Furman University is a community of learning 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. 2-17
Student Conduct Code pp. 18-37
Housing and Residence Life Policies pp. 38-53
Student Organization Policies and Procedures pp. 54-70
Administrative Policies pp. 71-85
Sexual Misconduct Policy p. 86

Furman University does not unlawfully discriminate 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 in admission, treatment, or access to, or employment in, its programs and activities.

An Equal Opportunity Employer, Furman also affirms its commitment to nondiscrimination in its employment policies and practices. For concerns related to discrimination on the basis of disability, contact the Director of the Student Office for Accessibility Resources, 864-294-2320, 3300 Poinsett Hwy, Greenville, SC 29613. For all other concerns, contact the Assistant Vice President for Human Resources at 864-294-2217, 3300 Poinsett Hwy, Greenville, SC 29613.
Introduction and Philosophy

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

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

- The process is necessary and effective when it is applied in the learning experience of a student and/or for protection of the community of which they are a member.
- When student conduct action becomes necessary, that action should be handled expeditiously and thoroughly.
- The education of students concerning the policies of the University, emphasizing the need to live by those rules in a community of people, is promoted in residence hall meetings, conduct hearings and during any other contact made with individuals charged with violating university policy.
In conduct hearings involving students who are accused of violating university policies, consideration will be given to all information relevant to the case. This is to ensure that a fair process and appropriate consideration are extended to all students.

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 order for the student to be found responsible, 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 there must only be enough evidence to tip the scales (i.e. 51% or "more likely than not") before a student may be found responsible for violating the Student Conduct Code.

**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.
  - To the complainant of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the respondent is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the respondent, the violation committed, and any sanction imposed against the respondent. The disclosure must not include the name of any other student, including a complainant or witness, without the written consent of that other student.

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 AVP/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. Alleged violations of the Sexual Misconduct Policy are processed as outlined in the Sexual Misconduct 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. The respondent may request a meeting with a Student Conduct Board Advisor prior to the hearing to discuss the resolution process.

5. 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.

6. 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.

7. 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.

8. The respondent and/or complainant may provide the Student Conduct Advisor with a list of witnesses, if any, that they propose appear before the Student Conduct Board and a brief description of each proposed witness’s connection to and/or knowledge of the issues in dispute no later than 24 hours prior to a hearing.

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

Interim Resolution Process for Student Conduct Code Violations

1. The Student Conduct Board may not be available during the summer, between semesters, during exam periods and during the beginning and end of the semesters.

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

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

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

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

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

Sanctions

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

1. **Educational**
   - *Content knowledge* – the sanction is designed to help the student to increase knowledge of content regarding a specific topic or special issue.
   - *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, 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:** drug testing every 21 days (minimum of four tests) and random drug screening(s) 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 re-admission 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). Appeals of cases conducted by the Interim Administrative Panel will be heard by the Vice President for Student Life or his/her designee.

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

1. *Substantial* new evidence can be provided related to the specific case which was not available at the time of the original hearing.
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.

**Housing and Residence Life Policy Violations**

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

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

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

**Sanctions**

Listed below is a range of sanctions for violations of Housing and Residence Life policies though not limited to those outlined below. A combination of those listed may be deemed appropriate. A student's prior conduct record will be considered during the sanctioning phase of the student conduct process.
1. Reprimand/official warning
2. Monetary fine
3. Restitution
4. Work and/or service hours
5. Educational sanctions
6. Housing relocation

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

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

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

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

**Traffic and Parking Violations**

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

**Student Organization Policy Violations**

Any alleged violations of the General Policies for Student Organizations will be resolved by the Director of Student Activities and the Trone Student Center or his/her designee. Alleged violations of Student Organization Conduct Expectations will be resolved by a three-person panel comprised of the Assistant Vice President for Student Development (AVPSD), the Director of Student Activities and the Trone Student Center and a Student Government Association (SGA) representative (appointed by the SGA president). If the alleged violation involves SGA, the SGA representative will be replaced with a student member of the Student Conduct Board. If either of the staff members are unable to serve in this capacity, the AVP/Dean of Students will appoint a replacement.

*Student organizations who are members of governing councils will be subject to any conduct regulation of the appropriate council.* Any governing council decision will be reviewed by the Vice President for Student Life or his/her designee who may increase, decrease or alter the sanctions imposed by the council. Cases involving student organizations are not considered confidential under the Family Educational Rights and Privacy Act (FERPA);
therefore, the University does not protect the confidentiality of the records regarding the conduct and/or sanctioning of student organizations.

**Sanctions**

The following student organization conduct sanctions may be imposed upon student organizations when they have been found in violation of a Student Organization Conduct Expectation or General Policy. A combination of the sanctions listed below may be deemed appropriate. Student organization conduct sanctions are imposed for the purpose of holding student organizations accountable for their actions and the actions of their guest(s), whether on campus or at any organizational event. Failure to satisfactorily complete a student organization conduct sanction may result in more severe sanctions, to include the possible suspension of the organization. An organization's prior conduct record will be taken into consideration during the sanctioning phase of the student organization conduct process.

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

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

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

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

5. **Suspension of organizational recognition:** The denial of privileges of a recognized organization for a designated period of time, which will be no less than one semester. Any organization whose recognition is suspended must:
   - Cease all organizational activities.
6. **Expulsion of organizational recognition:** Permanently excludes the organization from the University without any recourse to reapply for recognition. Any organization whose recognition is permanently revoked must:
   - Cease all organizational activities.
   - Vacate any appointed or elected office.
   - Surrender balances of all organizational funds granted by the Student Government Association.
   - Vacate office or housing space assigned by the University from the date of the notice of expulsion. Space vacated due to expulsion may be reassigned to other eligible university organizations. In the case of housing, individual members will be reassigned provided space is available.

**Appeal Procedures for Student Organization Policy Violations**

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

**Student Organization Disputes**

The leadership within a student organization is encouraged to resolve internal conflicts and problems. If unable to resolve, the student leadership is encouraged to seek the counsel and guidance of their faculty/staff advisor. If still unable to resolve or if the dispute involves the advisor, a complaint may be filed with the Student Activities office.

A three-person panel comprised of two faculty and/or staff members (appointed by the AVP for Student Development) and a Student Government Association (SGA) representative (appointed by the SGA president) will provide a means for resolving disputes among students and student organizations that do not involve violations of the Student Handbook. If the alleged complaint involves SGA, the SGA representative will be replaced with a student member of the Student Conduct Board (appointed by the AVP/Dean of Students). The primary goal of the mediation process is to interpret the Student Government Constitution and ensure the constitutionality of the actions of any student organization and/or student organization member.

**Mediation**

1. When a dispute occurs, a written complaint will be delivered to the Student Activities office by the student and/or student organization.
2. For complaints to be deemed valid for a mediation, one or more of the following must apply:
   - The complaint pertains to an issue related to the constitution of the Student Government Association;
   - The complaint accuses any Student Government Association member of deviating from their position and/or organization action of deviating from its purpose as determined by the Student Government Association constitution;
   - The complaint deals with a dispute between two or more student organizations;
   - The complaint deals with a dispute between two or more student members within the same organization;
   - The complaint deals with a dispute between the student member(s) and the organization's advisor(s); or
   - The complaint disputes the process and/or results of a Student Government Association election (Student Government Association elections complaints must be submitted within 24 hours of the closing of polls.).

3. The AVP for Student Development or his/her designee will convene a meeting to mediate the complaint following Furman's Mediation Process.

Academic Irregularities
Alleged academic irregularities are resolved by the Office of Academic Affairs (refer to administrative policies).

Cultural Life Program Policy Violations
Alleged violations of Cultural Life program policies are resolved by the Associate Dean and University Registrar 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 Associate Dean and University Registrar together with any evidence tending to support or corroborate the allegation of misconduct. The Associate Dean and University Registrar 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 Associate Dean and University Registrar 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 Vice President for Academic Affairs and Dean within 48 hours after notification of the decision and penalty is transmitted to the respondent. The Vice President for Academic Affairs and Dean shall act on the appeal in such manner as deemed appropriate. The decision of the Vice President for Academic Affairs and Dean 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 Vice President for Academic Affairs and Dean.

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 Vice President for Academic Affairs and Dean, 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 Associate Dean and University Registrar.

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 Division of Student Life Office for each student found responsible for a Student Conduct Code violation. Access to the file is determined by FERPA. 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 "need to know". 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:

- 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 Integrity
- Acts of Intolerance
- Alcohol
- Assault
- Bullying/Cyberbullying
- Classroom Disruption
- Damage to Property
- Dishonesty
- Disorderly Assembly
- Disorderly Conduct
- Drug-Free Campus
- Failure to Comply
- Falsification of Records
- Financial Responsibility to the University
- Fire Safety
- Gambling
- Harassment
- Hazing (Personal Offense)
- Information Technology
- Motor Vehicles, Motorcycles, Mopeds and Golf Carts
- Off-Campus Conduct
- Retaliation
- Sexual Misconduct
- Smoking
- Solicitation
- Stalking/Cyberstalking
- Student Participation in Off-Campus Public Affairs
- Theft
- Unauthorized Activities
- Unauthorized Entry or Use of University Facilities or Equipment
- Unauthorized Use of University Documents
- Weapons

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

Acts of intolerance are prohibited. An act of intolerance can include either overt or covert actions, including verbal attacks and/or physical assaults on students and/or their property (including campus housing doors), which interfere with the educational process at Furman or cause harm.

Acts of intolerance are defined as malicious behaviors that can be motivated by prejudice toward a person or group. They also include malicious behaviors that because of their intent and/or outcome can cause harm, threaten and/or be personally directed against or target an individual or group. These behaviors are based on perceived or actual characteristics such as 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.

When a victim of an act of intolerance is targeted because of their gender, the [Sexual Misconduct Policy](#) is also applicable.

**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 on line 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 on-going 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 small group 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.
- The possession and/or use of a fake/false identification (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.
- Housing and Residence Life policy prohibits empty alcohol containers in the residence halls, including those used for decorative purposes.
Distribution and/or provision of alcohol to anyone under the age of 21. Residents may be responsible for underage consumption/possession of alcohol in their assigned housing units whether or not the residents purchased and/or actually provided the alcohol.

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, and/or 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, 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. 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.

3. Public display: $50 fine, written warning.

4. Public intoxication:
   - **1st offense:** $75 fine, parental notification.
   - **2nd offense:** $100 fine, PRIME for Life, parental notification.

5. 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.
6. Possession and/or use of fake/false identification: $150 fine, parental notification and confiscation of fake identification by University Police.

7. 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.

8. Underage purchase or attempt to purchase alcohol: $150 fine, AlcoholEdu, parental notification.


10. Evidence of or participation in a drinking game: $100 fine, AlcoholEdu, confiscation of the game paraphernalia, parental notification.

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

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

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

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

5. Students found responsible for violating policies for which they were previously granted amnesty will be adjudicated for those violations. In addition, the FIO record will then become part of the student conduct record.
6. This amnesty policy only applies to university policies and will not negate any criminal or civil charges.

**Assault**
Pushing, striking, or physically attacking any member of the faculty, staff, student body, or guests of faculty, staff or student body, or visitors to campus is strictly prohibited.

**Bullying/Cyberbullying**
Bullying and cyberbullying is prohibited. Bullying may involve situations that include, but are not limited to:

- *Imbalance of Power*: people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves.
- *Intent to Cause Harm*: actions done by accident are not bullying; the person bullying has a goal to cause harm.
- *Repetition*: incidents of bullying happen to the same person over and over by the same person or group.

Bullying can take many forms. Examples include:

- *Verbal*: name-calling, teasing.
- *Social*: spreading rumors, leaving people out on purpose, breaking up friendships.
- *Physical*: hitting, punching, shoving.
- *Cyberbullying*: using the Internet, mobile phones or other digital technologies to harm others.

**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. 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 Peaceable Assembly Policy in the Administrative Policies section for guidelines.

Disorderly Conduct
Disorderly conduct is defined as any unreasonable or reckless conduct 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. The 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 synthetic cannabinoids, such as Spice (also known as K2), 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 hookahs and other smoking devices, weights, scales, and rolling papers.

5. Students may not be in the presence of the possession, sale or use of prohibited, controlled or illegal substances, to include prescription medications.

6. Students may not share prohibited, controlled or illegal substances, to include prescription medications.

7. Students may not sell prohibited, controlled or illegal substances, to include prescription medications.

8. Misbehaving or causing disruption as a result of drug use on or in university property, or at functions sponsored by the University or by a recognized university organization is prohibited.

9. Student-athletes may be randomly tested per athletic department and NCAA policies.

10. Students who violate Furman’s Drug-Free Campus policy may be sanctioned to random drug screenings. Testing positive for illegal substances will be considered consumption. Failure to complete a drug test within the given time frame will be treated as a positive result. Diluted samples will result in additional testing at the student's expense.

11. Students convicted of any offense involving the possession or sale of a controlled substance may also be deemed ineligible to receive financial aid.

Disciplinary Sanctions

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

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

   - **1st offense:** $200 fine, 25 hours community service, one year disciplinary probation, drug testing every 21 days (minimum of four tests) and random drug screening(s) as determined on a case-by-case basis at the student’s expense, parental notification, PRIME for Life.
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 every 21 days (minimum of four tests) and random drug screening(s) as determined on a case-by-case basis at the student’s expense, 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, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

- **1st offense:** $150 fine, AlcoholEdu, drug testing every 21 days (minimum of four tests) and random drug screening(s) as determined on a case-by-case basis at the student’s expense, parental notification.
- **2nd offense:** $250 fine, PRIME for Life, drug testing every 21 days (minimum of four tests) and random drug screening(s) as determined on a case-by-case basis at the student’s expense, 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, parental notification.
- **2nd offense:** $200 fine, PRIME for Life, drug testing every 21 days (minimum of four tests) and random drug screening(s) as determined on a case-by-case basis at the student's expense, parental notification.

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

- **1st offense:** $200 fine, 15 hours community service, PRIME for Life, drug testing every 21 days (minimum of four tests) and random drug screening(s) as determined
on a case-by-case basis at the student's expense, possible one year disciplinary probation, parental notification.

- **2nd offense**: suspension for a minimum of one academic semester, $300 fine, 25 hours community service, 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, drug testing every 21 days (minimum of four tests) and random drug screening(s) as determined on a case-by-case basis at the student’s expense, one year disciplinary probation upon re-enrollment.
- **2nd offense**: expulsion, parental notification.

**Failure to Comply**

Students are expected to comply with the directives of university officials, including student staff. The University affirms the following ideals related to failure to comply:

1. Students shall provide correct information to and shall cooperate with properly identified university officials, including Housing and Residence Life student staff members, when such officials are performing their duties. Failing to present proper credentials to identified university officials upon their request while these persons are in the performance of their duties is prohibited.
2. When directed to do so, students shall appear before university officials, the Student Conduct Board, or any other conduct body.
3. 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 any "fake" or false identification is prohibited.
4. Identity theft is prohibited.
5. Altering a Furman parking decal in any way is prohibited.
Financial Responsibility to the University

1. Students are required to meet all financial obligations to the University by the required deadlines.

2. Use of Student Government Association (SGA) monies by individuals and student groups must follow guidelines established by SGA and approved by the Vice President for Student Life or their designee.

Fire Safety

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

Education and Prevention

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

Evacuation Procedures

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

Policies

1. No student shall set or cause to be set any unauthorized fire in or on university property. The minimum sanction for intentionally setting a fire will be a $750 fine, restitution for any damages, and suspension from the University. A student may also be subject to expulsion from campus housing or the University. In addition, there may be
an investigation by local arson officials and if the offense is determined to be in violation of a federal, state or local law, the student could be subject to civil or criminal prosecution.

2. No student shall intentionally cause a false fire alarm. The minimum sanction for intentionally causing a false fire alarm shall be a $500 fine and suspension from the University. In addition, if the offense is determined to be in violation of a federal, state or local law, the student could be subject to civil or criminal prosecution.

3. Students may be held responsible for inadvertently causing a false fire alarm.

4. No student shall tamper with fire safety equipment (e.g., fire extinguishers, hoses, smoke detection systems, sprinkler systems, etc.). A student who tampers in any way with any type of fire safety equipment will be subject to a minimum $200 fine. This includes tampering with or damaging smoke detectors within campus housing or hallways. Should a smoke detector within a housing assignment malfunction, the problem should be immediately reported to University Police at 864.294.2111. No flags or other coverings may be placed under or over electric lights, heat-actuating fire detection devices, smoke detectors, or fire extinguishers in campus housing. Covering or hanging anything on or near sprinkler heads is prohibited.

5. All persons must vacate campus housing when an alarm sounds. Regular unannounced fire drills are required by state fire regulations and all persons in campus housing must participate in the drills when they occur. When a smoke alarm sounds in an individual room, the resident should notify University Police immediately (even in the case of false or accidental alarms). University Police will then reset the system and/or arrange for any repairs to be made. Failure to vacate a residence hall room or apartment in the event of a fire alarm or drill will result in a $100 fine. Subsequent offenses will result in a doubling of the previous fine.

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

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

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

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

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

**Harassment**

Furman University believes that all employees and students have the right to work and study in an environment free from all forms of adverse discrimination, including any form of harassment. Furman University will not tolerate any conduct (verbal or physical) that constitutes harassment by any administrator, faculty member, staff member, vendor, visitor or student. Sexual harassment is any unwelcome conduct of a sexual nature and is covered by the Sexual Misconduct Policy. Click here for the University’s full Harassment Policy.

Harassment is defined as any unwelcome verbal, nonverbal, written, electronic, or physical conduct. Harassment comes in many forms and can be based on various protected categories. No definition can be all encompassing. Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics violates this Policy. Any hostile or offensive conduct based on protected status can constitute prohibited harassment. For example, the behavior is so severe, persistent or pervasive that it has the effect of substantially interfering with the individual’s work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a University activity.

Prohibited forms of harassment under this policy include, but are not limited to:

1. **Verbal Harassment.** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person’s race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, marital status or sexual orientation; unwelcome comments; verbal abuse, threats or intimidation; or patronizing or ridiculing statements that convey derogatory attitudes based on a protected status.

2. **Physical Harassment.** Inappropriate or offensive touching, assault, or physical interference with free movement. It also includes any physical assault or intimidation directed at an individual due to that person’s protected status.

3. **Visual or Written Harassment.** The display or circulation of visual or written material that degrades an individual or group based on protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

4. **Environmental Harassment.** A hostile academic or work environment exists where it is permeated by innuendo; insults or abusive comments directed at an individual or group based on protected status; or gratuitous comments regarding an individual or group based protected status that are not relevant to the subject matter in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses prohibited harassment in his or her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of
the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Harassment does not refer to behavior acceptable to both parties or to the normal exchange of ideas within the academic environment, nor is it intended to discourage the introduction of unpopular or controversial relevant ideas in the classroom (See File 122.1, Professional Ethics and Responsibilities, and File 137.8, Individual Rights and Responsibilities).

Harassing behavior may also be considered a violation of the Furman University Disorderly Conduct policy.

Anyone who submits a good faith complaint, either informally or formally, will be protected from retaliation. Each complainant will be investigated and the resulting action will be determined up to and including suspension and/or expulsion for students and discharged for faculty/staff consistent with current university policies and procedures. If a complainant knowingly and willfully makes a false accusation, they will be subject to appropriate student conduct action.

**Students who believe they have been harassed or discriminated against by faculty or staff members:**

Student complaints involving faculty and staff behavior should be reported to the University’s Human Resources department or to the AVP/Dean of Students who will refer the report to Human Resources. Such complaints will be handled using procedures outlined in the University's Harassment Policy.

**Students who believe they have been harassed by other students:**

1. The complainant should tell the accused student that the behavior is considered offensive and tell or direct the student to stop the behavior. If the complainant is reluctant to speak or write directly to the accused, the complainant should consult with any member of the Student Life professional staff, the AVP/Dean of Students, the Title IX Coordinator, or Title IX Deputy Coordinators for advice or action. The faculty/staff member or administrator will assist the complainant by advising on a method of communicating with the accused involved or by referring the complainant to a Title IX Coordinator or Deputy Coordinator. All information will be kept confidential to the extent possible. If the matter needs to be shared with other appropriate individuals, the student will be notified.

2. If the offensive behavior does not cease, the complainant should report the matter (directly or through an administrator, a faculty member or staff member) to a Title IX Coordinator or Deputy Coordinator. All complaints will be promptly investigated and measures will be taken to stop the behavior and prevent the recurrence consistent with the willingness of the complainant to participate and be identified. All forms of remedial support will be made available to the complainant, consistent with their willingness to be identified.
• **Informal Resolution.** The complainant can report the matter to the Title IX Coordinator or Deputy Coordinator requesting that the administrator address the matter with the accused student without divulging the complainant’s identity.

• **Formal Resolution.** The complainant can report the matter to the Title IX Coordinator or Deputy Coordinator to initiate student conduct process. The complainant must submit a written statement of the alleged behavior to the AVP/Dean of Students for investigation and possible adjudication through the Student Conduct System. This statement will require that the complainant be identified to the accused student and that a formal investigation take place.

**A formal complaint can be initiated at any point throughout the process outlined above.**

The range of sanctions for violation of the Student Conduct Code on harassment is outlined in the [Student Conduct Procedures](#). Documentation of all complaints (formal and informal) by students will be kept in the Student Life Office. Documentation will include: complaint received, investigation/follow-up steps and that reasonable action was taken in response to the complaint, and documentation of remedial assistance provided.

Faculty/staff members who believe they have been harassed by students may refer to the University's [Harassment Policy](#).

**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.

**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 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; and
• Any activity that significantly prevents or inhibits the conduct of university academic or administrative work.

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

Motor Vehicles, Motorcycles, Mopeds, Scooters and Golf Carts
Mopeds, scooters and golf carts are all regulated through the Furman University Traffic and Parking Committee. Registration and operation requirements can be found at www.furman.edu/parking. It is important to know that students may not operate a moped on university property without first attending a moped safety course and that all mopeds on Furman University property must be registered. A violation of these policies may result in student conduct action.

Students are assigned decals indicating 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 as well as lending and/or giving their parking decal to another student or visitor. Altering a parking decal in any way will result in a charge of Falsification of Records and student conduct action.

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.

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

• Smoking is prohibited in university-owned vehicles. Smoking is permitted in university vehicles assigned to employees provided tobacco products are disposed of in a receptacle designated for that purpose and provided that smokers accommodate the requests of other passengers in the vehicle.

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

**Solicitation**

Solicitation, defined as approaching any individual with a request or plea, is not allowed on campus, to include campus housing. No individuals or groups will be given permission to solicit on a door-to-door basis. With advanced written permission, the Trone Student Center will assist Furman individuals, groups and vendors who wish to set up tables in high-traffic areas.

**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.

**Student Participation in Off-Campus Public Affairs**

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

**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 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.
3. No student shall enter a community bathroom designated for the opposite gender.
4. 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 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

In accordance with applicable state law, 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

Housing and Residence Life serves as a bridge to interdependent living, global stewardship, responsible decision-making and personal growth. Housing and Residence Life encourages student engagement and development in support of the university's engaged learning objective. Students are expected to recognize the right and obligation of Housing and Residence Life to establish and consistently enforce policies which are in the best interest of residents and their living community. Failure to abide by any of the Housing and Residence Life policies will result in student conduct action.

- Alcohol Containers
- Animals in Campus Housing
- Balconies, Patios and Porches
- Bicycles
- Bulletin Boards
- Closing Procedures
- Community Living
- Community Spaces
- Early Arrivals
- Fire Hazards
- Fire Safety Inspections
- Housing Assignments
- Keys
- Living Spaces
- Loss of Personal Belongings
- Lost and Found
- Misuse of a University Master Key
- Noise
- Posting of Flyers
- Recycling, Trash and Dumpster Diving
- Roofs
- Room Changes
- Room Consolidation
- Room Entry and Search
- Room Condition Reports (RCRs)
- Room Lock-Outs
- Study Rooms
- Tampering with Locked Residence Hall Doors
- Visitation

Alcohol Containers
In adherence with Furman's Alcohol Policy, Housing and Residence Life policy prohibits empty alcohol containers in the residence halls, including those used for decorative purposes.
**Animals in Campus Housing**

1. No pets may be kept in or near campus housing for any length of time for any reason. Keeping a pet for a family member or friend or having a family member or friend visit with a pet for any length of time is prohibited.

2. Only approved service/assistance animals are allowed in campus housing. Residents must contact the Student Office of Accessibility Resources to request an accommodation for a documented service/assistance animal under the Americans with Disabilities Act and will be expected to comply with the *Service and Assistance Animal Guidelines* established by the University. Residents who are approved for a service/assistance animal will be required to meet with a Housing and Residence Life professional staff member to review the *Service and Assistance Animal Guidelines* prior to bringing the approved animal to campus. Residents are expected to manage their approved animal in full compliance with the Housing and Residence Life *Service and Assistance Animal Guidelines*.

3. Fish are allowed. However, the container size must be less than 10 gallons.

4. **The resident determined to be responsible for the animal may be subject to a $300 fine and other sanctions.** The residents within an apartment or room where an animal is found may also each subject to fines and other sanctions. Subsequent offenses will result in a doubling of any previous fines. In addition, the owner of the animal will be responsible for all damage and cleaning costs resulting from the animal. If there is a second violation of this nature, residents may be subject to student conduct action. Any animals discovered in violation of this policy must be removed within 24 hours following the notification of their removal by Housing and Residence Life.

5. Pet related items, including but not limited to, pet cages, pet food, water bowls, kitty litter, and leashes may be deemed as evidence of animals in campus housing and are prohibited at all times regardless of reason.

6. Animals are permitted on campus property only under the control of a leash.

**Balconies, Patios, and Porches**

1. Nothing (including bicycles and room furniture) may be stored or placed on the balconies or porches of Lakeside Housing and South Housing. The custodial staff is required to remove and dispose of any prohibited items placed on the porches.

2. 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 extra plastic deck furniture on their assigned patios or balconies. Storage of any large recreational equipment (such as kayaks) as well as any university-owned furniture from within the apartment or from public areas is prohibited. Cloth-upholstered furnishings or furniture and plastic desk chairs which contain metal of any type are prohibited from outside areas. For safety reasons, residents are not permitted to hang anything from balconies (i.e. flower planters, wind chimes).

3. The hanging of hammocks on balconies is prohibited.

4. Under the university Smoking Policy, smoking is prohibited on all residence hall balconies, patios and porches. Any violations of this policy will result in a $100 fine.

5. Throwing or lowering any object, including furniture, water balloons, trash, food, liquids or cigarette butts, from balconies, patios, or porches is prohibited.
6. The display of signage/flags or storage of items on porches, balconies or patios is prohibited.

**Bicycles**

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. Bicycles are not to be ridden inside any part of campus housing or Vinings apartments. Bicycles left unattended in hallways, stairwells, North Village/Vinings landings, or other public access or exit areas are in violation of fire safety codes and are subject to being impounded. **Bicycles cannot be stored under stairwells or on balconies.**

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.

**Bulletin Boards**

Bulletin boards and grip-a-strips are located throughout campus housing for the purpose of communicating information from the University to residents. Bulletin boards are strictly reserved for Housing and Residence Life student staff programming and not available for general posting. Furman University students, student organizations, and Furman University departments who desire to post information on grip-a-strips must adhere to the guidelines found in the Posting of Flyers Policy. Only Housing and Residence Life staff may remove information.

**Closing Procedures**

1. Housing and Residence Life expects that residents will do their part to check out properly. All residents, except those who are graduating, assisting with graduation (singers, marshals, ushers, etc.), working for the university, or staying for May Experience, are required to be out of campus housing within 24 hours after their last exam. An extension is provided to graduating seniors until after the completion of commencement exercises.

2. Housing and Residence Life expects residents who are no longer enrolled in classes at the University and/or who are taking a leave of absence to check out of campus housing within 24 hours.

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

4. The Housing and Residence Life office will notify residents of specific closing procedures which must be followed before residents leave for the semester. Residents who fail to follow closing instructions will be fined for any procedures not followed and may be referred for further student conduct action.
5. When a resident must gain entry into their room while campus housing is officially closed (for anything other than an emergency situation), there will be a $25 fee. 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 Living**

Broadly, a community is a group of people with common interests living in a particular area (i.e., two students in a double bedroom, four students in an apartment, 20 students on the floor of a residence hall). Living in a community brings with it inherent responsibilities to individual members.

Residents are responsible for what occurs within the residence hall rooms and apartments to which they have been officially assigned. Therefore, when a policy violation occurs within a residence hall room or apartment, each resident of the assigned space may be held accountable. An exception will be made for a resident only when a preponderance of the evidence indicates that the resident was not present when the violation occurred and/or the resident was not aware that the violation was occurring.

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 resident students in that particular area, unless the uncleanliness or damage is claimed by a student or students. For continued uncleanliness of common spaces, students may be fined a minimum of $25 each per reported incident.

**Community Spaces**

Housing and Residence Life provides 11 meeting locations in the residence halls, North Village and two outdoor spaces that student groups may reserve at no charge (except for weekends in the North Village Community Center). In order to reserve one of these locations, residents or student groups should complete the meeting space request form on the Housing and Residence Life website. Requests will be reviewed and must be submitted with a minimum 24-hour notice in order to be considered. A request does not guarantee that the room is available.

**Access to community spaces**

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

**Decorations**

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

**Responsibilities of scheduling groups**

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

**Early Arrivals**

During the summer, campus housing is usually filled to capacity. Since the time allotted to prepare buildings for the opening of school is limited, early arrivals must be kept to a minimum. Only groups whose functions are institutionally required and operationally necessary enough to require arriving early and whose leaders make prior arrangements are allowed to do so. Any group or individual who needs to move in early must submit an Early Arrival request as outlined on the Housing and Residence Life web site. A Housing and Residence Life official will review the request and determine whether the group/individual will be allowed to move in early.

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

Individuals who move in prior to their official check-in date without authorization, as well as any student(s) who assisted or knowingly allowed the unauthorized early arrival, will be required to return their key(s) and move out until the published arrival date, are subject to a $50 fine per day and will be referred for student conduct action.

**Fire Hazards**

1. Residence hall and apartment hallways, stairwells and landings are to remain free of any materials at all times. The Housing and Residence Life staff reserves the right to remove and dispose of any articles in these areas at any time.
2. Grills or other flammable devices are prohibited in or near campus housing (including porches and balconies). This includes, but is not limited to gas cans, charcoal, lighter fluid, and grills of any kind.
3. Extension cords are prohibited in campus housing. The suggested alternative is a power strip with an internal safety circuit breaker. These can be purchased at Wal-Mart, Target or similar stores, as well as the Barnes and Noble located in the Trone Student Center.
4. Housing units have definite limits on the capacities of their electrical systems. Overloading the systems can present a fire hazard. Only sealed-unit appliances such as coffeemakers, popcorn poppers and George Foreman grills (the small ones) are permitted in student rooms. Additional microwaves and refrigerators are prohibited, except for apartments which are not already equipped with these appliances. The following may not be used in student rooms: open-faced electrical or heating appliances (such as broilers, space heaters or toaster ovens).
5. The following items are prohibited in campus housing: mopeds/scooters, any type of flammable fuel or substance (i.e., gas, butane, propane), candles, oil lamps, incense or lamps with halogen bulbs, string lights, rope lights, pre-lit garland or trees, fiber optic trees/lights, electric blankets, live 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.

7. In compliance with the Smoking Policy, smoking is prohibited in all campus housing buildings. Smoking is permitted outdoors, except for within 25 feet of any building entrance or operable window. Any student has the right to respectfully approach a peer whose smoking is disruptive. Anyone approached about smoking should make an effort to find another viable location to smoke. Violations of the smoking policy will result in a minimum $100 fine. Hookahs and other smoking devices are prohibited.

8. The minimum sanction for possessing any prohibited items and/or creating a fire hazard within and/or adjacent to campus housing will be a $100 fine and/or fire safety education.

**Fire Safety Inspections**
To minimize chances for fire or other destruction to property and/or bodily injury, announced fire safety inspections will be conducted to focus on potentially hazardous situations within campus housing areas. Residents will be notified regarding hazards and will be given 24 hours to correct the hazard. Failure to correct the hazard may result in a sanction.

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

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

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

**New student room assignments**
All housing assignments are made by the Assistant Director of Housing and Residence Life Administration and/or the Assignments Coordinator. Before an assignment can be made for new students, a $500 enrollment deposit must be submitted to the Enrollment
Services Center. All incoming students must submit a housing assignment request form which is usually due the first week of June. For the exact deadline, students should refer to the New Student web site. Any room change must first be approved by the Assistant Director for the area in which the student lives. Any unauthorized room changes are prohibited and subject to a $75 fine.

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

**The Vinings**
The Vinings is an apartment complex located on Duncan Chapel Road that accommodates both Furman students and members of the local community. Rising fourth-year students may enter the Vinings lottery for the chance to live in this University-owned facility. Students may sign a 12-month lease (May to May, to include summer housing) or a 9-month lease (August to May, to exclude summer housing). Refer to the Housing and Residence Life web site for current housing rates.

**Off-campus exemptions**
Each spring semester, students may apply to live off-campus for the following academic year if they satisfy one of the criteria listed below:
- living with a parent/guardian at the primary residence
- living in an officially recognized fraternity house
- living in the Vista house
- married
- fifth-year student
- medical/disability exemption
- financial hardship exemption
- graduate student

All off-campus exemptions must be approved by the Director of Housing and Residence Life.

**Keys**
Upon arrival, students obtain their key(s) from the RA office in their respective area of campus housing only for their assigned room. Access to any other room other than a resident's assigned room is strictly prohibited and may result in student conduct action. 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. 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

Housing and Residence Life expects residents to lock their doors at all times. Residents who lose their key(s) must go to the Housing and Residence Life office to order a new key. 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 RA office for their respective area of campus.

**Living Spaces**

**Construction**
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. Residents may not construct their own lofts or any other form of alternative bedding (see Loft and Other Bedding Policy below). No attachments can be made to the exterior of any buildings. This includes, but is not limited to wind chimes, flower planters, bird feeders, banners, flags and hammocks.

**Damages**
1. Residents are responsible for damages to university property.
2. Residents must report immediately to their RA any damages noted when moving into a room and should list the damages on their Room Condition Reports (RCRs). Residents will be provided an opportunity to document any pre-existing damages or issues with their room(s) during the first week of fall classes in order to avoid charges at the end of the academic year.
3. Riding skateboards or bicycles, rollerblading, hitting or bouncing any kind of ball, throwing Frisbees, and/or committing disruptive acts which may cause damage in campus housing is prohibited.
4. The removal of any doors in North Village is prohibited.
5. Damage to community property such as restrooms, hallways, lobbies, fire equipment, laundry rooms, exterior lighting, exit signs or water fountains will be the responsibility of all resident students in that particular area. Personal room damage and unclaimed community charges will be charged to student accounts. Damage claimed by a student or students in a community area will be charged to student accounts.
6. Needed repairs are to be immediately reported to the Housing and Residence Life Office. If needed repairs are discovered by Housing and Residence Life staff, repairs will be completed as soon as possible. This may require follow-up visits by the Housing and Residence Life maintenance staff and/or Facilities Services staff to rooms or apartments.

7. Residents will be held accountable for damages having occurred as a result of horseplay, malicious intent, neglect and/or other failure to report in a timely manner. Bills will be presented to the groups or individuals responsible as promptly as possible after charges have been assigned to student accounts. Additional fines may be imposed upon students responsible for damage to university property.

**Fire Safety Equipment**

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. Residents should be aware that they can be held responsible for inadvertently causing a false fire alarm due to these activities. The North Village apartments also have sprinklers for fire safety. 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.

**Heating, Ventilation, and Air Conditioning Units**

The Facilities Services staff must 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. Students will be fined $25 for failure to remove items from in front of the HVAC units when notified. Tampering with HVAC controls and/or thermostats in an effort to alter the campus-wide set range is prohibited.

**Lofts and Other Bedding**

1. In determining a policy for the construction of lofts, the University's priority must be the safety of residents. To ensure that lofts are structurally safe and built with fire-retardant materials, only University-authorized lofts can be used. The authorized lofts are available for lease through the Housing and Residence Life office and can be ordered online. Residents are prohibited from trading or loaning their lofts to other residents. The Housing and Residence Life staff or an approved contractor will assemble and disassemble the lofts at the beginning and end of the year. **Students will be fined $100 for unauthorized lofts.**

2. Only Housing and Residence Life staff or an approved contractor may assemble or disassemble lofts and other bedding.

3. All original furniture and bedding must remain in the room. If furniture is found to be missing from any room at any time, the residents will be immediately billed for the replacement cost of the missing items.
4. Waterbeds and forms of alternative bedding other than the lofts mentioned above are prohibited.

Painting and Patching
1. Only university-employed painters are authorized to paint student rooms or apartments. Students are prohibited from attempting to patch and/or paint walls, doors or other surfaces on their own. Rooms will be painted on a rotating basis unless extensive wear requires earlier painting. Rooms will not be painted just to change the color.
2. Students should not apply tape, contact paper or borders to painted surfaces as the removal will damage these surfaces. Plasti-tac or similar wall adhesive products should be used within the residence halls. North Village residents are restricted to using steel t-pins for hanging wall decor; these will be provided by Housing and Residence Life in limited quantities. Use of double-sided foam tape, nails, screws, hooks, or other adhesive products on ANY surface are prohibited. Residents will be fined for excessive damage to painted surfaces and should not attempt to repair any holes in walls or doors themselves.
3. 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 unauthorized painting within campus housing.

Repairs
Residents are responsible for reporting damages as they occur by using the maintenance request form found online. Only university-employed staff are authorized to make repairs.

Thermostats
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. Any tampering with thermostats in an effort to alter the campus-wide set range is strictly prohibited.

University Furniture
1. Each resident's room and apartment is equipped with basic furniture. Residents may not move additional items into their rooms from public areas of campus housing or from other residents' rooms. Furniture may not be removed from the resident's room at any time. Removal of furnishings from a public area will be considered theft and dealt with as such. If, at any time during the school year, items of furniture are missing from a resident's room, the replacement cost will be immediately charged to the resident's student account.
2. For reasons of safety and potential damage to property, residents are prohibited from stacking any furniture (i.e. desks, dressers) on top of each other.
3. Only Housing and Residence Life staff may assemble or disassemble University furniture.
4. The use of contact paper to cover furniture or line drawers or shelves is prohibited.
5. Putting screws and/or nails into the furniture is prohibited.
6. Any cloth-upholstered furnishings or furniture, desk chairs with metal of any type, wooden spools, or other wooden structures are prohibited from outside areas. Plastic outside furniture may be added to deck or balconies in North Village.

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

**Web Cameras**
The installation and/or use of web cams on the exterior of rooms/apartments is prohibited.

**Windows and Window Screens**
1. Throwing any object, including water balloons, trash, food, liquids or cigarette butts, from windows is prohibited.
2. Residents may not remove window screens for any reason. Residents will be fined for damage to or removal of window screens based on the actual cost of replacement.
3. Residents may not display any flag or signage in the windows of campus housing that is clearly visible from the outside of the building. This includes, but is not limited to advertisement for businesses, pictures, posters, Greek letters, and lighted signs.
4. The display of any signage in the windows of campus housing facilities that would interfere with the integrity of campus housing facilities is prohibited.

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

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

**Misuse of a University Master Key**
The use of a University master key to gain or provide entry into a residence hall room, apartment, storage or maintenance area, office, or roof area is strictly prohibited without the
direct permission of Housing and Residence Life staff. Any resident or student staff member who has been found misusing a university master key will be referred for student conduct action.

**Noise**

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

1. 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) for activities or events also need to respect the residents who live adjacent to those community spaces. The Judson Hall Lake Level Lounges are available throughout the night as study spaces. Quiet should be maintained during this time. There may be occasions where groups are given special permission to have events that extend beyond this deadline.

2. 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.

3. 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.

4. The following quiet hours have been established:
   - Sunday-Thursday 9:00 p.m. to 9:00 a.m.
   - Friday and Saturday 11:00 p.m. to 11:00 a.m.

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).

**Posting of Flyers**

Grip-a-strips are located throughout campus housing for the purpose of communicating information about campus events and student organizations to residents. Only Furman students, officially recognized student organizations, and Furman University departments may post flyers within campus housing. Flyers must relate in some way to Furman University or Furman events and cannot advertise for independent companies or entities. All flyers must bear a Housing and Residence Life departmental stamp with an associated end date indicating when the flyer is to be taken down after the event promotion has concluded. Housing and Residence Life Staff will remove flyers once the event promotion has concluded. Any flyers which do not have a departmental stamp and end date will be removed immediately.

Furman University students, student organizations, or departments that would like to post informational flyers in the residence halls or apartments must abide by the following guidelines:
1. Departments, students or student organizations must first bring a copy(ies) of their flyer to the Housing and Residence Life Office in Estridge Commons to verify the promoted event meets the guidelines for posting of flyers within campus housing. It is highly recommended that all flyers be brought for approval at least 3-5 days in advance of the event to be promoted. Housing and Residence Life cannot guarantee that flyers which are brought for approval less than 3 days before the event date will be distributed by the event date.

2. Once a flyer has been approved, it will be stamped with the departmental seal and a promotional end date, and the student organization/department can then make copies of the approved flyer.

3. Copies should be brought back to the Housing and Residence Life office for distribution to student hall staff. Student organizations may also choose to hang their flyers once they have been stamped by Housing and Residence Life.

Recycling, Trash and Dumpster Diving

Recycling
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. A missing bin at the end of the semester will result in a $25 replacement fine.

Trash
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. Students may not leave trash in the hallways or outside their rooms/apartments for any length of time as this is in violation of fire codes. Trash cans in public spaces, such as kitchens, laundry rooms or hall bathrooms, are provided for trash that is accumulated as a result of using those particular areas and may not be used for the disposal of personal room or apartment trash. Pizza boxes must be taken directly to the dumpsters. Individuals found responsible for the improper disposal of trash are subject to a minimum fine of $25. If an individual does not admit to being responsible, all residents in the area of the trash will be subject to a minimum community fine of $25 each.

Dumpster Diving
"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. In order to support educational activities related to sustainability, certain groups may be given permission
for "dumpster diving" by Facilities Services. However, these activities, when approved, will be supervised by a representative of Facilities Services.

**Roofs**
Residents and their guests are not permitted to access the roofs or ledges of any campus housing facility. Sitting in open windowsills is also prohibited. Residents who violate this policy will be fined a maximum of $500.

**Room Changes**
All room changes must be approved in advance by the Assistant Director for the residential area in which the resident lives. If a student changes rooms prior to such approval, that student is subject to a $75 fine. Approval is confirmed with email receipt of the Housing Authorization Change form from either the Assistant Director of Housing and Residence Life Administration or the Assignments Coordinator. Keys to previously occupied housing assignments must be returned by the date indicated on the Housing Change Authorization form.

**Room Consolidation**
The University reserves the right to require single occupants of double or triple rooms to change rooms so that the housing needs of others can be better met.

**Room Entry and Search**
See [Search and Seizure Policy](#) in Administrative Policies.

**Room Condition Reports**
When a resident checks into their room or apartment, they must review and sign the completed Room Condition Report (RCR). If a resident moves out of a room for any reason, it is their responsibility to have the room inventoried in accordance with the announced guidelines. Proper checkout consists of having the room inventoried and returning the room key(s). Failure to sign the RCR during checkout will result in a $75 fine. When a resident fails to vacate their room and building by the official checkout deadline, the resident may be fined a maximum of $300. The improper checkout fine does not include repair costs should damages be found during inspections.

**Room Lock-outs**
Residents who are locked out of their rooms should go to their RA Office during normal office hours. There is a charge of $10 per lock-out. After midnight in the residence halls and 10:00 p.m. in North Village/Greenbelt, University Police can unlock a resident's door. A student's account will be billed for this service.

**Study Rooms**
Study rooms are located in the basements of Geer, Poteat, Ramsay and Townes. Food is allowed in the study areas. However, students are required to remove all personal belongings, such as food and books, when they leave a study area for more than one hour. Quiet hours should be maintained at all times in study areas. All study rooms are open 24 hours each day. Judson Hall Lake Level Lounges are set aside for study at all times meetings are not scheduled. A computer
room with four terminals is located in the North Village Community Center (Bldg. J) and is accessible during the building's hours of operation. The room is accessible to North Village residents only.

**Tampering with Locked Residence Hall Doors**
In order to protect the safety and security of residents living in campus housing, propping open or tampering in any way with a locked door within a residence hall complex or any other campus facility will result in a referral for student conduct action.

**Visitation**

**Residence halls**
The following policy concerning guest visitation in the residence halls 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 the residence halls. Individuals who violate these standards (through propping open entrances and exits, etc.) place at risk everyone who lives in the residence halls, and anyone found responsible for such infractions will be subject to student conduct action.

Visitors of the opposite gender are permitted to visit in students' rooms in traditional residence halls during the following times: Sunday-Saturday 10:00 a.m.-2:00 a.m. All other interior areas of the residence halls are off limits to members of the opposite gender except during official visitation hours. Residence hall apartments with exterior entrances are subject to the guidelines under "Apartment Housing" below.

**Specific guidelines:**
- 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.
- All individuals not currently enrolled at Furman must be escorted at all times by a resident when visiting any part of campus housing.
- Visitors should contact the resident with whom they wish to visit. The resident can then allow the visitor into the residence hall, and escort the visitor while they are in the building.
- Visitors are welcomed and encouraged to visit provided they observe the same community standards as residents.
- Card access is granted to and intended to only be used by residents to whom the access has been granted. Visitors may not use a resident's access card to gain entry to a residence hall.
- Student staff members have the authority to request proper identification from individuals visiting the residence halls. Those individuals unable to provide ID upon request will be asked to leave the residence hall and/or be reported to Housing and Residence Life or University Police.
• Individuals found responsible for violating any part of the visitation policy may be referred for student conduct action. A student found responsible of violating any part of the policy twice may forfeit their visitation privileges for a period of time determined through student conduct proceedings.

**Apartment housing**
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. Additional information and contracts are available by request for each unit during the first week of classes. Contracts may be returned to the designated student staff members.

**Common areas**
The following common areas of the residence halls are open 24 hours daily:
• Daniel Lounge
• Earle Lounge
• Geer Study Rooms
• Judson Hall Lake Level Lounges
• Judson Lobby

Individuals who are guests and are not Furman residents must be escorted at all times when using common areas.

**Cohabitation**
Cohabitation is prohibited. 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.

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. Those individuals cohabitating are subject to the penalties of violating the visitation policy, which may include the loss of housing.

**Guests**
Guests are defined as visitors who are not Furman students. Residents are responsible for their guests' conduct in campus housing. This includes hosting prospective students. Guests must be accompanied by their student host while in campus housing. No resident may have an overnight guest in campus housing for more than two consecutive evenings without written permission from the appropriate Housing and Residence Life official.
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 Activities 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 Activities 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. University-Related Activity Defined
2. General Policies for Student Organizations
   o Allocation Procedure for Student Government Funds
   o Facility Reservations and Use
   o International Travel
   o Liability
   o Member Accountability
   o Membership in Governing Councils
   o Posting of Signs and Banners
   o Recognition of Student Groups
   o Replacement Meals
   o Solicitation
   o Student Media
3. Student Organization Conduct Expectations
   o Alcohol
   o Drug-Free Campus
   o Harassment and Sexual Misconduct
   o Hazing
4. **Student Organization Conduct Procedures**

**University-Related Activity Defined**

Furman University defines a University-related activity as any activity sponsored by Furman or by any organization recognized by Furman. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization as described in the two categories listed below.

Student organizations may be held responsible for the acts of individual members:
- When 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
- When a member of an organization is violating local, state, or federal laws or University regulations and other members are present and failing to discourage such activity, thus silently condoning the behaviors. In addition to the group being held responsible, members and officers may also be held responsible as individuals for their roles in any violation of University policy.

**General Policies for Student Organizations**

**Allocation Procedure for Student Government Funds**

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

**Facility Reservations and Use**

University facilities may be scheduled only by recognized student organizations. [Request a reservation](#) in the Trone Student Center. To request a reservation in another campus facility, log into “My Furman” and click on “Events Calendar.”

**International Travel**

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

1. Prior to confirming reservations for international travel, general student organizations should get approval from the Office of Student Activities, in consultation with the Rinker Center for Study Away and International Education. Student organizations under the purview of the Religious Council must obtain preliminary approval from the Office of the Chaplain before submitting to the Office of Student Activities.
2. Each student attending must complete a Release Form, which the organization Advisor will make available on OrgSync. By signing this form, each attendee agrees to follow all Furman University policies and procedures as stated in the Student Handbook. The form is also available in the Office of Student Activities.

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

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

5. All participants must complete a Medical Disclosure Form.

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

**Liability**
Furman University assumes no liability for any organization and/or group's actions on or off campus.

**Member Accountability**
A student organization shall accept responsibility for a member's behavior when:

1. they are acting as a member of the organization rather than as an individual student;
2. an event is held, officially or unofficially, in the name of the organization; and/or
3. the action of the individual(s) is under such circumstances which draw attention to the organization rather than to themselves as individuals.

The liability of an organization for the behavior of its members and guests shall extend to responsibility for making certain that members do not violate federal, state and local laws, as well as University regulations, in their association with the organization.
Membership in Governing Councils
To be officially recognized by the University,
1. All men’s and women’s social Greek-lettered fraternities and sororities must be members of the University's governing bodies for fraternities and sororities - Furman Panhellenic Council (FPC), Inter-Fraternity Council (IFC) or National Pan-Hellenic Council (NPHC).
2. All organized religious organizations must be members of the University's governing body for religious organizations - Religious Council.
3. All organized sports club organizations must be members of the University's governing body for sports club teams - Recreational Sports Council.
4. All organized multicultural organizations must be members of the University's governing body for multicultural groups - Student Diversity Council.
5. All student media organizations must be members of the University's governing body for student media groups - Student Media Board.

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

Only enrolled students, registered student organizations and campus departments may post signs or banners on campus. All items to be posted must have the name of the individual student or registered student organization and/or department clearly identified as the sponsor or the words “sponsored by (name of organization)” on each item.

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

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

1. Promotion of alcohol beverages, illegal drugs, or any other illegal activities in text, graphic or any other form is prohibited.
2. Individuals or groups found damaging or tampering with another group’s publicity prior to an event’s occurrence, for any reason, unless otherwise instructed to remove the publicity, will potentially lose the privilege of posting publicity through that medium in the future and may be charged with a student conduct violation.
3. Materials should not overlap or conceal other items. Persons who post are asked to be considerate of others who have posted. Posting is on a first-come, first-served basis, and is dependent upon space limitations.
4. Signs may be posted on bulletin boards in any academic building. Signs posted elsewhere in academic buildings will be removed.
5. Signs cannot be posted on exterior doors, windows, floors or painted surfaces.
6. Signs or flyers to be posted in the Trone Student Center stairwell mezzanine must be brought to the Information Center in the Hill Atrium and left with the attendant to be displayed. Flyers/signs must be 8-1/2” x 11” in size, and will be posted for two weeks, or
until the end of the event, whichever comes first. Only one flyer per organization per event may be displayed. Digital flyers may be submitted to the Associate Director of the Trone Student Center for posting on digital displays.

7. Signs or flyers posted in campus housing must be approved by Housing and Residence Life before being posted and should conform to all of the guidelines of the Posting of Flyers Policy found in the Student Handbook. These flyers may only be hung on gripper strips.

8. All signs should be removed by the originating party within 24 hours after the event has concluded.

9. Posting of signs or banners in the dining hall is available at the banner area and the bulletin boards at the entrance of the dining hall. All signs and banners will be taken down for special events at the manager's discretion. Additional regulations include the following:
   - No on-table promotions are allowed in any Dining Services operation except for Dining Services events.
   - Informational flyers may be posted on the bulletin boards located at the entrances to the dining hall.
   - Banners may not be any longer than floor level of the dining hall mezzanine.
   - Banners may not be hung on railings.
   - All banners must be dated, indicating the day the banner is hung. Banners will be removed after 7 days. If an individual and/or group wishes to keep the banner, it is the responsibility of the individual and/or group to return to the Dining Hall within the 7 day time period to take down the banner. Writing “do not move” on the banner does not grant the banner permanent residence.
   - Dining Services is not responsible for hanging banners or deciding which banners are hung in which spot.
   - Dining Services is not responsible for any lost or stolen banners.
   - When setting up or removing a banner, all trash must be cleaned up by individual and/or group.

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

**Recognition of Student Groups**
The recognition process for a student organization is as follows:

1. The organizations must present the following to the Student Government Association (SGA) Vice President:
   - A constitution in the following form submitted by at least 10 charter members (non-graduating students):
     - Name of organization
     - Purpose of the organization
     - Eligibility for membership (refer to SGA Constitution)
     - Description of the duties of each officer
- Voting procedures
- Schedule of meetings
- Description of committees and their functions
- Provisions for recall
- Provisions for amendments to the constitution
  - Name, address and phone number of university faculty or staff advisor as well as the list of charter members.
  - The membership drive for new organizations shall be conducted by the charter members who provide leadership until the election of officers.

2. The constitution, after being vetted by the Student Government Association’s Vice President and student organization oversight committee, is then presented to SGA. The constitution receives one reading prior to approval. The student organization oversight committee, led by the SGA Vice President, may request that student organizations make changes to their constitution. The SGA may likewise request changes before approval.

3. Request for funds by organizations is made to the Finance Committee of SGA. **Approval of a constitution does not guarantee funding through the Student Government Association.**

4. Student organizations must register each year with the Student Government Association and with the Office of Student Activities through OrgSync.

**Replacement Meals**
Student organization picnics/cookouts used as replacement meals for students on a meal plan may only be authorized by the Director of Dining Services. Student organization leaders planning group events need to be aware of this information.

- Only a standard menu, consisting of hamburgers, hotdogs, condiments, etc., is available.
- A written request has to be prepared seven days prior to the event with meal plan ID numbers.
- Only recognized organizations in existence for 12 months or more are eligible for one picnic meal per school year.
- Contact the catering department to book the function.

Because of the transitory nature of some student groups, the following are not eligible for this program:

- Individual classes
- Intramural teams

When students without meal plans are included, the sponsoring organization will pay for their meals according to the current meal ticket fee.

**Solicitation**
Solicitation, defined as approaching someone with a request or plea, to include the use of tables for the same purpose, is not allowed on campus without prior written approval. No individuals or groups will be given permission to solicit on a door-to-door basis. Furman groups who wish to set up tables in high-traffic areas must contact the designated building facilitator to obtain the necessary permissions.
Religious student organizations are expected to conduct ministry in accordance with the Religious Council's Guidelines.

**Student Media**
All student media will operate under the Constitution of the Student Media Board.

**Student Organization Conduct Expectations**

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

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

Students are expected to abide by the organization conduct expectations outlined below, all individual student organization policies as outlined in their constitutions and/or national charters (if applicable), as well as Fraternal Information & Programming Group (FIPG) policies. When multiple policies apply to a situation, the more stringent of policies will be enforced. Failure to comply with these risk management guidelines may result in student organization conduct action.

**Alcohol**
The possession, sale, use or consumption of alcohol beverages during a student organization event, in any situation sponsored or endorsed by the student organization, or at any event an observer would associate with the student organization, must be in compliance with any and all applicable country, federal, state, and local laws and university policies, and must comply with either the Bring Your Own Beverage (BYOB) or Third-Party Vendor guidelines as outlined in the Fraternal Information & Programming Group (FIPG) policies.

*Five Ways to Host a Social Event with Alcohol*

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

1. Aramark Dining Services as the vendor at an on-campus venue
2. Third-Party Vendor (TPV) at an off-campus venue
3. Bring Your Own Beverage (BYOB) at an off-campus venue
4. Third-Party Vendor (TPV) at a fraternity house
5. Bring Your Own Beverage (BYOB) at a fraternity house
An event in a fraternity house requires an Event Authorization Form to be submitted one week (7 days) in advance to the Office of Student Activities. An event on campus or at a rented/reserved venue off campus requires an Event Authorization Form to be submitted two weeks (14 days) in advance to the Office of Student Activities. **All on-campus events with alcohol must be coordinated with Aramark Dining Services and include a University Police presence.**

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

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

**Risk Management Requirements for an Event with Alcohol at an Off-Campus Location**

**General Policies:**

- **Bar Crawls:** No organization may sponsor or participate in any activity that involves traveling in an organized manner to multiple drinking locations.

- **Chaperones:** Though not required, organization advisors can serve as chaperones to Furman social events. Their role is to monitor the event as a sober party monitor. They should not serve in the capacity of bartender, designated driver, security, ID verification, etc.

- **Commercial Transportation:** When commercial transportation is used, no alcohol will be transported in the passenger compartment of the vehicle. Students must load buses from a location on campus. At this location, the organization must make arrangements for an approved security or police officer to monitor the loading process. A recognized organization advisor may substitute for the officer, but must be pre-approved by the Office of Student Activities. It is recommended that no special privileges or boarding times be given for transportation. An example might be assigning a “senior bus.”

- **Common Source Alcohol:** The purchase or use of a bulk quantity or common source(s) of alcohol beverage (i.e. kegs, cases, boxes of wine, etc.) is prohibited.

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

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

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

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

• **Dry Recruitment:** All recruitment activities associated with any student organization will be non-alcoholic. No recruitment activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy. All student organization activities within 24 hours before, during, and 24 hours following selection (i.e. Bid Day) and initiation must also be dry. Violations of this policy may result in conduct action, including, but not limited to a fine, community service, social probation, recruitment restrictions, and/or possible notification of the national office, as applicable. Furman University considers recruitment to be the informal or formal effort to recruit new members that occurs year round.

• **Insurance:** The student organization must have the appropriate liability insurance to host social events with alcohol at an off-campus location.

• **Former Sorority/Fraternity Members:** Alumni and/or former members may not attend any Greek events, unless requested in the event registration and approved. This does not apply to chapter advisors.

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

- **Open Parties:** Open parties, meaning those with unrestricted access by non-members of the student organization, without specific invitation, where alcohol is present, are forbidden. Limited exceptions will be made for non-Greek, campus-wide events as approved by the AVP for Student Development.

- **Organization Representation:** If 25% of a student organization or member class is present at an event and/or 25% of the participants are from a single student organization then the event is considered to be a student organization function and all general risk management requirements are expected to be implemented, including event registration.

- **Philanthropic Events:** Furman student organizations are prohibited from co-sponsoring philanthropic events and/or fundraisers in conjunction with any alcohol beverage company, manufacturer or distributor.

- **Purchasing For A Minor:** No members, collectively or individually, shall purchase for, serve to, or sell alcohol beverages to any person under the legal drinking age.

- **Same Day Events Outside of Greenville:** In the event a student organization holds a social function with alcohol away from Greenville and travel will occur on the same day as the event, all members and guests attending shall travel by bus or commercial transportation. Exceptions are permitted only with written approval from the Office of Student Activities.

- **Usage of Organization Funds:** Alcohol beverages may not be purchased through or with student organization or any other University funds, nor may the purchase of alcohol beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the group. At an event sponsored by a student organization involving alcohol beverages, the cost of the alcohol beverages may not be included in any admission, meal, or entertainment charge.

**Prior to the Event:**

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

- **Event Authorization:** Event authorization forms must be completed and returned to the Office of Student Activities seven (7) days prior to a house event and 14 days prior to a TPV.

- **Guest List:** A guest list must be turned in to the Office of Student Activities 24 hours prior to any event. Furman allows for a maximum of two guests per member (or fire code capacity, whatever is smaller) at a BYOB event at an off-campus venue, a Third-Party
Vendor event at a fraternity house or BYOB event at a fraternity house. The number of guests permitted at a Third-Party Vendor event at an off-campus venue must not exceed fire code capacity. Limited exceptions will be made for non-Greek events as approved by the AVP for Student Development.

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

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

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

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

- **Themes:** All event themes must be included on the event authorization form and approved by the Office of Student Activities prior to the advertising of or invitations to the event are distributed. Themes must be culturally appropriate.

*During the Event:*

- **Checking IDs:** The student organization or venue is responsible for hiring security to check IDs at the door and physically identify those of legal drinking age with a wristband. Wristbands will be provided by the Office of Student Activities upon registration approval. The organization must write the name of the inviting student on their guest's wristband. Students may not check IDs; the Third-Party Vendor or security at the off-campus facility must check IDs.

- **Event Duration:** Events may not last longer than four hours, including last call. All events must be concluded by 2 a.m. Exemptions must be approved by the Office of Student Activities through the event registration process.
• **Food/Alternative Beverages**: Ample food and non-alcohol beverages are required at all Furman social events with alcohol. There must be unsalted food options and the non-alcohol beverages must be cold. These food and beverages must be provided free of charge. Guests may also bring food and alternative non-alcohol beverages for the event.

• **Last Call**: The service/consumption of alcohol must stop at least one hour before the event ends.

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

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

*After the Event:*

• **Designated Drivers**: Designated drivers are allowed only when they are associated with a social event registered with the Office of Student Activities. There should be enough drivers to accommodate the safe transportation of all members and guests. This must involve the participation of all members on a rotation basis, though the University discourages the use of new members (see *New Member Driving* under *Hazing Policy*). Designated drivers must have a current driver’s license and personal auto insurance policy. The designated driver will obey all state, city and county safety and motor vehicle laws. The designated driver will not consume any alcohol or illegal substances before or during an event. No alcohol will be transported in the passenger compartment of the vehicle. Designated drivers are to cease all transportation of members and guests by 2:30 a.m. Organizations are prohibited from utilizing only non-initiated, new, or non-members as designated drivers.

• **Guest Sign-In Form**: Completed guest sign-in forms and Party Protocol Report Form must be turned in the next business day following any event.

*Third-Party Vendor Requirements:*

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

• The TPV must be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider naming Furman University as the additional insured.
• The TPV must agree to per-drink sales only, collected by the vendor, during the function.
• The TPV must assume, in writing, all the responsibilities that any other purveyor of alcohol beverages would assume in the normal course of business, including, but not limited to:
  o Checking I.D. cards upon entry
  o Not serving minors
  o Not serving individuals who appear to be too intoxicated
  o Maintaining absolute control of ALL alcohol containers present.
• Shots may not be served.
• All of the above information shall be provided in writing by the TPV to the Office of Student Activities upon registration

**BYOB Procedures:**

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

**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, during a student organization event or at any event that an observer would associate with the student organization, is strictly prohibited.

**Harassment and Sexual Misconduct**

Student organizations will not tolerate or condone any form of harassment or sexual misconduct by any of its members, whether physical, mental or emotional. This is to include any actions, activities, events or themes, whether on or off campus, which are demeaning to women, men or minority groups 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.

**Hazing**

*Furman University Statement on Hazing*

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

**Hazing Policy**

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

Hazing includes any type of:

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

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

**Personal Hazing Offense**

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

**Organization Hazing Offense**

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

**New Member Driving**

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

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

**Consent Not a Defense**

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

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

Furman’s Campus Conduct Hotline

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

Greek Hazing Hotline

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

Off-Campus Property

Students are expected to abide by the Off-Campus Conduct policy (see Student Conduct Code). When complaints are received regarding an off-campus property which may be identified as a venue used by members of any student organization, student organization conduct action may be taken. If the group involved is chartered by a national organization and recognized by Furman University, a letter will be forwarded to the national office. The letter would outline the cited complaints, would delineate Furman's concerns and would also state Furman's response to these complaints.

In addition, the University may arrange a meeting with representatives of the local law enforcement authorities, Student Life, University Police and the complainant to discuss the complaints and/or possible resolutions.

Violation of Federal, State or Local Law

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

Student Organization Conduct Procedures

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

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

- Academic Integrity
- Administrative Withdrawal
- Alcohol
- Grievance Process
- Inclement Weather
- Interim Withdrawal
- Missing Student
- Peaceable Assembly
- Posting of Signs and Banners
- Responsibility for Student Properties
- Risk Management/Off-Campus Programs and Release Forms
- Search and Seizure
- Sexual Offender's Law
- Student Businesses
- Student Information
- Student Media
- Threat to Self
- Use of Furman Symbols and Logos

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 dismissal 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 website on academic 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 Withdrawal**

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

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

**Appeal of Administrative Withdrawal**

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

**Alcohol**

**General Policy Statement**

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

Approved Venues

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

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

Religious Ceremonies

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

Special Conditions for Student Events

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

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

**Student Housing**

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

**Grievance Process**

Disputes may occasionally arise between members of the Furman University community. Students having serious complaints about any matter at the University are strongly urged to attempt an informal reconciliation with the parties involved. Complaints should be presented openly, without fear of reprisal and as soon as possible following an incident.

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

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

**Inclement Weather**

*Decision-making process and notification*

Class schedule changes are decided by the Vice President for Academic Affairs and Dean or their designee, who will be provided information on weather and road conditions from various sources. If during the evening hours, it is known that the weather will affect campus classes and activities the following day, efforts will be made to make a decision by 10:00 p.m. so it can be included in the local newscast. Efforts will be made to make a decision by 6:00 a.m. for adverse weather occurring during the night. Between 6:00 a.m. and 8:00 a.m., the weather and temperatures can change unexpectedly, having an adverse affect on road conditions. Since people generally listen to only the initial announcement, the University cannot make immediate changes. Common sense safety precautions should be taken.
• Notification will be made to local radio and TV stations by Marketing and Public Relations (MPR).
• MPR will also post this decision on Furman's web page.
• Messages will be sent via email and/or text message through the Furman Emergency Alert System. Confirm your emergency contact number is entered correctly by visiting MyFurman.
• Individuals may call the University's weather line at 864.294.3766 for a recorded message.

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

Delay in starting classes and reporting for work
If a decision is made to delay classes, the announcement will indicate a specific time for the start of classes and reporting to work. These times will be based on one of the class starting times as outlined below. Students should go to the class that starts at the time the University has opened.
- Monday, Wednesday and Friday - 8:30 a.m., 9:30 a.m., 10:30 a.m. or 11:30 a.m.
- Tuesday and Thursday - 8:30 a.m., 10:00 a.m., or 11:30 a.m.
- Decisions about evening classes are made separate from day classes.

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

Special work requirements
Some areas on campus (i.e. University Police, Student Health Services, Trone Student Center, Dining Hall, Housing and Residence Life, Library and Facilities Services) must continue to provide services. Each of these areas has developed staffing plans for inclement weather and should review their plan with all employees in their department at this time. Employees should be directed to contact their supervisor for work hour information. University Police do not know and cannot authorize work schedules for other departments.

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.

**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 conduct a preliminary investigation in order to verify the report and to determine the circumstances which exist relating to the reported missing student. If not located within 24 hours, Furman Police are required to place the missing person on a national police alert system (NCIC). The parent/guardian of the student will be notified when the situation deems necessary. Missing student reports should be referred to the University Police at 864.294.2111.

**Peaceable Assembly**

Peaceable assembly is allowed on campus with approval from the University Police who can assist with identifying appropriate venues/locations for such activities. At the same time, it is affirmed that this University should not be expected to provide a platform for persons who would be obscene, who would advocate immorality or who would incite to violence. Such persons are offensive to the purposes of a liberal arts college that aspires to academic excellence, and the University will not be a platform for such purposes.

One of the marks of a vital university is freedom of inquiry and expression. Indeed, such a freedom is the mark of a free and democratic society. Education, as contrasted with indoctrination, must provide the student with a wide spectrum of views on vital issues. It is the responsibility of the University, as well as one of its purposes, to help the student learn to distinguish fact from myth, objectivity from bias, tolerance from intolerance. The student should learn to think rationally and reach valid conclusions. The student who is not exposed to varying views on an issue may be denied opportunity to learn the elements of rational thinking. Consequently, the student could miss one of the most important aims of education. Only in a spirit of free inquiry can the student be prepared to assume the responsibilities of constructive citizenship. It is further affirmed that the appearance of guest speakers does not imply approval or endorsement of the views expressed by the speakers, either by the sponsoring group or the University. The University will not serve as a legal shield for speakers in any matter related to their statements or actions on the campus.

Violence or the use of force is not anticipated on the Furman campus. However, in the event
either should occur, all members of the Furman student body, faculty and administration should be fully aware of the policies enumerated below:

1. The right to peaceable protest will be protected but students or others on campus are not guaranteed and will not be permitted the right to interfere with orderly administrative and educational processes. There shall be no use of violence, force, obscene or indecorous language or conduct in protest or demonstrations.
2. The right of approved speakers to present their views on campus without heckling or disturbance will be protected.
3. Approved business, professional, industrial, governmental or other recruiters or representatives will be permitted to carry out mutual objectives on campus without handicap or prevention.
4. Any Furman student found responsible for violating any of these policies may be subject, after proper hearing with due process through the Student Conduct System, to suspension or expulsion, depending upon the flagrancy of violation.
5. Anyone who is not a student or employee of Furman University will be denied entrance to the campus or required to depart from the campus if it is reasonably expected that the person will violate or advocate violation of any of these policies.
6. If it becomes necessary to call upon civil authorities for assistance in maintaining order on campus, these civil authorities will be obeyed.

**Posting of Signs and Banners**

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

Only enrolled students, registered student organizations and campus departments may post signs or banners on campus. All items to be posted **must** have the name of the individual student or registered student organization and/or department **clearly identified as the sponsor** or the words “sponsored by (name of organization)” on each item.

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

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

1. Promotion of alcohol beverages, illegal drugs, or any other illegal activities in text, graphic or any other form is prohibited.
2. Individuals or groups found damaging or tampering with another group’s publicity prior to an event’s occurrence, for any reason, unless otherwise instructed to remove the publicity, will potentially lose the privilege of posting publicity through that medium in the future and may be charged with a student conduct violation.
3. Materials should not overlap or conceal other items. Persons who post are asked to be considerate of others who have posted. Posting is on a first-come, first-served basis, and is dependent upon space limitations.

4. Signs may be posted on bulletin boards in any academic building. Signs posted elsewhere in academic buildings will be removed.

5. Signs cannot be posted on exterior doors, windows, floors or painted surfaces.

6. Signs or flyers to be posted in the Trone Student Center stairwell mezzanine must be brought to the Information Center in the Hill Atrium and left with the attendant to be displayed. Flyers/signs must be 8-1/2” x 11” in size, and will be posted for two weeks, or until the end of the event, whichever comes first. Only one flyer per organization per event may be displayed. Digital flyers may be submitted to the Associate Director of the Trone Student Center for posting on digital displays.

7. Signs or flyers posted in campus housing must be approved by Housing and Residence Life before being posted and should conform to all of the guidelines of the Posting of Flyers Policy found in the Student Handbook. These flyers may only be hung on gripper strips.

8. All signs should be removed by the originating party within 24 hours after the event has concluded.

9. Posting of signs or banners in the dining hall is available at the banner area and the bulletin boards at the entrance of the dining hall. All signs and banners will be taken down for special events at the manager's discretion. Additional regulations include the following:
   - No on-table promotions are allowed in any Dining Services operation except for Dining Services events.
   - Informational flyers may be posted on the bulletin boards located at the entrances to the dining hall.
   - Banners may not be any longer than floor level of the dining hall mezzanine.
   - Banners may not be hung on railings.
   - All banners must be dated, indicating the day the banner is hung. Banners will be removed after 7 days. If an individual and/or group wishes to keep the banner, it is the responsibility of the individual and/or group to return to the Dining Hall within the 7 day time period to take down the banner. Writing “do not move” on the banner does not grant the banner permanent residence.
   - Dining Services is not responsible for hanging banners or deciding which banners are hung in which spot.
   - Dining Services is not responsible for any lost or stolen banners.
   - When setting up or removing a banner, all trash must be cleaned up by individual and/or group.

Violation of the Posting Policy may result in the removal of the items. Additionally, sponsoring individuals and/or organizations may be subject to follow-up with the Vice President for Student Life and/or designee. Responsibility for interpreting the University Posting Policy shall reside with the Vice President for Student Life and/or designee.
Responsibility for Student Properties
Although precaution is taken to maintain adequate security, the University cannot assume responsibility for the loss of or damage to student possessions. Students or their parents are encouraged to carry appropriate insurance to cover such losses.

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

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

1. Consent, General Release, and Indemnity Agreements are not required for faculty and staff travel. Furman employees are covered by insurance and this coverage includes General Liability, Foreign Liability, Excess Liability, and Workers' Compensation insurance.

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

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

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

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

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

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

Search and Seizure

The University reserves the right to enter and/or search a student’s room, vehicle or personal property for any of the following reasons:

- it is believed an emergency exists;
- it is believed a university violation is occurring;
- the well-being of other students is at stake; or
- for purposes of facilities maintenance.

Student staff members do not thoroughly search student rooms without approval from a full-time university official. However, they are allowed to open closets (for the purpose of a visual search only), to look under beds and to open and remove items from refrigerators and coolers. University officials may conduct a thorough search including, but not limited to, opening drawers, emptying bags, looking in closets, etc. A university staff member may enter a student room during a fire alarm or drill to make sure that the residents have evacuated the building.

Any property that is confiscated during an incident and determined to be contraband (i.e. alcohol, drinking game paraphernalia, drugs, drug paraphernalia, weapons, etc.) will be disposed of by Student Life staff or stored in the evidence locker by the University Police.

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 needed.

Student Businesses

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

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

A. Rights Granted by FERPA

The Family Educational Rights and Privacy Act (FERPA) grants 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.

   o *Requests for education records should be made to the following offices:*
     - Requests for academic records should be directed to the Office of the Registrar - **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).
   o *Requests for any records not specifically listed here should be directed to the Office of the 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.**

   o *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 Office of the Registrar.

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

B. Notice of Intent to Disclose Certain Public Information:

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

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

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

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

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

**Threat to Self**

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

1. The University's first priority in these situations will be assessment of the student's medical needs and any ongoing risk of harm to self or others. Appropriate professionals should be consulted in order to gather expert opinions about the medical and mental health needs of the student and the level of risk associated with various options.
2. Students who exhibit behavior that indicates risk to self will be referred for professional assessment at the earliest possible time and at their own expense. The assessment may involve medical evaluation by a physician to evaluate health status and may require mental health assessment by a licensed mental health professional. The licensed mental health professional may be either a University Counseling Center staff member or a licensed therapist of the student's choice. Students referred for assessment due to concerns about risk of self-harm may be asked to sign a release permitting communication between the professionals conducting these assessments and appropriate University officials.
3. Once the student has been evaluated and the results have been shared with the University, the Vice President for Student Life or designee will determine the recommended course of action. The Vice President for Student Life or designee may consult with other
University personnel in considering various factors. Consideration will be given to the recommendations of evaluating and treating professionals based on their assessment of the student's condition and needs. Additional consideration must be given to the capability of current resources to meet the student's needs and concern for the well-being of the entire campus community. Students who have been subject to this policy and who continue enrollment at the University will be expected to comply with the general standards of the student conduct code. Continued enrollment will be contingent upon the student's success in controlling the behavior of concern.

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

Refer to www.furman.edu/sexualmisconduct