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. 3-17

**Student Conduct Code** pp. 18-35

**Housing and Residence Life Policies** pp. 36-51

**Student Organization Policies and Procedures** pp. 52-67

**Non-Academic Student Policies** pp. 68-94

*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 Human Resources. Human Resources is located at 5013 Old Buncombe Road, Suite D. They may be contacted by phone at 864-296-3730 or by email at humanresources@furman.edu.

Members of the community may also report concerns regarding discrimination using the Campus Conduct Hotline at 866-943-5787 or at: humanresources@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 to the AVP for Human Resources (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.
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 requires 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, subject to any other provisions in this handbook, including timelines. 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 the AVP/Dean of Students 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 AVP/Dean of Students 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 effect 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.

**Alternative Administrative Resolution Process for Student Conduct Code Violations**

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

2. In cases where a respondent denies responsibility and the Student Conduct Board is not in session (e.g. during the summer, between semesters, during exam periods, during the beginning and end of semesters, etc), an Interim Administrative Panel of 2-3 members appointed by the AVP/Dean of Students 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 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 three students, one faculty and/or staff, and one Student Conduct Board Advisor. A change to the composition of the board requires prior approval of the respondent and complainant or the hearing will be rescheduled. Each panel of the Student Conduct Board is chaired by a Student Conduct Board Advisor, which is a member of the Division of Student Life. 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. The Student Conduct Board Advisor only votes on a determination of the alleged violation and any resulting sanctions when there is a tie between the other members of the Board.

**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.
   - **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
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.
Cultural Life Program Policy Violations Procedures

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.**
Student Conduct Code

- Academic Misconduct
- Alcohol
  - Amnesty
- Classroom Disruption
- Damage to Property
- Dishonesty
- Disorderly Assembly
- Disorderly Conduct
- Drug-Free Campus
- Failure to Comply
- Falsification of Records
- Fire Safety
- Gambling
- Hazing (Personal Offense)
- Hostile Acts Toward Others
  - Assault/Battery
  - Bullying and/or Harassment
  - Discriminatory Harassment
  - Act of Intolerance
  - Stalking/Cyberstalking
- Indecent Exposure
- Information Technology
- Off-Campus Conduct
- Retaliation
- Sexual Misconduct
- Smoking
- Solicitation
- Theft
- Unauthorized Activities
- Unauthorized Entry or Use of University Facilities or Equipment
- Unauthorized Recording of Classroom Proceedings
- Unauthorized Use of University Documents
- Weapons

Academic Misconduct

Students are expected to comply with Furman’s academic integrity policies in non-credit bearing academic experiences such as, but not limited to, internships and undergraduate research. Academic misconduct includes, but is not limited to, plagiarism, cheating, unauthorized collaboration, falsification of data, and unethical research practices. Intent is not required for a finding of responsibility but may increase sanctions, including restitution of funding.

If a grade is assigned to the experience, the incident will be referred to the Academic Discipline Committee and the Office of the Associate Academic Dean.

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 Student Health Center.

2. Students who seek medical attention for their peer’s dangerous behaviors will not be charged with an alcohol or drug consumption/possession violation(s). Students may be required to meet with the AVP/Dean of Students and given an opportunity to comply with education-related recommendations. Seeking help for another student does not preclude a student from be granted amnesty for herself or himself at a future date.

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. Students who violate the Student Conduct Code for the alcohol or drug policy after previously being granted amnesty are not eligible for amnesty a second time. The prior incident for which amnesty was granted will become part of the conduct record.

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, juuls, 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, products containing THC, synthetic marijuana (K2 and “Spice”), edibles, 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, eating, or otherwise possessing or using legal substances not as intended.
   - **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, blunts, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue (which can include e-cigs, vapes, juuls, etc.).
   - **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.

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.

Fire Safety

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

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**

All students are expected to abide by the state gambling and lottery laws as found in the South Carolina Code of Laws as well as any federal laws that may be applicable. Gambling in violation of state or federal law is prohibited, which includes but is not limited to:

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; and
5. Offering or accepting a bribe to influence the outcome of an athletic event.

Students may participate in “casino nights” or similar events in which individuals play roulette, blackjack, poker, baccarat, or other card games, dice games, board games, or video games so long as play is for entertainment purposes and no prizes, financial rewards, or incentives are received by players. Casino nights or similar are not allowed on Sundays.
Students may host or participate in raffles on behalf of qualified tax exempt entities so long as any and all proceeds from the raffle are dedicated entirely to charitable purposes, the value of the prize or prize pool does not exceed $950, and consecutive raffles are not operated within seven days of each other. A raffle is considered a game of chance in which a participant is required to pay something of value for a ticket for a chance to win a prize, with the winner to be determined by a random drawing or similar process whereby all entries have an equal chance of winning. Raffles for which a participant is not required to pay something of value for a chance to win a prize (e.g. freely entering one’s name into a contest for the chance to buy discounted tickets to a concert) is not considered gambling.

Pools involving a trial or contest of skill; speed or power of endurance of man or beast; political nomination, appointment, or election; or lot, chance, casualty, unknown, or contingent event are only allowed so long as no money or other consideration is required or provided for participation.

Under no circumstances may “casino nights” or similar, raffles, or pools be used by a student to sale or lease goods, property, or services to others or solicit the sale or lease of the same.

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
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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 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 including computing, network, and Information Security policies.
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 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.

1. Smoking (including, but not limited to, cigarettes, cigars, e-cigs juuls, vapes, and pipes) is prohibited in all indoor locations including but not limited to:
   1. general office space, including private offices
   2. computer rooms, classrooms, laboratories, lecture rooms, conference rooms, and library
   3. storage rooms, supply rooms, copy rooms, and mail room
   4. common areas, including elevators, stairwells, hallways, lobbies, reception areas, employee lounges, cafeterias, breezeways between buildings, break rooms, and restrooms
   5. garages, maintenance shops and mechanical rooms
   6. hazardous areas containing or in close proximity to flammable liquids, gases and vapors
   7. stadium offices, concession stands, press box, gym, physical activities center
   8. theaters, except for smoking required in plays (or scenes) for the actors/actresses on stage
   9. exhibit halls, auditoriums
   10. interior areas of campus housing buildings

2. Smoking is permitted outdoors, with the following exceptions:
   1. within 25 feet of any building entrance or operable window
   2. within the boundaries of all outdoor stadiums (football, soccer) during games
   3. on building roofs or within 25 feet of air intake louvers.

3. 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.

4. Hookahs are prohibited.

5. Smoking is prohibited in university-owned vehicles.

**Solicitation**

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

**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 another gender. Upon notifying Enrollment Services of a gender change in the University record, transgender students may use any public bathroom consistent with their gender identity. Moreover, gender neutral bathrooms are located in the Dining Hall, Estridge Commons, Infirmary, Library, Music Building, Physical Activity Center, Shi Center, and Trone Student Center.
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, including distribution for compensation, 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.
Housing and Residence Life Policies

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, and bongs.
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

With the exception of approved service or assistance animals and fish in containers under 10 gallons, animals are prohibited in campus housing. For the approval process of service or assistance animals, refer to the University’s policy on Service and Assistance Animal Policy for Students.

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.

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 rails or other outside structures of the building 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 University ID card, which provides access to their residential community. 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 (and one for the exterior apartment door in North Village) 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 duct 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 webcams 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. 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. The following may not be used in student rooms: open-faced electrical or heating appliances (such as broilers, space heaters, toasters or toaster ovens). Toasters are allowed in North Village kitchens only.
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, non-LED 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**

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.

Campus Housing

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. Refer to the University’s smoking policy for more information.

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.
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. Failure to maintain a clean room/apartment, contributing to a pest problem, and/or failing to correct an issue may result in referral to student conduct. Residents may be billed for the cost of related damages and/or excessive cleaning.

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. Lofts can be requested by visiting the Housing and Residence Life website.
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. 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. There may be occasions where groups are given special permission to have events that extend beyond quiet hours.
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 or failure to clean paint supplies 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.
3. Disposal of personal room/apartment trash in public area (kitchen, laundry room, hall bathrooms, etc.) trash cans is not permitted.
4. 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 approval from the University, is prohibited. Refer to the University’s Student Businesses policy.

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
- 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/suitemate/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, including parents and other family members, must be accompanied by their student host at all times while in campus housing.
3. No resident may have an overnight guest in campus housing for more than two consecutive evenings.

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. Guests 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 or open riveted windows for any reason. Residents will be fined for damage to the screen or window based on the actual cost of replacement or repair.
3. Sitting in open windowsills is also prohibited.
4. Residents may not display any flag or signage in the windows of campus housing that compromises the integrity of the facility and/or is clearly visible from the outside of the building.

**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**

Residents will receive specific instructions on how to check-in to their room. 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 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.
2. Housing and Residence Life expects that residents will do their part to check out properly. All residents, except those who have been granted an extension by Housing and Residence Life, 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.

3. 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.

4. Students who fail to check out properly may be subject to the following fines:
   - Improper checkout - maximum of $75 - failure to follow communicated check-out procedure
   - Late checkout - maximum of $300 - failure to move out of housing by the 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

5. 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.

6. Residents are prohibited from entering housing facilities 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 and North Village. 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 72-hour notice in order to be considered. A request does not guarantee that the room is available.

Early Arrivals

Because the time allotted to prepare buildings for the opening of school is limited, early arrivals are kept to a minimum. Only groups whose functions are institutionally required and operationally necessary will be permitted to arrive early. The administrators or faculty overseeing the group are responsible for making the necessary arrangements with Housing and Residence Life.

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 and possible immediate removal from campus until the official move-in date.

**Housing Assignments**

Refer to the [Housing and Residence Life](#) website 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 undergraduate day students live in campus housing for the first four years after their start year in college.

**New student room assignments**

All incoming students must submit a housing assignment request form by the deadline set on the New Student web site.

**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. Third-year and fourth-year students are not guaranteed assignments in North Village or The Vinings.

**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. 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**

Students may apply for an off-campus exemption if they satisfy one of the criteria listed below:

1. living with a parent/guardian at the primary residence
2. living in an officially recognized fraternity house
3. living in the Vista house
4. dependent exemption
5. medical/disability exemption
6. 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:

1. 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.
2. At least one individual(s) applying to live in the house must be a current member of the organization’s executive or leadership board.
3. All individuals applying to live in the house must be scheduled to graduate within the next academic year.
4. All individuals applying to live in the house must be 21 years of age or older by the time they live in the house.
5. 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.
6. The organization’s national office must certify it approves of the chapter’s chosen residence to act as the chapter’s official fraternity house.
7. The house must be in an area properly zoned for the operation of a fraternity house.
8. The house must be fit for habitability as certified by an appropriate city or county official.
9. Colonies will not be approved for an off-campus house.
10. 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 is not a responsibility of the University. All residents are required to remove all personal belongings when vacating their housing space by the official deadline.

**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 30-90 days.
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 check-out.

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 Fliers

All fliers must bear a Housing and Residence Life departmental stamp with an associated end date indicating when the flier is to be taken down after the event promotion has concluded. Housing and Residence Life Staff will remove fliers once the event promotion has concluded. Any fliers 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 fliers 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 Fl yer Request” form which can be found in the MyFurman portal and through this link: https://orgsync.com/33189/forms/240850.
2. The Housing and Residence Life Office will verify the promoted event meets the guidelines for posting of fliers within campus housing and email the person who submitted the flier with either an approval, denial, or questions about the event. It is highly recommended that all fliers be brought for approval at least 3-5 days in advance of the event to be promoted. Housing and Residence Life cannot guarantee that fliers which are brought for approval less than 3 days before the event date will be distributed by the event date.
3. Once a flier 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 flier.
4. Copies should be brought back to the Housing and Residence Life office for distribution by student hall staff.

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. For more information about the room change process refer to the Housing and Residence Life website.

Any room changes must be approved by the professional staff member for your area. 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 and possible referral to student conduct.
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
2. Recognition of Student Organizations
3. Student Organization Disputes
4. Student Organization Operations
5. Student Organization Conduct Procedures
6. Student Conduct Code Violations for Organizations

1. Key Terms & Relationships
   1. Student Organization
      1. For the purpose of this policy, a student organization is defined as a group of currently enrolled students who unite around a common interest. Consequently, a student organization includes Student
Government Association Recognized Organizations, Governing Council Recognized Organizations (fraternities, sororities, club sports, etc.), sports teams recognized by Athletics, and similarly united groups. 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.

2. Student Organization Recognition

1. A group of students wishing to form an organization must work through established University processes for doing so, which includes Student Government Association recognition, sorority and fraternity expansion, governing council recognition, Athletics, and more. Ultimately, however, the Vice President for Student Life or her/his designee determines recognition of non-athletic organizations and the Athletic Director of her/his designee determines recognition of athletic organizations.

2. Recognized organizations may affiliate themselves with Furman University and take advantage of the associated rights. Any unrecognized organizations attempting to operate on Furman’s campus may be trespassed with individual members being referred to appropriate conduct or law enforcement officials.

3. Organizational Activity

1. 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.

4. Organizational Assumption of Risk

1. Student organizations and their membership assume responsibility for their actions. The University is not responsible for any injury, damage, debt or other liability caused by the Organizational Activities. The University’s General Polices for Student Organizations, Risk Management Policies for Organizational Social Events, 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.

5. Policy Conflicts

1. For the purposes of enforcement and interpretation, when a conflict arises between the University’s policies and the policies published by a student organization’s national organization, insurance group, or other controlling body, University policy controls. Student organizations should be aware of any and all external policies controlling their
operations and make all reasonable attempts to satisfy those requirements placed upon the organization.

6. University Discretion

1. The University has sole discretion for approving Organizational Activity as well as interpreting policies and procedures that effect organizations, including determining appropriate conduct action for an organization and/or individual members.

2. Recognition of Student Organizations

1. Student Government Recognition of Student Organization
   1. Student organizations recognized by the Student Government Association fall into two classifications:
      1. Recognized Student Government Organization
      2. Sponsored Student Government Organization
   2. Privileges of a Recognized Student Government Organization
      1. Reserving and using University spaces and facilities for events and meetings;
      2. Scheduling events on the University Calendar;
      3. Inclusion in various University publications;
      4. Use of the “Furman University” name;
      5. Eligibility to participate in the annual Student Involvement Fair; and
      6. Access to support services in the Office of Student Involvement and Inclusion
   3. Privileges of a Sponsored Student Government Organization
      1. All of the privileges permitted to Recognized Student Organizations
      2. University provision of additional leadership and professional development
      3. Eligibility to apply for funding from the Student Government Association (SGA), funding requests should be made to the SGA Treasurer and Finance Committee
   4. Students seeking recognition for a new student organization should contact the Office of Student Involvement & Inclusion as well as the Vice President of the Student Government Association no later than four weeks after the start of the semester in which recognition is sought to receive information on the process.
   5. Student Government 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.
6. Prior to being recognized by the Student Government Association, all new organizations must also be approved by the Vice President for Student Life or her/his designee.

2. Governing Council Recognition of Student Organizations

1. In order to be recognized by a Governing Council, a student organization must follow the processes outlined in the constitutions and bylaws of their respective councils, which include:
   1. Interfraternity Council (IFC). All men’s Greek-lettered fraternities must be members of IFC. Fraternities allowing both men and women must choose between IFC, FPC, or NPHC. The University will determine the appropriate council.
   2. Furman Panhellenic Council (FPC). All women’s Greek-lettered sororities must be members of FPC. Sororities allowing both men and women must indicate their preference between IFC, FPC, or NPHC. The University will determine the appropriate council.
   3. National Pan-Hellenic Council (NPHC). All historically Black fraternities and sororities must be members of NPHC.
   4. Religious Council. All religious organizations must be members of the Religious Council.
   5. Club Sports Council. All organizations that compete or intend to compete in organized athletic competitions against other schools on or off campus must be members of the Recreational Sports Council.
   6. Student Diversity Council. All organized multicultural or identity-based organizations other than those affiliating based on religious identity must be members of the Student Diversity Council.
   7. Student Media Board. All organizations that produce or intend to produce at least one form of mass media for the consumption of Furman’s students, staff, or employees must be members of the Student Media Board.

2. If a Governing Council’s constitution or bylaws conflict with University policy, the University’s policy will control.

3. Prior to being recognized by a Governing Council, all new organizations must also be approved by the Vice President for Student Life or her/his designee.

4. Governing Council organizations receive the same Recognized Student Government Organizations.

3. Athletics Recognition of Student Organizations

1. The recognition of athletic teams competing in the National Collegiate Athletic Association is exempt from this policy.

3. 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.

4. Student Organization Operations

1. Allocation of University Funds
   1. The recommendations on allocations of funds from the Student Government Fee to student organizations are initiated by the Student Government Association. Student Government Recognized Student Organizations 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.
   2. Governing Council Recognized Organizations and Athletic Recognized Organizations are not eligible to receive funds from the Student Government Fee. Governing Councils may receive funds directly from Student Government to distribute to their recognized organizations.
   3. Alcohol 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.
   4. The allocation of all monies collected in the Student Government Fee is the final authority of the President of the University

2. General Risk Management Provisions for All Student Organizations

1. Insurance. 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. Greek-letter organizations hosting social events must be insured to operate on campus.

2. Philanthropic Events. Furman student organizations are prohibited from co-sponsoring philanthropic events and/or fundraisers in conjunction with any alcohol distributor, bar, or tavern or hosting philanthropic events at such locations. Alcohol may not be served at a philanthropic event without approval from the Office of Student Involvement & Inclusion.

3. Space Reservations. Reservation of space on campus must follow the Use of University Space policy found [here].

4. Travel.
   1. Domestic. Any student organization traveling outside of Greenville County, South Carolina must contact the Office of Student Involvement and Inclusion at least fourteen days prior to travel and provide a complete itinerary of all events that would be considered student organization activity in order to receive travel authorization. Domestic travel endorsed, arranged, and led by
Athletics, Academic Affairs, Academic Departments and Programs, and Student Life is exempt from this policy.

2. **International.** Any student organization traveling outside of the continental United States must contact the Rinker Center for Study Away and International Education at least thirty days prior to travel to receive authorization. Authorization will not be granted for events that the University determines are primarily social in nature as opposed to educational, professional development, competition, performance, service, or similar. Travel endorsed, arranged, and led by Athletics is exempt from this policy.

3. **General Risk Management Provisions for Organizational Recruitment of New Members**
   
   1. **Alcohol-Free Recruitment.** Recruitment of new members must be alcohol free, which includes providing alcohol to potential new members, providing alcohol during selection and/or initiation events, and hosting recruitment events at a bar or tavern.
   
   2. **Deferred Recruitment.** Greek-letter organizations, with the exception of honor societies, may only extend new, first-year students invitations to join the organization in the spring semester. Academic credits earned while in high school or the summer prior to enrollment at the University for the fall semester do not exempt students from this policy.

3. **New Member Education Period.**
   
   1. A student organization that requires new members to go through an educational or other probationary period prior to joining or being initiated into the organization must first provide the Office of Student Involvement & Inclusion the following information:
      1. An educational plan for a new member period that includes learning outcomes, assessments of learning, and a curriculum lasting no longer than six weeks;
      2. A student(s), staff, professor(s), or national representative(s) identified as responsible for delivering the educational plan on behalf of the organization without substantial deviation; and
      3. Process for dismissing a new member from the organization during the educational plan period.

4. **Dry Initiation.** All student organization activities within 24 hours before, during, and 24 hours following selection (i.e. Bid Day) and initiation must also be dry.

5. **New Members and Alcohol.** No alcohol shall be provided at any new member program, activity, or ritual of the student organization regardless of age. 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.

4. **Risk Management Provisions for Organizational Social Events**
1. **Introduction.** Social events increase risk to student well-being. Accordingly, the following policies are designed to aid student organizations in reducing risk and promoting the health and safety of students. However, students and student organizations are responsible for making safety a priority.

2. **Scope.** The following policies apply to all applicable social events even if the organization fails to register the event as required by University policy. Registration is an opportunity for an organization to consult an advisor on University policies related to the event. However, it is ultimately the responsibility of the organization to know and apply all relevant policies. The University is not responsible for enforcing or ensuring compliance with any external policies governing the organization.

3. **Definitions.**
   
   1. **BYOB.** Alcohol brought to the event by an of-age individual. The alcohol may only be consumed by the person who brought it. 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. A check-in and distribution system for alcohol at BYOB events is required and only one beverage can be distributed to its owner at a time.
   
   2. **Facility Operator.** 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, Spiritual Life, Conference & Event Services, McAlister Auditorium, Office of Student Involvement & Inclusion, and Registrar. The Use of University Space policy supersedes any conflict in the definition a Facility Operator.
   
   3. **Food Service Provider.** Furman’s food service provider is the entity and its successors contracted by Furman to operate dining facilities on campus.
   
   4. **Third-Party Vendor.** A licensed third-party vendor is a vendor or bartender licensed by the South Carolina Department of Revenue to serve alcohol. Third-Party Vendors must be approved by Furman’s Food Service Provider to operate on campus. All Third-Party Vendors must provide a copy of their current license allowing them to serve alcohol at an event on University property and proof of insurance naming the University as an additional insured/loss payee under their policy. The preferred Third-Party Vendor is Furman’s Food Service Provider.
   
   5. **Social Event.** A social event is defined as an event that the University determines is not primarily educational, professional development, competition, performance, or service in nature. If alcohol is provided at the event, the University presumption is that the event is primarily social in nature.

4. **On-Campus Events with Alcohol.**
1. All events must be reserve space fourteen-days in advance in accordance with the Use of University Space Policy, which can be found here [link], with additional notice to University Police.

2. All events are limited to beer and wine only unless approved in advance by the Facility Operator and University Police.

3. Security must be provided by the Furman University Police or their designees at the expense of the event planner.

4. All events with alcohol that students would reasonably be expected to attend must identify attendees as of-age or underage and use Furman’s Food Service Provider or a Third-Party Vendor. Alcohol service is limited to per-drink sales only (cash bar), collected during the function, unless approved fourteen-days in advance by the Vice President for Student Life or her/his designee. Cost of alcohol may not be included in any admission, meal, or entertainment charge.

5. Non-academic public spaces on campus may be used for events with alcohol, which includes, but is not limited to, the 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, and outdoor spaces.

6. Academic spaces and classrooms may not be used for events with alcohol except when the event organizer in an academic department, academic affairs administrator, or a professor using alcohol as required for classroom instruction.

7. Religious ceremonies involving alcohol that are approved by the Office of Spiritual Life are exempt from this policy.

5. **Off-Campus Events with Alcohol**

   1. Off-campus events with alcohol are recommended to be beer and wine only. Off-campus events in which students may reasonably be expected to attend must be beer and wine only unless approved otherwise fourteen-days in advance by the Vice President for Student Life or her/his designee.

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

   3. The Vendor 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.

   4. The Vendor 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:
      
      1. Checking I.D. cards upon entry
      2. Not serving minors
3. Not serving individuals who appear to be too intoxicated
4. Monitoring fire code/guest list capacity for the event.
5. If students would reasonably be expected to attend the event, the Vendor must agree to per-drink sales only (cash bar), collected by the vendor during the function unless approved fourteen-days in advance by the Vice President for Student Life or her/his designee. Cost of alcohol may not be included in any admission, meal, or entertainment charge.

6. **General Provisions for All Social Events**
   1. **14-Day Requirement.** All social events must be approved by the Office of Student Involvement & Inclusion at least fourteen days prior to the event and comply with applicable University policies as well as local, state, and federal law.
   2. **Academic Restriction Periods.** In order to prioritize academics, no off-campus social events will be approved from the opening of campus housing for student move-in through the first seven days of the academic semester (starting on the first day of classes). Similarly, no off-campus social events will be approved the last seven days of classes for the academic semester (ending on the last day of classes) through the closing of campus housing. Limited exceptions will be made by the Vice President of Student Life in consultation with the Provost or their designees.
   3. **Advertising.** Any advertisement distributed or posted on campus shall not contain any explicit reference to alcohol beverages.
   4. **Alcohol.** All social events with alcohol but comply with the University’s Alcohol Policy, which can be found [here]. There are four methods by which a student organization may host an event with alcohol:
      1. Third Party Vendor at an on-campus venue;
      2. Third-Party Vendor (Vendors) at an off-campus venue;
      3. Third-Party Vendor (Vendors) at a fraternity house; or
      4. Bring Your Own Beverage (BYOB) at a fraternity house
   5. **Attendance and Guest List.** Open parties, meaning those with unrestricted access by non-members of the student organization, without specific invitation, are prohibited. Limited exceptions will be made for campus-wide events as approved by the Assistant Vice President for Student Development or his/her designee. Accordingly, 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. 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. The following guest list requirements apply to all social events:
      1. **Social Event at a Private Residence**
         1. Capacity for a social event is defined as the lower of two guests per member or fire code capacity.
         2. The pre-approved and completed event guest lists may not exceed two guests per member
      2. **Social Event at a Third-Party Venue**
1. Capacity for a social event at a Third-Party Venue is defined as the lower of two guests per member or fire code capacity.

2. 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).

3. Security hired by the third party venue must administer the One-In-One-Out Rule.

6. **Co-Sponsorship with Alcohol Distributor.** No student organization may co-sponsor an event with an alcohol distributor, bar, or tavern. Event space may be reserved in a facility operated by an alcohol distributor, bar, or tavern as approved by the Office of Student Involvement & Inclusion.

7. **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.

8. **Event Duration.** Events may not last longer than four hours, including last call. All events must comply with local noise ordinances.

9. **Failure to Register.** Failure to register a social event may result in the cancellation of the event or conduct action.

10. **High-Risk Activities.** Any social events involving high risk behaviors-including, but not limited to, bar crawls, common source alcohol, drinking games, and pre-partying-are strictly prohibited.

11. **Outside Beverages.** No outside unsealed beverages are to be brought into a Third-Party Vendor event where alcohol is present. This includes, but is not limited to, water bottles, sodas, cups, etc.

12. **Risk Management Training.** In order to be eligible to host a social event, 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 Office of Student Involvement & Inclusion.

13. **Security.** Social events may be required to provide security in accordance with the Use of University Space Policy and/or Alcohol Policy. Additionally, the Office of Student Involvement & Inclusion may require social events to include approved security based upon attendance size or other concerns. On-campus events may only use University Police or their designee as security.

14. **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 social events. Training will be offered each semester. 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.
15. **Themes.** All social event themes must be 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.

7. **Applicability of other University Policies**
   1. All on- or off-campus events with alcohol planned, funded, and/or executed by a student(s) or where a reasonable person would conclude a student is primarily responsible for its planning, funding, or execution must follow the student organization policies [link] regardless of whether the students are operating as a recognized student organization.
   2. The Student Conduct Code [link] applies to students at all on- or off-campus events with alcohol.

5. **Student Organization Conduct Procedures**

1. **Authority of the Vice President for Student Life.** The Vice President for Student Life reserves the right to not recognize any Student Government or Governing Council organization or to revoke an organizational charter when it is deemed that the organization’s goals are not compatible with the overall mission of Furman University. Outcomes resulting from all student organization conduct proceedings are recommendations to the Vice President.

2. **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.

3. **Organizational Conduct Action - University.**
   1. 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:
      1. 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
      2. 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.
   2. 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.
   3. During the investigation and resolution of alleged organizational misconduct, the University may suspend any and all organizational activity. Notice of the suspension of activity will be given to the organization as well as other parties pertinent to the suspension including, but not limited to, national organizations, advisors, other organizations on campus, and the campus community.
4. Anonymous reports may be submitted to the University. Additionally, the University may choose to protect the anonymity of reporting parties.
5. It is the University’s discretion whether to forward a matter onto formal conduct proceedings.

4. Procedures for Operational Violations.
1. Organizations are expected to comply with all provisions for operation contained in this policy. Failure to do so may result in an organization being charged with a Student Organization Policies violation.
2. When an alleged violation(s) by a student organization is strictly related to a failure to adhere to student organization operations and not the Student Conduct Code, the matter will be resolved by the Director of the Office of Student Involvement & Inclusion or his/her designee (“Chair”).
3. The Chair will notify the organization of the alleged violation(s) at least two business days prior to a hearing unless there is a reasonable need to waive this requirement. Notice may be given verbally or in writing. Additionally, the Chair may choose to notify the national office, advisor, or others pertinent to the resolution process.
4. The incident will be heard by a Review Panel consisting of the Chair and two students, selected as follows:
   1. Violations by Student Government Recognized Organizations will include two students appointed by the Student Government Association;
   2. Violations by Governing Council Recognized Organizations will include two students appointed by the respective governing council;
      1. For violations by Greek-letter organizations the IFC and Panhellenic presidents will serve;
      2. If the IFC or Panhellenic president is a member of the accused organization, the Chair will designate an alternate from the respective governing council to serve; and
      3. If the violation involves a NPHC organization, the Chair may replace either the IFC or Panhellenic president as her/his discretion.
   3. Violations by Athletic Recognized Organizations will include two student-athletes appointed by the Athletic Director or her/his designee.
5. The accused organization may designate one member to attend the hearing and speak on the organization’s behalf. Alternatively, the organization may submit a written statement for consideration.
6. The Chair may choose to call witnesses with information about the facts of the alleged violation.
7. By a majority vote, the Review Panel will make determinations of responsibility using the Preponderance of the Evidence as its standard of proof and, if responsible, assign sanctions.
8. The Chair will give notice of the outcome to the organization within five business days unless there is a reasonable need for delay. Notice may be
given verbally or in writing. Additionally, the Chair may choose to notify the national office, advisor, or others pertinent to the resolution process.

9. Notice of the recommended outcome will also be provided to the Vice President for Student Life or her/his designee for final approval.

10. There is no appeal.

   1. Review Panel Decision.
      1. When an alleged violation(s) by a student organization includes a Student Conduct Code violation, the matter will be resolved by the Assistant Vice President for Student Development or his/her designee (“Chair”).
      2. The Chair will notify the organization of the alleged violation(s) at least two business days prior to a hearing unless there is a reasonable need to waive this requirement. Notice may be given verbally or in writing. Additionally, the Chair may choose to notify the national office, advisor, or others pertinent to the resolution process.
      3. The incident will be heard by a Review Panel consisting of the Chair and two students, selected as follows:
         1. Violations by Student Government Recognized Organizations will include two students appointed by the Student Government Association;
         2. Violations by Governing Council Recognized Organizations will include two students appointed by the respective governing council;
         3. For violations by Greek-letter organizations the IFC and Panhellenic presidents will serve;
         4. If the IFC or Panhellenic president is a member of the accused organization, the Chair will designate an alternate from the respective governing council to serve; and
         5. If the violation involves a NPHC organization, the Chair may replace either the IFC or Panhellenic president as her/his discretion.
      3. Violations by Athletic Recognized Organizations will include two student-athletes appointed by the Athletic Director or her/his designee.
      4. The accused organization may designate one member to attend the hearing and speak on the organization’s behalf. Alternatively, the organization may submit a written statement for consideration.
      5. The Chair will resolve any questions concerning procedure or the admission of information (including its relevancy and reliability).
      6. The Chair may choose to call witnesses with information about the facts of the alleged violation. The Review Panel may use any information and/or evidence to make a determination of responsibility, including past conduct history.
7. By a majority vote, the Review Panel will make determinations of responsibility using the Preponderance of the Evidence as its standard of proof and, if responsible, assign sanctions.
8. The Chair will give notice of the outcome to the organization within five business days unless there is a reasonable need for delay. Notice may be given verbally or in writing. Additionally, the Chair may choose to notify the national office, advisor, or others pertinent to the resolution process.
9. Notice of the recommended outcome will also be provided to the Vice President for Student Life or her/his designee for final approval.

2. **Appeal of Review Panel Decision.**
   1. The decision of the Review Panel may be appealed as follows:
      1. Notice of appeal must be submitted to the Assistant Vice President for Student Development or her/his designee along with a completed appeal form no later than 72 business hours after receiving notice. The appeal form must be attached as a Word document submitted via email.
      2. The Appeal Board will consist of three students, one faculty or staff member, and a Hearing Board Advisor from the University’s Student Conduct Code Hearing Board.
      3. The appeal will not be a re-hearing of the original case and must be based on the one or more of the following criteria:
         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; or
         3. The sanction(s) levied is *excessive*.
      4. Appeals that do not reasonably meet one of the aforementioned appeal criteria, as determined by the Hearing Board Advisor, will not be given further consideration.
      5. If an appeal does meet the criteria, the Appeal Board will choose to uphold the decision or remand back for a rehearing. The decision will be made based on a preponderance of the evidence.
      6. Notice of the recommended outcome of the appeal will be provided to the Vice President for Student Life or her/his designee for final approval.

3. **Special Considerations in the Resolution Process**
   1. Student organization Review Panels may not be convened during school closings, semester breaks, summer months and exam periods; consequently, all necessary determinations will be made as follows:
1. If the organization denies responsibility for alleged violations, a panel of two or more faculty, staff, or students appointed by the Vice President for Student Life will make all necessary determinations; or
2. If the organization accepts responsibility for the charges, the Assistant Vice President for Student Development or his/her designee may assign sanctions.

6. Student Conduct Code Violations for Organizations

1. **Violations 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. Additionally, the organizations may be charged with the following organization-specific violations:
   1. **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.
   2. **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.
   3. **Hazing.**
      1. Furman University will not tolerate any hazing by student organizations or their members.
      2. Hazing is considered an action taken toward a student or subset of students by an organization or its members that is not universally applied to all members of that organization. The only exceptions to the requirement of universal application are University approved educational plans for new members, sanctions or other disciplinary measures assigned as a result of an organization’s internal disciplinary process, and University, athletic, and military training approved by Furman employees. Examples of prohibited hazing include, but are not limited to, the following activities:
         1. Personal service to members of the organization or their designees;
         2. Physical abuse such as paddling, striking, branding, electric shock or bodily contact with harmful substances;
         3. Intimidation by threats of physical or other abuse;
         4. Excessive exercise or other tasks intended to cause physical exhaustion;
5. Prolonged or repetitive tasks that result in sleep deprivation;
6. Prolonged or harmful exposure to the elements;
7. Humiliation through verbal or physical actions;
8. Compelled consumption of any amount of alcohol;
9. Compelled consumption of food or liquids;
10. Grooming or dressing requirements; and
11. Any task that requires the participant to violate the law or University policies

3. This list does not and cannot encompass every circumstance that will cause the University to discipline a student or student organization for hazing. Physical harm is not required for an action to be found to be hazing. Consent by the person against whom the hazing was directed is not a defense. The sanctions assigned as a result of hazing depend upon the severity of the act. Hazing as well as complicity with hazing is criminalized by the State of South Carolina at §16-3-510 and §16-3-520. The University may refer hazing to law enforcement authorities

4. No student or organizations may retaliate against or discourage participation by any individual who brings forward allegations of hazing, is a witness involved with, or cooperates in the investigation or adjudication of hazing cases. Retaliation includes, but is not limited to, physical, verbal, or written harassment, threats, or intimidation of any person(s) who brought the complaint of hazing to the University or of anyone who was a witness or involved in the University’s review of the case.

4. **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.

2. **Violation of Student Organization Policies.** An organization that violates the “Student Organization Operation” subsection of this policy may be referred for conduct action.
Non-Academic Student Policies

- Academic Integrity
- Administrative Course Withdrawal
- Administrative University Withdrawal
- Degree Withholding
- Grievance Process
- Intellectual Property
- Interim Withdrawal
- Living Unit Entry, Inspection, Search and Confiscation
- Medical Leave of Absence and Return Policy
- Missing Student
- Motor Vehicles, Motorcycles, Mopeds, Scooters and Golf Carts
- Responsibility for Student Properties
- Service and Assistance Animal Policy for Students
- Sexual Offender’s Law
- Student Businesses
- Student Disability Grievance Procedure
- Student Identification Cards
- Student Information
- Student Media
- Student Tailgates

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 exceptional 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.

For leaves of absence related to physical or mental health, refer to the University’s Medical Leave of Absence and Return Policy.

**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.

For leaves of absence related to physical or mental health, refer to the University’s Medical Leave of Absence and Return Policy.

**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.

Degree Withholding

In order to certify completion of a degree program, to participate in Commencement Exercises, and to receive a diploma, a student must be in good standing under all applicable university policies. A student is not in good standing if a conduct case is pending.

The university reserves the right to withhold the awarding of any degree for conduct matters, including Student Conduct Code, Sexual Misconduct, and academic integrity violations. If the violation occurred prior to a degree completion and is not yet resolved, the university may postpone the awarding of the degree pending the outcome of the appropriate proceedings and imposition of sanctions. A student’s refusal to participate in the proceedings will have no effect on the withholding of the degree.

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.
For complaints related to accommodations, refer to the University’s Student Disability Grievance Procedure.

Intellectual Property

The University is committed to providing an environment that supports the research and teaching activities of its faculty, students and staff. Students are expected to comply with the Furman University Intellectual Property Policy.

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 and Maintenance

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 or routine announced maintenance. Note that after an emergency or routine maintenance the University will lock the residence; the resident is responsible for any lockout fee as a result.

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.

Medical Leave of Absence and Return Policy

1. Voluntary Medical Leave of Absence Process
   1. Any registered student may request a Voluntary Medical Leave of Absence (“VMLA”).
   2. VMLA will be granted when a student is unable to, or chooses not to, participate in academics or campus life due to a physical or mental medical condition.
   3. The student must provide appropriate medical documentation to support the leave to the AVP and Dean of Students or her/his designee (“DOS”).
   4. The DOS will approve or deny these requests based on an individualized assessment of the student; the DOS may choose to consult with campus partners in the decision-making process.
   5. The DOS will consult with the Associate Academic Dean on any academic matters related to the VMLA, including potential amendments to the academic record.
   6. VMLA cannot be used to avoid University disciplinary measures related to the Student Conduct Code, Academic Integrity, or Sexual Misconduct. Any sanctions assigned by the University as a result of its disciplinary process must be completed before a student on VMLA may return.
   7. In determining the conditions of leave and the plan for return, the DOS will make an individualized assessment of the student’s medical and academic situation, in consultation with campus partners.
   8. Notice of the conditions of the leave as well as plans for return will be provided by the DOS to the student in writing.

2. Involuntary Medical Leave of Absence Process
   1. The University may deem it necessary to require an Involuntary Medical Leave of Absence (“IMLA”) when a student is unable to participate in academics or campus life due to a physical or mental medical condition.
   2. Prior to requiring an IMLA, the DOS will conduct an individualized assessment to consider whether reasonable accommodations would enable the student to participate in academics or campus life.
      1. The DOS may consider accommodations that include, but are not limited to, allowing the student to live off-campus in order to safely complete academic requirements.
      2. The DOS may consult with campus partners in the decision-making process.
      3. The DOS will consult with the Associate Academic Dean on any academic matters related to the IMLA, including potential amendments to the academic record.
   3. Circumstances that may result in an IMLA individualized assessment include, but are not limited to:
      1. self-harm, threats to self-harm, threats to harm others, or any other actions that seriously endanger any person, including the student;
      2. a demonstrated inability to care for oneself; or
3. significant or repeated disruption to the educational, residential, or other activities of the University.

4. IMLAs are initiated at the discretion of the DOS. The DOS will consider information and recommendations provided by medical professionals, University staff/administrators, and the student. The individualized assessment will be free of generalizations and stereotypes.

5. Notice of the decision to require an IMLA will be given by the DOS in writing. Notice will explain the rationale supporting the decision, the details of the leave, any conditions the student is expected to satisfy prior to requesting a return, and plans for return.

6. A student may appeal the DOS decision to require IMLA as follows:
   1. Submit an appeal request to the Vice President for Student Life or her/his designee ("Vice President") no later than three calendar days from the date notice of the IMLA was given;
   2. The appeal request must be made in writing;
   3. The appeal must include detailed information supporting the request to overturn or modify the IMLA decision.

7. The conditions of the IMLA decision made by the DOS will remain in effect during an appeal.

8. The Vice President will review all pertinent materials associated with the IMLA decision, may consult with other campus partners, and may meet with the student.

9. Within three business days, the Vice President will affirm, overturn, or modify the IMLA.

10. All deadlines may be extended for extenuating circumstances.

11. Notice of the Vice President’s decision will be delivered to the student in writing.

12. The Vice President’s decision is final.

3. Expectations for both Voluntary and Involuntary Medical Leave of Absence

1. Students may seek treatment during the leave; on-campus treatment resources only available to enrolled students may not be used.

2. Students and their treating professionals may consult with University staff to develop and follow through on a treatment plan.

3. Students should consult with the DOS regarding any interpretation or clarification of the conditions of the leave or return plan.

4. Students cannot live on campus (refer to the Housing & Residence Life policies for check-out procedures), be employed on campus, attend classes, participate in extracurricular/co-curricular activities or organizations, participate in athletics, participate in research or internships, study away, use facilities such as the Physical Activities Center, or use their University ID without written permission from the DOS.

5. Students may return to campus temporarily and participate in University activities open to the public unless a no trespass order or similar was included in the condition of the leave. Abuse of this privilege may result in a no trespass or similar order being issued by the DOS and/or Furman Police to the student.

6. Students on leave may continue to use their University email address so long as it remains active.

4. International Students
1. International students should consult the Center for Inclusive Communities (“CIC”) to obtain current regulatory information related to a medical leave.

2. It is the responsibility of the student, however, to know the terms of her/his visa.

5. Financial Considerations

1. For both voluntary and involuntary medical leaves, the University will prorate tuition and fees consistent with its policies on withdrawals from the institution.

2. It is the student’s responsibility to ensure that all charges for the term are paid in full or that a satisfactory payment arrangement is in place.

3. A student with federal educational loans may consult with the University’s financial aid office regarding options during the leave.

6. Notifications

1. The DOS will notify relevant offices that the student is on a medical leave of absence.

2. The DOS will notify the Center for Inclusive Communities when an international student is on medical leave.

3. Notifications will not include details about the reason for the leave or whether the leave was voluntary or involuntary.

7. Requesting Return from Medical Leave of Absence

1. Students wishing to return from a VMLA or IMLA, must contact the DOS prior to the registration date for the semester in which reenrollment is sought.

2. The student must provide documentation from treating professionals or similar to the DOS showing compliance with the conditions established at the time of the medical leave.

3. The DOS will base the decision to allow reenrollment on whether all conditions of the leave were substantially met and if the student is able to effectively and safely participate in campus life, with or without reasonable accommodations.

4. If the DOS decides not to approve a student’s request to return, the DOS will reconsider this decision only if substantial new information becomes available. A request for reconsideration, along with the new information, should be submitted to DOS.

5. The DOS’s decision is final and will be communicated in writing.

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.

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. Wheelchairs, including mobility scooters and manually powered mobility aids, are permitted anywhere that pedestrian travel is permitted.

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, or other disciplinary measures.

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.

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.

Service and Assistance Animal Policy for Students

It is the policy of Furman University that students are generally prohibited from bringing animals, including Pets, onto University property.

However, Furman recognizes the importance of Service Animals and Assistance Animals to individuals with disabilities and has established the following policy regarding Service Animals and Assistance Animals. Furman welcomes the presence of trained Service Animals assisting students on its campus in areas open to the public consistent with the provisions of this policy.
and applicable law. Furman is also pleased to allow Assistance Animals that are necessary to provide students with disabilities an equal opportunity to use and enjoy University Housing consistent with the provisions of this policy and applicable law. Therefore, students with disabilities are permitted to bring Service Animals and Assistance Animals onto University property as described below.

Section I. Definitions

1. **Assistance Animal.** An “Assistance Animal,” as defined by the U.S. Department of Housing and Urban Development, is an (1) animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or an (2) animal that provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability, in order for the person to have an equal opportunity to use and enjoy the University’s housing facilities. Assistance Animals perform many disability-related functions, including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, alerting individuals to impending seizures, and providing emotional support to persons with disabilities who have a disability-related need for such support. Some Assistance Animals are professionally trained. Other Assistance Animals are trained by their owners. In some cases, no special training is required. An Assistance Animal does not accompany a person with a disability at all times. An Assistance Animal is not a Pet.

2. **Pet.** A “Pet” is an animal kept for ordinary use and companionship. A Pet is not considered a Service Animal or an Assistance Animal. Students are not permitted to keep or bring Pets onto University property (other than fish in containers not to exceed 10 gallons, which are permitted in University Housing), with the exception that Pets are permitted on University property in outdoor areas that are open to the public (such as on the paths around Furman Lake), provided that they are controlled by a leash, harness, or other tether and the presence of and behavior of the Pet are in compliance with applicable state and local laws, regulations, and ordinances.

3. **Service Animal.** A “Service Animal,” as defined by the Americans with Disabilities Act (the “ADA”), is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, do not qualify as Service Animals. The work or task a Service Animal has been trained to provide must be directly related to the person’s disability. Examples of such work or tasks include guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties. The potential crime-deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for purposes of this definition. Service Animals are working animals, not Pets.
Section II. Documentation Requirements and Approval Process

Service Animals

Furman welcomes the use of Service Animals by students who qualify under the ADA as having a disability. A disability under the ADA includes a physical or mental impairment that substantially limits one or more major life activities.

It is not necessary that the dog be certified or licensed as a Service Animal. No request to bring a Service Animal on campus is required, no registration of the animal is required, and no documentation supporting the need for a Service Animal is required (although the University will accept and consider documentation voluntarily provided by the student). However, when the need for a Service Animal is not readily apparent, University staff may make the following two inquiries of the student:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

Although not required to do so, students who wish to bring Service Animals to campus are encouraged to voluntarily make that known to the Student Office for Accessibility Resources (“SOAR”). Advance notice can allow for effective communication with University staff and more flexibility in meeting a student’s specific needs in University Housing.

If applicable, the University will inform the student’s roommate(s), suitemate(s), and/or apartmentmate(s) that a Service Animal will be residing in their shared assigned living space. The information shared will be limited to notice about the animal’s presence and will not include information about the student’s disability or the specific reason that the animal is required.

A Service Animal will not be permitted if the animal is not under the control of the student (e.g., uncontrolled barking, wandering, displaying aggressive behavior) and the student does not take effective action to control it; if the specific animal in question poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures or if it has a history of such behavior; or if it is not housebroken.

It is recommended, but not required, that Service Animals wear some type of commonly recognized identification symbol indicating that the animal is a working animal.

Assistance Animals

The University is pleased to allow the use of Assistance Animals by students who qualify under the Fair Housing Act (“FHA”) and its implementing regulations as having a disability. A disability under the FHA includes a physical or mental impairment that substantially limits one or more major life activities. The disability must be of lengthy or perpetual duration in order to be covered by the FHA.
Students must request the use of Assistance Animals through SOAR. Students may make their requests by completing and submitting the appropriate Housing Accommodation Form as well as an Assistance Animal Verification Form (accessible from the SOAR website: http://www2.furman.edu/sites/disability/Pages/default.aspx). Students should complete this form at least 30 days prior to their desired move-in date (or, if the need for the Assistance Animal arises after the student’s move-in date, then as soon as possible after the need arises) so that the University can best accommodate the student and the animal. Please note that students may not keep an Assistance Animal in University Housing at any time before a request for an Assistance Animal is approved pursuant to this policy.

Students must present documentation demonstrating that:

- The student has a disability. (Please note that emotional discomfort resulting from living in University Housing without one’s Pet does not qualify as a disability.)
- The Assistance Animal is necessary for the student to have an equal opportunity to use and enjoy, or to participate in, University Housing.
- There is a relationship or nexus between the student’s disability and the assistance the animal provides.

The University will evaluate all requests, on a case-by-case basis and in accordance with applicable laws and regulations, to determine whether the use of an Assistance Animal is a reasonable accommodation. In doing so, the University must balance the needs of the student with the impact of animals on other campus patrons. As part of the accommodation review process, the requesting student and SOAR may engage in further discussions.

The University will consider the following criteria in determining whether the use of an Assistance Animal is a reasonable accommodation:

- The size of the animal in relation to available assigned housing space;
- Whether the animal’s presence would force another individual from individual housing (due to, e.g., serious allergies);
- Whether the animal’s presence violates other individuals’ right to peace and quiet enjoyment;
- Whether the animal’s vaccinations are up to date;
- Whether the animal is housebroken or is unable to live with other individuals in a reasonable manner.

The use of an Assistance Animal is not reasonable and therefore will not be permitted (irrespective of the consideration of the above-listed factors):

- If allowing the Assistance Animal would impose an undue financial or administrative burden on the University or fundamentally alter the nature of University Housing, which is unique in a number of respects, including the mandatory assignment of roommates for many individuals and the mandate that certain individuals must share a room, suite, or apartment in certain residences;
- If the specific animal in question poses a direct threat to the health and safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures; or
If the specific animal in question has caused substantial physical damage to the property of others (beyond reasonable wear and tear) the reoccurrence of which cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures.

The University will make a determination regarding the accommodation request as soon as is reasonably practicable following receipt of the request and will notify the student in writing as to whether the request has been granted or denied. If the request is granted, the University will inform the student’s roommate(s), suitemate(s), and/or apartmentmate(s), if applicable, that an Assistance Animal will be residing in their shared assigned living space. The information shared will be limited to notice about the animal’s presence and will not include information about the student’s disability or the specific reason that the animal is required. (Please note that to ensure that the presence of Assistance Animals is not an undue administrative burden or a fundamental alteration of University Housing, Furman may (but is not required to) assign a student with an Assistance Animal to a single room without a roommate.) If the request is denied, the University will notify the requesting student of the reasons for the denial.

It is recommended, but not required, that Assistance Animals wear some type of commonly recognized identification symbol indicating that the animal is a working animal.

An Assistance Animal is allowed in University Housing only as long as it is necessary because of the student’s disability. If an approved Assistance Animal is no longer needed or no longer in residence, the student must notify SOAR in writing.

To replace an Assistance Animal, the new animal must be necessary because of the student’s disability, and the student must again follow the procedures set forth in this policy for requesting an Assistance Animal.

Section III. Places of Access

Service Animals are permitted to accompany students with disabilities in all areas of the University campus, including University Housing, where students are allowed to go.

However, the University may prohibit the use of Service Animals in certain locations where health or safety restrictions prevent their presence, where Service Animals may be in danger, or where the use of Service Animals may cause health or safety issues, for example: laboratories, food preparation areas, mechanical rooms, or other places where the health or safety of others may be compromised. The Director of SOAR and other appropriate individuals will be consulted when determining if the presence of the Service Animal can be allowed. If the animal cannot be present, every effort will be made to provide reasonable accommodations to help the student have equal access to the required tasks.

Approved Assistance Animals are permitted to accompany students with disabilities in (and only in) University Housing. Specifically, Assistance Animals may access only the student’s personal residence unit; the hallways, elevators, stairwells, and entryways necessary for the animal’s entrance to and exit from the student’s residence unit; and certain designated outdoor...
areas appropriate for the animal’s natural relief. Assistance Animals are not permitted in other areas of the campus (e.g., libraries, academic buildings, the Student Center).

Section IV. Rules and Responsibilities Regarding Service Animals and Assistance Animals

All students are responsible for complying with University policies and procedures.

Care and Supervision of Service Animals and Assistance Animals

The student is fully responsible for the care and supervision of the animal and for the animal’s health, hygiene, and well-being, including toileting, feeding, grooming, veterinary care, and cleaning up after the animal, in each case including any associated costs.

Animals must be housebroken (e.g., trained so that, absent illness or accident, an animal controls its waste elimination). The student must, where appropriate, toilet the animal in certain designated outdoor areas appropriate for the animal’s natural relief. Outdoor animal waste, such as dog feces, must be immediately retrieved by student, placed in a sturdy plastic bag that is then securely tied and disposed of in an outside trash dumpster. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag that is then securely tied and disposed of in an outside trash dumpster.

Animals must be current on all state and local vaccination requirements and should have the normal vaccines required for a healthy animal.

The student is responsible for compliance with state and local laws, regulations, and ordinances concerning animals. It is the student’s responsibility to know and understand these laws, regulations, and ordinances. The University may require documentation of compliance with such ordinances, laws, and regulations.

The student must abide by all equally applicable residential policies, such as assuring that the animal does not interfere with the routine activities of the residence or cause difficulties for those who reside there.

For the avoidance of doubt, University personnel are not required to provide food or care for a Service Animal or an Assistance Animal, including but not limited to, removing the animal during emergency evacuation events. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

Control of Service Animals and Assistance Animals

The student must be in full control of the animal at all times. The animal may not be left unattended at any time, except for animals left in the student’s University residence by the student (such as an Assistance Animal left in a student’s apartment while the student is attending classes or other activities), which may be for no longer than a reasonable period of time. For the avoidance of doubt and without limiting the generality of the foregoing sentence,
a student may not leave a Service Animal or an Assistance Animal overnight in University Housing to be cared for by any individual other than the student.

When a Service Animal it outside the student’s personal residence unit, it must have a harness, leash, or other tether, unless either the student is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the Service Animal’s safe, effective performance of work or tasks, in which case the Service Animal must be otherwise under the student’s control (e.g., voice control, signals, or other effective means).

When an Assistance Animal is outside the student’s personal residence unit, it must be in an animal carrier or controlled by a leash or a harness. An Assistance Animal may not go loose or run at large. When an Assistance Animal is left alone in the student’s University residence, it must be contained.

*Injury or Damage Caused by Service Animals and Assistance Animals*

The student is fully responsible for any injury caused by the animal.

The student is fully responsible for any property damage (beyond reasonable wear and tear) caused by the animal and must pay the associated costs (such as the replacement of furniture, carpet, windows, wall covering, and the like), to the same extent that other individuals are charged for damages beyond reasonable wear and tear, at the time of repair or move-out, whichever is first.

If fleas, ticks, or other pests are detected (as a result of routine inspection or otherwise), the residence will be appropriately treated by a University-approved pest control service. The student will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.

The University will have the right to bill the student’s account for unmet obligations under this section.

*Other University Policies*

Students with Service Animals and Assistance Animals must continue to abide by all other University policies.

*Section V. Notice to Others Regarding the Presence of Service Animals and Assistance Animals*

If the animal resides with the student on campus, it may be necessary for Housing and Residence Life staff to provide notice to certain members of the campus community living and working in close proximity to the animal (such as employees and/or potential and/or actual roommate(s)/neighbor(s)). The information shared will be limited to notice about the animal’s
presence and will not include information about the student’s disability or the specific reason that the animal is required.

Section VI. Removal of Service Animals and Assistance Animals

The University may remove (or require the student to remove) a Service Animal if the University detects mistreatment, abuse, or neglect of the Service Animal; if the animal is out of control (e.g., uncontrolled barking, wandering, displaying aggressive behavior) and the student does not take effective action to control it; if the specific animal in question poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures; if the specific animal in question has caused substantial physical damage to the property of others (beyond reasonable wear and tear) the reoccurrence of which cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures; if it is not housebroken; or if the student does not comply with his or her obligations under this policy.

The University may remove (or require the student to remove) an Assistance Animal (and/or may discipline the student (or other responsible individual) pursuant to the University’s Student Handbook) if the University detects evidence of mistreatment, abuse, or neglect of the Assistance Animal; if the animal’s presence results in an undue financial or administrative burden on the University or a fundamental alteration of the nature of University Housing; if the specific animal in question poses a direct threat to the health and safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures; if the specific animal in question has caused substantial physical damage to the property of others (beyond reasonable wear and tear) the reoccurrence of which cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures; if the animal is not housebroken; if the animal is out of control (e.g., uncontrolled barking, wandering, running at large, displaying aggressive behavior) and the student does not take effective action to control it; if the animal or its presence creates an unmanageable disturbance or interference with the community; or if the student does not comply with his or her obligations under this policy.

The University will base such individualized determinations upon consideration of the behavior of the particular animal and resident on a case-by-case basis and in consultation with SOAR, the Office of Housing and Residence Life, the student, and other parties as appropriate. The University will not base this determination on speculation or fear about the harm or damages an animal may cause.

Should an animal be removed for any reason, the student is expected to fulfill his or her housing, academic, and other obligations as applicable. Moreover, a student’s failure to comply with his or her obligations under this policy may be reviewed through the University’s student conduct system.
Section VII. Conflicts and Complaints

Individuals who come into contact with a Service Animal or Assistance Animal regularly and who experience reactions to the animal (for example, as a result of respiratory disease, asthma, allergies, or a fear of dogs) should request accommodations through SOAR. SOAR will resolve any conflict in a timely manner and will consider the conflicting needs and/or accommodations of all persons involved.

Students other than the animal’s owner may make a complaint about a violation of this policy (e.g., about excessive noise, aggressive behavior, or lack of hygiene) to the Department of Housing and Residence Life. The complaint will be handled under the University’s discipline procedures. Note that Service and Assistance Animals on campus have been approved as an accommodation for a student with a disability; therefore, third-party complaints may not be submitted about the mere presence of the animal.

Section VIII. Appeals and Grievances

Students who are dissatisfied by a decision made in accordance with this policy may appeal through the University’s Student Disability Grievance Procedure.

Section IX. Service Animals in Training

The University recognizes the importance of and welcomes Service Animal in Training. A “Service Animal in Training” is a dog that is being individually trained to do work or perform tasks for the benefit of an individual with a disability. Individuals who are qualified to train animals to aid and guide persons with disabilities are, while engaged in the training of a Service Animal in Training, afforded the same rights as those individuals who require the assistance of a Service Animal with respect to access to University facilities. Trainers must register Service Animals in Training with SOAR and comply with the rules and responsibilities set forth in this policy with respect to Service Animals (including but not limited to those set forth in Section IV of this policy). The portions of Sections VI through VIII of this policy that apply to Service Animals apply to Service Animals in Training as well.

Questions about this policy may be directed to SOAR at soar@furman.edu or to the University’s Title IX and ADA/Section 504 Coordinator, Melissa Nichols, at melissa.nichols@furman.edu.

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](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 Disability Grievance Procedure

Furman University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any University programs or activities due to his or her disability. The University will take steps to prevent the recurrence of any discrimination and to correct discriminatory effects on the affected individual and others, if appropriate.

The University has adopted this internal Student Disability Grievance Procedure to provide for the prompt and equitable resolution of student complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (“Section 504”) or Title III of the Americans with Disabilities Act (“Title III”) or otherwise alleging disability-related discrimination or harassment. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance, and Title III prohibits discrimination on the basis of disability by private entities (including universities) that provide places of public accommodation. These laws and accompanying regulations may be examined in the office of the Title IX and Section 504/ADA Coordinator, whom the University has designated to coordinate its efforts to comply with Section 504 and Title III (“the ADA Coordinator”). The following is the ADA Coordinator’s contact information:

Melissa Nichols, Title IX and Section 504/ADA Coordinator  
Trone Student Center, Suite 215  
3300 Poinsett Highway  
Greenville, SC 29613
Who May Grieve?

Any student currently enrolled at the University who believes he or she has been discriminated against or harassed on the basis of disability by a University employee (e.g., administrator, faculty, staff, or other agent of the University), University student, or, in certain circumstances, by a visitor to the University, may use this process to file a grievance (the “Grievant”).

What May Be Grieved?

An action or decision may be grieved if it involves alleged discrimination or harassment by a University employee; University student; or, in certain circumstances, by a visitor to the University against a student on the basis of that student’s disability. Such actions may include, but are not limited to, unfavorable treatment of a student because of his or her disability, denial and/or inappropriate implementation of reasonable accommodations, and lack of physical access to University facilities or programs. Other alleged violations of the ADA and/or Section 504 may also be grieved under this Policy, including perceived retaliation due to a pending disability discrimination complaint.

Time Limit for Filing a Grievance

A grievance may be filed at any time. However, the University strongly encourages individuals to file grievances promptly. A delay in filing a grievance may limit the University’s ability to investigate, as well as to address discrimination and its effects.

Confidentiality and Prohibition Against Retaliation

The University will treat all information submitted in connection with a grievance as confidential. Subject to FERPA and other applicable privacy laws, however, the University official investigating the grievance will inform individuals with a legitimate need to know of the grievance and may provide them related information as necessary to allow the University official to conduct a meaningful and thorough investigation. The University official investigating the grievance will inform all involved parties of the need to maintain the confidentiality of such information.

The University prohibits retaliation for submitting a grievance or participating in a grievance investigation. Retaliation includes threats, intimidation, reprisals, and adverse actions. The University official investigating the grievance will advise all involved parties of this strict prohibition against retaliation.
Informal Grievance Procedure

The Informal Grievance Procedure is designed to facilitate a satisfactory resolution of the grievance in an informal manner. The Grievant has the option to forego the Informal Grievance Procedure and move immediately to the Formal Grievance Procedure.

A Grievant initiates the Informal Grievance Procedure by contacting the Director of the Student Office of Accessibility Resources (SOAR) (the “SOAR Director”). If the SOAR Director is the subject of the grievance, the Grievant initiates the Informal Grievance Procedure by contacting the ADA Coordinator, who will assign an administrator in lieu of the SOAR Director. The Grievant may contact the appropriate official by e-mail, phone, or in person. To initiate the Informal Grievance Procedure, a Grievant is not required to submit the grievance in writing, but the SOAR Director/assigned administrator may ask the Grievant to do so or to submit other evidence, if necessary to facilitate a satisfactory resolution.

The SOAR Director/assigned administrator will attempt to expeditiously facilitate a satisfactory resolution. The SOAR Director/assigned administrator may meet in person with the Grievant, confer with the individual(s) against whom the grievance is filed, attempt to arrange a meeting between the Grievant and the individual(s) against whom the grievance is filed, or take any other steps the SOAR Director/assigned administrator believes will be useful in promoting resolution.

Within 21 calendar days after the Grievant initially contacts the SOAR Director/assigned administrator regarding the grievance, the SOAR Director/assigned administrator will inform the Grievant and, as appropriate, the individual(s) against whom the grievance is filed in writing of the outcome of the Informal Grievance Procedure.

Formal Grievance Procedure

If the Grievant is not satisfied with the resolution reached using the Informal Grievance Procedure, or if the Grievant chooses not to use the Informal Grievance Procedure, the Grievant may initiate the Formal Grievance Procedure by submitting a written complaint to the ADA Coordinator. The Grievant may, but is not required to, use the attached Student Disability Grievance Form. If the ADA Coordinator is the subject of the grievance, the Grievant initiates the Formal Grievance Procedure by contacting the senior officer in Human Resources (currently the Assistant Vice President for Human Resources), who will assign an administrator in lieu of the ADA Coordinator. A Grievant who chooses to initiate the Formal Grievance Procedure after participating in the Informal Grievance Procedure must do so within 14 calendar days of receipt of the SOAR Director’s/assigned administrator’s written notification of the outcome of the Informal Grievance Procedure. The written complaint must:

- be dated;
- state the problem or action alleged to be discriminatory and the date of the alleged action;
- state how the action is discriminatory (or how the decision is unreasonable if it is a denial of a requested accommodation);
- name the individual(s) against whom the grievance is filed;
Within seven calendar days of receiving the written complaint, the ADA Coordinator/assigned administrator will provide written notification of receipt of the complaint to the Grievant and to the individual(s) against whom the grievance is filed. The ADA Coordinator/assigned administrator will also conduct a thorough and impartial investigation of the complaint, affording all relevant persons an opportunity to present witnesses and submit evidence regarding the allegations. Within 30 days of receipt of the written complaint, the ADA Coordinator/assigned administrator will provide the Grievant and the individual(s) against whom the complaint is filed a written decision regarding the grievance. The decision will include findings of fact, a conclusion, and, if applicable, an explanation of remedies. If the individual against whom the complaint is filed is a student, the ADA Coordinator/assigned administrator will, if applicable, refer the decision to the student conduct system for the determination and imposition of sanctions. If the individual against whom the complaint is filed is a member of the faculty, the ADA Coordinator/assigned administrator will, if applicable, refer the decision to the Dean of the Faculty for the determination and imposition of disciplinary sanctions. If the individual against whom the complaint is filed is a staff member, the ADA Coordinator/assigned administrator will, if applicable, refer the decision to the senior officer in Human Resources for the determination and imposition of disciplinary sanctions.

Appeal

The Grievant or the individual(s) against whom the grievance is filed may appeal within ten calendar days of receiving the ADA Coordinator’s/assigned administrator’s written decision and/or any associated disciplinary sanctions by writing to (1) the Associate Academic Dean, if the grievance involves an issue related to academic accommodations or alleged discrimination by a faculty member (2) the Vice President for Student Life, if the grievance does not involve an issue related to academic accommodations (the “Appeals Officer”). If the individual designated to be the Appeals Officer is the subject of the grievance, the Grievant may file an appeal by submitting a written appeal to the senior officer in Human Resources, who will assign an Appeals Officer. The written appeal must clearly set forth the grounds for the appeal and must include all supporting evidence. Generally, the Appeals Officer will limit his or her review of the ADA Coordinator’s/assigned administrator’s decision to determining whether the ADA Coordinator/assigned administrator considered the proper facts and whether there were any procedural irregularities. Within 21 days of receipt of the appeal, the Appeals Officer will provide the Grievant and the individual(s) against whom the complaint is filed a written decision regarding the appeal. The decision of the Appeals Officer is final, and the University will disregard any subsequent appeals (in any form) to any University representative, including the University President.

Adjustment of Deadlines

The ADA Coordinator or the Appeals Officer may change the above deadlines for good cause, such as semester or summer breaks. Likewise, if the application of time deadlines creates a hardship due to the urgency of the matter or the proximity of an event, then at the request of the
Grievant, the ADA Coordinator or the Appeals Officer will determine whether an expedited procedure can be created.

**Interim Measures**

If necessary while any grievance investigation is ongoing, the University will take interim measures to stop discrimination and prevent its recurrence and to correct discriminatory effects on the complainant and others. Such interim measures may include, but are not limited to, limiting interaction between the parties, arranging for the provision of temporary accommodations, or staying a course grade.

**Confidentiality of Records**

Once the ADA Coordinator or the Appeals Officer has made the final decision regarding the grievance, the records related to the grievance will be confidentially maintained for three years in the ADA Coordinator’s Office or electronically.

**Disability Accommodations**

The University will make arrangements to ensure that students with disabilities are provided appropriate accommodations as needed to participate in this Student Disability Grievance Procedure. Requests for accommodations must be made to the SOAR Director, whose office is located in the SOAR office in the first floor of the Earle Student Health Center building. The SOAR Director will review the supporting disability-related documentation, make a decision about the request, notify the student about the decision, and, if applicable, make arrangements for approved accommodations. Accommodations may include, but are not limited to, providing interpreters for individuals who are deaf, providing recordings of materials for individuals who are blind, and assuring a barrier-free location for the proceedings.

**External Complaints**

The availability and use of this Student Disability Grievance Procedure does not prevent a student from filing a complaint of discrimination with external agencies such as the U.S. Department of Education, Office for Civil Rights.

**Student Identification Cards**

When students first arrive on campus, they will receive a non-transferable identification card which will be used throughout their enrollment. The card entitles students to all university services and programs. A fee is charged to replace lost identification cards.

**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, email 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 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.
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. funneling) 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, University policy and/or federal, state or local laws, the more stringent policy will control for the Tailgating at Major Athletic Events Policy.

Authority

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