

WELCOME FROM SGA PRESIDENT

Welcome back, Valkyries!

I hope you all have enjoyed your summer, and you are ready for an exciting year! Student leaders and SGA have already implemented some great changes for 2012-2013, and we are all enthused about this upcoming year! The **Guide to Personal Success** (GPS) you hold now is a way for you to organize all of the exciting activities happening on the Converse campus, and in your life! You will find more information about the procedures and policies which were not printed in the GPS on the Converse website, www.converse.edu. Online, you will find more resources than you will know what to do with, and answers to almost every question!

Our SGA theme for this year is “Embrace the Revolution: It Starts With You”. With this theme, we are issuing a call to action. Our objective is to highlight and revitalize our passion for Converse by promoting powerful positivity to inspire positive action on our campus. With the upcoming Red Devil year and the exciting Big Sis/Little Sis for Pink Panthers new and old, there is so much to anticipate! “Embrace the Revolution” of positivity and leave your mark proudly; it starts with you!

Exciting opportunities for involvement will peak around every corner of the year as we promote women's equity through the High Heel Hundred, get our Red and Pink spirit on during 1889 week, pull out our prom dresses for the Peppermint Ball, and celebrate this year's memories and accomplishments on May Weekend, with hundreds of events in between. What can you do in this time to leave your positive mark? We'd love to see it!

With over 40 organizations on campus from a variety of interest, explore your different options and find the niche that fits you best. PCO is at 11:30 AM on the first Thursday of every month, and Senate is at 11:30 AM on the second and fourth Thursdays of every month. Come and hear the changes that are happening on campus! Email us at sga@converse.edu to start your own organization or to share your ideas with us!

You have in your hand a book that will be of great help to you as you start your positive journey for the upcoming year. Within it are many opportunities for each of you to engage and create your own revolution, as well as a list of resources to help you along your way. I hope you will use this book and the online resources to influence our campus in ways beyond that which we have seen before. Get excited and, most importantly, have fun! I look forward to sharing this year will you!

Sincerely,
Erica Lane
SGA President 2012-2013

STUDENT LIFE

STUDENT RIGHTS AND RESPONSIBILITIES

Converse College came into being as a result of Dexter Edgar Converse's conviction that mature women who are well-educated are essential to the well-being of the nation. He envisioned a liberal arts college which aspired to high personal and academic standards and ideals. This vision has been sustained because the Trustees, Administration, Faculty, Alumnae, and Students have shared in this conviction. Those ideals—truth, concern for others, awareness of, and commitment to duty and responsibility—are enduring ones. They are necessary ingredients for an ordered and meaningful community life. These ideals continue to be valued by all who make up Converse College. To discover and incorporate them into every facet of life is what Converse College is all about.

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

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

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

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

THE FOUNDER'S IDEAL

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

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

—Dexter Edgar Converse

MISSION OF THE COLLEGE

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

PURPOSE

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

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

CONVERSE COLLEGE CORE VALUES

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

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

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

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

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

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

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

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

Alma Mater

Standing with open arms –

Standing alone –

Watching her children down through the years,

Watching and keeping them safe from harm,

Hearing their laughter and seeing their tears.

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

GENERAL INFORMATION

THE CENTER FOR STUDENT DEVELOPMENT AND SUCCESS

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

First-Year Student Programs

Academic Advising

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

Choosing a Major Workshops and Advising

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

Trailblazers

All first-generation college students are invited to participate in this Trailblazer program. First-generation college students are those students whose parent(s) have not attained a four-year college degree. Through various programs and workshops, the Trailblazer program at Converse College is committed to helping you graduate from college and obtain your personal and professional goals.

First Year Seminar

First Year Seminars (FYS) constitute a common and academically significant experience in the student's first semester at Converse. Students will choose from among a number of FYS offerings during the summer before their arrival on campus. FYS sections are paired with a specific Student Success Seminar section (see below).

First-Year Student Programs

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

Student Success Seminar

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

Continuing Programs

Alumnae Networking and Mentoring Programs

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

Braille Services

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

Career Exploration and Planning

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

Disability Services Academic Accommodations

Students with documented disabilities may apply for accommodations that may enhance their experiences in and out of the classroom. The staff works with students to determine their needs and make recommendations for reasonable accommodations to advance academic and personal achievement.

External Scholarship Opportunities

A database for external scholarships is posted on the Center's website. Students are encouraged to explore these possibilities for undergraduate and graduate scholarships from non-Converse entities. A faculty/staff point person is listed for each scholarship if you have any follow-up questions.

Internships and Experiential Learning Opportunities

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

Interviewing Technique Workshops

The Center offers multiple workshops during the course of each year related to interviewing preparation, skills and strategies. Dates, times and additional details are advertised broadly on campus and through campus media avenues.

Personal Assessments and Inventories

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

PRAXIS preparation

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

Sign Language Interpretation

Students with hearing impairments can find support and interpreter services by working with the staff in the Center.

Sophomore Student Programs

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

Tutoring and Supplemental Instruction

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

Writing Center

Director: Sam Howie

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

Mon. - Thurs. 2:00 pm - 5:00 pm

Closed Friday afternoons

Sunday 3:00 pm – 5:00pm

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

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

Advanced Level Opportunities

Graduate School Fair

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

Interviewing Opportunities

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

Resume Writing

The Center offers multiple workshops during the course of each year related to resume preparation and strategies. Dates, times and additional details are advertised broadly on campus and through campus media avenues.

CONVERSE EVENTS CALENDAR

The official Converse events calendar is located on the College website at www.converse.edu/calendar. All campus events should be entered on the web calendar, whether open to the public or intended for internal audiences. Student organizations wishing to schedule an event must submit an event registration form to the Director of Student Activities and receive approval for the event prior to entering it onto the web calendar.

Directions for creating an event on the web calendar: Click on the log-in link to add or edit events, located below the left menu navigation on the web calendar at www.converse.edu/calendar. Enter your username and password (the same one you use for the Converse network). Once you are logged in, select the "Create Events" option on the Dashboard to get started. Fill in the requested information and preview your event before saving.

If edits need to be made later, follow the same instructions as above, selecting "Manage Events" instead of "Create Events" once you are logged in. An event can only be edited by the person who created it or by the Office of Communications (this should be taken into consideration when designating the appropriate person to add events to the web calendar). The Manage Events list also indicates the approval status of each event. Events marked "Pending" will not appear on the public calendar until they are reviewed and approved by the Office of Communications. Each time an event is edited and resubmitted, it goes back to the Pending status until approved.

STUDENT ACCOUNTS

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

All fees currently due must be paid in full for a student to receive a diploma or transcript of her records. These fees include tuition, library charges, traffic fines (including other area colleges), health center charges, returned checks, or other charges that may have occurred. Converse College levies fines in order to enforce the regulations governing the use of the library and the driving and parking of vehicles on campus. Any member of the community has the right to question the regulations governing the enforcement or the fairness of any fine with the appropriate administrative officer. However, ignoring a fine or refusing to pay it will be a violation of the College's authority to regulate campus life and will not be tolerated.

HARASSMENT, CONSENSUAL RELATIONSHIPS & SEXUAL MISCONDUCT POLICIES

I. Harassment

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.

Responsibility and Complaint Procedure:

Each department head, manager, and supervisor should maintain his or her workplace free from harassment, sexual harassment, and intimidation. In addition, department heads, managers, and supervisors should discuss this policy with their department members and employees, and assure them that they are not required to endure insulting, degrading, or exploitive sexual treatment, or unlawful harassment of any type. Department heads, managers, and supervisors must immediately report to their Vice President and the Director of Human Resources any complaints received from employees or students concerning harassment, including, but not limited to, sexual harassment. Department heads, managers, and supervisors must also report to their Vice President or the Director of Human Resources any other potentially harassing conduct or incidents of which they might see, hear, or otherwise become aware.

Any employee or student affected by any type of visual, verbal, or physical harassing conduct, whether from faculty, staff, managers, administrators, customers, vendors, or students, should report the matter to his or her supervisor, a Dean, or the Director of Human Resources. It is your responsibility as an employee or student without fear of reprisal to bring any form of harassment, including, but not limited to, sexual harassment, to the attention of the administration or management. An investigation of the complaint will be handled with confidentiality to the fullest extent possible. Any employee who subjects another to harassment or to other inappropriate conduct will be subject to disciplinary action up to and including termination. Any student who subjects another to harassment or to other inappropriate conduct will be subject to disciplinary action, including the possibility of suspension or expulsion from the College. It is the responsibility of the College to make the intensely fact specific determination of whether harassment actually has occurred, and to determine what, if any, disciplinary or corrective action will be taken. If it is determined that an individual willfully made a false accusation of harassment, he or she may be subject to appropriate disciplinary action consistent with current College policies and procedures, up to and including termination of employment, or in the case of a false accusation by a student, suspension or expulsion.

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.

II. Consensual Relationships

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. In like manner, employees may not engage in romantic or sexual relations with employees whom they supervise. 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.

All faculty and staff at Converse should understand that romantic or sexual relations with students or employees in violation of this policy may lead to disciplinary action by the College, up to and including termination.

III. Sexual Misconduct Policy

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

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

Definition of Sexual Misconduct

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

A. Reporting the Incident

All victims of sexual misconduct are encouraged to report the incident to the Student Life Emergency 24-hour phone (621-7114). College personnel can assist the survivor in notifying Campus Safety and/or appropriate law enforcement agencies.

Reports of misconduct that have occurred off-campus may also be made to either Student Life Emergency 24-hour phone, Campus Safety or the Assistant Dean of Students who will then assist the survivor in locating the appropriate on-campus and off-campus resources for assistance.

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

B. Initiating the Disciplinary Process

Hearing Formats

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

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

Hearing Procedures

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

Sanctions

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

C. Student Rights

Rights of the Victim (Survivor)

- To challenge the hearing board on conflicts of interest, the requests will be evaluated by the Dean of Students.
- To know ahead of time the names of witnesses to be called in the hearing.
- To have someone of the Converse College Faculty/Staff support her/him through the hearing. However, the student must present their own case. All participants will be bound by the rules of confidentiality governing the hearing.
- To not have irrelevant sexual history discussed during the hearing.
- To a closed hearing, unless all parties agree otherwise.

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

Rights of the Accused

- To an explanation of the charges.
- To an explanation of the campus judiciary process.
- To state a preference as to whether a campus hearing will be held by administrative staff or hearing board. The Assistant Dean of Students will determine the type of hearing to be held.
- To be presumed innocent.
- To a fair, impartial, speedy hearing.
- To have someone of the Converse College Faculty/Staff support her/him through the hearing. However, the student must present their own case. All participants will be bound by the rules of confidentiality governing the hearing.
- To remain present for the entire proceeding and to inspect evidence presented, assuming the accused student maintains appropriate decorum during the proceedings.
- To know ahead of time the names of witnesses to be called in the hearing.
- To remain silent.
- To testify on her/his own behalf.
- To be free from a second hearing on the same charge after the student's actions have been found not in violation of the code of conduct.
- To be informed in a timely manner of the board's findings and of the outcome of the hearing.
- To appeal the decision of the hearing board.

D. Appeal

If the accused student wishes to appeal the hearing board's outcome or sanction, she/he may appeal to the Appeals Board of the College, as outlined in the *Student Handbook*.

E. Responding to Sexual Misconduct or Assault

Get Immediate Care

If sexual misconduct has occurred, contact: **Student Life Emergency 24-hour phone at 621-7114** or **Converse Campus Safety at 596-9026** or **Safe Homes/Rape Crisis at 583-9803** (24 hour Answering Service).

Protecting the Evidence

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

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

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

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

F. Support Services and Resources for Survivors and Accused Students

Safe Homes/Rape Crisis of Spartanburg is an off-campus resource that provides confidential services for assault survivors, no matter when the assault occurred. Services include: crisis intervention; advocacy throughout medical examinations, police interviews, and legal proceedings; and individual counseling. Individual and group therapy is provided on a sliding scale fee basis. 236 Union Street, Spartanburg, SC 29302, 583-9803, 24-hour answering service.

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

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

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

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

Educational Resources

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

Campus Resources

Office of Student Life, Montgomery Student Center, 596-9016

Campus Safety, Towne House, 596-9026

Chaplain's Office, Montgomery Student Center, 596-9078

Counseling Services, Andrews Building, (Wellness Center) 596-9595

Health Services, Andrews Building, (Wellness Center) 596-9258

Wellness Library, Wellness Center, Andrews Building, 596-9258

Community Resources

Mary Black Hospital, Spartanburg, 573-3000

Spartanburg Regional Medical Center, Spartanburg, 560-6000

Carolina Center for Behavioral Health, Greer, SC, 1-800-866-HOPE

Marshall I. Pickens Hospital, Greenville, SC, 1-800-356-8988

Safe Homes/Rape Crisis of Spartanburg, 236 Union Street, 583-9803

Mental Health Association of the Piedmont, 153 North Spring Street, 582-3104

Spartanburg Area Mental Health Center (24 hr. emergency #), 250 Dewey Avenue, 585-0366

HEALTH RECORDS POLICY

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

STUDENT GRIEVANCE PROCEDURE

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

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

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

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

Step Four—A student who is not satisfied with the disposition of the matter may request a formal grievance hearing by notifying the Dean of Students in writing within three days of receipt of the dean or senior administrator's response. The request should explain the complaint and should include copies of all letters written and received, as well as supporting evidence and proper documentation. The Dean of Students will serve as Chair of a Committee made up of a faculty or staff member appointed by the SGA Executive Committee, a faculty member or administrator chosen by the President, and a faculty member or administrator chosen by the student. The Dean of Students will set a date for the hearing within five to ten working days of receipt of the request and will send copies of the appeal to committee members. All members of the committee must be present in order for the hearing to take place.

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

the college who may be affected by the case. The Dean of Students, as chairperson of the committee, will forward copies of the committee's decision to all involved within three working days.

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

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

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

STUDENT QUESTIONS CONCERNING CLASSROOM WORK

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

Students having questions about grades should follow the procedure below:

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

STUDENT RECORDS

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

- a. *Highly Confidential-restricted access.*

Record

Personal Counseling
Health Records
Financial Aid
Disciplinary Action

Officer(s) Responsible

College Counselor, College Physician, College Chaplain, Dean of Students
Dean of Students, College Physician, Director of Health Services
Director of Financial Aid
President of the College, Dean of Students, Academic Dean

- b. *Academic Records*

Records submitted for Admission grade reports, transcripts, etc.
Permanent Record
Credentials File (including letters of recommendation)

Director of Admission
Registrar
The Center for Student Development and Success

STUDENT POLICIES AND REGULATIONS

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. 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 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.

SOCIAL AND RESIDENCE HALL REGULATIONS

A. Alcohol Policy

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. Converse College in no way condones the breaking of laws relating to alcohol and is concerned with helping students develop a realistic understanding of the consequences of the use of alcohol 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, to define the misuse or abuse of alcohol for the individual and the community, and to educate students regarding assistance available.

Converse College affirms the decision of students not to drink alcohol. 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.

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 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

- Possession and/or consumption of alcohol under the age of 21 are strictly prohibited.
- Distribution and/or provision of alcohol to anyone under the age of 21 are strictly prohibited.
- 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.
- 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.
- 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.
- 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 d. above.
- Students will be held accountable for the behavior of all guests in accordance with all College alcohol policies.

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 will be notified when a student violates for the second time the Alcohol Policy of the college, violates the Drug Policy of the college, is hospitalized for a serious alcohol and/or drug incident, is arrested, is deemed unable to make responsible judgments, and/or is involved in a serious incident and Dean of Students deems it necessary to contact the parent.

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.

ACADEMIC REGULATIONS

A. Advisers- Freshman & Major

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

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

B. Student Responsibilities

1. **To know the requirements for graduation and be responsible for meeting them. Keep careful track of your progress!**
2. To prepare a tentative course selection **in advance** of consultation with the faculty adviser for registration.
3. To seek the best possible education by planning a course of study that includes both breadth and depth of subject matter and that provides foundations in the intellectual skills associated with an educated person.
4. **To seek help as soon as academic problems arise.**

ACADEMIC POLICIES ON DISABILITIES

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

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

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

should be made until the Director has made a recommendation.

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

A. ADMISSION

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

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

B. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

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

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

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

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

C. RESOLUTION PROCEDURES FOR STUDENT COMPLAINTS

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

Petrie School of Music's Student Handbook for student complaint procedures.
AMOUNT OF WORK AND ACCELERATION (see *Undergraduate Catalog*)

ATTENDANCE AT CLASSES

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

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

CHANGING COURSES

Students may add courses only during the first week of the term. Dates for adding courses are in the academic calendar. A student may drop a course in accordance with the following conditions:

1. Without a grade – prior to the beginning of the term.
2. "W" - a student receives grade of W the first week of the term.
3. "WP" – a student receives a withdrawal passing in a course dropped during the second and third weeks of a term.
4. "WP" or "WF" – a student receives a withdrawal passing or withdrawal failing, depending upon the grade earned in the course at the time of the withdrawal during the fourth through the ninth weeks of a term.
5. "WF" – a student receives an automatic withdraw failing after the ninth week of the term. A student who wants an option of receiving "WP" **MUST WITHDRAW** before the end of the ninth week of the Fall or Spring Term and before the beginning of the fourth week in the January Term.
6. Students who drop below the minimum number of hours (12 hours in Fall and Spring Terms; 3 hours in January Term) to be considered full-time should be aware of potential problems with both financial aid and on-campus housing. Therefore, part-time status for undergraduate students is strongly discouraged.

The schedule given above is modified for the January and Summer Terms as follows: "WP" to the end of the second week; "WP" or "WF" to the end of the third week; an automatic "WF" beginning the fourth week of the term.

After the first three days of a term, students who withdraw from courses with special fees, e.g. applied art, applied math, etc. may apply to the Vice President for Finance and Administration for a partial refund of such fees if any refund is due.

Warning: Anyone adding or dropping a course without following the proper procedure will: 1) not receive credit for the course added; and 2) receive an "F" for any course not officially dropped.

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

CLASSIFICATION REQUIREMENTS

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

CLASSROOM PROCEDURES FOR ACADEMIC WORK

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

- A. Quizzes and Examinations:
 1. Giving or receiving knowledge about a quiz or examination before, during or after a testing situation or attempting to do so is a violation of the Honor Tradition.
 2. Students are permitted to make use of old quizzes or old examinations in preparation for quizzes and examinations. They may also study the classroom and laboratory notes of others.
 3. At no time during an examination period is a student permitted to comment to another student about the level of difficulty, specific content, or the general nature of any final examination she has seen or taken. This prohibition applies even when the other student is not enrolled in the course concerned. Discussing examinations in any way is a violation of the Honor Code.
 4. During a Quiz or Examination:
 - a. Examinations or quizzes must be taken in a classroom within the building in which it is administered or in another place designated by the instructor.
 - b. There should be no supervision in a proctoring sense and the instructor should be free to come and go as desired.
 - c. Students may leave the examination at will, but they are subject to the fixed time limit of the examination or quiz period.

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

COOPERATION WITH WOFFORD (see *Undergraduate Catalog*)

DIRECTED INDEPENDENT STUDY (see *Undergraduate Catalog*)

EXAMINATIONS

A. Final Examinations

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

- 1. Any instructions necessary for the taking of the examination should be supplied in writing.
- 2. The time limit for the final examination is three hours. No examinations are distributed to students before the beginning of the final

examination period. Students completing take home examinations must return the examination at the time designated by the professor.

3. Students schedule their own final examinations subject to the following regulations:

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

B. Closed Study Period

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

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

D. Exemption of Seniors from Final Examinations

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

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

E. Special Examinations

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

F. Disposition of Examination Papers and Term Papers

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

G. Announced and Unannounced Tests

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

GRADE REPORTS AND TRANSCRIPTS

Final grades are reported at the end of every term, while midterm grades are reported for Fall and Spring Terms only. Midterm grades are reported for all undergraduate students. A student may view her midterm and final grades at student.converse.edu by entering her user name and password. Advisers also can view their advisees grades via the faculty website.

The Office of the Registrar issues a transcript of a student's academic record only upon receiving a written, signed request from the student. The charge is \$5.00 per copy and a transcript will not be issued until all fees and fines are paid to the College.

GRADES

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

For more information, see the *Undergraduate Catalog*.

GRADUATION REQUIREMENTS (see the *Undergraduate Catalog*)

NISBET HONORS PROGRAM (see the *Undergraduate Catalog*)

SCHOOL OF THE ARTS AND PETRIE SCHOOL OF MUSIC REGULATIONS (see the *Undergraduate Catalog*)

SEPARATION FROM THE COLLEGE

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

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

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

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

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

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

These policies and procedures apply to students:

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

considers necessary to provide reasonable assurance of the safety of the student or others in the community.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SUMMER SCHOOL CREDITS (see the *Undergraduate Catalog*)

RESIDENTIAL LIFE

RESIDENCY REQUIREMENT

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

RESIDENCE HALL STAFF

Each residence hall is staffed by a Director, an Assistant Director or Resident Director, and Community Advisors. They are supervised by the Director of Residential Life and First Year Programs.

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

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

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

RESIDENCE HALL PROGRAMMING

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

MAINTENANCE

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

ADMINISTRATIVE POLICIES

Students are expected to use good judgment and respect for the rights and needs of other residents and for the use of housing and facilities. Other policies may be found in the *College Catalog* and the housing agreement. Students are responsible for becoming familiar with and abiding by all College policies. Administrative policies in the residence halls shall be supervised by the Director of Residential Life, Assistant Director, and Resident Director. Unless otherwise specified, violations of residence hall policies shall be adjudicated in accordance with the Student Code of Conduct and the Civitas Council hearing process.

- A. **Arrival Registration**—Students participate in arrival registration each time they return to school from a break (Thanksgiving, Christmas, and Spring Break). This registration lets the Resident 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.
- B. **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.
- C. **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.
- D. **Cooking**—Fire safety regulations require that cooking equipment with exposed heating elements, such as popcorn poppers, hot pots,

and coffee pots, may not be used in the rooms, but may be used only in the kitchen areas or The Heath.

E. Fire Safety

1. In case of fire

- a. Know where all fire exits are located and how to get out if the exit is blocked.
- b. Know where all fire alarm pull stations, fire extinguishers, and the nearest telephones are located.
- c. Evacuate Building

2. Sounding of a fire alarm in a campus building requires immediate evacuation.

- a. Do not panic. Remain calm.
- b. Walk to the nearest exit. **DO NOT USE ELEVATORS.**
- c. If the hallway is smoky, get on hands and knees and crawl to the nearest exit.
- d. Failure to evacuate a residence hall is a Civitas Council violation.
- e. **DO NOT** reenter the building until firemen or Campus Safety officers inform you it is safe to do so.

3. Fire Safety Regulations

- a. Fire drill rules are found on the back of the door of every room. Each student is responsible for knowing them and keeping them posted. Every student is required to vacate the residence halls during any fire drill.
- b. No one is allowed on fire escapes except in an emergency. Never place anything on these escapes or near the windows that lead to them.
- c. The following list of fire safety regulations will also be enforced. Residence halls and apartments, including students' rooms, are subject to inspection to insure that regulations are
 - No furniture, shoes, clothes racks, bicycles, suitcases or other items may be left in the halls or stairwells.
 - Overloaded electrical outlets are not permitted.
 - No objects are to be hung from the sprinklers.
 - No candles, incense, oil lamps, halogen lamps or other types of open flames are allowed in the residence halls or the Heath.
 - No space heaters or ceiling fans are permitted.
- d. Students found in violation will receive notice allowing them 48 hours to correct the situation. After this time, if the problem is not corrected, items will be confiscated by the Campus Safety Department, residential life staff, or the Assistant Dean of Students for Engagement and Learning. In more serious cases, the individual will be referred immediately to Civitas Council or the Director of Residential Life.
- e. Violations of fire safety regulations will be adjudicated by Civitas Council, the Campus Fire Marshal, or the Assistant Dean of

Students for Engagement and Learning and may result in fines or other sanctions.

F. Keys—All room keys will be issued by the 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. 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.

G. Pets—Out of consideration of those with allergies and because of damages and health hazards caused by animals, no pets or animals of any kind are allowed in the residence halls nor are pets allowed to visit.

- a. No 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. Fish are allowed; however, the container size must be less than 10 gallons. The resident determined to be responsible for the 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. 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, residents will be subject to student conduct action. Animals must be removed within 24 hours of being found.
- b. 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.
- c. Animals are permitted on campus property only under the control of a leash.

H. 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, not the Office of Residential Life. If the student occupies a room alone for less than a full academic year, the fee will be charged on a pro-rated basis. Exceptions are made only when an uneven number of students makes no roommate available. Double rooms used as singles (super singles) are allowed only in designated areas and cannot be guaranteed for any length of time. First year students are not eligible for private rooms.

I. Consolidation— The Office of Residential Life reserves the right to require occupants of rooms not filled to capacity to change rooms to better serve the housing needs of others. Any vacant room or suite space may be filled at the discretion of the Director of Residential Life.

J. Courtesy Hours — Courtesy quiet hours will be established in writing by each community with the Community Advisor. Courtesy quiet hours are 24 hours a day. Quiet hours are enforced by residential students and Community Advisors/Resident Directors. If a noise coming from a room can be heard through a closed door, the noise is too loud. Quiet hour violations are under the jurisdiction of the Resident Director. However, the student who has a complaint has the right and responsibility to inform the offenders that the noise is annoying before contacting the CA/RD (neighbor policy). The RD can refer repeated violations to Civitas Council in the event of

serious or repeated violations. For more information, see Quiet Hour Policy.

- K. **Reservation Fee**—A nonrefundable reservation fee of \$300 must be paid to the College before a student will be assigned a room or allowed to register for classes. This fee applies to new, entering students, as well as to students currently enrolled who plan to return next year. The fee is due in the Spring. Reminders are sent to all students.
- L. **Residence Hall Access**—All students will be issued an access card which allows them to use their discretion as to the time of return to the residence hall. Procedures and Responsibilities: Of major concern to the College is the safety and welfare of all students and protection of property. In order to insure these concerns, certain procedures regarding the use of Access Cards have been established.
1. **Residence Hall Access**
In order to ensure safety on campus, a student is responsible for her own access card. Each student should use the card assigned to her. Cards are not to be loaned to other students or non-students. Report a lost card to Campus Safety immediately so the card can be deactivated. New cards will be issued at replacement cost.
 2. **Entering the Residence Hall**
A student is always able to enter her residence hall. If a student forgets her Access Card, the RD on-call must confirm to Campus Safety that you are a student. If she is unable to confirm this and Campus Safety is unable to locate your CA or RD, you will not be permitted entry in to the residence hall.
 3. **Guests and Day Students**
Guests or Day Students must abide by the same rules governing their hostesses. The guest must be accompanied by her hostess or another Converse student with an Access Card. Violations of residence hall access policy will be under the jurisdiction of Civitas Council and may result in fines or other sanctions.
- M. **Residence Hall Closings**—All residence halls are closed during the Thanksgiving, Christmas, spring, and summer holidays. Students may not remain on campus during those times. 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.
- N. **Room Check In/Out**—Students are required to check in with the residence hall staff before moving into their rooms. At this time, a student will be required to sign the Room Inventory Form and the Key Log. When checking out of rooms, students must also meet with the residence hall staff who will inspect the room and have the student sign the Room Inventory Form. The charge for losing a room key and having the lock changed is \$50.00 in Andrews, Cudd, Dexter and Williams, and \$150 in Belk and the Heath. Students accept responsibility for their room and furnishings as of the date of occupancy and are responsible for any damages subsequent to that date. A Room Damage Form will be completed if there is damage upon check-out. Charges will be placed on a student's account and must be paid prior to the release of grades, transcripts, or registration for the next term. Students may be charged for defacement of college property, missing inventory items, and improper housekeeping. Nails, tacks, tape, etc. may not be used on the walls or woodwork. Pictures may be hung from the mounting strip on the walls. Should damage occur from wall decorations, students will assume the cost of repairs. The College will not be responsible for any items a student leaves in a residence hall room when the student checks out, withdraws, leaves for college-scheduled breaks, or takes a leave of absence from the College. A student who is not enrolled in classes as a result of a Leave of Absence, Withdrawal or Academic Disqualification must check out of her room upon the official date of the Leave of Absence, Withdrawal or Disqualification.
- O. **Room and Roommate Changes**—Room Change Forms are available in Student Life or from Director of Residential Life. A student may only move during the designated room change period. A student who is granted a room change by the Assistant Director of Residential Life or Director of Residential Life must move one week from when the roommate change was granted. See *Room Check In/Out* for further explanations of these policies. The College reserves the right to change students' room assignments if considered in the best interest of the College and/or students involved.
1. All requests to change rooms must be submitted to the Director of Residential Life for approval.
 2. The 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.
 3. The form must have all required signatures before the room change can take place. An improper room change may result in a \$100.00 fine. Moving outside of a room change period may result in a \$100.00 fine.
 4. It is the responsibility of the student who initiates the move to:
 - a. tell her roommate she wants to move;
 - b. be the one who actually makes the move unless another mutually agreeable solution can be worked out; and;
 - c. make certain she (or her roommate, if the roommate chooses to make the move) sees the Resident Director for a Room Change Form and for assistance if needed.
 5. Every student involved in a room change must have a solution worked out that is suitable and agreeable for everyone concerned. The Resident Director or Community Advisor is available to assist students in working out a solution, if necessary. Everyone involved in each change must sign the Room Change Form.
 6. All room keys must be turned in to the Resident Director before the change can take place. 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.
 7. After approval, there is a one week period before the actual move can take place.
- P. **Room Selection**—Room selection for returning students takes place in the spring. Students may not participate in room selection until their reservation fee is paid (see Reservation Fee). Each student's priority number for choosing a room is determined by a computer generated lottery number within the class. Following the computer generated lottery numbers, the students select rooms by class. (Juniors first, sophomores second, and freshmen third). Only those students required to live on campus (see Residency Requirement in this Student Handbook) and those students who are traditional undergraduate students will participate in Spring Room Selection. Housing for graduate students and Converse II students is based upon availability, and priority is given to traditional undergraduates.
- Q. **Room Entry Policy**- The College reserves the right to enter and/or search a student's room when there is reason to believe an

emergency exists, a college or housing violation is occurring or has occurred, the health, safety or well-being of the occupant or other persons is at stake, or for purposes of maintenance. In the case of suspected criminal violations to be adjudicated outside of the Converse College judicial system, searches will be conducted by law enforcement officials pursuant to a search warrant. In the case of suspected college regulation infractions, evidence produced during a room search (with or without a search warrant) may be used in college judicial proceedings. Student staff members may search rooms without a full-time college official only for the purpose of opening closets (to conduct a visual inspection), looking under beds and opening and removing items from refrigerators and coolers. A college staff member and/or campus safety officer may enter each room during any fire alarm or drill to make sure that the residents have evacuated the building.

R. Smoking Policy—**All residence halls are smoke-free.** This includes all common areas and student rooms.

S. Visitation Hours

1. General Guidelines

- a) Specific days and times when visitation will be allowed will be approved by the College and distributed to all students and posted in the residence halls and the Heath at the beginning of each term. Students are responsible for the conduct of their guests and must escort their guests at all times.
- b) All guests male and female must be properly registered. Guests must be signed in and out in the notebooks posted in each building regardless of time.
- c) 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.
- d) Converse students are responsible for accompanying her guest in the residence hall at all times and is responsible for the guest's actions.
- e) A student may not have more than two guests signed in at the same time.
- f) Male guests must use only the designated restrooms provided for them.
- g) Guests may be asked to leave the College campus at any time should their behavior not be in accordance with College regulations and policies.
- h) Guests may not be given the use of Access Cards or room keys at any time.
- i) All violations of stated visitation policies shall be referred to Civitas Council for appropriate disciplinary action.

2. Guests of the Same Sex

- a) Students may have guests of the same sex in their residence hall rooms for no more than three consecutive nights at three different times during a term or no more than 9 nights during any term, unless specific permission has been granted by the Resident Director for a longer visit.
- b) Guests must enter the residence hall with Converse students using the front entrance of the residence hall.
- c) Guests must be signed in and out at the lobby desk regardless of time and may enter/exit using only the front door of the residence hall where the sign-in/out sheet is kept. The Converse student will write her name legibly on the sign-in sheet for security purposes.
- d) Guests may not be given the use of Access Cards or room keys at any time.

3. Visitation Between Men and Women in the Residence Halls and the Heath

- a) Visitation may take place in the lobbies of the residence halls at any time. Sleeping overnight in lobbies is not permitted.
- b) Members of the opposite sex may assist students in moving into or out of residence 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.
- c) The visitation policy is a privilege. If it is abused, the student, floor, or building may have this privilege revoked. All visitation violations fall under the jurisdiction of the Civitas Council.
- d) 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 2/3s 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 2/3s 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 over any other circumstance.
 - (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.
- T. Children in the Residence Halls - Residents may not have children living with them in the residence halls. This includes overnight stays and lengthy visits (defined as more than 1 hour) during the day. If a child will be present in the residence halls for a lengthy visit, the resident must obtain permission from the Resident Director.
- U. Babysitting in the Residence Halls - Babysitting in the Residence Halls is not permitted. Babysitting is defined as caring for a child while a parent or guardian is otherwise occupied. If a child will be present in the residence halls for a lengthy visit (defined as more than 1 hour), the resident must obtain permission from the Resident Director. The Visitation Policy, which applies to males and females above age 6, is explained in this *Student Handbook*.
- V. Responsibility of Personal Property - College does not assume any obligation or responsibility for the loss of damage to items of personal property of student which occur in College buildings or on College property. Student and parent are encouraged to carry appropriate insurance to cover such loss or damage. College is not responsible for any items left by student in College housing facilities after student checks out, withdraws, or takes a leave of absence from College. Such items will be considered abandoned property and may be retained or disposed of at the discretion of the College.
- W. Married Students - Married students are permitted to live off-campus (see Residency Requirement in this *Student Handbook*). If a married student wishes to reside on campus, she must submit a written request to the Dean of Students.
- X. Termination of College Housing - Converse College has the right to dismiss a student from college housing if her presence in the community is a detriment to herself or the community. Dismissal from the college housing can be a result of disciplinary action.
- Y. Pregnant Students - If you are or become pregnant, you must notify the Dean of Students before your second trimester. Pregnant students are expected to meet with the Dean of Students, Assistant Dean of Students, or designated residential life staff to develop a plan.

Converse College Residential Community Contract

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

Rights and Responsibilities

Rights:

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

Responsibilities:

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

COMMUTING STUDENTS

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

There are two classifications of commuting students: 1) traditional undergraduates and 2) Converse II. Traditional undergraduates are students under the age of 24 who choose to live with parents/legal guardians, maternal/paternal grandparents, or spouses in their permanent

residence within a 35-mile radius of the College. Also, traditional undergraduate students with custodial children, and/or students who are married may reside off-campus. These students are required to abide by the same social and academic regulations as students residing on campus. Converse II is a special program for women 24 years and older. Converse II students are expected to abide by the Honor System and all academic regulations.

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

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

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

STUDENT ORGANIZATION INFORMATION

EVENT REGISTRATION FORMS

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

FUNDRAISING

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

PUBLICIZING INFORMATION

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

- A. Prior to publicizing any special event, a SGA - chartered organization must complete an event approval form with the Director of Student Activities and Orientation.
- B. Every student and/or organization is encouraged to publicize all activities in which the Converse College Community has the opportunity to be involved. All dates should be entered on the Web Calendar.
- C. Any non-chartered SGA organization or off-campus department or organization wishing to post signs, posters, and flyers must obtain a stamp of approval by Student Life prior to dissemination. Anything without a stamp of approval will be removed from public areas and internal residence halls.
- D. All publicity must bear the following information:
 1. The name of the activity.
 2. The time of the activity.
 3. The location of the activity.
 4. Who is responsible for the activity.
 5. Dates which publicity should be displayed.
- E. All publicity must be removed within two days of the date of the activity by the individual or organizations responsible for posting it.
- F. **Only the use of blue painters tape is allowed to post publicity.**
- G. The use of chalk is not allowed on campus buildings or covered areas.
- H. Publicity may not make reference to alcohol or tobacco products.
- I. The following are acceptable ways of publicizing approved events on campus:
 1. Bulletin Boards
 - a. Students may use the bulletin boards outside of Student Life, the college post office, the residence halls, and the academic buildings.
 - b. Notices must be no larger than 10" x 14" in size.
 2. Fliers
 - a. May be sent through campus mail.
 - b. May be delivered personally in residence halls.
 - c. May be posted on appropriate bulletin boards.
 - d. **May not be posted on entrance doors with windows.**
 3. Table Tents
 - a. **May be placed on tables in the Dining Hall (should notify the Director of Dining Services).**
 - b. May be placed in Sneakers (should notify the Director of Dining Services).
 4. Banners

- a. May be hung in Montgomery Lobby in designated locations.
- b. Contact Student Life for a work order to hang any banners. Work orders must be completed at least two weeks prior to the date the banner is to be hung.
- c. May be hung on Dining Hall windows (should notify the Director of Dining Services).

5. Residence Halls

- a. Fliers must be approved by the Assistant Dean of Students and will be placed in the CA, RD, and Assistant Director boxes for posting by the Residential Life Staff.
- b. Any counting or preparation of fliers must be done by the advertiser.
- c. CAs and RDs will not post material that is not approved.

6. Student Mailboxes

- a. One copy of the material must be stamped as approved by Student Life and delivered to the mailroom with the fliers.
- b. Fliers must be at least 1/3 of an 8 1/2 x 11 sheet of paper.
- c. Off-Campus businesses and agencies will be charged a \$15 advertising/distribution fee in order to place materials in student boxes, and these materials must also be approved by Student Life.

7. Web Calendar

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

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

8. All other ideas must be approved by Student Life.

J. Publicity may not be placed on the following:

- 1. Trees, street signs or utility poles
- 2. Entrance doors with windows or walls of campus buildings.
- 3. Car Windshields

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

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

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

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

SOLICITATION POLICY-MONTGOMERY LOBBY

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

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

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

CAMPUS ORGANIZATIONS OFFICERS

SGA First Vice President
Secretary
Treasurer
Honor Board Chair
Civitas Council Chair
Valkyries Club Chair
Diversity Initiatives Chair
Converse Class Activities Board Chair
Student Chaplain
Traditions Council Chair

TRADITIONS COUNCIL

Vice Chair
Senior Class Representative
Junior Class Representative
Sophomore Class Representative

HONOR BOARD OFFICERS

Vice Chair
Senior Class Representative
Senior Class Representative
Senior Class Representative
Junior Class Representative
Junior Class Representative
Junior Class Representative
Sophomore Class Representative
Sophomore Class Representative
Sophomore Class Representative
Converse II Representative
Converse II Representative

CIVITAS COUNCIL OFFICERS

Vice Chair
Senior Class Representative
Senior Class Representative
Senior Class Representative
Junior Class Representative
Junior Class Representative
Junior Class Representative
Sophomore Class Representative
Sophomore Class Representative
Sophomore Class Representative

CONVERSE ACTIVITIES BOARD OFFICERS

Vice Chair
Senior Class Representative
Junior Class Representative
Junior Class Representative
Junior Class Representative
Junior Class Representative
Sophomore Class Representative
Sophomore Class Representative
Sophomore Class Representative
Sophomore Class Representative

ELECTIONS

Chair

VALKYRIES CLUB

Valkyries Club Vice Chair
LIFE Vice Chair

STUDENT CHRISTIAN ASSOCIATION

Associate Student Chaplain

DIVERSITY INITIATIVES

Vice Chair

APPEALS BOARD

Senior Class Representative
Junior Class Representative
Sophomore Class Representative

Briana Bateman
Kortney Leland
Hailey Hodge
Lainie Sowell
Jordan Edwards
Jasmine Middlebrooks
Arnisha White
Brooke Rowell
Katy Kline
Maggie Lawter

Kathleen Hines
Jalisa Nelson
Emily Kennell
Shianna Whitner

Alison Davis
Wilhelmina Bingham
Desiree Webb
Jamie Dukett
Mary Clare Johnson
Shahin Kapasi
Kenya Iloka
Abby Reetz
Maddie Morris
Sarah Reinhardt
Resi McKenzie
Stephanie Carter

Kristen Pack
Maggie Haggerty
Lindsay Eller
Tori Parker
Ansley Corson
Shaleshea Reid
Emma Tillman
Anja Golden
Katherine Martin
Abrianna Brown

Lindsey Reuss

Haven Blue

Victoria Hodge
Julie Edwards
Sierra Vargos
Amber Scruggs

Ashley Page

Anna Williams

Caitlin McAlhany

Carmanita Turner

CLASS OF 2013 OFFICERS

President
Vice President
Secretary
Treasurer
Giving Chair

Addie Watson
Sarah Locklair
Alyssa Savitz
Erin Ezell
Celly Kahn

CLASS OF 2014 OFFICERS

President
Vice President
Secretary
Treasurer
Giving Chair

Maddi Currier
Catherine Long
Meredith Walker
Lindsay Smith
Hannah Kate Warrington

CLASS OF 2015 OFFICERS

President
Vice President
Secretary
Treasurer
Giving Chair

Jackie Bielevicz
Kristyn Rushton
Kayla Canham
Nadia Gathers
Cate Billings

SENATE REPRESENTATIVES

Senior Class Representative
Senior Class Representative
Junior Class Representative
Junior Class Representative
Sophomore Class Representative
Sophomore Class Representative
Converse II Representative

Sarah Belue
Kaylee Boalt
Jennifer Palmer
Gracie Johnson

DAY STUDENT ASSOCIATION OFFICERS

President

Tori Parker

CAMPUS ORGANIZATIONS

For a complete and updated list of all campus organizations, please refer to the SGA portion of the Converse College website.