



# STUDENT HANDBOOK and PLANNER 2009-2010

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Phone#: _____
In case of emergency, please notify:
Name: _____ Phone#: _____

This handbook serves only as a guide to the rules, policies, and services of the College. Therefore, the Division of Student Affairs and the College reserve the right to amend, modify, or change regulatory policies and financial charges stated in this handbook during the school year. The College will make attempts to notify students, in a timely manner, of any changes in policies and regulations. Students should contact the Office of Campus Life if they have questions regarding information in this handbook. The handbook does not constitute the whole of College policy concerning students. The *College Catalog* and other official College publications are important references. Each student is responsible for the contents of these publications.

Converse College does not discriminate in admissions or employment on the basis of race, color, sex, national or ethnic origin, age, sexual orientation, religion or disability. Converse admits only women to undergraduate programs and services in accordance with its historical mission.

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## Welcome Back Valkyries!

As you look about campus, you may have noticed some change—the registrar, billing, and financial aid are all in one easy to find place, the Campus life suites have been reorganized into new Student Life Suites and the innovative Center for Student Development and Success, and the re-opening of that amazing new building we love to call Kuhn.

As enthused as I am over the campus-wide changes, the evolution of SGA has left me ecstatic. Our theme for the coming year is “iCreate, iLive, iAm: Converse”. Our hope is that you will take this idea to heart and use your SGA (and Converse) experience to forge your own awesome path. SGA has many opportunities to explore a wide range of any curiosities you may have. We have organizations representing a range in interests—from musical to athletic, political to vegetarian, service to knitting, and many more. Can’t find what you are looking for? Contact us at [sga@converse.edu](mailto:sga@converse.edu), and see how you can start something new.

SGA itself is on the move. Come visit the new Student Government Suite that features a much more effective use of space where clubs can meet, create banners, and satisfy their organizational needs. PCO is at a new time—12:15 PM on the first Thursday of the month in Barnet. Pop on over and hear the changes happening on campus. Or, attend a senate meeting on the second and third Thursdays of the month at 11:30, also in Barnet. Bend the ear of your senator, and see how you can affect change.

You have in your hand a book that will be of great help to you as you start your journey. In this book there are a myriad of dates to help you get involved and have fun. There is the SGA Constitution, the policies of the school, and a list of great people to contact for help, and just to know in general (they’re a lot of fun). Use this book, use the resources online (like the online, up-to-date calendar), and get pumped. Converse is moving forward.

I look forward to trekking together—

Kaitlyn Price  
SGA President

# INTRODUCTION

## STUDENT RIGHTS AND RESPONSIBILITIES

Converse College came into being as a result of Dexter Edgar Converse’s conviction that mature women who are well-educated are essential to the well-being of the nation. He envisioned a liberal arts college which aspired to high personal and academic standards and ideals. This vision has been sustained because the Trustees, Administration, Faculty, Alumnae, and Students have shared in this conviction.

Those ideals—truth, concern for others, awareness of, and commitment to duty and responsibility—are enduring ones. They are necessary ingredients for an ordered and meaningful community life. These ideals continue to be valued by all who make up Converse College. To discover and incorporate them into every facet of life is what Converse College is all about.

Reflected in the regulations, policies, and customs found in these pages are some of the ideas basic to a satisfying happy life on the Converse campus. These ideas, derived from the Founder’s Ideal, provide a framework for student rights and responsibilities at Converse College. These rights and responsibilities are given explicit expression in the policies outlined in the pages of this *Student Handbook*. Converse believes that indicative of the maturing college student is her willingness:

1. to satisfy responsibly the demands of the academic program;
2. to be guided in her personal, academic, and social life by a sense of responsibility and consideration for the members of the college community; and
3. to recognize that the Founder’s ideals are worth commitment, both for her Converse experiences and for the rest of her life.

Student rights and responsibilities at Converse reflect the Founder’s hope that each Converse student would be able “to see clearly, to decide wisely, to act justly . . . and be faithful to truth and duty . . . .” The rights and responsibilities at Converse outlined in the sections that follow include policies relating to academic integrity, respect for all individuals in the community, principles of the Honor Tradition, and matters governed by state and federal law.

This handbook is to be used as a means for achieving a better understanding of the students, ideals, and regulations of the College. For each student, Converse College wishes a stimulating, challenging, and fulfilling life.

## THE FOUNDER’S IDEAL

“It is my conviction that the well-being of any country depends much upon the culture of her women, and I have done what I could to found a college that would provide for women a thorough and liberal education, so that for them, the highest motives may become clear purposes and fixed habits of life; and I desire that the instruction and influence of Converse College be always such that the students may be enabled to see clearly, to decide wisely, to act justly; and that they may learn to love God and humanity, and be faithful to truth and duty, so that their influence may be characterized by purity and power.

“It is also my desire and hope that Converse College be always truly religious but never denominational. I believe that religion is essential to all that is purest and best in life here and hereafter. I wish the College to be really, but liberally and tolerantly, Christian; for I believe that the revelation of God in Christ is for salvation; and I commend and commit the College to the love and guidance of God, and to the care, sympathy, and fidelity of my fellowmen.”

—Dexter Edgar Converse

## MISSION OF THE COLLEGE

The primary mission of Converse College, founded in 1889, is the liberal education of undergraduate women in a residential setting. Converse reaffirms the founder's original conviction that a small undergraduate residential college of the liberal arts is a uniquely powerful environment for developing the talents of women. As a community of scholars, where students and faculty pursue excellence and collaborate in the search for truth, Converse develops in students scholarly excellence, personal honor, confidence, and skills to be life-long learners. The college draws much of its character from its Christian heritage and welcomes students of all faiths. Converse expands its mission by offering graduate degrees and other programs for women and men. Ultimately, graduates embody the qualities of a Converse education as they assume roles of leadership, service, and citizenship.

## PURPOSE

Converse College is an independent liberal arts institution, with a professional School of Music, devoted primarily to the education of women. Its purpose is to educate women as contributing members of society by offering both a broad basis of humanistic discipline on which to form intelligent, responsible decisions, and specific career preparation to promote the practical application of those decisions.

At Converse College, students pursue richly diverse programs in both the liberal arts and career preparation. The assumption underlying these programs is that the four-year study in the liberal arts and the more specialized career and pre-professional programs, if maintained in proper balance, represents not conflicting interests but more independent challenges for the students. The goal of this educational program is to provide the opportunity for each woman who graduates from Converse to acquire the motivation, skill, knowledge, and understanding to become a positive force in society. Although the Petrie School of Music has its own dean and faculty, its program and ideas are in the liberal arts tradition. For this reason, students who attend the Petrie School of Music acquire a foundation in liberal learning to undergird technical proficiency and professional training.

## CONVERSE COLLEGE CORE VALUES

Converse College offers a distinctive undergraduate education for women and innovative programs for graduate and advanced study.

The Converse College commitment to creativity and the development of adaptable individuals with clear vision, wise decision and just action is guided by seven core values. These enduring beliefs serve as the compass for the College. They transcend time, extend across the institution and guide our actions and decisions.

**EXCELLENCE** drives us to achieve the best in all that we pursue; to develop competence, confidence and courage to realize full potential in mind, body and spirit.

**INTEGRITY** calls us to cultivate and exercise honor, character and vision in daily decisions and actions; to act honestly and justly when confronted with ethical dilemmas and life's challenges.

**EXPLORATION** compels us to think critically and creatively in the acquisition of knowledge and skills; to discover and enrich scholarship and research, disciplines, methods and vocations through hands-on learning and leadership and through discovery, discourse and debate.

**DIVERSITY** inspires us to embrace the different perspectives, experiences, cultures, backgrounds, talents and contributions that comprise a global society; to enhance and expand inclusivity as we build a stronger multi-dimensional community.

**RESPECT** leads us to value self and others, recognizing the legitimacy of individuality in belief, expression and perspective; to exercise civility, mindfulness and responsibility in words and actions.

**COMMUNITY** motivates us to develop a dynamic network of relationships through a balance of work and play that nurtures the abilities of each member in order to establish a better whole; to mentor, collaborate and communicate as engaged citizens who effect positive change.

**PROGRESS** challenges us to think strategically toward the future by employing creativity, adaptability, ingenuity and innovation; to advance and transform the world around us.

### Alma Mater

Standing with open arms –  
Standing alone –  
Watching her children down through the years,  
Watching and keeping them safe from harm,  
Hearing their laughter and seeing their tears.

Converse! Converse!  
We pledge our love to thee.  
We'll hail the purple and the gold  
With love and loyalty.  
Alma Mater, dear to every one.  
We love you now, we'll love you when  
Our college days are done.

# ACADEMIC CALENDAR 2009-2010

## FALL TERM 2009

Registration for Fall Term for students who did not register early  
Converse II and Graduate students with completed registration forms may take the forms  
directly to the Business Office in Carnegie

**Evening classes** for graduates will begin at 5:30 pm  
**Undergraduate evening classes** begin at 6:00 pm  
Last day to receive 100% refund from tuition  
Drop/Add - No fee

**Day classes begin**  
Drop/Add - No fee  
Refund period for 80% begins  
Late registration - \$50 fee  
Drop/Add - \$20 fee per change begins  
Last day to add a course  
Last day to receive 80% refund  
Refund period for 30% begins  
Last day to receive 30% refund  
Mid-term grading ends  
Fall Break  
Advisement for Winter and Spring 2010  
Last day to withdraw without an automatic WF  
Thanksgiving Holidays begin at the end of classes on Tuesday

**Last day of class**  
Deadline for Undergraduates to apply for May '10 Graduation  
Reading Day  
Exams  
Deadline for Graduate students who are completing requirements in December 2009 to apply  
for July 2010 Graduation

Mon., August 31  
Mon., August 31  
Mon., August 31  
Mon., August 31  
Tues., September 1  
Tues., September 1  
Tues., September 1  
Tues., September 1  
Fri., September 4  
Fri., September 4  
Mon., September 7  
Tues., September 8  
Tues., September 29  
Fri., October 16  
Mon. – Tues., October 19– 20  
October 22 – November 5  
Fri., October 30  
Wed. – Sun., November 25 -29  
Fri., December 4  
Fri., December 4  
Sat. – Sun., December 5-6  
Mon. – Thurs., December 7- 10  
Fri., December 11

## JANUARY TERM 2010

Advisement for January Term and Spring 2010

**Day Classes begin at 8:30am**  
January Term Registration for students who did not register early  
Converse II and Graduate students with completed registration forms may take the forms  
directly to the Business Office in Carnegie  
Last day to receive 100% refund from tuition

**Evening classes** for graduates will begin at 5:00pm  
**Undergraduate evening classes** begin at 5:30pm  
Drop/Add - No fee  
Late registration fee of \$50 will be charged  
Drop/Add - No fee  
Refund period for 80% begins  
Drop/Add - \$20 fee per change begins  
Last day to add a course  
Last day to receive an 80% refund  
Refund period for 30% begins  
Last day to receive a 30% ends  
Last day to withdraw without an automatic WF

**Last day of January Term Classes**  
Academic Break

October 22 – November 5, 2009  
Mon., January 4  
Mon., January 4  
Mon., January 4  
Mon., January 4  
Mon., January 4  
Tues., January 5  
Tues., January 5  
Tues., January 5  
Thurs., January 7  
Fri., January 8  
Mon., January 11  
Tues., January 12  
Mon., January 18  
Mon., January 18  
Fri., January 29  
Mon., February 1

## SPRING TERM 2010

Registration for Spring 2010 for students who did not register early  
Converse II and graduate students who have completed registration forms may take  
the forms directly to the Business Office in Carnegie

Drop/Add - No fee  
Last day to receive 100% refund from tuition

**Evening Classes** for graduate begin at 5:30 pm,  
**Undergraduate evening classes** begin at 6:00 pm

**Day Classes begin**  
Late registration fee of \$50 will be charged

Tues., February 2  
Tues., February 2  
Tues., February 2  
Tues., February 2  
Tues., February 2  
Wed., February 3  
Wed., February 3

Drop/Add - No fee  
Refund for 80% begins  
Drop/Add - \$20 fee begins  
Last day to add a course  
Last day to receive 80% refund  
Refund for 30% begins  
Last day to receive 30% refund  
Mid-term grading period ends  
Last day to withdraw without and automatic WF  
Spring Break  
Advisement for Summer and Fall 2010  
**Last day of Spring classes**  
Deadline for MAT, M.Ed, MLA, and Ed.S. students to apply for July 2010 graduation  
Reading Days  
Exams  
Baccalaureate  
Commencement

Wed., February 3  
Wed., February 3  
Fri., February 5  
Fri., February 5  
Tues., February 9  
Wed., February 10  
Tues., March 2  
Fri., March 19  
Fri., March 26  
March 29-April 2  
April 7- 23  
Fri., May 7  
Fri., May 7  
Sat. – Sun., May 8-9  
Mon. – Thurs., May 10-13  
Fri., May 14  
Sat., May 15

# GENERAL INFORMATION

## BOOKSTORE

The Converse College Campus Bookstore provides all required textbooks as well as a wide selection of general college and personal supplies. If a refund or exchange of any article, a cash register receipt must be presented. The deadline for all textbook refunds is determined by the bookstore at the start of each semester. The Bookstore accepts personal checks, VISA, MasterCard, Discover, American Express, cash, and expense dollars toward purchases. There is a \$25.00 charge for all returned checks.

## CALENDAR

Student Life coordinates the Student Activities portion of the College Calendar. If a student organization would like to schedule an event on the overall calendar, they can do so through the Director of Student Activities.

All campus events should be entered on the web calendar. Directions: Go to <http://intra.converse.edu> (this page is also accessible from the web calendar on the Converse website by clicking "Post or Edit Events: Login" on the right side of the page). Enter your username and password (the same one you use for the Converse network). You are now on the intranet site and should select "Post Events" under the calendar column. From there, fill in the requested information on the screen (if logging in for the first time, you will be prompted to enter your name, email, and contact info). If edits need to be made later, follow the same instructions as above except select "Manage Events" instead of "Post Events."

Note: The Website will code each event you enter to your username and password, which will prohibit others from editing your information. This should be taken into consideration when designating the appropriate person to add events to the web calendar.

## CAMPUS BUILDINGS

- A. Montgomery Student Activities Building
  - 1. Sneakers (See Sneakers)
  - 2. Physical Education Areas
    - a. The use of the swimming pool and fitness center is permitted only during posted times. A Water Safety Instructor will be on Lifeguard duty.
    - b. Students may have a guest as long as they stay with the guest.
    - c. Students must abide by all specific regulations for each area. If these privileges are abused, students will be asked to leave.
  - 3. Montgomery Lobby
    - a. To reserve the lobby and/or tables, contact Student Life.
    - b. If a student organization wishes to use the lobby for a fund-raiser, completion of a Fundraising Request Form, available in Student Life, will be necessary before reserving the lobby.
- B. Twichell Auditorium and Daniel Recital Hall
  - 1. Students should wear proper dress to public performances and assemblies. Shorts and other athletic attire is strongly discouraged.
  - 2. Unless otherwise notified, books, papers, and pencils should not be taken to assemblies or performances.
  - 3. Book bags are not allowed during evening performances.
  - 4. Food and drink are not allowed in the auditorium.
  - 5. Smoking is not permitted in the auditorium.
  - 6. Students must remain throughout all performances and events, including encores. Leaving a performance early at which a student has pledged her attendance is an honor violation. Coming in late is also a violation.
- C. Classrooms
  - 1. No food or drink is allowed in the classrooms.
  - 2. Classrooms should be reserved through the Registrar's Office.
- D. Policy on the use of classroom buildings after posted closing hours
  - 1. Closing
    - a. All classrooms are unavailable to students after closing hours.
- E. Reservation of Campus Buildings and Facilities are made through Kathy Worley at extension 9069.

## CAMPUS SAFETY

The Converse Campus is protected 24 hours a day, 365 days a year by a Campus Safety Staff under the supervision of a Director of Campus Safety. Officers patrol buildings, grounds, and parking lots. Campus Safety may be reached by dialing 9026 on campus and 596-9026 off campus.

Being a part of a small college environment may give a student the impression that she is totally immune to some of the Campus Safety problems that larger communities face. The unfortunate reality is that no college campus is completely safe, even though Converse makes every effort to provide an environment for residents which is secure and comfortable. The College Campus Safety force is on duty 24 hours a day, but it is up to each student to take responsibility for her own personal safety. We encourage students to follow the safety tips listed here:

- 1. Do not walk alone at night.
  - 2. Stay in well-lit areas.
  - 3. Always tell someone where you are going and when you plan to return.
  - 4. Lock your car and always have your keys ready before reaching your car.
  - 5. Travel with plenty of gas.
  - 6. Do not hitchhike or pick up hitchhikers.
  - 7. Make sure your residence hall room door and windows are locked when you leave, even for a short period of time.
  - 8. Report suspicious people on the hall or around campus to Campus Safety.
  - 9. Contact Campus Safety if you need an escort from a parking lot to your residence hall or from working late in an academic building.
- A. Card Access/ID — Photographs for the Access/ID cards are taken during new student orientation. The fee for the card is included in the activity fee. A \$25 dollar replacement fee is charged for a lost, stolen, or damaged card. Replacements will be made by the Campus Safety Department during regular business hours, Monday-Friday, 8:00 am - 4:30 pm. Since the ID card controls access to the residence halls, it is important to report a lost or stolen card immediately. Students can file a lost or stolen report anytime, 24 hours a day, by calling Campus Safety. Information about use of the Card Access/ID system is explained during Orientation.



- B. Lost and Found — The Campus Safety Office serves as the central lost and found for the campus. Report lost or found items as soon as possible.
- C. Missing/Stolen Items— Missing or stolen items should be reported to the Campus Safety department as soon as possible by calling 9026. An officer will be dispatched to investigate the incident. A copy of the incident report will be sent to the Dean of Students.
- D. Parking and Traffic Violations
  - 1. Motor Vehicles — Students are eligible to keep motor vehicles on campus providing they are properly registered and traffic laws are obeyed. Every student is responsible for knowing and observing the traffic and parking regulations as stated in the *TRAFFIC REGULATIONS* booklet. This booklet will be distributed during vehicle registration and is available upon request at the Campus Safety Office.
  - 2. Motor Vehicle Registration — The initial motor vehicle registration will take place at the beginning of the fall term.
  - 3. Parking
    - a. Vehicles may be parked and/or operated on Converse College property *ONLY* in such areas as are marked by signs, street markings, and parking regulations, or other designations indicating that parking and/or operation is permitted. If an area is not specifically marked for parking, you *CANNOT PARK THERE*. See the Traffic Regulations Booklet for more details.
    - b. Resident students may park in any white lined space. Commuting students may park in any green lined space. Yellow lined spaces are reserved for faculty and staff.
  - 4. Wofford/USC Upstate Decals — Any student of Converse College enrolled in classes at Wofford College or USCS must obtain a Wofford or USC Upstate commuting student decal.
  - 5. Wofford Parking
    - a. Any student who receives a traffic or parking violation at Wofford College is responsible for taking care of her fine at Wofford.
    - b. All penalties for not paying a fine at Wofford are acknowledged at Converse.

## CAMPUS TECHNOLOGY SERVICE POLICIES AND REGULATIONS

- CT is located in Kuhn 329
- CT help line telephone number is 596-9457
- CT work hours are from 8:30 am - 5:00 pm Monday – Friday
- A. Types of Services provided by Campus Technology (CT)
 

**Students must bring their computers to the CT Department for help with hardware problems. You may bring the tower (no monitor) or the laptop with its power supply.**

  - Connecting students, faculty, and staff to the network and maintaining connections to the network.
  - *Any alterations made after CT has connected your computer to the network may affect the connection - this includes games, screen savers, software or any new hardware. If you have any questions as to what may affect your ability to connect, please contact CT before making any changes.*
  - CT supports the following:
    - Operating systems Windows 2000 or higher
    - Microsoft Office that includes a word processor (Word), a spreadsheet (Excel), a presentation package (PowerPoint), database software (Access)
    - Processor speed Intel Pentium III or better
- B. Recommended specifications for new PCs
  - Intel Pentium 4, Pentium D, Core 2 Duo (Or equivalent processor)
  - 2GB MB DDR2, 2 DIMM's memory (RAM)
  - 160 GB or higher hard disk
  - Integrated Fast Ethernet 10/100/1000 NIC
  - Microsoft Office Professional or Student/Teacher Addition
  - *1 RJ-45 patch cable at least 25' (Available in CT: 25' cable for \$10 and 50' cable for \$15)*
  - *Virus Protection is mandatory, Converse provides CA-Antivirus and Spy-ware, or the student can have their preferred software installed*

*Converse College is not responsible if the student's computer gets a computer virus. In the event this occurs, the student is responsible for notifying the CT Department of the virus. It is the student's responsibility to bring her computer to the CT Department to be examined by the CT staff. The student will be required to sign a Converse College Computer Work Release form when leaving her computer for repair.*

- C. **Getting connected to the Campus Network**

Students' computers must connect to the local area network using one of the Etherlink III (R-J 45 only) network cards available. For laptop computers, the Etherlink PCMCIA ethernet card is recommended. For student-owned computers, installation of these cards is the responsibility of the student and must be done prior to connection to the network. **All software drivers must be installed.** and the card must be tested to insure its functionality.

*Please note: The CT staff members are not responsible for the functionality of any student's computer. The department's sole obligation is to connect and maintain students' connections to the campus network. All other technical difficulties or questions, or printer problems are to be directed to the appropriate vendor. If you have an emergency and would like a CT person to look at your hardware problem, you must bring the computer (not the monitor) to CT.*

- D. **Computer Lab Access**
  - 1. Lab Schedules
    - Schedules will be posted respectively at each lab location.
  - 2. Rules for Kuhn, Carmichael and Phiifer Computer Labs
    - Use of the labs is restricted to Converse students, faculty and staff.
    - If you need to meet as a group, leave the lab and find another location.
    - Cell phones must be turned off when using the Labs.
    - **No food or drink of any kind is permitted in any of the labs**
    - Rearranging the keyboards or other lab equipment from their original positions is not permitted.
    - Academic use of the computers always has priority over play.
    - Vandalism or stealing of any laboratory property will be treated as an honor code violation.
  - 3. Print Information
 

To print in any lab, users must have a network account. Money (not real money) will be added to each student's account in the fall term. If you should exceed your allotted dollars, additional print dollars may be purchased at the Copy Center, in Carmichael. There are no refunds issued from print accounts.

- E. Residential Labs
  - Williams - 2nd Floor Study Room
  - Dexter - 5th Floor Study Room
  - Belk - 3rd Floor Study Room

F. Email Accounts

All students, staff, and faculty are able to receive an email account for their use as long as they are enrolled or employed at Converse. A Converse College ID will be required to open an account. Each mailbox has a limit: Traditional Undergraduates have 100MB limit with an alert at 80 MB and the account will be closed after 100MB, Converse II and Graduates have a 50MB limit with an alert at 40MB and the account will be closed after 50MB.

Check email frequently and delete unwanted messages and sent items since these messages take up disk storage space. After you delete your items, remember to empty out your Deleted Items Folder.

Students may use the Campus Bulletin Board (located under Public Folders) for information that does not relate to campus business (meetings, etc.). You may post items for sale in the folder named "Items For Sale/Rent."

G. Electronic Mail Guidelines

User Responsibilities

You may not use e-mail services to harass, intimidate, or otherwise annoy another person. For example, chain letters or other unsolicited "junk" mail or hate mail is prohibited. If you have items for sale, or advertisements they can be posted in the Public Folders. **Any email that does not conform to the practice is in violation of the electronic mail guidelines.**

Converse College considers any violations of user responsibilities to be a serious offense. The College reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use. Violators of these guidelines are subject to disciplinary action and revocation of all computer privileges.

If you are found in violation of the Acceptable Use Policy Issues, the user's account will be locked immediately. Further access to all computing resources will be denied. If you are using the College e-mail system in order to submit class assignments to a faculty member, you will be responsible for making alternative arrangements with the faculty member.

**For other violations, the user's account will be locked for thirty days. After the second offense, the user loses all access to computing resources.**

Criminal activity will be reported to the proper authorities. Criminal activities include, but are not limited to, fraud, unauthorized access, harassment, and copyright violations.

H. Internet

It is contrary to Converse College's acceptable use policy to engage in the following:

- Generating excessive network traffic or consuming excessive network resources when using file sharing programs (Kazaa, Bearshare, etc.)
- Violating the US Copyright Law ([www.converse.edu/Academics/copyrightPolicy.html](http://www.converse.edu/Academics/copyrightPolicy.html)) by downloading from the Internet any audio, video, graphic, or text material that is copyrighted without proof of proper license arrangements.

I. Cable Television

- Cable television support: CT provides support for the students, faculty and staff use of the campus cable system. Students must supply a cable to connect their television to the campus cable system.
- To program your TV:
- On your remote control press menu
- Select: *Tuner set up*
- Select: *Cable TV*
- Select: *Auto programming*

*Channels available:*

4 NBC	22 ETV	34 A&E	46 GALAVISION	59 UNIVISION
5 ABC FAMILY	23 COMEDY TV	35 DISCOVERY	47 COURT TV	60 NICK
6 MTV2	24 BET	36 LIFETIME	48 E!	61 TV LAND
7 CBS	25 WGN	37 FOX NEWS	49 MSNBC	62 COUNTRY MUSIC
9 MTV	26 WEATHER	38 CNN	50 ESPN CLASSIC	63 NATIONAL GEOGRAPHIC
10 VH-1	27 ANIMAL PLANET	39 AMC	51 CARTOON	64 WOMEN'S ENTERTAINMENT
11 FOX	28 ESPN - W	40 TNT	52 ESPN NEWS	65 COLLEGE SPORTS
12 ESPN	29 CW	41 FX	53 USA	66 FIT TV
13 ABC	30 SCI-FI	42 HGTV	54 FOOD	
17 SCETV	31 CNN HEADLINE	43 TRAVEL	55 BLOOMBERG	
18 SCETV	32 TBS	44 GAMESHOW	56 TLC	
21 CONVERSE SATELITE	33 HISTORY	45 DISCOVERY	58 FOX NEWS	

*Please note: CT is not staffed to service or repair students' televisions, nor will the CT staff be able to provide assistance for any campus services provided by an outside source.*

J. VOICE MAIL

- a. Students should call 9457 for an appointment to set up their voice mail.
- b. Students are welcome to use answering machines if they prefer.
- c. All telephones should be analog with no built-in answering machines.

## CATERING SERVICES

Dining services offer catering to fit any group or department budget. Our dedicated catering staff will help you in designing that special occasion. Our catering department can help in planning buffet type meals to formal luncheons and dinners to special box meals for meetings. We also offer deli platters, fruit and cheese trays and dessert trays if your group is looking for a simple "no-frills" type event.

Pick up or delivery is available. Please contact catering services if you are in charge of the following type of events:

- Any event serving alcoholic beverages
- Relocation of Gee Dining Hall's lunch or dinner for the campus
- Requesting special service at lunch or dinner in Gee Dining Hall
- Expecting large groups or guests in Gee Dining Hall
- Senior recitals and art shows
- Refreshment services
- Catering services

The catering department can be reached by calling the catering office at extension 9617. Third party catering paid by an individual requires payment in advance. Office hours are Monday - Friday, 8:00 am to 5:00 pm.

## **THE CENTER FOR STUDENT DEVELOPMENT AND SUCCESS**

The Center for Student Development and Success is located in the Montgomery Student Center and can be reached at 596-9027. The Center serves to advance Converse students toward success in academic, personal and professional areas. The staff strives to offer services, programs and opportunities for students to create networks for personal learning and growth. The Center works to meet the needs of all Converse students wherever they are in the academic and personal development journey. The following is an overview of services, programs and events offered by and through the Center.

### ***Academic Advising***

Students who are undeclared or who might be considering a change in major will find that staff in the Center can provide general advising to explore options, interests, and talents that guide choosing a major and help in determining life goals. The goal is for every student to identify a faculty advisor to serve as a guide and mentor once they declare their major(s).

### ***Academic Accommodations***

Students with documented disabilities work with the staff in the Center for Student Development and Success and may apply for accommodations in order to develop plans and strategies that advance academic and personal achievement.

### ***Alumnae Networking and Mentoring Programs***

In association with Converse's Alumnae Office mentoring and networking opportunities for students as they explore future options and opportunities.

### ***Braille***

Students with visual impairments can find support here in the Center.

### ***Career Exploration and Planning***

The Center provides opportunities for all students, freshmen to seniors, to explore skills, interests, talents and options that can guide life choices. Personal inventories, mentoring discussions, shadowing and internship opportunities, resume development and interviewing preparation are all among the opportunities for students to grow and prepare for next steps in the journey.

### ***Choosing a Major Workshops and Advising***

Students who seek support and additional information about majors, double majors, minors, advisors or other aspects of choosing a major, may find the workshops and one-on-one advising opportunities of the Center helpful in making choices and determining next steps. Dates, times and additional details are advertised broadly on campus and through campus media avenues.

### ***Disability Services***

Students with documented disabilities may apply for accommodations that may impact their experiences beyond the classroom. The staff works with students to determine needs and make recommendations for reasonable accommodations to other areas/services on the campus.

### ***External Scholarship Fair***

Each year the College offers occasions for all students to explore opportunities for undergraduate and graduate scholarships from non-Converse entities. Representatives from the College and other agencies congregate on campus to discuss details and eligibility for various options. Dates, times and additional details are advertised broadly on campus and through campus media avenues.

### ***First Generation College Student Networks***

The Center provides opportunities, networks, workshops, and programs that support and prepare first generation college students for academic, personal and professional success. Some events are advertised broadly to the campus and others are by special invitation to identified students.

### ***First -Year Student Programs***

The Student Development and Success Center understands the importance of positive transitions that nurture student success: academically, personally, emotionally and socially. The Center coordinates the Student Success Seminar for freshmen, creates workshops and programs specifically focused on first-year student needs, oversees the freshmen living experience including Community Advisors and PEAS (Peers Enhancing Academic Success), facilitates the Faculty Visitor program and many other events and speakers to enhance first-year success.

### ***Graduate Schools Fair***

During the course of each year, the Center provides opportunities for students to meet with representatives from a wide range of graduate school programs. Dates, times and additional details are advertised broadly on campus and through campus media avenues.

### ***Internships and Experiential Learning Opportunities***

Students often learn through doing. Experiential learning experiences and internships are two ways that students can create experiences that enhance classroom learning and clarify life goals and plans. Students may receive academic credit by working with faculty to develop academic plans and by completing all paperwork for such an opportunity. More information can be picked up in the Center and by meeting with members of the staff.

### ***Interviewing Opportunities***

During the course of each year, students are provided with opportunities to meet with agencies, organizations, corporations, businesses, schools, Converse alumnae and friends to discuss employment opportunities and strategies. Dates, times and additional details are advertised broadly on campus and through campus media avenues.

### ***Interviewing Technique Workshops***

In collaboration with Converse's Office of Human Resources, the Center offers multiple workshops during the course of each year related to interviewing preparation, skills and strategies. Dates, times and additional details are advertised broadly on campus and through campus media avenues.

### ***Peer Mentoring Programs***

The Center works with various groups of students to provide peer mentoring that enhance student success and achievement. The groups vary based on need and interest. More information can be gathered by stopping by the Center.

### ***Personal Assessments and Inventories***

Students may stop by the Center and take advantage of resources that can serve to clarify personal interests, gifts and talents. Knowing this information can facilitate choices related to college majors, minors, internships, and career goals. Call the Center to schedule an appointment. Books are also available in the Center for students who want to stop in and explore on their own.

### ***PRAXIS preparation***

The Center works with the School of Education to offer opportunities for students preparing for the teaching exams to take advantage of study sessions, evaluations and strategy development. Dates, times and additional details are advertised broadly on campus and through campus media avenues.

### ***Resume Writing***

In collaboration with Converse's Office of Human Resources, the Center offers multiple workshops during the course of each year related to resume preparation and strategies. Dates, times and additional details are advertised broadly on campus and through campus media avenues.

### ***Sign Language Interpreting Services***

Students who are deaf or hard of hearing can find support and interpreter services by working with the staff in the Center.

### ***Sophomore Student Programs***

The Center provides opportunities for sophomores to connect with one another and with strategic individuals and resources that can enhance students' second year. As students progress through their collegiate experience, their needs change. Special programs and events are created with sophomore students in mind. Dates, times and additional details are advertised broadly on campus and through campus media avenues.

### ***Student Success Seminar***

Converse offers a course to all freshmen to support their transition to College. Team taught by faculty and staff with student development expertise, this one-credit course aims to enhance student success and provides introductions to key resources that support such collegiate success in and out of the classroom. Discussions and assignments relate to academic, personal, professional and social challenges in college and identifying strategies for success. This course positively impacts students' overall accomplishment at Converse.

### ***Student Work Study Training and Development***

In collaboration with Converse's Office of Human Resources, the Center offers training and workshops during the course of each year related to the student work study program. Dates, times and additional details will be set by the Center and student workers will be expected to attend in order to develop skills for professional success.

### ***Tutoring and Supplemental Instruction***

The Center for Student Development and Success offers tutoring in all academic disciplines. Undergraduate and graduate students, as well as faculty and staff, offer a wide variety of tutoring opportunities for students. Both group tutoring and individual tutoring sessions are available through the Center. For more information, students may contact the Center directly. Also, specific dates, times and additional details are advertised broadly on campus and through campus media avenues.

### ***Writing Center***

Students may receive support and tutoring in their writing of course papers by working with members of the writing center. This service is located on the second floor in the Mickel Library.

## **COMMUNICATIONS**

The Office of Communications is responsible for managing the College's advertising and publicity programs, producing all major publications, and maintaining the overall image and graphic identity of Converse College. Located in Wilson, Hall, the office encourages students to utilize the resources and experience available to obtain publicity for their events, develop fliers and brochures, advertise in various external publications, and notify local newspapers of their significant achievements

## **COMMUTING STUDENTS**

Converse understands that commuting students may have a variety of interests, experiences, and obligations outside of the College. These interests and obligations are recognized as important to the well-being and personal development of commuting students. Therefore, Converse offers many programs and activities on campus that commuting students find helpful and beneficial to a well-rounded college experience. Converse encourages all students to get involved in many aspects of campus and community life to fully develop skills and interests.

There are two classifications of commuting students: 1) traditional undergraduates and 2) Converse II. Traditional undergraduates are students under the age of 24 who choose to live with parents/legal guardians, maternal/paternal grandparents, or spouses in their permanent residence within a 35-mile radius of the College. Also, traditional undergraduate students with custodial children, and/or student who are married may reside off-

campus. These students are required to abide by the same social and academic regulations as students residing on campus. Converse II is a special program for women 24 years and older. Converse II students are expected to abide by the Honor System and all academic regulations.

**Child Care.** No child care center is available on campus. Do not leave children on campus unattended and please do not take children to class. Babysitting is not permitted in the residence halls (see Residential Life section). Disregard of these guidelines creates problems for Campus Safety and causes inconveniences for faculty and other students.

**Lounge.** A lounge area is provided for commuting students and is located in the Montgomery Student Center Suite 210. Do not take children or leave children unattended in this lounge. It is for resting, socializing, meeting and studying by commuting students.

**Exercise Facilities.** Commuter students may use the physical exercise facilities located in Montgomery and in the Weisiger Center, the showers at any time, and the weight room and pool according to the hours posted each semester. Students may bring guests to swim with them, but guests must stay at the pool with Converse Students.

## DAILY ANNOUNCEMENTS

Students should use Daily Announcements to distribute news and information relevant to the greater campus community. Information can be targeted to students only, faculty and staff only, or the entire campus. Messages to smaller groups, such as your class or organization, should be sent directly to these groups by using the group email addresses.

During the school year the Office of Communications sends the Daily Announcements E-mail at 4:30 pm each business day. The deadline for submitting an announcement is 4:00 pm each business day. During the summer the Office of Communications sends the Daily Announcements E-mail at 8:30 am each business day. The deadline for submitting an announcement is 8:00 am each business day. To submit an announcement, visit <http://intra.converse.edu> and select "Submit Announcements" from the Daily Announcements menu. Announcements may be sent to one of three groups:

- Faculty and staff
- Students (includes traditional undergraduate, Converse II and graduate students)
- Everyone (all of the above)

A limit of 1,500 characters (approximately 200 words) has been set to keep the daily email succinct. Once your announcement is submitted, you may edit it before it is released as long as changes are finalized prior to the 4:00 pm deadline. To edit an announcement, log back into the system, click the "Edit Announcements" link. You can see and edit only announcements that you have entered into the system.

If your announcement requires an attachment, please post it to the public folder "Campus Bulletin Board." Refer readers to your attachment in the body of your announcement in the daily email.

Announcements may be repeated for no more than two consecutive days or three times total.

## EVENT REGISTRATION FORMS

All students, departments, and/or student organizations should complete Event Registration Forms for any activity or event. This form is available in Office of Student Activities, in the SGA office suite, as well as in the Student Life Suite.

## FEES, FINES AND DELINQUENT ACCOUNTS

The College bills tuition, room and board twice a year. Fifty percent (50%) is billed in July for fall term and is due August 15. Fifty percent (50%) is billed in December for spring term and is due January 15.

All fees currently due must be paid in full for a student to receive a diploma or transcript of her records. These fees include tuition, library charges, traffic fines (including other area colleges), health center charges, returned checks, or other charges that may have occurred.

Converse College levies fines in order to enforce the regulations governing the use of the library and the driving and parking of vehicles on campus. Any member of the community has the right to question the regulations governing the enforcement or the fairness of any fine with the appropriate administrative officer. However, ignoring a fine or refusing to pay it will be a violation of the College's authority to regulate campus life and will not be tolerated.

## FUNDRAISING

Student Life must approve all student organization fund-raising requests at least ten days prior to the start of the fund-raiser. Fund-raising Request Forms may be obtained in Student Life.

## GEE DINING HALL

Gee Dining Hall is the main dining facility on campus. The dining program offers meal plans that are designed to fit the way you want to eat. Located in Wilson Hall, Gee Dining Hall provides an array of menu choices to satisfy your dining needs. Features include hot entrees and traditional favorites, deli wrap station, fresh baked pizza, soup and salad bar, display cooking station and a variety of freshly baked desserts. Specific meal times and special events calendars are posted at the entrances to the dining room.

- Converse Dining Services has an open door policy. Managers and staff are here to serve you and encourage your suggestions, questions and concerns. Please feel free to fill out a comment card located behind back campus side register or ask a staff member during meal periods. We would be more than happy to fulfill your request
- Guests are always welcome in Gee Dining Hall. Payment for all Guests, Commuting Students and Faculty or Staff must be rendered at the entrances to the Dining Hall. Current meal prices are posted at the entrances to the Dining Hall. Current students may pay for guest meals by using their flex or expense dollars.
- Removing food service property (i.e., dishes, glasses, silverware) without the permission of the manager is prohibited. To reduce our carbon footprint and keep Converse College's campus clean and green to go cups and boxes are not used. BPA FREE Naglene Bottles or travel mugs are preferred for To Go beverages. You can find these in the Converse Bookstore.
- Gee Dining Hall is an "all you care to eat" facility. Please sit, relax and enjoy the company of your classmates during meal periods. Only the following items may be removed from the Dining Hall; **such as one piece of hand fruit, ice cream cone.** Students may not bring Tupperware or other means of food storage for the removal of any food items.



- Alternate meal arrangements for class conflicts may be arranged with the Dining Hall manager.
- We encourage Converse's Day Students to gather with their friends in Gee Dining Hall. For safety reasons, all students must present their Converse College ID in order to enter the Dining Hall.
- Shoes must be worn in the Dining Hall.
- If you have any dietary needs or restrictions please inform the Dining Hall manager so that we can make sure we accommodate your needs.

Dining services can be reached at extension 9616. Please call or email dining services. You may also visit our website at [www.conversecollegedining.com](http://www.conversecollegedining.com) for weekly menus and information regarding the Dining Hall.

## HARASSMENT POLICY

Converse College reaffirms the principle that its students, faculty, administrators, and staff have a right to be free from harassment of any type. The College will not tolerate the harassment of its students, faculty, administrators or staff by anyone based on an individual's race, sex, color, religion, national origin (including accent), ethnic heritage, physical appearance, sexual orientation, age, disability, or other characteristics protected by the College's Equal Employment Opportunity Policy.

Converse College strictly prohibits harassment during work, during College social gatherings, during business involving the College, or while on College property by an employee (including faculty, administrators, staff), students, or by non-employees (including visitors, vendors and independent contractors).

All faculty members, administrators, and staff in managerial or supervisory positions should maintain their department free from harassment, including sexual harassment and intimidation. All such managers and supervisors should discuss these guidelines with those in their department and assure them that they are not required to endure insulting, degrading, or exploitative sexual treatment, or unlawful harassment of any type. Managers and supervisors must promptly report to the Director of Human Resources any complaint received concerning harassment, including but not limited to sexual harassment. All incidents of harassment reported to the Director of Human Resources shall be forwarded to the Chair of the Harassment Committee for investigation.

Any student, faculty member, administrator, or staff of the College who encounters a perceived problem of harassment is encouraged to report the situation immediately to a supervisory employee, preferably a department chair, dean or assistant dean of a particular school, director of a particular program, member of the Harassment Standing Committee, or the Director of Human Resources. Each complaint will be forwarded to the Chair of the Harassment Committee in accordance with these guidelines. Conduct found to be in violation of these guidelines may result in disciplinary action, up to and including termination of employment, or, in the case of harassment by a student, suspension or expulsion from the College.

All complaints of harassment will be kept confidential to the fullest extent possible. The College prohibits any kind of retaliation against any person who, in good faith, brings a complaint of (or witnesses) harassment to the attention of the College. Retaliation in violation of this policy may result in disciplinary action up to and including termination. Any employee bringing a harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint. Malicious gossip or unsubstantiated hearsay of sexual harassment, however, may irreparably affect the standing of any member of the Converse community, and therefore will not be tolerated. If it is determined that a Complainant willfully made a false accusation of any form of harassment, including sexual harassment, he or she may be subject to appropriate disciplinary action consistent with current College policies and procedures, up to and including termination of employment or, in the case of a false accusation by a student, suspension or expulsion.

All records of any formal procedures initiated under these guidelines shall be retained by the College for a period of at least five (5) years.

Harassment is defined as unwelcome or unsolicited comments or conduct that target a person based on his/her protected characteristic and that is so severe or so pervasive that it interferes with an employee's job performance or creates an intimidating, hostile, or offensive working environment.

Verbal Harassment: Derogatory or vulgar comments regarding a person's race, sex, color, religion, national origin (including accent), ethnic heritage, physical appearance, age, disability, sexual orientation or other protected characteristic. Verbal harassment also includes threats of physical harm. Distribution of written or graphic material which relates to any protected characteristic and which could be viewed as offensive, vulgar or derogatory may also constitute harassment.

Physical Harassment: Hitting, pushing or other aggressive physical contact, touching or threats to take such action may constitute harassment where such actions are based on any protected characteristic.

- A. Definition of Sexual Harassment: Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964, as amended. Sexual harassment is defined by the Equal Employment Opportunity Commission as harassment in which a person covertly or overtly makes "unwelcomed sexual advances, requests for sexual favors, or exhibits verbal or physical contact of a sexual nature when:
1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;
  2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance; or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational or employment environment."
- B. Examples of Sexual Harassment: Sexual harassment may include, but is not limited to, the following conduct:
1. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or grades.
  2. Unwelcome sexual flirtations, advances, or propositions.
  3. Unwelcome graphic or verbal comments regarding an individual's body, clothing, sexual activity, or sexual experiences.
  4. Unwelcome touching or physical contact.
  5. A pattern of display of inappropriate and sexually suggestive objects, pictures, writing, language or drawings.
  6. Unwelcome whistling, staring, or leering at another person.
  7. Unwelcome sexually suggestive or flirtatious gifts, letters, notes, e-mail or voice mail.
  8. Conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person's gender (including jokes, pranks, teasing, obscenities, or rude gestures or noises).

Sexual Harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Consensual sexual or romantic relationships between employees are deemed unwise and are prohibited if one employee has supervisory authority over the other employee. (Refer to the Consensual Relationships Policy in the Administrative/Staff Handbook and the Faculty Handbook).

Such conduct, whether committed by persons of the same or opposite sex, is prohibited by the College whether or not it rises to a level that might legally constitute unlawful harassment.

C. Harassment Committee

Harassment Committee (hereafter the "Committee") shall be appointed by the President of the College consisting of the following:

1. Three standing members of the Committee consisting of:
  - a. The College's Compliance Officer, who serves as a non-voting member and Chair of the Harassment Committee (The Compliance Officer is the Vice President for Finance and Administration);
  - b. A full-time faculty member; and
  - c. A full-time member of administration or staff.
2. The standing members of the Committee appointed pursuant to paragraph C (1)(b) and (c) above shall serve two-year terms and no more than three consecutive terms. Initial appointments of standing members will be made for one and two-year terms to assure yearly rotation of standing members.
3. In addition to standing members of the Committee, the President shall appoint one additional ad-hoc member to the Committee after receipt of a written request by the Chair of the Committee once it appears a resolution of an allegation of harassment cannot be made without a formal hearing. The additional ad-hoc member shall be appointed by the President from the following:
  - a. If the person accused of harassment (hereafter the "Accused") is a member of the faculty of the College, the dean of the academic area involved (Dean of the College of Arts & Sciences, the Dean of the School of Music, or the Dean of Graduate Studies) will be appointed to the Committee. In cases where the dean of an academic area is the Accused, the President shall appoint the dean of either of the academic areas not involved.
  - b. If the Accused is an employee of the College other than a faculty member, the Vice President of the administrative division involved will be appointed to the Committee, except that, in the case of an Accused who works in the administrative division headed by the Vice President for Finance and Administration, the Director of Human Resources shall be appointed. In cases where the vice president of an administrative division or the Director of Human Resources is the Accused, the President shall appoint a vice president of one of the other administrative areas not involved or, if appropriate, the Director of Human Resources.
  - c. If the Accused is a student, the Dean of Students will be appointed. In cases where the Dean of Students is the Accused, the President shall appoint another Dean or Vice President.

The President, in her sole discretion, may (but is not required to) appoint two additional ad-hoc members to the Committee, including the appointment of two students to the Committee in situations where the Accused is a student. However, at all times the Committee shall consist of an odd number of voting members.

In determining whether or not the alleged conduct constitutes sexual harassment or any other form of harassment, the Committee will look at the record of the case as a whole and at the totality of the circumstances (such as the nature of the sexual conduct and the context in which the alleged incident(s) occurred). Such determination must be made from the facts on a case-by-case basis. The findings of fact, conclusions and recommendations of the Committee must be based upon the preponderance of the evidence presented and shall be the result of a majority vote of the Committee.

4. If a Committee member feels that he or she cannot render an impartial and objective decision due to personal or professional relationships with any of the parties involved in the complaint or if a particular member is a material witness to the allegations in the complaint, such Committee member must withdraw from the Committee for that particular complaint. In such event, the President shall appoint an appropriate substitute to serve as an ad-hoc member of the Committee for a decision on that particular complaint.
  5. The President, in her sole discretion, may remove any member of the Committee and replace that member with another person. Reasons for replacement of a Committee member by the President may include, but are not limited to, a lack of impartiality or objectivity, scheduling conflicts which prevent participation in all or part of the proceedings in a particular case or reasons which may come to the attention of the President.
- D. Procedure for Complaints and Investigations: Any student or member of the faculty, staff or administration who feels that they have been the victim of harassment (hereafter the "Complainant") is encouraged to attempt a resolution of or to report the matter as soon as possible in accordance with the following procedure:
1. Step One: Informal resolution. The Complainant may attempt to resolve the matter informally by calling it to the attention of the Accused. If the Complainant does not wish to deal directly with the Accused, or if attempts to resolve the matter informally are unsuccessful, the Complainant may proceed to the next step.
  2. Step Two: Report Allegation(s) of Harassment. The incident of alleged harassment should be reported to any supervisory employee of the College, preferably a department chair, dean or assistant dean of a particular school, director of a particular program, standing member of the Harassment Committee, or the Director of Human Resources. Each complaint received should be reported as soon as possible to the Chair of the Harassment Committee.
  3. Step Three: Informal Review of Complaint by Harassment Committee. The three standing members of the Committee shall, in an attempt to resolve the complaint informally, meet as soon as practicable to discuss the allegations of any complaint received by the Chair of the Committee. The Chair of the Committee shall ensure that a preliminary investigation of the incident has been conducted by the standing Committee members prior to the informal conference. The standing Committee members should, at a minimum, discuss the allegations with the Complainant, the Accused and any witnesses, in order to clarify what occurred and what information is available to substantiate or refute the allegations of harassment. The Committee shall, within five (5) business days from the date of their informal conference, notify the Complainant of their recommendation to resolve the matter informally. If the matter cannot be resolved satisfactorily at this level, the Complainant may request the Chair of the Committee proceed to Step Four.
  4. Step Four: Written Request to President to Appoint Ad-Hoc Members to Committee. Upon request by a Complainant to proceed with a formal hearing, the Chair of the Committee shall send a written request to the President for appointment of additional ad-

- hoc members of the Committee in accordance with paragraph C(3) above. The written notification to the President shall include the name of the Complainant, the name of the Accused, and the names of any witnesses to the allegations of harassment.
5. Step Five: Appointment of Additional Ad-Hoc Members to the Committee. Within five (5) business days from receipt of the written request by the Chair of the Committee, the President shall appoint additional ad-hoc members to the Committee in accordance with paragraph C(3) above. The President shall notify the appointees by letter which shall include the name of the Complainant, the name of the Accused, and the names of any witnesses to the allegations of harassment. The President's appointment letter shall be marked "Confidential" and shall be sent by campus mail to the following persons: the additional ad-hoc members appointed, the Chair of the Committee, the Complainant, and the Accused.
  6. Step Six: Written Request for Addition or Substitution to Committee.
    - a) Within five (5) business days from the date of the President's appointment letter, the Complainant, the Accused, or any member of the Committee may make a written request to the President for appointment of additional ad-hoc members in accordance with paragraph C(4) above.
    - b) Within five (5) business days from the date of the President's appointment letter, Committee members shall notify the President in writing of any conflict of interest or other reason for being unable to serve on the Committee for the particular complaint in accordance with paragraph C(6) above.
  7. Step Seven: Appointment of Additional Ad-Hoc Members to the Committee.
    - a) Within two (2) business days from receipt of a request by the Complainant, the Accused, or any member of the Committee, the President, in her sole discretion, may appoint additional members to the Committee in accordance with paragraph C(4) above. Failure of the President to appoint any additional ad-hoc members to the Committee within two (2) business days from receipt of any such request shall be deemed a determination by the President that she has exercised her discretion not to appoint additional ad-hoc members to the Committee.
    - b) Within two (2) business days from receipt of notification by a Committee member that he or she is unable to serve on the Committee pursuant to paragraph C(6) above the President shall, as set forth in Step Five, appoint a substitute ad-hoc member to serve on the Committee to hear that particular complaint.
  8. Step Eight: Formal Hearing by the Harassment Committee. Upon a determination by the Chair of the Committee that all additional ad-hoc members of the Committee have been properly appointed (and in no event more than 15 business days from written notification by the Chair to the President requesting the appointment of additional ad-hoc members), the Chair shall notify the Complainant, the Accused, all witnesses and all Committee members of the date, time and place for the hearing, which shall be held within five (5) business days of the hearing notification. At the hearing the Committee shall take the testimony of the Complainant, the Accused, and all witnesses previously identified in writing. The Committee may also hear testimony from other persons who may have relevant information about the complaint, but only after notification to the Accused and the Complainant of the names and nature of the testimony anticipated from such persons. A taped recording of the proceedings shall be kept. All proceedings during the hearing are confidential. The Chair of the Committee may sequester all witnesses, except the Accused and the Complainant. The Committee shall not be required to follow strict rules of procedure or evidence, but shall endeavor to afford fundamental fairness and substantial justice to all parties involved. No party to the hearing (including the Accused and the Complainant) shall be entitled to be represented by legal counsel or otherwise at the hearing.
  9. Step Nine: Committee Findings. After hearing all of the evidence presented at the hearing, the Committee shall prepare written findings of fact and a determination of whether the Accused harassed the Complainant. If the Committee finds that harassment has occurred, it shall recommend a sanction to the President. Possible sanctions include, but are not limited to: an official warning, suspension, disciplinary probation, dismissal, or expulsion. Conditions, restrictions, or prohibitions may be also recommended with any sanction. Within two (2) business days from the date of the hearing, the Chair of the Committee shall deliver to the President, or her designee, the Committee's written findings of fact, its determination as to whether the harassment occurred and, as appropriate, its recommended sanction. The outcome of the hearing as reported by the Chair of the Committee to the President shall be maintained by the College as follows: in the case of an allegation of harassment by an employee of the College, in the employee's personnel record maintained by the Human Resources Office, or in the case of an allegation of harassment by a student, in the student's disciplinary file maintained by the Dean of Student's Office. If the Committee finds that no harassment occurred, it shall issue a written report to that effect to the Accused, the Complainant and to the President.
  10. Step Ten: Determination of Sanction by President or Her Designee. After receiving the written report of the Committee containing a determination that harassment occurred, the President or her designee, shall determine the sanction to be imposed, if any. In making this determination, the President, or her designee, shall not be bound by the findings of fact, determination as to whether the harassment has occurred or the recommended sanction submitted by the Committee. A written determination of appropriate sanction shall be forwarded to the Chair of the Committee, the Accused, and the Complainant, by campus mail.
- E. Appeal.
- The Complainant and the Accused may discuss any questions or concerns regarding the findings and determination of the Committee or the sanction imposed with the President, or her designee. If the Complainant or the Accused is not satisfied with the findings of the Committee, the determination as to whether the harassment occurred and/or the sanction imposed, he or she may appeal to the President, or her designee, in writing within five (5) business days from receipt of the Committee's written findings or written notification of the sanction imposed. The President, or her designee, shall make such inquiry into the appeal as she deems appropriate and shall have the sole discretion to modify any action previously taken. The President shall notify the Accused and the Complainant of her decision on the appeal within ten (10) business days from receipt of such appeal.

## HEALTH RECORDS POLICY

The Health Services of Converse College is committed to providing quality health care to the student. Our requirement is that all incoming undergraduate students submit a completed health form which includes the required immunizations. The health form gives Health Services the needed information to provide health care to the student. If the record is received and is incomplete, a letter will follow explaining what is needed. **If no record is received, the Registrar's Office will be notified and a hold will be put on registration until reviewed by Health Services.**

## INTERCOLLEGIATE ATHLETICS

Intercollegiate athletics is an important and necessary facet in the growth and education of the Converse woman. "Competition under the NCAA's fundamental principles of sportsmanship, ethical conduct and amateurism is of value to individual students, to members of the immediate collegiate community and to the larger institutional constituency." Converse is committed to these principles and those included in the philosophy of the athletic department. By offering seven NCAA intercollegiate sports (basketball, volleyball, cross country, soccer, tennis, swimming, and lacrosse) it is our hope that students will learn the values set forth in the mission of the College and the philosophy of the department.



## **INTERCOLLEGIATE ATHLETICS PHILOSOPHY AND PURPOSE**

The philosophy of the Converse College Department of Intercollegiate Athletics is to reaffirm the convictions of our founders so that we provide a powerful environment for a Converse woman to reach her full athletic potential. We offer Converse students the opportunity to participate in a competitive sports environment that will help them learn the value of teamwork and leadership. The strengths of our student-athletes will be measured not only by their physical abilities but also, as our founder's vision affirms, by their ability "to see clearly, decide wisely, and act justly."

The Athletic Department encourages the growth of each student - emotionally, socially, physically, and academically. Our athletic program enhances our strong academic curriculum. We are resolved to continue to promote excellence in women's education.

The Athletic Department will follow the letter and spirit of the rules and regulations of the National Collegiate Athletic Association (NCAA). We will ensure that all athletic contests, practices, and related activities are conducted in compliance with the principles of fair play and amateur athletic competition as defined by the NCAA.

The Athletic Department will promote pride in our College among faculty and students and our surrounding community. In addition, we will demonstrate a strong obligation to, and appreciation of, the College and the alumnae and friends who support the program.

## **JULIA JONES DANIELS CENTER FOR LEADERSHIP AND SERVICE**

The mission of the Center for Leadership and Service is to support the mission of the College by preparing students to be leaders in their community, giving them skills and experience working to create change, and assist students in their development of a global experience.

The Center focuses on Service Learning, Community Service, and Leadership Programs. Contact the Student Life Office, 596-9016, for additional information.

## **LEADERSHIP PROGRAMS**

### **Daniels Leadership Program**

The Daniels Leadership Program (DLP) is a four-year leadership program especially designed to prepare women for ethical and effective roles of leadership during both their college experience and their postgraduate careers. DLP emphasizes the integration of academic knowledge and co-curricular experience, stressing sound scholarship and leadership excellence. DLP provides a holistic, comprehensive and uniquely structured leadership-learning program, relying heavily on experiential learning and teamwork.

### **Emerging Leaders**

Emerging Leaders is designed to introduce students to leadership concepts and theories, social action models, and help build connections in the campus and Spartanburg community.

### **Leadership Speaker and Seminar Series**

Leadership Speakers and Seminars are offered throughout the year on various leadership topics. Topics range from personal leadership, organizational leadership, and advanced leadership, as well as special topics. The series is open to all interested students.

### **Leadership Library**

Located in Student Life, the Leadership Library is a resource available to all members of the Converse Community. Materials focusing on team building, leadership skills, goal setting, diversity, and icebreakers, as well as other topics, are available for checkout.

### **Training and Consultation**

The Student Life staff is available to do training with, or consult with chartered organizations. Training and consultations cover many issues, to include: dealing with difficult people, cultural diversity, goal setting, retreat planning, motivating members, running effective and interesting meetings, giving meaning to your group, and team building.

## **SERVICE PROGRAMS**

In addition to the programs listed below, Converse has a variety of student organizations that focus on and or involve community service. See the student organizations section of this handbook and/or contact the Student Life Office for additional information.

### **Project Serve**

This student organization plans and implements a variety of one-time and on-going service projects available to the entire campus. With Project Serve, every student can be involved with Service! Service projects focus on four social issues important to the Converse and Spartanburg communities: Youth and Children, Environment, Homelessness and Poverty, and Domestic Violence and Women's Issues.

### **Bonner Leaders**

The Converse College Bonner Leader program is a part of the Julia Jones Daniels Center for Leadership. Bonner Leaders serve 750 hours at a non-profit organization in the Spartanburg community. The service hours are completed over two years and students receive an educational award upon completion of their service. The Bonner Leader program is also associated with the Corella & Bertram F. Bonner Foundation.

## **MAILROOM**

The College Post Office provides a place where stamps may be purchased and packages mailed. The College Post Office is not equipped to handle insured, registered, or C.O.D mail. Students will be issued a combination for their mailbox. Students will keep the same box all four years at Converse. All first class mail is forwarded home for the summer.

A 24-hour notice for stuffing mailboxes will be mandatory. No one is allowed behind the window at any time, unless permission is given. All students, boarding and day, are required to check their on-campus mailbox on a regular basis.

## **MAINTENANCE**

Routine maintenance repairs in the residence halls need to be turned in to the Community Advisor on the floor. Maintenance emergencies should be reported to one of the CAs or the RC/AD in your building. If neither a CA nor RC/AD in your building can be reached, maintenance emergencies need to be reported to Campus Safety (9026). Emergency situations include power outages, gas/water leaks, flooding, heating or air conditioning problems, snow and ice removal, etc.

## MICKEL LIBRARY

All students must use their Mickel Library or Converse ID card to check out library material. Using another student's card is a violation of the Honor Code.

Please observe the following library policies:

### A. Regular Circulation

1. Converse students may check out books, scores, and recordings for three weeks. Reference material and periodicals do not circulate. Loan periods for videos vary from three days for undergraduates to five days for Converse II and graduate students who live away from campus. Students must purchase their own copies of assigned textbooks, test preparation guides, and performance scores for studio practice or public performance.
2. Students may renew a circulating item once unless another borrower has requested it. Renewal must occur before an item becomes overdue and may be made by phone, at the Circulation Desk, or directly by the borrower from the library's website.
3. **All library material must be returned to one of the two designated book drops at the library or handed directly to a Circulation Desk employee. The library is not responsible for material left in any other location on campus.**
4. Students writing an honors thesis may request an extended loan period on necessary research materials for the duration of the term with the understanding that one or more items must be returned within 24 hours if recalled by the library.
5. Students may not remove library material from the building unless it has been properly checked out. Failure to check out material will be considered theft and is a violation of the Honor Code. The library reserves the right to inspect the belongings of anyone leaving the building.

### B. Overdue Material and Fines

1. Overdue notices are sent as a courtesy by the library. Failure to receive a notice does not excuse a student from paying a fine. The following rules govern fine payment:
  - a. The overdue fine for regular circulating material and interlibrary loan items is 25 cents per day per item. The fine for certain media equipment, videos, DVDs, and reserve items is \$1.00 per day per item. The fine for 4-HOUR RESERVE (library use only) items is 50 cents per hour per item. Fines may be paid at the Circulation Desk whenever the library is open. Borrowing privileges will be suspended when total fines reach \$5.00. All fines must be paid in full before borrowing privileges will be restored.
  - b. Credit for academic work done during a given term or semester will be withheld until a student pays all library fines.
2. The library will determine the cost of repairing or, if necessary, replacing any library material that was damaged while checked out to a borrower. The fine covers the cost of repair or replacement, plus processing and cataloging expenses. The student's borrowing privileges will be suspended until this bill is paid.

### C. Reserves

Each semester, professors may place items on reserve in the library. These items can be requested at the Circulation Desk. Loan periods will vary according to the professor. Reserve material may not be renewed or placed on hold.

### D. Official Recall

1. The library reserves the right to recall material at any time.
2. Material that has been recalled is due in the library within 24 hours of notification.

### E. Periodicals and Reference Material

These materials may not be taken from the library without the permission of a librarian. Students should restrict such requests to special cases, and a librarian will decide if the request is justified.

### F. House Rules for Library

1. Smoking is not allowed in the library.
2. Food and drink are allowed in the library on a limited basis.
3. Students may use the telephone in the first-floor hallway for local calls. (Dial 8 for an outside line.)
4. Library users may speak in a normal conversational tone in any part of the building that is not designated as a quiet study area. In quiet study areas, located on the upper floors, conversational volume should be kept low.
5. Cell phone use in the library should be kept to a minimum. Ring tones should either be muted or kept at the lowest level.

### G. Other Services and Facilities Offered by the Library

1. Converse students may utilize the Interlibrary Loan service to request material not available in Mickel Library. Loans typically arrive within three to fourteen days. If other libraries are unable to fill a request, the student will be advised that their interlibrary loan material could not be obtained. Requests should be placed through the Interlibrary Loan Request link on Mickel Library's website.
2. In addition to traditional interlibrary loan, Mickel Library offers "PASCAL Delivers," a service that allows users to borrow books and other non-periodical material from college and university libraries in South Carolina. Items typically arrive in five days or less.
3. Open study carrels and individual student desks are located throughout the library.
4. Material in Archives and Special Collections may be accessed only by appointment with the Archivist.

## OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities, located in Montgomery Student Center, assists students with information regarding campus and area events. Events for students and campus traditions are planned in conjunction with this office. This office works closely with the Student Government Association as well as the Student Activities Committee. Additionally, this office is the hub for information regarding and serves as a resource for clubs and organizations on campus. Finally, New Student Orientation is planned through this office.

## PUBLICIZING INFORMATION

The bulletin boards on campus are designed for SGA-chartered organizations, classes, and the community. It is expected that the "user" of the bulletin board keep the materials on the board up to date. If an organization requests to obtain additional bulletin board space, they must contact Student Life for approval.

- A. Prior to publicizing any special event, a SGA - chartered organization must complete and event approval form with the Director of Student Activities and Orientation.
- B. Every student and/or organization is encouraged to publicize all activities in which the Converse College Community has the opportunity to be involved. All dates should be entered on the Web Calendar.
- C. Any non-chartered SGA organization or off-campus department or organization wishing to post signs, posters, and flyers must obtain a stamp of approval by Student Life prior to dissemination. Anything without a stamp of approval will be removed from public areas and internal residence halls.

- D. All publicity must bear the following information:
  - 1. The name of the activity.
  - 2. The time of the activity.
  - 3. The location of the activity.
  - 4. Who is responsible for the activity.
  - 5. Dates which publicity should be displayed.
- E. All publicity must be removed within two days of the date of the activity by the individual or organizations responsible for posting it.
- F. **Only the use of blue painters tape is allowed to post publicity.**
- G. The use of chalk is not allowed on campus buildings or covered areas.
- H. Publicity may not make reference to alcohol or tobacco products.
- I. The following are acceptable ways of publicizing approved events on campus:
  - 1. Bulletin Boards
    - a. Students may use the bulletin boards outside of Student Life, the College mailroom, the residence halls, and the academic buildings.
    - b. Notices must be no larger than 10" x 14" in size.
  - 2. Fliers
    - a. May be sent through campus mail.
    - b. May be delivered personally in residence halls.
    - c. May be posted on appropriate bulletin boards.
    - d. **May not be posted on entrance doors with windows.**
  - 3. Table Tents
    - a. **May be placed on tables in the Dining Hall (should notify the Director of Dining Services).**
    - b. May be placed in Sneakers (should notify the Director of Dining Services).
  - 4. Banners
    - a. May be hung in Montgomery Lobby in designated locations.
    - b. Contact Student Life for a work order to hang any banners. Work orders must be completed at least two weeks prior to the date the banner is to be hung.
    - c. May be hung on Dining Hall windows (should notify the Director of Dining Services).
  - 5. Residence Halls
    - a. Fliers must be approved by the Assistant Dean of Students and will be placed in the CA, RC, and Assistant Director boxes for posting by the Residential Life Staff.
    - b. Any counting or preparation of fliers must be done by the advertiser.
    - c. CAs and RCs will not post material that is not approved.
  - 6. Student Mailboxes
    - a. One copy of the material must be stamped as approved by Student Life and delivered to the mailroom with the fliers.
    - b. Fliers must be at least 1/3 of an 8 1/2 x 11 sheet of paper.
    - c. Off-Campus businesses and agencies will be charged a \$15 advertising/distribution fee in order to place materials in student boxes, and these materials must also be approved by Student Life.
  - 7. Web Calendar
 

Go to [www.converse.edu](http://www.converse.edu), then to "calendar of events." From the calendar page, select "Post or Edit Events: Login" on the right side of the page. Enter your username and password (the same one you use for the Converse network). You are now on the intranet site and should select "Post Events" under the calendar column. From there on, fill in the requested information on the screen (if logging in for the first time, you will be prompted to enter your name, email, and contact info). If edits need to be made later, follow the same instructions as above except select "Manage Events" instead of "Post Events."

Note: The Website will code each event you enter to your username and password, which will prohibit others from editing your information. This should be taken into consideration when designating the appropriate person to add events to the web calendar.
  - 8. All other ideas must be approved by Student Life.
- J. Publicity may not be placed on the following:
  - 1. Trees, street signs or utility poles
  - 2. Entrance doors with windows or walls of campus buildings.
  - 3. Car Windshields

If there are any questions regarding publicity, please see the Director of Student Activities and Orientation.

## RELIGIOUS LIFE

Converse College recognizes the fact that religious and spiritual development is an important part of a college education for many students. The College employs a full-time chaplain and charters several religious groups, led by students and local ministers from Spartanburg, to foster the spiritual growth of students.

### The Chaplain's Office

The Office of the Chaplain provides programs and support to nurture the spiritual growth of Converse students, faculty and staff within their own faith traditions, and to promote awareness of various religious expressions. The Chaplain is available to you whether you come from a "churched" background, a religion other than Christianity or no faith tradition at all. Through fellowship, prayer, outreach, study and worship, members of the Converse community can deepen their understanding of spirituality and service. This integration of personal reflection and social action leads to the fulfillment of the Converse College Founder's Ideal to "see clearly, to act justly, and be faithful to God and humanity."

Learning about different Christian denominations and other religious traditions helps students to affirm what they already believe and enables them to relate to people from diverse backgrounds with respect. The College is committed to assisting students in developing these interpersonal skills which are essential for living and working productively in our global society. This commitment stems from the Founder's Ideal, which states that Dexter Edgar Converse wished for the College to be "liberally and tolerantly Christian."

For specific information or questions about services, programs and local places of worship, students are asked to contact the Chaplain at 864-596-9078 or to visit the Chaplain's Office in the Montgomery Student Center.

## Student Ministries

The Student Christian Association (SCA) is a major campus organization that assists the Chaplain in programming and also acts as a unifying body for the various Christian ministries serving Converse students. Baptist Collegiate Ministries and the Presbyterian Student Association provide full-time campus ministers whose outreach includes Converse, Wofford, University of South Carolina Upstate and Spartanburg Methodist College. The Canterbury Club (Episcopal) and the Newman Club (Catholic) are led by Converse students and supported by local parish priests. Campus Crusade for Christ and Fellowship of Christian Athletes are also student led and assisted by local ministers and faculty advisors. Jewish students can find fellowship and support at the B'Nai Israel Temple close to the campus. The New Age Exploration group welcomes students who want to learn about New Age religions, practices and beliefs as well as promoting an educational and open-minded approach to a changing society. For those interested in starting your own student religious organization or Bible study, please contact the Chaplain directly.

## SEXUAL MISCONDUCT POLICY

(The following is a summary of the College's Sexual Misconduct Policy; the complete document is available in Student Life.)

Sexual misconduct threatens Converse's community of trust because it endangers the physical and emotional safety of its members, offends the dignity and violates the autonomy of its members, and disrupts the academic progress of survivors during their recovery. Sexual misconduct is a serious violation of the community's trust and will not be tolerated.

Sexual misconduct by a student or employee may result in disciplinary action under the College's policies and procedures and may be prosecuted under South Carolina criminal statutes. Even if the criminal justice authorities choose not to prosecute, the College can pursue disciplinary action, and such action could result in dismissal from the College. The College encourages all members of its community to be aware of both the consequences of sexual misconduct and the options available to survivors. It is the policy of the College to encourage survivors to report all incidents and violations to the law enforcement officials or agencies with appropriate jurisdiction and avail themselves of all the services and rights to which they are entitled by law.

### A. Definition of Sexual Misconduct

Sexual misconduct is defined as sexual contact without consent and includes: intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. Lack of consent is presumed when the sexual contact is committed either by force, intimidation, deceit, or when the victim is mentally incapacitated or physically helpless.

Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual misconduct. Verbal misconduct may constitute sexual harassment, which is also prohibited under College regulations and is specifically addressed in the *Student Handbook*, *Faculty Handbook*, and *Administrative/Staff Handbook*.

### B. Procedures for Survivors

#### 1. Getting Immediate Care

- If the sexual misconduct occurred on campus, contact: **Converse Campus Safety at 596-9026** and **Safe Homes/Rape Crisis at 583-9803** (24 hour Answering Service).
- If the sexual misconduct occurred off-campus, contact: **Spartanburg Police at 911 or 596-2076** and **Safe Homes/Rape Crisis at 583-9803**.

#### 2. Collecting Evidence

The sooner the sexual misconduct is reported, the easier it is to collect valuable evidence. Medical attention is crucial to assess possible internal injuries or sexually transmitted diseases, as well as to collect medical evidence, should the survivor choose to pursue prosecution. To facilitate evidence collection, the survivor:

- should not bathe or douche,
- should not urinate,
- should not drink any liquids,
- if oral contact has occurred, the victim should not smoke, eat, or brush teeth,
- if you change your clothes, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence).

Physical evidence can be obtained up to 72 hours after the sexual misconduct, recognizing that as time passes, the quality of the evidence diminishes. Campus Safety, Spartanburg Police, or Ambulance may transport the survivor to an area hospital for medical attention and a rape protocol exam. If the survivor does not want to contact the police, a friend or relative may transport the survivor to the hospital.

If the survivor chooses not to go to a hospital, the survivor is strongly urged to seek appropriate medical attention. Converse Health Services on campus (596-9258) provides quality confidential medical services, or the survivor may choose to visit another physician.

#### 3. Reporting the Incident

All survivors of sexual misconduct are encouraged to report the incident to appropriate law enforcement agencies. If requested, College personnel will assist the survivor in notifying these authorities. A student survivor may also choose to file a report with Campus Safety at 596-9026 or with the Assistant Dean of Students in Student Life at 596-9016.

Reports of misconduct that have occurred off-campus may also be made to either Campus Safety or the Assistant Dean of Students who will then assist the survivor in locating the appropriate on-campus and off-campus resources for assistance.

Whether legal or disciplinary action is desired, an anonymous report may be filed, at any time, with the College Counseling Services (596-9595) or Health Services (596-9258).

#### 4. Initiating the Disciplinary Process

- To challenge the hearing board on conflicts of interest which will be evaluated by the Dean of Students.
- To know ahead of time the names of witnesses to be called in the hearing.
- To have someone accompany her/him through the hearing. All participants will be bound by the rules of confidentiality governing the hearing.
- To not have irrelevant sexual history discussed during the hearing.
- To a closed hearing, unless all parties agree otherwise.

- To remain present for the entire proceeding and to inspect evidence presented, assuming the survivor maintains appropriate decorum during the proceedings.
  - To be informed in a timely manner about the outcome (and sanction if applicable) of the hearing.
  - To not have her/his identity revealed outside the confidential proceeding without consent.
  - To know the status of the case any time during the judicial process.
- C. Procedures for the Accused Student
1. Hearing Formats
 

Individuals thought to have relevant information or testimony, including the accused student, will be contacted and interviewed by appropriate College officials. If sufficient information is available to conclude there are “reasonable grounds” to do so, the College will issue charges from the code of conduct and will conduct a hearing following one of three possible formats:

    - a pre-hearing adjudication in which the charged student accepts responsibility for the charge(s) and requests to have sanctions determined by the hearing authority, Dean of Students, without a formal hearing.
    - administrative hearing in which a College official, the Dean of Students or Dean of the College of Arts and Sciences, is authorized to consider testimony and act as hearing officer, deciding whether the accused is responsible for the charge(s) as issued, and what the College response or sanction, if indicated, would be.
    - a hearing before a Campus Judicial Board, a group of faculty, staff and students who are trained and authorized to conduct hearings to determine responsibility and appropriate sanctions. The Campus Judicial Board members are: Chair of Honor Board, Chair of Civitas Council, Assistant Dean of Students, either the Dean of the College of Arts and Sciences or the Dean of the School of Music, and the Dean of Students (chairperson).
  2. Hearing Procedures
 

In each of these hearing formats, the burden of proof shall be on the College as the complaining party. Decisions regarding responsibility for charges shall be based on a preponderance of evidence” standard, meaning responsibility does not have to be proven beyond a reasonable doubt. The College need only demonstrate that the charged student is more likely than not responsible for the charge. Regardless of the format chosen, hearing officers will not be restricted by technical rules of evidence. In these informal, non-adversarial hearings, there is no formal cross examination. Reasonable accommodations may be made in hearing procedures, e.g. indirect questioning or special seating arrangements in the hearing room.
  3. Sanctions
 

Possible sanctions include expulsion, suspension for a period of time, disciplinary probation, restitution, educational tasks, an official warning, or any combination of these. Conditions, restrictions, or specific prohibitions may be issued with or attached to any of these sanctions. The outcome of the hearing shall be reported as a violation of the College Sexual Misconduct Policy in the student’s confidential record maintained in Student Life.
  4. Appeal
 

If the accused student wishes to appeal the hearing board’s outcome or sanction, she/he may appeal to the Appeals Board of the College, as stipulated in the *Student Handbook*.
  5. Rights of the Accused Student
    - To an explanation of the charges.
    - To an explanation of the campus judiciary process.
    - To state a preference as to whether a campus hearing will be held by administrative staff or hearing board. The Assistant Dean of Students will determine the type of hearing to be held.
    - To be presumed innocent.
    - To a fair, impartial, speedy hearing.
    - To have someone accompany him/her through the hearing. All participants will be bound by the rules of confidentiality governing the hearing.
    - To remain present for the entire proceeding and to inspect evidence presented, assuming the accused student maintains appropriate decorum during the proceedings.
    - To know ahead of time the names of witnesses to be called in the hearing.
    - To remain silent.
    - To testify on his/her own behalf.
    - To be free from a second hearing on the same charge after the student’s actions have been found not in violation of the code of conduct.
    - To be informed in a timely manner of the board’s findings and of the outcome of the hearing.
    - To appeal the decision of the hearing board.
- D. Support Services for Survivors and Accused Students
- Safe Homes/Rape Crisis of Spartanburg** is an off-campus resource that provides confidential services for assault survivors, no matter when the assault occurred. Services include: crisis intervention; advocacy throughout medical, police interviews, and legal proceedings; and individual counseling. Individual and group therapy is provided on a sliding scale fee basis. 158 West Main Street, Spartanburg, 583-9803, 24-hour answering service.

**Counseling Services** is an on-campus resource that provides free and confidential short term counseling for students. The Counseling Center is located in Andrews Building, (Wellness Center) 596-9258. The Center also has a list of local counseling resources for referrals off-campus.

**Health Services** is an on-campus resource that provides nursing assistance and access to local physicians and is also located in the Andrews Building, (Wellness Center) 596-9258. Health Services will also provide referrals to off-campus medical resources.

**Student Life** is available to assist students with locating resources for assistance, filing a disciplinary complaint, explaining judicial procedures, notifying instructors of absences or other needs, helping with housing needs, and/or helping a student withdraw. Student Life is located in Montgomery Student Center, 596-9016.

**South Carolina Bar Association, Lawyer Referral Service** can assist students in finding an attorney to represent her/him in civil and criminal proceedings. The phone number is 1-800-868-2284.



#### E. Educational Resources

The following offices within the College and the Spartanburg community provide a variety of educational offerings. There are many videotapes, books, brochures, and materials that are available for viewing and/or checkout. There are also a number of activities each year on-campus that focus on such issues as sexual misconduct. These activities include: New Student Orientation programs for students and parents, Natural High Week, Health Fair, Self-Defense programs, and many others.

For more information the following offices should be contacted:

##### **Campus Resources**

Office of Student Life, Montgomery Student Center, 596-9016  
Campus Safety, Towne House, 596-9026  
Chaplain's Office, Montgomery Student Center, 596-9078  
Counseling Services, Wellness Center, Andrews Building, 596-9595  
Health Services, Wellness Center, Andrews Building, 596-9258  
Wellness Library, Wellness Center, Andrews Building, 596-9258

##### **Community Resources - Area Hospitals:**

Mary Black Hospital, Spartanburg, 573-3000  
Spartanburg Regional Medical Center, Spartanburg, 560-6000  
Carolina Center for Behavioral Health, Greer, SC, 1-800-866-HOPE  
Marshall I. Pickens Hospital, Greenville, SC, 1-800-356-8988  
Safe Homes/Rape Crisis of Spartanburg, 158 West Main Street, 583-9803  
Mental Health Association of the Piedmont, 153 North Spring Street, 582-3104  
Spartanburg Area Mental Health Center (24 hr. emergency #), 250 Dewey Avenue, 585-0366

### **SMOKING POLICY FOR CONVERSE COLLEGE**

Converse College and The American College Health Association supports the findings of the Surgeon General and acknowledge that any form of tobacco use, whether active or passive, is a significant health hazard. The Environmental Protection Agency and the National Institute for Occupational Safety and Health have both classified that second-hand smoke is a known carcinogen (cancer causing). Converse College realizes that a tobacco-free environment cannot be attained simply or immediately, but we can take some positive steps to ensure a healthier environment. Additional research has shown that promotion of tobacco/smoke-free environments can lead to a substantial reduction in the number of people who smoke, the amount of tobacco products used, and the number of people exposed to second-hand smoke. Converse College's goal is to provide a safe, healthy, and comfortable environment in which all members of our campus community can live and work. We intend to institute a policy which will respect the rights of both those who use tobacco products and those who do not use tobacco products. We will also provide our faculty, staff, and students with tobacco education, prevention, and cessation information.

The policy listed below does allow for smoking and use of tobacco products outside of most buildings on our campus. We do not permit the use of these products near doorways or main walkways.

Smoking is prohibited in Converse-owned or leased buildings or vehicles. In addition it is prohibited in all non-fixed seating areas on campus such as concerts, college receptions and outdoor sporting events. It is the expectation that smoking not occur in the parking lots or walkways as there are not ashtrays present and non-smokers will not be able to avoid the second-hand smoke. It is not permissible for students, faculty, staff, or guests to smoke at the entrances of buildings.

Smoking is permitted outdoors only where ashtrays are present. It is expected that tobacco residue/trash be placed in assigned containers. Ashtrays are available at the following locations:

- On the walkway under the covered wing between Mickel Library and Carmichael
- On the patio to the left side of the entrance of Weisiger(not in front of the building)
- On the patio to the right of the entrance of Dexter Hall
- In the covered walkway between Pell and Wilson Hall
- On the lower outside patio of Montgomery, near the exterior pool entrance
- On the Stalnaker Patio at Blackman Music building
- On the lower outer terrace of Williams and Belk Halls
- On the patio behind the Milliken Art gallery (the side near Belk hall)
- On the brick patio near the Gwathmey Gardens
- On the second and third floor porches of Cudd Hall (not on the first floor porches which are entrance doorways )
- On the outer two benches near Twichell, but away from the doorways
- On the loading dock outside of Gee Dining Hall (at the base of the steps)
- On the back area of the Facilities building away from the doorway and walkway and on the side facing the parking lot away from the doorway
- At the table near the loading dock behind Twichell
- Events smoking may be permitted by prior approval.

The sale or advertisement of all tobacco products or their use shall be prohibited on Converse College's campus and in all publications. All members of the Converse community, including visitors and vendors working on this campus, are expected to comply with this policy.

This policy relies on the consideration and cooperation of tobacco users and non-users. The hosts of events involving the public are responsible for informing their patrons of the nearest smoking area and enforcing this policy. This communication can come in the form of an announcement or written inclusion in the program.

This policy will be enforced by the community of Converse by our mutual respect.

Failure to follow this policy by Faculty and Staff may result in disciplinary action up to and including discharge. Failure on the part of students to follow this policy may result in a violation adjudicated by the appropriate board or administrative sanctioning, which could include but is not limited to community service, monetary fines, and/or suspension from the College.

## **SNEAKER'S CAFÉ**

Sneaker's Café is located inside Loafer's in the Montgomery Student Center. The Café features freshly prepared grilled favorites, smoothies and delicious sandwiches and salads featuring weekly specials. Need to grab lunch in a hurry? Sneaker's is the perfect place to grab a quick bite and go. Sneaker's also offers a variety of great snacks and treats.

- A. Please remove your trash from your dining table and place in the receptacles located inside Sneaker's Café.
- B. Please remember to use the recycle bins for all plastic, aluminum or glass items.
- C. Please place recycled cardboard trays on top of recycling bin so that the Sneaker's staff can recycle them with their cardboard.
- D. Only Food Service Company employees are allowed in the kitchen.
- E. Students must present their Converse College ID in order to eat at Sneaker's Cafe
- F. Please feel free to fill out comment cards located in Sneaker's with suggestions and questions. The Sneaker's staff would love to fulfill all requests.

Specific questions concerning Sneaker's Cafe should be directed to the food services office at extension 9617 or campus email.

## **SOLICITING BUSINESSES AND ORGANIZATIONS FOR ADVERTISING OR SPONSORSHIP OF CONVERSE COLLEGE PROGRAMS AND PUBLICATIONS POLICY**

Converse seeks to uphold the College's mission and purpose in our efforts to solicit advertising and sponsorship support (including prizes and gifts) from businesses and organizations. We recognize that there is perceived College endorsement of businesses and organizations that support Converse and of advertising content in Converse publications. Therefore, the administration has final discretion as to whether any business or organization should be solicited for the requested purpose and may place appropriate restrictions on content of advertisements.

Any Converse organization or individual seeking to solicit support for a Converse program or publication must receive prior approval from the Office of Development and Office of Communications. A solicitation request form, including the list of businesses and organizations to be solicited, the purpose of the solicitation and how funds or advertisements will be publicized, should be submitted to the Office of Development. The Office of Development will circulate the request to the Office of Communications, and a response will be given within one week. Once approval is granted, solicitation may begin. A gift-in-kind form must be completed for each business that provides goods or services. Forms are available in the Office of Development. The Office of Communications must review and approve all advertisements before printing.

## **SOLICITATION POLICY-MONTGOMERY LOBBY**

A solicitation policy has been established for outside vendors who wish to use Montgomery Lobby for solicitation of products. Solicitation within the residence halls, dining hall, administrative offices, and academic buildings is strictly prohibited. Student Organizations wishing to fundraise must obtain a Fundraising Request Form from the Office of Student Life.

Student Life has established the following guidelines for use of table space for means of solicitation in the Montgomery Lobby.

1. Reservations for the use of Table and/or space in Montgomery Lobby must be made at least 7 days in advance with Student Life by calling 596-9016. A reservation must be confirmed through a signed Agreement to use Montgomery lobby. Student Life will handle all work requests for Tables and Chairs. Unattended solicitation in the form of catalogs, fliers, etc. will be removed.
2. A fee of \$25 per day will be charged. For this fee, an 8' table and two chairs will be provided. Payment must be received within 7 days of scheduled day of use.
3. Tables are rented on a first-come/first-serve, space available basis. Priority is given to campus-sponsored events.
4. Table(s) will be placed in a location that will benefit the vendor without interfering with daily operations.
5. Taping of anything to doors, windows, or any painted surface is strictly prohibited. All displays must be on the table.
6. The \$25 fee includes publicity to the campus community through fliers provided by the vendor, organization, or department.
7. Solicitation is restricted to the hours between 8:30 am and 5:00 pm, Monday through Friday. Summer hours are 8:00 am - 5:00 pm, Monday through Thursday, and 8:00 am - 1:00 pm on Friday.
8. No companies offering credit cards to students will be permitted on campus.

## **STUDENT GRIEVANCE PROCEDURE**

If a student has a concern about a policy or general procedure of the College, she may either direct her concern to the office responsible for the oversight of the policy/procedure or she may address her concern through the resolution process of the SGA Student Senate as outlined in the SGA Constitution. In compliance with the regulations of Title IX of the Higher Education Act of 1965, as amended in 1972, and Section 504 of the Rehabilitation Act of 1973, Converse College has established the following procedure for students to pursue grievances against faculty or staff members:

**Step One**—The student should request a conference with the employee (professor or staff member) against whom the student has a complaint in order to discuss the problem. The conference must occur within ten working days of the incident. The employee will make an effort to resolve the issue equitably and informally and will send a written response to the student within three working days of the conference.

**Step Two**—If the employee's response is not satisfactory, the student may send a formal written complaint with supporting evidence and documentation to the department chair or other immediate supervisor of the employee against whom the student has the grievance within three days. The department chair or supervisor will acknowledge receipt of the complaint in writing within three working days and will respond to the student in writing within ten working days of receipt of the complaint.

**Step Three**—If the response of the department chair or supervisor is not satisfactory, the student may notify the dean of the school or college in which the student is enrolled or the employee's senior administrator of that fact in writing within three days. The dean or administrator will acknowledge receipt of the complaint in writing within three working days, will consider the accumulated evidence, interview any of the parties concerned at his/her discretion, and reply to the student in writing within ten working days of receipt of the complaint.

**Step Four**—A student who is not satisfied with the disposition of the matter may request a formal grievance hearing by notifying the Dean of Students in writing within three days of receipt of the dean or senior administrator's response. The request should explain the complaint and should include copies of all letters written and received, as well as supporting evidence and proper documentation. The Dean of Students will serve as Chair of a Committee made up of a faculty or staff member appointed by the SGA Executive Committee, a faculty member or

administrator chosen by the President, and a faculty member or administrator chosen by the student. The Dean of Students will set a date for the hearing within five to ten working days of receipt of the request and will send copies of the appeal to committee members. All members of the committee must be present in order for the hearing to take place.

The student will appear before the grievance committee to present the grievance. The committee will also interview the employee against whom the student has the grievance and the employee's supervisor, as well as any additional witnesses that it considers necessary in order to render a fair decision. The student has the right to present witnesses, either character or circumstantial, if their testimony is deemed relevant by the chairperson. The student must present a list of these witnesses to the chairperson at least twenty-four hours in advance and state the reasons for calling each one to testify. Participants in the hearing may include the following: students, faculty or other agents of the College who may be affected by the case. The Dean of Students, as chairperson of the committee, will forward copies of the committee's decision to all involved within three working days.

Step Five—A student who wishes to appeal the decision of the committee must notify the President in writing within three days of receipt of the committee's ruling. The President may interview any of the parties concerned before deciding to approve, modify, or overturn the committee's decision. The President will inform the student of his/her decision in writing within ten working days of receipt of the appeal.

Step Six—A student who is not satisfied with the decision of the Grievance Committee may file a complaint with the Office for Civil Rights in Atlanta, Georgia. All information regarding students is confidential and will be communicated only to faculty and administrative personnel who have a justifiable reason to have the information. Because Converse prefers to resolve complaints at the lowest level, a student whose complaint involves accommodations for a disability should contact the Director of Academic Support and either the Vice President for Finance & Administration for ADA issues or the Director of Human Resources for Section 504 issues prior to beginning step one (see also "Academic Policies on Disabilities").

Note: If the case involves a complaint filed against an advisor of a student organization, the procedure will begin with a meeting with the employee as stated in Step One. If necessary, it will then proceed to Step Four, which involves the Committee hearing.

## STUDENT QUESTIONS CONCERNING CLASSROOM WORK

Students should feel free to contact professors to discuss and ask questions about classroom activities and assignments. Professors have office hours that are published on the door to their office and are on the syllabus for the class. Students wanting to talk with professors should speak with the professor before or after class, call the professor on the phone, or communicate via e-mail to set up an appointment.

Students having questions about grades should follow the procedure below:

First, the student should speak with the professor about the grade. This should be done as soon after the grade is received as possible. If the student and the professor cannot resolve the difference concerning the grade, the student should make an appointment to talk with the department chair, or in the case of Ideas and Culture, the program coordinator. If the student and the department chair cannot resolve the difference concerning the grade, or if the student's professor is the department chair and the student and her professor cannot resolve the difference, the student should go to the appropriate dean. The decision of the dean is final. Only in rare instances will department chairs or deans recommend that a grade be changed. Evaluation of academic work most properly resides in the expertise of the faculty rather than the administration.

## STUDENT RECORDS

1. In the handling of student records, Converse complies with the provisions of the Family Educational Rights and Privacy Act of 1974.
2. *Use of Student Records:* Student records, both academic and personal, are confidential in nature, and they will be used internally by administration, faculty, and staff in such a way to protect their confidential nature at all times.
3. *Release of Student Records:* Student records, except for Directory Information (described below), will be released only to appropriate administrative officers, faculty, and the student herself. Release of these records to other persons such as employers, prospective employers, other colleges, and governmental and legal agencies shall occur only upon approval of the student or former student or upon subpoena.
4. *Types of Records Maintained:*
  - a. *Highly Confidential*-restricted access.

<i>Record</i>	<i>Officer(s) Responsible</i>
Personal Counseling	College Counselor, College Physician, College Chaplain, Dean of Students
Health Records	Dean of Students, College Physician, Director of Health Services
Financial Aid	Director of Financial Aid
Disciplinary Action	President of the College, Dean of Students, Academic Dean
  - b. *Academic Records*

Records submitted for Admission grade reports, transcripts, etc.	Director of Admissions
Permanent Record	Registrar
Credentials File (including letters of recommendation)	The Center for Student Development and Success
  - c. *Directory Information*

Available to any interested person, unless the student or parent requests that it not be disclosed	Registrar, Communications
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## Description of Directory Information

**Category I.** Student's name, home address, parent's name and address, College residence hall and telephone number (if a boarding student), dates of attendance, and academic classification.

**Category II.** Type of degree pursued, major field(s) of study, degree(s) and awards received, and last institution attended.

**Category III.** Date and place of birth, participation in officially recognized activities and sports, athletic team data, and religious preference (if provided by student).

A. Rights of Students:

1. Under the conditions to be stated, the student will be allowed to inspect any record kept for that student with the following exceptions:
  - a. faculty records made and used in pursuit of the faculty's duties in instruction;
  - b. the confidential files of medical and counseling staff of the College;
  - c. the records or minutes of deliberations of disciplinary bodies of the College (Student Honor Board, Civitas Council, Alcohol and Drug Board, and Appeals Board); or any other record or document not required by law



- to be divulged to student or parent. Furthermore, the student will not be allowed access to any confidential financial record of the parent in the possession of the College.
2. The student has the right to withhold disclosure of any category of Directory Information.
- B. Procedures for the Exercise of Rights:
1. To withhold disclosure of Directory Information, the student must complete a form prepared for this purpose in the Registrar's Office.
  2. To inspect any College record which is available under the provisions of the Family Educational Rights and Privacy Act of 1974, the student will make the request in writing or in person to the Registrar. When the individual has properly identified herself to the Registrar, the Registrar will set a date for inspection of those records under the supervision of the Registrar. If the record(s) to be inspected is not under the Registrar's supervision, the Registrar will contact the appropriate officer and make arrangements for inspection. Inspection will be allowed as soon as possible in all cases within 45 days as required by the Family Educational Rights and Privacy Act of 1974.
  3. If a correction in a record is requested by the student, the Registrar or other appropriate officer will collect the necessary information and make such correction if it is not to be challenged. If the proposed correction is to be challenged by an officer of the College, a hearing will be necessary. The hearing in such cases will be conducted by the Administrative Committee of the College, consisting of the President, the two academic deans, the Dean of Students, and three faculty members. For such a hearing, the Registrar will serve as an ex-officio member of the Committee.

## TELEPHONE SERVICE

A telephone jack is provided in each residence hall room. Students must provide their own telephone. Calls may be made to other telephones on campus or local calls off campus at no charge to the student. Long distance service is not provided by the College. If the student wishes to make long distance calls, she must have her own cell phone or a long distance card.

## THE WELLNESS CENTER

The staff at the Wellness Center believes staying healthy is critical to achieving academic success. Students can find help for good nutrition, exercise, self-knowledge, spiritual issues, relaxation, personal hygiene, medical issues, sexual responsibility, interpersonal relationships, alcohol and drug awareness, and study habits. The Center has three divisions: Counseling Services, Health Services, and the Chaplain's Office. The Center is located at the rear of Andrews Hall and is open Monday through Friday, 8:30 am to 5:00 pm.

### Counseling Services

Counseling Services provides individual counseling for students and offers outreach programs and workshops designed to educate students on issues related to their emotional well being. Two counselors are available for individual counseling Monday - Friday, 8:30 am - 5:00 pm. Appointments are necessary and may be made by calling the Wellness Center.

Counseling sessions are available at no extra charge to regular undergraduate boarding and day students. If a referral is made off campus to a local psychiatrist or psychotherapist, the cost is the responsibility of the student and/or her family. Students who frequently make counseling appointments but do not attend without calling to cancel, may be referred off campus for any future counseling needs. The counselors also provide a variety of educational programs designed to meet the emotional wellness needs of the campus. Counseling Services for Converse II students are available through the Marriage and Family Therapy program. Please call that office for additional information.

### Health Services

Converse's Health Services is a multifaceted program. It aims to provide the Converse Community with a number of different services, including the assessment of health problems, the treatment of minor illnesses and /or injuries, and education on health related issues. If the assessment or treatment of a medical problem is determined to be beyond the scope of the services available on campus then a referral to a local health professional. The arrangement will be made with the students consent. **Appointments are necessary and may be made by calling the Wellness Center.**

The staff includes the Director of Health Services, a registered nurse, who is available by appointment during the Wellness Center hours of 8:30 am - 5:00 pm, Monday through Friday. A Health Practitioner will be available on campus. at various times during the week. The hours and days will be posted in the Residence Halls each week during the semester. **Appointments are required. Payment for Physician/Nurse Practitioner will be due at the time services are rendered, the cost is \$20.00/visit.**

### Sick Leave Policy

It is the policy of the Wellness Center that we will not give sick notes. Converse College was founded with an Honor Code and continues to cherish that code. With this in mind it is the students responsibility to contact their professor for missed classes.

**All students must submit a completed health form to the Director of Health Services prior to beginning classes at Converse.** This information is essential to the staff when administering medical care. The medical history enables the staff to assist the student in the prevention of future health problems.

### Health Insurance

The College requires that all undergraduate students have health insurance while attending Converse College. If you do have insurance you should sign the insurance waiver form and return it to the Wellness Center, or you will be billed for the student health insurance. The billing occurs in late August/early September. All questions concerning the Health Insurance for the College should be directed to Health Services **Additionally**, all international students are required to carry this coverage, and any student who does not have proof of insurance.

The Wellness Center Library is open during regular business hours. Books, magazines, videotapes, and articles on a variety of physical and mental health subjects are available. Students, faculty and staff may check out these materials.

## **THE WRITING CENTER**

Director: Sam Howie

Hours: Mon. - Fri. 9:00 am - 12:00 pm

Mon. - Thurs. 1:15 pm - 5:00 pm

Closed Friday afternoons

Located on the second floor of Mickel Library, Suite 204, The Writing Center provides an environment conducive to private writing as well as group projects. The Writing Center staff is composed of one faculty member, graduate assistant, and undergraduate students. Peer Consultants offer assistance at every stage of the writing process - from generating a thesis to examining overall coherence. The Writing Center offers students:

- one-on-one conferences
- advice on prewriting, understanding assignments, revision and editing
- small group workshops
- handbooks and rhetorics
- packets on grammar tips and writing strategies
- readers who offer encouragement and support

# STUDENT POLICIES AND REGULATIONS

## CONVERSE HONOR TRADITION

One of the proudest parts of the Converse heritage is the Honor Tradition. This tradition encompasses all areas of student life and is built on mutual trust and responsibility. When each student lives the principles of the Honor Tradition, an atmosphere of trust prevails, not only among students, but also among administration, faculty, and students. Indeed, the Honor Tradition is the daily enactment of one of the ends of liberal education envisioned in the Founder's Ideal, that "the highest motives may become clear purposes and fixed habits of life." The Converse community is committed to the concept that integrity is liberating that in order "to see clearly, to decide wisely, to act justly," knowledge must be wedded to integrity.

The trust that results from the Honor Tradition not only creates an open atmosphere free of suspicion, but it also places upon the student the responsibility of her own actions, as well as those of her fellow students. While the Honor Tradition is a part of the College as a total community, it is the special concern of student supervision. Therefore, if a student at any time violates a principle of the Honor Tradition, she is honor bound to report herself. Likewise, if she is aware that a fellow student has violated one of the principles, she is honor bound to ask that student to report herself. It is also her responsibility to consult with Honor Board to insure this has taken place. The Converse Honor Tradition is not destroyed by infractions. It is damaged when violations are allowed.

## Judicial Program Overview

To preserve the tradition of Honor at Converse, the student body elects fellow students through Student Government to review violations, both of the Honor Tradition and Community Values. These students form the Honor Board and the Civitas Council. Reflecting the Founder's Ideal, they are looked upon to "decide wisely" and "act justly" as they deliberate and sanction violations brought before them. Honor Board and Civitas Council members are expected to maintain absolute confidentiality regarding all cases they hear.

## Principles of the Honor Tradition

- I. A Converse student's word is her bond; she does not lie.
- II. A Converse student respects the property of others; she does not steal, take, damage, or destroy property which does not belong to her.
- III. A Converse student is academically honest; she neither cheats nor plagiarizes.
- IV. A Converse student respects the Honor Tradition; she abides by any sanctions imposed on her.
- V. A Converse student reports any violations of the Honor Tradition.

## Honor Pledge

Each student at Converse is asked to actively pledge allegiance to the Honor Tradition with the following pledge: "I do solemnly pledge my honor that as long as I am a student at Converse College, I will faithfully uphold the principles of the Honor system, will cherish and guard its traditions, and will respect and observe its requirements. I make this pledge in view of the pledges of my fellow students, which signifies our mutual Trust and Resolve to keep our honor forever sacred." Each new student signs the Honor Pledge at a formal ceremony and this Pledge hangs in Wilson Hall during her experience at Converse. She is also required to sign her pledge, initials, on all graded work. This signifies she has received no help in her academic work.

## The Honor Board

Honor Board functions as the student judicial body of Converse elected to handle violations of the Honor Tradition, and makes for one half of the legislative portion of the College's self-governance. The Board exists in order to protect and preserve the student life whose foundation is one of mutual trust and responsibility. Honor Board has jurisdiction over cases such as, written and oral lying; failure to respect the property of others, which includes stealing, taking, damaging or destroying property; academic dishonesty, including cheating and plagiarism; failure to report honor violations; and failure to serve imposed sanctions. Students who violate the Honor Tradition may be subject to suspension; however, specific circumstances are considered.

Case Procedures for Honor Tradition Violations (Honor Board) —

For an explanation of case procedures, see Case Procedures in this Student Handbook.

## Honor Code Violations

The Honor Code principles have been presented on the prior page of this handbook. The following are examples of inappropriate behavior in accordance to the Honor Tradition. This listing is not inclusive but is intended to give a student an idea of the types of behavior that may result in sanctions. The Honor Board has jurisdiction over all cases involving violations of the Honor Tradition, to include violations other than listed here. Sanctions are imposed as the circumstances warrant as determined by the Honor Board. For violations that occur off-campus, see Off-Campus Conduct Policy in this Student Handbook. Committing an Honor Code Violation without realizing it does not equate innocence. All students are expected to be familiar with the Honor System.

- I. Honor Principle: A Converse student's word is her bond; she does not lie.

### Violations:

1. Written Lying

**Definition:** Knowingly furnishing false information to the College or outside community and forgery, alteration, or misuse of miscellaneous documents, equipment (including computers) records or identification.

2. Oral Lying

**Definition:** Knowingly communicating false information to College officials, faculty, students, or outside members of the community.

- II. Honor Principle: A Converse student respects the property of others.

### Violations:

1. Stealing and Possession of Stolen or Lost Property

**Definition:** The unauthorized taking or keeping in her possession of items of College property, items rented, leased or placed on the campus, or items belonging to students, faculty, staff or guests of the College.

2. Vandalism

**Definition:** Destroying, defacing, damaging of any College property or property belonging to students, faculty, staff or guests of the College including tampering with, misusing or abusing College computer equipment, programs and/or data.

### 3. Setting a Fire and Arson

#### **Definition:**

- a. Fire setting: Deliberately lighting a fire without authorization.
- b. Fire setting in an occupied building.
- c. Arson: Those fires set with the intention of destroying property.

### III. Honor Principle: A Converse student is academically honest; she neither cheats nor plagiarizes.

#### **Violations:**

#### 1. Academic Dishonesty

**Definition:** The misrepresentation of one's work to deceive for personal gain, when in fact said work is not that person's, or assisting another to do the same. Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication, and misuse of computer information. (For the full definition of plagiarism as defined by the College, see "Classroom Procedures for Academic Work" in this Student Handbook.)

#### 2. Classroom Procedures

**Definition:** Violating any of the classroom procedures for academic work (see Academic Regulations in this Student Handbook)

### IV. Honor Principle: A Converse student respects the Honor Tradition; she abides by any sanctions imposed on her.

**Violation:** Failure to comply with orders by any judicial board or officer including, but not limited to, Honor Board, Civitas Council, the Drug and Alcohol Board, and the Appeals Board.

**Definition:** Direct disobedience of an order of a College official or official board including but not limited to, failure to appear when summoned for an official conference, failure to comply with a sanction imposed by a judicial board or officer, and failure to show respect for College judicial decisions.

### V. Honor Principle: A Converse student reports any violations of the Honor Tradition.

**Violation:** Failure to report knowledge of an Honor violation.

**Definition:** Knowingly withholding information, aiding, abetting, or conspiring with another person to withhold information, refusing to report known information concerning a violation of an Honor principle.

## COMMUNITY VALUES

Historically Converse has been a residential College, due in part to the Founder's vision of the type of education it should offer. A student's educational experience exists on campus, off campus, and both in and out of the actual classroom. Upon arrival, a student becomes a member of an open and supportive campus community that will host a significant portion of her education at Converse.

The Converse community, like others, operates by consent and participation of its members. Experience has taught students, past and present, that the freedoms of any individual living in a social organization must always be limited to some degree by the collective rights and freedoms of the organization. As a result, a student who exercises the privilege of matriculating at Converse is obligated at all times to assume responsibility for her own actions and to respect the rights of others. It is expected that members of this community treat one another with respect and civility when discussing and reflecting ideas and thoughts including those related to religious faiths and traditions.

The personal conduct of each Converse student is expected to reflect a high consideration for the rights of others. The success or failure of the campus community as an educational classroom hinges upon the commitment and maturity of each individual, for the sake not only of self, but also for the entire campus community.

In addition to the principles of the Honor Tradition, the following statements of Community Values are intended to assure that the rights of all persons in our community are protected and to ensure general conditions conducive to a community environment. Value violations other than those listed below may occur and will be handled accordingly at the discretion of the Dean of Students. The Dean of Students has jurisdiction over all disciplinary cases and may refer a case to any judicial board deemed appropriate.

### Civitas Council

Civitas Council is one half of the legislative portion of Converse's system of self-governance and has been established as the student judicial body of the College governing community and social action. The Latin word civitas translates "citizen" or "citizenship." The Council is so named because its actions seek to promote and protect each individual citizen's rights and responsibilities. The Council shall have jurisdiction over violations of Community Values, such as hazing and alcohol offenses and of certain residence hall policies, such as fire safety, male visitation, and required meetings. The Council shall operate in a manner such that the campus community's growth may continue uninhibited by individual infractions.

### Community Values Violations

In addition to the principles of the Honor Tradition, the following statement of Community Values are intended to assure that the rights of all persons in our community are protected and to ensure general conditions conducive to a community environment. Value violations other than those listed below may occur. The following are examples of inappropriate behavior. This listing is not inclusive but is intended to give a student an idea of the types of behavior that may result in sanctions. For violations that occur off-campus, see Off-Campus Conduct Policy in this Student Handbook. Committing a Community Values Violation without realizing it does not equate innocence. All students are expected to be familiar with the Community Values. Community Values violations are heard by Civitas Council unless indicated otherwise.

#### I. Value: Worth of Individual

##### **Violations:**

##### 1. Harassment

**Definition:** Verbal, physical, or mental abuse or threats directed toward any person in the Converse community. Examples include but are not limited to: physical threats, taunting, written harassment sent via mail, flyers, e-mail, Internet, or graffiti, harassment over the phone, verbal harassment, or religious harassment.

##### 2. Hazing

**Definition:** Any activity or activities which do not contribute to the positive development of an individual or which causes harassment, intimidation, physical exhaustion, mental or physical discomfort or anxieties, human degradation, or public humiliation, or public embarrassment (see Hazing Policy in this Student Handbook).

##### 3. Assault

**Definition:** An attempt, made with force or violence, to do harm to another person.

4. Disorderly Conduct  
**Definition:** Conduct which is offensive to or disruptive of the rights of others. This includes, but is not limited to violations of the Quiet Hours Policy set for a residence hall, excessive noise such as raids, loud talk, shouting, loud stereo or television sets, horseplay, practical jokes, intoxication, disruptive behavior in an academic laboratory or a residence hall, and general annoyances.
  5. Invasion of Privacy/Unauthorized Entry:  
**Definition:** Entry into a person's residence hall room, automobile, office or other personal space without permission from occupant/owner or without proper authorization from College authorities. The College reserves the right to enter any area for maintenance and repair, including computer hookups, assessment of damages, inventory of College property, determinations of violations of public health, compliance with College regulations and policies, or for emergencies where imminent danger of life, safety, health, or property is suspected.
- II. Value: Personal Responsibility
- Violations:**
1. Lewd and indecent conduct:  
**Definition:** Including, but not limited to, the following: lewd, indecent, profane and vulgar language-written, expression, or behavior.
  2. Public display of indecent material:  
**Definition:** Displaying in community areas pornographic or profane materials.
  3. Possession, Consumption or Distribution of alcoholic beverages:  
A third offense of this Community Value will result in a hearing before the Alcohol and Drug Board.  
**Definition:** a. Possessing or consuming alcohol on the premises of Converse College (with the exceptions listed in the Alcohol Policy found in this Student Handbook) or at an off-campus location (see Off-Campus Conduct Policy in this Student Handbook b. Providing or distributing alcoholic beverages to any individual below the age of 21 years of age. c. Non-compliance of South Carolina State Law regarding the purchase, possession, and consumption of alcoholic beverages. (see Alcohol Policy in this Student Handbook).
  4. Possession, Use, or Distribution of Illegal Drugs or Paraphernalia:  
Cases involving illegal use of drugs will be handled by the Alcohol and Drug Board. For more information, refer to the Drug Policy section of this Student Handbook.  
**Definition:** Possession or distribution of stimulant, depressant, narcotic or hallucinogenic drugs and other agents having potential for abuse, and/or potential for health risks, except on physician's or dentist's prescription and the possession of paraphernalia designed for the use of above described drugs.
- III. Value: Respect for Community Authority
- Violations:**
1. Violations of Residence Hall Visitation Policy:  
**Definition:** Having male guests beyond the access doors of a residence hall without special authorization by a College official during times other than established visitation hours, failure to sign a male guest in or out properly, having more than two male guests, and violating any other policy stated in the Visitation Policy in this Student Handbook).
  2. Failure to Attend required meetings:  
**Definition:** Unexcused absence from an established required meeting (See Required Meetings in this Student Handbook). First offense will result in a monetary fine. Subsequent offenses may lead to further sanctioning through the judicial system.
  3. Involvement in a College Violation:  
**Definition:** Knowingly withholding information, taking part in, aiding, abetting, or conspiring with another person to withhold information, refusing to report known information concerning a violation of a Community Value.
  4. Reckless Behavior:  
**Definition:** Any behavior which creates risk or danger to others or the community, including, but not limited to, propping open doors into the residence hall, deliberately leaving a door or window open for someone to access, allowing or tolerating the entry into the residence hall of any unauthorized person, throwing objects from balconies or windows, disclosing or giving residence hall access to unauthorized persons, obstructing corridors, lobbies, lounges and walkways.
  5. Possession of Firearms or Weapons:  
**Definition:** Possession of any weapon, openly or concealed, including but not limited to, firearms, explosives, BB guns, and knives intended as weapons.
  6. Possession or Use of Fireworks on Campus:  
**Definition:** Possessing or using on campus any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
  7. Violating Fire Safety Regulations:  
**Definition:** Behavior which includes, but is not limited to, failure to evacuate a building during fire alarms, tampering with fire safety equipment, obstructing exits, making false alarms, and having items in the residence hall room that violate fire safety (see Residential Life Section in this Student Handbook).

## CASE PROCEDURES FOR HONOR BOARD AND CIVITAS COUNCIL

In order that the rights of the accused and the College community are protected, the following case procedures have been developed. These case procedures apply to Honor Board and Civitas Council as appropriate.

### A. General Procedures for all cases:

1. All students involved in Honor Board or Civitas Council procedures should be aware that they are upholding a tradition of honor which is crucial for conducting the affairs of the College and upholding the life and spirit of the Converse Community. At the beginning of any hearing, students should be reminded that they are Honor bound to tell the truth. Other people should be asked to affirm the truth.
2. The members of Honor Board and Civitas Council with the exception of those who conduct the preliminary investigation, are not informed of the identity of the accused or of the charge until they convene for a hearing.
3. All Honor Board and Civitas Council proceedings and records must be kept strictly confidential in order to avoid rumor and misunderstanding and for the protection of the rights of the accused. The name, status, and alleged offense of any student must not be discussed with anyone other than the appropriate judicial board, Assistant Dean of Students, Dean of Students, and those serving as accusers or witnesses. Civitas Council and Honor Board report case outcomes to the Converse community. Their report includes number of cases and violations, as well as sanctions. No names or dates will be released and the manner of these reports is determined

- by the judicial boards. Information required by the Campus Security Act will be released to Campus Safety. The Board should notify the member of the faculty, administration, and/or student who made the charge of the final decision of guilt or innocence.
4. In all hearings, the accused and witnesses will testify under oath. Untrue statements will be considered an honor violation. These may be tried as a separate case.
  5. A quorum stated in the case proceedings of each judicial board must be present to hear a case.
  6. The Vice-Chair may act as Chair whenever the Board or Chairperson deems it necessary.
  7. The secretary of Honor Board or Civitas Council is to keep complete records of all proceedings. Tape recordings of testimony but not deliberations must be made during all hearings to assure an accurate record.
  8. All case proceedings, beginning with the report of the violation to Honor Board or Civitas Council and ending with the handing down of the sanction to the accused, shall occur in a timely fashion.
  9. Failure to attend a case hearing may result in a decision being made on the evidence available if the accused student does not petition for a new hearing 24 hours prior to the scheduled hearing or is unable to show unavoidable cause for her absence.
  10. If the accused student wishes to hear tapes of the testimony after the case proceeding, she must submit a written request to the Dean of Students.
- B. The Rights of the Accused
1. The accused has the right to be informed of the charges against her prior to the preliminary investigation and hearing.
  2. The accused has the right to a fair, impartial and confidential hearing before Honor Board and Civitas Council.
  3. The accused has the right to a minimum of 24 hours advance notice of the preliminary investigation and case hearing.
  4. The accused shall be presumed not guilty until proven guilty by a preponderance of the evidence presented at the hearing. The standard of evidence used in Converse College hearings is a preponderance of evidence. This means that the adjudicating board/council must find the evidence supporting the charge against the student more compelling than the contradictory evidence in order for the student to be found guilty for the charge.
  5. No student shall be brought to a hearing for a violation that occurred more than one year before the charges are made.
  6. No student shall be tried twice for the same case unless new evidence comes to light.
  7. The chairperson of Honor Board and Civitas Council shall inform the accused in writing of her violation, her rights, the time of the hearing, and the procedures that will be followed.
  8. The chairperson shall advise the accused that she may seek advice and assistance in preparing her case from any member of the Converse Community. However, the accused must present her case to the Board by herself. The accused has the right to request a meeting with the Chair and/or Assistant Dean of Students to have the judicial process explained to her. A Converse II student may seek the same assistance as well as assistance from the Director of Converse II. Students may not bring any unauthorized persons into the case proceeding.
  9. The accused shall not be required to testify against herself, but the Chairperson of Honor Board or Civitas Council may call other students to testify against her.
  10. The accused shall not be required to take any examination on the day of the hearing or the day afterward. It is the responsibility of the accused to discuss this with the professor.
  11. The accused has the right to be informed of all evidence against her.
  12. The accused may request any witnesses either character or circumstantial to testify on her behalf if their testimony is deemed relevant by the chair. She must present a list of these persons to the chair 24 hours in advance and state the reasons for calling each one to testify. The chair reserves the right to limit testimony of witnesses if no new information is being presented.
  13. The accused may elect to remain in the room while witnesses and the accuser(s) involved in the case are questioned.
  14. After the examination of each witness by the board or council, the accused has the right to question the witness. Afterwards, the Board may ask additional questions of the witness or call any witness back at a later point.
  15. After the examination of the accuser (s) by the board or council, the accused has the right to respond to the testimony. Afterwards, the Board has the right to ask additional questions of the accuser(s) or to call an accuser(s) back at a later point.
  16. The accused has the right to be present during the entire hearing with the exception of judicial deliberations. If she fails to appear, the hearing may be held in her absence.
  17. The accused has the right to be notified of the decision within 48 hours (excluding weekends) of the hearing.
  18. The accused has the right to appeal the decision and/or sanction of the Honor Board or Civitas Council. She must send a written appeal to the Dean of Students within 5 days of receiving the decision unless the decision is suspension. In cases where suspension is the sanction, the appeal must be submitted within 24 hours (see Appeals Section in the Student Handbook).
  19. The accused has the following responsibilities:
    - a. The accused is Honor Bound to tell the truth.
    - b. The responsibility to read and understand the Case Procedures and student policies and regulations as stated in the Student Handbook.
    - c. The accused has the responsibility to attend the preliminary investigations and case hearing and notify the chair of time conflicts within 24 hours of the designated time.
    - d. The accused has the responsibility to complete sanctions by the stated deadline.
    - e. The accused has the responsibility to conduct herself in a civil and respectful manner.
- C. Procedures for Issuing Twenty-Four Hours:
1. The accuser must inform the accused in person of their identity, the violation, and that she has 24 hours to turn herself in to the chair or vice-chair of the appropriate board. This must be done within 72 hours of observing or gaining knowledge of the offense excluding weekends and College holidays. If the alleged violation is reported by Campus Safety on an Incident Report, the Dean of Students will send a copy to the chair who will issue 24 hours to the accused student.
  2. The accuser must call the Chair of the appropriate board immediately and state the full name of the accused and accuser and violation.
- D. Procedures for reporting violations:
1. Individual members of the student body report their own violations to the chairperson or vice-chair of Honor Board, Civitas Council, or Alcohol and Drug Board. A student in violation of, or accused of, an Honor or Community Values violation has 24 hours to inform the appropriate board of the incident.
  2. A student should report an Honor Board or Civitas Council violation committed by another student to the Chair or Vice-chair of the appropriate board within 72 hours of observing, or gaining knowledge of, the offense.
  3. If a member of the faculty or administration suspects a violation, he or she should approach the student whose actions are in question. This meeting should always terminate by the member of the faculty or administration telling the student either that no action will be taken



- on the basis of present information or that she must report her violation to Honor Board or Civitas Council. If the student is unable to be reached for a personal conference, the member of the faculty or administration should contact the chair of the appropriate board to report the violation and the name of the accused. Also, he/she should contact the Assistant Dean of Students. The Chairperson will then proceed with a preliminary hearing. The member of the faculty or administration should keep all information pertaining to the case confidential asking advice only of the chair of the appropriate board, the administrative advisor to the board, or his or her Dean.
4. The Chairperson will send written notification via campus mail of the preliminary hearing schedule, the accused's rights, the board's case procedures, and the violation being investigated to the accused student.
  5. The Chairperson of a judicial board may refer cases to another appropriate board.
  6. As the Campus Safety department completes an incident report reflecting an Honor or Community Values violation, the Dean of Students will submit the form as evidence to the appropriate chair, who will in turn determine a preliminary hearing/investigation.
  7. If a case arises during exam week, the case will be postponed until the beginning of the following term, with the exception of seniors involved in graduation.
- E. Administrative Hearing Option for Violations of the Alcohol Policy (possession and/or consumption) and Male Visitation Policy (hours and/or failure to sign-in/out)
1. As Campus Safety, Residential Life or a student turns in another student for violating the Alcohol Policy or the Male Visitation Policy of the College (the Assistant Dean of Students will determine whether the Administrative Hearing option can apply), the student may opt for an Administrative Hearing rather than a Preliminary and Case hearing before Civitas Council. This administrative hearing would consist of a meeting with the accused student, the Assistant Dean of Students and the Chair of Civitas Council.
  2. At the Administrative Hearing, the student would accept responsibility and complete a form stating she accepts the sanction set by the Chair and Assistant Dean of Students for the violation. Once she completes and signs this form, she is responsible for completing the sanction by the designated date. This is an option for all students involved in Alcohol and Male Visitation Policy violations and is recommended for those students who feel they are responsible and do not wish to have a full case hearing before Civitas Council.
  3. Possible offense sanctions follow:
    - Alcohol Possession
      - 1st offense: Alcohol Education Program, \$50 fine
      - 2nd offense: Loss of privilege at 2 SAC events, \$100 fine, Parental Notification, Counseling Assessment
      - 3rd offense: Community Service, \$150 fine
    - Alcohol Underage Consumption and Possession
      - 1st offense: Alcohol Education Program, \$100 fine
      - 2nd offense: 600 brochures, \$150 fine, Parental Notification, Counseling Assessment
      - 3rd offense: Loss of privilege at SAC events upon turning 21, \$200 fine
    - Male Visitation Hour Violation
      - 1st offense: 2 weeks loss of privilege, \$50 fine
      - 2nd offense: 1 semester loss of privilege, \$100 fine
      - 3rd offense: 1 year loss of privilege, \$250 fine
    - Visitation Failure to Sign In/Out
      - 1st offense: \$50 fine
      - 2nd offense: 1 week loss of privilege, \$75 fine
      - 3rd offense: 2 weeks loss of privilege, \$100 fine
- F. Procedure for Preliminary Investigation
1. After a charge is made either to the chairperson of Honor Board or Civitas Council by another student or the student herself, the chairperson of Honor Board or Civitas Council, together with another member of the Board, shall investigate the charge, including, but not limited to, talking to the accused and witnesses.
  2. Prior to questioning, the chairperson presents the accused with a written statement of the violation being investigated and a copy of her rights. The accused signs this to indicate that she has read it.
  3. If an accused student fails to appear at a scheduled preliminary hearing or preliminary investigation interview, the Chairperson will reschedule the hearing once. Prior to the rescheduled hearing, the Chairperson will send written notification of the preliminary hearing schedule, the rights of the accused and the violation being investigated via campus mail. If the student fails to appear at the rescheduled time the Chairperson will proceed in the accused student's absence.
  4. No information may be obtained from outside the Converse community unless approved by the Dean of Students. The information must be relevant to the charge made against the accused and the circumstances involved.
  6. In all cases referred by Honor Board and Civitas Council to one of the other boards, the chairperson of the referring board presents to the chairperson of the receiving board a written summary of the case and the reason for referral. A preliminary hearing is then held with the accused.
  7. If upon investigation, there is sufficient evidence to warrant a hearing of the case, the chairperson must take the following steps:
    - a. Call a meeting of the board as quickly as possible ensuring that the accused shall have a minimum of 24 hours to prepare the case;
    - b. Inform the accused in writing of the charge, the time of the hearing, and the procedures that will be followed;
    - c. Notify the Assistant Dean of Students of a pending hearing; and
    - d. Notify witnesses and the accuser that they may be called to testify before the Board.
  8. Dropping a charge: If the information, upon investigation and upon recommendation of the chairperson and a member of the board does not justify a hearing, the case is dismissed. All persons involved in the preliminary investigation are then informed that the case has been dropped.
  9. Modifying Charges: If the charges against the student do not appropriately reflect the violation, Civitas Council or Honor Board may modify the charges at the Preliminary Investigation. The accused will be notified in writing of this change.
  10. It is the responsibility of the student to make herself available until the case is resolved. A student may be restricted to campus to insure her availability until the case is resolved.
  11. If the accused withdraws or takes a leave-of-absence from the College while a charge is being reviewed, the student's record will continue to reflect the charge until the case is settled. A copy of the facts of the case will be kept in the Dean of Students Office. In the case of a withdrawal, the student must petition the Administrative Committee for re-admission in addition to following the standard procedures for re-admission to the College.

## G. Hearing Procedures

1. Examination of the Accused
  - a. At the beginning of the hearing, in the presence of the members of the board, the chairperson will remind the accused of the charge both orally and in writing and the Rights of the Accused.
  - b. The accused may then be questioned by the Board.
  - c. The Board should only ask questions that are deemed relevant to the case. The chairperson has jurisdiction over the relevancy of all questions. The accused may refuse to answer any questions.
  - d. Unless otherwise approved by the Dean of Students, previous judicial cases may only be entered as contributing evidence if they are relevant to the current charge and if they occurred no more than two years prior to the current case while the student is a member of the Converse Community.
2. The Examination of the Witnesses:
  - a. The accused may request any witnesses, either character or circumstantial, to testify on her behalf if their testimony is deemed relevant by the chairperson. She must present a list of these persons to the chairperson twenty-four hours in advance and state the reasons for calling each one to testify. The Board reserves the right to limit testimony of witnesses if no new information is being presented.
  - b. The accused may elect to remain in the room while witnesses and the accuser(s) involved in the case are questioned. If she elects to remain the room, she must notify the chair 24 hours in advance.
  - c. Under no circumstances will witnesses be subject to accusation during the hearing.
  - d. The witnesses and the accused shall be instructed by the chairperson not to discuss the case with anyone who is not involved in the hearing procedures even after its conclusion.
  - e. After the examination of each witness by the Board, the accused has the right to question the witness. Afterward, the Board has the right to ask additional questions of the witness or to call any witness back at a later point.
  - f. After a witness leaves, the board may ask further questions of the accused.
  - g. Witnesses from outside the Converse community are not allowed in any board hearing without the prior approval of the Board and the Dean of Students. This request must be submitted in writing 24 hours in advance of the hearing.
3. Reaching a Decision
  - a. After weighing the evidence, the Honor Board decides upon the guilt of a student and Civitas Council decides upon the responsibility of the student. If the decision is guilty or responsible, the Board or Council must decide upon an appropriate sanction. Any decision or sanction must be decided by a 2/3 vote of those members present and voting. A minority report may be submitted to the Appeals Board by any member of the judicial body.
  - b. If the accused is found not guilty or not responsible, a letter stating this decision is given to the accused and accuser.
  - c. If the accused is found guilty or responsible, the Chairperson of the Board shall present the decision of the Board and any sanctions to the accused in writing. The accused is asked to sign a copy of this to indicate that she has received it. The administrator advisor, the Assistant Dean of Students, may be present if the sanction is presented to the accused in person.
  - d. The decision and sanction from Honor Board are presented in writing using the following form: "By the jurisdiction granted it by the President of the College and the Student Government Association, the Honor Board finds you guilty of violating the (I, II, III, IV, or V) \_\_\_\_\_ Principle of the Honor Tradition which states \_\_\_\_\_. Your sanction will be \_\_\_\_\_. You have the right to appeal your case to the Appeals Board. The procedure for doing this is found in the Student Handbook." Under special circumstances an alternate letter format may be used.
  - e. The decision and sanction from Civitas Council are presented in writing using the following form: "As a result of the incident that occurred in \_\_\_\_\_ (place) on \_\_\_\_\_ (date), you have been found responsible for violating the following Converse College Community Value(s) or policy(ies): \_\_\_\_\_ as stated on page(s) \_\_\_\_ in the Student Handbook. Your sanction will be \_\_\_\_\_. You have the right to appeal your case to the Appeals Board. The procedure is found in the Student Handbook."
4. Sanctions
  - a. As an educational institution, Converse College has the responsibility and the opportunity not simply to punish violators of the Honor Tradition or the Community Values, but to equip them with more appropriate coping skills and patterns of behavior. With this in mind, the Honor Board and the Civitas Council should design and impose sanctions that are relevant to the particular situation and that will promote growth for the individual involved. At times, however, the severity of the offense will demand suspension.
  - b. Possible sanctions may include, but are not limited to, the following:
    1. Admonition or warning
    2. Participation in Relevant Campus Workshops or Programs
    3. Fine
    4. Campus/Community Service
    5. Restitution
    6. Loss of Privilege
    7. Reflection paper
    8. Creation of educational literature
    9. Grade assignment for the project, exam, or course
    10. Suspension
    11. Participation in alcohol education program
    12. Counseling consultation
    13. Parental Notification
    14. Possible sanctions for certain Alcohol and Male Visitation policy violations as listed in Case Procedures section E
  - c. If a student fails to complete a sanction by the time stated by the Board, the student then faces an additional trial and sanction under the Honor Principle IV which states "A Converse student respects the Honor Tradition; she abides by any sanctions imposed on her."
  - d. If the sanction involves suspension, the student must leave the campus within twenty-four hours. If a student appeals a suspension sanction, the College may use discretion in determining whether she may remain on campus until the appeal process is complete. The parents or guardian must be notified, and this notification must be verified by the Assistant Dean of Students or the Dean of Students. The student may not return to the campus during the period of suspension except for official business and with permission of the Dean of Students. If she is suspended for the duration of one or more academic terms, she must submit a written petition to the Admissions Office requesting readmission in addition to completing the College's standard readmissions policies.



## Appeals Procedure

Cases may be appealed to the Appeals Board.

1. The Appeals Board is composed of two members of the faculty appointed by the President, the Dean of Students (Chair), the Dean from either the College of Arts and Sciences or the School of Music, and four students, elected by the Student Body who are not Honor Board Civitas Council, or Alcohol and Drug Board members. The Sophomore, Junior, and Senior students on the board are elected by their class in spring elections. The Freshman representative is elected in the fall. The Dean of Students will serve as Chairperson. Members are expected to remove themselves from the proceedings if a conflict of interest occurs. If one member of the Board cannot attend, the Board will proceed. If two members of the Board cannot attend, the case will be rescheduled.
2. A student may appeal any Honor Board or Civitas Council decision to the Appeals Board. A formal, typed appeal must be submitted to the Dean of Students within five days after she has received the decision of Honor Board or Civitas Council. In this petition, she must state the reasons for the appeal and present substantial evidence to support those reasons. The appeal must state whether she is appealing the verdict, the sanction, or both. If the sanction is suspension, the appeal must be submitted to the Dean of Students within 24 hours of receiving the decision.
3. The Chair of Honor Board or Civitas Council and another board member, preferably the secretary, will meet with the Appeals Board to provide needed information.
4. The hearing will be recorded on audio tape. Deliberations of the Board will not be taped.
5. The decision of the Board will be based on simple majority vote.
6. It will be the responsibility of the Chairperson of the Appeals Board to notify the student of the Board's decision. The Honor Board or Civitas Council and their advisor will also receive a copy of the Board's decision.
7. The Appeals Board is also authorized to hear all cases involving Honor violations during the period prior to exams, during exams and during times when members of the Honor Board are not on campus.

## Alcohol and Drug Board Procedures

Cases involving the possession and use of illegal drugs and/or narcotics are state and federal offenses and will be handled by the Alcohol and Drug Board. The Alcohol and Drug Board will also handle all violations of the Converse College Drug Policy. Civitas Council handles alcohol violations. Repeat violations of alcohol misuse will go before the Alcohol and Drug Board. The College cooperates with federal and state authorities when it is desirable and/or necessary to do so.

A. The Alcohol and Drug Board will be composed of:

- Dean of Students (Chair)
  - Two faculty members appointed by the President
  - Two students appointed by SGA who do not serve on Honor Board, Civitas Council or the Appeals Board
  - Vice-President for Academic Affairs
- (If one committee member cannot be present, the committee will proceed with the case. If more than one is unable to attend, the meeting will be rescheduled.)

B. Procedures:

1. The Director of Campus Safety and/or the Assistant Dean of Students and/or the Director of Residential Life will refer cases to the Alcohol and Drug Board. As an Incident Report is completed by the Residential Life Staff or the Campus Safety Department, the Director of Campus Safety and/or the Assistant Dean of Students and/or the Director of Residential Life will meet with the involved student. At this meeting, she will be notified of the evidence against her and 24 hours will be issued.
2. The student will turn herself into the Dean of Students within 24 hours of this meeting.
3. The Dean of Students will schedule a case hearing before the Alcohol and Drug Board.
4. The accused student shall be notified in writing of the charges against her and the time and location of the hearing and the procedures for the hearing. This notification should take place within 48 hours prior to the scheduled hearing. It is the responsibility of the accused student to check her campus post office box.
5. The accused student shall be presumed not guilty until proven guilty by a preponderance of the evidence presented at the hearing. The standard of evidence used in Converse College hearings is a preponderance of evidence. This means that the adjudicating board must find the evidence supporting the charge against the student more compelling than the contradictory evidence in order for the student to be found guilty of the charge.
6. The Dean of Students shall advise the accused that she may seek advice and assistance in preparing her case from any member of the Converse Community. However, the accused must present her case to the Board by herself. The accused has the right to request a meeting with the Dean of Students and/or Assistant Dean of Students to have the judicial process explained to her.
7. The accused shall not be required to testify against herself, but the Dean of Students may call other students to testify against her.
8. The accused student shall not be required to take any examination on the day of the hearing or the day afterward. It is the responsibility of the accused to discuss this with the professor.
9. The accused student may request witnesses either character or circumstantial to testify on her behalf if their testimony is deemed relevant by the chair. She must present a list of these persons to the chair 24 hours in advance and state the reasons for calling each one to testify. The Dean of Students reserves the right to limit testimony of witnesses if no new information is being presented.
10. The accused student may elect to remain in the room while witnesses and the accuser involved in the case are questioned. If she elects to remain in the room, she must notify the Dean of Students 24 hours in advance.
11. After the examination of each witness by the board, the accused has the right to question the witness. Afterwards, the Board may ask additional questions of the witness or call any witness back at a later point.
12. After the examination of the accuser by the board, the accused has the right to respond to the accuser. Afterwards, the Board may ask additional questions of the accuser or call any witness back at a later point.
13. The accused has the right to be present during the entire hearing except for the deliberations. If she fails to appear, the hearing may be held in her absence.
14. The accused is responsible for the following:
  - The accused is Honor Bound to tell the truth.
  - The accused has the responsibility to read and understand procedures of this board.
  - The accused has the responsibility of attending the case hearing.
  - The accused has the responsibility to complete sanctions by the deadline.
  - The accused has the responsibility to conduct herself in a civil and respectful manner.

15. The hearing will be recorded on audiocassette tape. Deliberations of the board will not be taped.
16. The decision of the board will be based on a simple majority.
17. All sanctioning is described under the Alcohol and Drug Policies of the College and section F-4 of Case Procedures for Honor Board and Civitas Council found in the Student Handbook. Section F-4 also describes the process when the sanction is suspension from the College.
18. It will be the responsibility of the Dean of Students to notify the accused student of the Board's decision.
19. In exceptional cases, the President may review the decision of the Alcohol and Drug Board.

## ADMINISTRATIVE ACTION

### Administrative Review

The chair of each Judicial Board (Honor Board, Civitas Council) has in her discretion the authority to defer a student case for administrative review by the Assistant Dean of Students. Reasons for deferring a student case may include but are not limited to, a conflict of interest with the Board, scheduling conflicts which prevent a timely trial, College exams or official College breaks.

### Serious Disciplinary Cases

The Administration of the College is authorized by the Board of Trustees to dismiss any student who persistently violates the regulations of the College, or whose influence, whether by word or deed, is, in their opinion, injurious to the best interest of the student body or the institution. No diploma or certificate will be awarded to any student who is guilty, before the date of graduation, of any serious breach of College regulations or good conduct.

## OFF-CAMPUS CONDUCT

Each student is reminded that, in her conduct off-campus as well as on, she is a representative of the Converse College Community. She is charged with the responsibility to insure that at all times her conduct reflects credibility upon the good name and ideals of the College.

All students, residing on or off-campus, are expected to comply with the College regulations set forth in this Student Handbook. Alleged violations which take place off-campus may be investigated, reviewed and appropriate action taken.

The College and its members are also subject to all local, state, and federal laws and statutes. Alleged violations of local laws and statutes which occur on or off-campus are subject to internal College investigation, review, and action, in addition to any action by proper civil authorities.

It is also foreseeable that Converse students might violate regulations on other college campuses. Such infractions may not violate civil law and since other colleges have no jurisdiction to punish Converse students, Converse College is given jurisdiction to investigate, review and act upon violations.

## SOCIAL AND RESIDENCE HALL REGULATIONS

### A. Alcohol Policy

Converse College is dedicated to creating an atmosphere conducive to the well-being of its members. Although this is an academic community, its responsibility goes beyond the classroom activities to include also the cultural, social, and recreational pursuits of its members. The Alcohol Policy is designed to create appropriate and healthy attitudes and behaviors regarding the use of alcohol. The policy also complies with state law regarding the purchase, consumption, and possession of alcoholic beverages.

Converse College recognizes that the use of alcoholic beverages is ultimately a matter of personal decision and therefore seeks to provide a social atmosphere on campus which develops individual responsibility and mutual respect. At all times the College encourages: (1) responsible decision-making regarding the use of alcohol; (2) moderation by those who choose to drink, (3) respect for persons who make decisions different from their own, and (4) compliance with state law regarding purchase, consumption, and possession of alcoholic beverages.

#### 1. Regulations under South Carolina law

**Note:** *On June 25, 1990, House Bill 3028, which provides additional penalties for violations of certain alcohol-related laws, was signed by Governor Carroll Campbell. The alcohol-related laws include the underage use or possession of alcoholic beverages; lending a driver's license or personal identification card to any other person; providing beer, wine or distilled spirits to anyone under age 21; alteration of driver's license or other identification card containing false information; and giving false information on age to purchase alcoholic beverages. The drug-related laws cover driving under the influence; possession, manufacture, and distribution of drugs; possession or sale of drug paraphernalia; and distribution of controlled substances. Please refer to Appendix A for a description of these South Carolina statutes.*

#### 2. Converse Policy

a. All students and their guests must comply with South Carolina law concerning the purchase, consumption, and possession of alcoholic beverages.

b. No alcoholic beverages may be kept or consumed on the premises of Converse College with the following exceptions:

1. Beer and wine may be sold and consumed in the areas and at times designated in Sneakers regulations.
2. Beer and wine may be sold and consumed in Sneakers during special Student Activities Committee functions.
3. During certain private events, Converse College will allow use of alcohol in the following facilities:

Alumnae House/Converse Club	Montgomery Lobby
Bain Room	Phifer Lobbies
Barnet Multipurpose Room	Piedmont Natural Gas Room
Blackman Music Building, Lobby and Lounge	Stackhouse and Lee Parlors
Dalton Hall	Twichell Auditorium
Gee Dining Room	Weisiger Multipurpose Room and Patio
Milliken Art Gallery	

Any individual or group wanting to serve alcohol must contact Kathy Worley, the Facilities Rental Manager. The manager must approve the use of alcohol before it can be served. Any individual or group serving alcohol must abide by the rules

- and regulations established by Converse College.
  - c. Nonalcoholic beverages will be available at the same price or less than alcoholic beverages at any social function where alcohol is sold. Food will also be available.
  - d. No Student Government Activities Fee monies or student organization funds may be used to purchase alcoholic beverages.
  - e. For Student Activities Committee sponsored events held on the Converse campus, alcoholic beverages must be purchased through Sneakers. These beverages MUST BE SERVED by a student or staff member over 21 who has been trained and certified to do so.
  - f. Students who are 21 and choose to consume beer or wine, when they are allowed at Converse functions, must offer a Converse ID and valid driver's license. This may be obtained at the Campus Safety Office.
  - g. Guests who choose to consume beer or wine at Converse functions must present a valid state driver's license with picture and one other form of identification (i.e. credit card, bank card). A college identification will not be accepted.
  - h. Wristband identification for those who choose to consume beer or wine will be enforced at larger social events, such as dances and events in Sneakers.
  - i. Off-campus events sponsored by student organizations are subject to the same policies and regulations as on-campus parties.
  - j. The use of alcohol will not be accepted as an excuse for irresponsible behavior such as making excessive noise, vandalism, violence or any other act causing injury to self or others.
  - k. No signs are to be posted on campus advertising alcohol in any form (beer, wine, "grain punch", etc.). For example, signs publicizing parties being held in Sneakers, at a fraternity, or business establishment in Spartanburg, cannot indicate in any way (verbally or pictorially) that alcohol will be available at these functions. Signs advertising events sponsored by other colleges or non-Converse organizations must be approved by the Office of Campus Life before being posted on campus.
  - l. Alcoholic beverages will not be served or sold to anyone whose behavior or demeanor suggests that they have had their maximum safe amount of alcohol.
  - m. Anyone intoxicated will be asked to leave any event. Campus Safety will be responsible for assisting the person out and a Converse escort will be responsible for arranging safe transportation for their guest to return to place of residence. If a Converse student becomes intoxicated, Campus Safety or other responsible person will escort the student to the residence hall. The student is subject to sanctions if an infraction of the alcohol policy has occurred. Definition of intoxication: lack of motor coordination, staggering, slurring words excessively, behavior disruptive to other guests, out of control, unable to make decisions based on good judgment, aggressive actions toward another, and unable to respond appropriately to questions.
  - n. Any student found in possession of false identification for the purchase of alcohol will be referred to Honor Board for lying.
3. Violations and Sanctions  
Violations of alcohol policy are under the jurisdiction of Civitas Council or Alcohol and Drug Board.
4. Parental Notification Policy  
Based on a 1998 amendment to the reauthorization of the Higher Education Act, Converse College is permitted to notify parents of alcohol and drug infractions committed by students under the age of 21. Because Converse College is committed to the health and wellness of our students and supports a zero tolerance for alcohol, parents will be notified when a student violates for the second time the Alcohol Policy of the College, violates the Drug Policy of the College, is hospitalized for a serious alcohol and/or drug incident, is arrested, is deemed unable to make responsible judgments, and/or is involved in a serious incident and Dean of Students deems it necessary to contact the parent.
5. Student Assistance Program  
The misuse of alcohol can cause significant health risks to students, such as severe mental and physical incapacitation or even death. These are issues of primary concern to the College. In an effort to continually assist students in making informed decisions about the use of alcohol and drugs, the College will provide educational programs throughout the year. Please refer to the appendix for a list of the health risks associated with alcohol and drug misuse.

Counseling services are available for those who desire assistance with problems relating to use and/or abuse of alcohol and other drugs through the Health Center and the Counseling Center. Referrals are made to organizations off campus for those who require more intensive therapy or assistance.

Students will assume individual responsibility regarding the use or abuse of alcohol and other drugs. Converse expects each student to conduct herself in a manner which demonstrates respect for self, her fellow students, and the Converse College community.

NOTE: Guests at Converse College in violation of the College alcohol policy are subject to expulsion from campus by College Campus Safety, and or the issue of a trespass notice.

#### B. Drug Policy

In view of the fact that cases involving the possession and use of illegal drugs and/or narcotics are state and federal offenses, such cases will be handled by the Alcohol and Drug Board (see procedures found in this Student Handbook). The College cooperates with the Federal and State authorities when it is desirable and/or necessary to do so. If one of the committee members cannot be present, the committee will proceed with the case. If two of the members cannot be present, the meeting will be rescheduled.

1. Possession of stimulant, depressant, narcotic or hallucinogenic drugs, drug paraphernalia and other agents having potential for abuse, and/or potential for health risks, except on physician's or dentist's prescription, violates the State and Federal laws and is prohibited. Also, abuse of over-the-counter drugs is considered to be a health risk and is, therefore, not permitted. The use, selling, bartering, exchanging, and giving away such drugs **to any person** not intended to possess them is also illegal and prohibited.
2. Any student who becomes aware of a violation of the Drug Policy should notify the Office of Campus Life.
3. The use of illegal drugs and abuse of over-the-counter drugs poses significant health risks to students, such as severe mental and physical incapacitation or even death. These are issues of primary concern to the College. Educational programs concerning the risks of drugs will be offered on campus throughout the year. Assistance with any problem related to use of drugs is available through the counseling service. This service is confidential.
4. All cases of students who are convicted of a violation of federal or state drug laws will be reviewed by College authorities.

#### C. Civil Disturbance/Demonstration Policy

Converse College recognizes the right of any employee, student, or group to demonstrate peacefully. Campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Any group that wishes to assemble for such purposes must first register with the Dean of Students 48 hours prior to the planned event in order to insure that the College can provide adequate security and safety measures.

Guidelines for demonstrations are as follows:

1. Demonstrators will remain orderly and peaceful at all times.
2. Demonstrators will remain on the sidewalks and crosswalks or within such other outdoor paved areas as designated by Campus Safety.
3. Demonstrators will not block building entrances or exits, and will not block driveways, public or private streets or intersections.
4. Demonstrators will obey all campus policies and all instructions of Campus Safety.
5. Demonstrators will not abuse, verbally or physically, any person or damage any property.
6. Demonstrators will not engage in indecent, lewd, or obscene behavior.

The right to assemble peacefully for the purpose of public expression or opinion is restricted to those students or employees who are currently enrolled or employed at Converse College. Converse is a private institution and will not allow outside individuals or groups to demonstrate on the Converse College campus for any reason. If the demonstrators create a condition believed by College officials to threaten persons or property, to create a public disturbance or dangerous condition, or which may lead to the creation of a public disturbance or dangerous condition, or which otherwise is believed by the College to unreasonably interfere with College business, or with its faculty, staff, or students, Campus Safety may order all demonstrators to disperse immediately. If the demonstrators fail to disperse upon request, College officials may request assistance from the Spartanburg Public Safety Office. Trespassers and violent, disruptive demonstrators may be subject to prosecution by the law.

#### D. Convocation Series

The Converse College Convocation Series exists to encourage the development of all aspects of the human spirit. It stems from the core values of the College: Excellence, Integrity, Diversity, Respect, Community, Exploration and Progress. Through participation in a broad base of programs provided by the institution, it is believed that Converse women will gain a greater appreciation of life experiences beyond their area of study. The Converse College Convocation Series strives to enrich the student experience and encourage the development of women educated to succeed in an ever changing world.

All undergraduate Converse students (residential and commuting) are required to attend Opening Convocation and Founders Day. These two celebrations bookend the academic year and serve as ties to and the foundation of the College. These two events bring students, faculty, staff, trustees and alumni together to honor and celebrate the course of another year for the College. Students who miss either of these events are required to petition within one week of the event to the Civitas Council, through the Vice Chair, in order to be excused. These dates should be reserved by every student and held open to attend.

In addition to Opening Convocation and Founders Day, every traditional undergraduate student is expected to attend 5 additional Convocation events for each semester. January Term is counted with the spring semester. These additional events may be selected from the categories listed below. Students must attend at least one event from each category. Students must then submit a Convocation slip within one week of the event to receive credit for attendance. The slips and Convocation box are both located in the College mail room. Civitas representatives will check the box regularly to record attendance.

A student will be fined \$30 for each event less than the six required per semester (Opening Convocation plus five selections in the fall and Founders Day plus five selections in the spring). Students may attend and receive credit for as many events as they would like.

The College encourages students to experience all that Converse has to offer.

The four categories from which to select Convocation events are:

Opening Convocation and Founders Day must be attended by all. Students must attend at least one from each category and submit a slip for a total of 6 each semester.

- I. Community Celebrations
  - Honor Code signing for all new students
  - Festival of Lessons and Carols
  - Honor Emphasis Week speaker
  - Nancy Oliver Gray Series speaker
  - Martin Luther King, Jr. Celebration speaker
  - May Day
- II. Arts and Humanities
  - Art exhibits and openings
  - Creative Writing workshops and speakers
  - Music recitals
  - Guest speakers hosted by College departments
  - PROBE symposium speaker
  - Theatre and Opera performances
- III. Campus and Community Involvement
  - Community service events
    - including Impact Day of Service and CSI Spartanburg
  - Athletics events
  - Religious Life events
  - Wellness Center speakers
    - including Alcohol Awareness and Eating Disorder Awareness Week speakers
  - Service trips sponsored by the College
  - Other events and involvement may be petitioned to Civitas for consideration
- IV. Leadership Development
  - Student Government election speeches
  - Student Government installations
  - Student Government leadership retreat
  - Model Programs events





# ACADEMIC REGULATIONS

## ACADEMIC ADVICE

### A. Advisers- Freshman & Major

The Converse College advising program provides academic guidance to students from their entrance until their graduation. Freshman advisers help students adjust to college life, guide their choice of academic programs, and assist in the development of their talents and goals. Advisers schedule conferences with students at regular intervals, but are available for consultation at any time. A student is required to remain with a Freshman Adviser through the January Term of her freshman year. After that point she may select and declare a major.

After declaring a major, the student transfers to her Major Adviser in a particular academic department for advice in a program of study. Students choosing double majors are assigned advisers in both academic areas, and should regularly consult BOTH advisers. Students should complete plans for the major(s) and/or a minor no later than the spring of the sophomore year, but preferably sooner.

### B. Student Responsibilities

1. **TO KNOW THE REQUIREMENTS FOR GRADUATION AND BE RESPONSIBLE FOR MEETING THEM. Keep careful track of your progress!**
2. To prepare a tentative course selection **in advance** of consultation with the faculty adviser for registration.
3. To seek the best possible education by planning a course of study that includes both breadth and depth of subject matter and that provides foundations in the intellectual skills associated with an educated person.
4. **To seek help as soon as academic problems arise.**

## ACADEMIC POLICIES ON DISABILITIES

Converse College complies with Section 504 of the Rehabilitation Act of 1973 (as amended through 1998), the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the non-discrimination requirements of Section 35.107 of the Department of Justice regulations. Converse does not discriminate with regard to race, color, sex, national or ethnic origin, age, sexual orientation, religion or disability in admission or access to, or treatment or employment in, its programs and activities. However, admission to undergraduate programs and courses is limited to women. As a recipient of federal funds such as Work/Study, Pell and SEOG Grants, and Perkins and Stafford Loans, Converse recognizes its responsibility to provide equivalent access to academically qualified students with documented disabilities while maintaining standards that are essential to the academic program. A student with a disability is someone with either a physical or mental impairment that substantially limits one or more major life activities. Temporary impairments of short duration without permanent impact usually do not qualify as disabilities under the ADA.

Students are responsible for notifying the College of their need for accommodations, obtaining and submitting a Request for Accommodations Form to the Director of Academic Accommodations and Tutoring Services, providing supporting documentation in a timely manner, and actively participating in developing and implementing an accommodation plan for each term. As legal adults, students must self-advocate, and parents can be included in the process only with the student's permission. Reasonable accommodations will be provided both to students and employees with disabilities upon written request. No otherwise qualified individual will be denied accommodations for a disability unless the accommodation would cause an undue hardship on the College.

Any faculty member who receives a request for academic accommodations on the basis of disability must refer the request to the Director of Academic Accommodations and Tutoring Services immediately. No modification of the present program or promises of modification should be made until the Director has made a recommendation.

Questions or concerns regarding ADA compliance should be addressed to the Vice President for Finance & Administration at (864) 596-9028. Information on EEOC or Section 504 compliance issues can be obtained from the Director of Human Resources at (864) 596-9029.

### A. ADMISSIONS

Students are admitted to Converse on the basis of academic credentials and additional information submitted to the Admissions Office. A student who feels a disability makes achieving representative scores on the SAT or ACT Tests unlikely may apply through a high school guidance counselor for accommodations on these tests. Students that receive accommodations either in high school or on standardized tests are not necessarily eligible for accommodations in higher education under the ADA or Section 504.

Applicants are not required to disclose any disability on their applications for admission to Converse. Once admitted, however, a student seeking reasonable academic accommodations for a disability should immediately contact the Director of Academic Accommodations and Tutoring Services at (864) 577-2028 to obtain an accommodation form. Students seeking physical accommodations for a disability should contact the Dean of Students at (864) 596-9614 upon notification of acceptance, so reasonable provisions can be made before their arrival on campus. Converse II students should contact the Director of Converse II, and graduate students should contact the Dean of the School of Education and Graduate Studies or the Dean of the Petrie School of Music (for music graduate students) for physical accommodations.

### B. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Converse will make reasonable accommodations within its academic programs for "otherwise qualified" students with documented disabilities. However, students and parents should understand that accommodations provided in elementary and secondary schools under P.L. 94.142 (IDEA) are not necessarily required by law under the ADA or Section 504 or provided by Converse. Many of the practices and procedures of special education (goal-setting, progress reports, team meetings, program and exam modifications, related services, and annual reviews) have no parallels in higher education. Behavior standards are the same for all students. Converse does not provide transportation for students. Personal care attendants, orientation/mobility training and tutors are considered personal services in higher education and are the student's responsibility. Although Converse offers no specialized services for students with disabilities, we will provide them equal access to services offered to all students. All students are eligible to use group-tutoring sessions in selected disciplines, offered several hours per week during the academic year by peer tutors, as well as services through the Center for Student Development and Success and the Writing Center. Requests for course substitutions are evaluated individually, on the basis of documentation provided, but the College is not required to fundamentally alter essential course/program requirements.

Testing to determine the need for accommodations is the student's responsibility and is not provided by Converse. IEP's or 504 plans do not automatically meet the documentation requirements for receiving accommodations in higher education. Documentation from an appropriate, licensed professional or agency is required in order to determine reasonable accommodations necessary to serve a student with a disability. Diagnostic evaluations or reports should be current, in most cases within three years, and should be sent directly from the qualified professional to the Director of Academic Accommodations and Tutoring Services. The documentation should indicate diagnosis, describe the manifestations of and the extent of the disability, and make recommendations for reasonable accommodations the professional deems necessary to assist the student with a disability in the College setting. A current comprehensive psycho-educational evaluation is required for learning disabilities and is strongly recommended for attention deficit hyperactivity disorder (ADHD).

Students should submit a completed Request for Accommodations Form with supporting documentation to the Director of Academic Accommodations and Tutoring Services at least thirty days working days prior to the first day of class in order to allow time for review and consultation, as needed, with the student, professors, counselors, psychological consultants, and the Director of Health Services, to prepare an appropriate accommodation plan, and to secure available support services and/or equipment. This deadline is for administrative purposes only and does not preclude admission to programs or services. In addition, the student is responsible for providing the Director of Academic Accommodations and Tutoring Services with a class schedule each term, so a new accommodation plan can be generated. All information and records regarding students with disabilities, including accommodations for them, are strictly confidential, and the Center for Student Development and Success complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Records are stored in a secure location and reviewed only by authorized personnel.

Although the student's advisor and professors will receive a copy of the accommodation plan, it is the student's responsibility to discuss accommodations with each professor at the beginning of each term. If a student has concerns about or encounters problems with accommodations during the term, the student should contact the Director of Academic Accommodations and Tutoring Services, so accommodations may be appropriately adjusted. A student who is not satisfied with accommodations may contact either the ADA or Section 504 Compliance Officer indicated above and initiate the student grievance procedure as outlined in the *Student Handbook*.

#### C. RESOLUTION PROCEDURES FOR STUDENT COMPLAINTS

Converse provides all members of its academic community the opportunity to present grievances for resolution. The College has established procedures for students, as well as faculty and staff, to register and resolve complaints. The *Student Handbook* outlines for students the procedures for filing grievances against faculty and staff; for reporting sexual harassment and sexual misconduct; and for pursuing Honor Board, Civitas Council, and alcohol and drug abuse cases. The Office of Student Life in the Montgomery Student Activities Building can provide students copies of the *Student Handbook* and additional information about procedures. The Graduate Office in the Ezell Building has the *Graduate Student Handbook*, which outlines policies graduate students should follow. Music graduate students should consult the *Petrie School of Music's Student Handbook* for student complaint procedures.

### AMOUNT OF WORK AND ACCELERATION (see *Undergraduate Catalog*)

#### ATTENDANCE AT CLASSES

Converse emphasizes the importance of attending all classes and keeping other academic appointments.

- A. Class attendance requirements are set by the instructor. Requirements may vary from instructor to instructor and from course to course. Attendance requirements are usually stated by the course syllabus. All sanctions are determined by the instructor. However, students cannot be withdrawn from courses because of absences. It is the student's responsibility to be familiar with attendance requirements and to seek information if the requirements are not clear to her.
- B. Responsibility for Work: The student is responsible for any work missed during an absence. Burden of proof that the work is completed rests with the student. When the work cannot be satisfactorily tested by written examinations, the instructor judges the relation of the student's attendance or nonattendance to the grade. When the student is absent from class on the day of a previously announced test, the student may receive a failing grade on the test if the instructor considers the absence unjustified.
- C. Waiting for the Instructor: Students are required to wait at least fifteen minutes before leaving a classroom when the instructor has been delayed in arrival.
- D. The instructor submits weekly attendance reports to the Director of Academic Accommodations and Tutoring Services.

#### CHANGING COURSES

- A. Adding courses: A student may add courses only during the first week of the term.
- B. Dropping courses: A student may drop a course in accordance with the following conditions:
  1. Without grade - only during the first week of the term a student may drop courses without a grade.
  2. "WP" - a student receives a withdrawal passing in a course dropped during the second and third weeks of a term.
  3. "WP" or "WF" - a student receives a withdrawal passing or withdrawal failing, depending upon the grade earned in the course at the time of the withdrawal during the fourth through the ninth week of a term.
  4. "WF" - a student receives an automatic withdraw failing after the ninth week of the term. **A student who wants an option of receiving "WP" MUST WITHDRAW before the end of the ninth week of the term.**
  5. **Students who drop below the minimum number of hours - 12 hours in Fall and Spring; 3 hours in January - to be considered full-time should be aware of potential problems with both financial aid and on campus housing. Therefore, part-time status for undergraduate students is strongly discouraged.**
- C. The schedule given above is modified for the January Term as follows: "WP" to the end of the second week; "WP" or "WF" to the end of the third week; automatic "WF" beginning the fourth week of the term.
- D. After the first three days of a term, students who withdraw from courses with special fees, e.g., applied art, applied math, etc., may apply to the Vice President for Business and Finance for a partial refund of such fees, if any refund is due.
- E. **Warning:** Anyone adding or dropping a course without the proper procedure will: 1) not receive credit for the course added; and 2) receive an "F" for any course not officially dropped.

**NOTE: Choosing to drop one or more courses should not be confused with SEPARATION FROM THE COLLEGE.**

## CLASSIFICATION REQUIREMENTS

The classification requirements for each class are as follows: sophomore class—24 hours and 48 quality points; junior class—56 hours and 112 quality points; senior class—87 hours and 174 quality points, and not less than a 2.0 cumulative average.

## CLASSROOM PROCEDURES FOR ACADEMIC WORK

These procedures protect the freedom granted the Student Body under the Honor Tradition and assure self-protection and consideration of others. Violation of any of these procedures is a violation of the Honor Tradition.

- A. Quizzes and Examinations:
  1. Giving or receiving knowledge about a quiz or examination before, during or after a testing situation or attempting to do so is a violation of the Honor Tradition.
  2. Students are permitted to make use of old quizzes or old examinations in preparation for quizzes and examinations. They may also study the classroom and laboratory notes of others.
  3. At no time during an examination period is a student permitted to comment to another student about the level of difficulty, specific content, or the general nature of any final examination she has seen or taken. This prohibition applies even when the other student is not enrolled in the course concerned. Discussing examinations in any way is a violation of the Honor Code.
  4. During a Quiz or Examination:
    - a. Examinations or quizzes must be taken in a classroom within the building in which it is administered or in another place designated by the instructor.
    - b. There should be no supervision in a proctoring sense and the instructor should be free to come and go as desired.
    - c. Students may leave the examination at will, but they are subject to the fixed time limit of the examination or quiz period.
    - d. All books, papers, and notes must be left outside the classroom unless permitted by the instructor.
  5. Only work carrying the pledge shall be graded.
- B. Library and Laboratory Procedures  
Improper removal of any library book or material and removal without permission of any laboratory material or equipment violates the Honor Tradition.
- C. The Honor Tradition and Academic Work
  1. All written work is to be pledged unless otherwise specified by the professor.
  2. A student may freely discuss ideas with others, since such discussion is a valuable stimulation to independent thought. But in written work material should be organized and ideas should be expressed without help from others.
  3. Students are expected to do all academic work in accordance with the principles of the Honor Tradition. These principles specifically applied to the preparation of papers are:
    - a. The student's written work must be essentially the product of her own mind. Some instructors may prefer that their students have the benefit of consultation with other students in preparing papers. Unless such freedom of consultation is explicitly given by the instructor, a student is expected to do her own work. She may ask other students about specific points of grammar or punctuation. Students should feel free to use the Writing Center without fear of violating the Honor Code.
    - b. All creative writing is expected to be entirely original.
    - c. In any critical research paper, the source of all material not original with the writer must be given full and specific acknowledgment. All phrases, sentences, or longer passages taken directly from another writer must be placed within quotation marks or in a block quotation and then cited properly; all phrases, sentences, or longer passages paraphrased from another writer must also be cited properly. Whether quoted directly or paraphrased, all ideas, opinions, and facts that are not common knowledge must be cited properly. Failure to distinguish one's own work and ideas from works and ideas taken from another source constitutes plagiarism and is a direct violation of the Honor Tradition. The student is responsible for learning the proper means of distinguishing her own work from material she has borrowed or for asking her instructor if she is in doubt. Whether a student quotes directly, paraphrases, or summarizes, she must remember that she is obligated to acknowledge her indebtedness for the facts, opinions, ideas or words used.
      - (1) Facts: Authority must be cited for the use of any fact not generally known. The assertion that Columbus discovered America in 1492 need not be supported. But if the student writes that Columbus strangled his wife with a red stocking, the authority must be produced. Most frequently, the failure to give adequate support occurs when the student is sketching in background information. For example, do not discuss the education of Thomas Hardy, the romance of the Brownings or the friendship of Tennyson for Hallum without some general acknowledgment as the following (in a footnote) "For the information about . . ., I am indebted to the following work or works . . ."
      - (2) Opinions: Any opinion not the writer's own used in a paper should be credited to its owner. If the writer's thinking on a certain subject happens to lie parallel to that of T.S. Eliot, for instance, this fact must be acknowledged in the usual way and the thought then expressed in the writer's own words. Many questions arise on this point, and the only satisfactory rule is that of common honesty.
      - (3) Ideas: Any idea not the writer's own used in a paper should be credited to its owner. For example, the idea that the structure of Mark Twain's *Adventures of Huckleberry Finn* alternates between the river and the shore should be attributed to the originator of the idea, the critic Henry Nash Smith. As with opinions, many questions arise on this point, so the student must use common sense and honesty.
      - (4) For a guide to the correct use of footnotes and other manners of acknowledging borrowed materials, consult a manual or stylebook approved by the instructor. Do not hesitate to consult the instructor about any problem of form or academic honesty.
      - (5) Procedure: The instructor must judge evidence sufficient to warrant investigation. The instructor then raises the subject of plagiarism with the student, cites the passages under question, and tells the student either that on the basis of present information, no further action will be taken or that the matter should be reported to Honor Board. In the former case, the question will not be raised again unless new evidence is uncovered. In the latter case, the instructor should remind the student that she has twenty-four hours to report her situation to the Honor Board. (See Honor Board Procedures)
    - d. Plagiarism is distinguished from inadequate documentation, which involves errors in the form of documentation, but which still allows the reader to distinguish works and ideas originated by the student from words and ideas taken from another source. Evidence of plagiarism is sufficient grounds for referral to Honor Board. Inadequate documentation shall be handled by the instructor.
  - D. No cell phones, pagers, or children may be in classes.
  - E. The College does not provide transportation to off-campus classes.



## COOPERATION WITH WOFFORD (see *Undergraduate Catalog*)

## DIRECTED INDEPENDENT STUDY (see *Undergraduate Catalog*)

### EXAMINATIONS

#### A. Final Examinations

Final examinations may be scheduled or self-scheduled, at the professor's discretion. The professor shall indicate on each course syllabus whether or not the final examination in the course is scheduled. Faculty who choose to give self-scheduled exams must use the scheduled exam times. Thus, students in courses with self-scheduled exams must schedule them during the times listed by the Registrar. Students who have three or more scheduled exams in one day may petition the Associate Dean for Arts and Sciences or the Assistant Dean of the Petrie School of Music to reschedule the last of the three exams for another day. The following procedures should be followed:

1. Any instructions necessary for the taking of the examination should be supplied in writing.
2. The time limit for the final examination is three hours. No examinations are distributed to students before the beginning of the final examination period. Students completing take home examinations must return the examination at the time designated by the professor.
3. Students schedule their own final examinations subject to the following regulations:
  - a. During the last week of the term, the instructor distributes examination envelopes to the students. On this occasion, each student indicates in the space provided on the envelope her name, the desired day and period for the examination, and returns the envelope to the instructor.
  - b. A student may take a maximum of one examination per session. All students are advised to spread their examinations over the entire examination period. Freshmen should spread their examinations over at least three days at the end of the fall and spring terms if they are taking the normal load of four regular courses. If they are taking more than four regular courses, they should use all four examination days.
  - c. A schedule change can be made only with the permission of the instructor.
  - d. Examinations in certain courses employing audiovisual aids are specially scheduled. The student must take any of these examinations at the time and place specified. A list of these courses and examinations is supplied in the schedule of classes for the term.
  - e. Students may pick up examination questions from the instructor or other person designated by the instructor within the first fifteen (15) minutes of the examination period from the instructor's office or other designated place. Any changes to the time for picking up the examinations is left to the discretion of the instructor. If a student does not pick up her examination during the scheduled time, she will need to reschedule it for another examination session.
  - f. Unless otherwise specified by the instructor, each examination should be answered in "blue books" which the student must provide. These can be purchased from the campus bookstore. If errors are made in the "blue book" and a fresh page is needed, the student should turn the pages down by folding, not tearing the page from the "blue book." Instructors are asked not to grade an examination from which a page has been torn.
  - g. Examinations may only be taken in a classroom within the building in which the examination is being held, lobby, hall, or restroom. Adequate classroom space is reserved in each building for test-takers. All students must have free access to the classrooms. "Occupied" signs or locked doors are not permitted. The students should choose seats in such a way as to secure maximum privacy. Students must take nothing with them into the examination room except the implements of the examination. In those cases where the instructors allow the use of additional materials, those materials must be specified on the examination.
  - h. The examination materials, questions, answers, and all scratch paper should be returned in the envelope to the instructor no later than 12:15 pm for the morning examinations and 5:15 pm for afternoon examinations. This deadline is observed and enforced.
  - i. It violates the honor system for students to discuss examinations which they have seen with other students during the examination period.
  - j. Faculty should be available to the students during the examination period.

#### B. Closed Study Period

Closed Study Period will begin the day following the last class day of each term and continue through the end of the final examination period. During Closed Study Period, no campus events may be scheduled, and no course work — i.e. papers, tests, projects — may be required. Study or help sessions may be held during this time as long as they are completely optional and totally tutorial (with no new information presented). Any revisions or changes in assignments or requirements from the original syllabus (given to students at the beginning of the term) which affect the last three days of fall or spring term or the last day of winter term must be announced at least two weeks prior to the last day of class in fall and spring terms and one week prior to the last day of class in winter term.

#### C. No examination may be given during Closed Study Period.

#### D. Exemption of Seniors from Final Examinations

With the instructor's permission, Seniors in the last term of residence may be exempted from final examinations under the following conditions:

1. The course must have adequate instruments, in the judgment of the instructor, for evaluation of the student's performance without a final examination.
2. The student must have:
  - a. a cumulative grade average of at least 3.25; and
  - b. an accrued evaluation of B or better in the course.
3. Such exemption does not relieve the student of any of the other academic or attendance requirements of the course.

#### E. Special Examinations

1. If for legitimate reasons a student must miss an examination during the examination period, she may with permission of the instructor be allowed to take it at a later date. If the instructor does not agree to a special examination, the student may appeal to the appropriate dean.
2. Special examination times are set by the examiner concerned.

#### F. Disposition of Examination Papers and Term Papers

The following regulation controls the care and keeping of the final examinations and term papers for the protection of the instructor, the students, and the College. Instructors must retain in their campus offices the final examinations and term papers not returned to the students through one full term succeeding the term in which these materials were submitted. If the instructor's employment is terminated, or if the instructor is absent on leave, these papers should be turned over to the department chair prior to departure.

#### G. Announced and Unannounced Tests

Dates for all major tests should be on the syllabus. This request is not meant to impinge upon an instructor's prerogative to give unannounced tests.

## GRADE REPORTS AND TRANSCRIPTS

- A. Midterm grades: These grades are reported to the Registrar for first-term freshmen, any student on academic probation, and any student with deficiency.
- B. Deficiency lists: All midterm grades of D or F will be reported to the student's advisor.
- C. End of term grades: At the end of each term, grades are available to the student and to her advisor(s) via the student web.
- D. Transcripts: The Registrar's Office issues a transcript of a student's academic record only upon written request by the student. The charge for this service is \$5.00 per copy. Transcripts will not be issued until all fees and fines are paid.

## GRADES

- A. A student failing a course may be permitted to take the second portion of the course, if the course failed is the first term of a continuous course or the next higher course in the subject only with the approval of the department chair concerned. Students receiving D's in these courses should consult with their adviser before enrolling in the next level of the courses.
- B. All fees which are currently due must be paid in full for a student to receive a diploma or certificate, or receive a transcript of her records. These fees include tuition, library charges, traffic fines (including other area colleges), health center charges, dining room charges, telephone bills, Bookstore bills, returned checks, etc.

For more information, see the *Undergraduate Catalog*.

## GRADUATION REQUIREMENTS (see the *Undergraduate Catalog*)

## NISBET HONORS PROGRAM (see the *Undergraduate Catalog*)

## PETRIE SCHOOL OF MUSIC REGULATIONS

This section of the Petrie School of Music Regulations is the direct responsibility of the Dean and the faculty of the Petrie School of Music. For interpretation, consult the Dean of the Petrie School of Music.

- A. The Dean and/or the Assistant to the Dean of the Petrie School of Music is available daily for appointments with students concerning professional problems.
- B. No teaching is permitted in practice studios.
- C. No practice is permitted in Blackman Music Building during recitals.
- D. Windows must be closed and lights turned off upon leaving all practice rooms and studios.
- E. Music must not be left in practice rooms. Lockers are supplied for students' music and instrument storage. Music, clothes, and other possessions left in practice rooms will be removed.
- F. No food or drink may be brought into the Pre-College Recital Hall, Daniel Recital Hall or Twichell Auditorium.
- G. Smoking is not permitted in the building.
- H. No equipment may be moved from assigned areas or removed from Blackman Music Building without the permission of the Dean or the Assistant to the Dean.
- I. Students who have wind or string instruments on loan from the College are responsible for loss and damage. Instruments should be properly secured in lockers at all times when not in use.
- J. The Steinway Grand pianos on Daniel Recital Hall and Twichell Auditorium stages may not be used for student practice, rehearsal, or performances unless a faculty member is in attendance.
- K. All students performing in any music event sponsored by the College observe a closed weekend immediately before the performance should the instructor concerned so desire.
- L. Attendance at recitals:
  - 1. As a regular part of the degree requirement, attendance at designated faculty and student recitals is required for all students registered for the Bachelor of Music degree and the Bachelor of Arts degree with a music major.
  - 2. Art and Science students studying music are urged, but not required, to attend student and faculty recitals.

For further information, consult the *School of Music Handbook*.

## SEPARATION FROM THE COLLEGE

A student who wishes to separate from the College must secure a separation form from the Wellness Center. Any student wishing to separate will begin the process by participating in a confidential exit interview with a Wellness Center staff member. After completing the procedures prescribed by the separation form, the student must return it to the Registrar's Office. There are four categories of separation from the College: Leave of Absence, Withdrawal, Involuntary Withdrawal, and Administrative Withdrawal.

**Leave of Absence:** A student in good standing may discontinue her studies at Converse for a minimum of one academic session and a maximum of one year for one or more of the following reasons: financial considerations, travel plans, medical reasons, personal reasons, or alternate schooling. If, after a leave of absence of one calendar year a student does not subsequently enroll, the student will automatically be withdrawn from the College. To be granted a leave of absence, appropriate documentation must be provided prior to separation from the College. Students who are granted a leave of absence will receive grades of "W" for incomplete coursework BEFORE the end of the ninth week of the term. After that, the student will receive a "WF" unless, for reasons of health or family emergency, she provides appropriate evidence of treatment and receives the approval of the appropriate dean in consultation with a representative of the Wellness Center.

**Withdrawal:** A student who wishes to withdraw from the College unconditionally may do so following submission of a completed separation form. Students who are granted a withdrawal will receive grades of "W" for incomplete course work BEFORE the end of the ninth week of the term. After that, the student will receive a "WF" unless, for reasons of health or family emergency, she provides appropriate evidence of treatment and receives the approval of the appropriate dean in consultation with a representative of the Wellness Center. Students who leave the College without following the appropriate procedures will receive grades of "F" for incomplete course work.

Students who are granted a withdrawal or who automatically withdraw after a leave of absence of one calendar year must reapply to the College through the Office of Admissions.

A withdrawal or leave of absence from the College may negatively impact a student's financial aid eligibility if the student has not completed a sufficient number of hours. For further information concerning financial aid, contact the Financial Aid Office.

**Involuntary Withdrawal Policy:** Converse College is committed to providing student health and counseling services which promote optimal educational opportunities for all its students. However, there are occasions when a student's physical or emotional health places unmanageable risks on the individual or the College. To ensure that the institution and its members may carry out their proper activities, the College has adopted policies and procedures for the involuntary withdrawal of students.

These policies and procedures apply to students:

1. who pose a threat of danger and/or injury to herself or others, and/or
2. who pose a threat of disruption of the lawful activities or educational processes of other members of the campus community, and/or
3. who pose a threat of destruction of the property of the College or others, and/or
4. who are severely disruptive to others, including behavior which causes emotional, psychological or physical distress to fellow students or staff substantially above that normally experienced in daily life (Disruption may be in the form of a single incident or somewhat less severe but persistent disruption over a more extended period.), and/or
5. who create an unusual responsibility to monitor, supervise, treat, protect, or restrain the student to ensure her safety and the safety of those around her, and/or
6. whose physical or psychological disorder is such as to require highly specialized services beyond those available locally, and whose condition will deteriorate without additional resources, as deemed by the Director of Counseling or counseling staff, and/or
7. who refuse or are unable to cooperate with a recommended evaluation or treatment procedure that the Dean or other College staff considers necessary to provide reasonable assurance of the safety of the student or others in the community.

In addition, the College reserves the right to suspend, expel, or enforce the withdrawal of any student whose academic standing is unsatisfactory, who violates the Honor Code, who persistently violates College regulations, or whose influence, by word or deed is determined to be injurious to the best interest of the student body or the institution.

**Suicide Attempts:** This policy is intended to provide a structure for responding to behavior that is of concern to students and staff. The College cannot ignore the risk of suicide and must take every reasonable step to assist a student who attempts or threatens suicide. The College must consider not only the well being of the individual student, but also the well being of the entire campus community. Any student who attempts or threatens suicide shall be required to meet the following guidelines:

If a student makes a threatening gesture to herself, commits an act that is injurious to herself, or is treated or referred off-campus for medical/psychological treatment or evaluation for such behavior, the student will be placed on immediate temporary withdrawal to provide time for a psychological evaluation. The student may not reside on campus or attend classes during this temporary withdrawal period. This withdrawal will be issued by the Dean of Students, who should be notified immediately when such an incident occurs. The Director of Counseling must also be notified. In cases of an actual suicide attempt, the student would immediately be transported to a hospital for treatment and evaluation. The Dean of Students or her designee will notify the student's parents or legal guardian immediately.

Once a student has completed the appropriate medical/psychiatric treatment, the student and her parents must meet with the Dean of Students before the student may return to residence halls or classes. The decision to re-instate the student's enrollment will be made by the Dean of Students and is separate and distinct from the physician's decision to release them from continuous care.

As part of the reinstatement process, the student will sign a release permitting the medical personnel responsible for the psychological evaluation to inform the Dean of Students, the Director of Counseling, and any other College officials as needed regarding the medical/psychiatric conditions that may affect the readiness to re-enter the Converse College environment. The decision to re-instate enrollment will be based on the results of the psychological evaluation, the student's readiness to return to campus, and the campus environment's ability to respond positively to the re-instatement of the student. The Dean of Students may convene the Involuntary Withdrawal Committee (see below).

A student who has voluntarily withdrawn or has been involuntarily withdrawn from the College for medical reasons under this policy and wishes to return may be subject to the prior approval of the Dean of Students, who may require such emotional and/or physical evaluation as she/he deems necessary.

**Involuntary Withdrawal Committee:** Members: Dean of Students (Chair), the Director of Counseling or a member of the counseling professional staff, a member of the Health Center professional staff, the Dean of the student's academic program or their designee, the Assistant Dean of Students in cases of a residential student, and/or any other persons whom the Dean of Students believes can provide significant input regarding the student.

The Involuntary Withdrawal Committee may follow such procedures as it deems appropriate under the circumstances to protect the student, other persons, the educational process, and/or property. To the extent conditions permit, reasonable effort shall be made to provide notice to the student of any hearing and its purpose, and an opportunity to participate in the hearing. At the conclusion of its proceedings, the committee shall determine whether or not the student poses a threat as set forth above, and may:

1. find that no action is necessary, or
2. require further evaluation of the student through appropriate professionals, including but not limited to, a College counselor, Director of Health Services, and/or a College physician (In such case, the committee may postpone the final decision until further evaluation results are received.), or
3. establish conditions under which the student may continue at the College as specific procedures for enforcement of these conditions, or
4. recommend voluntary withdrawal of the student from the College, or
5. recommend involuntary withdrawal of the student from the College.

A student may ask the President of the College to review any decision made regarding her involuntary withdrawal.

**Administrative Withdrawal:** The College reserves the right to suspend, expel, or enforce the withdrawal of any student whose academic standing is unsatisfactory, who violates the Honor Code, who persistently violates College regulations, or whose influence, by word or deed, is determined to be injurious to the best interest of the student body or the institution.

The College, upon the advice of its professional staff, may require a student to withdraw temporarily from the College for medical or psychological reasons. In these cases, the student will be encouraged to seek professional care. Such action is not taken for punitive reasons, but because the welfare of the individual and the community mandates this procedure.

**STANDARDS, GRADES, AND QUALITY POINTS** (see the *Undergraduate Catalog*)

**STUDY-TRAVEL POLICIES** (see the *Undergraduate Catalog*)

**SUMMER SCHOOL CREDITS** (see the *Undergraduate Catalog*)

**TRANSFER STUDENTS** (see the *Undergraduate Catalog*)

# CONVERSE II

Converse II is designed to meet the needs and interests of adult women. Under the auspices of the program, women 24 years of age and older may enter or return to college to begin or complete undergraduate degrees, earn second undergraduate degrees, or enrich themselves personally or professionally. Outstanding features of the program are a simplified application procedure, reduced fees, no SAT or entrance test scores required, career counseling, and individualized academic advisement. Academic requirements for Converse II students are identical to those of traditional students. Classes are available both during the day and in the evening, though not all majors are available in the evening.

When currently enrolled traditional-aged Converse students become 24 years of age, they have the option to remain classified as traditional students and continue paying the same tuition and fee rate as traditional students. The student who chooses this option is not required to do anything. If she changes her mind any time before graduation and wishes to apply for Converse II status, she must put the request for status change in writing to the Director of Converse II. After age verification is completed, the status change may become effective at the beginning of the next fall or spring term, whichever comes first. A student whose age changes after the beginning of an enrollment period should immediately request the change in status, but the status change cannot become effective until the beginning of the next term.

Alumnae who have earned an undergraduate degree from Converse but are not 24 years old may study for a second degree, complete an additional major, and take classes for professional development and to raise their GPA at the cost paid by Converse II students.

## ACADEMIC REGULATIONS

Converse II students are governed by the same academic regulations as traditional students and should read those rules listed in detail in this Student Handbook and in the *Converse College Catalog*. Converse II students, like traditional students, participate in the honor tradition at Converse and must sign the Honor Code.

## ADVISEMENT

A Converse II student receives close personal advisement from the time of her enrollment through graduation. When she enrolls, the Director of Converse II normally serves as her advisor for the first semester or so. Upon her declaration of a major, the Chair of her major department or a faculty member appointed by the Chair serves as her advisor.

## COMMUNICATION

Information is sent to Converse II students via the College e-mail and posted on various bulletin boards throughout campus.

1. Email — Every Converse II student is given a user name and access to the College e-mail system. Contact Campus Technology to set up your e-mail account. All students should check their e-mail daily.
2. Bulletin Boards are a good way to learn what is happening on campus. Converse II students should regularly take a few minutes to read campus bulletin boards.
4. Website — The Converse College website is a source of information about everything that happens on campus. A calendar shows all College events.

## DECLARATION OF MAJOR

There is a specific procedure for declaration of a major. First, inform the Converse II office of your intention to declare. This step is necessary so that a copy of your file may be sent to the appropriate department. Next, obtain from the Converse II office or the Registrar a Declaration of Major Form. Then make an appointment with the Chair of the appropriate department in order to discuss your program of study and fill out the form together. Following the interview, obtain the necessary signatures and return the form to the Registrar. The Registrar will distribute appropriate copies.

## DIRECTED INDEPENDENT STUDY COURSES

The College cannot guarantee that a student can be offered a DIS in an existing course, but under special circumstances the student may request such a course. It is the student's responsibility to initiate the DIS arrangements by contacting the appropriate faculty member. It is also the student's responsibility to complete the "Directed Independent Study" form available from the Registrar and to submit the form prior to registration. Converse II women pay a special fee for DIS courses.

## GRADUATION

Requirements for graduation are given in detail in the "Academic Regulations" section of this Handbook and in the *Converse College Catalog*. Students should read both publications carefully to acquaint themselves with both College and departmental requirements. Converse II seniors expecting to graduate at the regular commencement exercises at the end of the academic year must apply for a diploma at the Registrar's Office no later than the last week of fall term. Even though the Converse II advisors and the Converse II office will assist students in this matter, **it is the student's own responsibility to know and complete graduation requirements.**

## REGISTRATION

In order to register for classes, students' financial aid must be in order. To register, students should complete the following steps:

1. Study the class schedule on the web to determine which classes must be taken. Students using financial aid must know how many classes must be taken to meet financial aid regulations.
2. Obtain registration sheet from the Registrar, the Converse II office, or your advisor. Make an appointment with your advisor in order to plan a schedule and complete the registration form.
3. Take the registration sheet to the Office of Financial Assistance for approval if you are receiving financial aid.
4. Take the registration sheet to the Business Office in order to pay or make arrangements for payment.
5. Take the registration sheet to the Registrar's Office.

# RESIDENTIAL LIFE

## RESIDENCY REQUIREMENT

Converse College is a residential college and views on-campus living as an integral part of the educational experience. All unmarried students, with the exception of Converse II and graduate students, must reside in College residence halls unless they make their home with their parents/legal guardian or maternal/paternal grandparents in their permanent residence within a 35 mile radius of the College. Also, students with custodial children residing with them and/or students who are married may reside off-campus, and must submit in writing to the Dean of Students a statement to that effect. No married students may live in the residence halls without permission from the Dean of Students. Students living in College residence halls must be full-time students. Infractions of the residency requirement policy will be handled by the Assistant Dean of Students for Engagement and Learning and/or the Dean of Students.

## RESIDENCE HALL STAFF

Each residence hall is staffed by an Assistant Director or Resident Counselor and Community Advisors. They are supervised by the Assistant Dean of Students for Engagement and Learning.

*Assistant Directors (ADs)* are full-time masters level professionals who supervise Residence Halls and administrative areas of Residential Life.

*Resident Counselors (RCs)* are professionals who supervise the residence halls and work closely with the Community Advisors to relate residential living to the larger academic community. In conjunction with the Community Advisors, RCs handle administrative responsibilities of the residence hall such as maintenance requests, keys, and room changes. In addition, RCs are available to aid students with personal problems and to refer them to other campus resources when appropriate.

*Community Advisors (CAs)* are undergraduate students trained to offer service and leadership in all residence halls. CAs work actively to develop and maintain a true sense of community which is conducive to intellectual and personal growth and to academic pursuits. To achieve this goal, they plan programs for residents and serve as a valuable resource for information and problem solving situations. The Residential Life Staff has someone on-call when the residence halls are open.

## RESIDENCE HALL PROGRAMMING

Residence halls are living and learning communities. The residential life staff believes that learning and education take place in the residence hall community as well as in the classroom. To facilitate this “real life” learning, social and educational programs are planned by the residence hall staff for both individual floors and the entire residence hall. Residents are encouraged to participate in all programs and community builders and to assist in the planning of activities and programs.

## ADMINISTRATIVE POLICIES

Students are expected to use good judgment and respect for the rights and needs of other residents and for the use of housing and facilities. Other policies may be found in the *College Catalog* and the housing agreement. Students are responsible for becoming familiar with and abiding by all College policies. Administrative policies in the residence halls shall be supervised by the Resident Counselor and Assistant Dean of Students for Engagement and Learning. Unless otherwise specified, violations of residence hall policies shall be sanctioned by the Assistant Dean of Students for Engagement and Learning.

- A. **Arrival Registration**—Students participate in arrival registration each time they return to school from a break (Thanksgiving, Christmas, and Spring Break). This registration lets the Resident Counselor know that residents have arrived safely. If a student does not plan to arrive on the date scheduled for students to return, the student should call her Resident Counselor, Student Life, or the Switchboard. Parents may be contacted if a student does not arrive by the expected time.
- B. **College Furniture**—College rooms are furnished with beds, desks, desk chairs, dressers, and MicroFridges. Students are responsible for the condition of the furniture originally assigned to the room, and may be billed for damages incurred during the year. Furniture assigned to a room must remain in that room.
- C. **Community Areas**—Community areas in the residence halls (lobbies, study rooms, bathrooms, elevators, kitchens, hallways, etc.) are the joint responsibility of all students living in that building. Residents should treat community areas as they would their own homes. Damages incurred in community areas will be divided and charged to each resident of a hall or building unless the specific students responsible are identified.
- D. **Cooking**—Fire safety regulations require that cooking equipment with exposed heating elements, such as popcorn poppers, hot pots, and coffee pots, may not be used in the rooms, but may be used only in the kitchen areas.
- E. **Fire Safety**
  1. In case of fire
    - a. Know where all fire exits are located and how to get out if the exit is blocked.
    - b. Know where all fire alarm pull stations, fire extinguishers, and the nearest telephones are located.
    - c. Evacuate Building
  2. Sounding of a fire alarm in a campus building requires immediate evacuation.
    - a. Do not panic. Remain calm.
    - b. Walk to the nearest exit. DO NOT USE ELEVATORS.
    - c. If the hallway is smoky, get on hands and knees and crawl to the nearest exit.
    - d. Failure to evacuate a residence hall is a Civitas Council violation.
    - e. DO NOT reenter the building until firemen or Campus Safety officers inform you it is safe to do so.
  3. Fire Safety Regulations
    - a. Fire drill rules are found on the back of the door of every room. Each student is responsible for knowing them and keeping them posted. Every student is required to vacate the residence halls during any fire drill.
    - b. No one is allowed on fire escapes except in an emergency. Never place anything on these escapes or near the windows that lead to them.
    - c. The following list of fire safety regulations will also be enforced. Residence halls, including students’ rooms, are subject to inspection to insure that regulations are



- No furniture, clothes racks, bicycles, suitcases or other items may be left in the halls or stairwells.
  - Overloaded electrical outlets are not permitted.
  - No objects are to be hung from the sprinklers.
  - No candles, incense, oil lamps, halogen lamps or other types of open flames are allowed in the residence halls.
  - No space heaters, irons, or ceiling fans are permitted.
- d. Students found in violation will receive notice allowing them 48 hours to correct the situation. After this time, if the problem is not corrected, items will be confiscated by the Campus Safety Department, residential life staff, or the Assistant Dean of Students for Engagement and Learning. In more serious cases, the individual will be referred immediately to Civitas Council or the Assistant Dean of Students for Engagement and Learning.
- e. Violations of fire safety regulations will be adjudicated by Civitas Council, the Campus Fire Marshal, or the Assistant Dean of Students for Engagement and Learning and may result in fines or other sanctions.
- F. Keys**—All room keys will be issued by the Resident Counselor. If a room key is lost or missing, the student must report this to her Resident Counselor *immediately*. To obtain another room key, the student must meet with the Assistant Director of Residential Life or Assistant Dean of Students for Engagement and Learning. The charge for losing a room key and having the lock changed is \$50.00 in Andrews, Cudd, Dexter, Morris, Pell, and Williams and \$150 in Belk. Students are reminded to lock their doors and carry their room keys at all times. If a student is locked out of her room, she may get her Resident Counselor or Campus Safety to unlock her door. This may occur twice without charge. Beginning with the third time, any student who is locked out of her room will be assessed a \$5.00 fee on her Business Office account. The fee must be paid in Student Life. Students who repeatedly lock themselves out of their rooms may be referred to the Assistant Dean of Students for Engagement and Learning for further sanction. At no time will a Resident Counselor or Campus Safety grant a student access to another student's room without that student's permission.
- G. Pets**—Out of consideration of those with allergies and because of damages and health hazards caused by animals, no pets or animals of any kind are allowed in the residence halls nor are pets allowed to visit. Fish are only allowed in aquariums no larger than 10 gallons. A fine of \$25.00 for each day the animal is in a campus building will be levied for violations of this regulation and the student may result in a case before the Civitas Council. An additional fine for damages may also be charged. Should the student's room or any area of the residence hall need extermination, due to an animal, the cost of the service will be charged to the student involved.
- H. Private Rooms**—A student who requests and is assigned a single room (designated by the College) will be charged \$750 per academic year in addition to room and board. Any student occupying a double room by herself will be assessed \$1000 per academic year in addition to room and board. This includes any student whose roommate moves out or who is otherwise left in a room alone and who does not make arrangements to find another roommate. Students will be permitted 2 weeks to find a roommate before super-single fines are assessed. The student is responsible for finding another roommate, not the Office of Residential Life. If the student occupies a room alone for less than a full academic year, the fee will be charged on a pro rated basis. Exceptions are made only when an uneven number of students makes no roommate available. Double rooms used as singles (super singles) are allowed only in designated areas and cannot be guaranteed for any length of time. First year students are not eligible for private rooms.
- I. Consolidation**— The Office of Residential Life reserves the right to require occupants of rooms not filled to capacity to change rooms to better serve the housing needs of others. Any vacant room or suite space may be filled at the discretion of the Assistant Dean of Students for Engagement and Learning.
- J. Quiet Hours** — Quiet hours will be established in writing by each community with the Community Advisor. Courtesy quiet hours are 24 hours a day. Quiet hours are enforced by residential students and Community Advisors/Resident Counselors. If a noise coming from a room can be heard through a closed door, the noise is too loud. Quiet hour violations are under the jurisdiction of the Resident Counselor. However, the student who has a complaint has the right and responsibility to inform the offenders that the noise is annoying before contacting the CA/RC (neighbor policy). The RC can refer repeated violations to Civitas Council in the event of serious or repeated violations. For more information, see Quiet Hour Policy.
- K. Reservation Fee**—A nonrefundable reservation fee of \$300 must be paid to the College before a student will be assigned a room or allowed to register for classes. This fee applies to new, entering students, as well as to students currently enrolled who plan to return next year. The fee is due in the Spring. Reminders are sent to all students.
- L. Residence Hall Access**—All students will be issued an access card which allows them to use their discretion as to the time of return to the residence hall. Procedures and Responsibilities: Of major concern to the College is the safety and welfare of all students and protection of property. In order to insure these concerns, certain procedures regarding the use of Access Cards have been established.
1. Residence Hall Access  
In order to ensure safety on campus, a student is responsible for her own access card. Each student should use the card assigned to her. Cards are not to be loaned to other students or non-students. Report a lost card to Campus Safety immediately so the card can be deactivated. New cards will be issued at replacement cost.
  2. Entering the Residence Hall  
A student is always able to enter her residence hall. If a student forgets her Access Card, the RC on-call must confirm to Campus Safety that you are a student. If she is unable to confirm this and Campus Safety is unable to locate your CA or RC, you will not be permitted entry in to the residence hall.
  3. Guests and Day Students  
Guests or Day Students must abide by the same rules governing their hostesses. The guest must be accompanied by her hostess or another Converse student with an Access Card. Violations of residence hall access policy will be under the jurisdiction of Civitas Council and may result in fines or other sanctions.
- M. Residence Hall Closings**—All residence halls are closed during the Thanksgiving, Christmas, spring, and summer holidays. Students may not remain on campus during those times. A student will be charged an improper check in/out fee of \$100.00 a day (or any portion of a day) if she is in the residence halls after the official closing time and before the official opening time of the residence halls. Specific opening and closing times for residence halls are listed on the College Calendar. Students should make plans accordingly.
- N. Room Check In/Out**—Students are required to check in with the residence hall staff before moving into their rooms. At this time, a student will be required to sign the Room Inventory Form and the Key Log. When checking out of rooms, students must also meet with the residence hall staff who will inspect the room and have the student sign the Room Inventory Form. The charge for losing a room key and having the lock changed is \$50.00 in Andrews, Cudd, Dexter, Morris, Pell, and Williams and \$150 in Belk. Students accept responsibility for their room and furnishings as of the date of occupancy and are responsible for any damages subsequent to that date. A Room Damage Form will be completed if there is damage upon check-out. Charges will be placed on a student's account and must be paid prior to

the release of grades, transcripts, or registration for the next term. Students may be charged for defacement of College property, missing inventory items, and improper housekeeping. Nails, tacks, tape, etc. may not be used on the walls or woodwork. Pictures may be hung from the mounting strip on the walls. Should damage occur from wall decorations, students will assume the cost of repairs. The College will not be responsible for any items a student leaves in a residence hall room when the student checks out, withdraws, leaves for College-scheduled breaks, or takes a leave of absence from the College. A student who is not enrolled in classes as a result of a Leave of Absence, Withdrawal or Academic Disqualification must check out of her room upon the official date of the Leave of Absence, Withdrawal or Disqualification.

- O. **Room and Roommate Changes**—Room Change Forms are available in Student Life or from the Assistant Director of Residential Life, Resident Counselors, and Community Advisors. A student may only move during the designated room change period. A student who is granted a room change by the Assistant Director of Residential Life or Assistant Dean of Students for Engagement and Learning (authorization is given) must move one week from when the roommate change was granted. See *Room Check In/Out* for further explanations of these policies. The College reserves the right to change students' room assignments if considered in the best interest of the College and/or students involved.
1. All requests to change rooms must be submitted to the Assistant Dean of Students for Engagement and Learning for approval.
  2. The student who wishes to change must obtain a Room Change Form from her AD/RC and must follow the procedure as listed on the bottom of the form. The Assistant Director of Residential Life or Assistant Dean of Students for Engagement and Learning will not discuss a Room Change until an agreeable solution has been reached.
  3. The form must have all required signatures before the room change can take place. An improper room change may result in a \$100.00 fine. Moving outside of a room change period may result in a \$100.00 fine.
  4. It is the responsibility of the student who initiates the move to:
    - a. tell her roommate she wants to move;
    - b. be the one who actually makes the move unless another mutually agreeable solution can be worked out; and;
    - c. make certain she (or her roommate, if the roommate chooses to make the move) sees the Resident Counselor for a Room Change Form and for assistance if needed.
  5. Every student involved in a room change must have a solution worked out that is suitable and agreeable for everyone concerned. The Resident Counselor or Community Advisor is available to assist students in working out a solution, if necessary. Everyone involved in each change must sign the Room Change Form.
  6. All room keys must be turned in to the Resident Counselor before the change can take place. The Resident Counselor will also check the room for damage before the students move and the Room Inventory Form must be signed by the student who is moving.
  7. After approval, there is a one week period before the actual move can take place.
- P. **Room Selection**—Room selection for returning students takes place in the spring. Students may not participate in room selection until their reservation fee is paid (see Reservation Fee). Each student's priority number for choosing a room is determined by a computer generated lottery number within the class. Following the computer generated lottery numbers, the students select rooms by class. (Juniors first, sophomores second, and freshmen third). Only those students required to live on campus (see Residency Requirement in this Student Handbook) and those students who are traditional undergraduate students will participate in Spring Room Selection. Housing for graduate students and Converse II students is based upon availability, and priority is given to traditional undergraduates.
- Q. **Room Entry Policy**- The College reserves the right to enter and/or search a student's room when there is reason to believe an emergency exists, a College or residence hall violation is occurring or has occurred, the health, safety or well-being of the occupant or other persons is at stake, or for purposes of maintenance. In the case of suspected criminal violations to be adjudicated outside of the Converse College judicial system, searches will be conducted by law enforcement officials pursuant to a search warrant. In the case of suspected College regulation infractions, evidence produced during a room search (with or without a search warrant) may be used in College judicial proceedings. Student staff members may search rooms without a full-time College official only for the purpose of opening closets (to conduct a visual inspection), looking under beds and opening and removing items from refrigerators and coolers. A College staff member and/or campus safety officer may enter each room during any fire alarm or drill to make sure that the residents have evacuated the building.
- R. **Smoking Policy**—All residence halls are smoke-free. This includes all common areas and student rooms.
- S. **Visitation Hours**
1. General Guidelines
    - a. Specific days and times when visitation will be allowed will be approved by the College and distributed to all students and posted in the residence halls at the beginning of each term. Students are responsible for the conduct of their guests and must escort their guests at all times.
    - b. All guests male and female must be properly registered.
    - c. Use of visitation hours should be by mutual agreement between roommates. It is the right of every student to have privacy in her assigned room, and no student should feel obligated to give up that right at any time. In the interest of preserving respect for privacy, a roommate may ask a guest to leave her room and this request should be honored.
    - d. Guests may be asked to leave the College campus at any time should their behavior not be in accordance with College regulations and policies.
    - e. All violations of stated visitation policies shall be referred to Civitas Council for appropriate disciplinary action.
  2. Guests of the Same Sex
    - a. Students may have guests of the same sex in their residence hall rooms for no more than three consecutive nights at three different times during a term or no more than 9 nights during any term, unless specific permission has been granted by the Resident Counselor for a longer visit.
    - b. Guests must enter the residence hall with Converse students using the front entrance of the residence hall.
    - c. Guests must be signed in and out at the lobby desk regardless of time and may enter/exit using only the front door of the residence hall where the sign-in/out sheet is kept. The Converse student will write her name legibly on the sign-in sheet for security purposes.
    - d. Guests may not be given the use of Access Cards or room keys at any time.
    - e. Students must accompany guests at all times.
  3. Visitation Between Men and Women in the Residence Halls
    - a. Visitation may take place in the lobbies of the residence halls at any time. Sleeping overnight in lobbies is not permitted.
    - b. Members of the opposite sex may assist students in moving into or out of residence hall only during the specified visitation hours or during the time immediately before or after a College holiday. (resident must seek permission from a CA or RC) Outside the specified hours, permission for such assistance must be obtained from a CA or RC.

- c. Visitation may take place in the student's room in the residence hall according to the following regulations:
  - 1. Visitation in Andrews, Dexter, and Williams will be allowed only between the hours of:
 

12:00 pm - 12:00 am	Sunday through Thursday
12:00 pm - 2:00 am	Friday through Saturday
  - 2. Visitation in Belk, Cudd, and Morris will be allowed only between the hours of:
 

12:00 pm - 12:00 am	Monday through Thursday
12:00 pm Friday - 12:00 am Sunday	
  - 3. Students may not petition against visitation although students have the right to privacy. (see 1.c. above)
  - 4. Guests must be signed in and out at the lobby desk regardless of time and may enter/exit using only the front door of the residence hall where the sign-in/out sheet is kept. The Converse student will write her name legibly on the sign-in sheet for security purposes.
  - 5. With her signature, the Converse student agrees to accompany her guest in the residence hall at all times and to be responsible for the guest's actions.
  - 6. A student must not have more than two guests signed in at the same time.
  - 7. Male guests must use only the designated restrooms provided for them.
  - 8. The visitation policy is a privilege. If it is abused, the student, floor, or building may have this privilege revoked. All visitation violations will be handled by Civitas Council.
  - 9. Students must accompany guests at all times.
- T. **Children in the Residence Halls** - Residents may not have children living with them in the residence halls. This includes overnight stays and lengthy visits (defined as more than 1 hour) during the day. If a child will be present in the residence halls for a lengthy visit, the resident must obtain permission from the Resident Counselor.
- U. **Babysitting in the Residence Halls** - Babysitting in the Residence Halls is not permitted. Babysitting is defined as caring for a child while a parent or guardian is otherwise occupied. If a child will be present in the residence halls for a lengthy visit (defined as more than 1 hour), the resident must obtain permission from the Resident Counselor. The Visitation Policy, which applies to males and females above age 6, is explained in this *Student Handbook*.
- V. **Responsibility of Personal Property** - College does not assume any obligation or responsibility for the loss of damage to items of personal property of student which occur in College buildings or on College property. Student and parent are encouraged to carry appropriate insurance to cover such loss or damage. College is not responsible for any items left by student in College housing facilities after student checks out, withdraws, or takes a leave of absence from College. Such items will be considered abandoned property and may be retained or disposed of at the discretion of the College.
- W. **Married Students** - Married students are permitted to live off-campus (see Residency Requirement in this *Student Handbook*). If a married student wishes to reside on campus, she must submit a written request to the Dean of Students.
- X. **Termination of College Housing** - Converse College has the right to dismiss a student from College housing if her presence in the community is a detriment to herself or the community. Dismissal from the College housing can be a result of disciplinary action.
- Y. **Pregnant Students** - If you are or become pregnant, you must notify the Dean of Students before your second trimester. Pregnant students are expected to meet with the Dean of Students, Assistant Dean of Students, or designated residential life staff to develop a plan.

# CONVERSE COLLEGE RESIDENTIAL COMMUNITY CONTRACT

Converse College has a strong honor tradition and history. The residential communities are designed to uphold and actively live this honor tradition. The Honor Tradition clearly states “This tradition encompasses all areas of student life and is built on mutual trust and responsibility.” This document outlines the rights and responsibilities accepted by all members of the Converse College community. The residential community includes residence hall, classroom, and dining hall facilities.

## RIGHTS AND RESPONSIBILITIES

### RIGHTS:

- to live in a safe, secure, clean and sanitary environment;
- to be able to work, study and sleep in one’s room without excessive interference from social activities of one’s roommate(s), suitemate(s), or hallmates;
- to exercise free speech- which does not include the right to harass, injure, or silence others;
- to have a system of grievance
- to have access to one’s room without presence of “live-in” occupants who have not been assigned by the College to live there or those who do not attend Converse College.

### RESPONSIBILITIES:

- to take all reasonable means to protect from theft or damage to personal property and property of others including that of the College;
- to engage in routine personal care activities that promote a clean and healthy environment;
- to refrain from unhealthy behavior that creates risk or danger for one’s self or others;
- to refrain from lewd and indecent conduct;
- to refrain from the public display of affection and/or indecent material;
- to conduct oneself in such a manner that does not violate the rights of others;
- to adhere to College regulations and to honor the legitimate requests of the College and its appointed agents;
- to protect and promote the health and safety of one’s self and others;
- to lend assistance to others in need of help;
- to treat all members of the community with dignity and respect;
- to discourage bigotry and discrimination of others;
- to be accountable in social situations;
- to be aware of and observe College policy and South Carolina State Law with regard to drugs and alcohol;
- to avoid substance abuse and refuse to tolerate substance abuse in others;
- to understand that the use or abuse of substances will not be considered an excuse for irresponsible behavior.

# SGA CONSTITUTION

The Student Government Association is a student-led organization whose purpose is to unify students, faculty, staff, and administration and encourage student involvement while supporting Converse College and promoting academic excellence. Such purpose is to be accomplished by recognizing diversity, working for continuous improvement, and motivating the Converse community to action.

## SGA EXECUTIVE COMMITTEE 2009-2010

<b>SGA President</b>	Kaitlyn Price
<b>SGA Vice-President</b>	Anna Owens
<b>SGA Secretary</b>	Madison Brewer
<b>SGA Treasurer</b>	Spenser Robinson
<b>SAC Chair</b>	Caroline Burnett
<b>Civitas Chair</b>	Claire Hughes
<b>Honor Board Chair</b>	Anna Estes
<b>Elections/Technology Chair</b>	Kathryn Howard
<b>Active Students Association Chair</b>	Mary English
<b>SCA Chair</b>	Ridgley Beckett
<b>Traditions Chair</b>	Anna Kate Rawles
<b>Advisor</b>	Molly Dugan, Director of Student Activities & Orientation

## PREAMBLE

We, the members of the Student Body of Converse College, in order to ensure the privilege of student self government and the protection of the Honor Tradition, so ordain and establish this constitution for the Student Government Association of Converse College with the legislative powers vested by the Board of Trustees and Administration.

The Student Government Association will hereby be referred to as SGA.

## ARTICLE I - PURPOSE

The purpose of SGA shall be to represent the many interests of the Converse Community and to serve as a link between the Student Body and the Administration. SGA is composed of the Senate, the President's Council of Organizations, the SGA Executive Committee.

## ARTICLE II – SENATE

### Student Senate

#### I. Purpose

The purpose of the Student Senate is to recommend changes in the constitution and in the regulations of the Student Government Association, to propose legislation/constitutional changes, and to approve or reject any legislation/ constitutional change. Senate also serves as the link between students and the Student Government Association, the President's Council of Organizations, and the SGA Executive Committee.

#### II. Members

Legislative powers of the Senate shall be vested in the voting members presided over by the Vice President of SGA. The Senate is composed of:

- A. Voting Members/Senators (no student shall hold more than one voting position in Senate unless special permission has been granted by the SGA Executive Committee).
  1. A student elected to the office of Day Student Association Senator
  2. A senior elected to the office of Senior Class Senator (Senior Class Vice President, serving as Senior Class Senator)
  3. A junior elected to the office of Junior Class Senator (Junior Class Vice, serving as Junior Class Senator)
  4. A sophomore elected to the office of Sophomore Class Senator (Sophomore Class Vice President, serving as Sophomore Class Senator)
  5. A freshman elected to the office of Freshman Class Senator (Freshman Class Vice President, serving as Freshman Class Senator)\*
  6. Two seniors elected to the office of Senior Class Committee Chair Senators of the Academic Committee
  7. Two juniors elected to the offices of Junior Class Committee Chair Senators of the Student Services Committee
  8. Two sophomores elected to the offices of Sophomore Class Committee Chair Senators of the Communications Committee
  9. Two freshmen elected to the offices of Freshmen Class Committee Chair Senators of the SGA Facilities Committee\*
  10. A student elected to the office of Religious Council Senator (as appointed by the SCA President)
  11. A student elected to the office of Residential Life Senator (as appointed by the Residential Life Staff)
  12. A student elected to the office of the Association of African American Students Senator
  13. A student elected to the office of Ally Senator
  14. A student elected to the office of Athletic Association Senator
  15. A student elected to the office of Petrie School of Music Senator (as appointed by the Dean)
  16. A student elected to the office of the School of Arts and Sciences Senator (as appointed by the Dean)
  17. A student elected to the office of Converse II Senator
  18. A senior elected to the office of SAC Chair
  19. A senior elected to the office of Honor Board Chair
  20. A senior elected to the office of Civitas Council Chair
  21. A student elected to the office of Elections/Technology Chair
  22. A student elected to the office of Secretary of SGA
  23. A student elected to the office of Treasurer of SGA

\* Until the Freshman elected Senator takes office in the Fall, the Interim Freshman Class President (appointed by the SGA Executive Committee) takes her place.

\* Until the Freshman Committee Chairs are elected in the Fall, the Elections/Technology Vice-Chair will assume their duties.

#### B. Non-Voting Active Members

1. A student elected to the office of Vice President of SGA
2. A senior elected to the office of President of SGA



3. Dean of Students or designee – Advisor
4. A staff liaison appointed by the Staff Council
5. A faculty liaison appointed by Faculty Senate
6. Entire Student Body

### III. Responsibilities of the Senate

- A. Vice President of SGA
  1. Call and preside over Senate Meetings.
  2. Vote in the case of a tie.
  3. Plan and lead a workshop for all Senators in the Spring.
  4. Serve on the Legislative Committee.
- B. President of SGA
  1. Attend weekly Senate Meetings.
  2. Serve as the executive liaison between SGA Senate and the SGA Executive Committee.
  3. Advise Senate on legislative procedures.
  4. Serve on the Legislative Committee.
- C. Secretary of SGA
  1. Attend weekly Senate Meetings.
  2. Record all minutes of Senate Meetings.
  3. Provide a copy of the minutes in a timely manner to all Senators and post minutes in public folders of outlook.
  4. Determine excused and unexcused absences to Senate and report them to the SGA Executive Committee and the Representative who has been absent.
  5. Serve on the Legislative Committee.
- D. Voting Members of Senate
  1. Responsibilities
    - a. Attend weekly Senate meetings.
    - b. Update student body about progress on legislation, proposals, and Senate events.
    - c. Accept written student concerns from any member of the Converse community.
    - d. Discuss and evaluate recommendations to the Senate offering solutions regarding student and campus concerns.
    - e. Serve as a liaison between Senate and the student body.
    - f. Serve on committees as appointed.
    - g. Attend the annual SGA retreat in the spring.
  2. Authorities
    - a. Senate shall have the power to pass any recommendations submitted by any Senator, the President's Council of Organizations, or students.
    - b. Make recommendations to the administration, SGA, and campus departments.
    - c. Approve the recommendations submitted by the Elections Committee in the Spring regarding the voting procedures for the next year's elections.
    - d. Senate shall have the power to maintain five standing committees, which shall be the Academic Affairs Committee, the Facilities Committee, the SGA Communications Committee, the Student Services Committee, and the Legislative Committee.
    - e. Senate shall have the power to create ad hoc committees for the duration of no more than 2 years and shall have the power to appoint members as necessary.
  3. Proposal Information
    - a. If at any time, Senate proposes a change in Converse College policies or regulations, Senate shall advise the Dean of Students of the recommendation.
    - b. If the proposal does not require an SGA Constitutional change or a Student Handbook policy change, Senate will determine the appropriate next steps for action.
    - c. All proposals must be drafted and submitted through an appropriate Senate Committee. Ideas for proposals may come from other committee members, the student body, and faculty/staff. However, the proposal must be drafted utilizing a Senate Committee. If someone from outside Senate provides the idea for the proposal, they will work in conjunction with the appropriate Senate Committee to draft the proposal.
  4. Regulations
    - a. All resolutions must come through the appropriate Senate committee.
    - b. The proposal procedure is determined by the Legislative Committee.
    - c. All proposals must be submitted as an idea format and be approved by the Legislative Committee before a draft proposal is begun.
    - d. Once the idea is approved, the proposal procedure begins. A research folder must be completed and a draft proposal must be submitted for review by the Legislative Committee well in advance of Senate.
    - e. Once edited and reviewed, the committee must submit an edited draft of the proposal. Once all reviews and edits have been completed the draft proposal will become a final proposal.
    - f. Once a final proposal has been approved, the final proposal will be introduced at the following Senate.
    - g. Once introduced, the proposal will be debated and either rescinded, tabled, or voted upon.
    - h. If the proposal is passed by Senate, the proposal must be voted on and passed by each of the following groups in the order listed below before it is made into policy:
      1. The President's Council of Organizations (PCO) – if necessary
      2. The Executive Committee
      3. The Student Body
      4. Administration
    - i. If deemed advisable, the officers of Senate may request to appear before the administration to discuss the desired proposal.

### IV. Senate Committees

Each committee has the responsibility of serving to voice student concerns and take action on these. At the beginning of the Academic year, each committee will formulate a set of goals that they want to see accomplished for students.

A. Academic Affairs Committee (Senior Senators)

The purpose of this committee is to serve as a link between the students and Converse's academic affairs. It will also plan SGA Partner Day. Some of its specific duties and concerns include but are not limited to:

- Meeting regularly with the Dean of the School of Arts and Sciences and the Dean of the School of Music
- Class attendance policies
- Grading procedures
- Class evaluation policies
- Honors and awards
- Admission requirements
- Scholarships
- Mickel Library
- Registrar

B. Student Services Committee (Junior Senators)

The purpose of this committee is to serve as a link between students and the services offered on campus. It is responsible for hearing and acting on student concerns about issues in regards to student services. It is expected that this committee meet with the necessary campus offices on a regular basis. The Student Services Committee's specific duties and concerns include but are not limited to:

- Food Services
- Bookstore
- Campus Safety
- Registrar
- The Business Office
- The Post Office
- Career Services
- Campus Safety

C. Communications Committee (Sophomore Senators)

The purpose of this committee is to serve as a link between SGA, the student body, faculty, and staff. It is responsible for publicizing SGA meetings and maintaining communication with the Converse Communications Department. Some of its specific duties and concerns include but are not limited to:

- Meeting twice a month with Converse Communications
- Serving as a liaison to College Town in Spartanburg
- Planning and organizing the SGA Christmas Party
- Publicizing SGA Elections, Installations, and the Retreat
- Working with Webmasters in Maintaining the SGA Website
- Serving as the liaison to Converse's ITS Department

D. Facilities Committee (Freshman Senators)

The purpose of this committee is to serve as a link between the students and Converse's facilities department. It is responsible for hearing and expressing student concerns and suggestions. Some of its specific duties and concerns include but are not limited to:

- Meeting regularly with facilities management.
- Housing
- Maintaining the Day Student Lounge, Loafers, and the SGA Offices
- Parking
- Landscaping
- Access to buildings and grounds
- Cleanliness, Maintenance, and Repairs

E. Legislative Committee (SGA President and Vice-President)

The purpose of this committee is to serve as a guide for all legislative matters in Senate. Some of its specific duties and concerns include but are not limited to:

- Understanding parliamentary procedure/implementing parliamentary procedure
- Setting forth proposal guidelines
- Reviewing proposal ideas
- Reviewing/editing draft proposals
- Finalizing Final draft proposals
- Publicizing Passed Proposals

**V. Attendance Policy and Voting Rights**

- A. All members of Senate will be allowed one unexcused absence from Senate and one unexcused absence from committee meetings per academic term. (Winter and Spring count as one term). When the Senator exceeds the allowed amount of absences, she loses her voting rights for that term.
- B. An unexcused absence is when an absent member does not send a substitute to sign the roll in her place. Unexcused absences will be determined by the SGA Secretary. In extreme cases, the Senator may submit a letter of appeal to the SGA Secretary to be reviewed by Senate. The substitute should not already be a voting member of Senate and can only sign for one Senator.
- C. Senators will only be allowed to send two substitutes per academic term (this includes Senate and committee meetings). When the Senator exceeds the allowed amount of substitutes, she loses her voting rights for that term.

**VI. Meetings**

- A. Meetings of Senate will be held every other Thursday, as determined by the Vice-President of SGA.
- B. Committee meetings will be held every off-Senate Thursday, as determined by the Vice-President of SGA.
- C. Every student is invited to attend Senate meetings.
- D. Quorum will be set at the first meeting.

**VII. Term of Office**

- A. The terms of office for Senators shall be one year, beginning at the designated time in the spring of their elections/appointments until the spring of the following school term.

- B. Should any member encounter an emergency which requires her to take a leave of absence or withdraw from campus, she must notify the SGA Vice President.
- C. Condition of Replacement
  - 1. Senate shall have the power to call for an impeachment of any member to the Senate whose ability to fulfill the obligations of this body has been called into question.
  - 2. In the case of elected officials (as stated in the handbook), the Executive Committee may call for a reelection.
  - 3. Any Senator suspended will automatically forfeit her position.

### VIII. Addition of Senators

- A. In order to be eligible for voting member consideration, organizations must meet the following requirements:
  - 1. The organization's purpose must be to serve a particular segment of the population on campus.
  - 2. The organization must be chartered for at least one year.
  - 3. For currently chartered organizations, they must have sustained active status for at least 2 years prior to requesting a seat in senate.
  - 4. The organization must maintain a balanced budget.
- B. Any organization wishing to acquire a seat in the senate shall submit and present a written request to the SGA Executive Committee stating the reasons for their request.
- C. Executive Committee will then approve or deny the request.
- D. Senate will then vote on the approved request. A 2/3 majority vote is required to allocate a seat in Senate to a new organization.
- E. Once an organization has been allocated a seat in the Senate, the Senate representative of that organization will be responsible for upholding the duties of a Senator, as stated in the constitution.

## ARTICLE III - PRESIDENT'S COUNCIL OF ORGANIZATIONS

### I. Purpose

The purpose of the President's Council of Organizations (PCO) is to encourage communication and cooperation between student organizations. PCO also serves as the link between student organizations and the Student Government Association, the Senate, and the SGA Executive Committee.

### II. Members

Legislative powers of the PCO shall be vested in the voting members presided over by the President of SGA. The President's Council of Organizations is composed of:

- A. Voting Members (no student shall hold more than one voting position unless special permission has been granted by the Dean of Students)
  - 1. All Presidents of an organization chartered and recognized through SGA.
  - 2. Each Class President.
  - 3. The Chair of Elections/Technology
  - 4. The Elections/Technology Co-Chair
  - 5. The Honor Board Chair (2nd VP)
  - 6. The Civitas Chair (3rd VP)
  - 7. The of Student Activities Committee Chair
  - 8. The Traditions Chair
  - 9. The Traditions Vice-Chair
- B. Non-Voting Active Members
  - 1. A senior elected to the office of President of SGA
  - 2. A student elected to the office of Vice President of SGA
  - 3. A student elected to the office of Secretary of SGA
  - 4. A student elected to the office of Treasurer of SGA
  - 5. Dean of Students - Advisor
  - 6. Entire Student Body

### III. Responsibilities of the Council

- A. President of SGA
  - 1. Call and preside over PCO Meetings.
  - 2. Vote in the case of a tie.
  - 3. Plan and lead a workshop for all organizational presidents in the Spring.
- B. Vice President of SGA
  - 1. Attend monthly PCO Meetings.
  - 2. Serve as the executive liaison between PCO and Senate.
  - 3. Advise PCO on legislative procedures.
- C. Treasurer of SGA
  - 1. Attend monthly PCO Meetings.
  - 2. Organize and advertise all aspects of Budget Hearings and Budget Reviews.
  - 3. Review monthly records of all SGA chartered organizations' finances and keep these on file.
  - 4. Plan and lead Budget workshop.
  - 5. Present Organizational Enhancement and Academic Request Fund requests to PCO for consideration.
- D. Secretary of SGA
  - 1. Attend monthly PCO Meetings.
  - 2. Record all meetings of PCO.
  - 3. Provide a copy of the minutes in a timely matter to all PCO members and post minutes in public folders of outlook.
  - 4. Determine excused and unexcused absences to PCO and report them to the Executive Committee and the Representative who has been absent.
  - 5. Plan and lead a secretaries' workshop for all organizational secretaries in the Fall.
  - 6. Assume responsibility for maintenance and correspondence related to chartering of organizations.
  - 7. Present new, inactive, or revoked charters to PCO for consideration.
- E. Voting Members of PCO
  - 1. PCO Senate Representative

- a. Attend Weekly Senate Meetings.
  - b. Serve as the Liaison between PCO and SGA Senate.
  - c. Serve as a voting member of Senate.
  - d. Serve on appointed Senate committees as needed.
  - e. Propose legislation, pass on suggestions, etc. to SGA Senate.
  - f. Attend annual SGA retreat in the Spring.
2. PCO Budget Committee Representative
    - a. Attend Budget Hearings in the Spring.
    - b. Attend Budget Reviews in the Winter.
    - c. Maintain confidentiality surrounding budget information.
    - d. Meet with the SGA Treasurer to discuss organizational budget concerns.
    - e. Meet with the budget committee to recommend proposals concerning organizational enhancement requests to PCO.
3. All Voting Members
    - a. Responsibilities
      1. Attend monthly PCO meetings.
      2. Update campus leaders about organizational events, issues, and concerns.
      3. Discuss and evaluate organizational questions, issues, and concerns.
      4. Serve as a liaison between each organization and the Student Government Association.
      5. Serve on committees as appointed.
      6. Attend the annual SGA retreat in the spring.
    - b. Authorities
      1. PCO shall have the power to revoke, grant, reinstate or review charters for new organizations and organizational constitutions.
      2. PCO shall have the power to consider and grant organizational enhancement requests as submitted by the SGA Treasurer.
      3. PCO shall have the power to make recommendations to student organizations.
      4. PCO shall have the power to make recommendations to the Senate.
      5. PCO shall have the power to appoint a representative to the Senate, to appoint a representative to the SGA budget committee, and appoint representatives to ad hoc committees as needed.

#### IV. Attendance Policy and Voting Rights

- A. All members of PCO will be allowed one unexcused absence from PCO per academic term. (Winter and Spring count as one term). When the PCO representative exceeds the allowed amount of absences, she loses the organization's voting rights for that term.
- B. An unexcused absence is when a member does not send a substitute to sign the roll in her place. Unexcused absences will be determined by the SGA Secretary. In extreme cases, the PCO representative may submit a letter of appeal to the SGA Secretary to be reviewed by PCO. The substitute should not already be a voting member of PCO and can only sign for one organization.
- D. A PCO Representative is only allowed to send a substitute once per term. If the representative exceeds this amount then the organization's voting rights will be revoked.
- C. If a PCO member has more than the designated number of unexcused absences from PCO meetings, her organization will lose its voting rights for the rest of the year, PCO has the right to appoint an officer of the organization to represent the organization as a non-voting member. If the member is a representative of her class, the Executive Committee reserves the right to call for a reelection.

#### V. Meetings

- A. Meetings of PCO will be held twice a month or as determined by the President of SGA.
- B. PCO shall recognize *parliamentary procedure in their meetings*.
- C. Every student is invited to attend PCO meetings.
- D. Quorum will be determined by PCO at the first meeting of the year.

#### VI. Term of Office

- A. The terms of office for PCO members shall be one year, beginning at the designated time in the spring of their elections until the spring of the following school term.
- B. Should any member encounter an emergency which requires her to take a leave of absence or withdraw from campus, she must notify the SGA President.

#### VII. Chartering Organizations

- A. All organizations must be chartered by the SGA President's Council of Organizations. Final approval must be granted by the SGA Executive Committee and the Administration.
- B. Chartering Process
  1. To charter an organization, a Converse student must obtain a Declaration of Intent Form from the SGA Secretary.
  2. After the form is submitted to the PCO, the first organizational meeting will take place. There must be a PCO member present at this meeting.
  3. A constitution will be submitted to PCO for approval under the advisement of the SGA Executive Committee and the Dean of Students. PCO will submit the approved Constitution to the SGA Executive Committee and the Administration for final approval.
  4. If an organization is nationally affiliated, PCO must recognize the national constitution and a campus constitution.
  5. 50% +1 of the membership must consist of students enrolled at Converse College.
- C. Any non-chartered organization will not be allowed to:
  1. Be recognized with a seat at PCO.
  2. Reserve campus facilities for organizational purposes or events.
  3. Use the College van.
  4. Use the SGA copier.
  5. Receive financial allocations from SGA.
  6. Participate in the SGA Organizational Fair.
  7. Conduct fund-raisers on campus.
  8. Be pictured in the yearbook or listed in the *Student Handbook*.
  9. Publicize events, programs, or meetings
- D. Maintaining a charter requires that organizations:
  1. Fulfill PCO responsibilities as stated in the SGA Constitution

2. Submit annually an organizational profile packet to the SGA Secretary
3. Update officer information with the SGA Secretary no later than one week before SGA Installations (exceptions will be made to organizations that do not induct new members and elect of officers until after this deadline)
4. Update the student organization section of the *Student Handbook*
5. Review the organization's constitution every other year
6. Any organization can update its constitution at any time as long as it is submitted to and approved by the PCO, the SGA Executive Committee, and the Dean of Students. Any inactive organization may reinstate its charter by submitting a letter to the SGA Secretary for approval by the PCO.

#### **VIII. Organizational Enhancement Fund**

- A. A petition to the SGA Organization Enhancement Fund must be submitted to the SGA Treasurer three weeks prior to a PCO meeting. (As far in advance of the event as possible is appreciated). This allows ample time for EC to present the request to PCO. It also allows PCO to debate the request with the ability to propose changes to the request.
- B. There is a limited amount of funds budgeted for the Organizational Enhancement Fund. Requests should be reasonable. When budgeting for a conference, workshop, and other planned events for the campus, please limit the request to registration fees and other pertinent costs. Food will not be covered under this fund.
- C. These events must promote the betterment of Converse College, which include, but are not limited to, conferences, conventions, and workshops.
- D. The following criteria is of the utmost importance in the consideration of requests:
  1. What Organization is requesting assistance?
  2. Is this event held annually or is it a one time opportunity?
  3. What role is the individual taking in this event?
  4. If the event is a conference, how is this knowledge going to be applied on campus?
  5. How much fundraising has been done? Have all avenues been exhausted?
- E. Students who receive support from this fund must report their experiences to PCO. The students should notify the SGA President so that the report can be added to the PCO agenda.

#### **IX. Academic Request Fund Guidelines**

- A. A petition to the SGA Academic Request Fund must be submitted to the SGA Treasurer three weeks prior to a PCO meeting. (As far in advance of the event as possible is appreciated). This allows ample time for EC to present the request to PCO. It also allows PCO to debate the request with the ability to propose changes to the request.
- B. There is a limited amount of funds budgeted for the Academic Request Fund. Requests should be reasonable. When budgeting for a conference, workshop, and other planned events for the campus, please limit the request to registration fees and other pertinent costs. Food will not be covered under this fund.
- C. In the past, events which were funded sent students to represent Converse at conferences and workshops. These events must be academic and promote Converse College.
- D. Students who receive support from the Academic Fund must report their experiences to the PCO. Students should notify the SGA President to be placed on the PCO Agenda.

### **ARTICLE IV – Executive Committee (the Executive Committee)**

#### **I. Purpose**

The purpose of the executive committee is to serve as the executive branch of SGA, overseeing all legislative and judicial matters as they represent the students to faculty, staff, and administration.

#### **II. Members**

- A. Non-Voting Members
  - President of SGA/Chair of President's Council of Organizations
- B. Voting Members
  1. Vice President of SGA/Chair of Student Senate
  2. Second Vice President of SGA/Chair of Honor Board
  3. Third Vice President of SGA/Chair of Civitas Council
  4. Chair of Student Activities Committee (SAC)
  5. Secretary of SGA
  6. Treasurer of SGA
  7. Elections/Technology Chair
  8. Chair of Student Christian Association
  9. Chair of Active Student Association
  10. Chair of Traditions
- C. Advisor
  - Dean of Students

#### **III. Responsibilities of the Committee**

- A. Assume legislative authority of Senate and/or PCO in the event that either or both organizations cannot convene. It must inform Senate and/or PCO of its action at the next meeting
- B. Represent Senate and/or PCO in the interim of its regular meeting
- C. Appoint persons to fill the vacancies of members of Senate, PCO, Honor Board, Civitas, SAC, and all other elected positions.
- D. Serve as a permanent committee to re-evaluate annually the SGA Constitution, bylaws, and College regulations.
- E. Serve as a board of petitions from individuals that desire money from the Academic Fund as recommended by the SGA Treasurer.
- F. Serve on the elections committee.

#### **IV. Responsibilities of the Executive Committee Members**

- A. SGA President
  1. Call and preside over President's Council of Organizations and Executive Committee meetings.
  2. Administer SGA affairs.
  3. Serve on appointed committees.
  4. Represent Converse students in all external affairs.



5. Serve as an Ex-Officio member of the Board of Trustees.
  6. Serve as a non-voting member of Senate, PCO, and the Executive Committee.
  7. Serve on the Senate Legislative Committee.
  8. Serve on the Budget Committee.
  9. Serve on the Elections Committee.
  10. Conduct the Presidents' Workshop.
  11. Vote in the case of a tie in PCO and the Executive Committee.
- B. SGA Vice President
1. Call and preside over Student Senate.
  2. Serve as a non-voting member of the President's Council of Organizations.
  3. Perform the duties of the President in her absence or at her request.
  4. Be responsible for the review of the Handbook to be submitted to the Director of Student Activities.
  5. Serve on any committees when appointed.
  6. Serve on the Elections Committee
  7. Serve on the Budget Committee.
  8. Serve on the Senate Legislative Committee.
  9. Vote in the case of a tie in Senate.
- C. SGA Secretary
1. Attend regular meetings of the Executive Committee, Senate, and PCO.
  2. Attend to all necessary correspondence of Senate, PCO, and the Executive Committee.
  3. Record all meetings of Senate, PCO, and the Executive Committee.
  4. Post copies of Senate and PCO minutes in Public Folders of Outlook.
  5. Determine excused and unexcused absences to Senate, PCO, and the Executive Committee and report them to the respective organization and the representative who has been absent.
  6. Assume responsibility for maintenance and correspondence related to chartering organizations.
  7. Present organization charter requests and updates to PCO.
  8. Plan and lead a Secretary's Workshop for all SGA chartered organizations in the fall.
  9. Be responsible for maintaining the SGA computer.
  10. Serve on the Elections Committee
  11. Serve on the Budget Committee
  12. Serve on the Senate Legislative Committee.
  13. Serve as the liaison of the Organizational Fair committee in PCO.
- D. SGA Treasurer
1. Attend regular Senate, PCO, and the Executive Committee meetings.
  2. Maintain finances of SGA and handle expenditures in accordance with the purpose of SGA.
  3. Be responsible for all aspects of Budget Hearings and Budget Reviews.
  4. Review monthly records of all SGA chartered organizations' finances and keep these on file.
  5. Present Organizational Enhancement Requests to PCO and allocate monies accordingly each month.
  6. Present Academic Enhancement Requests to the Executive Committee and allocate monies accordingly each month.
  7. Be responsible for maintaining the SGA copier.
  8. Serve on the Elections Committee
  9. Serve as the Chair of the Budget Committee.
  10. Serve as the Fund Raiser Chair for SGA.
  11. Plan and lead a Treasurer's workshop for all PCO chartered organizations.
  12. Serve on the Senate Legislative Committee.
- E. Honor Board Chair/2nd VP
1. Attend regular PCO, Senate, and the Executive Committee meetings
  2. Serve as the Chair of Honor Board.
  3. Serve as the link between SGA and Honor Board.
  4. Serve on the Elections Committee.
  5. Serve on a Senate Academic Affairs Committee
- F. Civitas Chair/3rd VP
1. Attend regular PCO, Senate, and the Executive Committee meetings.
  2. Serve as the Chair of Civitas Council.
  3. Serve as a link between SGA and the Civitas Council.
  4. Serve on the Elections Committee.
  5. Serve on a Senate Facilities committee.
- G. SAC Chair
1. Attend regular PCO, Senate, and the Executive Committee meetings.
  2. Coordinate all social activities with those of other associations.
  3. Serve as a link between SGA and SAC.
  4. Serve on the Elections Committee.
  5. Serve on a Senate Student Services committee.
- H. Elections/Technology Chair
1. Attend regular PCO, Senate, and the Executive Committee meetings.
  2. Serve as the Chair of the Elections Committee.
  3. Conduct all SGA, Class, and Special Elections.
  4. Serve as the interim Freshman Communications Chairs in Senate until they are elected in the Fall.
  5. Serve on the Senate Communications Committee.
  6. Serve as member of Budget Committee

- I. SCA President
  - 1. Attend regular PCO, Senate, and Executive Council meetings
  - 2. Serve as link between SGA and PCO
  - 3. Collaborate with Presidents of SCA groups to create an atmosphere of unity among the student body
  - 4. Serve as a reminder of the Founder's Ideal for the College to be founded on "liberally and tolerantly Christian principles"
- J. Active Student Association Chair
  - 1. Attend regular PCO, Senate, and Executive Committee meetings
  - 2. Call and preside over Active Student Association meetings
  - 3. Promote spirit, sportsmanship, and fun through support of intercollegiate athletics, intramurals, and fitness activities
- K. Traditions Council Chair
  - 1. Attend regular PCO, Senate, and Executive Council meetings
  - 2. Coordinate 1889 Spirit week, Montgomery by Moonlight, and May Day
  - 3. Call and preside over the Traditions Council
- V. **Voting**  
Two-thirds vote of the Executive Committee shall be necessary in order to approve any executive action.
- VI. **Term of Office**
  - A. The terms of office for the Executive Committee shall be one year, beginning at the time of their election in the Spring until the Spring of the following school term.
  - B. Executive Committee Members must remain on campus for the duration of their terms in office. They may not participate in study abroad or study travel trips during their terms in office. Exceptions are only allowed if the trip does not exceed two weeks and if no more than two Executive Committee Members are absent at the same time. These exceptions will be granted on a first come, first serve basis, upon the approval of the Executive Committee.
    - 1. The Executive Committee must be enrolled in classes on campus or have an internship/student teach/practicum within a 30 mile radius of Spartanburg. Only in extreme cases and after consulting the Executive Committee, and the Dean of Students will exceptions be made to this policy.
    - 2. Should any of the aforementioned encounter an emergency which requires her to take a leave of absence or withdraw from campus, she must notify the SGA President.
    - 3. The SGA President cannot serve as a member of the Orientation Team or serve as the Student Orientation Coordinator during her term in office. If any other Executive position is a member of the Orientation Team, measures need to be made by the Executive Committee Member to get time off during orientation for the Executive Committee Retreat.
    - 4. Installation of SGA and the Executive Committee shall be in the Spring term. After elections, the former officers shall serve in an advisory capacity to the Executive Committee and SGA for the remainder of the year.
  - C. **Condition of Impeachment**  
Any Executive Committee member who is suspended while in office will automatically forfeit her position.

#### **ARTICLE V – Advisor**

The advisor for Senate, the President's Council of Organizations, and the Executive Committee within SGA shall be the Dean of Students or assigned designee.

#### **ARTICLE VI - Judicial**

##### **I. Authority**

The student judiciary authority of Converse College shall be vested in Honor Board and Civitas Council. Case procedures and responsibilities shall be found in the Student Handbook. Associate Dean of Students serves as Administrative Advisor to both Honor Board and Civitas Council. Faculty advisors shall be appointed to a one year term, by the President of the College.

##### **II. Policy**

- A. All procedures and policies initiated by Honor Board and Civitas Council are subject to the approval of SGA.
- B. All changes in policy handed to Honor Board and Civitas must be brought to the attention of SGA at the next meeting.
- C. Honor Board and Civitas Council shall have the power to pass on recommendations submitted to them by SGA. If either of these boards vetoes SGA's recommendation, a petition signed by 3/4 of the Student Body may be submitted to SGA requesting that the issue be reconsidered.

##### **III. Term of Office**

- A. Their terms of office shall be one year, beginning at the Installations Ceremony in the Spring, until the spring of the following school term.
- B. Officers and members of Honor Board and Civitas Council must remain on campus for the duration of their terms in office. They may not participate in study abroad or study travel trips during their terms in office. Exceptions are only allowed if their absences are pre-approved by their respective boards. If needed, a replacement is appointed by the Honor Board or Civitas Council.
- C. Members of Honor Board and Civitas Council must be enrolled in classes on campus or have an internship/student teach/practicum within a 30 mile radius of Spartanburg. Only in extreme cases and after consulting the chair of the respective board and the Dean of Students will exceptions be made to this policy.

##### **IV. Condition of Impeachment**

Any elected officer who is found responsible with a sanction worth of suspension by the Civitas Council or who is found guilty with a sanction worthy of suspension by the Honor Board will be immediately removed from office.

#### **ARTICLE VII - Financial**

##### **I. Budget Committee and Hearings**

- A. The Budget Hearing Committee shall consist of:
  - 1. SGA President
  - 2. SGA Vice President
  - 3. SGA Secretary
  - 4. SGA Treasurer
  - 5. SGA Elections Technology Chair
  - 6. Dean of Students/SGA Advisor
  - 7. A faculty member appointed by the SGA Executive Committee
  - 8. The appointed student representative from PCO

- B. The Budget Committee has the authority to allocate the budgets for student organizations derived from the Student Activities fee.
- C. The committee shall hear all budgets presented to it by the student organizations which have filed a formal budget with the committee.
- D. The budget requests will be presented by the newly elected President and Treasurer of each funded organization. They must present a detailed proposed budget and an evaluation of last year's budget.
- E. All student organizations that receive money from the Budget Committee are required to send a representative to PCO meetings.
- F. Failure to attend Budget Hearings will result in a frozen budget. To gain budget access, the organization president and treasurer must file a written request to go before the Budget Committee.

## II. Budget Review Committee

Each club's budget will be evaluated by the SGA treasurer and her advisor mid-year. Clubs will complete the review form and will be called into review hearings when necessary. Failure to submit a review form or attend reviews when called upon by the SGA treasurer will result in a frozen budget at the discretion of the EC until the club has submitted or attended the review.

## III. Budget Policy

- A. Before beginning a fundraising project, a fundraising request must be obtained and approved by the Director of Student Activities/ Associate Dean of Students.
- B. Only the President and Treasurer of each SGA Chartered Organization are allowed to handle budget accounts. Other organizational members will not be allowed to enter into financial matters (transactions, purchase orders, petty cash, check request, etc.) in the Business Office without the authorized signatures of the President, Treasurer, and/or Advisor.
- C. Purchase orders are used for all outside charges to Converse College and must be signed by the Advisor of the Organization or Class.
- D. Petty Cash requests cannot exceed \$75.00.
- E. Check Requests over \$100.00 must bear the signature of the Club/Organization/Class advisor(s).
- F. Check requests over \$500.00 must bear the signature of the Dean of Students and the Club/ Organization/Class advisor(s).
- G. If a club has raised \$50, and has the proper documentation to verify it, then the amount possessed at the end of the year, minus the starting budget, will be moved into the club's account for the following calendar year. Proper documentation includes, but is not limited to fundraising approval forms and the year end budget statements. THIS DOCUMENTATION **MUST** BE PRESENTED AT BUDGET HEARINGS. It is important to note that such moves cannot take place until mid October, and clubs are advised not to spend the money until it is securely in the account.

If a club has fundraised a positive balance of \$50 within the fiscal year and wishes to retain funds, then they must meet the following criteria:

- 1. Fundraising approval form, approved, all budget and other proper documentation for the year must be presented at budget hearings (Fundraising may take place after budget hearings in order to be evaluated, however, they must be approved prior to budget hearings)
- 2. After meeting the demands of part A, and if the amount remaining at the end of the year, minus the budget allotted by SGA is greater than fifty dollars, then this amount will be moved into the club's account in October of the following calendar year. Clubs are advised not to spend this money until the documentation that this money is in the account has been received.
- 3. Example: Club A starts with a budget of 50 dollars. This club raises 400 dollars, and spends 25, leaving them with a balance of 375 dollars. The treasurer will then subtract the starting budget (50) from the end balance (375), for a grand total of 325. After the budgets have been closed out, the SGA treasurer will move 325 into Club A's account.

## ARTICLE VIII- Elections

### I. Slates for SGA Elections

- A. First Slate (All first slate positions will serve as Executive Committee members):
  - 1. President of SGA/Chair of President's Council of Organizations (rising senior)
  - 2. 1<sup>st</sup> Vice President of SGA/Chair of Senate (rising junior or senior)
  - 3. Chair of Honor Board/2<sup>nd</sup> Vice President of SGA (rising junior or senior)
  - 4. Chair of Civitas Council/3<sup>rd</sup> Vice President of SGA (rising junior or senior)
  - 5. Secretary of SGA (rising sophomore, junior or senior)
  - 6. Treasurer of SGA (rising sophomore, junior, or senior)
  - 7. Chair of Student Activities Committee (rising sophomore, junior, or senior)
  - 8. Chair of Elections/Technology (rising junior or senior)

In the event that a Junior should hold the Elections Technology Chair positions and wishes to run for re-election or be elected into another position, the Elections Technology vice-chair will run the applicable slate. if the vice chair is also running for the position, an EC member from the elections not running for office will be appointed to run the slate.

  - 9. President of Student Christian Association (rising sophomore, junior, or senior)
  - 10. President of Athletic Association (rising sophomore, junior, or senior)
  - 11. Traditions Co-Chair (rising junior or senior)
- B. Second Slate:
  - 1. Vice Chair of Honor Board (rising sophomore, junior, or senior)
  - 2. Vice Chair of Civitas Council (rising sophomore, junior, or senior)
  - 3. Vice Chair of Student Activities Committee (rising sophomore, junior, or senior)
  - 4. Vice Chair of Elections/Technology (rising sophomore, junior, or senior)
  - 5. Vice President of Student Christian Association (rising junior or senior)
  - 6. Vice President of Valkyrie Club (rising sophomore, junior, or senior)
  - 7. Vice President of LIFE (rising sophomore, junior, or senior)
  - 8. Traditions Vice-Chair (rising junior or senior)

### II. Slates for Class Elections

(All class vice presidents/senate representatives and senate committee chairs will serve as voting members of Senate.)

- A. First Slate( All class officer candidates within the first slate will be required to give a speech the day before their election at a required place and time):
  - 1. President
  - 2. Vice President/Class Senator
  - 3. Secretary

4. Treasurer
  5. Class giving chair
  6. Representatives to Honor Board (three rising sophomores, three rising juniors, three rising seniors, two Converse II, two freshmen elected in the fall)
  7. Representatives to Civitas Council (three rising sophomores, three rising juniors, three rising seniors, two Converse II, two freshmen elected in the fall)
- B. Second Slate:
1. Two Senate Committee Chairs (formerly named "Senators")
  2. Appeals Board Representative
  3. Four Representatives per class to Student Activities Committee
  4. Traditions Representative
- III. Elections Committee**
- A. The Elections Committee shall be composed of:
1. Elections/Technology Chair
  2. Elections/Technology Vice Chair
  3. Class Presidents
  4. Executive Committee
  5. Dean of Students
- B. The Elections/Technology chair of the Elections Committee will be responsible for seeking assistance from the Dean of Students in checking the eligibility of candidates.
- C. The Elections Committee shall have the responsibility to:
1. Nominate a single slate of candidates for any office in case of no self nominations for that office.
  2. Submit to Senate/PCO two weeks after elections, a report of the voting procedures to be effective the following academic session.
- D. The Elections Committee will nominate only in the event of no self-nominations.
- IV. Election Advisory Council**
- A. Membership - The Election Advisory Council will be composed of:
1. Elections/Technology Chair
  2. Elections/Technology Vice Chair
  3. Two members of the Executive Committee appointed by the Elections/Technology Chair
  4. Dean of Students (non-voting advisor)
- B. Duties:
1. It shall be the duty of the Elections Advisory Council to investigate and rule on any election contestation.
  2. It shall be the duty of the Election Advisory Council to make sure correct contesting procedures are followed.
  3. It shall be the duty of the Election Advisory Council to notify the involved candidates and the contesters of the decisions reached.
  4. It shall be the duty of the Election Advisory Council to cast the deciding vote by secret ballot in the event of a tie in a run-off election.
- V. Requirements for Office**
- A. Any candidate running for a class office must be a member of her respective class.
- B. Any candidate seeking the position of President of the Student Government Association needs to have at least one year experience as an appointed or an elected officer in an SGA Chartered Organization, or a Class Officer position, or as a Community Advisor. In SGA elections, all candidates running for SGA, Civitas Council, and Honor Board must be members of their respective classes.
- C. With the exception of Fall Freshman class elections, no student shall be a candidate for office who has not received credit for the previous term at Converse and attained a cumulative last term GPA of 2.0.
- D. All students in SGA elected positions must maintain a 2.0 GPA throughout the term. If one fails to do this, she will be placed on probation until the next grading period. If she does not improve her GPA within this period, she will be replaced. During this period a student may voluntarily step down from her position.
- E. The Dean of Students will be responsible for reviewing the grades and notifying the students who are deficient.
- F. In the case of acceleration, a student must declare herself to the Registrar's office. She may elect to stay with her class according to years or accelerate to the next class. In either case, she must let the President of the class she chooses know of her decision.
- G. Requirements for Prior to SGA Elections, all candidates must attend and sign the roll at two Senate and/or PCO meetings during the term in which their election falls to familiarize themselves with student needs and the structure of student government. Attendance at Senate and PCO during January Term will count towards Spring Elections.
- H. Each candidate will be required to submit a platform card along with her self-nominating ballot and questionnaire. The card should be 5x7" and contain a picture of the candidate no larger than 3 1/2x5". The platform card must have flat edges and cannot be three dimensional. The platform card will be displayed in the Montgomery Student Activities Building at least 24 hours prior to the election.
- I. Anyone not meeting election requirements and/or not following campaign guidelines will be disqualified from the slate of which one is running. The disqualified candidate will be notified by phone and in writing by the Elections/Technology Chair immediately following the disqualification.
- J. Candidates for Freshman Class offices must attend an informational meeting prior to elections. The date will be determined by the Elections/Technology Chair, but will be no more than two weeks prior to 1st slate elections.
- K. The self-nominating ballot, questionnaire and platform card must be submitted to the SGA Offices by a date determined by the Elections/Technology Chair.
- L. Candidates running for a SGA First or Second Slate Position or a first slate class position will be presented to the student body at a required meeting of the student body. Their speeches will take place on the date/location specified by the Elections/Technology Chair, but no earlier than two weeks prior to SGA 1<sup>st</sup> Slate Elections. A time limit of 3 minutes will be set for each speech.
- M. All candidates for class officer positions will be required to give their speeches to their respective classes on a date specified by the Elections/Technology Chair, but no more than two weeks prior to the elections. Required class meetings will be called for the purpose of hearing the speeches. A time limit of 3 minutes will be set for each speech.
- N. A student may not hold more than one SGA or Class elected position simultaneously. In extreme cases a student wishing to hold more than one elected position must submit a written request to the Elections/Technology Chair, who will then seek approval from the Dean of Students and the SGA Executive Committee.

## VI. Nominations

- A. A student will nominate herself for an office using a self-nominating ballot, provided by the Elections/Technology Chair.
- B. A student cannot run for more than one position within a slate; however, she is allowed to nominate herself for one position in one or all three slates. If she wins in one slate, all other nominations will be void. Anyone seeking to run for more than one elected position on an SGA ballot must seek approval of the Dean of Students.
- C. Each SGA and Class election candidate must meet with the present office holder and complete a questionnaire to discuss the responsibilities of the office. This will be turned in, along with the platform card and self-nominating ballot, by a date determined by the Elections/Technology Chair. Any candidate failing to meet this requirement will be disqualified.

## VII. Campaigning

- A. Candidates are encouraged to use face to face campaigning as their primary form of communication.
- B. A candidate can begin formal campaigning no more than 3 weeks before the election.
- C. All candidates may distribute 2 sets of 8.5 x 11 paper flyers through the post office, by hand, or on residence hall room doors in support of their candidacies for each office. (Flyers are not to be posted anywhere but residence hall room doors.) These fliers must be tasteful and consistent with the mission of Converse College and must be removed 48 hours after the election.
- D. Candidates are encouraged to use creative forms of campaigning. However, if a candidate wishes to campaign via anything other than a paper flyer, distributed in the manner stated above, she must submit her idea, in writing, for approval by the Elections/Technology Chair or Vice Chair. This must be done 24 hours before the proposed campaigning is to take place.
- E. No student is to spend more than \$75 campaigning for a school wide elected office or \$50 campaigning for a class elected office. An additional \$25 will be allowed for Run-off materials as well. If asked, a candidate should be able to produce receipts for the materials she purchased.
- F. Informal Campaigning
  1. No restrictions in terms of time
  2. Includes campaigning only by word of mouth
  3. Includes campaigning anywhere except the polls
- G. Electronic Campaigning (via social networking sites, web sites, etc.) is permitted, the use of e-mailing and mass e-mail is prohibited.
- H. In the case of a run-off, each candidate in the run-off may have additional forms of publicity. Proposals for this additional publicity must be submitted to the Elections/Technology Chair by 5:00 pm the evening before the run-off, for approval by the Elections/Technology Chair or Vice Chair.
- I. Additional campaigning opportunities may be offered to all candidates. If so, information on these opportunities will be made available to all candidates by the Elections/Technology Chair.
- J. During election periods, the Elections/Technology Chair, Vice Chair, and the Dean of Students will handle questions regarding unauthorized campaigning. Candidates who campaign improperly may be subject to disqualification.

## VIII. Write-in Candidates

- A. A person who has not turned in a self-nominating ballot by the designated date may run only as a write-in candidate.
- B. She will not be allowed to make a speech at the election assembly or conduct formal campaigning.
- C. She will not be allowed a platform card.
- D. She may conduct informal campaigning only. (See Section 7,F)
- E. In the case of a write-in candidate, the ballot will be counted the same as a plural election.

## IX. Voting

- A. Ballots must be typed with the correct spelling of the candidates' names.
- B. The polls will be opened from 8:50 am – 3:50 pm.
- C. Counting ballots
  1. All ballots will be counted by the Elections/Technology Chair and a combination of the Elections/Technology Vice Chair, the Executive Committee, and Class Presidents.
  2. The counting will begin after the close of the polls at a place other than the location of the polls.
  3. No student may vote for another student in her absence under any circumstances (See Section 9, E. for information on absentee ballots).
  4. Seniors are allowed and encouraged to vote in all SGA elections.
  5. If the number of pledges does not match the number of ballots, and the discrepancy is less than 3% of the total number of ballots received, the candidate with the majority wins unless the 3% votes can sway the election. In case the number of ballots exceeds the number of pledges by more than 3%, another election will be held between the same candidates.
  6. All elections will be governed by simple majority (50% of the total persons that voted plus one) of the votes for that office, except in the following cases:
    - a. When the number of candidates is the same as the number of positions for a particular office, and the candidates have more votes than any write-in candidate, the candidates are elected.
    - b. If there is only one candidate seeking election to an office, she must receive at least 50% + 1 of the votes to win the election. If the candidate does not receive 50% + 1 of the votes, she will not take office and the Elections Advisory Council will seek at least one willing candidate for the office and hold a special election.
    - c. When the number of candidates with a majority exceeds the number of positions for a particular office, candidates with 50% + 1 shall be voted on in a run-off election. This procedure is possible only for offices with more than one position.
  7. Run-off
    - a. Eligibility for Run-off
      1. In the case of a run-off for offices with one position, the following vote-tallying procedures will be used. Using each prospective run-off candidate's total votes, begin with the highest total and add in respective order towards the lowest total until their combined totals equal 50% + 1 of the votes cast. (Example: A has 55 votes, B has 60 votes, C has 61 votes, D has 59 votes. If the majority of the ballots returned is 125, 61 votes and 60 votes should first be added. This does not reach majority, therefore 59 votes would be added. The total now equals 189 votes, which goes over the majority. Candidates B, C, and D would be in the run-off).
      2. In the case of a tie vote for the last candidate to complete the majority, all candidates will be in the run-off.



3. If 50% + 1 is not attained by any of the candidates, in offices with more than one position, all candidates will be in the run-off.
  4. If a majority is attained by one candidate, in an office with more than one position available, then all remaining candidates will be in the run-off.
    - a. Election Run-off decision: The election run-off will be by plurality, which is a margin of one or more votes.
    - b. In the event of a tie in the run-off election, the Election Advisory Council will decide by means of a secret ballot. The Election Advisory Council's decision is final.
- D. Either voting machines, paper ballots, or computers will be used in all elections.  
Student Government Association Constitution  
The following rules will be in effect:
1. If there is only one candidate seeking election to an office, she must receive at least 50% + 1 of the votes to win the election. If the candidate does not receive at least 50% + 1 of the votes, the Elections Committee shall then seek at least one willing candidate for the office (and a special election will be held).
  2. The ballots should be stored in the Campus Life Office for a period of two weeks and then destroyed.
- E. Absentee ballots shall be provided for those students absent from campus during election hours for academic or school-sanctioned purposes. Absentee ballots shall also be provided for those students who, for reasons of illness or other extenuating circumstances, cannot vote at the polls. Ballots may be obtained from the Elections/Technology Chair or the newly elected Class Presidents. Absentee ballots should be handwritten by the person submitting the ballot (no oral ballots), and should contain the following information: the student's name, date, reason for absence, pledge; the name(s) of the candidate(s) for whom the student wishes to vote. Each absentee ballot must be returned directly to the Elections/Technology Chair prior to the election. Everything should be returned to the Elections/Technology Chair.
- X. Vacancies**
- A. If a vacancy occurs between elections and the beginning of Fall term exams, a special election shall be held.
  - B. Should a vacancy occur during the Fall term, the presiding officer of the concerned board in consultation with the Executive Committee shall appoint an officer to fill the vacancy until the installation of new officers.
- XI. Contesting an Election**
- A. Any voter or candidate may contest an election.
  - B. Procedure
    1. A written notice of contest must be given to the Elections/Technology Chair by 10:00 pm on the evening of the election. In the case of a disqualified candidate, she must submit a written notice of contest to the Elections/Technology Chair within 24 hours of receiving her disqualification or no later than 10:00 pm on the night prior to the election, whichever comes first.
    2. The notice of contest must include:
      - a. Exactly what about the election is being contested.
      - b. The reasons for the contestation.
      - c. The name(s) of the contestor(s). The first name will be recognized as the chief contestor.
      - d. The contestor's proposed solution to the action or ruling being contested.
    3. The Elections/Technology Chair will immediately contact the members of the Election Advisory Council.
    4. Each member of the Election Advisory Council will review the written contestation and will vote to determine the outcome of the contest.
    5. The Elections/Technology Chair will immediately contact the involved candidates and contestors about the decision. They will also receive a written explanation of the decision.
  - C. Any candidate whose election is being contested may not take office until the Elections/Technology Chair informs that candidate that her election has been approved.
- XII. Poll Workers**
- A. Poll workers may be any students other than the candidates of the election.
  - B. All representatives of SGA funded and non-funded organizations are required to sit polls.
  - C. Poll workers are on their honor not to discuss any of the candidates and/or anything pertaining to the elections with the students who are voting.
  - D. It is the poll workers' responsibility to ensure that each student pledges when she fills out a ballot.
- XIII. Completion of Elections**  
All organizations will be required to complete elections by the week before SGA Installations. A week before installations, the former President or Chair of each organization must complete a form of all newly elected officers and submit it to the new Secretary of SGA.
- XIV. Freshman Elections**
- A. Freshman elections take place in the Fall at a time to be determined by the Elections/Technology Chair.
  - B. The Elections/Technology Chair will run the entire election until all candidates are elected.
  - C. Freshman elections will follow class election procedures.
- XV. May Day Elections**
- A. May Day elections will take place at a time to be determined by the Traditions Co-Chairs. The regulations regarding poll sitters, ballots, pledges and policies stated in Section 9 are applicable in May Day elections.
  - B. All ballots will be counted by the Traditions Chair and Vice Chair.
  - C. In the May Queen election, the candidate with the most votes will be named May Queen and the candidate with the second most votes will be named Maid of Honor.
- XVI. Honor Board/Civitas Elections**
- A. Students running for all Honor Board and Civitas Council positions must complete all election forms, in addition to scheduling a meeting with the chair of the respective board and completing the necessary forms.
  - B. An Honor Board or Civitas Council vacancy in mid-year will follow the same procedures as other elections; in addition, the candidate must schedule an appointment to meet with the respective chair and complete the necessary forms.
  - C. All students wishing to run for a position for Honor Board or Civitas Council must meet the requirements stated in those organizations' constitutions.

**XVII. Installations**

Installation of SGA shall be in the spring term. After elections the former officers shall serve in an advisory capacity to SGA for the remainder of the academic year.

**XVIII. Study Abroad Candidates**

- A. A student studying abroad wishing to run for an elected position must turn in nomination ballot, questionnaire and platform card by the last day of the term prior to departure.
- B. Study abroad candidates may not run for Executive Committee positions.
- C. If a speech is required for the desired position the candidate may either turn in a video of her speech with her ballot or another method approved by the Elections/Technology chair.
- D. Campaigning regulations as previously stated in the constitution are still the responsibility of the candidate.

**ARTICLE IX. Removal from Office**

For a Class Office Holder or Student Government Office Holder to be removed from their office, a petition containing no less than 50 signatures of the class or 100 signatures of the student body, dependent on the position, must be presented. Upon the petition meeting this requirement, the petition will be reviewed by the Executive Committee of the Student Government Association, and with a three-fourths (3/4) majority vote of the Executive Committee, the Class Office Holder or Student Government Office Holder shall be removed.

Impeachment from an office does not mean impeachment from the Student Government. Should the impeachment of the president be motioned, the vice-president shall chair the meeting. The impeached officer shall not hold any Student Government or Class Office within the academic year.

**ARTICLE X. Appeals**

The action of SGA is at all times subject to review by the Student Body upon a petition signed by 50 members of the Student Body stating reasons for their complaint. This petition should be submitted to the Dean of Students.

**ARTICLE XI. Amendments**

Amendments to this constitution may be made by 2/3 majority vote of the votes cast by the student body, provided such amendments may be approved by the Executive Committee, the respective body when applicable and the Dean of Students, and posted 48 hours prior to the meeting at which it is to be presented.

**ARTICLE XII. By-Laws**

SGA may establish by 2/3 vote such bylaws as necessary for its smooth running.

**ARTICLE XIII. Other Meetings**

- I. Parliamentary Procedure  
The Student Body, Senate, PCO, Honor Board, and Civitas Council, and any committee thereof, shall recognize *Robert's Rules of Order, Revised*, as the standard for their parliamentary procedures.
- II. Meetings
  - A. The Student Body shall meet when the President of SGA calls a meeting.
  - B. Senate shall meet when the Vice President of SGA calls a meeting.
  - C. PCO shall meet when the President of SGA calls a meeting.
  - D. Honor Board shall meet when there is a case and at the Board's discretion.
  - E. Civitas Council shall meet when there is a case and at the Board's discretion.

**ARTICLE IX. SGA Retreat**

Each year, SGA sponsors a leadership retreat in the spring. Elected and selected student leaders (Orientation Leaders, Residential Life Staff, PEAS, and CAs) are required to attend the retreat.

# CAMPUS ORGANIZATIONS OFFICERS

## STUDENT GOVERNMENT ASSOCIATION OFFICERS

SGA President	Kaitlyn Price
SGA First Vice President	Anna Owens
Honor Board Chair/Second Vice President	Anna Estes
Civitas Council Chair/Third Vice President	Claire Hughes
Secretary	Madison Brewer
Treasurer	Spenser Robinson
Student Activities Committee Chair	Caroline Burnett
Elections/Technology Chair	Kathryn Howard
Active Student Association Chair	Mary English
Traditions Chair	AnnaKate Rawles
Student Christian Association Chair	Ridgley Beckett

## TRADITIONS

Vice Chair	Aundi Hunter
Senior Class Representative	
Junior Class Representative	Ashton Lesiak
Sophomore Class Representative	Cierra Kingsley

## HONOR BOARD OFFICERS

Vice Chair	Cristina Garcia
Senior Class Representative	Amanda Stillinger
Senior Class Representative	
Senior Class Representative	
Junior Class Representative	Katherine Buehler
Junior Class Representative	Ashley Thomason
Junior Class Representative	Valerie Starr
Sophomore Class Representative	Krystal Jackson
Sophomore Class Representative	Hilary Koss
Sophomore Class Representative	Amber Lautenschlager
Converse II Representative	
Converse II Representative	

## CIVITAS COUNCIL OFFICERS

Vice Chair	Samantha Helm
Senior Class Representative	Janette Figueroa
Senior Class Representative	Laurie Peebles
Senior Class Representative	Tiana Pires
Junior Class Representative	Jessica Garcia
Junior Class Representative	Deanna Singletary
Junior Class Representative	Katie Hudson
Sophomore Class Representative	Emily Brown
Sophomore Class Representative	Amy Peele
Sophomore Class Representative	

## STUDENT ACTIVITIES COMMITTEE OFFICERS

Vice Chair	Morgan Anderson
Wild Wednesday Chairs	AnnaKate Rawles, Sarah Martin
Publicity Chair	Olivia Buster
Weekend Programming Chairs	Olivia Menjares, Lauren Washington
Senior Class Representative	Sarah Cooner
Senior Class Representative	CJ Hicks
Senior Class Representative	Olivia Menjares
Senior Class Representative	Ashley Morton
Junior Class Representative	Lauren Washington
Junior Class Representative	
Junior Class Representative	
Junior Class Representative	
Sophomore Class Representative	Emily Brown
Sophomore Class Representative	Emily Eason
Sophomore Class Representative	Leslie Macon
Sophomore Class Representative	Brandi Vaughn

## ELECTIONS/TECHNOLOGY OFFICER

Vice Chair	Taynesha David
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## ACTIVE STUDENT ASSOCIATION OFFICERS

Valkyries Club Vice Chair	
LIFE Vice Chair	

## STUDENT CHRISTIAN ASSOCIATION

Vice Chair	Kathryn Dudley
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## APPEALS BOARD

Senior Class Representative	Morgan Byrn
Junior Class Representative	Bridget Richberg
Sophomore Class Representative	Maurie Prince

## CLASS OF 2010 OFFICERS

President	Anna Lockamy
Vice President	Gina McBride
Secretary	Kasie Starnes
Treasurer	Krista Williams
Class Giving Chair	Katie Quigley

## CLASS OF 2011 OFFICERS

President	Shekeyse Jones
Vice President	Nina Gallegos
Secretary	Chloe Sakalauskas
Treasurer	Cullen Guess
Class Giving Chair	Amanda Ripley

## CLASS OF 2012 OFFICERS

President	Hilary Berry
Vice President	Sierrah Gomez
Secretary	Miya Evans-Walker
Treasurer	Caroline Robbins
Class Giving Chair	Shannon Gonzalez

## SENATE REPRESENTATIVES

Senior Class Representative	Emily Green
Senior Class Representative	Khaloni Lockridge
Junior Class Representative	Becky Elam
Junior Class Representative	Monica Lineberger
Sophomore Class Representative	Elizabeth Davis
Sophomore Class Representative	Angela Parker

## DAY STUDENT ASSOCIATION OFFICERS

President	Ashley Morton
Vice President	Kourtney McKinney
Secretary	Nicole McGehee
Treasurer	Danielle Mitchem
Senator	McLaren Boyd

# APPENDIX A

## SOUTH CAROLINA STATE LAWS CONCERNING ALCOHOL AND OTHER DRUGS

### **TRANSFER, PURCHASE OR GIFT OF BEER, WINE, OR ALCOHOLIC LIQUOR TO A MINOR PROHIBITED**

It is against the law to transfer, purchase, or give beer, wine, and/or alcoholic liquor to anyone who is under 21 years of age for the purpose of consumption. This includes serving anyone in your home except your child or spouse.

**PENALTY:** Fine up to \$300 or imprisonment up to 30 days and mandatory driver's license suspension of 90 days to six months. (Code Sections 61-13-287, 61-9-60, 20-7-320, 56-1-745)

### **PURCHASE/POSSESSION BY A MINOR**

It is against the law to purchase or knowingly have in one's possession any beer, wine, or alcoholic liquors if you are under the age of 21. It also is unlawful for any person to falsely represent his age for the purpose of procuring alcoholic liquors.

**PENALTY:** Fine up to \$300 or imprisonment up to 30 days and mandatory driver's license suspension of 90 days to six months. (Code Sections 20-7-370, 20-7-380, 61-9-50, 56-1-745)

### **MISREPRESENTING AGE/FRAUDULENT APPLICATION OR ALTERATION OF DRIVER'S LICENSE**

It is against the law to lie or furnish fake information concerning age in order to obtain any form of alcoholic beverage. It is unlawful to possess, lend, or display a fraudulently altered driver's license or personal identification card.

**PENALTY:** Fine up to \$200 or imprisonment up to 30 days for first offense and mandatory driver's license suspension of 90 days to 6 months. (Code Sections 61-9-50, 56-1-510, 56-1-515, 56-1-745)

### **LOAN AND USE OF DRIVER'S LICENSE**

It is against the law to lend or use a loaned driver's license or personal identification card.

**PENALTY:** Fine up to \$200 or imprisonment up to 30 days for first offense. (Code Sections 56-1-510[2], 56-1-515[2], 56-1-515[4])

### **SALE TO PERSON UNDER AGE**

It is against the law to sell beer, wine, or liquor to anyone under 21 years of age.

**PENALTY:** Fine up to \$300 or imprisonment up to 60 days. (Code Section 61-9-40).

### **EMPLOYMENT OF A PERSON UNDER 21 IN THE LIQUOR BUSINESS**

It is unlawful for any person under the age of 21 to work as an employee or otherwise in a retail, wholesale, or manufacturing liquor business. No person can serve or deliver to a purchaser any alcoholic liquors unless the server is 18. All bartenders must be at least 21 years of age. (Code Sections 61-5-20, 61-13-340, 20-7-370)

### **OPEN CONTAINER (BEER, WINE, LIQUOR)**

It is against the law for anyone to have any beer or wine in an open container in a moving vehicle of any kind. It is against the law to have an open container of liquor anywhere except in a private residence, hotel or motel room, licensed minibottle establishment, the luggage compartment of a vehicle, or a legally constituted private gathering.

**PENALTY:** Fine up to \$100 or imprisonment up to 30 days. (Code Sections 61-9-87, 61-5-20, 61-5-110)

### **CONTRIBUTING TO THE DELINQUENCY OF A MINOR**

It is against the law for any person over 18 years of age to knowingly and willfully influence a minor to violate any law or municipal ordinance.

**PENALTY:** Fine up to \$3000 and/or imprisonment up to three years. (Code Section 16-17-490)

### **DISORDERLY CONDUCT**

Any person found on any public highway or in any public place who is in a grossly intoxicated condition or otherwise disorderly and boisterous may be charged with disorderly conduct.

**PENALTY:** Fine up to \$100 or imprisonment up to 30 days. (Code Section 16-17-530)

## **DRIVING UNDER THE INFLUENCE (DUI)**

It is against the law for any person to drive under the influence of alcohol or other drugs. If there was at that time 08 one-hundredths of 1 percent or more by weight of alcohol in the person's blood, it may be inferred that the person was under the influence of alcohol. At a level below .08 BAC a person may be guilty of DUI when that fact is considered with other competent evidence.

**PENALTY:** Tired system of penalties now according to defendant's BAC level.

## **FELONY DRIVING UNDER THE INFLUENCE (FELONY DUI)**

Anyone causing great bodily harm or death to someone while under the influence of alcohol, other drugs — or the combination of alcohol and other drugs — when driving a vehicle is guilty of a felony.

**PENALTY:** For causing great bodily harm, a mandatory fine of not less than \$5,000 nor more than \$10,000 and imprisonment up to 10 years. For causing death, mandatory fine of not less than \$10,000 nor more than \$25,000 and imprisonment up to 25 years; driver's license is suspended for period of imprisonment plus 3 years. (Code Section 56-5-2945)

## **DUI/CONSENT FOR TESTING**

Anyone who drives on South Carolina's highways is considered to have given consent to chemical test of one's breath, blood, or urine if arrested for any offense alleged to have been committed while you were operating a motor vehicle under the influence of alcohol, other drugs, or a combination of them. If you refuse to submit to the test, then your driver's privilege will be suspended for 6 months. (Code Section 56-5-2950)

## **POSSESSION AND DISTRIBUTION OF DRUGS**

It is illegal to have, to make, or intend to distribute any controlled substance, i.e., cocaine, crack, ice, marijuana, etc.

**PENALTY:** Varies depending upon the circumstances under which the arrest was made and the amount and/or type of drug involved. Fines up to \$200,000 and imprisonment up to 30 years and driver's license suspension up to one year. (Code Sections 44-53-370, 44-53-375, 56-1-745)

## **POSSESSION OR SALE OF DRUG PARAPHERNALIA**

It is unlawful to possess, sell, or deliver paraphernalia, including — but not limited to — such things as:

- Roach clips - Clips used by dentists to clip bibs around the necks of patients.
- Bong - Pipe that may or may not use water.
- Carburetor - Circulating tube with holes at each end. Tube may be made out of glass, wood, plastic or metal.

**PENALTY:** Fine up to \$500. (Code Section 44-53-391)

## **DISTRIBUTION TO PERSONS UNDER 18**

Any person 18 or older who distributes a controlled substance to a person under 18 years of age or who hires anyone under the age of 17 to distribute or traffic in drugs is guilty of a felony.

**PENALTY:** Fines up to \$30,000 and imprisonment up to 20 years. (Codes Sections 44-53-440, 44-53-577)

## **DISTRIBUTION OF CONTROLLED SUBSTANCES WITHIN PROXIMITY OF SCHOOL**

It is a separate criminal offense to distribute, sell, make, or possess with intent to distribute a controlled substance within a radius of one-half mile of the grounds of a public or private school, public playground or park, a public vocational or trade school or technical education center, or a public or private college or university.

**PENALTY:** Fine up to \$10,000 and imprisonment up to 10 years. (Code Section 44-53-445)



# APPENDIX B

## Converse College Notice of Privacy Practices HIPAA Notice of Privacy Practices (Health Insurance Portability and Accountability Act) Effective: April 14, 2003

**THIS NOTICE DESCRIBES HOW CONFIDENTIAL INFORMATION ABOUT YOU MAY BE USED, DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

### **UNDERSTANDING YOUR HEALTH-RELATED INFORMATION**

Each time you visit a Converse College Health Services, Sports Medicine, Counseling Service and/or Academic Support office a record of your visit is made. This record contains information about your symptoms, examinations, test results, medications, allergies, disability status, previous medical visits or counseling records as provided by you or your physician, and the plan for your care. This information we refer to as your health related record and are an essential part of the services we provide for you. State and federal laws protect the privacy of your health-related information.

### **USES AND DISCLOSURES OF HEALTH-RELATED INFORMATION**

#### **We will use your information for treatment.**

All the clinical staff (Academic Support, Counseling Services, Sports Medicine and Health Services) involved in your care will document findings from your visit and the care planned for you.

We will provide (at your request) you copies of various reports from your health-related information that might assist another health care provider treating you. These records may also be used by you for other purposes as you see fit. We may also need to access other information sources to contact you for appointments, to follow up with diagnostic test results, or to provide you with information about other treatment and care that could benefit you.

### **WE MAY USE YOUR HEALTH-RELATED INFORMATION FOR PAYMENT**

A bill may be sent to you or your third party payor (insurance), as applicable. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, healthcare providers and supplies used. We may also contact your insurance company to determine if they will pay for your medical care, as part of their certification process.

#### **We may use your health-related information for regular healthcare operations**

Converse College physicians, nurses, managers and staff may look at your health information to complete a quality review to assess the care given and the results received. The College is a teaching facility so we may use your health-related information in the process of educating and training resident physicians.

### **OTHER DISCLOSURES**

#### **Business Associates**

Some services are provided by business associates (e.g., lab tests, resident Physicians and copying of records). To protect your health-related information, however, we require all business associates to sign written agreement that they will abide by the same HIPAA Privacy Practices as outlined in this statement.

#### **Communication with Others**

The Converse College clinical staff, with your permission, may disclose to a family member, other relative, or any other person you identify (by indicating on the authorization form), health-related information relevant in your care or payment related to your care. You will be asked after reading this document to sign an Authorization for Release of Health related Information in which you will authorize the release of confidential information.

### **RESEARCH**

Under certain circumstances, we may use and disclose anonymous medical information for survey, data analysis, and assessment plans about you for research purposes. All research projects, however, are subject to approval by Institutional Review Committee.

#### **As Required by Law**

We may also disclose health-related information to the following types of entities, but not limited to:

- Food and Drug Administration,
- Public Health or legal authorities charged with disease prevention,
- Correctional Institutions,
- Workers Compensation Agents,

- Organ and Tissue Donation Organizations,
- Military Command Authorities,
- Health Oversight Agencies,
- Funeral Directors, Coroners, and Medical Examiners,
- National Security and Intelligence Agencies,
- Protective services for the President and others,
- Law enforcement as required by law or in accordance with a valid subpoena, and/or
- To avoid a serious threat to the health and safety of a person or the public.

We will not use information in your records for public marketing.

## **PATIENT RIGHTS**

### **You have the right to:**

- restrict certain uses and disclosures of your information; however, we are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment;
- obtain a paper copy of the Converse College Notice of Privacy Practices upon request;
- inspect and obtain a copy of your health record;
- request an Amendment to your health-related information;
- obtain an accounting of disclosure of your health-related information;
- Request communication of your health-related information (for example, you may ask that we use an alternative address for billing purposes); and
- revoke your authorization to use or disclose health-related information except to the extent that action has already been taken.

To exercise any of your rights, please obtain the required forms from the Privacy Officer, and submit your request in writing.

### **Our duties are to:**

- maintain the privacy of your health-related information;
- provide you with a notice of our legal duties and privacy practices with respect to information we collect about you through this notice;
- abide by the terms of this notice;
- notify you if we are unable to agree to a requested restriction; and
- accommodate reasonable requests to communicate health-related information by alternative means or at alternative locations.

## **FOR MORE INFORMATION OR TO REPORT A VIOLATION**

We reserve the right to change the terms of this notice and our privacy policies at any time. This notice is in the Student Handbook and on the College web site. We will post all revisions in the provider offices and other appropriate locations.

If you believe that your privacy rights have been violated, you may contact your Vice President for Academic Affairs, or you may initiate the Grievance Procedure as outlined in the Student Handbook. You will not be penalized in any way for filing a grievance.