondent may request a meeting with a Student Conduct Board Advisor prior to the hearing to discuss the resolution process.
7. The respondent will have the opportunity to provide information on their own behalf before the Student Conduct Board to address the alleged violation(s) of the Student Conduct Code. The respondent may choose to submit a written statement to the Board prior to the hearing.
8. The respondent and/or complainant may request to have the hearing postponed for good cause. The decision to postpone is at the complete discretion of the AVP/Dean of Students or his/her designee. The request for postponement must be made no less than 48 hours days prior to the scheduled time of the hearing and must be made in writing to the assigned conduct advisor.
9. If a respondent fails to appear before the Student Conduct Board as instructed, the Board will determine the outcome of the case in the respondent’s absence based on all information available at that time.
10. The respondent and/or complainant may provide the Student Conduct Advisor with a list of witnesses, if any, that they propose appear before the Student Conduct Board and a brief description of each proposed witness’s connection to and/or knowledge of the issues in dispute no later than 24 hours prior to a hearing.

11. During a hearing, the respondent and/or complainant will be given the opportunity to question all witnesses who appear before the Board.

12. The respondent will receive the outcome of a hearing in writing within 48 hours of the completion of the hearing. The outcome letter will include the finding, any subsequent sanctions and instructions on the appeal process.

13. Hearings that have the potential to affect a student’s enrollment status (i.e. suspension or expulsion) will be recorded. A record of the hearing (not including the deliberations) will be made for use only in case of an appeal and will remain as property of the University. At the conclusion of the appeal process, recordings will be destroyed.

14. Student-athletes and ROTC cadets who are found responsible for violating the Student Conduct Code will be reported to the Athletic Department and ROTC program respectively.

Interim Resolution Process for Student Conduct Code Violations

1. There will be times throughout the year that the Student Conduct Board may not be available. For example, during the summer, between semesters, during exam periods and during the beginning and end of the semesters.

2. In such instances, an Interim Administrative Panel of 2-3 members appointed by the Vice President for Student Life or his/her designee will hear the case.

3. The panel members may be comprised of administrators, faculty, staff and/or students.

4. In cases where the respondent accepts responsibility for the charges, the AVP/Dean of Students and/or designee may resolve the case.

5. In cases where the student has been accepted and is not yet enrolled, the admission could be rescinded or delayed.

Resolution Process for Disputes not Rising to Student Conduct Code Violations

1. A report of conduct that does not violate the Student Conduct Code but that has created a dispute between students may be referred by the Associate Vice President and Dean of Students or her/his designee to the Dispute Mediation Board. Roommate disputes are addressed by the Department of Housing & Residence Life unless it makes a request to the Associate Vice President and Dean of Students or her/his designee that the matter be resolved by the Dispute Mediation Board.

2. The Dispute Mediation Board is composed of two students and one staff or faculty member from the Student Conduct Board. It is advised by a Student Conduct Board Advisor.

3. Mediation is a consensual process that allows the Dispute Mediation Board to intercede in a dispute that cannot be resolved informally. If one or both parties refuse to participate, the Dispute Mediation Board may take measures aimed at stopping the dispute and reducing its negative effects. Measures available to the Dispute Mediation Board include, but are not limited to, no contact orders, recommendations to supervisors,
recommendations to student organization leadership, reassignment of living space, or moving the matter forward for conduct review.

4. The goal of mediation is to facilitate conversation that allows the disputing parties to reach mutually agreeable resolutions on their own. The parties involved will be allowed to provide information on their own behalf.

5. Mediation will respond to the specific issues giving rise to the dispute and consider the needs and interests of the individuals involved, the student organization, and the university.

6. Positive participation is critical to mediation’s success. The disputing parties should actively listen, engage each other in dialogue, collaborate to solve issues, and consider other stakeholders to the dispute. If the Mediation Board feels a disputing party is not positively participating, it is encouraged to warn the party before ending mediation.

7. At any time, the Mediation Board may end the mediation at its sole discretion when a majority of the Board believes further mediation will not be beneficial.

8. The Mediation Board will remain impartial in its facilitation and will not conduct investigations, make findings of wrongdoing, or assign sanctions. If the disputing parties cannot come to mutually agreeable resolutions before mediation ends, the Mediation Board may make recommendations based on majority vote that it feels will resolve the specific issues identified.

9. If the dispute continues, then the dispute may be resolved by other University processes.

10. The Mediation Board will only resolve disputes involving students. If one of the parties involved in the dispute is a university employee, the student may file a grievance with Human Resources.

Student Conduct Board Hearings

The purpose of the Student Conduct Board is to address violations of the Student Conduct Code. The primary goal of the Board is to educate students about the University’s expectations regarding standards of behavior for all students. The system is also in place to help students understand the reason behind institutional policies and regulations and encourage them to consider what it means to be responsible members of the Furman University community and be accountable for their actions.

Student Conduct Board panels are comprised of trained students, faculty and/or staff. Each panel of the Student Conduct Board is chaired by a student. A member of the Division of Student Life serves as an adviser during panel hearings. When an alleged violation is heard before the Student Conduct Board, the panel is responsible for determining whether or not a violation of the Student Conduct Code has occurred as well determining appropriate sanctions.

Sanctions

The outcome of a student conduct hearing typically encompasses sanctioning that is:

1. **Educational**
   - *Content knowledge* - the sanction is designed to help the student to increase knowledge of content regarding a specific topic or special issue.
1. **Self-reflective** - the sanction is designed to help the student to increase self-awareness of their behavior, meaning the appropriateness or inappropriateness.

   - **Impact on personal well-being** - the sanction is designed to help the student to increase their self-awareness of the potential physical or psychological impact of their behavior.

   - **Impact on personal future** - the sanction is designed to help the student to increase their self-awareness of the potential impact their behavior may have on relationships with others, academic major or course of study, or future career.

2. **Restorative** - the sanction is designed to help the student to increase their understanding of how their behavior impacted or potentially could have impacted others. In addition, the sanction may be designed to help the student to increase understanding of community and/or societal standards, the reasons for them, and how their actions may adversely affect their successful interaction within the community and/or society. The sanction is also intended to reestablish balance and order to the affected community.

3. **Consequential** - the sanction is designed as a strong deterrent to prevent subsequent violations of the Student Conduct Code or other University standards. In some cases, the sanction may be designed to separate a student from the institution.

Consideration will be given to the following when determining the appropriate sanction(s):

- The seriousness of the violation;
- Whether there are minimum sanctions already established for the violation;
- Precedence from the past and/or similar cases;
- Whether or not the respondent was cooperative and honest;
- The specific circumstances surrounding the violation; and
- Whether or not the student has a prior conduct record(s), especially for similar offenses or for a pattern of behaviors inconsistent with the Student Conduct Code and any other Furman community standards.

A range of possible sanctions (though not limited to the ones outlined below) for violations of the Student Conduct Code is listed below. A combination of those listed may be deemed appropriate.

- **Apology**: A formal letter of apology that acknowledges an understanding of how behavior has impacted others.
- **Education**: Educational programs, such as AlcoholEdu for Sanctions, PRIME for Life, risk management workshops and fire safety workshops.
- **Campus Access Limitations**
- **Community Service / Work Hours**
- **Disciplinary Probation**: If a student is found responsible for any Student Conduct Code violation during this probationary period, the student will likely be suspended from the University for a minimum of one academic semester. The student will be required to meet with a Student Life administrator during this period.
- **Expulsion**: The permanent termination of a student’s enrollment. The student is not allowed on campus. A student expelled during the semester is subject to the loss of all tuition, fees and coursework during that semester.
- **Fine**
- **Housing Relocation**
- **Housing Suspension**: Removal of a student from campus housing for a determined period of time. While a student is suspended, they may be prohibited from entering campus housing altogether.
- **Parental Notification**: Furman University values the involvement of parents and guardians in the educational process. The University reserves the right to notify parents of dependent students and ALL students under age 21 of violations of the campus drug and alcohol policies in compliance with FERPA regulations. Parents may also be notified when their student is placed on disciplinary probation, suspended, expelled or loses housing privileges. The student’s parents or legal guardian(s) will be notified concerning the student conduct action unless the student can provide documentation of independent status.
- **Program/Activity Limitation**: The student may have limitations placed on their ability to participate in specific clubs, organizations, athletic teams and/or any other campus program or activity.
- **Reflection/Research Paper**: Student must write a paper reflecting on this incident and what they have learned from it. They must consider the potential ramifications of their actions and what they have learned from the incident. They must consider how they will use what they have learned in future decision-making.
- **Restitution**
- **Substance Abuse Assessment**: Student must have a substance abuse assessment and complete the recommended treatment. Student is responsible for the cost of the evaluation and any subsequent recommended treatment.
- **Substance Testing**: random drug testing (minimum of four) during the semester the violation occurs and random drug testing (minimum of 2) the following semester or through the probationary period as determined on a case-by-case basis, at the student’s expense. Failure to complete a drug test within the given time frame will be treated as a positive result. Diluted samples will result in additional testing at the student’s expense.
- **Suspension**: Removal of a student from the University will permit the student to apply for readmission at the end of the suspension period. A student suspended during the semester is subject to the loss of all tuition, fees and coursework during that semester. While a student is suspended, they may not return to the campus or participate in any programs or activities of the University without written permission from the Vice President for Student Life or his/her designee. If the student returns to the campus without written permission during the suspension period, their eligibility to return to Furman may be jeopardized. Upon completing the suspension, the student will be placed on disciplinary probation for the duration of the semester they return.
- **Warning**: A written reprimand to the student for the violations specified, including notice that repeated violations may be cause for further disciplinary action.

*Sanctions that include housing suspension, suspension from the University or expulsion from the University will be recommended by the Student Conduct Board to the Associate Vice President for Student Life/Dean of Students (AVP/DOS) or his/her designee. The hearing process will not be considered final until the AVP/DOS or his/her designee reviews the*
recommendation, makes a final determination and meets with the student to communicate the outcome.

Appeal Procedures for Student Conduct Code Violations

Appeals of cases conducted by the Student Conduct Board will be heard by the Student Conduct Appeals Board. The Student Conduct Appeals Board consists of the Vice President for Student Life (Chair), a faculty representative from the Student Conduct Board, two student members of the Student Conduct Board, and a student member of the Student Government Association (appointed by the SGA president). The Appeals Board may not be available during the summer, between semesters, during exam periods and during the beginning and end of the semesters. In such instances, appeals will be reviewed by the Vice President for Student Life or his/her designee.

The review of the appeal will be based on the criteria noted below and will not be a re-hearing of the original case. Students may appeal if any of the following criteria have been met:

1. **Substantial** new evidence can be provided related to the specific case which was **not** available at the time of the original hearing.
2. A **substantial** violation of the hearing procedure occurred.
3. The sanction(s) levied is **excessive** and does not follow the Student Handbook guidelines.

All appeals must be submitted in writing to the Vice President for Student Life. The appeal letter must be attached as a Word document in an email to the Vice President. **Appeals should be submitted within 72 hours** after receipt of the electronic sanction letter and must specify which of the three appeal criteria is being considered and include the following:

1. **For substantial** new evidence:
   - Name of the person(s) who can present this information (if applicable);
   - Written statement explaining the new evidence;
   - Source of the new information (written statement must be signed by this source);
   - Reason(s) why this information was not presented at the original hearing; and
   - Reason(s) why this information may contribute to a decision other than that which was originally made.

2. **For a substantial** hearing procedural violation:
   - Must cite the specific procedural errors;
   - The reason why the procedural errors were not mentioned during the original hearing; and
   - The reasons why correction of the errors can contribute to a decision other than that which was originally made.

3. **For an excessive** sanction:
   - Must include specific information indicating why the sanction is deemed unreasonable.
   - Minimum sanctions by definition will not be considered excessive.
Appeals that do not reasonably meet one of the three aforementioned appeal criteria, as determined by the Vice President for Student Life, will not be given further consideration.

In all cases, the decision by the Student Conduct Appeals Board is the final decision of the University.

Complainants may follow the same process as outlined above, except that the excessive sanction criteria is replaced with the following insufficient sanction criteria:

- Must include specific information indicating why the sanction is deemed insufficient.
- Minimum sanctions by definition will be considered sufficient.

**Housing and Residence Life Policy Violations**

Alleged violations of Housing and Residence Life policies are resolved by the Associate Director of Residence Life or his/her designee.

**Resolution Process for Housing and Residence Life Policy Violations**

1. Students will be sent an electronic copy of the incident report, notice of the alleged Housing and Residence Life violations for which they may be held responsible, as well as the sanctions when it is clear a violation has occurred.
2. Students have the right to choose to meet with a Housing and Residence Life official to discuss policy violations and sanctions.

**Sanctions**

Listed below is a range of sanctions for violations of Housing and Residence Life policies though not limited to those outlined below. A combination of those listed may be deemed appropriate. A student’s prior conduct record will be considered during the sanctioning phase of the student conduct process.

1. Reprimand/official warning
2. Monetary fine
3. Restitution
4. Work and/or service hours
5. Educational sanctions
6. Housing relocation

**Appeal Procedures for Housing and Residence Life Violations**

Appeals of Housing and Residence Life cases will be heard by the Director of Housing and Residence Life or his/her designee. All appeals must be received in writing to the appropriate
appeals officer (provided in the sanction letter) within 72 hours after the hearing has occurred and must include the following information:

1. Reason(s) why this information may contribute to a decision other than that which was originally made.
2. If the appeal is for an excessive sanction, then the appeal must include specific information indicating why the sanction is deemed unreasonable.

In all cases, the decision by the Director of Housing and Residence Life or his/her designee is the final decision of the University.

Traffic and Parking Violations

Traffic and Parking Regulations are governed by the Furman University Traffic and Parking Committee. Traffic and parking regulations along with Appeal Procedures can be found at www.furman.edu/parking.

Student Organization Policy Violations

If the Assistant Vice President for Student Development or his/her designee determine conduct action against a student organization is necessary, the alleged violations will be addressed as follows:

- If alleged violations include Sexual Misconduct, that violation as well as all others stemming from the incident will be resolved in accordance with the Sexual Misconduct Policy.
- Alleged violations by a fraternity or sorority that do not include Sexual Misconduct will be addressed via the Fraternity and Sorority Conduct Process.
- Alleged violations by all other organizations will be resolved by the Student Organization Conduct Board, a three-person panel comprised of the Director of Student Involvement and Inclusion or his/her designee, a Student Government Association (SGA) representative (appointed by the SGA president), and a student member of the Student Conduct Board. The Board will use a preponderance of the evidence standard and a simple majority vote is required to find an organization responsible/not responsible.
- If the alleged violation involves SGA, the SGA representative will be replaced with another student member of the Student Conduct Board.
- The Board will recommend a sanction that must be reviewed and approved by the Associate Vice President for Student Life/Dean of Students or his/her designee.

Student organizations who are members of governing councils will be subject to the constitution and by-laws of that governing council. Constitutions and by-laws should be reviewed annually and final versions shared with each organization belonging to the council. Any such violation may be addressed by the appropriate council. Governing councils do not have primary authority for addressing violations of University policy governing
Organizational Activity. Questions regarding authority for adjudication can be directed to the Assistant Vice President for Student Development or his/her designee.

Cases involving student organizations are not considered confidential under the Family Educational Rights and Privacy Act (FERPA); therefore, the University does not protect the confidentiality of the records regarding the conduct and/or sanctioning of student organizations. Certain violations by student organizations can be found in the Student Organization Conduct Report, which is published on Furman’s website. The University reserves the right to make any and all organizational conduct records public.

Sanctions

Student organization sanctions include, but are not limited to, the following when an organization has been found in violation of a Student Organization Conduct Expectation. A combination of the sanctions listed below may be deemed appropriate. Student organization conduct sanctions are imposed for the purpose of holding student organizations accountable for their actions and the actions of their guest(s), whether on campus or at any organizational event. Failure to satisfactorily complete a student organization conduct sanction may result in more severe sanctions, to include the possible suspension of the organization. An organization’s prior conduct record will be taken into consideration during the sanctioning phase of the student organization conduct process.

1. **Reprimand:** An official statement to the student organization explaining that they have violated a university regulation. Any further misconduct could result in additional student organization conduct action.

2. **Restitution:** An organization may be required to make restitution when the organization has damaged or destroyed university or personally owned property. Restitution may also be in the form of work/service hours or other educational activities.

3. **Restriction of Privileges:** Restrictions placed upon a student organization which limits university privileges for a specified period of time. These limitations may include, but are not limited to, the following:
   - Denial of Student Government Association funding
   - Denial to represent the University in any capacity
   - Denial to maintain an office or other assigned space on university property
   - Denial to receive or retain university funds
   - Denial to participate in intramural sports
   - Denial to sponsor, co-sponsor, and/or participate in any social event or other activity
   - Denial to sponsor any speaker or guest on campus
   - Denial of membership recruitment activities
   - Denial of the use of university facilities
   - Denial of advertising on campus for organizational activities
   - Denial of soliciting and/or selling any items on campus.

4. **Disciplinary probation:** A specified period of review and observation during which a student organization is under official warning that its misconduct was considered serious. Subsequent violations of university rules, regulations, or policies could result in
more severe sanctions, including suspension or expulsion. During the probationary period, a student organization is deemed “not in good standing” with the University and may be subject to specific limitations upon its behavior or university privileges.

5. **Suspension of organizational recognition**: The denial of privileges of a recognized organization for a designated period of time, which will be no less than one semester. Any organization whose recognition is suspended must:
   - Cease all organizational activities.
   - Vacate any appointed or elected office with that organization’s governing body for the duration of the organization’s period of suspension.
   - Surrender balances of all organizational funds granted by the Student Government Association.
   - Vacate office or housing space assigned by the University from the date of the notice of suspension. Space vacated due to suspension may be reassigned to other eligible university organizations. In the case of housing, individual members will be reassigned provided space is available.

6. **Expulsion of organizational recognition**: Permanently excludes the organization from the University without any recourse to reapply for recognition. Any organization whose recognition is permanently revoked must:
   - Cease all organizational activities.
   - Vacate any appointed or elected office.
   - Surrender balances of all organizational funds granted by the Student Government Association.
   - Vacate office or housing space assigned by the University from the date of the notice of expulsion. Space vacated due to expulsion may be reassigned to other eligible university organizations. In the case of housing, individual members will be reassigned provided space is available.

**Appeal Procedures for Student Organization Policy Violations**

Appeals of student organization conduct cases will be heard by the Vice President for Student Life or his/her designee. In all cases, the decision by the Vice President for Student Life or his/her designee is the final decision of the University.

**Student Organization Disputes**

The leadership within a student organization is encouraged to resolve internal conflicts and problems. If unable to resolve, the student leadership is encouraged to seek the counsel and guidance of their faculty/staff advisor. If still unable to resolve or if the dispute involves the advisor, the organization may contact the Student Life office to arrange mediation of the dispute.
Academic Irregularities

Alleged academic irregularities are resolved by the Office of Academic Affairs (refer to Administrative Policies).

Cultural Life Program Policy Violations

Alleged violations of Cultural Life Program policies are resolved by the University Registrar or his/her designee and include two types of student misconduct:

1. Attempting to secure credit for attending a CLP event without being personally in attendance for the entire duration of the event, or attempting to help another student to secure credit for attending a CLP event when that other student has not been personally in attendance for the entire duration of the event.

2. Disruptive behavior at a CLP event. This category includes, but is not limited to, noisy or otherwise distracting activities, abusive behavior toward other persons in attendance, and refusal to obey promptly any instructions from the faculty or staff event sponsor.

Violations of Type 1

1. Any person having reason to believe that misconduct of Type 1 has occurred shall report that fact in writing to the University Registrar or his/her designee together with any evidence tending to support or corroborate the allegation of misconduct. The University Registrar or his/her designee may gather further evidence by interviewing all involved parties to determine if the matter should be forwarded to the Associate Academic Dean.

2. After review of written charges, the University Registrar or his/her designee may forward this information to the Associate Academic Dean, who shall provide the respondent with a copy of the allegation, a copy of the written evidence submitted and a summary of other evidence presented. The respondent shall reply in writing to the Associate Academic Dean and shall have the right to speak with the Associate Academic Dean concerning the charges brought. If the respondent does not reply within seven (7) days, the Associate Academic Dean may proceed to a hearing. The Associate Academic Dean may suspend credit for CLP events, including events for which credit had previously been awarded, pending final resolution of the case.

3. After receiving a reply from the respondent, the Associate Academic Dean may determine that no misconduct has occurred. If so found, the Associate Academic Dean shall dismiss the charges and close the case.

4. If the respondent admits responsibility, the Associate Academic Dean shall proceed to impose such sanction as deemed appropriate. Sanctions may include but are not necessarily limited to revocation of any or all CLP credits earned, increase in the number of CLP credits required for graduation, suspension from the University for a fixed period, and/or permanent dismissal from the University. The imposition of the sanction may be delayed if, in the sole judgment of the Associate Academic Dean, such delay would be in the best interests of the University.
5. If the respondent does not admit responsibility and the Associate Academic Dean declines to make a finding of no misconduct, the Associate Academic Dean shall, as soon as possible, forward the allegation and the supporting evidence, together with the reply of the respondent, to the Vice President for Student Life or his/her designee for a hearing before the Student Conduct Board. If the Student Conduct Board makes a finding of responsible, possible sanctions could include, but are not limited to, revocation of any or all CLP credits earned, increase in the number of CLP credits required for graduation, suspension from the University for a fixed period and/or permanent dismissal from the University.

6. If the request for a hearing is made at a time when, in the judgment of the chair, the Student Conduct Board cannot meet, the Vice President for Student Life or his/her designee and the Associate Academic Dean jointly shall resolve the case.

7. The Vice President for Student Life or his/her designee shall transmit to the Associate Academic Dean the decision of the Student Conduct Board and the sanction imposed. The Associate Academic Dean may increase, decrease or alter the sanction imposed by the Student Conduct Board if it is in the best interests of the University to do so. The decision of the Associate Academic Dean shall be made within 24 hours of the receipt of the decision of the Student Conduct Board and shall be communicated to the respondent as quickly as possible.

8. The respondent may appeal the verdict of the Student Conduct Board and any penalties imposed. Such appeal shall be submitted to the Dean of Faculty within 48 hours after notification of the decision and penalty is transmitted to the respondent. The Dean of Faculty shall act on the appeal in such manner as deemed appropriate. The decision of the Dean of Faculty shall be final.

Violations of Type 2

Violations of Type 2 shall be treated as violations of individual conduct regulations according to the procedures published herein, with the following exceptions:

1. With personal knowledge of such a violation, the Associate Academic Dean shall have the right summarily to exclude an offending student from the CLP event at which the violation occurs and to withhold CLP credit for attendance at that event. The decision of the Associate Academic Dean may be appealed within 24 hours to the Dean of Faculty.

2. In imposing penalties for violations of Type 2, the Student Conduct Board may, at its discretion and in addition to other penalties, revoke CLP credits and/or increase the number of CLP credits required for graduation. Any appeal of such a penalty shall be made to the Dean of Faculty whose decision shall be final.

Other Appeal Procedures

1. Requests for individual exceptions to CLP regulations not involving allegations of student misconduct shall be referred to the University Registrar or his/her designee.

2. Requests for general changes to CLP policy shall be referred to the CLP Committee for action according to its normal procedures.
**Student Conduct Records**

The University maintains a file in the Student Life Office for each student found responsible for a Student Conduct Code violation. Access to the file is determined by Furman’s student information release policy in strict compliance with FERPA regulations. The Division of Student Life is also required to provide access to a student’s file when subpoenaed by a court or federal agency, or as otherwise required by law or to other persons defined by Furman’s student information release policy as having a “legitimate educational interest.” Files for students are maintained for seven (7) years from the date of the student’s graduation. However, if the student does not graduate, the student’s file will be maintained indefinitely.

**Student Conduct Record Expungement**

Minor infractions are expunged from a student’s record following graduation. The University may allow an earlier petition (see **Student Conduct Record Expungement Request**) if a student can demonstrate with documentation that they are applying to professional or graduate schools or if there are other meritorious reasons that justify an early review of the student’s record. If an expungement is requested and granted prior to completion of degree requirements, the expungement will be deferred. During this deferment period, the record of the violation will not be disclosed to external third parties by Student Life except as required by law, but will be maintained internally for disciplinary purposes. Should the student have another violation of the Student Conduct Code during this deferment period, the deferred expungement may be voided. An **expungement request** is unlikely to be granted during the same semester in which the incident occurred. **Expungement is not a pardon and does not eliminate or modify in any way any sanction(s) in the matter.**

Factors that will be considered by the Student Conduct Record Expungement Committee include, but are not limited to:

- The nature of the violation(s);
- The number of violations (i.e. patterns of behavior);
- Whether or not the student completed sanctions in a timely manner;
- The student’s attitude and demeanor at any relevant time throughout the process;
- The student’s reason(s) for requesting the expungement; and
- Any other factor which the Committee believes is reasonable and appropriate.

Generally, the record will **NOT** be expunged if the record involves any of the following:

- dishonesty;
- personal injury;
- significant property damage;
- possessing and/or using a fake/false identification;
- providing alcohol to minors;
- violation of the drug-free campus policy;
- violation the firearms/weapons policy;
• intentionally setting a fire on campus;
• sexual misconduct;
• discrimination and harassment;
• criminal behavior; or
• suspension or expulsion.

Under ordinary circumstances, the Student Conduct Record Expungement Committee will review the request and inform the student of the decision within 10 business days. The decision is FINAL and not appealable.

**Reporting Suspected Violations**

Any member of the Furman community may report a violation of university policies by contacting the Office of Student Life (864.294.2202) or the Office of Housing & Residence Life (864.294.2092). A report may also be filed with the University Police department (864.294.2111). The incident will be investigated, and if disciplinary charges are warranted, it will be referred to the appropriate student conduct officer or student conduct board.

Anonymous reports may be submitted through the Campus Conduct Hotline (866.943.5787). Anonymous reports may also be submitted through the University Police via the LiveSafe application available in the Google Play store or in iTunes.

**Students will not be penalized or discriminated against in any way for reporting incidents, but any student who knowingly files a false or malicious complaint may be charged with failing to comply with the university student conduct process.**
Academic Integrity

Every student is responsible for knowing and observing the University’s policy on academic integrity which is found in the Administrative Policies section of the Student Handbook. Questions regarding matters of academic integrity or the academic appeals process should be discussed with a faculty member or administrator. As outlined in the policy, “Honesty within our academic community is not simply a matter of rules and procedures; it is an opportunity to put personal responsibility and integrity into action. When students accept the implicit bonds of trust within an academic community, they liberate themselves to pursue their academic goals in an atmosphere of mutual confidence and respect.”

Alcohol

Philosophical Statement on Alcohol

Furman University’s “Values and Character Statement” emphasizes the development of the whole person as a central tenet of the University’s purpose. The University is committed to providing a campus environment free of the abuse of alcohol and the illegal use of alcohol and drugs. The University affirms the abuse and illegal use of alcohol are at odds with the mission
of the institution. As such, the University provides alcohol education programs throughout a student’s matriculation at the university via online resources, workshops, written materials and special programs, events and speakers focused on assisting students in enhancing their personal decision-making skills and assessing their values and actions related to the use of alcohol.

The University recognizes that too many college students, both legally and underage, drink to excess. Such abuse can lead to serious health risks and behavioral problems, i.e. violence, sexual assault, accidents, vandalism and other dangerous acts. Furman’s alcohol policy, therefore, grows out of the commitment to maintain a campus environment that supports the educational program and promotes the general welfare of the University community. The University affirms the following ideals related to alcohol use:

1. The University supports the decision of students not to use alcohol.
2. Alcohol education is an important and ongoing process provided to students throughout their undergraduate experience.
3. Students that drink alcohol and infringe on the rights of others or disrupt the University community will be subject to student conduct action.
4. The University upholds and supports all federal and state laws related to the regulation and use of alcohol. Students who violate such laws may be held accountable by local and university authorities.
5. The University emphasizes prevention education and low-risk decision-making as cornerstones of the overall educational experience of students at the university. As such, the University provides medical and counseling assistance for individuals who experience alcohol related concerns.
6. The University supports behavior and social interactions that are legal, low-risk, healthy and reflective of the University’s values and character.

Alcohol Policy

The purpose of the alcohol policy is to outline Furman’s expectations of responsibility and accountability regarding the use of alcohol. Ultimately, decisions about the use of alcohol are the responsibility of the individual within the constraints of the law and university policy.

1. Furman embraces the ideals of a healthy and balanced social environment in which students model the character and values of the institution.
2. The University upholds and supports all federal and state laws in regard to the regulation and use of alcohol.
3. The goal of the policy is to encourage students to either abstain from the use of alcohol or to make low-risk choices regarding the use of alcohol.
4. The residence halls are unique living units on the campus intended for large groups of students to reside without undue peer pressure related to the use of alcohol. As such, alcohol is not allowed in any of the residence halls on campus.
5. The North Village and Vinings apartment complexes are living units in which those 21 years of age or older have the option to drink alcohol in the privacy of the apartments themselves, however alcohol is not allowed outside the apartments (i.e. not allowed on balconies, porches, stairwells, etc.), nor may be provided to anyone under the age of 21.
The regulations and practices governing the use of alcohol on the campus apply to all Furman students as well as their guests and visitors. As with all other student conduct policies, the responsibility for knowing and abiding by the policy rests with the student.

All local, state and federal laws are in effect and violations may result in student conduct action and/or local law enforcement action.

**General Regulations**

Furman University prohibits the following:

- Possession and/or consumption of alcohol by anyone under the age of 21.
- Possession and/or consumption of alcohol in the residence halls regardless of age.
- Abusive, excessive and/or harmful consumption of alcoholic beverages.
- Public consumption and/or possession of alcohol in common areas of buildings and outdoor venues unless previously approved by the University as a special event.
- Alcohol in academic facilities.
- Public intoxication.
- Driving under the influence of alcohol.
- Possession and/or use of an identification that falsely represents the bearer to be 21 or older (which is considered a violation of the Falsification of Records Policy and Dishonesty Policy). This also violates Furman’s Integrity Pledge.
- Public display of alcohol and/or alcohol containers carried around campus.
- Empty alcohol containers in the residence halls, including those used for decorative purposes.
- Residents may be responsible for providing the environment for underage consumption/possession of alcohol by others in their assigned housing units whether or not the residents purchased and/or actually provided the alcohol.
- Distribution and/or provision of alcohol to anyone under the age of 21.
- Common containers of alcohol beverages or excessive amounts of alcohol on university-owned property including but not limited to: kegs, pony kegs, party balls, bulk containers or bulk amounts of individual containers or other devices used for drinking games.

  *High-risk drinking, drinking games and drinking game paraphernalia (including but not limited to: beer pong tables, funnels, etc.) are strictly forbidden because they encourage the abuse of alcohol.*

- Sponsorship of activities involving the use of alcoholic beverages without prior written approval by the University. Specifically, parties are not allowed in any of the residential buildings or apartments.

  *Common characteristics of a party can include, but are not limited to any or all of the following: presence of bulk volumes of alcohol, large volume of people, loud music or noise that disturbs neighbors or otherwise draws attention, and/or other behavior that draws attention to a student apartment/room.*

**Disciplinary Sanctions**
The University will impose conduct sanctions on students who violate the alcohol policy regulations. The following minimum sanctions will apply for violations of the alcohol policy. Repeated violations of the alcohol policy may result in suspension or expulsion. It should be noted that alcohol violations which are also in conjunction with other Student Conduct Code violations may result in more stringent sanctions.

1. Underage consumption and/or possession of alcohol:
   - 1st offense: $100 fine, AlcoholEdu for Sanctions, parental notification.
   - 2nd offense: $150 fine, PRIME for Life, parental notification.
   - 3rd offense: $300 fine, PRIME for Life, alcohol abuse assessment at student’s expense, disciplinary probation, parental notification.
2. Providing environment for underage consumption:
   - 1st offense: $150 fine, AlcoholEdu for Sanctions, parental notification.
   - 2nd offense: $200 fine, PRIME for Life, parental notification.
3. Distribution/provision of alcohol to underage individuals:
   - 1st offense: $300 fine, PRIME for Life, parental notification.
   - 2nd offense: $500 fine, disciplinary probation, PRIME for Life, parental notification.
4. Public display: $50 fine, written warning.
5. Of-age possession/consumption in unauthorized campus locations: $50 fine, written warning.
6. Public intoxication:
   - 1st offense: $75 fine, parental notification.
   - 2nd offense: $100 fine, PRIME for Life, parental notification.
7. Driving while impaired:
   - 1st offense: $300 fine, PRIME for Life, parental notification, disciplinary probation, parking privileges suspended for one semester.
   - 2nd offense: suspension for minimum of one academic semester, $500 fine, parental notification, parking privileges suspended for one academic year upon return from suspension.
8. Possession and/or use of fake/false identification: $150 fine, parental notification and confiscation of fake identification by University Police.
9. Alcohol abuse or harmful use: $200 fine, PRIME for Life, possible off-campus alcohol abuse assessment at student’s expense, parental notification; two or more abuse violations are grounds for possible suspension or expulsion.
10. Underage purchase or attempt to purchase alcohol: $150 fine, AlcoholEdu for Sanctions, parental notification.
11. Possession of a common bulk container: $150 fine, risk management training, parental notification.
12. Evidence of or participation in a drinking game: $100 fine, AlcoholEdu for Sanctions, confiscation of the game paraphernalia, parental notification.
13. Sponsorship/hosting of an unauthorized party: $300 fine, risk management training, parental notification.

Amnesty Policy

In response to the abuse of alcohol and drugs, the University strives to maintain a balance between student support and accountability. While it believes strongly in addressing student health concerns directly and confronting dangerous behaviors, the University also encourages students to seek help in situations where a student’s health is endangered. The University’s first priority is to encourage student safety, and believes it is important for students to receive both
immediate attention in dangerous situations as well as follow-up support to encourage healthier behaviors.

1. Students who seek medical attention as a result of dangerous behaviors, such as but not limited to alcohol and/or drug abuse, will be granted amnesty from the University’s student conduct process, required to meet with the AVP/Dean of Students, and given an opportunity to comply with education-related recommendations. These incidents must have been reported to University officials, such as Student Life, Housing and Residence Life, University Police or Health Services.

2. Students who seek medical attention for their peer(s) as a result of dangerous behaviors will also be granted amnesty from the University’s student conduct process, may be required to meet with the AVP/Dean of Students, and given an opportunity to comply with education-related recommendations.

3. At the meeting, the AVP/Dean of Students will have a conversation intended to support student development through educational means and will recommend a specific course of action for that student to avoid being charged with disorderly conduct.

4. The course of action may include notifying parents, attending an alcohol education program, or any other recommendation deemed appropriate by the AVP/Dean of Students. Should the student follow through appropriately, such a meeting will not be a part of their student conduct record, rather a “for information only” (FIO) record. Students who fail or refuse to follow through with these recommendations may be charged with failure to comply and be adjudicated through the University’s student conduct process and the amnesty will be nullified.

5. Students found responsible for violating policies for which they were previously granted amnesty will be adjudicated for those violations. In addition, the FIO record will then become part of the student conduct record.

6. This amnesty policy only applies to university policies and will not negate any criminal or civil charges.

Classroom Disruption

Students who behave in the classroom in such a way that the educational experiences of other students and/or the instructor’s course objectives are disrupted are subject to disciplinary action, including possible exclusion from a course. Such behavior impedes students’ ability to learn or an instructor’s ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive to the instructional process within the classroom; persistently speaking without being recognized or interrupting other speakers; behavior that unnecessarily disturbs the class from the subject matter or discussion; or in extreme cases, physical threats, harassing behavior or personal insults. Faculty members will submit an incident report through the Associate Academic Dean’s office for review and final determination of whether to bring student conduct charges.

Damage to Property

1. Vandalism, malicious or unwarranted damage or destruction of property belonging to the University, a member of the university community, or a guest of the University is prohibited. This is to include equipment rented, leased or placed on the campus at the request of the
institution. Actions which may lead to future damage or problems are also considered violations of the policy.

2. Chalking is permitted on exterior walkways but is not permitted on bricked areas, walls, slate surfaces, or covered surfaces. Chalking is only allowed to advertise specific events, can only occur one week prior to the event, and must be removed the day after the event. Students chalking in unapproved areas are subject to a fine or other conduct action.

**Dishonesty**

Honesty and integrity are critical components of the Furman University community (see Integrity Pledge). Dishonesty is considered a serious offense of the Student Conduct Code, and sanctions will reflect such. A student or group may be subject to disciplinary action for acts of dishonesty, including but not limited to the following:

- Communicating untruths or misrepresentations;
- Any intentional misrepresentation of fact (by action or concealment), including furnishing false information, to any university official;
- Any intentional misrepresentation of fact (by action or concealment) to obtain or attempt to induce another to surrender a right, benefit or property;
- Furnishing false information and/or submitting false reports to university officials or law enforcement officers acting within the scope of their job duties;
- Providing false or misleading information in order to be excused from classes and assignments;
- The possession and/or use of a fake/false identification; and/or
- Interfering with the proper procedures of the student conduct system either by false testimony or otherwise obstructing the system’s function.

**Disorderly Assembly**

1. No students shall assemble on campus for the purpose of creating a riot or destructive or disorderly diversion. This section should not be construed so as to deny any students the right of peaceable assembly.
2. No student or group of students shall obstruct the free movement of other students about the campus, interfere with the use of University facilities, prevent the normal operation of the University or the educational process.
3. Refer to the Use of University Space in the Administrative Policies section for guidelines.

**Disorderly Conduct**

Disorderly conduct is defined as any unreasonable or reckless conduct, often referred to as horseplay, by an individual or group that is inherently or potentially unhealthy or unsafe to other persons or their properties. Any unruly behavior or unauthorized activity which unnecessarily disturbs the academic pursuits or infringes upon the privacy, rights, privileges, health or safety of other persons or their properties is prohibited.
Drug-Free Campus

General Regulations

1. Possession, consumption (without a legal prescription), sale and/or distribution of controlled and illegal substances (consistent with federal, state or local laws) is strictly prohibited. The possession or use of prescription drugs without a valid medical prescription and use of substances for purposes or in manners not as directed is prohibited.
2. Possession, consumption, sale and/or distribution of any substances used to cause impairment including intoxication or hallucination (e.g. Spice and Kratom) is prohibited.
3. Possession, consumption, sale and or distribution of synthetic stimulants, such as “bath salts” (also known as Cloud 9, White Dove, Hurricane Charlie, White Lightning) is prohibited. Normal bathing salts are permitted.
4. Students may not use or possess drug paraphernalia, including but not limited to weights, scales, rolling papers, e-cigs, blunts, vapes, hookahs and other smoking devices used to consume illegal substances.
5. Students may not be in the presence of the possession, sale or use of prohibited, controlled or illegal substances, to include prescription medications.
6. Students may not share prohibited, controlled or illegal substances, to include prescription medications.
7. Students may not sell prohibited, controlled or illegal substances, to include prescription medications.
8. Misbehaving or causing disruption as a result of drug use on or in university property, or at functions sponsored by the University or by a recognized university organization is prohibited.
9. Student-athletes may be randomly tested per athletic department and NCAA policies.
10. Students who violate Furman’s Drug-Free Campus policy may be sanctioned to random drug screenings. Testing positive for illegal substances will be considered consumption. Failure to complete a drug test within the given time frame will be treated as a positive result. Diluted samples will result in additional testing at the student’s expense.
11. Students convicted of any offense involving the possession or sale of a controlled substance may also be deemed ineligible to receive financial aid.

Disciplinary Sanctions

The University will impose conduct sanctions on students who violate the Drug-Free campus policy. The following minimum sanctions will apply for violations of the Drug-Free Campus policy. Repeated violations of the Drug-Free campus policy may result in suspension or expulsion. It should be noted that drug violations which are also in conjunction with other Student Conduct Code violations may result in more stringent sanctions.

1. Simple possession and/or use of a controlled substance: examples include but are not limited to marijuana, synthetic marijuana (K2 and “Spice”), salvia and pyrovalerone derivatives (found in substance marketed as “bath salts”); prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended.
1. Drug use or possession:

- **1st offense:** $200 fine, random drug testing as determined on a case-by-case basis, parental notification, PRIME for Life, warning that a 2nd offense may result in a suspension for a minimum of one academic semester.
- **2nd offense:** suspension for a minimum of one academic semester, verification of substance abuse assessment and completion of all recommended treatment at student’s expense prior to application for re-enrollment, parental notification; PRIME for Life post re-enrollment, one semester disciplinary probation upon re-enrollment.

2. **Possession and/or use of other drugs:** examples include but are not limited to cocaine, heroin, LSD, and PCP.

- **1st offense:** suspension for a minimum of two academic semesters, $300 fine, parental notification, verification of substance abuse assessment and completion of all recommended treatment at student’s expense prior to application for re-enrollment, drug testing as determined on a case-by-case basis, possible loss of university housing privileges upon re-enrollment, PRIME for Life post re-enrollment, one year disciplinary probation upon re-enrollment.
- **2nd offense:** expulsion, parental notification.

3. **Possession of drug paraphernalia:** including but not limited to pipes, roach clips, bongs, e-cigs, blunts, vapes, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

- **1st offense:** $100 fine, AlcoholEdu for Sanctions, parental notification.
- **2nd offense:** $150 fine, PRIME for Life, random drug testing as determined on a case-by-case basis, parental notification.

4. **Present during the possession, use or sale of drugs:** being in the presence of the possession, sale or use of prohibited, controlled or illegal substances, to include prescription medications.

- **1st offense:** $100 fine, AlcoholEdu for Sanctions, parental notification.
- **2nd offense:** $150 fine, PRIME for Life, random drug testing as determined on a case-by-case basis, parental notification.

5. **Accessory to drug use or possession:** sharing prohibited, controlled or illegal substances, to include prescription medications.

- **1st offense:** $300 fine, PRIME for Life, random drug testing as determined on a case-by-case basis, possible one year disciplinary probation, parental notification.
- **2nd offense:** suspension for a minimum of one academic semester, $400 fine, PRIME for Life, parental notification, possible loss of university housing privileges.

6. **Distribution, sale or exchange (including without financial gain) of controlled, illegal or prohibited substances, to include prescription medications.**

- **1st offense:** possible expulsion (depending on type/amount of prohibited substance); if not expulsion, suspension for a minimum of two academic semesters, $400 fine, verification of substance abuse assessment and completion of all recommended treatment at student’s expense prior to application for re-enrollment, parental notification, PRIME for Life post re-enrollment, possible loss of university housing privileges upon re-enrollment, random drug testing as determined on a case-by-case basis, one year disciplinary probation upon re-enrollment.
- **2nd offense:** expulsion, parental notification.

### Failure to Comply

Students are expected to comply with the directives of university officials, including student staff. The University affirms the following ideals related to failure to comply:
1. Students shall provide correct information to and shall cooperate with properly identified university officials, including Housing and Residence Life student staff members, when such officials are performing their duties. Failing to present proper credentials to identified university officials upon their request while these persons are in the performance of their duties is prohibited.
2. Refusing to take a breathalyzer when asked by a university official may result in a failure to comply and underage alcohol consumption charge.
3. When directed to do so, students shall appear before university officials, the Student Conduct Board, or any other conduct body.
4. No student shall disregard the terms of a student conduct sanction by failing to submit a fine, complete work/service hours, or uphold any other requirements or deadlines related to student conduct sanctions. A hold may be placed on a student’s account until the sanctions are completed. Should a student fail to complete sanctions by assigned deadlines, they may be referred for further student conduct action.

Falsification of Records

1. Each student is expected to complete honestly all documents pertaining to their University records.
2. No student shall alter, counterfeit, forge or cause to be altered, counterfeited or forged any official record, form, or document.
3. The possession and/or use of an identification that falsely represents the bearer to be 21 or older is prohibited.
4. Identity theft is prohibited.
5. Altering a Furman parking decal in any way is prohibited.

Financial Responsibility to the University

1. Students are required to meet all financial obligations to the University by the required deadlines.
2. Use of Student Government Association (SGA) monies by individuals and student groups must follow guidelines established by SGA and approved by the Vice President for Student Life or their designee.

Fire Safety

Furman University takes fire safety seriously and expects students to take personal responsibility for their own fire safety.

Education and Prevention

Furman conducts a fire drill in each residence hall at least once per semester. Housing and Residence Life provides fire safety education and training to Resident Assistants (RAs) that includes building fire protection features, fire prevention and emergency evacuation procedures. Resident students attend orientation training facilitated by RAs and review information on fire evacuation and fire prevention, including a list of prohibited items. The Risk Management Office provides fire safety training to maintenance and custodial staff, as well as
new employee orientation. Training includes fire extinguisher use, emergency procedures and fire safety inspection protocol.

Evacuation Procedures

- All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel or by the University Police Department.
- If necessary or if directed to do so by a designated emergency official, activate the building alarm.
- Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary. (Note: It is suggested that people with physical disabilities inform co-workers, professors and/or classmates of best methods of assistance during an emergency.)
- Do not use elevators during an emergency evacuation. Emergency response personnel may use an elevator for evacuation after review of the circumstances.
- When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
- Once outside, move to an Emergency Assembly Point at least 300 feet from the building.
- Remain at the emergency assembly point until a headcount is taken and further instructions are provided by emergency personnel or University Police.
- Do not return to an evacuated building until advised by the Fire Department or University Police.

Policies

1. No student shall set or cause to be set any unauthorized fire in or on university property. The minimum sanction for intentionally setting a fire will be a $750 fine, restitution for any damages, and suspension from the University. A student may also be subject to expulsion from campus housing or the University. In addition, there may be an investigation by local arson officials and if the offense is determined to be in violation of a federal, state or local law, the student could be subject to civil or criminal prosecution.
2. No student shall intentionally cause a false fire alarm. The minimum sanction for intentionally causing a false fire alarm shall be a $500 fine and suspension from the University. In addition, if the offense is determined to be in violation of a federal, state or local law, the student could be subject to civil or criminal prosecution.
3. Students may be held responsible for inadvertently causing a false fire alarm.
4. No student shall tamper with fire safety equipment (e.g., fire extinguishers, hoses, smoke detection systems, sprinkler systems, etc.). A student who tampers in any way with any type of fire safety equipment will be subject to a minimum $200 fine. This includes tampering with or damaging smoke detectors within campus housing or hallways. Should a smoke detector within a housing assignment malfunction, the problem should be immediately reported to University Police at 864.294.2111. No flags or other coverings may be placed under or over electric lights, heat-actuating fire detection devices, smoke detectors, or fire extinguishers in campus housing. Covering or hanging anything on or near sprinkler heads is prohibited.
5. All persons must vacate campus housing when an alarm sounds. Regular unannounced fire drills are required by state fire regulations and all persons in campus housing must participate in the drills when they occur. When a smoke alarm sounds in an individual room, the resident should notify University Police immediately (even in the case of false or accidental alarms). University Police will then reset the system and/or arrange for any repairs to be made. Failure to vacate a
residence hall room or apartment in the event of a fire alarm or drill will result in a $100 fine. Subsequent offenses will result in a doubling of the previous fine.

6. Students may not block the fire exits of any campus building for any reason.

7. No student shall possess or use fireworks on university property. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation.

8. Any alleged violation of University Fire Hazard regulations may also be adjudicated as a violation of the Student Conduct Code policy on Fire Safety.

Gambling

Gambling is prohibited. All students are expected to abide by the state gambling and lottery laws as found in the South Carolina Code of Laws, specifically Title 16, Chapter 19 of this code, and any federal laws that may be applicable. Such prohibited activities include, but are not limited to the following:

1. Betting on, wagering on or selling pools on any athletic event.
2. Possessing on one’s person or premises any card, book or other device for registering bets.
3. Knowingly permitting use of premises, telephone or other electronic communications devices for illegal gambling.
4. Knowingly receiving or delivering a letter, package or parcel related to illegal gambling.
5. Offering or accepting a bribe to influence the outcome of an athletic event.
6. Involvement in bookmaking or wagering pools with respect to sporting events.
7. Casino nights, raffles and any type of sporting event bracket pools, including but not limited to the NCAA basketball tournament.

Hazing (Personal Offense)

The hazing policy is outlined in the Student Organization Policies and Procedures. A student commits a hazing offense if the student:

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident involving a student or has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report that knowledge in writing to Student Life or another appropriate official of the institution.

Hostile Acts Toward Others

Hostile acts toward others include assault/battery, bullying and/or harassment, discriminatory harassment, acts of intolerance, and stalking/cyberstalking. For the purposes of this section, a person’s educational experience includes—but is not limited to—the academic, residential, social, and campus employment environment. Individuals may first choose to address hostile acts by telling the offending party to stop the behavior. If this does not resolve the matter or if telling the offending party to stop is not a reasonable option, individuals may make a report to Student
Life to begin either a formal or informal resolution process. Student Life may make a referral to other appropriate entities on campus, such as Human Resources, for resolution. Retaliation for filing a report is strictly prohibited.

1. **Assault/Battery**

   Assault/battery is defined as any harmful or offensive physical contact of a non-sexual nature or causing a person to reasonably fear imminent harmful or offensive contact of a non-sexual nature will occur.

   Please refer to the [Sexual Misconduct Policy](#) for harmful or offensive contact of a sexual nature.

2. **Bullying and/or Harassment**

   Bullying and/or harassment is defined as an electronic, physical, verbal, or graphic conduct(s) that is so severe, pervasive, or persistent that it either causes actual harm to a person’s physical/mental wellbeing, property, or educational experience or causes a person to reasonably fear that imminent harm to her/his physical/mental wellbeing, property, or educational experience will occur.

3. **Discriminatory Harassment**

   In accordance with the institution’s Non-Discrimination Statement, Furman prohibits harassment on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law by any member of the faculty, staff, administration, student body, a vendor, a contractor, guest or patron on campus.

   Discriminatory harassment does not refer to the use of materials for scholarly purposes appropriate to the academic context, such as class discussions, academic conferences, or meetings. Additionally, discriminatory harassment does not refer to participation in lawful protests, public forums, or campus publications established for the purpose of freely expressing opinions or ideas in the university community.

   **Discriminatory Harassment involving Sexual Misconduct**

   Please refer to the [Sexual Misconduct Policy](#) for discriminatory harassment on the basis of sex, sexual orientation, or gender identity.

   **Discriminatory Harassment not involving Sexual Misconduct**

   Discriminatory Harassment of a Non-Sexual Nature includes electronic, verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward a targeted student on the basis of race, color, national origin, disability, age, religion,
veteran status, or any other characteristic or status protected by applicable local, state, or federal law that is so severe, persistent, or pervasive:

- Has the purpose or effect of creating an intimidating, hostile, or offensive educational experience; or
- Has the purpose or effect of unreasonably interfering with a student’s academic performance.

Examples of discriminatory harassment include, but are not limited to, verbal acts (epithets, slurs, negative stereotyping, comments on physical appearance), physical acts (offensive touching, physical assault, interference with movement, intimidation, damaging property), or graphic acts (posters, cartoons, drawings, graffiti, defacing property, reading materials, computer graphics, or electronic media) that meet the above criteria and serve no scholarly purpose appropriate to the academic context.

4. Act of Intolerance

An act of intolerance is defined as any conduct that serves no scholarly purpose appropriate to the educational experience and demonstrates bias against others because of, but not limited to, their actual or perceived race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, veteran status or any other characteristic or status protected by applicable local, state, or federal law.

An act of intolerance can be targeted toward a specific person or group. The conduct must actually cause or reasonably be intended to cause intimidation, alienation, or other harm to individuals in the Furman community based on actual or perceived characteristics. In determining if conduct rises to an Act of Intolerance, circumstances like the following may prompt additional investigation:

- Vandalism or defacement of personal or university property (e.g. drawing swastikas, hanging nooses, erecting burning crosses, etc.);
- Display or use of epithets or slurs;
- Culturally offensive gestures;
- Theme parties that encourage people to wear costumes or act in ways that reinforce stereotypes or are otherwise demeaning; or
- Electronic, physical, verbal, or graphic threats or intimidation.

When an Act of Intolerance is targeted toward a specific person, it may rise to the level of discriminatory harassment. It may also constitute a hate crime for the purposes of local, state, or federal law.

5. Stalking/Cyberstalking

Stalking/cyberstalking is prohibited and is defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking behaviors can be characterized as persistent and frequent unwelcome in-person contact, surveillance,
and unwelcome electronic mail or electronic communication. The following are examples of stalking behavior:

- Non-consensual communication, including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts or any other communications that are undesired and/or place another person in fear;
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim;
- Surveillance and other types of observation, whether by physical proximity or electronic means;
- Direct physical and/or verbal threats against a victim or a victim’s loved ones; and/or
- Gathering of information about a victim from family, friends, co-workers, and/or classmates.

When a person is the target of stalking/cyberstalking because of his/her gender, the Sexual Misconduct Policy is also applicable.

**Indecent Exposure**

Indecent exposure is prohibited and is defined as exposing one’s genitals or other intimate parts of one’s body under circumstances where the exposure may offend or alarm another person in a public place where other person(s) are present or where it is foreseeable that other person(s) could be present.

**Information Technology**

Furman University provides information technology resources to support educational and administrative activities. Standards of conduct for students using university information resources must conform to the standards of conduct outlined in the Student Handbook. Students are expected to comply the Internal Communication Policy, and with all university computing policies including those found on the Information Technology Services web site.

- Activities that are expressly prohibited as inappropriate use of information technology resources at Furman include:
- Activities involving unprofessional, harassing, discriminatory, illegal and/or unethical behavior;
- Electronic messaging used for commercial gain or personal profit;
- Forgery of messages;
- Hacking or otherwise breaking into someone’s files or stealing their password;
- Downloading of copyrighted materials without proper consent;
- Providing unauthorized access to copyrighted materials;
- Origination or forwarding of chain letters defined as a letter sent to several persons with a request that each send copies to several persons with the same, or similar request;
- Any activity that significantly prevents or inhibits the conduct of university academic or administrative work; and
• The use of technology to facilitate any activity expressly prohibited by University policies or ITS policies including computing, network and Information Security policies.

Persons violating university policies concerning the appropriate use of Furman University resources will be disciplined by the normal and appropriate university oversight body. Penalties may include but are not limited to verbal or written warning, disciplinary probation, temporary access denial, permanent access revocation, disciplinary suspension and/or dismissal.

**Intellectual Property**

The University is committed to providing an environment that supports the research and teaching activities of its faculty, students and staff. It is the general policy of Furman University that intellectual property shall be the property of the author or creator. Students are expected to comply with 106.0 Furman University Intellectual Property Policy.

**Motor Vehicles, Motorcycles, Mopeds, Scooters and Golf Carts**

All motor vehicles, including mopeds, scooters and golf carts are all regulated through the Furman University Traffic and Parking Committee. The speed limit on campus is 20 miles per hour, and all applicable South Carolina traffic codes are enforced on campus. Registration and operation requirements can be found at www.furman.edu/parking. Students may not operate a moped on university property without first attending a moped safety course. All mopeds on Furman University property must be registered. Golf carts are only permitted for students with a valid medical need and the approval of the University Police Department. A violation of these rules and regulations may result in a citation, fine, and/or a referral to Student Conduct.

Students who purchase a parking permit are assigned color-coded parking decals, which indicate the location where they are permitted to park their motor vehicles, mopeds, scooters, and motorcycles. Students are prohibited from altering any permanent or temporary parking decal. Students are also prohibited from lending or giving their parking decal to another student or visitor. Altering a parking decal in any way may result in a citation, fine, and/or a referral to Student Conduct.

**Off-Campus Conduct**

Furman University students are required to abide by international, federal, state and local laws and are subject to student conduct action by the University for violating of any of the laws. Alleged violation of any federal, state, or local law may be adjudicated as a university violation and may subject a student to university student conduct action as well as appropriate criminal or civil action.

Conduct and/or activity by members of the student body living in, or hosting functions at, off-campus locations which have the effect of unreasonably interfering with the rights of others is
prohibited. This standard of conduct recognizes and affirms a responsibility to respect the rights of others appropriate to the setting in which one lives. It also recognizes the duty and responsibility of Furman students to control the nature and size of activities carried out in the community consistent with the standards of the University. Additionally, the University reserves the right to establish policies and procedures regarding eligibility to live off campus. Non-compliance with university policies or procedures subjects a student to university student conduct action.

**Retaliation**

It is both unlawful and a violation of Furman’s Student Conduct Code for members of the Furman community to retaliate against any individual who files a complaint, testifies, or participates in any manner in an investigation or proceeding. The respondent, those supporting the respondent, the complainant, and/or those supporting the complainant are prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual’s complaint or participation. **Furman will vigorously enforce this prohibition against retaliation.**

**Sexual Misconduct**

Refer to Furman’s [Sexual Misconduct Policy](#).

**Smoking**

The Surgeon General of the United States has determined that cigarette smoking is the leading preventable cause of illness and premature death in the nation. Moreover, research indicates that nonsmokers who are regularly exposed to passive (secondhand) tobacco smoke are also at increased risk of illness. For these reasons, the Surgeon General has urged employers to implement health promotion programs with special emphasis on smoking cessation. In addition, local ordinances have been passed with the intention of restricting the use of lighted smoking materials in public places. As an institution committed to providing a safe and healthful environment, Furman University adopts this smoking policy as well as a smoking cessation program. It is recognized that smoke from cigarettes, electronic cigarettes, pipes and/or cigars is hazardous to health. Therefore, it is the goal of Furman to offer a smoke free environment to the greatest extent possible. Furman will limit smoking as noted below.

- Smoking is prohibited in all indoor locations including but not limited to:
  - general office space, including private offices
  - computer rooms, classrooms, laboratories, lecture rooms, conference rooms, and library
  - storage rooms, supply rooms, copy rooms, and mail room
  - common areas, including elevators, stairwells, hallways, lobbies, reception areas, employee lounges, cafeterias, breezeways between buildings, break rooms, and restrooms
  - garages, maintenance shops and mechanical rooms
  - hazardous areas containing or in close proximity to flammable liquids, gases and vapors
- stadium offices, concession stands, press box, gym, physical activities center
- theaters, except for smoking required in plays (or scenes) for the actors/actresses on stage
- exhibit halls, auditoriums
- interior areas of campus housing buildings
- Smoking is permitted outdoors, with the following exceptions:
  - within 25 feet of any building entrance or operable window
  - within the boundaries of all outdoor stadiums (football, soccer) during games
  - on building roofs or within 25 feet of air intake louvers.
- Smoking is prohibited in all on-campus buildings, balconies, patios and porches. Smoking is permitted outdoors, except for within 25 feet of any building entrance or operable window. Any student has the right to respectfully approach a peer whose smoking is disruptive. Anyone approached about smoking should make an effort to find another viable location to smoke. Violations of the smoking policy will result in a minimum $100 fine. Hookahs and other smoking devices are prohibited.
- Smoking is prohibited in university-owned vehicles. Smoking is permitted in university vehicles assigned to employees provided tobacco products are disposed of in a receptacle designated for that purpose and provided that smokers accommodate the requests of other passengers in the vehicle.

This policy applies to all students, faculty, and employees of the University whether full-time, part-time, or temporary and to all visitors, alumni and any other person on campus for any purpose. In an effort to promote the health and safety of students and employees, the University will offer smoking cessation programs. Programs will be announced through newsletters, posters, mailings, etc. It is the responsibility of all administrators, faculty, staff, and students to enforce the University’s smoking policy. Anyone smoking in a nonsmoking area should be directed to a smoking-permitted area. Disputes over the interpretation of the policy or complaints about individuals violating the policy and/or guidelines, should be brought to the attention of a supervisor using the normal channels for making complaints. Supervisors should follow existing policies and procedures to deal with complaints received for infractions of this policy.

Solicitation

Solicitation is not allowed on campus without prior written approval. Refer to Furman’s Use of University Space policy.

Student Participation in Off-Campus Public Affairs

1. When a student exercises the right as a private citizen or member of an organized group to participate in a protest or demonstration off of university property, the student must assume full responsibility for the consequences of the action. The University will not be held accountable should the student be injured or arrested.
2. When participating in any kind of demonstration off campus, the student is acting as a private citizen, not as a representative of Furman University. The student should be careful not to identify themselves as representing Furman University during the demonstration.
3. When a Furman student behaves off campus in a way that reflects discredit upon the University, that student may be held accountable for student conduct action.

**Student Tailgates**

The guidelines and policies outlined in the Administrative Policy’s Tailgating at Major Athletic Events applies to all Furman students, student organizations, groups and teams. The following additional guidelines and expectations are applicable specifically to students.

**Reserve a Tailgate Spot**

Students may not tailgate with alcohol adjacent to their individual parking space as the University has set aside a designated location for student tailgating with alcohol. Students and/or student groups must reserve a tailgate spot in the designated student tailgating area (“Student Tailgates”) by registering 14 days in advance of the athletic event with the Athletics Department. To order tables, chairs, tents and water barrels for your tailgate group, click [here](#). The order must be submitted by 12:00 noon two (2) weekdays prior to the event. Trash cans will be provided throughout the tailgating area.

**Logistics**

- Students will be permitted to set-up their reserved tailgate spot no more than four (4) hours prior to the start of the athletic event.
- Tailgating ends at the start of the athletic event.
- Students who have reserved a tailgate spot must take responsibility for the departure of their guests and closing of the event.
- Each reserved tailgate spot must be cleaned up, all belongings removed (i.e. furniture) and Furman-provided tents lowered no later than two (2) hours after the conclusion of the athletic event. Rented tables and chairs may be left for Facilities Services to collect.
- Students are expected to be good neighbors. Students who feel their neighbor’s music is too loud and/or offensive are encouraged to talk with their neighbors about the disturbance and/or contact the Furman Police if the disturbance fails to cease. Students are expected to comply with reasonable requests.

**Alcohol Rules and Expectations**

- Students who are 21 and older may only consume alcohol inside the Student Tailgates, an area designated by Athletics specifically for students. Students and/or guests consuming alcohol are subject to being randomly asked for identification by Furman Police and/or their designees.
- Tailgating is strictly a “BYOB” event in which students who choose to bring their own alcoholic beverages, limited only to beer and wine products (liquor is prohibited), are solely responsible for their disposition and individually assume all liability associated with their choice.
- Students and/or guests with solo cups, restaurant cups, Nalgene bottles, etc. are subject to being checked for alcohol by Furman Police and/or their designees.
- The use of common containers, such as kegs, party balls, large containers of drinks, beer tubs, and trash cans of beer is strictly prohibited.
- No glass of any kind will be permitted in the tailgating area and will be confiscated.
• Coolers should be located and monitored within each student’s designated tailgating spot.
• Excessive quantities of alcohol are strictly prohibited.
• Drinking games and high-risk consumption (i.e. funnelling) are prohibited.
• At no time should any student group, student organization or team purchase or distribute alcoholic beverages.

Furman University differentiates between a “tailgate” and a “party.” A party may be disbanded and attendees removed from the Student Tailgates. Furman Police and/or their designees will enforce the Student Conduct Code and the Student Tailgates Policy and hold individuals and/or groups accountable for behavior that is incongruent with the Student Conduct Code and for illegal activities (if such activities are deemed unsafe or in serious violation the tailgate may be disbanded). A “party” has some of the following characteristics:

• Common containers such as kegs, party balls, large containers of mixed drinks, beer tubs, trash cans of beer
• Excessively loud music
• Binge drinking games
• Underage drinkers
• Excessive quantities of alcohol
• Mobs of people that interfere with others’ enjoyment of their reserved tailgate spot

Tailgating Tips

Great games start with good sportsmanship, and good sportsmanship starts in the tailgating location. Please follow these guidelines on game days.

1. Plan ahead. Pack food, water, and other non-alcoholic beverages to enjoy prior to the game.
2. Focus on camaraderie and share your Paladin spirit with family and friends.
3. Use only your reserved tailgate spot.
4. Know the stadium restrictions, and do not bring items to the gates that are prohibited. Prohibited items include alcohol, weapons, food, strollers and umbrellas.
5. Get to the game early and enjoy the marching band and check out the stadium amenities to avoid a last-minute rush at the gate.

If any conflict arises between policies applicable to a student group or organization, including but not limited to its national organization policy, FIPG policy, University policy and/or federal, state or local laws, the more stringent policy will control for the Tailgating at Major Athletic Events Policy.

Furman University reserves the right to cancel or end a tailgate early as necessary.

Theft

1. No student shall take, attempt to take or keep in their possession or place in their room, items of university property, items rented, leased or placed on the campus at the request of the institution or items belonging to students, faculty, staff, guests of the University, student groups or off-campus community members without proper authorization.
2. No student shall sell anything that is not their own without the permission of the owner. Violation of this regulation will be regarded as prima facie evidence of theft.
3. Removal of university-owned furniture from common areas or rooms will be considered theft and dealt with as such.

Unauthorized Activities

- **Golfing** - golfing shall be prohibited on the main campus and within all campus housing and is strictly limited to the university golf course.
- **High-risk equipment** - the storage and/or use of high-risk recreational equipment, including, but not limited to, swimming pools, trampolines and slip and slides is prohibited.

Unauthorized Entry or Use of University Facilities or Equipment

1. No student shall make unauthorized entry into any University building, office, room or other facility.
2. No student shall access the PAC roof.
3. No student shall make unauthorized use of any university facility or equipment. Upon appropriate notice by University officials, authorization for the use of university facilities or equipment may be withdrawn or otherwise restricted.
4. No student shall enter a community bathroom designated for the opposite gender.
5. No student shall enter or attempt to enter any athletic contest, dance, social event or other such public event without the credentials for admission (i.e., ticket, identification card or invitation) or violate the reasonable qualifications for attendance as established by the sponsors.

Unauthorized Recording of Classroom Proceedings

Students are not permitted to record classroom lectures or discussions without either the express written approval of the faculty member teaching the course or an accommodation through the Student Office of Accessibility Resources (SOAR). Qualified students with disabilities that impact their ability to take or read notes may receive an accommodation through the SOAR office that permits them to record lectures for their personal academic use. If the SOAR office determines that recording lectures and classroom discussions is an appropriate accommodation for a student, the recording may be used only for personal academic purposes. Authorized student-initiated recording must not be made available to anyone outside of the students enrolled in the class in any fashion, including posting online, email, or through other media without the express written consent of the faculty member responsible for the course. Unauthorized dissemination of recorded classroom proceedings is strictly prohibited.

Professors or students who believe that a student or classmate is recording classroom proceedings either without the professor’s consent or in violation of the specified terms of the agreed-upon academic accommodation plan will submit an incident report through the Associate Academic Dean’s office for review and final determination of whether to bring student conduct charges.
Unauthorized Use of University Documents

1. Lending, selling or otherwise transferring a student identification card, parking decal or any University document is prohibited.
2. The use of a student identification card by anyone other than its original holder is prohibited.
3. No student shall obtain under false pretenses any additional student identification card and/or University document.

Weapons

Possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon on University controlled property or in connection with a University affiliated activity, unless authorized in writing by the Chief of Police or his/her designee is strictly prohibited.

The term “weapon” means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including, but not limited to, firearms (loaded and unloaded, real and replica and toy), ammunition, electronic control devices (such as tasers and stun guns), devices designed to discharge an object (such as bb guns, air guns, pellet guns, potato guns, and slingshots), explosives, dangerous chemicals (such as mace, tear gas, and oleoresin capsicum), martial arts weapons, bows and arrows, artificial knuckles, nightsticks, blackjacks, dirks, daggers, swords, and knives with fixed blades longer than three (3) inches. The term “weapon” does not include chemical repellents available over-the-counter for self-defense; instruments used solely for personal hygiene, preparation of food, maintenance, University-related instruction, or University employment-related duties.

Weapons will be confiscated and student conduct action will be taken. Students are subject to criminal charges when the incident rises to that level.
The mission of Housing and Residence Life is to serve as a bridge to interdependent living, global citizenship, and responsible decision-making. We strive to cultivate a safe environment while working to advance personal growth, build independence, foster respect for self and others, and model an inclusive community. Residents are subject to all rules and regulations of the Student Conduct Code of Furman University and Housing and Residence Life Policies and Procedures.

### Alcohol Containers

1. In the residence halls, students may not possess and/or display empty alcohol containers or paraphernalia. This includes, but is not limited to cans, bottles, cases, bongs and shot glasses.
2. In the apartments, possession of excessive amounts of alcohol and the display of alcohol containers is prohibited even if residents are 21 years or older.

3. The production of alcohol in campus housing is prohibited.

**Animals in Campus Housing**

1. **Animals in Campus Housing**

   Animals other than service animals or approved assistance animals are prohibited in campus housing (other than fish in containers not to exceed 10 gallons). Keeping any animal for a family member or friend or having a family member or friend visit with any animal other than a service animal for any length of time is prohibited.

   **A resident determined to be responsible for keeping an animal in or near campus housing in violation of this policy may be subject to a $300 fine and other sanctions.** Other residents within an apartment or room where the animal is found may also each be subject to fines and other sanctions. Subsequent offenses will result in a doubling of any previous fines and may subject the resident(s) to student conduct action. In addition, the resident responsible for the animal will be responsible for all damage and cleaning costs resulting from the animal. Any animals discovered in violation of this policy must be removed within 24 hours following the notification of the violation by Housing and Residence Life.

2. **Animals on Campus**

   Except as provided above with respect to campus housing, animals are permitted on campus property only in outdoor areas open to the public and provided that they are controlled by a leash or harness.

3. **Service and Assistance Animals**

   Notwithstanding anything to the contrary in Sections 1 and 2 above, the University welcomes the presence of trained service animals assisting people on campus in areas open to the public and in campus housing consistent with the provisions of the University’s Service and Assistance Animal Policy and applicable law. The University is also pleased to allow approved assistance animals that are necessary to provide individuals with disabilities an equal opportunity to use and enjoy campus housing consistent with the provisions of the University’s Service and Assistance Animal Policy and applicable law.

   Residents must be approved for an assistance animal by the [Student Office for Accessibility Resources](#).
**Balconies, Patios, and Porches**

Personal outside storage for North Village residents is restricted to the confines of the assigned balcony or patio and may not extend over railings or be suspended from outside walls or columns. North Village residents may store bicycles or deck furniture on their assigned patios or balconies.

1. Storage of any items on the balconies or porches of Lakeside Housing and South Housing is prohibited.
2. University-owned furniture is not permitted on the balconies or patios.
3. The hanging of hammocks, flower planters, wind chimes or other items on balconies is prohibited.
4. Throwing or lowering any object, including furniture, water balloons, trash, food, liquids or cigarette butts, from balconies, patios, or porches is prohibited.
5. The display of signage/flags on porches, balconies or patios is prohibited.

**Bicycles**

University Police requires students to register their bicycles annually with their office and recommends that students lock their bicycles to bike racks provided outside each building. To prevent the risk of damage or larceny, residents should take bicycles home for the summer. Bicycles may be stored in rooms with the permission of a resident’s roommate(s). Bicycle owners are responsible for any damage or uncleanliness caused by their bicycle.

1. Bicycles, rollerblades, skateboards and scooters are not to be ridden inside any part of campus housing.
2. Bicycles left unattended in hallways, stairwells or other public access or exit areas are in violation of fire safety codes and are subject to being impounded.

**Building Security and Access**

Access to the residence halls is controlled by a card system. Every student is issued a card, which serves as a means of identification. Students are required to carry their cards with them 24 hours a day and use them for access to campus housing. Students who lose their cards must report the loss immediately so that the building can be secured. Each card is the property of Furman University and is for the sole use of the person to whom it was issued.

Each resident is issued one key to their room when checking in at the beginning of an academic term. Keys are for personal use only and not to be given to other residents or guests.

1. Propping open or otherwise tampering with the access control and alarm system is strictly prohibited.
2. Access to any room other than a resident’s assigned room is strictly prohibited.
3. Students are prohibited from making copies of university keys.
4. The use of a university master key to gain or provide entry into a residence hall room, apartment, storage, maintenance area, office, or roof area is strictly prohibited without the direct permission of Housing and Residence Life staff.

Community Responsibility

Residents are responsible for what occurs within the residence hall rooms and apartments to which they have been officially assigned as well as the larger hall and building community.

1. When a policy violation occurs within a residence hall room or apartment, each resident of the assigned space may be held accountable.
2. Uncleanliness or damage to community property such as restrooms, hallways, kitchens, lobbies, fire equipment, laundry rooms, exterior lighting or exit signs will be the responsibility of all students assigned to that particular area, unless the responsible individual or group can be established. For continued uncleanliness of common spaces, students may be fined per reported incident.

Construction and Decorations

1. Making architectural changes to a room (such as building shelves, attaching anything to the walls or ceiling, paneling walls, wallpapering walls, installing screen doors, altering lighting or other electrical features, attaching mirrors to walls or doors, etc.), installing personal door or window locks, is prohibited.
2. Students are prohibited from attempting to patch and/or paint walls, doors or other surfaces on their own.
3. Use of tape, contact paper, double-sided foam tape, nails, screws, and hooks are prohibited. Poster putty or removable mount squares are recommended alternatives.
4. The installation and/or use of web cams on the exterior of rooms/apartments is prohibited.

Damage and Vandalism

1. Residents are responsible for damages to university property.
2. The removal of any doors in North Village is prohibited.
3. Residents will be held accountable for damages having occurred as a result of horseplay, malicious intent, neglect and/or failure to report in a timely manner.

Fire Hazards

1. Residence hall and apartment hallways, stairwells and landings are to remain free of any materials at all times. The Housing and Residence Life staff reserves the right to remove and dispose of any articles in these areas at any time.
2. Grills or other flammable devices are prohibited in or near campus housing (including porches and balconies). This includes, but is not limited to gas cans, charcoal, lighter fluid, and grills of any kind.
3. Extension cords are prohibited in campus housing. The suggested alternative is a power strip with an internal safety circuit breaker.
4. Only sealed-unit appliances such as coffeemakers, popcorn poppers and George Foreman grills (the small ones) are permitted in student rooms. Additional microwaves and refrigerators are prohibited, except for apartments which are not already equipped with these appliances. The following may not be used in student rooms: open-faced electrical or heating appliances (such as broilers, space heaters or toaster ovens).

5. The following items are prohibited in campus housing: mopeds/scooters, any type of flammable fuel or substance (i.e. gas, butane, propane), candles, oil lamps, incense or lamps with halogen bulbs, string lights, rope lights, pre-lit garland or trees, fiber optic trees/lights, electric blankets, live cut trees or live garland.

6. No flags or other coverings may be placed under or over electric lights, heat-actuating fire detection devices, smoke detectors, or fire extinguishers in campus housing. Covering or hanging anything on or near sprinkler heads, removing electrical switch/outlet covers and alternating and/or adding electrical fixtures is prohibited.

**Fire Safety**

Rooms in campus housing are equipped with smoke detectors for fire safety. Residents should be aware that the smoke detectors are extremely sensitive to smoke, heat and aerosol sprays. Burning popcorn, burning food on the stove, smoking in the room/apartment, steam from extremely hot showers and spraying air fresheners can potentially set off a fire alarm, so residents are encouraged to be careful when engaged in these activities.

Fire safety equipment can be easily damaged if those without proper training tamper with it. To avoid fines associated with damaging and/or tampering with such equipment, either accidentally or intentionally, students should call the appropriate officials when problems occur. Smoke detector and sprinkler problems should be immediately reported to University Police at 864.294.2111.

1. Residents may be held responsible for inadvertently causing a false fire alarm due to burning food or popcorn, smoking in the room/apartment, spraying air freshener, etc.

2. The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. This includes touching, hanging any items from, or covering sprinkle heads and smoke detectors.

3. Residents and guests should evacuate the building immediately and follow all directions of emergency responders, staff, and/or the voice system.

**Health and Safety Inspections**

Housing and Residence Life staff members will conduct health and safety inspections per the [Living Unit Entry, Inspection, Search and Confiscation Policy](#). Residents are responsible for cleaning their rooms and apartments (including suite/apartment bathrooms) to a level considered acceptable by the University in its reasonable discretion.
Heating, Ventilation, and Air Conditioning Units

Student rooms are equipped with thermostats for temperature control. To avoid fines associated with damaging and/or tampering with such equipment, either accidentally or intentionally, students should call the appropriate officials when problems occur. Thermostat problems should be immediately reported through the maintenance request form online.

The Facilities Services staff routinely check and change filters in the HVAC units of all rooms and apartments. Students should not block or cover the units in any way and must maintain a minimum of three feet open space in front of the units so that access can be gained and so that air flow will not be interrupted.

1. Failure to remove items from in front of the HVAC units when notified.
2. Tampering with HVAC controls and/or thermostats in an effort to alter the campus-wide set range is prohibited.

Lofts and Furniture

1. University furniture may not be transferred from one room to another or exchanged between rooms, nor removed or stored elsewhere in the building or off-campus.
2. Residents are prohibited from stacking any furniture (i.e. desks, dressers, etc.) on top of each other.
3. Only lofts provided by Housing and Residence Life are permitted in university housing.
4. Only Housing and Residence Life staff or an approved contractor may assemble or disassemble lofts and other university furniture.
5. Waterbeds and forms of alternative bedding other than the lofts mentioned above are prohibited.

Noise

In campus housing, it is imperative that all residents respect the rights of others living near them. In the apartments, residents need to respect those who live above, beside and/or below them. Residents who feel that their neighbors are being too loud are encouraged to talk with their neighbors about the disturbance and/or contact the RA On-Duty if the disturbance fails to immediately cease.

1. The following quiet hours have been established:
   o Sunday-Thursday 9:00 p.m. to 9:00 a.m.
   o Friday and Saturday 11:00 p.m. to 11:00 a.m.
2. Residents or student groups who use community spaces within the residence halls or apartments (i.e. Judson Hall Lake Level Lounges, North Village J Community Center, NV Shelter) for activities or events also need to respect the residents who live adjacent to those community spaces. The Judson Hall Lake Level Lounges are available throughout the night as study spaces. Quiet should be maintained during this time. There may be occasions where groups are given special permission to have events that extend beyond this deadline.
3. Any use of sound equipment should be confined to the individual student’s room and should be at a level that does not disturb other residents. Stereo speakers may not be placed in windows or on apartment balconies with the intent of listening to the stereo outdoors.

4. Courtesy hours are in effect at all times. Student staff members and all residents have mutual responsibility for encouraging peers to be courteous about noise levels. Any student has the right to respectfully approach another resident or group who is creating noise via a loud stereo or other means. Anyone approached about noise levels should make an effort to decrease the noise and contain it within their room.

5. The playing of percussion, brass, string, woodwind or electric instruments is prohibited in campus housing except in practice room areas located in Lakeside Housing (all courtesy and quiet hours apply).

Painting

Painting of any kind is prohibited within all areas of campus housing (such as rooms/apartments, community spaces, kitchens, bathrooms, balconies, patios, porches, etc.). Students or student organizations who wish to paint should paint outside and away from the building on grass or a temporary board or tarp that will not discolor sidewalks or pavement. Students and student organizations will be held accountable for any damages caused by unauthorized painting within campus housing.

Trash

1. All trash and debris must be placed in university dumpsters or recycling bins adjacent to the residential facility.

2. Trash may not be left in hallways or outside of rooms/apartments for any length of time.

   Disposal of personal room/apartment trash in public area (kitchen, laundry room, hall bathrooms, etc.) trash cans is not permitted.

3. Dumpster diving defined as the act of climbing or jumping into a dumpster for the reason of obtaining any items which have been placed in the dumpster, is strictly prohibited.

Roofs

Residents and their guests are not permitted to access the roofs or ledges of any campus housing facility.

Sports in the Halls

Horseplay and playing sports in campus housing may result in damage and/or injury. Students are reminded to play outside.
Hitting, bouncing and/or throwing objects such as Frisbees, balls, water, etc. in interior hallways, breezeways, porches or apartments/rooms is prohibited.

**Use of Campus Housing for Business Purposes**

The use of a residence hall room or apartment as a sales or service office (including any Internet sales or business) or storeroom, without permission in writing from the University Student Businesses Committee, is prohibited. Students interested in launching and/or operating a business on campus must submit a formal proposal to the Director of Auxiliary Services to be reviewed by the Student Businesses Committee.

**Vacancies**

Housing and Residence Life reserves the right to fill all vacancies. If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, residents must keep the vacant space ready for a new resident by ensuring the following:

- One bed is clear and unobstructed
- One desk is emptied and cleared
- One set of drawers is emptied and available
- One closet or wardrobe is emptied and available
- All university furniture is present and set up correctly in the room
- Space is available in common area cabinets, closets and bathrooms (North Village and the Vinings).
- The room and/or apartment will be cleaned to a level considered acceptable by the University in its reasonable discretion.

Residents may not permit another person to live in or utilize the vacant space without being officially assigned by Housing and Residence Life. All room changes must be approved through Housing and Residence Life.

Residents who engage in conduct designed or intended to dissuade or intimidate other students from moving into a room or who otherwise attempt to manipulate the housing assignment process may be subject to conduct action. This includes not responding to phone, email or other attempts to contact.

**Visitation and Guests**

The following policy concerning guest visitation in campus housing has been established to provide balance of freedom, privacy and safety for on-campus residents. Within these guidelines, roommates should jointly determine when guests will be allowed in individual rooms. Abiding by these policies helps maintain a safer environment while respecting the rights of others in campus housing. Individuals who violate these standards (through propping open
entrances and exits, etc.) place at risk everyone who lives in campus housing, and anyone found responsible for such infractions will be subject to student conduct action.

All residents have the right to live in their room/apartment without the interruption of others whom they do not want to be in their living area. A resident must have the support of their roommate/apartment mate for all guests brought into the room/suite/apartment.

- Visitation privileges are subordinate to a resident’s right of privacy within their room. The presence of guests should in no way interfere with the rights of the roommate(s) or other residents. Visitation privileges may be revoked if it is determined that individuals are violating the rights of others.
- Card access is granted to and intended to only be used by residents. Visitors may not use a resident’s access card or key to gain entry to a campus residence.
- Student staff members have the authority to request proper identification from individuals visiting campus housing. Those individuals unable to provide ID upon request will be asked to leave and/or be reported to Housing and Residence Life or University Police.

**Guests**

1. Guests are defined as visitors who are not assigned to the room/apartment. Residents are responsible for their guests’ conduct. This includes hosting prospective students.
2. Guests must be accompanied by their student host while in campus housing.
3. No resident may have an overnight guest in campus housing for more than two consecutive evenings without written permission from the appropriate Housing and Residence Life official.

**Residence halls**

The following common areas of the residence halls are open 24 hours daily: Daniel Lounge, Earle Lounge, Geer study rooms, Judson Lake Level Lounges, and Judson lobby.

1. Visitors of the opposite gender are permitted to visit in student’s rooms in residence halls during the following times: 10:00am-2:00am.

**Apartments**

Housing and Residence Life offers North Village and Greenbelt housing residents a self-regulated visitation program through which the residents mutually agree upon and sign a contract related to their visitation hours. If residents cannot mutually agree upon visitation hours, the visitation hours set for residence halls by Housing and Residence Life are in effect.

**Cohabitation**

Cohabitation is prohibited. Cohabitation is defined as sleeping/staying in the room for more than two (2) nights consecutively or more than six (6) nights in a month; using the bathroom or shower facilities as if one lived in that suite/apartment; keeping belongings, such as clothes and
books, in the room as if one lived in that room/suite/apartment; or the use of a space which infringes on the rights and privacy of residents in the living area.

Windows and Screens

1. Throwing any object, including water balloons, trash, food, liquids or cigarette butts, from windows is prohibited.
2. Residents may not remove window screens for any reason. Residents will be fined for damage to or removal of window screens based on the actual cost of replacement.
3. Sitting in open windowsills is also prohibited.
4. Residents may not display any flag or signage in the windows of campus housing that is clearly visible from the outside of the building.
5. The display of any signage in the windows of campus housing facilities that would interfere with the integrity of campus housing facilities is prohibited.

Housing and Residence Life Procedures

Abandoned Items

Items left by students after completing the check-out procedures are considered abandoned and will be disposed of during the cleaning process. Should a student become aware that they left an item in the room, they should contact Housing and Residence Life immediately. Return of any left items is not guaranteed. The University and Housing and Residence Life cannot be held responsible for any items left after checkout.

Check-in Procedures

1. Freshman students check-in with the resident assistant of their assigned residence hall when they arrive on campus. Detailed information about parking and the check-in location will be sent to students prior to move-in day.
2. Upperclass students will check-in at their area offices (Lakeside=Judson, South Housing=Poteat, North Village/Greenbelt=North Village J 200 meeting room).
3. At check-in, you will receive your key(s). Residents will be provided an opportunity to document any pre-existing damages or issues with their room(s) in order to avoid charges at the end of the academic year.

Check-out Procedures

1. Housing and Residence Life expects that residents will do their part to check out properly. All residents, except those who are graduating, assisting with graduation (singers, marshals, ushers, etc.), working for the university, or staying for May Experience, are required to be out of campus housing within 24 hours after their last exam. An extension is provided to graduating seniors until after the completion of commencement exercises.
2. Housing and Residence Life expects residents who are no longer enrolled in classes at the University and/or who are taking a leave of absence to check out of campus housing within 24 hours.

3. Students who fail to check out properly may be subject to the following fines:
   - **Improper checkout** - maximum of $75 - failure to sign the Room Condition Report (RCR)
   - **Late checkout** - maximum of $300 - failure to move out of housing by the posted designated deadline
   - **Lost key(s)** - maximum of $50 in the residence halls; maximum of $75 in North Village and Greenbelt - failure to return the room key(s) by the designated deadline
   - **Damages** - fine depends on the cost of repair/replacement and/or cleaning

4. The Housing and Residence Life office will notify residents of specific closing procedures which must be followed before residents leave for the semester. Residents who fail to follow closing instructions will be fined for any procedures not followed and may be referred for further student conduct action.

5. Residents will not be able to gain entry to their rooms while campus housing is officially closed. Residents should refer to the official university academic calendar for closing dates. Residents are responsible for making travel plans in advance so that they can be out by these times and should contact Housing and Residence Life to discuss any emergency situations.

### Community Spaces

Housing and Residence Life provides meeting locations in the residence halls, North Village and two outdoor spaces that student groups may reserve at no charge (except for weekends in the North Village Community Center). In order to reserve one of these locations, residents or student groups should complete the meeting space request form on the Housing and Residence Life website. Requests will be reviewed and must be submitted with a minimum 24-hour notice in order to be considered. A request does not guarantee that the room is available.

#### Access to community spaces

Access to the building and meeting room will be granted to the individual or individuals who are listed as responsible for the meeting space. Availability begins 30 minutes prior to and ends 30 minutes after the requested meeting times. The individual responsible for the meeting/event must “check-in” and “check-out” at the appropriate RA office.

#### Decorations

Only free standing decorations or table decorations are allowed in community spaces. Hanging or taping materials on ceilings, floors or walls is prohibited. All items, such as props and/or decorations must be removed from the area immediately after the event. Housing and Residence Life cannot provide storage for such items. Furniture layout in each room is noted on a diagram near the entrance. It is important that at the end of each meeting, the furniture is rearranged according to the diagram. Reserving organizations will be responsible for any damages, and a setup fee will be charged if the room is not left arranged as indicated on the diagrams posted in each room.
**Responsibilities of scheduling groups**

It is the responsibility of each group reserving the community space to be aware of all rules and regulations regarding the scheduling of these facilities. The group representative who submits the request form accepts responsibility for ensuring that all rules and regulations are followed. Groups should remove all trash when they are finished with using the community space. Groups will be held financially responsible for all damages which occur during their use, and also for clean-up which exceeds normal use.

**Early Arrivals**

Because the time allotted to prepare buildings for the opening of school is limited, early arrivals must be kept to a minimum. Only groups whose functions are institutionally required and operationally necessary will be permitted to arrive early. The leaders, administrators, or faculty for the group are responsible for making prior so inquiry with Housing and Residence Life for approval. Any group or individual who needs to move in early must submit an Early Arrival request as outlined on the Housing and Residence Life web site. A Housing and Residence Life official will review the request and determine whether the group/individual will be allowed to move in early.

Students approved to move in early are expected to abide by all university policies. In cases where a student violates a policy, their early arrival permission may be revoked and they may face immediate departure from campus until the official move-in date.

Individuals who move in prior to their official check-in date without authorization, as well as any student(s) who assisted or knowingly allowed the unauthorized early arrival, are subject to a $50 fine per day.

**Housing Assignments**

Refer to the [Housing and Residence Life](#) web site for more detailed information regarding assignments policies and procedures.

**Residential requirement**

Studies have shown that students who live in campus housing are more likely to become involved in campus activities and graduate in four years. As a result, Furman requires that all students live in campus housing for the first four years after their start year in college, except those approved by the Director of Housing and Residence Life. Housing and Residence Life expects residents who are no longer enrolled in classes at the University and/or who are taking a leave of absence to check out of campus housing within 24 hours.
**Guarantee of space**

Since all students are required to live on campus, they are guaranteed campus housing. However, the university still considers the right to live in campus housing a privilege. Therefore, the Director of Housing and Residence Life reserves the right to deny space in campus housing to any student even though approved for admission or continuing to be enrolled at the university.

**New student room assignments**

All housing assignments are made by the Assistant Director of Housing and Residence Life Administration and/or the Assignments Coordinator. All incoming students must submit a housing assignment request form which is usually due the first week of June. For the exact deadline, students should refer to the New Student web site. Any room change must first be approved by the Assistant Director for the area in which the student lives. Any unauthorized room changes are prohibited and subject to a $75 fine.

**Upperclassman room assignments**

Upperclassman room assignments are made in the spring semester through an online room assignment process. The “housing lottery” is designed to assign students in a fair manner based on the students’ random entry time. In addition, third-year and fourth-year students are not guaranteed North Village or The Vinings. The Housing and Residence Life office will notify students a semester in advance whether they will have the option to pay to reserve their space while studying away. Any room change must first be approved by the Assistant Director for the area in which the student lives. Switching bedrooms within an apartment in North Village or Greenbelt without first obtaining approval from the Assistant Director of North Village is considered an unauthorized room change and thus subject to a $75 fine.

**Senior Overflow at The Vinings**

The Vinings is an apartment complex located on Duncan Chapel Road that accommodates both Furman students and members of the local community. When additional space is needed to house undergraduate day students, The Vinings will be used to satisfy the residential requirement. Rising fourth-year students may enter the Vinings lottery for the chance to live in this University-owned facility. Students may sign a 12-month lease (May to May, to include summer housing) or a 9-month lease (August to May, to exclude summer housing). Refer to the [Housing and Residence Life](#) web site for current housing rates.
**Off-campus exemptions**

Each spring semester, students may apply for an off-campus exemption for the following academic year if they satisfy one of the criteria listed below:

- living with a parent/guardian at the primary residence
- living in an officially recognized fraternity house
- living in the Vista house
- married
- dependent exemption
- medical/disability exemption
- financial hardship exemption

All off-campus exemptions **must** be approved by the Director of Housing and Residence Life or his/her designee in consultation with Student Life. The University reserves the right to deny an individual’s request at its discretion.

For a fraternity house to be officially recognized, it must meet the following requirements:

- The individual(s) applying to live in the house may not have any conduct violations within one year from the date of the application. Moreover, the individual(s) may not have any outstanding conduct sanctions.
- At least one individual(s) applying to live in the house must be a current member of the organization’s executive or leadership board.
- All individuals applying to live in the house must be scheduled to graduate within the next academic year.
- All individuals applying to live in the house must be 21 years of age or older by the time they live in the house.
- The house must be occupied by at least one individual from the organization at all times. If the house is unoccupied for more than seven (7) straight days, the house will lose recognized status for the remainder of the academic year. The requirement that the house be occupied does not apply between the end of examinations and the start of the next academic term, fall break, spring break, and summer break.
- The organization’s national office must certify it approves of the chapter’s chosen residence to act as the chapter’s official fraternity house.
- The house must be in an area properly zoned for the operation of a fraternity house.
- The house must be fit for habitability as certified by an appropriate city or county official.
- Colonies will not be approved for an off-campus house.
- The organization’s national office must annually provide a copy of their insurance policy to the University’s Director of Risk Management; that policy must include a provision(s) that names Furman University as an additional insured and provides commercial general liability of $1 million/$2 million aggregate.

Official recognition for fraternity houses is reviewed no less than once per academic year by the Office of Student Involvement & Inclusion. The Office of Student Involvement & Inclusion may request individuals/organizations to provide documentation that the requirements listed above have been satisfied prior to official recognition.
Individuals/organizations may only apply for an exemption after official recognition is received.

**Keys**

Upon arrival, students obtain their key(s) from the area office in their respective area of campus housing. Room keys will only be issued to the resident of the room. South Housing and Lakeside Housing residents receive a room key and North Village/Greenbelt residents receive a front door key along with a bedroom key.

Housing and Residence Life expects residents to lock their doors at all times. Residents who lose their key(s) must go to their area office or the Housing and Residence Life office to order a new key. There is a charge for each lost key and the fee must be paid upon requesting new keys.

- Lost bedroom key in a residence hall = $50
- Lost front door key in North Village/Greenbelt = $50
- Lost bedroom key in North Village/Greenbelt = $25

Residents are required to return keys when vacating a room at the end of or during a semester if leaving campus housing, when making a room change, or at the end of the academic year. Failure to return keys upon vacating a room will result in a lost key charge.

Residents studying away may have the option to pay for their space and retain their key(s) during their absence (this does not apply to students taking a leave of absence that is not travel-related). Students are strictly prohibited from making copies of university keys. Students approved for a leave of absence are required to vacate their housing assignment and return their keys to the area office for their respective area of campus.

**Lockouts**

Residents who are locked out of their rooms can go to their area office during regular office hours or call the RA On-Duty after office hours. There is a charge of $10 per lockout. The student’s account will be billed for this service.

**Loss of Personal Belongings**

Residents and parents are encouraged to evaluate their homeowner’s insurance policies since the university’s policy covers only the property owned by the University. Replacing personal items lost as a result of theft, fire, water damage, power surges or other unfortunate occurrences does not become a responsibility of the University. All residents are required to remove all personal belongings when vacating their housing space by the official deadline. The University cannot be held responsible for any items left after check out.
Lost and Found

Any items lost or found should be reported to University Police. Residents who are missing personal property are encouraged to file a report with University Police at 864.294.2111. To prevent theft, it is recommended that residents lock the door(s) to their rooms and apartments at all times. University Police will dispose of any items not claimed based on the item’s value within 39-90 days. The University cannot accept responsibility for items left behind in rooms or apartments when campus housing officially closes.

Maintenance and Repairs

Residents must report immediately to their RA any damages noted when moving into a room. Residents will be provided an opportunity to document any pre-existing damages or issues with their room in order to avoid charges at the end of the academic year.

Residents are responsible for reporting damages as they occur by using the Maintenance Request Form. Only university-employed staff are authorized to make repairs.

Posting of Flyers

All flyers must bear a Housing and Residence Life departmental stamp with an associated end date indicating when the flyer is to be taken down after the event promotion has concluded. Housing and Residence Life Staff will remove flyers once the event promotion has concluded. Any flyers which do not have a departmental stamp and end date will be removed immediately.

Furman University students, student organizations, or departments that would like to post informational flyers in the residence halls or apartments must abide by the guidelines outlined in the Posting of Signs and Banners Policy.

1. Departments, students or student organizations must first fill out the “Campus Housing and Digital Flyer Request” form which can be found in the MyFurman portal and through this link: https://orgsync.com/33189/forms/240850. The Housing and Residence Life Office will verify the promoted event meets the guidelines for posting of flyers within campus housing and email the person who submitted the flyer with either an approval, denial, or questions about the event. It is highly recommended that all flyers be brought for approval at least 3-5 days in advance of the event to be promoted. Housing and Residence Life cannot guarantee that flyers which are brought for approval less than 3 days before the event date will be distributed by the event date.

2. To be approved, signs or flyers promoting events on campus must contain information substantially similar to the following: Furman University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing an accommodation due to a disability or have questions about the physical access provided, please contact [name and email address of sponsoring department contact person] as soon as possible.

3. Once a flyer has been approved, it will be stamped with the departmental seal and a promotional end date, and the student organization/department can then make copies of the approved flyer.
4. Copies should be brought back to the Housing and Residence Life office for distribution to student hall staff. Student organizations may also choose to hang their flyers once they have been stamped by Housing and Residence Life.

Recycling and Trash

Recycling is a priority of the university and as such, residents are urged to do their part in recycling efforts. Recycling containers are clearly marked and can be found throughout campus housing. Residents are encouraged to recycle using the appropriate containers. Garbage which cannot be recycled must be taken to the designated dumpsters near each hall and North Village apartment building. Residents are responsible for the individual recycling bins provided in their bedroom or apartment.

Residents are responsible for the proper disposal of trash and items that can be recycled by using the dumpsters/trash compactors and recycle containers provided outside each campus housing area. South Housing residents should use the Blackwell compactor/recycle cans, Lakeside Housing residents should use the Gambrell compactor/recycle cans or the dumpster found near Health Services, North Village residents should use the dumpsters/recycle cans located in front of most buildings and Vinings residents should use the compactor/recycle cans located near the clubhouse.

Room Change Requests

Housing and Residence Life understands there are a variety of reasons students may be interested in changing their housing assignment. For administrative reasons, students may not request a room change in the first two weeks of any semester or after Thanksgiving Break in the fall semester or after Easter Break in the spring semester.

Students should first discuss their concern and desire for a room change with their RA. In the case of roommate concerns, speaking with everyone involved and mediating the conflict is always the first step.

All room changes must be approved by the Assistant Director for the area in which you live. The Assistant Director will meet with the student to discuss the process and options. If approved, the student will receive email notification from the Assistant Director that includes verification of their new assignment and moving instructions. Switching rooms in the residence hall or bedrooms within an apartment in North Village or Greenbelt without first obtaining approval from the Assistant Director is considered an unauthorized room change and thus subject to a $75 fine.

Study Rooms

All study rooms are open 24 hours each day. Judson Hall Lake Level Lounges are set aside for study at all times meetings are not scheduled. A computer room with four terminals is located in
the North Village Community Center (Bldg. J) and is accessible during the building’s hours of operation. The room is accessible to North Village residents only.

Study rooms are located in the basements of Geer, Poteat, Ramsay and Townes. Food is allowed in the study areas. However, students are required to remove all personal belongings, such as food and books, when they leave a study area for more than one hour. Quiet hours should be maintained at all times in study areas.
Student Organization Policies and Procedures

The mission of Student Life is to enhance the personal development, well-being and intellectual growth of our students. We cultivate discovery, collaboration, civic engagement and the exchange of ideas through innovative programs and a diverse residential community experience.

We engage students and student organizations through programs, services and individualized opportunities that support the ideals of a liberal arts education.

We create a welcoming, vibrant environment where our students can flourish and develop as global citizens and leaders with a passion and tenacity for lifelong learning.

As such, student organizations, clubs and similarly organized groups are recognized by the University to allow current students to gather together in shared missions and intents. These organizations contribute positively to the campus, adhere to expectations for the entire Furman community, and abide by all University policies governing both individual students and student organizations.

Groups of students not officially recognized by the University may not affiliate themselves with Furman University, the Office of Student Involvement and Inclusion or other official University organizations. Many benefits are extended to officially recognized student organizations, such as the ability to reserve campus facilities, the ability to advertise for organization activities on campus, and the ability to apply for funding through the Student Government Association.

The Office of Student Involvement and Inclusion desires to support and encourage all student organizations, student leaders and advisors at Furman University. This goal will be achieved through personal relationships, training sessions and established expectations and policies.

1. **Key Terms and Relationships**
   - Student Organization
   - Organizational Activity
   - Organizational Assumption of Risk
   - Organizational Conduct Action - Internal
   - Organization Conduct Action - University
   - Policy Conflicts
   - University Discretion

2. **General Policies for Student Organizations**
   - Recognition of Student Organizations
   - Membership in Governing Councils
   - Allocation Procedure for Student Government Funds
   - Facility Reservations and Use
   - International Travel
   - Off-Campus Activities
   - Posting of Signs and Banners
   - Solicitation
3. **Risk Management Policies for Organizational Events with Alcohol**
   - Hosting Alcohol Events
   - Risk Management Requirements for Alcohol Events On Campus
   - Risk Management Requirements for Alcohol Events Off Campus
   - Risk Management Recommendations for Alcohol Events Off Campus

4. **Student Organization Conduct Expectations**
   - Application of Student Conduct Code
   - Demeaning Behavior
   - Drug-Free Campus
   - Failure to Adhere to General Policies for Student Organizations
   - Failure to Adhere Risk Management Policies
   - Hazing
   - Violation of Federal, State or Local Law

5. **Student Organization Conduct Procedures**

---

**Key Terms & Relationships**

**Student Organization**

A student organization is defined as a group of currently enrolled undergraduate day students who unite around a common interest. Student organizations may have non-student members as part of the organization, but non-student members may not be considered voting members. Only students may serve as officers or have a controlling interest in the organization.

**Organizational Activity**

Furman University defines Organizational Activity as any activity, on- or off-campus, sponsored or endorsed by an organization recognized by Furman or any activity a reasonable person would associate with the organization. Organizational Activity is not defined by the number of members engaging in the activity.

**Organizational Assumption of Risk**

Student organizations and their membership assume responsibility for their actions. Furman University is not responsible for any injury, damage, debt or other liability caused by the Organizational Activities. The University’s General Policies for Student Organizations, Risk Management Policies for Organizational Events with Alcohol, Student Organization Conduct Expectations, and other applicable university policies are only intended to provide guidance to reduce risk and to help Student Organizations contribute positively to the campus.

**Organizational Conduct Action - Internal**

Organizations may not address a member’s violations of university policy via internal standards boards or other accountability mechanisms without prior approval of the Assistant Vice President for Student Development. Conduct expectations unique to membership in the
organization and that do not overlap or otherwise interfere with university authority may be addressed at the organization’s discretion.

**Organizational Conduct Action - University**

Conduct action may be taken against a student organization for Organizational Activity. Furthermore, conduct action may be taken against a student organization for the acts of individual members when a reasonable person would find that:

- The acts grow out of, or are directly related to, the organization’s activities or an environment created or knowingly permitted by the organization; or
- A member of an organization is violating local, state, or federal laws or University regulations and other members are present and failing to discourage such activity, thus silently condoning the behaviors.

In addition to conduct action being taken against an organization, action may also be taken against members and officers as individuals for their roles in any violation of University policy.

**Policy Conflicts**

If any conflict arises between policies applicable to a student organization, including but not limited to its national organization policy, FIPG policy, University policy and/or federal, state or local laws, the more stringent policy will control for the Organizational Activity.

**University Discretion**

The Office of Student Involvement and Inclusion has sole discretion for approving Organizational Activity as well as interpreting policies and procedures that effect Organizational Activity.

The Assistant Vice President of Student Development or his/her designee has sole discretion for determining appropriate conduct action for an organization and/or individual members as well as interpreting policies and procedures that effect to conduct action.

**General Policies for Student Organizations**

**Recognition of Student Organizations**

1. Student organizations fall into two classifications:
   - Recognized Student Organization
   - Sponsored Student Organizations
2. Privileges of a Recognized Student Organization
   - Reserving and using University spaces and facilities for events and meetings
   - Scheduling events on the University Calendar
   - Inclusion in various University publications
   - Use of the “Furman University” name
Eligibility to participate in the annual Student Involvement Fair
Access to support services in the Office of Student Involvement and Inclusion

3. Privileges of a Sponsored Student Organization
   - All of the privileges permitted to Recognized Student Organizations
   - University provision of additional leadership and professional development
   - Eligibility to apply for funding from the Student Government Association (SGA), funding requests should be made to the SGA Treasurer and Finance Committee

4. To gain recognition, new student organizations must provide the following information to the Office of Student Involvement & Inclusion and SGA, via SyncDin:
   - A constitution following the guidelines provided
   - An active membership roster, must include at least 10 non-senior/graduating students
   - Name, title, and contact information of university faculty/staff serving an organization advisor(s)
   - Completed Student Organization Application

5. A founding member of the new student organizations must meet with a staff member in the Office of Student Involvement & Inclusion prior to receiving recognition.

6. Student Organizations unable to find a University faculty/staff member willing to serve as an advisor prior to receiving recognition may be granted probationary status for up to one academic year. During this time the organization will be allowed to operate as a recognized student organization under the guidance of the Office of Student Involvement & Inclusion. If, at the end of the academic year, the organization has not found a faculty/staff advisor, recognition will be revoked.

7. Materials submitted for Recognized Student Organizations will be reviewed and approved/denied by the SGA Vice President and the Director of Student Involvement and Inclusion or his/her designee.

8. Materials submitted for Sponsored Student Organizations will be reviewed and approved/denied by the SGA Student Organizations Committee, as well as the full council.

9. Applications for new student organizations will only be accepted during the first four weeks of each semester.

10. Student organizations classified as a Recognized Student Organization wishing to re-classify as a Sponsored Student Organization in order to obtain SGA funding may do so following the guidelines listed above.

11. In order to maintain status as recognized or sponsored, student organizations must:
   - Annually complete the End of Year Report & Re-registration form via syncDIN each spring;
   - Maintain accurate membership and contact information on syncDIN;
   - Register all events with the Office of Student Involvement & Inclusion via syncDIN; and
   - Substantially comply with University policies and procedures as well as directives from University officials.

12. All student organizations insured by an external insurance company must annually provide a copy of their insurance policy to the University’s Director of Risk Management; that policy must include a provision(s) that names Furman University as an additional insured and provides commercial general liability of $1 million/$2 million aggregate.

Membership in Governing Councils

1. To be officially recognized by the University,
2. All men’s and women’s social Greek-lettered fraternities and sororities must be members of the University’s governing bodies for fraternities and sororities - Furman Panhellenic Council
(FPC), Inter-Fraternity Council (IFC) or National Pan-Hellenic Council (NPHC) - and will operate under their constitutions and by-laws.

3. All organized religious organizations must be members of the Religious Council - and will operate under their constitution and by-laws.

4. All organized sports club organizations must be members of the Recreational Sports Council - and will operate under their constitution and by-laws.

5. All organized multicultural or identity-based organizations must be members of the Student Diversity Council - and will operate under their constitution and by-laws.

6. All student media organizations must be members of the Student Media Board - and will operate under their constitution and by-laws.

**Allocation Procedure for Student Government Funds**

The allocation of all monies collected in the Student Government Fee is the final responsibility of the President of the university. The recommendations on allocations of monies to student organizations are initiated by the Student Government Association (SGA). Any qualified student organization may request allocations by presenting a written request and justification to SGA. Final SGA budget recommendations are then submitted to the Vice President for Student Life or his/her designee(s) for approval.

**Facility Reservations and Use**

University facilities may be scheduled only by recognized student organizations. Request a reservation in the Trone Student Center. Click here to reserve the front porch of the Duke Library. To request a reservation in another campus facility, log into “My Furman” and click on “Events Calendar.”

**International Travel**

A student organization planning travel outside the continental United States must adhere to the following guidelines:

1. Prior to confirming reservations for international travel, religious organizations should consult with the Office of Spiritual Life, club sports should consult with the Director of Campus Recreation, and all other student organizations should consult with the Office of Student Involvement and Inclusion. Final approval must be granted by the Rinker Center for Study Away and International Education.

2. Each student attending must complete the International Travel Release Form through the Rinker Center. By signing this form, each attendee agrees to follow all Furman University policies and procedures as stated in the Student Handbook.

3. A Furman University faculty, staff, campus minister, religious advisor, or designee must travel with the organization. The designee(s) must be approved by the Rinker Center prior to any trip commitment, and must have a current background check on file with the University before final approval. The designee must also meet with the Rinker Center and complete any required training necessary for leading a trip abroad.

4. Travelers of Furman-sponsored trips are automatically eligible for coverage on Furman University’s International Sickness and Accident Policy. Students should review the summary of
coverage for information on policy limits, exclusions and deductibles. All participants will sign a waiver form, which will be provided by the Faculty/Staff/Designee traveling with the trip.

5. All participants must complete a Medical Disclosure Form.

6. At times, students travel independently to international locations. Should a student choose to travel independently and not under the jurisdiction of Furman University, the following will apply:
   - Trips cannot be advertised or promoted on campus via posters, flyers, etc.
   - Any off-campus publications or promotional materials that an organization does send out must have a printed disclaimer conveying that the trip is not sponsored by Furman University.
   - Student organization funds cannot be used for international travel.
   - International Sickness and Accident insurance coverage will not be available through Furman University.

**Off-Campus Activities**

Any Organization Activity taking place off-campus requires an Event Authorization Form to be submitted two weeks (14 days) in advance to the Office of Student Involvement and Inclusion.

**Posting of Signs and Banners**

The University recognizes the need for registered student groups and other University sanctioned organizations and individuals to communicate their activities, services, and ideas to the campus community, as well as the need to provide a visually pleasing and organized setting for the campus community to receive such communication. Refer to the [Posting of Signs and Banners Policy](#) for guidelines.

**Solicitation**

Solicitation guidelines are available in the [Use of University Space Policy](#) (K. Non-Event Use of University Space. 1. Solicitation).

**Risk Management Policies for Organizational Events with Alcohol**

These expectations and policies are designed to aid Furman University’s student organizations, student leaders, advisors and alumnae in reducing risk, promoting the health and safety of its students and protecting its student organizations.

Furman University expects that each member of a student organization takes responsibility for themselves and their actions as well as shows care and concern for others. Students are personally responsible for making safety a priority. These policies are intended to promote well-reasoned decision-making by student organization members and their guests.

**Hosting Alcohol Events**
The possession, sale, use or consumption of alcohol beverages during an Organizational Activity, (Alcohol Events) must receive approval from the Office of Student Involvement and Inclusion. Additionally, all Alcohol Events must be in compliance with any and all applicable country, federal, state, and local laws as well as the risk management policies outlined below. Any Alcohol Events hosted by an IFC organization must also comply with either the Bring Your Own Beverage (BYOB) or Third-Party Vendor (TPV) guidelines as outlined in the Fraternal Information & Programming Group (FIPG) policies, found at http://www.fipg.org/ which is provided for convenience but is not incorporated into the University’s Student Conduct Code.

There are four methods by which a student organization may host Alcohol Events. These methods consider where the student organization plans on hosting the event (whether on campus, at a rented or reserved off-campus venue or in a fraternity house) and how the alcohol will be served (either by a Third-Party Vendor or “Bring Your Own Beverage”).

1. Bon Appetit Dining Services as the vendor at an on-campus venue
2. Third-Party Vendor (TPV) at an off-campus venue
3. Third-Party Vendor (TPV) at a fraternity house
4. Bring Your Own Beverage (BYOB) at a fraternity house

An Alcohol Event on campus, in a fraternity house or at a rented/reserved venue off campus requires an Event Authorization Form to be submitted two weeks (14 days) in advance to the Office of Student Involvement & Inclusion unless otherwise stated in this policy.

Failure to officially register Alcohol Events will result in the cancellation of the event (if discovered prior to the event) and/or conduct action including, but not limited to, a warning, fine, community service and/or social probation (if discovered after the event has occurred).

A “venue” is defined as a secured enclosed area with a designated entrance and exit that can be monitored. Open areas such as fields or fence enclosures are not considered secured venues.

**Risk Management Requirements for Alcohol Events On Campus**

Prior to receiving approval from Student Life, all on-campus events with alcohol must meet the guidelines established under the University’s administrative policy on alcohol, which can be found [here](#).

**Risk Management Requirements for Alcohol Events Off Campus**

Violations of the following requirements are enforced via the University’s conduct process.

**General Policies:**

- **Bar Crawls:** No organization may sponsor or participate in any activity that involves traveling in an organized manner to multiple drinking locations.
• **Common Source Alcohol:** The purchase or use of a bulk quantity or common source(s) of alcohol beverage (i.e. kegs, cases, boxes of wine, etc.) is prohibited.

• **Co-Sponsorship with Alcohol Distributor:** No student organization may co-sponsor an event with an alcohol distributor or tavern (“tavern” defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. No student organization shall enter into an agreement with said establishment with regard to the sale or distribution of alcohol beverages. This shall include, but is not limited to, any of the following arrangements:
  - The student organization sells or otherwise shares a profit from the sale of alcohol or serves as a cosponsor of an event involving alcohol with an establishment whose primary business is the selling of alcohol beverages.
  - The student organization advertises or distributes advertising for programs or activities promoted by an establishment whose primary business function is the selling of alcohol beverages.
  - The student organization receives free or discounted room rental rates or other goods or services in exchange for holding an event with alcohol or meeting a bar receipt minimum.

However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list. In essence, the student organization must be the sole sponsor of the event.

• **Cover Charges:** No student organization shall collect a cover charge, donation, or admission fee, which entitles a guest to alcohol beverages or utilize alcohol beverages as contest prizes. Exemptions for charging admittance fees must be approved by the Office of Student Involvement and Inclusion through the event registration process (i.e. chapter reunions, family weekend events, etc.).

• **Drinking Games:** Organizations shall not permit, tolerate, encourage or participate in “drinking games.” The definition of drinking games includes, but is not limited to, the competitive or rapid consumption of alcohol (i.e. “beer pong,” “quarters,” “century club,” “funneling,” etc.); the practice of consuming shots equating to one’s age; dares; or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

• **Dry Recruitment:** All recruitment activities associated with any student organization will be non-alcoholic. No recruitment activities associated with any organization may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy. All student organization activities within 24 hours before, during, and 24 hours following selection (i.e. Bid Day) and initiation must also be dry. Furman University considers recruitment to be the informal or formal effort to recruit new members that occurs year round.

• **New Members and Alcohol:** No alcohol shall be provided at any new member program, activity or ritual of the student organization. This includes, but is not limited to, activities associated with “Bid Day/Night,” “big/little” events or activities; “family” events or activities that include new members; and initiation. Furman University encourages all members of the organization to remain dry for a two-week period following bid day.

• **Philanthropic Events:** Furman student organizations are prohibited from co-sponsoring philanthropic events and/or fundraisers in conjunction with any alcohol distributor or tavern as defined in this policy.

• **Provision to a Minor:** No members, collectively or individually, shall provide alcohol beverages to any person under the legal drinking age.
• **Usage of Organization Funds:** Alcohol beverages may not be purchased through or with student organization or any other University funds, nor may the purchase of alcohol beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the group. At an event sponsored by a student organization involving alcohol beverages, the cost of the alcohol beverages may not be included in any admission, meal, or entertainment charge.

*Prior to the Event:*

• **Attendance and Guest List:** A guest list must be turned in to the Office of Student Involvement and Inclusion 24 hours prior to any event for pre-approval and the completed event guest list must be turned in within 72 hours after the event.
  - Alcohol Event at a Private Residence
    - Capacity for an alcohol event at a private residence is defined as the lower of two guests per member or fire code capacity, whether BYOB or third-party vendor. The pre-approved and completed event guest lists may not exceed two guests per member.
  - Alcohol Event at a Third-Party Venue
    - Capacity for an alcohol event at a Third-Party Venue is defined as the lower of two guests per member or fire code capacity, whether BYOB or third-party vendor. The pre-approved and completed event guest lists may not exceed four guests per member. When the venue has reached capacity, another guest may replace an individual who leaves the event (One-In-One-Out Rule). Security hired by the third party venue must administer the One-In-One-Out Rule.
  - Open Parties
    - Open parties, meaning those with unrestricted access by non-members of the student organization, without specific invitation, where alcohol is present, are strictly prohibited. Limited exceptions will be made for non-Greek, campus-wide events as approved by the AVP for Student Development or his/her designee.

A guest that the organization failed to include in the pre-approved list may be admitted if the person’s identification is checked, name is accurately documented for the completed event guest list, and the organization did not use its full allotment of invitations on the pre-approved guest list.

• **Advertising:** Any advertisement distributed or posted on campus shall not contain any explicit reference to alcohol beverages.

• **Event Authorization:** Event authorization forms must be completed and returned to the Office of Student Involvement and Inclusion fourteen (14) days prior to the event.

• **Pre-Partying:** Consuming alcohol prior to any student organization social event or activity is prohibited. This includes the residence halls, apartments, fraternity houses and off-campus venues.

• **Risk Management Training:** In order to be eligible to host a social event with alcohol, each organization’s appropriate officers (i.e. president, social chairman, risk manager) must attend a risk management workshop provided by the Division of Student Life. These workshops will be provided each semester to accommodate the election of new officers and ensure communication of current information and university policy. All new members of fraternities and sororities are required to attend a risk management workshop prior to the initiation date of the respective student organization. Requests for individual student organization workshops should be made to
the Assistant Dean of Students / Alcohol and Drug Education Coordinator (office located in the
Student Life Suite, Trone Student Center).

- **Security:** Security must be hired for all BYOB events with 50 or more attendees. The only
  exception is a closed event where only members of the organization are in attendance. The
  security company must be SLED certified and approved by the Office of Student Involvement
  and Inclusion. At TPV events, organizations can hire off-duty police officers to serve in this
  capacity.

- **Sober Party Monitor (SPM) Training:** A minimum of 15% of each organization must be
  trained as sober party monitors. Only these trained students can serve in this capacity during
  events. Training will be offered each semester.

- **Themes:** All event themes must be included on the event authorization form and approved by
  the Office of Student Involvement and Inclusion prior to the advertising of or invitations to the
  event are distributed. Themes must not be demeaning.

**During the Event:**

- **Checking IDs:** The student organization or venue is responsible for hiring security to check IDs
  at the door and physically identify those of legal drinking age with a wristband. Underage
  attendees will be marked with an X on their hand. Students may not check IDs; the Third-Party
  Vendor or security at the off-campus facility must check IDs.

- **Event Duration:** Events may not last longer than four hours, including last call. All events must
  be concluded by 2 a.m. Exemptions must be approved by the Office of Student Involvement and
  Inclusion through the event registration process.

- **Outside Beverages:** No outside unsealed beverages are to be brought into student organization
  events where alcohol is present. This includes, but is not limited to, water bottles, sodas, cups,
  etc.

- **Sober Party Monitors (SPM):** Organizations must have trained SPMs for events. This should
  involve all members and new members on a rotation schedule from event to event. SPMs will
  not consume alcohol or illegal substances before or during the event. SPM duties should include
  overseeing the function to make sure attendees are adhering to safe social practices and
  following risk management policies. It is recommended to have one SPM per 15-20 attendees.
  SPMs may not serve “shifts” throughout the event checking in hourly with paid security.

**After the Event:**

- **Post-Event Documentation:** Completed guest sign-in forms and Event Security Checklist must
  be turned in the next business day following any event.

**Third-Party Vendor Requirements:**

- The appropriate local and state authority must properly license the Third Party Vendor (TPV). This
  might involve both a liquor license and a temporary license to sell on the premises where
  the function is to be held.

- The TPV must be properly insured with a minimum of $1,000,000 of general liability insurance,
  evidenced by a properly completed certificate of insurance prepared by the insurance provider
  naming Furman University as the additional insured.

- The TPV must agree to per-drink sales only, collected by the vendor, during the function.

- The TPV must assume, in writing, all the responsibilities that any other purveyor of alcohol
  beverages would assume in the normal course of business, including, but not limited to:
    o Checking I.D. cards upon entry
Not serving minors
- Not serving individuals who appear to be too intoxicated
- Maintaining absolute control of ALL alcohol containers present.
- Monitoring fire code/guest list capacity for the event.

- Shots may not be served.
- All of the above information shall be provided in writing by the TPV to the Office of Student Involvement and Inclusion upon registration.

**BYOB Procedures:**

- Security must be present at events with alcohol that include 50 or more attendees. The security company must be South Carolina Law Enforcement Division (SLED) certified and approved by the Office of Student Involvement and Inclusion.
- A check-in and distribution system for alcohol at BYOB events is required.
- Only one beverage can be distributed to its owner at a time.
- Clear cups must be used for all beverages. Cans and plastic bottles must be emptied into a clear cup.
- Alcohol brought to the event by an individual is for that individual’s consumption and is not to be given away, sold or otherwise provided to others. The alcohol that each person may bring and consume to a BYOB event is no more than: six 12-ounce beers or four 187 mL (mini/individual containers) of wine for each person of legal drinking age who will be consuming alcohol at this event. Beverages must be no more than 5.0% alcohol for beer and 12% for wine.
- Beer or small individual serving bottles of wine are the only type of alcohol allowed at BYOB events. No glass bottles are allowed. No hard liquor is allowed. Residents of a fraternity house must keep personal hard liquor secured for the duration of the event.
- There shall be no beverages served from a bulk or common source of alcohol, including, but not limited to, a keg, punch bowl, box of wine or pitcher.

**Risk Management Recommendations for Alcohol Events Off Campus**

The following recommendations are provided in order for a student organization to host safe events; however, they are not enforced via the University’s conduct process.

**General Policies:**

- **Chaperones:** Though not required, organization advisors can serve as chaperones to Furman social events. Their role is to monitor the event as a sober party monitor. They should not serve in the capacity of bartender, designated driver, security, ID verification, etc.
- **Commercial Transportation:** When commercial transportation is used, no alcohol will be transported in the passenger compartment of the vehicle. Students must load buses from a location on campus. At this location, the organization must make arrangements for an approved security or police officer to monitor the loading process. A recognized organization advisor may substitute for the officer, but must be pre-approved by the Office of Student Involvement and Inclusion. It is recommended that no special privileges or boarding times be given for transportation. An example might be assigning a “senior bus.”
- **Designated Drivers:** Designated drivers are allowed only when they are associated with a social event registered with the Office of Student Involvement and Inclusion. There should be enough drivers to accommodate the safe transportation of all members and guests. This must involve the participation of all members on a rotation basis, though the University discourages the use of
new members (see New Member Driving under Hazing Policy). Designated drivers must have a
current driver’s license and personal auto insurance policy. The designated driver will obey all
state, city and county safety and motor vehicle laws. The designated driver will not consume any
alcohol or illegal substances before or during an event. No alcohol will be transported in the
passenger compartment of the vehicle. Designated drivers are to cease all transportation of
members and guests by 2:30 a.m. Organizations are prohibited from utilizing only non-initiated,
new, or non-members as designated drivers.

- **Food/Alternative Beverages:** Provision of food and non-alcohol beverages at all Furman social
events with alcohol is recommended. There should be unsalted food options and the non-alcohol
beverages should be cold. These food and beverages must be provided free of charge.
- **Former Members:** Alumni and/or former members may not attend any events, unless requested
in the event registration and approved. This does not apply to chapter advisors.
- **Insurance:** The student organization should have or show proof that the third-party vendor has
the appropriate liability insurance to host social events with alcohol at an off-campus location.
- **Last Call:** The service/consumption of alcohol should stop at least one hour before the event
ends.
- **Same Day Events Outside of Greenville:** In the event a student organization holds a social
function with alcohol away from Greenville and travel to and from will occur on the same day as
the event, all members and guests attending shall travel by bus or commercial transportation.
Exceptions are permitted only with written approval from the Office of Student Involvement and
Inclusion.

## Student Organization Conduct Expectations

### Application of Student Conduct Code

Upon determination that conduct action will be taken against an organization, the organization
may be charged with any violation(s) listed in the Student Conduct Code.

In addition to the Student Conduct Code, the following policies apply to student organizations
specifically.

### Demeaning Behavior

Any actions, activities, events or themes, whether on or off campus, which are demeaning
and/or discriminatory based on a person’s race, religious creed, color, national origin, ancestry,
physical disability, mental disability, medical condition, marital status, sex, age, or sexual
orientation including, but not limited to verbal harassment, sexual harassment, and sexual
misconduct by individuals or members acting together. The employment or use of strippers,
exotic dancers or similar, whether professional or amateur, at a student organization event is
prohibited. See the Sexual Misconduct Policy.

### Drug-Free Campus
The possession, sale or use of any illegal drugs, controlled substances or prescription drugs without a valid medical prescription while on student organization premises or Organizational Activity is strictly prohibited.

**Failure to Adhere to General Policies for Student Organizations**

Organizations are expected to make a good faith effort to comply with all general policies. This includes, but is not limited to, the following:

- Failure to register an off-campus events when the university learns of the event after-the-fact; and
- Failure to adhere to the posting policing, including not interfering with the postings of others. Lack of knowledge is not an acceptable defense.

**Failure to Adhere to Risk Management Policies**

Organizations are expected to make a good faith effort to comply with all risk management policies. Lack of knowledge is not an acceptable defense.

**Hazing**

*Furman University Statement on Hazing*

Hazing is inconsistent with the values of Furman University and is a violation of South Carolina law. It is the responsibility of each student of a given organization to prevent and confront hazing within organizations. Any organization found responsible of hazing will be placed on probation or suspended from the University.

*Hazing Policy*

No organization, student or alumnus shall conduct or condone hazing activities. “Hazing” is defined as any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.

Hazing includes any type of:

- Action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.
- Physical brutality including, but not limited to, whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- Physical activity including, but not limited to, sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Activity involving consumption of a food, liquid, alcohol beverage, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision. Examples include but are not limited to quests, treasure hunts, scavenger hunts, road trips; wearing of public apparel which is conspicuous and not normally in good taste; and late work sessions that interfere with scholastic activities; and
- Activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Student Conduct Code or South Carolina State Law.

**Definition of a New Member**

At Furman, the term “new member” is used in place of the term “pledge.” “New member” is defined as any person who has been accepted by, is in the process of qualifying for membership or gaining status in an organization, or is distinguished by the organization as having a lower standard due to seniority during the semester which they join. “New member education” means any action or activity related to becoming a member of an organization. “Organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.

**Personal Hazing Offense**

A person commits a hazing offense if the person:

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident involving a student or has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report that knowledge in writing to Student Life office or other appropriate official of the institution.

**Organization Hazing Offense**

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

**New Member Driving**

New members of a fraternity, sorority or other student organization are eligible to serve as designated drivers to and from weekend registered events only. They are to be utilized on a rotating basis (i.e. not every weekend) and must work alongside initiated members who are also designated drivers. New members are ineligible to serve as designated drivers during weekday
registered events. New members can serve as designated drivers 30 minutes prior to and 30 minutes after the registered event and no later than 2:30 a.m.

New members may not drive initiated members to any other organizational activity (i.e. any activity that is a by-product of affiliation, dinner outing with an initiated member, or providing initiated members and initiated members’ friends a ride to class or off-campus locations).

Consent Not a Defense

It is not a defense under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. South Carolina state law does not permit a person to consent to hazing.

Retaliation

It is both unlawful and a violation of Furman’s Student Conduct Code for members of the Furman community to retaliate against any individual who files a complaint, testifies, or participates in any manner in an investigation or proceeding. The respondent and/or those supporting the respondent are prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual’s complaint or participation. Furman will vigorously enforce this prohibition against retaliation.

Furman’s Campus Conduct Hotline

To report any hazing activity, you may call Furman’s Campus Conduct Hotline at 866-943-5787.

Greek Hazing Hotline

If you are part of the Greek community and are uncomfortable about speaking to Furman officials about the hazing activity, you may call the Greek Hazing Hotline at 1-888-NOT-HAZE (888-668-4293).

Violation of Federal, State or Local Law

Alleged violations of any federal, state or local law may be adjudicated as a University violation and can subject the organization or the individuals affiliated with the organization or event to University student conduct sanctions, as well as appropriate criminal or civil action.

Student Organization Conduct Procedures

The process for resolving alleged violations of the Student Organization Conduct Expectations is outlined in the Student Conduct Procedures in the Student Handbook. Any alleged violations of the General Policies for Student Organizations will be resolved by the Director of Student
Involvement and Inclusion or his/her designee.

The Vice President for Student Life reserves the right to not recognize or to revoke any organization charter when it is deemed that the organization’s goals are not compatible with the overall mission of Furman University.
Academic Integrity

Furman University is an academic community where men and women pursue a life of scholarly inquiry and intellectual growth. The foundation of this community is a spirit of personal honesty and responsibility, as well as mutual trust and respect. In order to maintain trust between members of the university community, faculty and students must adhere to certain basic ethical principles in regard to academic integrity. A violation of academic integrity in any form is a fundamental offense against the integrity of the entire academic community and is always a threat to the standards of the college and to the standing of every student. In taking tests and examinations, doing homework, laboratory work and writing papers, students are expected to perform with honor.

One of the most common forms of academic dishonesty is plagiarism. Plagiarism is the use of another’s expression or ideas as if they were one’s own. In other words, it is a form of cheating and as such is not tolerated in academic communities. To avoid plagiarism, students should acknowledge their sources, using whatever form of documentation is appropriate to the discipline in which their work is being done. In particular, they must be careful to indicate the use of directly quoted material by appropriate punctuation (quotation marks) and forms of citation. They should be aware, however, that undocumented paraphrase and summary also constitute plagiarism. Whatever is borrowed from a source must be acknowledged. Outside the academic community, plagiarism (among other things) is prosecutable under copyright laws. Within the academic community, it is subject to severe penalties which range from failure of the assignment in question to failure of the course in which the plagiarism has been committed. Repeated and/or flagrant plagiarism may be punished by suspension or expulsion from the University.

The ultimate responsibility for behaving with integrity rests with the student. If at any time students are uncertain about what constitutes plagiarism or about any other form of academic dishonesty, it is their obligation to consult with their faculty so that they fully understand what is expected of them. Additional information about Furman’s policy and expectations in this area
may be found on the University web site on academic integrity (www.furman.edu/integrity). Honesty within our academic community is not simply a matter of rules and procedures; it is an opportunity to put personal responsibility and integrity into action. When students accept the implicit bonds of trust within an academic community, they liberate themselves to pursue their academic goals in an atmosphere of mutual confidence and respect.

**Administrative Course Withdrawal**

Students who exceed the maximum allowed absences for a course (15% for new students and 25% for returning students) may be administratively withdrawn from that course by the Associate Academic Dean and will receive an F in the course. Students with medical issues or other severe personal circumstances may be granted a late withdrawal from the class by the Associate Academic Dean. Upon notification of the withdrawal, the student is no longer eligible to attend that class.

**Administrative University Withdrawal**

Occasionally, a student’s behavior constitutes a danger to other persons and/or property or is disruptive to the community, other individuals or educational processes of the University. In such cases, the Vice President for Student Life or designee, in concurrence with other professional resources, may impose administrative withdrawal from the University. A student withdrawn under this procedure may not be re-enrolled in the University without approval of the Vice President for Student Life or designee. Prior to approval, the Vice President for Student Life or designee may outline certain requirements to be completed by the student and/or parents or guardians.

- The student may not be eligible to attend classes and may not be allowed to continue residing in university housing unless approved by the Vice President for Student Life or designee.
- Parents and family will be notified by the Vice President for Student Life or designee in the case of an administrative withdrawal due to disruptive behavior to others, the community or the educational process.

**Appeal of Administrative University Withdrawal**

If the student wishes to appeal a decision to invoke administrative withdrawal, the University shall give the student 72 hours in which to request a “show cause” hearing to provide the student with the opportunity to demonstrate why the action should not take place. The student and the student’s parents/legal guardians will be given an opportunity to meet with the Vice President for Student Life or designee. All pertinent information will be reviewed with the student and the student will have the opportunity to respond to all information discussed and may present additional information, including an independent psychiatric or psychological evaluation.
Alcohol

General Policy Statement

The service and consumption of alcohol beverages on the campus of Furman University has been delegated by the Board of Trustees to the administrative jurisdiction of the President of the University. Consistent with applicable federal, state and local laws and regulations, and with oversight from the Board of Trustees, the President (or their authorized designee) shall establish administrative policies relating, among other things, to the venues at which alcoholic beverages may be served or consumed, the requisite supervisory protocols for such venues, and any special conditions for particular events. This administrative policy has been adopted subject to (i) the continuing applicability of the University’s student conduct and student organization codes currently in effect relating to the service and consumption of alcohol beverages by students of the University and (ii) the Board of Trustees’ directive that the University will neither apply for nor obtain in its own name any license for the service of alcohol beverages. The President or their designee shall report to the Board of Trustees (or its designated Committee), at least annually, any revision or other change to this administrative policy or to any of the other policies or protocols of the University relating to the service or consumption of alcohol beverages.

Approved Venues

The following locations and venues at the University are authorized for service and consumption of alcoholic beverages, provided that such activity at the venue is supervised and regulated by the University’s food service provider or other University approved catering service, utilizing the third party’s alcohol licenses.

- Amphitheatre
- Cherrydale Alumni Center
- Hartness Pavilion, Trustee and Faculty Dining Rooms
- Furman University Golf Course
- Garden Room of the Chapel
- Herring Center for Continuing Education
- Paladin Tower at the Football Stadium
- Timmons Arena
- The David E. Shi Center for Sustainability
- The Vinings Clubhouse
- Trone Student Center
- Younts Conference Center

Religious Ceremonies

When approved and supervised by the Associate Vice President for Religious Life or their authorized designee, wine may be used during religious ceremonies in the Charles Ezra Daniel Memorial Chapel.
Special Conditions for Student Events

Student Government Association recognized student organizations may host events involving alcohol in the above referenced venues and locations on campus. Approved student organizations are required to follow the procedures outlined in the Furman University Student Handbook and by their national organization risk management policies. All approved student events must be supervised by the Furman University Police or their designees at the expense of the organization and the service of alcohol must be supervised and regulated by University’s food service provider or other University approved catering service, utilizing the third party’s alcohol licenses.

Special Events Approved by President

For any event not directly involving attendance and participation by students, the President of the University, on a case-by-case basis, may authorize the service and consumption of alcohol at other venues on the Furman campus to persons of legal drinking age.

Student Housing

The consumption of alcohol beverages in the North Village and Vinings apartment complexes is permitted inside the individual apartment units by persons of legal drinking age; however, the consumption of alcohol at these complexes is not allowed outside the apartment units. Individual student and student organizations use of alcohol, including at these housing complexes, are otherwise under the governance set forth in the Student Handbook.

Bias Incident Response

I. Introduction

Furman University is a person-centered community, emphasizing the prime worth of persons and encouraging concern for others. Acts that are an affront to this core value of the institution will not be tolerated. Accordingly, Furman has implemented a Bias Incident Response & Support (BIRS) plan.

II. Purpose

The BIRS plan addresses bias incidents occurring within the University community that involve students, staff, faculty, and visitors to campus.

BIRS is not a disciplinary procedure. Rather, the BIRS plan ensures that an individual who perceives they are the victim (Complainant) of a bias incident have access to appropriate support systems. Furthermore, the BIRS plan coordinates the response to incidents affecting campus climate. In all but the most severe cases affecting campus climate, the University will
honor the wishes of the Complainant(s) when determining an appropriate response. In so doing, the University seeks to empower the Complainant.

Examples of support offered by the BIRS plan include:

- Assigning a trained support person;
- Connecting faculty to their faculty ombudsperson;
- Connecting staff to their staff ombudsperson;
- Connecting students to counseling services, chaplaincy, or student success coordinators;
- Adopting reasonable interim measures such as housing relocation, academic assistance, etc.; and
- Other support efforts designed to ameliorate negative effects the Complainant(s) may experience.

Sample responses offered by the BIRS plan include:

- Initiating appropriate investigative and disciplinary processes for violations of University policy;
- Arranging mediation when safe to do so;
- Notifying the campus of the incident when appropriate;
- Facilitating dialogues, awareness campaigns, etc. either across campus or in targeted populations;
- Tracking trends to develop interventions and preventative strategies; and
- Other measures designed to stop biased behavior and prevent reoccurrence.

The BIRS plan does not override the responsibility or authority of any University office designated to address complaints of alleged discrimination, harassment or hate crimes. Rather, it seeks to complement the work of these offices.

III. Definition of a Bias Incident

A bias incident is any conduct that serves no scholarly purpose appropriate to the academic environment and demonstrates bias against an individual or group based on any facet of the individual’s or group’s identities. Bias incidents may take the form of, but are not limited to:

- Vandalism or defacement of personal or university property (e.g. drawing swastikas, hanging nooses, erecting burning crosses, etc.);
- Display or use of epithets or slurs;
- Culturally offensive gestures;
- Theme parties that encourage people to wear costumes or act in ways that reinforce stereotypes or are otherwise demeaning; or
- Electronic, physical, verbal, or graphic threats or intimidation

The expression of an idea or point of view some may find offensive or charged is not necessarily a bias incident. As a community of liberal learning, Furman University maintains its commitment to freedom of inquiry and excellence in the quest for truth.

For the purposes of the BIRS plan, a bias incident may include any of the following:
IV. Preserving Evidence

Preserving evidence is essential to the University responding to bias incidents. Please act immediately to preserve evidence.

If you experience or witness a bias incident, please do the following to document it:

- If you experience a written slur or discover graffiti, do not erase it.
- If you have a camera or cell phone camera, take a picture of any evidence, such as physical injury, damaged property, or a license plate.
- If the incident is verbal, please write down exactly what was said to the best of your recollection.
- Retain the contact information of any possible witnesses.

V. Procedures for Reporting Bias Incidents

Students, staff, faculty and visitors to campus who perceive that they have experienced a bias incident, as well as those who are witnesses to a bias incident, are urged to report it immediately by one of the following means:

- Complete the Online Report
- Complete an in-person report to:
  - Dean of Faculty (faculty), 864-294-3043, Administration Building
  - Furman Police (faculty, staff, student, or visitor to campus), 864-294-2111, 011 Hipp Hall
  - Human Resources (faculty or staff), 864-294-2217, Suite 108 Lay Physical Activities Center
  - Student Life (student), 864-294-2202, Suite 215 Trone Student Center
- Anonymously via:
  - The Furman’s Campus Conduct Hotline at 866-943-5787
  - The Live Safe App available for iPhone or Android (choose Furman as School or Agency)
- Confidentially via:
  - The Counseling Office; or
  - The Office of Spiritual Life

The University may attempt to address bias incidents reported anonymously based on the information provided, though an anonymous report may hinder the ability to respond effectively. Confidential reports are only acted upon in the reporting of aggregate statistics.

VI. BIRS Plan Implementation

- All reports received will be reviewed by the Chief Diversity Officer (CDO), Title IX & ADA Coordinator, and University Chaplain or their designees.
- The CDO or his/her designee will apprise the Senior Administrative Team as appropriate.
• The Complainant(s) who files the report will be contacted within 24-72 hours by a support person (BIRS Support Person) from the Bias Incident Response Team; reports will be prioritized by severity of the alleged incident.
• The CDO may convene additional members of the University to make recommendations regarding response and support. If warranted by the severity of the incident, a University response to the incident will be developed and implemented in a timely manner.
• Concurrent with the BIRS plan, the University may conduct investigations into violations of University policy using existing processes such as, but not limited to, the Sexual Misconduct Policy, the Student Disability Grievance Procedure, Student Conduct Procedures, or University Grievance procedures.
• The BIRS Support Person will maintain communication in order to advise the Complainant(s) of response and support options and advocate for Complainant(s) throughout response and support plan.
• The CDO will maintain a record of the incident, support, and response.

VII. Bias Incident Response Team

The Bias Incident Response Team includes members of the University community who are available to serve as a BIRS Support Person to students, staff, faculty and visitors to campus who may have experienced a bias incident.

Members of the Bias Incident Response Team include:

• Michael Jennings, Chair (CDO & faculty, Education)
• Kristin Austin (Human Resources)
• Jim Benes (Facilities)
• Henry Blake (Furman Police)
• Rob Carson (Academic Assistance & Athletics)
• Courtney Firman (Housing & Residence Life)
• Neil Jamerson, Chair (Student Life)
• Katie Stover (faculty, Education)
• Kate Taber (Spiritual Life)

Additionally, the team includes students who assist in outreach and promotion efforts related to the Bias Incident Response & Support plan.

Grievance Process

Disputes may occasionally arise between members of the Furman University community. For complaints related to behavior that violates the Student Conduct Code or Housing Policies, refer to the appropriate sections outlining procedures for resolving those complaints. Students having serious complaints about any other matter at the University are strongly urged to attempt an informal reconciliation with the parties involved. Complaints should be presented openly, without fear of reprisal and as soon as possible following an incident.

If a student elects not to pursue the matter informally or if the informal resolution does not resolve the differences, the student may initiate a formal written complaint. Complaints which
involve only students should be sent to the Associate Vice President for Student Life and Dean of Students and will be resolved according to the student conduct procedures outlined in the Student Handbook. Complaints which involve a faculty member should be sent to the chair of the department for that faculty member or the Dean of the Faculty if the faculty member involved is the chair of the department. Complaints which involve a staff member should be sent to the Assistant Vice President of Human Resources.

If, at any step in the process, a designated decision maker was involved in the substance of the grievance, those individuals will not participate in any way in the disposition of the grievance. Anyone who submits a good faith complaint, either informally or formally, will be protected from retaliation or discipline. Any student who willfully makes accusations that are proven to be false will be charged with a violation of the Student Conduct Code.

Inclement Weather

Decision-making process and notification

The Provost and the Vice President for Academic Affairs is responsible for decisions to cancel, delay, or modify class schedules due to inclement weather. They rely on the University Police and the National Weather Service for information on weather and road conditions affecting the campus. Scheduled cancellations or modifications due to inclement weather are typically made by 10:00 p.m. on the preceding day, or no later than 6:00 a.m. on the day the inclement weather is expected. During inclement weather common sense safety precautions should be taken - if you are unable to safely travel to or across campus, then please stay put. If the decision is made to cancel, delay, or otherwise modify class schedules due to inclement weather, the University will use the following means to communicate with students, faculty, and staff:

- University Communications will notify local radio and TV stations.
- University Communications will post decisions on Furman’s web page.
- University Police will send email and text messages through the Furman Emergency Alert System. To confirm your emergency contact number visit MyFurman.
- University Police will maintain a recorded message on the University’s Weather line: 864-294-3766.

Operating hours of Dining Hall, Duke Library and Trone Student Center

At the end of the recording at 864.294.3766, the caller will be advised for the Library, Dining Hall and Trone Student Center hours, to press “0” now. This will take the caller to another recording with that information. Each of these areas has access to their recording to make updates as needed.

Delay in starting classes and reporting for work

If a decision is made to delay classes, the announcement will indicate a specific time for the start of classes and reporting to work. These times will be based on one of the class starting
times as outlined below. Students should go to the class that starts at the time the University has opened.

- Monday, Wednesday and Friday - 8:30 a.m., 9:30 a.m., 10:30 a.m. or 11:30 a.m.
- Tuesday and Thursday - 8:30 a.m., 10:00 a.m., or 11:30 a.m.
- Decisions about evening classes are made separate from day classes.

**Campus activities**

If inclement weather affecting road conditions occurs during the weekday afternoon or on a weekend, individuals will be advised to contact sponsors of various campus events and activities for information regarding delays or cancelations.

**Special work requirements**

Some areas on campus (i.e. University Police, Student Health Services, Trone Student Center, Dining Hall, Housing and Residence Life, Library and Facilities Services) must continue to provide services. Each of these areas has developed staffing plans for inclement weather and should review their plan with all employees in their department at this time. During a campus closure due to inclement weather, employees should remain at home unless directed by their supervisor to report for work.

**Interim Withdrawal**

As a general rule, the status of students accused of violating University regulations shall not be altered until a final determination has been made in regard to the charges against said student. However, the Vice President for Student Life or their designee may impose an interim withdrawal upon finding that the student’s presence on campus constitutes a threat to the physical safety and well-being of the accused or of any member or guest of the university community or that said student’s presence threatens the orderly progression of university academic or extracurricular activities. The student may not be eligible to attend classes and may not be allowed to continue residing in university housing unless approved by the Vice President for Student Life or designee. A student conduct hearing shall be scheduled within five (5) class days with the appropriate student conduct body and said student shall be notified of the hearing date, time and location.

If the student wishes to appeal a decision to invoke interim withdrawal, a “show cause” hearing must be requested within 72 hours of receipt of the letter outlining the decision. The hearing will provide the student with the opportunity to demonstrate why the interim action should not take place. The student and the student’s parents/legal guardians will be given an opportunity to meet with the Vice President for Student Life or designee. All pertinent information will be reviewed with the student and the student will have the opportunity to respond to all information discussed and may present additional information, including an independent psychiatric or psychological evaluation.
Living Unit Entry, Inspection, Search and Confiscation

The University respects the principle that students are entitled to privacy in their residence hall rooms, suites, apartments, cabins, or other residence units (for purposes of this policy, “living units”). At the same time, the University recognizes that from time to time University officials may need to enter and inspect or search a student’s living unit for a variety of purposes. Therefore, the University reserves the right to regulate the use of living units in accordance with the policies of the University, and the University may, in its discretion, enter and inspect or search students’ living units without prior notice to or consent from students to ensure compliance with those policies. The University will, however, attempt to provide students with prior notice of such activity when appropriate and reasonably possible.

**Inspection**

University officials and/or personnel may enter living units during reasonable hours at the request of the student or for purposes of inventory, sanitation, health and/or safety, maintenance and/or repair, and the enforcement of the University’s policies and rules. University personnel may enter and/or control living units at any time in the event of emergency.

Health and safety inspections will be conducted on a routine basis, and residents will generally be given 48 hours’ prior notice. Students must correct any issues identified during the inspection within 24 hours of the completion of the inspection.

If, in connection with proper inspection activities, evidence of a violation of University policies or rules should be discovered, such evidence may be photographed and confiscated and/or disposed of, and the student may be subject to disciplinary charges. Evidence of illegal contraband or activity discovered during an inspection will be turned over to University police for further action in accordance with law.

**Search**

In addition, University personnel may search students’ living units when there is reason to suspect that a violation of the University’s policies or rules has occurred, as determined by the Vice President for Student Life or the Dean or Students or the designee of either.

Students must comply with directives of University personnel while a search is conducted. The University reserves the right to open unsecured containers or areas that are reasonably suspected to contain evidence of the alleged violation that prompted the search, including but not limited to refrigerator(s), cabinet(s), drawer(s), closet(s), luggage, book bags, safes, and ceiling tiles. Students are expected to unlock secured areas or containers at the request of University personnel. (If the student is not present during the search, the University may remove a secured container until such time as the student may be contacted. If the University is unable to contact the student, it may open the container without student permission. If a student declines to unlock secured areas or containers, the University reserves the right to open the area or container without student
permission. The University also reserves the right to open a secured area or container prior to asking for the student’s permission if information available to the University indicates that its contents could endanger the health and safety of the University community.

Evidence of a violation of University Policy collected during a search may be photographed and confiscated and/or disposed of and the student may be subject to University disciplinary charges. Evidence of illegal contraband or activity collected during a search will be turned over to University Police for further action in accordance with law.

Note that inspection and search are distinguished from informal, unstructured activities, such as walking down a hallway within or associated with a living unit, standing in an open doorway, visiting in a living unit, or entering a living unit on invitation, which residents and University personnel are free to do and which are not subject to the same limitations as inspection and search.

Missing Student

Most missing student reports occur in the University environment as a result of a student changing their normal routine and failing to inform roommates or friends of this change. Upon receiving a missing student report, the University Police Department will immediately conduct a preliminary investigation in order to verify the report and to determine the circumstances which exist relating to the reported missing student. If the student is not located or otherwise accounted for during the preliminary investigation, University Police are required to place the missing person’s name into a national police database, known as the National Crime Information Center, or NCIC, and notify local law enforcement agencies. Students can designate a contact person who will be notified within 24 hours if a student is believed to be missing by visiting MyFurman online. A parent/guardian will also be notified if the missing student is under the age of 18, or if it is necessary to contact them in the course of the investigation. Contact information is confidential and will only be accessible to authorized campus officials. Missing student reports should be referred to the University Police at 864.294.2111.

Posting of Signs and Banners

The University recognizes the need for registered student groups and other University sanctioned organizations and individuals to communicate their activities, services, and ideas to the campus community, as well as the need to provide a visually pleasing and organized setting for the campus community to receive such communication.

Only enrolled students, registered student organizations and campus departments may post signs or banners on campus. All items to be posted must have the name of the individual student or registered student organization and/or department clearly identified as the sponsor or the words “sponsored by (name of organization)” on each item. Chalking is only allowed to
advertise specific events, can only occur one week prior to the event, and must be removed the day after the event.

The University retains the right to deny posting of any materials on campus. Questions about any part of this policy should be referred to the Office of Student Life.

The following guidelines are intended to outline the procedures by which such organizations and individuals can display and promote campus-related events and programs.

1. Promotion of illegal drugs or any other illegal activities in text, graphic or any other form is prohibited. Promotion of alcohol is prohibited except when previously approved by the Assistant Vice President for Student Development or his/her designee.
2. Individuals or groups found damaging or tampering with another group’s publicity prior to an event’s occurrence, for any reason, unless otherwise instructed to remove the publicity, will potentially lose the privilege of posting publicity through that medium in the future and may be charged with a student conduct violation.
3. Materials should not overlap or conceal other items. Persons who post are asked to be considerate of others who have posted. Posting is on a first-come, first-served basis, and is dependent upon space limitations.
4. Signs may be posted on bulletin boards in any academic building. Signs posted elsewhere in academic buildings will be removed.
5. Chalking may only occur on exterior sidewalks or roads not commonly used for vehicle traffic. Chalking building walls, interiors of buildings, or roads commonly used for traffic is not allowed.
6. Signs cannot be posted on exterior doors, windows, floors or painted surfaces.
7. Signs or flyers to be posted in the Trone Student Center stairwell mezzanine or in the PalaDen must be brought to the Information Center in the Hill Atrium and left with the attendant to be displayed. Flyers/signs must be 8-1/2” x 11” or 11” x 14” in size, and will be posted for two weeks, or until the end of the event, whichever comes first. Only one flyer per organization per event may be displayed in each area. Digital flyers may be submitted to the Assistant Director of Student Organizations & the Trone Student Center for posting on digital displays.
8. Signs or flyers posted in campus housing must be approved by Housing and Residence Life before being posted and should conform to all of the guidelines of the Posting of Flyers Policy found in the Student Handbook. These flyers may only be hung on gripper strips.
9. Signs or flyers promoting events on campus must contain information substantially similar to the following: Furman University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing an accommodation due to a disability or have questions about the physical access provided, please contact [name and email address of sponsoring department contact person] as soon as possible.
10. All signs and chalking should be removed by the originating party within 24 hours after the event has concluded.
11. Posting of signs or banners in the dining hall is available at the banner area and the bulletin boards at the entrance of the dining hall. All signs and banners will be taken down for special events at the manager’s discretion. Additional regulations include the following:
   - No on-table promotions are allowed in any Dining Services operation except for Dining Services events.
   - Informational flyers may be posted on the bulletin boards located at the entrances to the dining hall.
   - Banners may not be any longer than floor level of the dining hall mezzanine.
   - Banners may not be hung on railings.
o All banners must be dated, indicating the day the banner is hung. Banners will be removed after 7 days. If an individual and/or group wishes to keep the banner, it is the responsibility of the individual and/or group to return to the Dining Hall within the 7-day time period to take down the banner. Writing “do not move” on the banner does not grant the banner permanent residence.
o Dining Services is not responsible for hanging banners or deciding which banners are hung in which spot.
o Dining Services is not responsible for any lost or stolen banners.
o When setting up or removing a banner, all trash must be cleaned up by individual and/or group.

Violation of the Posting Policy may result in the removal of the items. Additionally, sponsoring individuals and/or organizations may be subject to follow-up with the Vice President for Student Life and/or designee. Responsibility for interpreting the University Posting Policy shall reside with the Vice President for Student Life and/or designee.

Responsibility for Student Properties

Although precaution is taken to maintain adequate security, the University cannot assume responsibility for the loss of or damage to student possessions. Students or their parents are encouraged to carry appropriate insurance to cover such losses.

When students are driving personal vehicles in relationship to University activities and are involved in an accident, the student’s personal automobile insurance will be the primary insurance. This is an insurance industry standard applicable to all personal vehicles used for business reasons. The University’s automobile insurance will act as secondary coverage if limits exceed the coverage on a student’s vehicle.

Risk Management/Off-Campus Programs and Release Forms

As the University’s engaged learning programs have grown, so have off campus activities supporting these programs. As described in File 367.1 of the University Policies and Procedures, insurance coverage is in place for programs that take place on or off campus. Risks involved with off campus programs are greater and more difficult to control, and additional precautions are needed to best protect the University, its students, faculty, and staff. Program directors are responsible for assessing the risks involved with the management of their off campus programs and for collecting and maintaining files of Consent, General Release, and Indemnity Agreements according to the following guidelines. Risk Management and off campus programs are described in File 367.5 of the University Policies and Procedures.

1. Consent, General Release, and Indemnity Agreements are not required for faculty and staff travel. Furman employees are covered by insurance and this coverage includes General Liability, Foreign Liability, Excess Liability, and Workers’ Compensation insurance.
2. Consent, General Release, and Indemnity Agreements are required any time a student leaves campus as part of some Furman-related course, organization, or activity. This includes, but is not
limited to, internships, off-campus research, courses involved in service learning, and class field trips. In addition, this applies to activities that are not officially sponsored by the University if the off-campus activity or event is directed by or required by a University official/employee.

3. Signatory Requirements:
   - Consent, General Requirement, and Indemnity Agreements for students traveling to other countries, and all students under the age of 18 will require the signatures of parents or guardians.
   - Consent, General Release, and Indemnity Agreements for students 18 and older who are traveling within the United States will require the signature of the student traveler only.

4. Courses or programs that require students to leave campus several times during the term for field trips or similar activities may fulfill this requirement by securing one release at the beginning of the term. The release should be clearly worded to cover the activity for the full term of the course or program. Two examples of this are intern programs that require repetitive visits, and Heller Service Corps travel.

5. Basic information required of all off campus programs, provides a “release” section, the language of which should not be altered unless approved by the Risk Manager or Legal Counsel. Additional space is provided for the program director to include other important provisions and agreements.

6. The program director should keep a file of the Consent, General Release, and Indemnity Agreements for no less than seven (7) years.

7. Questions about the administration of this policy should be directed to the Risk Manager at Facilities Services.

**Sexual Offender’s Law**

Any student designated by law enforcement agencies as a sex offender is required by law (SC 23-3-450) to register with local law enforcement agencies where they reside, even in temporary residence locations such as a college residence hall or apartment. Each academic year, the registration should be completed with the Greenville County Sheriff’s Office and updated as required by state law. The South Carolina Sex Offender Registry can be found at: http://scor.sled.sc.gov/GeographicalSearch.aspx.

**Student Businesses**

Furman University believes student entrepreneurship fosters creativity, business management and ethical leadership, and thus is supportive of such engaged learning. Students interested in launching and/or operating a business on campus must submit a formal proposal to the Director of Auxiliary Services. The Director of Auxiliary Services will provide feedback and advise the students regarding further work necessary for consideration or recommend the proposal to be reviewed by the Student Businesses Committee. This committee is co-chaired by the Director of Auxiliary Services and the Faculty Chair of the Business and Accounting Department. A $75 administrative fee is required to supplement the cost of this review. Student businesses may only be operated by enrolled undergraduate students in good standing with the University. Approval is only granted for one year and students must submit a request to have their business plan reviewed by the Committee for an annual extension. Student business owners/operators must adhere to Furman’s solicitation policy, University Policy 72.1 (electronic communication...
and web content), and Housing and Residence Life policies. Furman University reserves the right to revoke its approval of a student business at any time.

**Student Information**

**Notice of Student Rights with Respect to Education Records (FERPA)**

**A. Student Information Rights**

The Family Educational Rights and Privacy Act (FERPA) and its subsequent regulations provides students of Furman University certain rights with respect to their education records:

1. **Students have the right to inspect and review their own education records (with certain limited exceptions) within 45 days of the date that the University receives the student’s request for access.** A student wishing to inspect or review his or her education records must submit a request in writing to the appropriate office identified below identifying the records the student wishes to inspect and review. Arrangements for access will be made, and the student will be notified of the time and place where the records may be inspected and reviewed.
   - Requests for education records should be made to the following offices:
     - Requests for academic records should be directed to Enrollment Services - University Registrar (Administration Building, 864-294-2030).
     - Requests for records related to academic misconduct should be directed to the Office of the Academic Deans - Associate Academic Dean (Administration Building, 864-294-2064).
     - Requests for records related to student conduct should be directed to the Division of Student Life - Vice President for Student Life (Trone Student Center, 864-294-2202).
   - Requests for any records not specifically listed here should be directed to the University Registrar.

2. **Students have the right to ask the University to amend education records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights.**
   - Process for Requesting an Amendment of an Education Record:
     - A student must first confer informally with the custodian of the education record. (The custodian of the education record is the University official heading the applicable office identified in the preceding section; this individual is responsible for creating and maintaining the education record.) The student must (a) clearly identify the part of the education record he or she wants amended and (b) explain why this disputed part is inaccurate, misleading, or otherwise in violation of his or her privacy rights. The custodian of the education record shall decide whether to amend the record as requested within a reasonable time after he or she receives the request. If the custodian of the education record decides to amend the record, he or she will amend the education record and notify the student that the record has been amended as requested. If the custodian of the record decides not to amend the record as requested, he or she shall inform the student of his or her decision and of the student’s right to a hearing pursuant to the provisions in the following section.
     - If a student is not satisfied with the decision of the custodian of the record, he or she may submit a written request for hearing to the Associate Academic Dean.
Additional information regarding hearing procedures will be provided to the student at that time.

3. **Students have the right to provide consent before the University discloses personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.**
   - The University can make disclosures such as the following without students’ consent:
     - Disclosures to “school officials” with a “legitimate educational interest” in the information. A “school official” is any person employed by the University; any person or company under the direct control of the University with respect to the use and maintenance of the education records and with whom the University has contracted to provide a service or function that the University would otherwise use its own employees to provide (such as an attorney or an auditor); any person serving on the University’s Board of Trustees; or any student serving on an official committee, such as a conduct board or grievance committee, or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” in a student’s education record if the official needs to review the education record in order to fulfill the official’s professional responsibility; if the official is acting for the educational benefit of the student; or if the information in the record is necessary to perform a task related to the discipline of a student or to provide a service or benefit relating to the student or the student’s family, such as health care, counseling, job placement, or financial aid.
     - Disclosures of students’ “Public Information,” as that term is used in Section (B) below.
     - Disclosures to comply with a judicial order or lawfully issued subpoena, after first making a reasonable effort to notify the student (except as prohibited by the order or subpoena).
     - Disclosures to parents of a student if the student is a dependent for federal tax purposes.
     - Disclosures to parents of students under the age of 21 regarding the student’s violation(s) of the University’s drug and alcohol policy, provided that the student has been found responsible by the University for such violations.
     - Disclosures in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of or the conditions for the aid, or enforce the terms and conditions of the aid.
     - Disclosures to another higher education institution where a student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer.
     - Disclosures to appropriate parties in connection with a health or safety emergency if knowledge of the information in the education record is necessary to protect the health or safety of the student or other individuals.
   - Information on other disclosures that can be made without students’ consent is available from the University Registrar.

4. **Students may file a complaint with the U.S. Department of Education concerning an alleged failure on the part of the University to comply with the requirements of FERPA and its implementing regulations.** Inquiries should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.
B. Notice of Intent to Disclose Certain Public Information:

As required by FERPA, Furman University hereby provides current students notice of its intent to disclose the following personally identifiable information relating to them: name, name of parents or spouse, local address and telephone number, home address and telephone number, e-mail address, date and place of birth, field of study, class year, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, most recent previous educational institution attended, and identification photograph (“Public Information”).

This allows for the routine release of information that will help the student, such as to potential employers and to other interested and appropriate parties.

Students who desire that their Public Information not be released without their consent can manage access to this information via the MyFurman online tool where changes will be applied prospectively.

Student Media

The Furman University student communications media function as a means of bringing student concerns to the attention of the faculty and University authorities, of helping the University community formulate opinion on various campus and off-campus issues, and of providing a forum for debate. The student communications media will operate free of censorship. (The term “censorship” in reference to student communications media shall mean any attempt to threaten or coerce any editor, manager or staff member of a student-run publication in order to prevent the dissemination of any factual account or the expression of any opinion, or generally, to hinder the free flow of ideas.) Student communications media are governed by the constitution of the Furman University Student Media Board (on file in the Office of Student Life). The board’s responsibilities include the appointment and removal (as needed) of editors and managers. Editors and managers will be responsible for developing their own editorial policies and methods of news coverage within the framework of the philosophies and objectives of the University. Because Furman University, designated publisher of the student publications, may have to bear the legal responsibilities for the contents of the publications, certain policies are considered inherent in the editorial freedom granted to student editors and managers. These policies include, but are not limited to, the following:

1. Avoidance of publication of statements of libel, indecency, undocumented allegations, harassing statements, the use of innuendo and attacks on personal integrity.
2. Observation of any applicable regulations of the Federal Communications Commission.
3. A show of regard for Furman University standards, philosophies and objectives.
4. A statement on the editorial page that the opinions there expressed are not necessarily those of the University or the student body.
Tailgating at Major Athletic Events

Furman University provides the opportunity for tailgating at approved venues on the Furman campus for football and other major athletic events. The requirements established for tailgating are intended to ensure a safe and enjoyable environment for students, alumni and guests.

Tailgating is permitted for alumni and campus guests (Non-Student Tailgaters) in the athletic event parking lots adjacent to an individual’s parking space as designated by the Athletics Department and/or Furman Police Department. Tailgating that is not adjacent to a parking space must be reserved by registering 14 days in advance with the Athletics Department.

Non-Student Tailgaters will be permitted to set-up no more than four (4) hours prior to the start of the athletic event. Tailgating ends at the start of the athletic event. The tailgate area must be cleaned up, all belongings removed (i.e. furniture) and Furman-provided tents lowered no later than two (2) hours after the conclusion of the athletic event. Rented tables and chairs may be left for Facilities Services to collect.

Open alcohol containers are only permitted for Non-Student Tailgaters who are 21 and older in the area adjacent to an individual’s parking space as set out above. Students may only consume alcohol in the designated location for student tailgating (see Student Tailgates).

- Non-Student tailgating is strictly a “BYOB” event in which individuals who choose to bring their own alcoholic beverages, limited only to beer and wine products, are solely responsible for their disposition and individually assume all liability associated with their choices.
- Individuals are responsible for and expected to follow all federal, state, and local laws, as well as students must abide by the Student Conduct Code and all student organization, group and team policies.

The following behaviors are strictly prohibited:

- Public urination
- Littering in or around tailgating areas
- Activities/games that encourage binge drinking
- Public drunkenness
- Throwing beer cans or other items
- Intentional disruption of other tailgating areas
- Inappropriate language, aggressive behavior or other misconduct that is disruptive to the Furman community

Other Rules:

- Staking tents is prohibited. Tents may be held down with sandbags or weights. Shallow sprinkler, electric and natural gas lines run under all tailgating areas.
- Electrical extension cords may not be run across sidewalks or roads.
- Charcoal grills are prohibited. Gas grills are permitted and a fire extinguisher is required.
- Tables, chairs and tents may not be removed from other tailgate spots.
• Trash must be placed in the provided trash bins or bagged and left next to the trash bins.

Music

All individuals are expected to be good neighbors. Individuals who feel their neighbor’s music is too loud and/or offensive are encouraged to talk with their neighbors about the disturbance and/or contact the Furman Police if the disturbance fails to cease. Individuals are expected to comply with reasonable requests.

Catering

Catering is available (not required) through Furman Catering. Click here to order online. Orders must be received by 2:00 p.m. at least three (3) business days before the athletic event.

Enforcement

Non-Student Tailgaters in violation of the tailgating policies are subject to action taken by the Furman Police and/or local law enforcement, to include being trespassed from University property. Students in violation of the tailgating policies are subject to action taken by the Furman Police and/or local law enforcement, as well as University disciplinary action as outlined in the Student Handbook.

Further guidelines for students, student organizations, groups and teams are available at Student Tailgates.

Threat to Self

The University’s policy and the requirements outlined below are designed to help students and their families through a difficult time by ensuring the student’s safety and assisting the student in minimizing the risk of suicide or self-injury. The policy and requirements are in no way intended to punish or further distress an already troubled student. The policy is intended to provide a structure for responding to behavior that is of concern to students and faculty/staff and is not intended to supersede confidentiality and reporting obligations that apply to health professionals. The University cannot ignore risks to personal health and safety and must take every reasonable step to assist a student who attempts or threatens suicide or engages in self-injurious behavior. The University must consider not only the well-being of the individual student, but also the well-being of the entire campus community. Any student who comes to the attention of the University administration due to an attempt or threat of suicide or acts of deliberate self-injury may be subject to the following guidelines:

1. The University’s first priority in these situations will be assessment of the student’s medical needs and any ongoing risk of harm to self or others. Appropriate professionals should be consulted in order to gather expert opinions about the medical and mental health needs of the student and the level of risk associated with various options.
2. Students who exhibit behavior that indicates risk to self will be referred for professional assessment at the earliest possible time and at their own expense. The assessment may involve medical evaluation by a physician to evaluate health status and may require mental health assessment by a licensed mental health professional. The licensed mental health professional may be either a University Counseling Center staff member or a licensed therapist of the student’s choice. Students referred for assessment due to concerns about risk of self-harm may be asked to sign a release permitting communication between the professionals conducting these assessments and appropriate University officials.

3. Once the student has been evaluated and the results have been shared with the University, the Vice President for Student Life or designee will determine the recommended course of action. The Vice President for Student Life or designee may consult with other University personnel in considering various factors. Consideration will be given to the recommendations of evaluating and treating professionals based on their assessment of the student’s condition and needs. Additional consideration must be given to the capability of current resources to meet the student’s needs and concern for the well-being of the entire campus community. Students who have been subject to this policy and who continue enrollment at the University will be expected to comply with the general standards of the student conduct code. Continued enrollment will be contingent upon the student’s success in controlling the behavior of concern.

Use of University Space

A. Use of University Space

Robust engagement with all topics that affect society and the human condition allows Furman University to effectively develop students for citizenship, intellectual curiosity, and lifelong learning in the tradition of a liberal arts education. Accordingly, the University has adopted this policy and its focus on the timing, location, and logistics of Events to allow for broad access to University Space. However, the University reserves the absolute right as a private landowner to refuse any request for the use of its space that—in the University’s sole discretion—is either inconsistent with the mission, character, and values of the University, or that may present potential or actual adverse logistic or administrative conditions including, but not limited to, any safety or security concerns. The right of refusal for the use of University Space includes the cancellation of an Event. Note that this policy is not intended to nor should it conflict with the academic freedom of Furman’s faculty.

B. Definitions

An Event is broadly defined and interpreted by the University as any planned gathering of individuals or groups, including, but not limited to, performances, forums, rallies, dances, speakers, conferences, concerts, lectures, social functions, celebrations, protests, and other presentations.

The following activities are expressly excluded from the definition of an Event for the purposes of this policy:

1. Academic courses offered by the University;
2. Individual or group academic study sessions;
3. Meetings of the Board of Trustees of the University;
4. NCAA-sanctioned athletic events;
5. Faculty meetings;
6. Staff and Administration meetings;
7. Recognized Student Organization meetings;
8. University Commencement, Baccalaureate, and Convocations;
9. Camps, conferences, and weddings approved by the Director of Conference & Event Services;
10. Tailgating, which is addressed by a separate policy that can be found [here];
11. Events with alcohol, which are addressed by separate policies that can be found [here] and [here];
12. University alumni events, provided that they are planned, organized, and supervised by University personnel acting within the scope of their employment; and
13. Orientation or other meetings or presentations regularly held or conducted as part of University business operations.

Notwithstanding the aforementioned, the University reserves the right to determine whether an activity on campus is an Event for the purposes of this policy.

An External Registrant includes any unrecognized student organization(s) as well as any person(s) not currently enrolled at or employed by the University who:

1. requests to use University Space;
2. is primarily responsible for planning, funding, and executing the Event; or
3. is so associated with the Event that a reasonable person would conclude the organization or person is primarily responsible for it.

A Facility Operator is a University employee who has primary decision-making responsibility for a University Space and includes, but is not limited to, staff in Athletics, Chaplaincy, Conference & Event Services, McAlister Auditorium, Office of Student Involvement & Inclusion, and Registrar.

An Internal Registrant includes any Recognized Student Organization(s) as well as any person(s) currently enrolled at or employed by the University who:

1. requests to use University Space;
2. is primarily responsible for planning, funding, and executing the Event; and
3. is so associated with the Event that a reasonable person would conclude the organization or person is primarily responsible for it.

The Space Usage Committee is a committee composed of Facility Operators, the Chief Diversity Officer, the Chief of University Police, the University Risk Manager, and one faculty member from the University’s Cultural Life Programs Committee or their designees.

A University Space is any property owned, leased, or operated by the University.
C. How to Request a University Space

Because the University may require additional consideration before granting a reservation, Internal and External Registrants should make a space request no later than 14 days prior to an Event. Failure to submit a request within 14 days may result in the request being denied without consideration.

To request athletic space, including Timmons Arena, contact Athletics at 864-294-3267.

To request space in Daniel Chapel (except for weddings or summer camps/conferences) contact the Chaplaincy at 864-294-2133.

To request McAlister Auditorium contact 864-294-3516.

To request space in the Trone Student Center contact the Office of Student Involvement & Inclusion at 864-294-2062. Internal Registrants may also use https://furman.campuslabs.com/engage/submitter/form/start/152307.

Internal Registrants may request academic space by contacting the Registrar at 864-294-2030 or using https://25live.collegenet.com/furman. External Registrants may not request academic space.

Weddings, summer camps/conferences, outdoor space, and all other requests, both internal and external, should be directed to Conference and Event Services at 864-294-2391.

D. Fees

All Registrants should contact the appropriate Facility Operator regarding applicable fees. Internal

E. Insurance

External Registrants are responsible for insuring their own property and any business income/extra expense exposure. Under no circumstances will the University be liable for any loss or damage to any property of Registrants.

F. Approval Process

Space requests can generally be approved by the Facility Operator. However, circumstances like the following may prompt the need for additional consideration by the University prior to granting a reservation:

1. Events using outside food services or catering;
2. Events using outdoor spaces that also include amplified sound, facilities assistance (e.g. tables, chairs, trash cans, tents, power), traffic and parking assistance (e.g. road closures,
clearing lots, directing traffic), art exhibitions, athletic competitions not sanctioned by the NCAA, runs/walks, or carnival rides;

3. Events open to the general public that, based on the expected number of attendees or otherwise, may congest free movement around campus, become targets for increased criminal activity, become newsworthy, or otherwise require additional logistical support from campus staff;

4. Events that require contracts for talent such as speakers, musical performances, etc. (Internal Registrants may not sign talent contracts. Students should refer contractual matters to the Office of Student Involvement & Inclusion. All others Internal Registrants should refer to the policy 370.5 “Contract Approval and Signature Authority,” which can be found [here]);

5. Events that include showing a film or other copyrighted material on campus;

6. Events with no prior history on campus and no equivalent comparison;

7. Events that were previously disruptive to campus; and

8. Events that include minors (Furman undergraduate students who are under the age of 18 are not considered minors for the purpose of this policy).

If a space request may require additional consideration by the University, the Facility Operator can consult the University’s Risk Manager. At the Risk Manager’s discretion, the request may be forwarded to the Space Usage Committee for approval. Alternatively, the Risk Manager may send the request back to the Facility Operator for approval.

G. Space Usage Committee

The Space Usage Committee meets as needed to consider space requests. Pending requests may be deferred for any length of time or for any reason. The committee is chaired by the University’s Risk Manager and may meet in person, by phone, or electronically. All decisions of the committee are made by a simple majority vote. Quorum exists so long as the University’s Risk Manager, the appropriate Facility Operator, and the Chief of University Police or their designees are able to participate. Until the Space Usage Committee makes a decision, the requested space can be held so no other Internal or External Registrants may request it.

In considering whether to approve the use of University Space, the Space Usage Committee is guided by best practices for safe and orderly Events. These practices include, but are not limited to:

1. University-wide events, such as Convocation, Commencement, Homecoming/Reunion, orientation, and Family Weekend have priority over all other events. Similarly, religious observances of a particularly solemn nature receive deference in scheduling. University-wide events as well as religious observances can be found on the University calendar, which is located [here].

2. The time, location, and other logistical matters of an Event must not disrupt or otherwise interfere with the operation of the University.

3. Internal and External Registrants bear responsibility for ensuring that the Event is accessible to individuals with disabilities, including provision of interpreters, subtitles, Braille, or other reasonable accommodations.
4. Internal and External Registrants must demonstrate the ability to pay for all costs associated with the Event at the time of the space request.

5. University Police, with input from others on the Space Usage Committee, will determine the need amount, and placement of security. If a protest or counter-protest is expected, an appropriate location must be identified by the University to allow for dissent. Internal and External Registrants are responsible for all security costs, including costs for expected protests or counter-protests. Additionally, the University must be able to obtain the necessary security in time for the Event.

6. Internal Registrants may not serve as a front for External Registrants. External Registrants may cooperate with Internal Registrants in hosting an Event, but the Internal Registrant remains fully responsible for the conduct of the External Registrant.

7. Recognized Student Organizations must demonstrate the Event is consistent with the purposes of the organization.

8. Events registered by students must not violate the Code of Conduct. Requests that the Space Usage Committee reasonably believes will violate the Code of Conduct will be denied.

9. Events that would raise alarm on campus must have a plan that the Space Usage Committee deems appropriate for providing notice to the community prior to the Event (e.g. firing of a weapon, the setting of a fire, the use of sirens, the use of bullhorns, etc.).

Before denying a request, the Space Usage Committee may advise Internal Registrants of any alterations to the Event that would allow for approval. This same courtesy is not extended to External Registrants. Decisions by the Space Usage Committee are final, including whether a registrant is deemed internal or external as well as whether the request for space involves an Event.

H. Failure to Comply with Policy

The University, through its Facility Operators, the Space Usage Committee, or other appropriate University personnel, will ensure the use of University Space and associated Events comply with this policy in the following ways:

1. Any Internal Registrant who uses University Space for an Event without prior approval may have that Event relocated or canceled if the University learns of the violation prior to or during the Event. If the University learns of an Internal Registrant’s violation after the Event, the University may take action that includes, but is not limited to, issuing a written warning, suspending privileges to use University Space for a period of time, referral to campus disciplinary processes, or pursuing any other legal remedies available to the University.

2. Any External Registrant who uses University Space for an Event without prior approval may have that Event canceled if the University learns of the violation prior to or during the Event. If the University learns of an External Registrant's violation after the Event, the University may take action that includes, but is not limited to, issuing a written warning, permanently suspending privileges to use University Space, issuing a no trespass order, or pursuing any other legal remedies available to the University.

3. Internal and External Registrants are responsible for guaranteeing that the Event’s execution is consistent with the space request that was approved. Violations may include deviating from the space request in the marketing or orchestration of an Event, violating the Code of Conduct, producing an Event of such a low production and execution quality

99
as to cast doubt on its merit, and insufficiently communicating with the University regarding change of location, time, or Event cancellation. If the University determines an Internal Registrant did not execute an Event consistent with the registrant’s space request, it may take action that includes, but is not limited to, issuing a written warning, suspending privileges to use University Space for a period of time, referral to campus disciplinary processes, or pursuing any other legal remedies available to the University. If the University determines an External Registrant did not execute an Event consistent with the Registrant’s space request, the University may take action that includes, but is not limited to, issuing a written warning, permanently suspending privileges to use University Space, issuing a no trespass order, or pursuing any other legal remedies available to the University.

4. If any member of the University community submits a written complaint to the chair of the Space Usage Committee regarding an Event, either before or after the Event, the chair will decide if a formal review is necessary. If formal review is called for, the Space Usage Committee will review information it deems relevant to understand the complaint and take whatever action it determines is appropriate to provide resolution.

I. Impromptu or Spontaneous Events

Vigils, forums, celebrations, or other unique Events that, by their nature, primarily benefit the University community and under no reasonable set of circumstances could meet the 14-day requirement may be granted the use of University Space provided that such Events receive expedited review by the Vice President for Student Life (for an Event that primarily benefits the University’s students) or by the Provost (for all other Events). The expedited review process is only available to Internal Registrants.

The University strongly encourages its Internal Registrants to pursue an expedited review in order to insure a safe and successful Event. However, the University supports and acknowledges that sometimes spontaneous or impromptu Events by individuals employed by or enrolled at the institution are pivotal to achieve the principles of a liberal arts education. Prior to terminating a spontaneous or impromptu Event by individuals employed by or enrolled at the institution, the University will review whether relocation to another space on campus is appropriate. This same courtesy is not extended to any organization or person who would be considered an External Registrant under this policy.

The following University Space is not available for spontaneous or impromptu Events:

1. Private offices, research laboratories or associated facilities, and computer centers.
2. Specific areas of offices, museums, libraries, and other facilities that contain valuable or sensitive materials, collections, equipment, and records protected by law, or by existing University policy such as educational records, student-related or personnel-related records, or financial records.
3. Classrooms, art and music practice rooms, seminar rooms, auditoriums, meeting rooms, or outdoor spaces in which classes, meetings, or Events are being held or are scheduled to be held.
4. Outdoor and indoor locations when the free flow of traffic, both vehicular and pedestrian, is unreasonably impeded; when entrances or exits to private offices, classrooms, and meeting spaces are blocked; when undue health and safety risks are created; or when quiet hours of the University’s residential areas would be disturbed.
5. Student health services, counseling services, public safety services, and surrounding green space or grounds (including, but not limited to, sidewalks, access roads, parking areas, etc.), communication systems, utilities, or other facilities or services vital to the continued functioning of the University.

J. Disorderly Conduct Related to Events

All Events must comply with all applicable laws, ordinances, rules, and regulations of any federal, state, or local government or administrative agency. Additionally, all Events must strictly comply with all applicable University policies and procedures.

Conduct that obstructs or disrupts teaching, administration, University procedures and activities, or other authorized activities on University premises, including Events hosted by Internal or External Registrants is prohibited.

Additionally, conduct that impedes the rights of an Event’s attendees-including, but not limited to, excessive noise, continually interrupting a speaker, preventing an audience from seeing/engaging with a speaker during an Event, blocking entrances or exits, or impeding free movement-is prohibited.

Finally, use of masks or costumes that obscure identity, brandishing of weapons or items that could reasonably be believed to be weapons, words and actions that may incite violence, physical altercations, and any other act a reasonable person would believe is designed to intimidate or threaten participation in an Event is prohibited. Masks, costumes, and stage weapons used by cast members during a Furman-approved theatrical production are exempted.

Disorderly conduct as outlined above during an approved Event may subject an individual to removal, referral to campus disciplinary proceedings, or other legal action available to the University.

Picketing, distributing literature, silent or symbolic protests (e.g., holding signs, standing, etc.), or short and spontaneous verbal reactions to a speaker are acceptable forms of protest and dissent, as long as they do not result in the disorderly conduct above outlined. In order to reasonably accommodate protests or dissent by individuals enrolled at or employed by the institution, the University will review whether relocation to another space on campus is appropriate prior to terminating prohibited activity. This same courtesy does not extend to anyone external to the University. Riots or other destructive gatherings are not acceptable forms of protest and dissent.

K. Non-Event Use of University Space

1. Solicitation

Whether internal or external, solicitation is not allowed on campus without prior written approval. Solicitation includes, but is not limited to, approaching someone
with a request or plea, as well as setting up a table or other temporary structure for the same purpose. No individuals or groups will be given permission to solicit on a door-to-door basis.

Anyone requesting to set up tables in high-traffic areas must contact the appropriate Facility Operator to obtain written approval. Furthermore, all solicitations aimed toward students should be directed to Student Life for approval. Outside religious organizations are not allowed to solicit on campus without prior written approval from the Chaplaincy. Religious student organizations are expected to conduct ministry in accordance with the Religious Council’s Guidelines. Any flyers, posters, banners, or other print material must comply with the University’s Posting of Signs and Banners Policy.

Events only open to members of a church, synagogue, mosque, or other religious body are not considered solicitation. However, if the Event is open to anyone or the religious group will invite guests from the University or local community, the Event must receive prior written approval from the Chaplaincy.

2. University Images, Symbols, & Logos

Taking photographs or videos of the University campus (whether internal or external) is permitted for personal use only. All commercial and political uses of such images are prohibited without the prior approval of University Communications. Similarly, use of unmanned aerial vehicles or drones while on University property is prohibited without prior approval. The logo and name of the University are registered trademarks and cannot be used without permission from the University.

The University recognizes the need for registered student groups and other University sanctioned organizations and individuals to be allowed creative freedom to communicate their activities, services, and ideas to the campus community. It is also considered important for said groups to use Furman University symbols and logos appropriately. Information on the display and/or use of University symbols and/or logos may be accessed here.

3. Visiting Campus

The University welcomes the public to visit its campus. Under no circumstances will the University be liable for any loss or damage to visitors’ property.
Sexual Misconduct Policy

Refer to www.furman.edu/sexualmisconduct