



# STUDENT CONDUCT POLICIES

---

## I. RESIDENTIAL LIFE POLICIES AND PROCEDURES

As a four-year residential college, Converse strives to create a living environment that is safe, secure, and clean where students are best able to work, study and sleep in one's assigned residence. It is expected that students live in community with minimal interference from excessive noise, disrespect, or negative behaviors by peers and/or guests. It is believed that residents have the right to free expression but that expression does not include the right to harass, threaten, injure or silence others. As such, by living in the Converse community, students are expected to abide by the following residential policies:

### **Residency Requirement**

Converse College is a residential college and views on-campus living as an integral part of the educational experience. All undergraduate students, under the age of 24, must reside in college residence halls unless they make their home with their parents/legal guardian 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 request for a waiver from this policy. 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. Students found in violation of this policy may be charged College room and board fees.

### **Housing Assignments**

*Reservation Fee*—A nonrefundable reservation fee of \$300 must be paid to the College before a student will be assigned a room. This fee applies to new, entering students, as well as to students currently enrolled who plan to return the next year. The fee is due in the Spring of each year to participate in the room selection process. Reminders are sent to all students.

*Room Selection*—New students are assigned to College housing prior to their arrival on campus. New students receive notification of housing assignments and roommates as soon as that information is available. Room selection for returning students takes place in the spring of each year through a lottery system. 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 class standing utilizing a computer generated lottery number program. Traditional undergraduate students will participate in Spring Room Selection. Housing for graduate students and Converse II students is based upon availability.

*Private Rooms*—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. 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 when extenuating circumstances exist such as 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.

*Consolidation*— The Office of Residential Life reserves the right to require occupants of rooms not filled to capacity. Any vacant room or suite space may be filled at the discretion of the Director of Residential Life.

*Keys*— All room keys will be issued by the Director of Residential Life and First Year Programs. If a room key is lost or missing, the student must report this to her Resident Director *immediately*. To obtain another room key, the student must meet with the Director of Residential Life and First Year Programs. The charge for losing a KABA lock room key and having the core changed is \$150; all other types of keys are \$50. Any lost key card will be deactivated and replaced with a fee of \$25.

*Lockouts*—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 will need to call 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. Students who repeatedly lock themselves out of their rooms may be referred to Director of Residential Life for further sanction. At no time will a Residential Life Staff member or Campus Safety grant a student access to another student's room without that student's permission.

*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 Director 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 Director, Student Life, or the Switchboard. Parents may be contacted if a student does not arrive by the expected time.

*College Furniture*—College residence hall rooms are furnished with beds, desks, desk chairs, dressers, and MicroFridges. Apartments are fully furnished with beds, desks, chairs, dressers, couch, end table, coffee table, tv stand, dining room tables, bar stools, and basic kitchen appliances. Students are responsible for the condition of the furniture originally assigned to the room or apartment, and may be billed for damages incurred during the year. Furniture assigned to a room must remain in that room for the duration of the year.

*Community Areas*—Community areas in the residence halls and apartments (lobbies, study rooms, bathrooms, elevators, kitchens, hallways, laundry rooms, 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.

*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 is 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. 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. 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.

### **Visitation**

The residence hall visitation policy includes but is not limited to hours designated for guest visitation; excessive stays; disruptive behavior by guests; cohabitation and children in the halls. The visitation policy is a privilege. If it is abused, the student, floor, or building may have this privilege suspended or revoked.

#### *General guidelines -*

1. 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 and the Heath at the beginning of each term. Students are responsible for the conduct of their guests and must escort guests at all times.
2. All guests male and female must be properly registered. Guests must be signed in and out in the notebooks posted in each residence hall regardless of time. Given the autonomous nature of the apartments, residents in the Heath do not have to sign in guests.
3. Use of visitation hours should be by mutual agreement between roommates in the roommate contract. The roommate contract will always take precedence. 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.
4. Students are responsible for accompanying guests in the residence hall at all times and is responsible for the guest's actions
5. Students may not have more than two guests at the same time
6. Male guests must use only the designated restrooms provided for them.
7. Guests may be asked to leave the College campus at any time should their behavior be disruptive or be in violation of College regulations and policies.
8. Guests may not be given the use of Access Cards or room keys at any time.

#### *Guest visitation policy -*

1. Students may have guests (male or female) in their residence hall rooms as designated for their living area. Guests may stay 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 Director for a longer visit.
2. Guests must be signed in and out at the lobby desk regardless of time. The Converse student will write all names legibly on the sign-in sheet for security purposes.
3. Guests may not be given the use of Access Cards or room keys at any time.
4. Visitation may take place in the lobbies of the residence halls at any time. Sleeping overnight in lobbies is not permitted.
5. Members of the opposite sex may assist students in moving into or out of residence halls only during the specified visitation hours or during the time immediately before or after a college holiday. Outside the specified hours, permission for such assistance must be obtained from a CA or RD/AD.
6. Visitation may take place in the student's room in the residence hall according to the following regulations:
  - (i) Visitation in Dexter and Williams freshman communities will be:
    - (a) 10:00 am - 12:00 am Sunday through Thursday

- (b) 10:00 am - 2:00 am      Friday through Saturday
  - (c) Extended visitation may be granted on the Friday and/or Saturday nights of Fall Weekend, 1889 Weekend, and Peppermint Ball weekends with a 2/3 majority hall vote, Community Advisor facilitated discussion and contract, and approval from the Dean of Students.
  - (d) During the spring semester, freshmen will be allowed one weekend per month for extended visitation. A 2/3 majority hall vote will determine which weekend. The weekend must be approved by the Dean of Students.
  - (e) Students with a guest on extended visit weekends must complete a roommate contract with their Community Advisor. The contract must be completed at least 7 days prior to the extended visit. The roommate contract will always take precedence in any conflict between residents.
- (ii) Visitation in Belk and apartment style residential buildings will be:
- (a) Extended male visitation regulated between suitemates, set within the first 48 hours of move in and must be documented through a roommate contract witnessed by a building Residential Life Staff member. The contract may be edited at any time during the year but all changes must be witnessed by a building Residential Life Staff member.
- (iii) Visitation in Cudd, Andrews, and Dexter upper-class student communities will be allowed only between the hours of:
- (a) 10:00 am - 12:00 am      Sunday through Thursday
  - (b) 12:00 pm Friday - 10:00 am Sunday
  - (c) Extended male guest visitation may be extended to a special event night with a 2/3 majority vote of the hall in which every member must vote, with final approval by the Dean of Students.
  - (d) All buildings with community bathroom facilities must designate one bathroom per visitation weekend for male guest use only.

*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 RD/AD.

*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 RD/AD for that living area.

### **Residence Hall Security**

All students will be issued an access card which allows them to gain access to the College residence halls. Of major concern to the College is the safety and welfare of all students and the protection of property. In order to address these concerns, certain procedures regarding the use of access cards have been established.

*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. Students must report a lost card to Campus Safety immediately so the card can be deactivated. New cards will be issued at replacement cost.

*Entering the Residence Hall*—A student is able to enter her residence hall when the residence halls are open for each academic session. If a student forgets her access card, the RD/AD on-call must confirm to Campus Safety that she is the resident student. If she is unable to confirm this and Campus Safety is unable to locate your CA or RD/AD, you will not be permitted entry in to the residence hall.

*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.

*Breach of Security*—Behaviors that jeopardize the safety and security of the campus community are prohibited. Violations include but are not limited to key/access card misuse; tampering with locked doors; unauthorized access to areas such as campus roofs or window sills; damage to lighting/exit signs; and propping of doors.

### **Fire Safety**

Violations of fire safety policies create undo hazards in the residential community. Violations include but are not limited to setting off a fire alarm; failure to evacuate a building; failure to comply with safety inspections or to correct hazards noted during inspections; tampering with fire equipment; and causing a fire alarm. Specific guidelines are listed below:

1. Evacuation of a residence hall when alarms sound is required;
2. DO NOT reenter the building until firefighters or Campus Safety inform you it is safe to do so;
3. 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;
4. No furniture, shoes, clothes racks, bicycles, suitcases or other items may be left in the halls or stairwells;
5. Overloaded electrical outlets are not permitted;
6. No objects are to be hung from the sprinklers;
7. No candles, incense, oil lamps, halogen lamps or other types of open flames are allowed in the residence halls or the Heath;
8. No space heaters or ceiling fans are permitted in any residence. Items will be confiscated by the Campus Safety Department, residential life staff, the Dean of Students or her designee.

*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 student rooms, but may be used only in the kitchen areas or The Heath.

Students found in violation of a fire safety policy will receive notice allowing them 48 hours to make necessary adjustments. Students may be required to meet with hall staff, to correct the situation, or they may face disciplinary action. In more serious cases, the individual will be referred immediately to Civitas Council or the Director of Residential Life.

### **Community Living**

Students are expected to care for the community space and abide by the values adopted by the campus community. Violations include but are not limited to hall conflicts which disrupt the education purpose;

uncleanliness or damage to community property such as restrooms, hallways, kitchens, lobbies, and laundry rooms; creating excessive noise during courtesy/quiet hours; improper disposal of trash, instigating targeted and/or harmful pranks, and failure to abide by opening and closing guidelines.

*Responsibilities of Residents—*

- a. to engage in routine personal care activities that promotes a clean and healthy environment;
- b. to conduct oneself in such a manner that does not violate the rights of others;
- c. to treat all members of the community with dignity and respect;
- d. to discourage bigotry and discrimination of others;
- e. to refrain from unhealthy behavior that creates risk or danger for one's self or others;
- f. to refrain from lewd and indecent conduct;
- g. to take all reasonable means to protect from theft or damage of personal property
- h. to take all reasonable means to protect from theft or damage the property of others including that of the College;
- i. to be aware of and observe College regulations and to honor the legitimate requests of the College and its appointed agents;
- j. to be aware of, observe, and abide by South Carolina and Federal laws and regulations.

*Smoking Policy—*Effective August 1, 2012, Converse College officially became a tobacco-free campus. Therefore, smoking and tobacco use is prohibited in all residence halls, common areas, porches and student rooms.

*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. Failure to meet the scheduled check in/out time or appointment will result in a \$100.00 minimum late check-out fee, with an additional \$50.00 per hour not to exceed \$300 per day. If a student is in the residence halls after the official closing time and before the official opening time of the residence halls the above fines will be applied. Specific opening and closing times for residence halls are listed on the College Calendar. Students should make plans accordingly.

*Room and Roommate Changes—* A student may only move during the designated room change period. The College reserves the right to change students' room assignments if considered in the best interest of the College and/or students involved. Every student involved in a room change must have a solution worked out that is suitable and agreeable for everyone concerned. The Resident Director or Community Advisor is available to assist students in working out a solution. The following procedures apply:

1. Moving outside of a room change period may result in a \$100.00 fine.
2. All requests to change rooms must be submitted to the Director of Residential Life for approval.
3. A student who wishes to change must obtain a Room Change Form from her AD/RD and must follow the procedure as listed on the bottom of the form. The Assistant Director of Residential Life or Director of Residential Life will not discuss a Room Change until an agreeable solution has been reached.
4. The form must have all required signatures before the room change can take place. Every student involved must sign the room change form. An improper room change may result in a \$100.00 fine.
5. It is the responsibility of the student who initiates the move to tell her roommate she wants to move, will be the one who actually makes the move unless another mutually agreeable solution can be worked out and will make certain she (or her roommate, if the roommate chooses to make the move) sees the Resident Director for a Room Change Form.

6. All room keys must be turned in to the Resident Director before the change can take place.
7. The Community Advisor 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.
8. After final approval, there is a one week period before the actual move can take place.

*Quiet Hours* — General courtesy should be given 24 hours a day to respect the needs of all residents in the living community. Quiet hours will be established at the beginning of each year by each residential community with the help of the Community Advisor. The agreed upon hours will be documented and hours will be enforced by residential students and Community Advisors. If noise coming from a room can be heard through a closed door, the noise is considered too loud. Repeated quiet hour violations may be addressed by the Director of Residential Life. Quiet hours are in effect from the first reading day through final exam week for each term.

*Responsibility of Personal Property* — The College does not assume any obligation or responsibility for the loss of damage to items of personal property of students which may occur in College buildings or on College property. Students and parents are encouraged to carry appropriate insurance to cover such loss or damage. The 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.

*Pregnant Students* — If a student is or becomes pregnant while residing in College housing, she must notify the Dean of Students before the second trimester. Pregnant students are expected to meet with the Dean of Students to develop a plan for support.

### **Room Entry**

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 housing violation is occurring or has occurred, evidence suggests criminal activity, 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, searches may be conducted by law enforcement officials. Evidence produced during a room search may be used in college judicial proceedings. Student staff members may enter rooms without a full-time college official for the purpose of College inspections (to conduct a visual inspection), which includes opening closets, looking under beds and opening and removing items from refrigerators. 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.

### **Pets**

Out of consideration of those with allergies and because of damages and health hazards caused by many animals, only fish are allowed in the residence halls at any time. Specific details are outlined below:

1. Fish may be kept on campus. The container size must be 10 gallons or less.
2. No other animals may be kept in or near campus housing for any length of time. Keeping a pet for a family member or friend or having a family member or friend visit with a pet for any length of time is prohibited.
3. Pet related items, including but not limited to, pet cages, pet food, water bowls, kitty litter, and leashes may be deemed as evidence of animals in campus housing and are prohibited.
4. Animals are permitted on campus property (outside buildings) only under the control of a leash.

A resident determined to be responsible for the presence of an animal is subject to a \$300 fine. The residents within an apartment or room where an animal is found are also each subject to a \$100 minimum fine for not reporting. Subsequent offenses will result in a doubling of the previous fine. In addition to the fine, the owner of the animal will be responsible for all damage and cleaning costs resulting from the animal. If there is a second violation of this nature, resident(s) will be subject to student conduct action. Animals must be removed immediately from the campus.

### **Reporting a violation of Residential Life Policies**

---

In order to preserve the health and well-being of the residential communities, reporting violations is the responsibility of the residents. Residential Life staff and students are expected to report probable violations, within a reasonable timeframe, to the appropriate individual(s).

- If a student or staff member believes a violation has occurred, he/she should document the concern and confront the student as soon as possible. The accusing person should request a private meeting with the accused student where the specific charge should be discussed. The accusing person will note the charge and ask the accused student to make contact with the Resident Director or Assistant Director of Residential Life in the living community. The accusing person will then notify the Resident Director or Assistant Director of Residential Life in the living community of the meeting and the charge.
- Documentation of the incident in question should be made by all parties. Details should include key information related to those involved, the nature of the incident with details on where, when and what. This information may be reported on an incident report form available through the residential life staff or in the Student Life Office or by email to the Resident Director, Assistant Director of Residential Life, or Director of Residential Life. Additional documents or evidence should be given directly to the Resident Director, Assistant Director of Residential Life or Director of Residential Life.
- The Resident Director, Assistant Director of Residential Life or Director of Residential Life in the living community will review submitted documents and conduct an initial investigation to determine if there is sufficient evidence, by measure of preponderance of evidence, to meet with the accused student and determine whether a student is or is not responsible for the charges presented.

### **Hearing Process**

---

#### *First Offense*

A student who is involved in a first offense residential life violation will meet with the respective Resident Director, Assistant Director of Residential Life, or Director of Residential Life to discuss the alleged violations. If by measure of preponderance of evidence it is determined that a student is in violation of a residential life policy, the Resident Director, Assistant Director of Residential Life or Director of Residential Life will determine sanctions. Sanctions by staff utilize the sanctioning guidelines and options provided in the Civitas Council sanctioning process.

#### *Repeat Offense*

When a student is involved in a second or subsequent offense of a residential life policy, the case may be handled by the Resident Director, Assistant Director of Residential Life, or Director of Residential Life. If a student continues to be disruptive to the living community and in violation of the



Residential Life Policies, the case may be sent to Civitas Council and will be handled according to the due process outlined in the Student Code of Conduct.

### **Appeals Process**

---

Appeals for a case handled within the residential life process will be heard by the Assistant Dean of Students. Students must appeal in writing within five days of notification of the sanction.

---

## **II. STUDENT CODE OF CONDUCT**

Converse College has a strong honor tradition and history. The Honor Tradition clearly states, “This tradition encompasses all areas of student life and is built on mutual trust and responsibility.” Civitas Council is comprised of students and staff whose responsibility is to determine, by measure of preponderance of evidence, whether a student is or is not responsible for the charges presented. Civitas Council is advised by a member of the Student Life staff who is charged with providing guidance and support to the Chair to ensure that the process is fair and follows the due process as outlined below. Ultimate authority of the Student Code of Conduct and its outcomes resides with the President of the College.

Each student of Converse, by virtue of enrolling, is bound by, commits to abide by and strives to actively support the Student Code of Conduct for Converse College. The strength of our sense community is based on student mutual respect for and commitment to the ideals of the system. At the beginning of each year, members of the elected Civitas Council will strive to actively remind the student body of the policies and procedures of the Student Code of Conduct.

### **Civitas Council Members**

---

The Civitas Chair, four representatives each from the Senior, Junior, Sophomore classes and two representatives from the First-year class, will be elected by members of the undergraduate student body to serve a one academic-year term on the Civitas Council. Methods for these elections are outlined in the Constitution of the Student Government Association. In addition, three members of the College staff will be appointed for three year staggered terms, upon recommendation of the Staff Council President and Vice President for Student Life with approval of the College President.

### **Infractions**

---

Infractions of the Student Code of Conduct are outlined and defined below.

### **Alcohol and Other Drugs**

#### **Philosophical Statement**

Converse students and their guests are expected to comply with local, state and federal laws and the general College policies regarding the possession and consumption of alcohol and other drugs. Converse College in no way condones the breaking of laws relating to alcohol or other drugs and is concerned with helping students develop a realistic understanding of the consequences for themselves and for those around them. The goals of this policy are to help students make informed, responsible decisions about

the use of alcohol and other drugs, to define the misuse or abuse of alcohol and other drugs for the individual and the community, and to educate students regarding assistance available.

Converse College affirms the decision of students not to drink alcohol or partake in other drugs. The College emphasizes prevention education, low-risk decision-making, and healthy living that models the core values of the institution. The College provides on-going educational programs, workshops, awareness weeks, speakers and special programs that raise awareness and encourage the development of a campus free of alcohol and drug abuse.

### **Drug Policy**

Cases involving the possession and use of illegal drugs and/or narcotics are state and federal offenses. The College cooperates with the Federal and State authorities when it is desirable and/or necessary to do so. Violations of the Drug Policy include but are not limited to:

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.
2. The 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.
3. Possession, consumption, sale and and/or distribution of synthetic stimulants, such as "bath salts" (i.e. *drugs known as Cloud 9, White Dove, Hurricane Charlie, White Lightning*) is prohibited.
4. Students may not use or possess drug paraphernalia, including but not limited to hookahs, pipes, and other smoking devices, weights, scales, and/or rolling papers.

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.

Any student who becomes aware of a violation should notify the Office of Student Life. All cases of students who are convicted of a violation of federal or state drug laws will be reviewed by College authorities.

### **Alcohol Use On Campus**

Within the context of local, state and federal laws, any use of alcohol that is coupled with behaviors that interfere with the learning process, living conditions, or social life of other students is considered a violation of our community standards and may be reviewed by the Civitas Council and/or the professional staff in Student Life. Such behaviors might include but are not limited to: public intoxication, excessive noise, drinking in public areas, vandalism, disruptive guests, endangering self or others. ***Violations of the Alcohol and Other Drug policy of the College could result in students losing the privilege of living on campus and/or in the College apartments.***

In addition, students who show a pattern of alcohol use that results in personal risk or injury, disruptive behavior to the community, excessive class absences, or multiple appearances before Civitas, Honor

Board and/or the Student Life staff may be referred to the Dean of Students and/or the Counseling Center for mandatory evaluation, reflection and planning. Repeat offenses may result in an involuntary withdrawal from the College.

As with all student conduct policies, the responsibility for knowing and abiding by the alcohol policy resides with the student. Violations of College policies may result in sanctioning by the student judicial boards, Civitas and/or Honor Board, and the Dean of Students or her designee, depending on the nature of the violation. Procedures for each are outlined in the Converse College Student Handbook. ***Violations of multiple policies and/or of severe nature may result in suspension or expulsion from the College.***

### **Consumption of Alcohol On Campus**

- a. Possession and/or consumption of alcohol under the age of 21 are strictly prohibited.
- b. Possession of alcohol is prohibited in all college residence halls.
- c. Distribution and/or provision of alcohol to anyone under the age of 21 are strictly prohibited.
- d. Sodexo has a license to serve beer and wine for consumption on the premises of the student grill in Montgomery to those of legal drinking age. No alcohol may be brought into this area from other sources. Proper identification is required for all alcohol purchases.
- e. Alcoholic beverages may be served during social gatherings with the prior, written approval from the Dean of Students or her designee and in compliance with College policies regarding alcohol licenses. Two IDs are required for proof of age.
- f. Consumption of alcohol by students and their guests is not allowed, regardless of age, in any College residence hall. Students and guests of legal age may consume alcohol in the College apartments as outlined in the apartment alcohol policy.
- g. Consuming alcohol in public areas such as lounges, corridors, elevators, stairwells, and grounds is not permitted unless approved for a designated event as outlined in section (e) above.
- h. Students will be held accountable for the behavior of all guests in accordance with all College alcohol policies.

### **Apartment Alcohol Policy**

The College apartments are small group living environments designed to foster independence, autonomy and responsible decision-making. Converse College maintains high expectations of accountability and responsibility regarding the consumption of alcohol. Decisions regarding the use of alcohol reside with the student within the constraints of local, state and federal laws and within the constraints of College policy.

- a. Possession and/or consumption of alcohol under the age of 21 are strictly prohibited.
- b. Distribution and/or provision of alcohol to anyone under the age of 21 are strictly prohibited.
- c. Those of legal drinking age have the option to consume alcohol in the privacy of their College apartment after: 1) they have completed the alcohol education program for apartment living as conducted by the College Student Life staff; and 2) all roommates have completed the roommate contract.
- d. Common sources such as kegs, pony kegs, party balls, punches, bulk sources, etc and any paraphernalia that aids in the rapid consumption of alcohol, such as beer bongs, are not permitted
- e. Alcohol is prohibited on balconies and porches.
- f. Residents plus other students plus guests in a College apartment may never exceed the capacity of occupants as designated by the Fire Marshal.
- g. Residents are expected to abide by all policies as outlined in the College Alcohol policies above.

- h. Residents of a College apartment will be held accountable for the behavior of all guests in accordance with all College alcohol policies and may face sanctions based on the behavior of the guest(s).

Special Notes on the privilege of living in the College apartments -

- Violations of the Alcohol and Drug policy of the College could result in students losing the privilege of living in the College apartments.
- Violations of multiple policies and/or of severe nature, such as providing alcohol to others under the legal drinking age, may result in suspension or expulsion from the College.

### **Behavioral Intervention (Amnesty) Policy**

Converse College strives to maintain a balance between student support and accountability. The College believes strongly in addressing dangerous and disruptive behaviors but it also encourages students to seek help in situations where human health and safety may be of concern. The College's first priority is to the care and wellbeing of its students and guests.

- a. A student, students, and/or guests who require intervention and/or medical attention may be granted amnesty from the student judicial system. Students in such situations are encouraged to seek assistance from the Emergency On-call staff and/or Campus Safety. If amnesty is granted, students will not face judicial charges, however, she will be required to meet with the Dean of Students, or her designee, and may be expected to comply with education-related recommendations.
- b. Students who seek intervention and/or medical attention for their peer(s) may be granted amnesty from the student judicial system. Students in such situations are encouraged to seek assistance from the Emergency On-call staff and/or Campus Safety. If amnesty is granted, students will not face judicial charges, however, she will be required to meet with the Dean of Students, or her designee, and may be expected to comply with education-related recommendations.

### **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, parents may be notified when a student violates the Alcohol Policy of the college for the second time, 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 the Dean of Students deems it necessary to contact the parent.

### **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.

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.

### **Breach of Safety/Security**

Acts that jeopardize the safety and security of the campus community are prohibited. Violations include but are not limited to key/access card misuse; tampering with locked doors; unauthorized access to campus roofs/ window sills; damage to exterior lighting/exit signs; and propping doors.

### **Campus Technology**

Converse College provides campus technology resources to support educational and administrative activities. 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.
- Activities involving unprofessional, harassing, discriminatory, illegal and/or unethical behavior;
- Forgery of messages;
- Hacking or otherwise breaking into someone's files or stealing their password;
- Providing unauthorized access to copyrighted materials;
- Any activity that significantly prevents or inhibits the conduct of college academic or administrative work.

### **Civility**

The Converse College community discourages all acts of bigotry and discrimination of others. Violations include but are not limited to:

- acts of intolerance can include either overt or covert actions, verbal attacks and/or physical assaults on students and/or their property (including campus housing doors), which interfere with the educational process or cause physical and/or emotional harm
- acts that threaten and/or be personally directed against or target an individual or group
- behaviors based on perceived or actual characteristics such as race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable state or federal law.

### **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 Vice President of Student Life or their designee 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 College 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.

### **Community Responsibility**

The Converse College community discourages all acts that violate the well-being of our environment. Violations include but are not limited to unwelcome behavior which questions, nags, pesters and/or harasses others for information, disrespect for authority; lewd and vulgar language expression and behaviors; vandalism; harassment; bullying/ hazing; assault; and violation of the consensual relationships policy.

*Assault* is defined as an attempt, made with force or violence, to do harm to another person. Violations include but are not limited to pushing, striking, or physically attacking any member of the faculty, staff, student body, or guests of members of the community.

*Consensual Relationships* between students and faculty or staff are strictly prohibited. The preservation of an atmosphere of trust, academic freedom, and respect for all members of Converse College is an essential expectation for the welfare of faculty, staff, and students. Accordingly, Converse faculty, administrators, and staff members may not engage in romantic or sexual relations with students. When romantic or sexual relationships exist between students, faculty, supervisors, or employees, the opportunity for harassment or misconduct and the appearance of impropriety make such relationships unwise, unethical, and inappropriate. In those cases where there are inappropriate relationships, as described above, the College will hold employees responsible for all actions related to sexual harassment or misconduct that may result.

*Harassment* disrupts the environment the College seeks to maintain. The College is committed to maintaining a working and learning environment which is free from harassment. The College does not approve of harassment of any type within the workplace and will not tolerate the harassment of its employees or students by anyone, including faculty, staff, managers, administrators, customers, vendors, or students. Harassment consists of unwelcome conduct that is based upon an individual's

protected status such as race, color, religion, genetic information, sex, pregnancy, national origin, citizenship, disability, veteran status, age, sexual orientation or any other characteristic protected by law. While all forms of unlawful harassment are prohibited, sexual harassment deserves special mention.

*Definition of Sexual Harassment:*

The Equal Employment Opportunity Commission (EEOC) has issued guidelines regarding sexual harassment in the workplace. Under these guidelines, sexual harassment will be treated as unlawful sex discrimination in violation of Title VII of the Civil Rights Act of 1964, as amended. "Sexual Harassment" is defined by the EEOC guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes threats or insinuations, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other conditions of employment.

Sexually harassing conduct at the College, whether committed by faculty, staff, managers, administrators, co-employees, customers, vendors, or students is prohibited. Such conduct may include, but is not limited to, unwanted sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; unwanted graphic verbal comments about an individual's body; the display in the workplace of inappropriate and sexually suggestive objects, pictures, writing, language or drawings; or unwelcome touching or physical contact. Such conduct, whether committed by persons of the same or opposite sex, is prohibited whether or not it rises to a level that might legally constitute unlawful harassment.

*Definition of Non-Sexual Harassment:*

Harassment for purposes of this policy is verbal or physical conduct that is derogatory or that shows hostility toward an individual because of his or her race, color, religion, genetic information, sex, pregnancy, national origin, citizenship, disability, veteran status, age, sexual orientation, or any other characteristic protected by law, and that creates an intimidating, hostile, or offensive working environment. Harassment may include, but is not limited to, epithets, abusive language, slurs, jokes, or other verbal or physical conduct relating to an individual's race, color, religion, genetic information, sex, pregnancy, national origin, citizenship, disability, veteran status, age, sexual orientation or any other characteristic protected by law.

*Commitment to Academic Freedom:*

As an academic institution, teaching, doing research, and learning are subject to the protections of “academic freedom.” Actions or words used in the context of the academic curriculum and teaching environments that serve legitimate and reasonable educational purposes will not be evaluated as sexual harassment or other unlawful discrimination because of the principles underlying academic freedom.

*Prohibition against retaliation:*

The College also prohibits retaliation against person(s) who, in good faith, bring a complaint of harassment to the administration’s or management’s attention. If you believe you have been retaliated against for reporting discrimination or harassment, or for making such a complaint, or for participating in an investigation related to discrimination or harassment, you should immediately report the alleged retaliatory action to the Director of Human Resources or your Vice President.

*Hazing* encompasses any activity or activities which do not contribute to the positive development of an individual or which causes fear, intimidation, physical exhaustion, mental or physical discomfort or anxieties, human degradation, public humiliation, or public embarrassment.

No organization or student may participate in the activity of hazing on the Converse College campus or at any off campus location. Hazing is forbidden by the laws of the State of South Carolina. The following shall not constitute a defense against hazing: that participants took part voluntarily, that participants voluntarily assumed the risks or hardships of the activity, or that no injury was suffered.

*Student complaints involving faculty and staff behavior will be handled using procedures modeled on the Faculty and Staff Grievance Procedures. These procedures and documents are available from the Director of Human Resources. Student complainants will be exempt from the time limitations imposed on reporting initial complaints as outlined in the College grievance policies.*

**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 pledge Convocation attendance online within one week (7 days) of the event to receive credit for attendance. Students will be given advance notification via campus email of abbreviated pledge cycles at the end of terms to meet billing deadlines.

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. 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.

The four categories from which to select Convocation events are:

- I. Community Celebrations**
  - Honor Code signing for all new students
  - Festival of Lessons and Carols
  - Honor emphasis programs and speakers
  - 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
  - Theater 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
  - Julia Jones Daniels guest speakers
  - Center for Student Development and Success workshops and guest speakers

Student Organization guest speakers may be petitioned to Civitas for consideration

Students are expected to show respect for the caliber of the program, for the stature and historical nature of the event and for the positive representation of Converse College and its students.

### **Damage to Property**

Converse students and their guests are expected to care for and protect all belongings and facilities of the College. Violations include but are not limited to:

- Vandalism, malicious or unwarranted damage or destruction of property belonging to the College including facilities, property and vehicles. This also includes equipment rented, leased or placed on the campus at the request of the institution. Actions which may lead to future damage or problems, such as unnecessary wetting of carpet or flooring, are also considered violations of the policy.
- Chalking is permitted on exterior walkways but is not permitted on walls, slate surfaces, or covered areas. Chalking in unapproved areas is subject to \$25-\$100 fine per area.

### **Disorderly Conduct**

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

### **Failure to Comply**

Students are expected to comply with the directives of College officials, including student staff. Failure to comply is considered a serious offense of the Student Code of Conduct. **As such, the minimum presumptive sanction may include a fine, community service and/or disciplinary probation, suspension or expulsion.** Violations include but are not limited to:

1. Lying to or misleading College officials;
2. Not provide correct information to or cooperating with properly identified College officials, including Residence Life student staff members when such officials are performing their duties;
3. Failing to present proper credentials to identified College officials upon their request while these persons are in the performance of their duties;
4. Failing to appear before College officials or student conduct bodies such as the Honor Board or Civitas Council;
5. Interfering with the proper procedures of the student conduct system either by false testimony or otherwise obstructing the system's function.

### **Falsification of Records**

1. Each student is expected to honestly complete the College record.
2. No student shall alter, counterfeit, forge or cause to be altered, counterfeited or forged any official record, form, or document.
3. The possession of any "fake" or false identification is prohibited.

### **Financial Responsibility to the College**

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

### **Fire Safety**

1. No student shall set or cause to be set any unauthorized fire in or on College property. In addition, there may be an investigation by local arson officials and if the offense is determined to be in violation of a federal, state or local law, the student could be subject to civil or criminal prosecution.
2. No student shall intentionally cause a false fire alarm. In addition, if the offense is determined to be in violation of a federal, state or local law, the student could be subject to civil or criminal prosecution.
3. Students may be held responsible for inadvertently causing a false fire alarm.
4. No student shall tamper with fire safety equipment (e.g., fire extinguishers, hoses, sprinkler systems, etc.). This includes tampering with or damaging smoke detectors within campus housing or hallways. Should a smoke detector within a housing assignment malfunction, the problem should be immediately reported to Campus Safety. No flags or other coverings may be placed under or over electric lights, heat-actuating fire detection devices, smoke detectors, or fire extinguishers in campus housing. Covering or hanging anything on or near sprinkler heads is prohibited.
5. All people must vacate the campus building when an alarm sounds. Regular unannounced fire drills are required by state fire regulations and occupants must participate in the drills when they occur. When a smoke alarm sounds in an individual residence hall room, the resident should notify Campus Safety and on call residence hall staff immediately (even in the case of false or accidental alarms).
6. Students may not block the fire exits of any campus building for any reason.
7. No student shall possess or use fireworks on College property. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation.

### **Motor Vehicles, Golf Carts, and Mopeds**

#### *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 on the Converse College website at <http://www.converse.edu/student-life/campus-safety/parking>. The initial motor vehicle registration will take place at the beginning of the fall term.

#### *Golf Carts*

Students may not have golf carts on campus unless they are needed for medical or handicap purposes. To obtain permission to use a golf cart on campus, students must meet with the Director of Campus Safety and present documentation for the medical reason or handicap need. The availability of additional services will be discussed at that meeting.

#### *Motorcycles, Mopeds & Scooters*

Mopeds differ from scooters and motorcycles. Scooters and motorcycles must be state registered and insured. All motorcycles, scooters and mopeds must be registered with the College and parked in

official college parking spaces, must be operated on campus streets and drivers must obey all campus traffic regulations which includes traveling with the flow of motor vehicles.

#### *Gas cans*

Storing gas cans inside campus housing or on porches/balconies, landings, and walkways is prohibited and may be considered violations of the Fire Safety Policy. Gas cans found stored inside campus housing are subject to immediate confiscation and storage at the owner's cost, as well as a maximum fine of \$500.

### **Off Campus Conduct Policy**

Converse College students are required to abide by the laws of local, state and national governments and are subject to student conduct action by the College for violation of any of the laws. Alleged violation of any federal, state, or local law may be adjudicated as a College violation and may subject a student to College student conduct action as well as appropriate criminal or civil action.

### **Smoking and Tobacco Policy**

Converse College seeks to provide a safe, healthy, and comfortable environment in which all members of our campus community can live and work. Converse College and The American College Health Association support 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 second-hand smoke as a known carcinogen (cancer causing). The College realizes that a smoke and tobacco-free environment is a goal we can achieve, through intentional and positive steps to ensure a healthier environment. In pursuit of this goal, **Converse College became a tobacco-free campus effective August 1, 2012.**

- I. Use of any tobacco products is prohibited across the entire campus including the parking lots, campus walkways and all Converse-owned or leased buildings and vehicles
- II. The sale or advertisement of tobacco and smoke products is prohibited on campus and in all College publications.
- III. All visitors and vendors working on campus are expected to comply with this policy.
- IV. Enforcement of the policy is the responsibility of all members of the Converse community. Faculty, staff and students are expected to uphold and enforce the policy for the health and safety of our campus.
- V. Campus Safety Officers may issue a smoking citation with fine of \$25 when a violation is noted.
- VI. Continual violations of the policy may result in disciplinary action. Failure on the part of faculty or staff may result in administrative 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. Visitors to the campus who repeatedly violate the policy may be asked to leave College property.

### **Breach of Confidentiality**

In order to maintain the integrity of the Honor Tradition, all information related to the student, the evidence, the testimony and the outcomes are to be kept confidential by all involved in the case. Those

bringing charges, as well as accused students, should seek guidance from the Advisor to the Board, the Chair of the Board and/or a faculty/staff member of the College for any clarification of this mandate.

### **Failure to complete sanctions**

Each Converse student is expected to respect and uphold the Student Code of Conduct and thus abides by and completes any sanctions imposed upon her. Failure to comply with and complete sanctions may result in additional action by the Civitas Council, Appeals Board or the Vice President for Student Life/Dean of Students.

*Note:* It will be considered in an individual's favor in determining penalty, if an individual tells an untruth concerning a matter but later, on her own initiative, tells the truth concerning the same matter before she is confronted with the untruth. Lying during the process of resolving an alleged honor offense is considered a breach of the Honor System and may result in additional charges.

### **Reporting a violation of the Student Code of Conduct**

---

In order to preserve the effectiveness of the Student Code of Conduct, reporting a violation of the system is of utmost importance. Faculty, instructors, staff and students are expected to report probable violations, within a reasonable timeframe, to the appropriate individual(s).

- If a faculty member, instructor, student or staff member suspects a violation, he/she should document the concerns and confront the student as soon as possible. The accusing person should request a private meeting with the accused student where the specific charge should be discussed. The accusing person will note the charge and ask the accused student to make contact with the Civitas Chair. The accusing person will then notify the Civitas Chair of the meeting and the charge.
- Documentation of the incident in question should be made by all parties, including key information related to those involved, the nature of the incident with details on where, when and what. This information may be reported on an incident report form available in the Student Life Office or through e-mail to [civitas@converse.edu](mailto:civitas@converse.edu). Additional documents or evidence should be given directly to the Chair of the Civitas Council.
- The Civitas Chair and/or Vice Chair, in collaboration with the Advisor, will review submitted documents and conduct an initial investigation to determine if there is sufficient evidence to move forward with a case.

### **Hearing Process**

---

The College Civitas Council facilitates resolution of reported Student Code of Conduct violations. The Civitas Council Chair and/or Vice Chair, with the guidance of the Advisor, will review each report and evidence submitted and will conduct an initial investigation. If there is sufficient evidence to warrant a case, the Chair will make contact with the accuser and accused student and follow these procedures:

### Procedural Overview

The Civitas Chair, Vice-Chair, or Advisor will provide an opportunity to meet with the accused student to cover their rights and procedures and will use their best efforts to clarify charges, exchange names of witnesses, and review evidence related to the case. This meeting is not required but provides an opportunity to answer questions and prepare a student for the process.

## **OPTION I**

### Sanction Hearing

If the student admits responsibility, she may choose to present her case for Administrative review and be sanctioned by a sub-set of the Civitas Council which will include the Advisor to the Board, one staff representative of the Board and two of the Executive members of the Civitas Council; either the Chair, Vice-chair, Secretary or Treasurer.

## **OPTION II**

### Hearing

If it is requested by the student, or determined through initial review of the evidence, that a hearing is necessary, the Civitas Council Chair will convene the Board in a timely fashion to hear the case. Neither the accused nor the accuser has a right to external representation or Legal Counsel. The following procedures will guide the process:

- The Chair of the Civitas Council, or her designee, will forward a complete listing of the charges, a copy of the student rights and procedure information, and the time and location of the hearing to the accused student at least 48 hours prior to the time of the hearing.
- The accused student has a right to call material witnesses as long as they have been approved by the Civitas Council Chair at least 24 hours prior to the hearing. A list of witnesses should be exchanged 24 hours prior to the hearing.
- The hearing board should consist of seven Civitas Council members: two staff representatives and five student representatives; and will be chaired by the Civitas Council Chair, (Vice Chair or Secretary in the case of a conflict of interest.)
- If the accused student fails to appear and has not notified the chair, the case may be heard in her absence.
- All testimony given and evidence presented are bound by the Honor Tradition. The hearing proceedings, but not deliberation, will be recorded.
- Appropriate witnesses (e.g. person making the accusation) are strongly encouraged to be present at the hearing. The accused student is strongly encouraged to be present during the entire proceeding. Witnesses will be called by the Chair as needed, and at the appropriate time, during the hearing. Board members and the accused student will have the opportunity to ask questions of each witness.
- The procedure will conclude with the accused student being given the opportunity to make a final statement to the hearing board.
- Two character witnesses may be called during the sanctioning aspect of the hearing

The Civitas Council will have 48 hours from the conclusion of the hearing to make a determination of responsible or not responsible and, if found responsible, determine the appropriate sanction to be imposed.

- The Civitas Council Chair or her designee will communicate the outcome of the hearing by letter, electronic communication, and/or in person to the accused.
- The individual responsible for the accusation will be informed of the Civitas Council’s decision.
- Students found responsible for violations of the Student Code of Conduct will have documentation placed in her student file in the Student Life Office.
- All information related to the student, the evidence, the testimony and the outcomes are to be kept confidential by all involved in the case.

If the accused student 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 and/or sanction are resolved.

## **Sanctions**

---

As an educational institution, Converse College has the responsibility and the opportunity not simply to punish violators of College Policy but also to equip them with effective coping skills and patterns of behavior. With this in mind, the Civitas Council imposes 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, or repeat offenses, may also require punitive action.

Possible sanctions for all violations include but are not limited to: official warning, educational tasks, restitution and/or fines, work and/or service hours, counseling evaluation, housing relocation, suspension for a period of time (while on suspension she may not return to the campus to participate in events or programs), or expulsion from the College: often, sanctions include combinations of these as deemed appropriate.

**Minimum sanctions apply to the following violations – additional sanctions may be identified given the context of a violation and/or past conduct violations.**

### **Alcohol**

#### Underage Alcohol Consumption and Possession

1<sup>st</sup> Offense: Alcohol Education, \$100 fine, written warning

2<sup>nd</sup> Offense: Alcohol Education, \$150 fine, Parental Notification, Counseling Assessment

3<sup>rd</sup> Offense: \$250 fine, Parental Notification, possible suspension or expulsion

#### Alcohol Possession

1<sup>st</sup> Offense: Alcohol Education, \$50 fine

2<sup>nd</sup> Offense: \$100 fine, Parental Notification, Alcohol Education, Counseling Assessment

3<sup>rd</sup> Offense: \$200 fine, Community Service, possible suspension or expulsion

#### Alcohol Possession of a Bulk Container

(i.e.with potential to distribute or share, such as a keg, pony keg, punch bowl or large container, beverage dispenser etc.)

\$250 fine, Parental Notification, possible suspension

#### Public Display of Alcohol

1<sup>st</sup> Offense: \$50 fine, written warning

2<sup>nd</sup> Offense: \$100 fine

3<sup>rd</sup> Offense: \$250 fine

#### Public Intoxication

(21+ year old students, underage violations fall under Underage Consumption & Possession)

1<sup>st</sup> Offense: \$75 fine, written warning

2<sup>nd</sup> Offense: \$100 fine, alcohol education

3<sup>rd</sup> Offense: \$200 fine, parental notification, possible suspension

Underage purchase or attempt to purchase alcohol

\$150 fine, alcohol education (may be in addition to other offense)

## **Fire Safety**

Intentionally Setting a Fire

\$750 fine, restitution for any damages, and immediate suspension for no less than 1 term

Intentionally Causing a False Fire Alarm

\$500 fine, suspension for no less than 1 term

Unintentionally Causing a Fire Alarm

\$100 fine

Tampering with Fire Equipment

\$200 fine

Failure to vacate a residence hall room or apartment

(in the event of a fire alarm or drill)

\$100 fine

*In addition, if the offense is determined to be in violation of a federal, state, or local law, the student could be subject to civil or criminal prosecution.*

## **Smoking and Tobacco**

Smoking and Tobacco Violations

1<sup>st</sup> Offense: \$25 fine and written warning

2<sup>nd</sup> and Subsequent Offense(s): \$100 fine

Each Converse student is expected to respect and uphold the Honor Tradition of the College and thus abides by and completes any sanctions imposed upon her. Failure to comply with and complete sanctions may result in additional action by the Civitas Council, Appeals Board or the Vice President for Student Life.

---

## **Appeal Process**

### **Request for an Appeal**

A student may appeal the verdict and/or sanction determined by the Civitas Council. A formal typed appeal must be submitted to the Vice President for Student Life/Dean of Students within five days of receiving the Civitas Council decision. In the appeal letter, the student must state whether she is appealing the verdict and/or the sanction and must provide substantive reasons and/or evidence to support the appeal. If the sanction is suspension or expulsion, the appeal must be submitted to the Vice President for Student Life/Dean of Students within 24 hours of receiving the decision.

### **Appeals Board Members**

The Appeals Board is composed of the Vice President for Student Life/Dean of Students (Chair), two members of the faculty appointed by the President of the College, one student from each class year appointed by the President, and the Academic Dean or Associate Dean from either the School of Humanities and Sciences, the School of Education and Graduate Studies or the School of the Arts as



determined by the students' course of study.

### **Appeals Hearing**

The Vice President for Student Life/Dean of Students (or Vice President for Academic Affairs in case of a conflict of interest) will notify the Board members of a hearing, will coordinate the timing of the hearing and notify the student who requested the appeal, and will serve as Chair of the hearing.

Members are expected to remove themselves from the proceedings if a conflict of interest occurs. If one member of the Board cannot participate, the Board will proceed. If two members of the Board cannot participate, the case will be rescheduled.

The proceedings of the hearing will be recorded but deliberations will not.

The Chair of the Civitas Council and one other Civitas Council member will present needed information from the case to the members of the Appeals Board. The student who requested the appeal is encouraged to be present to hear all evidence presented.

Following the presentation of the Civitas Council members, the student who requested the appeal will have the opportunity to present her case to the Appeals Board members.

The decision of the Board will be based on simple majority vote. The Appeals Board has the authority, when reviewing a case, to either uphold, overturn, or increase sanctions. The decision of the Appeals Board will be the final decision regarding honor violations.

It will be the responsibility of the Chair of the Appeals Board to notify the student, the Civitas Council Chair and other pertinent persons of the Board's decision.

### **Special Circumstance/Hearing**

The Appeals Board is authorized to hear all cases involving Honor violations during the week prior to exams, exam week in the case of a graduating senior, and during times when members of the Honor Board are not on campus.

### **Rights of the Accused**

---

Students accused of a violation of the Converse College Student Code of Conduct are assured of the following:

- The College may act as the accuser.
- Neither the accused nor the accuser has a right to external representation or Legal Counsel.

The accused student, whether requesting sanction hearing or board hearing, has the right to:

- have specific charges outlined and explained
- address the charges and confront the accuser
- be treated in a civil and respectful manner
- seek advice and assistance from any member of the Converse Faculty or Staff  
(However, the accused must present her case by herself.)

If the case is resolved by a hearing, the following rights are also implied:

- The right to have specific charges outlined in a letter that will be delivered at least 48 hours in advance of scheduled hearing procedures
- The right to hear all evidence presented during the hearing and to question witnesses
- The right to call material witnesses deemed necessary and as approved by the Civitas Council Chair at least 24 hours prior to the hearing
- The right to call up to two character witnesses during the sanctioning process

Following the outcome of a hearing the following rights are implied:

- The right to know the outcome of the hearing
- The right to follow up documentation, and if found responsible, all sanctions for the charges
- The right to request a meeting with the Civitas Council Chair and Advisor to the Board to understand the outcome of the hearing
- The right to an appeal through the Vice President for Student Life/Dean of Students who will call together members of the College Appeals Board (see appeal process).

### **Responsibilities of the Accused**

---

As a member of the Converse Community, accused students have the following responsibilities:

- The responsibility to tell the truth
- The responsibility to read and understand the charges presented
- The responsibility to read and understand College policies and hearing procedures
- The responsibility to notify the Chair of any conflicts 24 hours prior to the hearing time
- The responsibility to participate in the case hearing
- The responsibility to complete sanctions by the stated deadline
- The responsibility to act in a civil and respectful manner

### **ADMINISTRATIVE ACTION**

#### **Administrative Action**

The chair of each Judicial Board (Honor Board, Civitas Council), and the Advisor to these Boards, has in her discretion the authority to defer a student case for administrative action by the Assistant Dean of Students. The Assistant Dean of Students may convene members of the Honor Board, Civitas Council, and/or Appeals Board to adjudicate the case. Reasons for deferring a student case may include but are not limited to, a conflict of interest with the Board, extenuating and/or sensitive circumstances surrounding the case, scheduling conflicts which prevent a timely trial, college exams and/or official college breaks.

#### **Serious Disciplinary Cases**

The Administration of the College is authorized by the Board of Trustees to sanction and/or 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.

### III. HONOR SYSTEM

The Honor Board is comprised of faculty and students whose responsibility is to determine, by measure of preponderance of evidence, whether a student is or is not responsible for the charges presented. The Honor Board is advised by a member of the Student Life staff who is charged with providing guidance and support to the Chair to ensure that the process is fair and follows the due process as outlined below. Ultimate authority of the Honor System and its outcomes resides with the President of the College.

#### **Honor Pledge**

---

Each student of Converse, by virtue of enrolling, is bound by, commits to abide by and strives to actively support the Honor Tradition. At the beginning of each year, during Opening Convocation, the student body affirms their commitment 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 during a formal ceremony and the parchment hangs in Wilson Hall during her years at Converse. She is also required to sign her initials, as a pledge, on all graded work. This signifies, on her word, that she has not received unauthorized help in her academic work. Failure to pledge academic work does not release the student from accountability to the Honor Tradition; instructors may choose not to grade unpledged work.

#### **Honor Board Members**

---

The Honor Board Chair, four representatives each from the Senior, Junior, Sophomore classes and two representatives each from the First-year class and Converse II student body, will be elected by members of the undergraduate student body to serve a one academic-year term on the Honor Board. Methods for these elections are outlined in the Constitution of the Student Government Association. In addition, three members of the College faculty will be appointed for three year staggered terms, upon recommendation of the Faculty Senate President and Vice President for Academic Affairs with approval of the College President.

#### **Infractions**

---

Infractions of the Honor System include lying, cheating, plagiarizing and stealing. These infractions are defined as follows:

*Lying* is the intentional statement of an untruth. Forgery (signing for another) is also considered an act of lying and thus an honor offense. Therefore, the signing for another or false representation on a college document is considered an honor offense.

*Cheating* is fabricating written assignments; giving aid to any student or receiving aid without the consent of the instructor on tests, quizzes, assignments, or examinations; consulting unauthorized work with the intent of subverting the purpose of the exercise. Cheating includes use of technology such as

computers, phones, cameras or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations. (An assignment shall be defined as any work, required or voluntary, submitted to an instructor for review or grade.)

*Double Assignments* are also a form of cheating. The use of one assignment (e.g. paper) to fulfill the requirements of more than one course will be considered a violation of the Honor System unless the student has received proper permission from the appropriate instructor(s).

*Plagiarizing* is the act of presenting the information, ideas, phrasing, or words of another as if they were one's own. Such an act is plagiarism whether a student acts through ignorance of proper scholarly procedures, fails to observe proper scholarly procedures, deliberately intends to deceive, or unintentionally fails to document or cite the source. Proper citation is required on all assignments submitted to an instructor for a grade including rough drafts, if assigned for a grade.

The following list, though not all-inclusive, demonstrates instances where citations would be required. (We gratefully acknowledge Dartmouth College's Institute for Writing & Rhetoric (<http://www.dartmouth.edu/~writing/sources/sources-citation.html>) for assistance in formulating this list.)

You must cite your source at the point you use the material. You **must** cite the source when you:

- use quoted material. Offset quotes with quotation marks or in block format.
- use or quote a significant word or phrase. Place the word or phrase in quotation marks.
- paraphrase or restate information, ideas or phrases in your own words.
- use figures, diagrams, graphs, music, song texts, artwork, films, computer code, etc. that are not your own.
- use problem solutions found on a website or other media.

Errors in style and formatting are not considered plagiarism. If you correctly paraphrase, mark quotations, cite your sources, and otherwise note what are not your ideas, words, information, etc., then you have not plagiarized. If, for example, you use MLA style when the assignment required APA, then you have committed an error in style and formatting. You should correct such errors as soon as you discover them. However, if you include proper citations but have strings of words from your source without indicating these words are not your own, this failure to paraphrase does constitute plagiarism.

*Stealing* is the act of appropriating that which belongs to another individual or the College. This may include 1) the intent to achieve an unfair advantage in academic matters, whether or not the advantage is a personal one, and/or assisting others in such acts (examples include theft of library materials, computer software/equipment, or information regarding course materials such as quizzes, tests or examinations, etc.); 2) the taking of others' belongings that do not belong to you personally such as but not limited to clothing, backpacks, purses, electronic devices, academic materials, and college services.

In addition to lying, cheating, plagiarizing and stealing, the following expectations also apply and will be addressed by the Honor Council:

*Multiple/repeat Offenses.* Multiple offenses of the honor system will be taken seriously and may have significant outcomes. Repeat offenses may also result in significant sanctions because it is expected that a student found responsible and held accountable for an honor offense should learn from her mistake.

*Classroom Expectations and Procedures for Academic Work.* A Converse student's word is her bond and as such abiding by these regulations protects the freedom granted by our Honor Tradition. College-approved accommodation plans may govern or override specific regulations. All Converse students are expected to abide by and uphold these standards both individually and collectively. Any faculty member or instructor may come and go from classrooms during exams. A violation of these procedures is a violation of the Honor Tradition and should be reported: 1) Electronic devices may not be used in the classroom unless permitted by the individual instructor; 2) Giving or receiving information regarding a quiz, test or exam before, during or after such situation is not allowed; 3) Quizzes, tests and exams must be taken in a classroom within the building they are administered unless otherwise approved by the instructor of that specific course; 4) Students are subject to the fixed time limit; 5) Students may not comment on the level of difficulty, specific content, or the general nature of any quiz, test or final examination to students yet to take the quiz, test or final examination; 6) All backpacks and personal bags must be left in the front of any examination room while completing the exam; 7) Only work carrying the student's pledge shall be graded; 8) Student's written work must be her own. She may ask for support but may not have someone correct it for her; 9) All creative writing must be original; 10) Students are expected to prepare all papers utilizing proper citation.

*Breach of Confidentiality.* In order to maintain the integrity of the Honor Tradition, all information related to the student, the evidence, the testimony and the outcomes are to be kept confidential by all involved in the case. Those bringing charges, as well as accused students, should seek guidance from the Advisor to the Board, or the Chair of the Board.

*Failure to complete sanctions.* Each Converse student is expected to respect and uphold the Honor Tradition of the College and thus abides by and completes any sanctions imposed upon her. Failure to comply with and complete sanctions may result in additional action by the Honor Board, Appeals Board or the Vice President for Student Life/Dean of Students.

*Note:* It will be considered in an individual's favor in determining penalty, if an individual tells an untruth concerning a matter but later, on her own initiative, tells the truth concerning the same matter before she is confronted with the untruth. Lying during the process of resolving an alleged honor offense is considered a breach of the Honor System and may result in additional charges.

### **Reporting a violation of the Honor Tradition**

---

In order to preserve the effectiveness of the Honor Tradition, reporting a violation of the system is of utmost importance. Faculty, instructors, staff and students must report probable violations, within a reasonable timeframe, to the appropriate individual(s).

- If an instructor, student or staff member suspects an honor violation, he/she should document the concerns and confront the student as soon as possible. The accusing person should request a private meeting with the accused student where the specific charge should be discussed. The accusing person will note the charge and ask the accused student to make contact with the Honor

Board Chair. The accusing person will then notify the Honor Board Chair of the meeting and the charge.

- Documentation of the incident in question should be made by all parties on the Honor Violation Incident Report form available on the Student Life/Student Government web page or through e-mail to [honorboard@converse.edu](mailto:honorboard@converse.edu). Additional documents or evidence should be given directly to the Chair of the Honor Board.
- The Honor Board Chair and/or Vice Chair, in collaboration with the Honor Board Advisor, will review submitted documents and conduct an initial investigation to determine if there is sufficient evidence to move forward with a case.

## **Hearing Process**

---

The College Honor Board facilitates resolution of reported honor violations. The Honor Board Chair and/or Vice Chair, with the guidance of the Honor Board Advisor, will review each report and evidence submitted and will conduct an initial investigation. If there is sufficient evidence to warrant a case, the Chair will make contact with the accuser and accused student and follow these procedures:

### Procedural Overview

The Honor Board Chair, Vice-Chair, or Advisor will provide an opportunity to meet with the accused student to cover their rights and procedures and will use their best efforts to clarify charges, exchange names of witnesses, and review evidence related to the case. This meeting is not required but provides an opportunity to answer questions and prepare a student for the process.

### **OPTION I**

#### Honor Board Sanction Hearing

If the student admits responsibility, she may choose to present her case for Administrative review and be sanctioned by a sub-set of the Honor Board which will include the Advisor to Honor Board, one faculty representative of the Board and two of the Executive members of the Honor Board; either the Chair, Vice-chair, Secretary or Treasurer.

### **OPTION II**

#### Hearing

If it is requested by the student, or determined through initial review of the evidence, that a hearing is necessary, the Honor Board Chair will convene the Board in a timely fashion to hear the case. Neither the accused nor the accuser has a right to external representation or Legal Counsel. The following procedures will guide the process:

- The Chair of the Honor Board, or her designee, will forward a complete listing of the charges, a copy of the student rights and procedure information, and the time and location of the hearing to the accused student at least 48 hours prior to the time of the hearing.
- The accused student has a right to call material witnesses as long as they have been approved by the Honor Board Chair at least 24 hours prior to the hearing. A list of witnesses should be exchanged 24 hours prior to the hearing. The hearing board should consist of seven Honor Council members: two

faculty representatives and five student representatives; and will be chaired by the Honor Board Chair, (Vice Chair or Secretary in the case of a conflict of interest.)

- If the accused student fails to appear and has not notified the chair, the case may be heard in her absence.
- All testimony given and evidence presented are bound by the Honor Tradition. The hearing proceedings, but not deliberation, will be recorded.
- Appropriate witnesses (e.g. person making the accusation) are strongly encouraged to be present at the hearing. The accused student is strongly encouraged to be present during the entire proceeding. Witnesses will be called by the Chair as needed, and at the appropriate time, during the hearing. Board members and the accused student will have the opportunity to ask questions of each witness.
- The procedure will conclude with the accused student being given the opportunity to make a final statement to the hearing board.
- Two character witnesses may be called during the sanctioning aspect of the hearing

The Honor Board will have 48 hours from the conclusion of the hearing to make a determination of responsible or not responsible and, if found responsible, determine the appropriate sanction to be imposed.

- The Honor Board Chair or her designee will communicate the outcome of the hearing by letter, electronic communication and/or in person to the accused.
- The individual responsible for the accusation will be informed of the Honor Council's decision.
- Students found responsible for violations of the honor code will have documentation placed in her student file in the Student Life Office. In addition, violations of an academic nature will also be recorded in the student's electronic record, but not on the student's transcript.
- All information related to the student, the evidence, the testimony and the outcomes are to be kept confidential by all involved in the case.

If the accused student 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 and/or sanction are resolved.

## **Sanctions**

---

As an educational institution, Converse College has the responsibility and the opportunity not simply to punish violators of the Honor Tradition but also to equip them with effective coping skills and patterns of behavior. With this in mind, the Honor Board imposes 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, or repeat offenses, requires punitive action.

Possible sanctions for all violations include but are not limited to: official warning, educational tasks, restitution and/or fines, failure on assignment(s) and/or failure of the course, suspension for a period of time, or expulsion from the College: often, sanctions include combinations of these.

Faculty hold ultimate authority over final course grades. However, in the case of honor violations, the faculty grant authority to the Honor Board or Appeals Board to review evidence, determine responsibility, and develop sanctions. In the case of formerly enrolled students, if the Vice President for

Academic Affairs determines there is clear evidence of fraud or deception, a student's grade may be changed.

Each Converse student is expected to respect and uphold the Honor Tradition of the College and thus abides by and completes any sanctions imposed upon her. Failure to comply with and complete sanctions may result in additional action by the Honor Board, Appeals Board or the Vice President for Student Life/Dean of Students.

## **Appeal Process**

---

### **Request for an Appeal**

A student may appeal the verdict and/or sanction determined by the Honor Board. A formal typed appeal must be submitted to the Vice President for Student Life/Dean of Students within five days of receiving the Honor Board decision. In the appeal letter, the student must state whether she is appealing the verdict and/or the sanction and must provide substantive reasons and/or evidence to support the appeal. If the sanction is suspension or expulsion, the appeal must be submitted to the Vice President for Student Life/Dean of Students within 24 hours of receiving the Honor Board decision.

### **Appeals Board Members**

The Appeals Board is composed of the Vice President for Student Life/Dean of Students (Chair), two members of the faculty appointed by the President of the College, one student from each class year appointed by the President, and the Academic Dean or Associate Dean from either the School of Humanities and Sciences, the School of Education and Graduate Studies or the School of the Arts as determined by the students' course of study.

### **Appeals Hearing**

The Vice President for Student Life/Dean of Students (or Vice President for Academic Affairs in case of a conflict of interest) will notify the Board members of a hearing, will coordinate the timing of the hearing and notify the student who requested the appeal, and will serve as Chair of the hearing.

Members are expected to remove themselves from the proceedings if a conflict of interest occurs. If one member of the Board cannot participate, the Board will proceed. If two members of the Board cannot participate, the case will be rescheduled.

The proceedings of the hearing will be recorded but deliberations will not.

The Chair of the Honor Board and one other Honor Board member will present needed information from the case to the members of the Appeals Board. The student who requested the appeal is encouraged to be present to hear all evidence presented.

Following the presentation of the Honor Board members, the student who requested the appeal will have the opportunity to present her case to the Appeals Board members.

The decision of the Board will be based on simple majority vote. The Appeals Board has the authority, when reviewing a case, to either uphold, overturn, or increase sanctions. The decision of the Appeals Board will be the final decision regarding honor violations.



It will be the responsibility of the Chair of the Appeals Board to notify the student, the Honor Board and the student's advisor, and other pertinent person's (e.g. faculty member, Registrar) of the Board's decision.

### **Special Circumstance/Hearing**

The Appeals Board is authorized to hear all cases involving Honor violations during the week prior to exams, exam week in the case of a graduating senior, and during times when members of the Honor Board are not on campus.

### **Rights of the Accused**

---

Students accused of a violation of the Converse College Honor System are assured of the following:

- The College may act as the accuser.
- Neither the accused nor the accuser has a right to external representation or Legal Counsel.

The accused student, whether requesting sanction hearing or board hearing, has the right to:

- have specific charges outlined and explained
- address the charges and confront the accuser
- be treated in a civil and respectful manner
- seek advice and assistance from any member of the Converse Faculty or Staff  
(However, the accused must present her case by herself.)

If the case is resolved by a hearing, the following rights are also implied:

- The right to have specific charges outlined in a letter that will be delivered at least 48 hours in advance of scheduled hearing procedures
- The right to hear all evidence presented during the hearing and to question witnesses
- The right to call material witnesses deemed necessary and as approved by the Honor Board Chair at least 24 hours prior to the hearing
- The right to call up to two character witnesses during the sanctioning process

Following the outcome of a hearing the following rights are implied:

- The right to know the outcome of the hearing
- The right to follow up documentation, and if found responsible, all sanctions for the charges
- The right to request a meeting with the Honor Board Chair and Advisor to the Honor Board to understand the outcome of the hearing
- The right to an appeal through the Vice President for Student Life/Dean of Students who will call together members of the College Appeals Board (see appeal process).

### **Responsibilities of the Accused**

---

As a member of the Converse Community, accused students have the following responsibilities:

- The responsibility to tell the truth
- The responsibility to read and understand the charges presented
- The responsibility to read and understand College policies and hearing procedures
- The responsibility to notify the Chair of any conflicts 24 hours prior to the hearing time
- The responsibility to participate in the case hearing
- The responsibility to complete sanctions by the stated deadline
- The responsibility to act in a civil and respectful manner

## **ADMINISTRATIVE ACTION**

### **Administrative Action**

The chair of each Judicial Board (Honor Board, Civitas Council), and the Advisor to these Boards, has in her discretion the authority to defer a student case for administrative action by the Assistant Dean of Students. The Assistant Dean of Students may convene members of the Honor Board, Civitas Council, and/or Appeals Board to adjudicate the case. Reasons for deferring a student case may include but are not limited to, a conflict of interest with the Board, extenuating and/or sensitive circumstances surrounding the case, scheduling conflicts which prevent a timely trial, college exams and/or official college breaks.

### **Serious Disciplinary Cases**

The Administration of the College is authorized by the Board of Trustees to sanction and/or 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.