



UNDERGRADUATE STUDENT HANDBOOK

2016-2017

STUDENT HANDBOOK DISCLAIMER

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

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

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MESSAGE FROM SGA PRESIDENT

Welcome Back Valkyries!

I hope that each of you enjoyed a summer filled with relaxation, new experiences, family and friends. I am so excited for the student body to experience the changes that have happened over the summer. Returning students will notice there are some new faces on campus. Let's take a moment to welcome the newest members of the Converse College community, beginning with President Newkirk and the Class of 2020. Montgomery Student Center and Wilson Hall had a little facelift this summer. We have added some new billiards equipment and student organization supplies to the Montgomery Student Center. We hope students will have some fun hanging out with their peers. Valkyries Station will be open until 9:30 PM on Monday -Thursday, 10:00 PM on Friday, and 9:00 PM on Saturday and Sunday. Gee Dining Hall will now serve dinner Monday-Thursday until 7:00 PM.

The Student Handbook paired with My.Converse are the main tools that students need to have a successful 2016-2017 school year. These resources are your guides to everything Converse related. They contain calendars to all the upcoming events, where you can access emails and your google drive; along with many of the forms and documents you may need. Familiarize yourself with these resources and utilize these tools to your advantage.

*This year's Student Government Association theme is **Determined to Rise**. The Executive Committee's hope is that you all will strive to rise above all of life's obstacles. We challenge every student to go beyond the status quo and try out a new recreational sport, club/organization, experience, or consider a major that brings you joy. We also want to remind you that we are stronger together than we are apart. Embrace your sisters and your Converse community. I expect great things from you all this school year.*

Let's Rise Valkyries,

*Ariel Wingard '17
SGA President*

INTRODUCTION

STUDENT RIGHTS AND RESPONSIBILITIES

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

Reflected in the regulations, policies, and customs found in these pages are some of the ideas basic to a satisfying happy life on the Converse campus. These ideas, derived from the Founder's Ideal, provide a framework for student rights and responsibilities at Converse College. These rights and responsibilities

are given explicit expression in the policies outlined in the pages of this *Student Handbook*. Converse believes that indicative of the maturing college student is her willingness

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

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

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

THE FOUNDER'S IDEAL

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

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

—Dexter Edgar Converse

MISSION OF THE COLLEGE

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

PURPOSE

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

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

CONVERSE COLLEGE CORE VALUES

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

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

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

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

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

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

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

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

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

THE CONVERSE WAY

On the Fifteenth day of November, in the year Two Thousand Fourteen, the Converse College community established *The Converse Way*, a new pathway and tradition grounded in the core values of our beloved institution.

The Converse Way is the walk from Twichell Auditorium to the front academic quad. Weaving through The Johnson Plaza, it is symbolic of the path taken by our Founders to establish this distinctive college experience – calling for those who believe in Converse to contribute, always, to its well-being. Through the years it will become a well-traveled path, worn smooth by those who love Converse, and steeped in the spirit of great women and men who have become part of her legacy. We dedicated *The Converse Way* together with The Johnson Plaza, named in honor of Susan Phifer Johnson '65 and George Dean Johnson, Jr., whose exceptional leadership, generosity and service today builds upon the legacy of our Founders.

The Converse Way traditions are inspired by The Founders' Ideal:

See Clearly

A path to seeing clearly the unique value and contributions of each member within our community, *The Converse Way* calls us to lift one another up – to encourage, challenge, support, and inspire. In this spirit, we hold our Converse seal sacred at the center of The Johnson Plaza, never stepping onto it, for bad luck is likely to follow for those who break this tradition.

Decide Wisely

Etched in stone in The Johnson Plaza are Converse's seven Core Values: Excellence, Integrity, Exploration, Diversity, Respect, Community and Progress. The values of the College guide us throughout life's challenges and triumphs. As you walk *The Converse Way*, wish for luck by tossing a coin onto the seal. Rest on the benches to think through options and solutions. Seek guidance from our core values. Return to this place throughout life to in order to gain wisdom.

Act Justly

Converse faculty, staff and students will walk *The Converse Way* for the most sacred of Converse occasions, from Opening Convocation, the "Penny Toss" and Founder's Day to May Day, Baccalaureate and Commencement. This will be the first place new students celebrate as they become members of the Converse family, and the last place new graduates gather as they complete their time as students. With every pass, *The Converse Way* will be a reminder that we are called to make a positive impact on our community.

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
 everyone.
 We love you now, we'll love
 you when
 Our college days are done.

GENERAL INFORMATION

CAMPUS BUILDINGS

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

CAMPUS SAFETY

The Converse Campus is protected 24 hours a day, 365 days a year by a Campus Safety Staff under the supervision of a Director of Campus Safety. Officers patrol buildings, grounds, and parking lots. Campus Safety may be reached by dialing 9026 from campus telephones, and 864-596-9026 from cell phones and off campus telephones.

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

- Do not walk alone at night.
- Stay in well-lit areas.
- Always tell someone where you are going and when you plan to return.
- Lock your car and always have your keys ready before reaching your car.
- Travel with plenty of gas.
- Do not hitchhike or pick up hitchhikers.
- Make sure your residence hall room door and windows are locked when you leave, even for a short period of time.
- Report suspicious people on the hall or around campus to Campus Safety.
- Contact Campus Safety if you need an escort between dusk and dawn from a parking lot to your residence hall or from working late in an academic building.

Card Access/ID

Photographs for the Access/ID cards are taken during new student orientation. The fee for the card is included in the activity fee. A \$25 dollar replacement fee is charged for a lost, stolen, or damaged card. Replacements will be made by the Campus Safety Department during regular business hours, Monday-Friday, 8:30 am - 5:00 pm. Since the ID card controls access to the residence halls, it is important to report a lost or stolen card immediately. Students can file a lost or stolen report anytime, 24 hours a day, by calling Campus Safety. Information about use of the Card Access/ID system is explained during Orientation.

Lost and Found

The Campus Safety Office serves as the central lost and found for the campus. Report lost or found items as soon as possible.

Missing/Stolen Items

Missing or stolen items should be reported to the Campus Safety department as soon as possible by calling 9026. An officer will be dispatched to investigate the incident. A copy of the incident report will be sent to the Dean for Community Life.

Parking and Traffic Violations

- A. Motor Vehicles — Students are eligible to keep motor vehicles on campus providing they are properly registered and traffic laws are obeyed. Every student is responsible for knowing and observing the traffic and parking regulations as stated in the Campus Safety section of the College website.
- B. Motor Vehicle Registration — The initial motor vehicle registration will take place at the beginning of the fall term.
- C. Parking
 - a. Vehicles may be parked and/or operated on Converse College property ONLY in such areas as are marked by signs, street markings, and parking regulations, or other designations indicating that parking and/or operation is permitted. If an area is not specifically marked for parking, you CANNOT PARK THERE. See the Campus Safety section of the College website for more details.
 - b. **Students may park in any purple lined space.** Yellow lined spaces are reserved for faculty and staff.
- D. Wofford/USC Upstate Decals — Any student of Converse College enrolled in classes at Wofford College or USC Upstate must obtain a Wofford or USC Upstate commuting student decal.

E. Wofford Parking

- a. Any student who receives a traffic or parking violation at Wofford College is responsible for taking care of her fine at Wofford.
- b. All penalties for not paying a fine at Wofford are acknowledged at Converse.

CAMPUS TECHNOLOGY

Location: Kuhn 329

Help line: 864.596.9457

Student Repair Services

Campus Technology offers services to students in the form of non-warranty hardware repair, malware removal, assistance with configuration and installation of fully licensed student owned software. We encourage students to email or call ahead for a more efficient drop off experience. Please call 864.596.9457 or email us at helpdesk@converse.edu.

Getting Connected to the Campus Network

Students may connect to the Wireless Network throughout campus. Each room is also equipment with at least one Ethernet Port, for a hard wired connection. Personal Wireless Access Points are not allowed on the Converse Network.

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

Computer Labs

1. Schedules will be posted respectively at each lab location.
2. Rules
 - Use of the labs is restricted to Converse students, faculty and staff.
 - Labs are designed for personal study not collaborative groups.
 - Cell phones must be turned off when using the Labs.
 - No food or drink of any kind is permitted in any of the labs
 - Rearranging the keyboards or other lab equipment from their original positions is not permitted.
 - Academic use of the computers always has priority over play.
 - Vandalism or stealing of any laboratory property will be treated as an honor code violation.

Printing in Labs

- Users must have a network account.
- Credits (dollars) will be added to each student's account in the Fall Term.

- If you should exceed your allotted dollars, additional print dollars may be purchased online at <https://printing.converse.edu/EQWebClient> at the Copy Center, in Carmichael or the Business Office in the lower level of Carnegie. There are no refunds issued from print accounts.

Email

1. Accounts

- All students receive an email account for their use as long as they are enrolled at Converse. This account will be offered as a service through Google Apps for Education.
- Your account will remain active as an alumnus as long as Converse maintains an agreement with Google for Education and the provision of this account is free to the college.
- Check email frequently.

2. User Responsibilities & Guidelines

- You may not use e-mail services to harass, intimidate, or otherwise annoy another person. For example, chain letters or other unsolicited “junk” mail or hate mail is prohibited. Any email that does not conform to the practice is in violation of the electronic mail guidelines.
- Converse College considers any violations of user responsibilities to be a serious offense. The college reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use. Violators of these guidelines are subject to disciplinary action and revocation of all computer privileges.
- If you are found in violation of the Acceptable Use Policy Issues, the user’s account will be locked immediately. Further access to all computing resources will be denied. If you are using the college e-mail system in order to submit class assignments to a faculty member, you will be responsible for making alternative arrangements with the faculty member.
- For other violations, the user’s account will be locked for thirty days. After the second offense, the user loses all access to computing resources.
- Criminal activity will be reported to the proper authorities. Criminal activities include, but are not limited to, fraud, unauthorized access, harassment, and copyright violations.

Internet Usage Policy

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

- Generating excessive network traffic or consuming excessive network resources when using file sharing programs, such as Kazaa, Bearshare, etc.
- Violating the US Copyright Law (www.converse.edu/copyright) by downloading from the Internet any copyrighted audio, video, graphic, or text material without proof of proper license arrangements.

Cable Television

- Cable television support: CT provides support for the students, faculty and staff use of the campus cable system. Students must supply their own television and a cable to connect their television to the campus cable system.

Please note: CT does not repair students’ televisions, nor will the CT staff be able to provide assistance for any campus services provided by an outside source

HIGH DEFINITION CHANNELS			
Home Shopping Network	7-1	History	34-1
WYFF - NBC	7-2	TruTV	34-2
WMYA - MyTV	8-1	A&E	35-1
WSPA - CBS	8-2	Discovery Channel	35-2
WUNF - PBS	9-1	National Geographic	36-1
WYCW - CW	9-2	Travel Channel	36-2
QVC	10-1	Food Network	37-1
WHNS - FOX	10-2	HGTV	37-2
WLOS - ABC	11-1	Animal Planet	38-1
Open	11-2	FreeForm	38-2
Open	12-1	The Disney Channel	39-1
CSPAN	12-2	Nickelodeon-East	39-2
Hallmark Channel	13-1	Cartoon Network	40-1
WGN America -	13-2	Turner Classic Movies	40-2
E!	23-1	AMC	41-1
Style	23-2	TV Land	41-2
Lifetime	24-1	Oxygen	42-1
TLC	24-2	Bravo - East	42-2
TBS	25-1	SyFy	43-1
TNT	25-2	Spike TV	43-2
USA	26-1	Comedy Central	44-1
fx	26-2	VH-1	44-2
ESPN	27-1	MTV2	45-1
ESPN2	27-2	MTV	45-2
FS South	28-1	CMT	46-1
SportSouth	28-2	BET	46-2
CSS Sports	29-1	OWN	47-1
Golf Channel	29-2	Investigation Discovery	47-2
NBC Sports Network	30-1	GSN (Game Show)	48-1
Fox Sports 1	30-2	G4	48-2
The Weather Channel	31-1	Disney XD	49-1
CNBC	31-2	TV Guide	49-2
MSNBC	32-1	ReelzChannel	50-1
CNN	32-2	Univision	50-2
HLN	33-1	MLB Network	51-1
FOX News Channel	33-2	Regional Sports Extra Games	51-2
Velocity	52-1		

CENTER FOR PROFESSIONAL DEVELOPMENT

The Center for Professional Development (CPD) is located in the Montgomery 204 and can be reached at 596-9614. Professional Development serves to advance Converse students toward success in personal and professional areas. The staff strives to offer services, programs and opportunities for students to create networks for personal learning and growth. Professional Development works to meet the needs of all Converse students wherever they are in their personal development journey. The following is an overview of services, programs and events offered by and through Professional Development.

Student Workshops & Class Offerings

Workshops

Over 40 workshops are available throughout the year for Students seeking support and additional information about their personal career development journey. The CPD offers a variety of workshops including:

- College Student Etiquette
- Small Talk
- Experiential Learning Panel
- Dress for Success
- Professional Panels
- Career Film Series
- Networking 101
- Social Media Connection: LinkedIn
- Creating an Interactive Resume

Dates, times and additional details are advertised broadly on campus and through campus media avenues.

Contact: Witney Fisher, Leslie West, Cathy Gowan

Student Success Seminar (SSS)

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 collegiate success in and out of the classroom. Discussions and assignments relate to academic, personal, professional and social challenges in college and to identifying strategies for success. This course enhances the student's ability to succeed as she navigates through her college years.

Contact: Witney Fisher

Career Courses

Career Exploration Course

This course is a 1 credit hour course designed to help first-year and sophomore students learn how to approach career decision making. Through a process of self-discovery, students will explore their own capacities, skills and interests. Students will learn to take advantage of past experiences and current unexpected opportunities, transferring them to their future possibilities.

From Student to Professional Course

This course is a 1 credit hour junior and senior level course designed to provide students with the necessary tools for their job search. Topics include interviewing, resume writing, utilizing social media, and transitioning to professional life.

Contact: Witney Fisher, Leslie West

Career Development

One-on-One Appointments

Students can schedule a 30 appointment with any of the professional staff regarding their professional journey. Whether you're trying to figure out what career fits your skills and abilities to locating a great internship for your junior year.

Contact: Sabrina Wilson

Personal Assessments and Inventories

Students may stop by Professional Development 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 CPD to schedule an appointment.

Contact: Witney Fisher

Graduate School Fair

Each fall, Professional Development 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.

Contact: Cathy Gowan

Career Week

Each fall, a week of workshops geared toward preparing you for your career. From resume writing to how to market your Converse Experience, this week helps you put together all the information that is vital to your success before graduation.

Contact: Witney Fisher, Leslie West, Cathy Gowan

Internships and Experiential Learning Opportunities

Students often learn through doing. Experiential learning opportunities 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 CPD and by meeting with members of the staff.

Contact: Witney Fisher, Leslie West, Cathy Gowan

Interviewing Opportunities

During the year, students are provided with opportunities to meet with agencies, organizations, corporations, businesses, schools, Converse alumnae and friends to discuss employment opportunities.

Contact: Witney Fisher, Leslie West, Cathy Gowan

COMMUNICATIONS

The Office of Communications is responsible for managing the College's advertising and publicity programs, producing major publications, and maintaining the overall image and graphic identity of Converse College. Located in Wilson Hall, the office encourages students to utilize the resources and experience available to obtain publicity for their events and share news of their significant achievements.

Students should contact the Communications Office at extension 9046 to request assistance, with lead time of at least 3 weeks prior to when materials are needed.

Converse Events Calendar

The official public Converse events calendar is located on the College website at converse.edu/calendar. All public events should be entered on the web calendar. Student organizations wishing to schedule an event must submit an event registration form to the Coordinator of Student Activities, Clubs, & Organizations and receive approval for the event prior to entering it onto the web calendar. The Office of Communications sends all public events on the calendar to news media outlets each month.

Add or edit an event on the web calendar:

1. Visit www.converse.edu/addevent
2. Enter your event information into the form, keeping in mind that compelling descriptive language will be most effective in generating an audience for your event
3. Once your event is submitted, it will be reviewed and uploaded by the Communications team within one business day.

Calendars on My.Converse

Google calendars for internal events are posted on My.converse.edu. Each calendar is maintained by their corresponding department. Student Organizations who want their events posted on the SGA calendar should use the SGA Event/Fundraiser form located at **intra.converse.edu**. Log in is required. Events, if approved via email notification, will be posted on the SGA calendar and room reservations can be made. Any modifications of the event must be sent to the Coordinator of Student Activities, Clubs, & Organizations.

Daily Announcements

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

The Daily Announcements E-mail is distributed at 9:00 am each business day. The deadline for submitting an announcement is 8:30 am each business day. To submit an announcement, visit <http://intra.converse.edu> and log in with your Converse username and password, then select the Daily Announcements icon to enter your announcement.

Announcements should not be repeated for more than three consecutive days or five times total.

Share Your Accomplishments

Converse publishes Community News, brief shout-outs for student, faculty and staff accolades, via our website and social media. If you have an accomplishment to share, please send it to www.converse.edu/communitynews!

Converse Email Signature Tools

All Converse students are encouraged to customize a Converse Email Signature for their email accounts. Tools are provided for creating a Converse logo signature or a Valkyries logo signature. Students may choose either signature, and both general Valkyries and sport-specific Valkyries logos are options. Access the signature creation tool at:

- www.converse.edu/ConverseSignature
- www.converse.edu/ValkyriesSignature

Photo Opt Out Policy

Converse College takes pictures and video around campus and at many College events throughout the year. This media is published in a variety of manners including the College's print publications, print and digital advertisements, the Converse web site, and on Converse social media channels for purposes of education, publicity, and student recruitment.

Should a student NOT wish to be photographed or recorded by a Converse College photographer, or have their name or biographical information used in connection with any such media, they must submit the Opt Out Request Form with an attached current photograph to the Office of Communications. Students who submit opt out notice are also responsible for removing themselves from areas in which photography and/or recording is taking place, or notifying the photographer of their opt-out status. Failure to do so may result in that individual's inclusion in a photograph or recording and will be treated as consent for the College to use that media accordingly. The Opt Out Request Form can be found online at www.converse.edu/PhotoOptOut.

Images and videos taken in public spaces and/or at public events do not require authorization for publication. Your presence in or around college facilities and/or properties, as well as at off-campus College-sponsored events, constitutes your consent to the capture and/or use of your image and/or voice by Converse College, and waives any claims or rights, whether in law or in equity.

When an opt-out request is on file, Converse College will make every effort to honor that student's opt-out status, even in public spaces or at public events.

CONVERSE CARES

All members of the Converse community are encouraged to resolve conflicts directly with all parties involved in a given situation. Students are expected to speak openly with peers, faculty and/or staff to address concerns and find solutions. However, there are times when circumstances warrant direct reporting to the appropriate source for resolution. Converse provides opportunities and processes for students to report incidents related to Honor, Civitas, Sexual Harassment and any form of grievance that may emerge during the course of their experience. Reports are given directly to the appropriate area contact to advance investigations and reconciliation.

<http://www.converse.edu/life-at-converse/student-development-success/converse-cares/>

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, must reside in college residence halls unless they make their home with their parents/legal guardian in their permanent residence within a 35 mile radius of the college. Also, students with custodial children residing with them and/or students who are married may reside off-campus, and must submit in writing to the Dean for Community Life a request for a waiver from this policy. Students who are married may continue to reside in Converse College residence halls; however, marital status does not change the visitation policy and spouses are subject to the standard visitation policy requirements. If Converse students marry each other, they may not reside together in on-campus housing. Infractions of this policy will be handled by the Dean for Community Life. Students found in violation of this policy may be charged College room and board fees. 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 same social and 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.

Exercise Facilities

Commuter students may use the physical exercise facilities located in Montgomery Student 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.

Campus Communication

The Post Office is located in the Montgomery Student Center. Visit the Post Office for a mailbox assignment. Post Office hours are Monday - Friday, 9:00 am - 12:30 pm and 1:30 pm -4:45 pm.

Check your mailbox each day. Your mailbox is in the Post Office in the Montgomery Student Center. To get a box, see the Post Office staff and give your refundable deposit. You need to check your mailbox for important mail concerning financial aid, academic advising, campus life and much more. Don't miss out on an opportunity and announcements!

Check the bulletin boards in the Montgomery Student Center and the Day Student Lounge. Notices are placed on boards with information about meetings and activities.

Campus Involvement

Attending Student Government Association meetings is a great way to learn about student organizations and what is going on around campus. The SGA Involvement Fair is on September. The College website also lists all student organizations and how to contact them.

Center for Professional Development

The Center for Professional Development, located in Montgomery 204, serves to advance Converse students toward success in personal and professional areas. The staff strives to offer services, programs and opportunities for students to create networks for personal learning and growth. Make an appointment with the Center by calling 596.9614

Convocation Events

All undergraduate Converse students are required to attend Opening Convocation and Founders Day. These dates should be reserved by every student and held open to attend. In addition, every traditional undergraduate student is expected to attend five additional Convocation events for each semester. Events are held at various times of the day and week to accommodate students' schedules. For more details on the different convocation categories and requirements, please refer to the Civitas portion of the Student Handbook.

Day Student Association

The Day Student Association will represent day student interests and connect day students to the College community and student organizations. We will accomplish this through programs and activities, mentoring new students, and making day students aware of campus resources.

The Day Student Association meets once a month on the first Thursday of each month in the lounge. All day students are member. At meetings, issues, upcoming events, and announcements are discussed.

Day Student Lounge

Take advantage of the Day Student Lounge! The lounge is located in the Montgomery Student Center. You will find comfortable couches, tables, a microwave, a refrigerator, and a television. Do not take children or leave children unattended in this lounge. It is for resting, socializing, meeting and studying by commuting students.

Dining

The Dining Hall is located in Wilson Hall and serves three meals each day when the College is open. You may see the Dining Services Office to purchase a Commuter Meal Plan or add Flex \$ to your ID card.

ID Card

Campus Safety issues ID cards which are used for library checkouts, dining services, and residence hall access.

Orientation

New Student Orientation assists you with meeting college faculty, staff and administration as well as your fellow classmates. You also learn information about Converse College that will help you be a successful student!

Parking

Day students park in the purple-lined parking spaces. The cost is \$10 for a parking sticker. You may stop by the Campus Safety Office to register your car and obtain the sticker.

DINING SERVICES

Catering Services

Dining services offer catering to fit any group or department budget. Our dedicated catering staff will help you in designing that special occasion. Our catering department can help in planning buffet type meals to

formal luncheons and dinners to special box meals for meetings. We also offer deli platters, fruit and cheese trays and dessert trays if your group is looking for a simple “no-frills” type event.

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

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

The catering department can be reached by calling the catering office at extension 9617 or by email at catering@converse.edu. Third party catering paid by an individual requires payment in advance. Office hours are Monday - Friday, 9:00 am to 3:00 pm.

Gee Dining Hall

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

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

Dining services can be reached at extension 9616 or at Steve.Sweda@Converse.edu. Please call or email Dining services. You may also visit our website at www.conversecollegedining.com for weekly menus and information regarding the dining hall.

Valkyries Station & SubConnection®

Valkyries Station is the on-campus resource for a wide selection of general college and personal supplies. Personal checks, VISA, MasterCard, Discover, American Express, cash, and expense dollars are accepted

toward purchases; refunds and exchanges require register receipts. There is a \$25.00 charge for all returned checks.

SubConnection is located in the Montgomery Student Activities Building on campus. At SubConnection®, you get freshness. Enticing subs made with high quality meats, garden-fresh produce and fresh breads. Not your ordinary sub shop. The portions are generous and made-to-order.

SubConnection® satisfies the heartiest appetites.

- Please remove your trash from your dining table and place in the receptacles located inside Valkyries Station
- Please remember to use the recycle bins for all plastic, aluminum or glass items.
- Only Food Service Company employees are allowed in the kitchen.
- Students must present their Converse College ID in order to eat at SubConnection.

Please feel free to fill out comment cards located inside Valkyries Station with suggestions and questions. The Valkyries Station staff would love to fulfill all requests. Specific questions *concerning SubConnection should be directed to the food services office at extension 9616 or campus email at Steve.Sweda@Converse.edu.*

THE DIVISION OF STUDENT DEVELOPMENT AND SUCCESS

The Division for Student Development and Success, with two appointed Deans for Community Life and Professional Development, in collaboration with the Associate Vice President for Academic Affairs, will report directly to the Provost.

This model will reduce traditional barriers between Student Affairs and Academic Affairs to create a holistic and integrated student experience at Converse. The Division for Student Development and Success is located in the Montgomery Student Center and can be reached at 596-9016

Dr. Brant Bynum

Associate VP for Academic Affairs

- Academic Mentoring
- Advising
- First Year Seminar (FYS)
- Retention

Rhonda Mingo

Dean of Community Life

- Student Concerns/BIT
- Student Government Association
- Title IX Support
- Student Services Support

Tania McDuffie

Assistant Dean of Academic Support

- Absences
- Academic Support
- Accommodations

- Disability Services
- LIFE Scholarship Retention
- Tutoring

Kathy Hennigan

Director of Residential Life & Student Conduct

- Civitas (Conduct board)
- Convocations
- Honor Board
- Housing Assignments
- Residential Issues

Kimberly Seibles

Director of Community and Inclusion

- Community & Inclusion
- Day Students
- Impact Leaders
- Diversity Initiatives
- First Generation Support

Tori McLean

Director of Leadership & Orientation

- Daniels Leaders
- Emerging Leaders
- Leadership Development
- Orientation/ Welcome Weekend
- Summer Orientation, Advising & Registration (SOAR)

Clara Jane Hallar

Coordinator of Student Activities, Clubs & Organizations

- Clubs & Organizations
- Events & Traditions
- Montgomery Events and Information Desk (MEID)

- Student Events & Activities

Deborah Fraiser

VISTA, Coordinator of Service and Community Involvement

- Community Service activities
- Service Clubs and Organizations
- Community Partnerships

Renée Hill

Coordinator and Systems Support

- Coordinator for Student Development
- Jenzabar support for Student Development
- Parent & Family Communication

INTERCOLLEGIATE ATHLETICS

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

Intercollegiate Athletics Philosophy and Purpose

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

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

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

The Athletic Department will promote pride in our college among faculty and students and our surrounding community. In addition, we will demonstrate a strong obligation to, and appreciation of, the

college and the alumnae and friends who support the program.

LEADERSHIP PROGRAMS

Julia Jones Daniels Center for Leadership and Service

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

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

Daniels Leadership Program

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

Emerging Leaders

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

Civic Engagement Programs

There are a variety of offerings available to students who are interested in getting involved in the community, ranging from one time service opportunities to week-long service trips. These offerings include, but are not limited to Impact Day of Service, Martin Luther King Day of Service and an Alternative Spring Break trip.

Impact Leaders

The Converse College Impact Leader program is a federal work study position where students serve a minimum of 8 volunteer hours at a non-profit or civic engagement organization in the Spartanburg community in addition participating in leadership development activities on campus.

Crescent

Crescent is mentoring program for students who have demonstrated a commitment to academics and have an interest in community involvement. Once a week, Crescent members mentor young women from Broome High School.

MAILROOM

The College Post Office provides a place where stamps may be purchased and packages mailed. The College Post Office is not equipped to handle insured, registered, or C.O.D mail. Students will be issued a

combination for their mailbox. Students will keep the same box all four years at Converse. All first class mail is forwarded home for the summer.

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

MICKEL LIBRARY

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

Please observe the following library policies:

A. Regular Circulation

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

B. Overdue Material and Fines

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

C. Reserves

1. Faculty often place books, articles, DVDS, or CDs on reserve in the library for the use of their students. These materials, which are generally kept on reserve until the end of the term (unless the professor removes them), may be checked out at the Circulation Desk. Loan periods will vary according to the professor. Reserve material may not be renewed or placed on hold.
- D. Official Recall**
1. The library reserves the right to recall material at any time.
 2. Material that has been recalled is due in the library within 24 hours of notification.
- E. Periodicals and Reference Material**
1. These materials may not be taken from the library without the permission of a librarian. Students should restrict such requests to special cases, and a librarian will decide if the request is justified.
- F. House Rules for Library**
1. Smoking is not allowed in the library.
 2. Food and drink are allowed in the library on a limited basis.
 3. Students may use the telephone in the first-floor hallway for local calls. (Dial 8 for an outside line.)
 4. Library users may speak in a normal conversational tone in any part of the building that is not designated as a quiet study area. In quiet study areas, located on the upper floors, conversational volume should be kept low.
 5. Cell phone use in the library should be kept to a minimum. Ring tones should either be muted or kept at the lowest level.
- G. Other Services and Facilities Offered by the Library**
1. Converse students may utilize the Interlibrary Loan service to request material not available in Mickel Library. Loans typically arrive within three to fourteen days. If other libraries are unable to fill a request, the student will be advised that their interlibrary loan material could not be obtained. Requests should be placed through the Interlibrary Loan Request link on Mickel Library's website.
 2. In addition to traditional interlibrary loan, Mickel Library offers "PASCAL Delivers," a service that allows users to borrow books and other non-periodical material from college and university libraries in South Carolina. Items typically arrive in five days or less.
 3. Open study carrels and individual student desks are located throughout the library.
 4. Material in Archives and Special Collections may be accessed only by appointment with the Archivist.

STUDENT ACTIVITIES

The Office of Student Activities, located within the SGA Suites of the Montgomery Student Center, serves as a resource for all students, clubs, organizations, and advisors planning events on campus. Students plan events and campus traditions, such as dances, Big Sis/Little Sis Weekend, and 1889 Week, with assistance from this office. Student Activities works closely with the Student Government Association (SGA), and directly oversees the Converse Activities Board (CAB), Traditions Council, Valkyries Club, Class Officers, and Social Media and Elections. Additionally, this office supervises the Montgomery Events and Information Desk.

RELIGIOUS LIFE

Converse College recognizes the fact that religious and spiritual development is an important part of a college education for many students. The college employs a full-time chaplain and charters several

religious groups, led by students and local ministers from Spartanburg, to foster the spiritual growth of students.

The Chaplain's Office

The Office of the Chaplain provides programs and support to nurture the spiritual growth of Converse students, faculty and staff within their own faith traditions, and to promote awareness of various religious and non-religious expressions. Through fellowship, prayer, outreach, study and worship, members of the Converse community can deepen their understanding of spirituality and service. This integration of personal reflection and social action leads to the fulfillment of the Converse College Founder's Ideal to "see clearly, to act justly, and be faithful to God and humanity."

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

For specific information or questions about services, programs and local places of worship, students are asked to contact the Chaplain at 864-596-9078 or to visit the Chaplain's Office in the Montgomery Student Center (Montgomery 201A).

Student Ministries

Baptist Collegiate Ministries (SBC) and the UKirch (PCUSA) provide full-time campus ministers whose outreach includes Converse, Wofford, University of South Carolina Upstate and Spartanburg Methodist College. The Newman Club (Catholic) is led by Converse students and supported by local parish priests. Jewish students can find fellowship and support at the B'Nai Israel Temple close to the campus. Muslim students can also find fellowship and support at the Spartanburg Masjid.

RESIDENTIAL LIFE

Residency Requirement

Converse College is a residential college and views on-campus living as an integral part of the educational experience. All undergraduate students, under the age of 24, must reside in college residence halls unless they make their home with their parents/legal guardian in their permanent residence within a 35 mile radius of the college. Also, students with custodial children residing with them and/or students who are married may reside off-campus, and must submit in writing to the Dean for Community Life a request for a waiver from this policy. Students who are married may continue to reside in Converse College residence halls; however, marital status does not change the visitation policy and spouses are subject to the standard visitation policy requirements. If Converse students marry each other, they may not reside together in on-campus housing. Students living in college residence halls must be full-time students. Infractions of the residency requirement policy will be handled by the Dean for Community Life. Students found in violation of this policy may be charged College room and board fees.

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.

Peer Academic Coaches (PACs) are upperclassmen who are trained to offer academic support and guidance to incoming students. Working closely with the Division of Student Development and Success, they serve as mentors, community builders and role models. They also assist CAs with hall programming and act as advocates for the interests, needs and rights of first-year Converse students.

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.

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;

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 register for classes, receive a diploma or transcript of her records. These fees include tuition, room and board, 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.

A tuition deposit is due each year in Spring semester. To reserve your space in the class you must submit a nonrefundable tuition deposit. This payment will be applied to your Fall semester balance. The required deposit is \$300 for residential and \$200 for commuting.

There may be additional fees associated with some online courses for verifying a student's identity when taking proctored examinations. These fees are paid directly to the proctor or facility. They are not charged to a student's account. Questions about these fees should be directed to Peter Brown, Director of Distance Education.

SPECIAL PROVISIONS

REFUND OF FEES

1. Only tuition and board (meal) fees are eligible for refund.
2. If a student, after registration, is dismissed from the College, she is not entitled to any refund of fees, or cancellation of any sum due and payable to the College.
4. All students withdrawing through the first Friday following the first day of classes for Fall or Spring will be refunded 100% of tuition and board fees, less meals and undergraduate students withdrawing through the second Friday following the first day of class will be refunded 80% of tuition and board fees, less meals, Students withdrawing through the third Friday following the first day of class will be refunded 30% of tuition and board, less meals.
5. All students withdrawing must file the appropriate paperwork with the appropriate officials prior to a refund being granted. Please contact the Office of the Registrar for details.
6. No refund will be granted to an undergraduate student who matriculates for the Fall and January Terms and elects not to register for the January Term.
7. Students withdrawing in January and Summer term refund dates refer to the current year academic calendar (available at www.my.converse.edu).
8. Students withdrawing during or after January term will be charged for the meals for the January term.

DELINQUENT ACCOUNTS

Until all tuition, room and board fees, and other charges of the student are paid in full, Converse College:

1. Will not provide a diploma or transcript.
2. Reserves the right not to allow a student to enroll in a new term, participate in graduation exercises, or register the student's course grade on the transcript.
3. After all reasonable attempts at collecting a past due balance have failed, accounts will be referred to a collection agency. Students will be responsible for reasonable collection costs associated with such referral, including but not limited to attorney fees and court costs. Students should understand and that their financial obligation to Converse College constitutes an educational loan to assist in financing their education and, is not dischargeable under the United States Bankruptcy Court.
4. It is the student's responsibility to drop a course from your schedule and if you fail to do so you will be responsible for all tuition and fees related to the course. Please refer to the academic calendar for drop dates.

THE WELLNESS CENTER

The staff at the Wellness Center believes staying healthy is critical to achieving academic success. Students can find help for good nutrition, exercise, self-awareness, relaxation, medical issues, stress management, sexual responsibility, and interpersonal relationships. The Center is located at the rear of Andrews Hall and offers regular office hours Monday through Friday. Inquiries can be made by calling the Wellness Center at 596-9258.

Counseling Services

Counseling Services supports the emotional, mental, and spiritual health of students by providing individual and group counseling, consultation, and crisis intervention by licensed therapists and supervised interns. The counselors also provide a variety of educational programs designed to meet the emotional wellness needs of the campus. Counseling sessions at the Wellness Center are available at no

extra charge to traditional undergraduate boarding and day students. Appointments are strongly suggested and may be scheduled by calling the Wellness Center at 596-9258.

In addition, the Wellness Center has a library and relaxation room that students can visit any time during regular office hours. It is a quiet, comfortable space where students can relax, de-stress, and unwind. It is full of educational materials on mental health topics, books, relaxation CDs, yoga DVDs, art materials, and chair massagers.

The Wellness Center does not offer alcohol and drug treatment, evaluations for ADHD or learning disabilities, treatment for active eating disorders, or long-term intensive therapy. In the event that these services are required, the staff will assist a student in finding an off-campus provider. If a referral is made off campus to a local psychiatrist or mental healthcare provider, the cost is the responsibility of the student and/or her family. Counseling services for Converse II students are available through the Westgate Marriage and Family Therapy and other local providers.

Health Services

The Health Services of Converse College is committed to providing quality health care for our students. Medical services are available to all traditional undergraduate boarding and day students. The nurse practitioner is able to provide a wide variety of services, including:

- Providing wellness services such as yearly physicals
- Prescribing medications
- Treating acute conditions such as bronchitis, sinus infections, flu, injuries, and abdominal pain
- Ordering and interpreting diagnostic tests such as x-rays, blood work, and EKG's

Health services are provided through a partnership program with Mary Black Hospital. It is staffed by a licensed nurse practitioner with medical oversight provided by a Mary Black Hospital physician. Appointments are strongly suggested and may be made by calling the Wellness Center at 596-9258.

The cost of the basic medical visit is covered through the student health fee. If the nurse practitioner orders labwork or other diagnostic tests, the student will be responsible for the cost of these tests, and will be notified of the costs prior to performing the tests. Students may pay for these costs at the time of their visit, or may have them billed to their student account. Students are also responsible for the cost of any medication that are prescribed and for any off-campus providers who they may be referred to.

Sick Leave Policy

It is the policy of the Wellness Center that we will not give sick notes. Converse College was founded with an Honor Code and continues to cherish that code. With this in mind it is the students' responsibility to contact professors for missed classes. In extreme cases, students may work with the Dean for Community Life to determine best steps and communication with faculty.

Immunizations

All incoming undergraduate students must submit documentation of required immunizations in order to provide health care support to the student and to protect the community from communicable disease. If the record is received and is incomplete, a letter will follow explaining what is needed. **If no record is**

received, the student will be notified and a hold may be put on their ability to move onto campus and/or attend classes until these records are received.

Health Insurance

The College no longer requires that all undergraduate students have health insurance while attending Converse College. However, all international students and athletes are required to carry primary health insurance coverage.

WRITING CENTER

Director: Emily Harbin

Hours: M-Th 1-5pm and 6-8 pm

Sunday 3-5.

Located on the second floor of the library in Suite 204, the Writing Center provides assistance to all students seeking to build their writing skills. The Writing Center is dedicated to providing academic support to the needs of student writers across the curriculum. In addition, any student who wishes to enhance her skills, independent of specific coursework, or have a friendly reader for her newest poem, essay or story, can find assistance in the center.

The Writing Center offers assistance with:

- learning pre-writing strategies
- understanding the writing process
- developing a thesis
- strengthening the focus of a paper
- creating effective introductions
- recognizing strengths and needs
- increasing understanding of proper grammar

The Writing Center provides students with one-on-one tutoring, small group workshops focusing on specific writing topics, reference books, handbooks, and English as a second language assistance. While the Center cannot provide a proofreading/editing service or a guarantee of better grades, it will serve as a caring and concerned audience for what students have written.

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 Development 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 the Provost 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 (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 Dean for Community Life.

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 must contact the accused student(s). The accusing person should request a private meeting with the accused student where the specific charge should be discussed. During the meeting, the accusing person should explain the charge and ask the accused student to make contact with the Honor Board Chair. When there are extenuating circumstances, such as a College break, the accusing person may send the accused student an email explaining the charge and ask the accused 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 must be made by all parties (accuser and accused) on the **Honor Violation Incident Report form available on the student conduct web page** (https://my.converse.edu/ICS/Campus_Life/Student_Conduct_and_Policies.jnz) 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. An elected representative to the Board may be used in place of an Executive member when necessary to resolve the case in a timely manner.

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.
- All evidence that will be considered for determining responsibility and/or sanctions must be presented during the hearing so that the accused student will have the opportunity to address all such evidence.
- 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 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. In the case of formerly enrolled students, if the Provost determines there is clear evidence of fraud or deception, a student's grade may be changed. A change in the student's grade may result in changes in academic status.

Faculty hold ultimate authority over final course grades. However, in the case of honor violations, the faculty grants authority to the Honor Board or Appeals Board to review evidence, determine responsibility, and develop sanctions.

Violations specifically connected to any academic work will include sanctions with direct impact on the course grade. Honor Board shall ask the faculty member involved for a recommendation regarding the sanction for the student and will consider the recommendation when determining sanction.

- **For a first offense** of an academic honor violation, the recommended sanction may be, but is not limited to, a grade of zero (0) on the assignment involved, or a grade of F in the course. Honor Board may impose additional sanctions which are not grade-related. Examples include, but are not limited to, writing a paper explaining the rationale for an Honor Code, performing community service, or a monetary fine.
- **For a second offense** of an academic honor violation, the Honor Board shall impose a sanction of a grade of F for the course in which the academic honor violation occurred and/or suspension from the college for no less than one long term.
- **For a third offense** of an academic honor violation, the student shall be expelled from the College.

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 fully and timely comply with and complete sanctions may result in additional action by the Honor Board, Appeals Board or the Dean for Professional Development.

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 Dean for Professional Development 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 or raising a question of fair process, and must provide substantive reasons and/or evidence to support the appeal, including any issues relating to the fairness of the Honor Board process. If the sanction is suspension or expulsion, the appeal must be submitted to the Dean for Professional Development within 24 hours of receiving the Honor Board decision.

Appeals Board Members

The Appeals Board is composed of the Dean for Professional Development (Chair), two members of the faculty appointed by the President of the College, one student from each class year appointed by the Executive Committee of the SGA, and an Academic Dean or Associate Dean.

Appeals Hearing

The Dean for Professional Development (or Provost in case of a conflict of interest) will review the appeal and determine if the appeal meets the criteria for a hearing. If it is determined that evidence warrants review, the Chair will notify the Board members of a hearing, will coordinate the timing of the hearing and will notify the student who requested the appeal..

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, or a designee in the case of a special hearing, 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 or overturn the verdict, and to modify any 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 and the Honor Board, and other pertinent person's (e.g. faculty member, Registrar) of the Board's decision.

Special Circumstance/Hearing

A modified board with representatives from the Honor Board, Civitas Council, Appeals Board and/or Student Government Executive Committee is authorized to hear cases involving Honor violations or appeals 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 policy 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 Dean for Professional Development 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

Witnesses

The judicial board (Honor Board, Civitas Council, or Appeals Board) and individual conduct officers may request that any witnesses provide testimony during a conduct hearing. A witness is any individual who has personal knowledge of the case being adjudicated (i.e. student, roommate, teammate, residential life staff, campus safety officer, etc.). Parents/guardians may not serve as witnesses. Character witnesses are permitted. Character witnesses must be a member of the Converse College community (i.e. current student, staff, or faculty members).

Administrative Action

The chair of each Judicial Board (Honor Board, Civitas Council, Appeals Board), and the Advisor to these Boards, has in her discretion the authority to defer a student case for administrative action by the Dean of Community Life. The Dean of Community Life may convene members of the Honor Board, Civitas Council, Appeals Board and/or the Student Government Executive Committee to adjudicate a 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.

Ultimate authority for the Honor System and its outcomes resides with the President of the College. When deemed necessary, as in the case of exigent circumstances, the President (and/or the Provost, at the President's discretion) may take action on any matter involving the Honor System when deemed by the President to be necessary and in the best interest of the College.

STUDENT CODE OF CONDUCT

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

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

Civitas Council Members

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

Infractions

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

ALCOHOL AND OTHER DRUGS

Philosophical Statement

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

Converse College affirms the decision of students not to drink alcohol or partake in other drugs. The College emphasizes prevention education, low-risk decision-making, and healthy living that models the

core values of the institution. The College provides on-going educational programs, workshops, awareness weeks, speakers and special programs that raise awareness and encourage the development of a campus free of alcohol and drug abuse.

Drug Policy

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

- I. Possession of stimulant, depressant, narcotic or hallucinogenic drugs, drug paraphernalia and other agents having potential for abuse, and/or potential for health risks, except on physician's or dentist's prescription, violates the State and Federal laws and is prohibited.
- II. The abuse of prescription drugs and/or over-the-counter drugs is considered to be a health risk and is, therefore, not permitted. The use, selling, bartering, exchanging, and giving away such drugs to any person not intended to possess them is also illegal and prohibited.
- III. Possession, consumption, sale and and/or distribution of synthetic stimulants, such as "bath salts" (i.e. drugs known as Cloud 9, White Dove, Hurricane Charlie, White Lightning) is prohibited.
- IV. Students may not use or possess drug paraphernalia, including but not limited to hookahs, pipes, and other smoking devices, weights, scales, and/or rolling papers.

The use of illegal drugs, misuse of prescription drugs, and abuse of over-the-counter drugs poses significant health risks to students, such as severe mental and physical incapacitation or even death. These are issues of primary concern to the College. Educational programs concerning the risks of drugs will be offered on campus throughout the year. Assistance with any problem related to use of drugs is available through the counseling service. This service is confidential.

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

Alcohol Use On Campus

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

In addition, students who show a pattern of alcohol use that results in personal risk or injury, disruptive behavior to the community, excessive class absences, or multiple appearances before Civitas, Honor Board and/or the Student Development and Success staff may be referred to the Dean of Community Life 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 Community Life or her designee, depending on the nature of the violation. Procedures for each are outlined in the Converse College Student Handbook.

Violations of multiple policies and/or of severe nature may result in suspension or expulsion from the College.

Consumption of Alcohol On Campus

- a) Possession and/or consumption of alcohol under the age of 21 are strictly prohibited.
- b) Distribution and/or provision of alcohol to anyone under the age of 21 are strictly prohibited.
- c) Students under age 21 who are in the direct vicinity of alcoholic beverages may be held responsible for constructive possession in accordance with South Carolina law despite the claim of ownership.
- d) Alcoholic beverages may be served during social gatherings with the prior, written approval from the Dean of Community Life or designee and in compliance with College policies regarding alcohol licenses. Two IDs are required for proof of age.
- e) 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.
- f) 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 e. above.
- g) Students will be held accountable for the behavior of all guests in accordance with all College alcohol policies.

Apartment Alcohol Policy

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

- a) Possession and/or consumption of alcohol under the age of 21 are strictly prohibited.
- b) Distribution and/or provision of alcohol to anyone under the age of 21 are strictly prohibited.
- c) Those of legal drinking age have the option to consume alcohol in the privacy of their College apartment after: 1) all roommates are age 21 and above 2) all roommates have completed the alcohol education program for apartment living as conducted by the College Student Development and Success staff; and 3) all roommates have completed the roommate contract.
- d) Guests under the age of 21 may not be present when alcohol is being consumed.
- e) Common sources such as kegs, pony kegs, party balls, punches, bulk sources, etc and any paraphernalia that aids in the rapid consumption of alcohol, such as beer bongs, are not permitted
- f) Alcohol is prohibited on balconies and porches unless it is served as a part of a college sanctioned event. See (d) in the "Consumption of Alcohol On Campus" section.
- g) Residents plus other students plus guests in a College apartment may never exceed the capacity of occupants as designated by the Fire Marshal.
- h) Residents are expected to abide by all policies as outlined in the College Alcohol policies above.
- i) Residents of a College apartment will be held accountable for the behavior of all guests in accordance with all College alcohol policies and may face sanctions based on the behavior of the guest(s).

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

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

Behavioral Intervention (Amnesty) Policy

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

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

Parental Notification Policy

Based on a 1998 amendment to the reauthorization of the Higher Education Act, Converse College is permitted to notify parents of alcohol and drug infractions committed by students under the age of 21. Because Converse College is committed to the health and wellness of our students, parents may be notified when a student violates the Alcohol Policy of the college for the second time, violates the Drug Policy of the college, is hospitalized for a serious alcohol and/or drug incident, is arrested, is deemed unable to make responsible judgments, and/or is involved in a serious incident and the Dean of Community Life deems it necessary to contact the parent.

Student Assistance Program

The misuse of alcohol can cause significant health risks to students, such as severe mental and physical incapacitation or even death. These are issues of primary concern to the College. In an effort to continually assist students in making informed decisions about the use of alcohol and drugs, the College will provide educational programs throughout the year.

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

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

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

Breach of Safety/Security

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

Campus Technology

Converse College provides campus technology resources to support educational and administrative activities. It is contrary to Converse College's acceptable use policy to engage in the following:

- a) Generating excessive network traffic or consuming excessive network resources when using file sharing programs (Kazaa, Bearshare, etc.)
- b) Violating the US Copyright Law (www.converse.edu/Academics/copyrightPolicy.html) by downloading from the Internet any audio, video, graphic, or text material that is copyrighted without proof of proper license arrangements.
- c) Activities involving unprofessional, harassing, discriminatory, illegal and/or unethical behavior;
- d) Forgery of messages;
- e) Hacking or otherwise breaking into someone's files or stealing their password;
- f) Providing unauthorized access to copyrighted materials;
- g) Any activity that significantly prevents or inhibits the conduct of college academic or administrative work.

Civility

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

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

Civil Disturbance/Demonstration Policy

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

Guidelines for demonstrations are as follows:

- a) Demonstrators will remain orderly and peaceful at all times.
- b) Demonstrators will remain on the sidewalks and crosswalks or within such other outdoor paved areas as designated by Campus Safety.
- c) Demonstrators will not block building entrances or exits, and will not block driveways, public or private streets or intersections.
- d) Demonstrators will obey all campus policies and all instructions of Campus Safety.

- e) Demonstrators will not abuse, verbally or physically, any person or damage any property.
- f) Demonstrators will not engage in indecent, lewd, or obscene behavior.

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

Community Responsibility

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

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

Consensual Relationships: In their relationships with students, members of the faculty and staff at Converse are expected to be aware of their professional responsibilities. Sexual relations (which include contact of a sexual nature) or requests for sexual relations between students and faculty/staff members are fraught with the potential for exploitation and must be avoided and are prohibited. All faculty and staff at Converse in violation of this policy may lead to disciplinary action by the College, up to and including termination.

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 attention. (SEE CONVERSE TITLE IX POLICY)

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

No organization or student may participate in the activity of hazing on the Converse College campus or at any off campus location. Hazing is forbidden by the laws of the State of South Carolina. The following shall not constitute a defense against hazing: that participants took part voluntarily, that participants voluntarily assumed the risks or hardships of the activity, or that no injury was suffered. Faculty, staff and students may submit complaints involving harassing behavior at the Converse Cares webpage: <http://www.converse.edu/life-at-converse/student-development-success/converse-cares/>

CONVOCATION SERIES

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

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

In addition to Opening Convocation and Founder's Day, every traditional undergraduate student is expected to attend 5 additional Convocation events for each semester. January term is counted with the spring semester. These additional events may be selected from the categories listed below. Students must attend at least one event from each category. Students must then pledge Convocation attendance online at https://my.converse.edu/ICS/Campus_Life/Convocation_Series.jnz **within one week (7 days) of the event** to receive credit for attendance. Students will be given advance notification via campus email of abbreviated pledge cycles at the end of terms to meet billing deadlines.

Student Teachers are required to meet the Convocation requirements but for these exceptions: 1) may miss Opening or Founders Day if actively student teaching and cannot leave their placement during the event, 2) if they are student teaching outside of Spartanburg County and are additionally living off campus, however they must notify the Director of Residential Life and Student Conduct of their situation.

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

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

- **Opening Convocation and Founder's Day must be attended by all.**
- Students must attend at least one from each category and submit an electronic pledge for a total of 6 each semester.

The five categories from which to select Convocation events are:

- I. Arts and Humanities**
Art exhibits and openings
Creative writing workshops and speakers

- Music recitals
- Theater and Opera performances
- II. Campus Celebrations**
 - SGA Town Hall Meetings
 - Called/Special meetings with the President or college administration
 - Honor Code signing for all new students
 - Festival of Lessons and Carols
 - Honor emphasis programs and speakers
 - Celebration Weekend
 - Including May Day, Sophomore Sisterhood Dinner, Junior Ring, Freshmen Pinning, Academic, Athletic & Leadership Awards*
- III. Community Engagement**
 - Community service events
 - Including Impact Day of Service and College Town service projects*
 - Athletics events
 - Wellness Center Programs
 - Service trips sponsored by the college
 - Other programs/events that promote engagement in the Converse community may be petitioned to Civitas for consideration
- IV. Diversity**
 - Martin Luther King, Jr. Day of Service
 - Black History Month Events
 - Religious Life events
 - Model programs events
 - Other programs/events that promote diverse perspectives, knowledge of different cultures, methodologies, and world views may be petitioned to Civitas for consideration
- V. Leadership Development**
 - Student Government election speeches
 - Student Government installations
 - Student Government leadership retreat
 - Center for Professional Development workshops and guest speakers
 - Other programs/events that promote leadership development and education may be petitioned to Civitas for consideration

****Guest speakers hosted by College departments or Student Organizations may be petitioned to Civitas for consideration and will be assigned the appropriate category.***

Students are expected to show respect for the caliber of the program, for the stature and historical nature of the event and for the positive representation of Converse College and its students. Rev. 7/2016

Damage to Property

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

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

Disorderly Conduct

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

Failure to Comply

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

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

Falsification of Records

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

Financial Responsibility to the College

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

Fire Safety

1. No student shall set or cause to be set any unauthorized fire in or on College property. In addition, there may be an investigation by local arson officials and if the offense is determined to be in violation of a federal, state or local law, the student could be subject to civil or criminal prosecution.

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

Motor Vehicles, Golf Carts, and Mopeds

Motor Vehicles

Students are eligible to keep motor vehicles on campus providing they are properly registered and traffic laws are obeyed. Every student is responsible for knowing and observing the traffic and parking regulations as stated on the Converse College website at <http://www.converse.edu/life-at-converse/campus-services/parking-and-vehicle-info/>

The initial motor vehicle registration will take place at the beginning of the fall term.

Golf Carts

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

Motorcycles, Mopeds & Scooters

Mopeds differ from scooters and motorcycles. Scooters and motorcycles must be state registered and insured. All motorcycles, scooters and mopeds must be registered with the College and parked in official college parking spaces, must be operated on campus streets and drivers must obey all campus traffic regulations which includes traveling with the flow of motor vehicles.

Gas cans

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

Off Campus Conduct Policy

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

SMOKING AND TOBACCO POLICY

Converse College seeks to provide a safe, healthy, and comfortable environment in which all members of our campus community can live and work. Converse College and The American College Health Association support the findings of the Surgeon General and acknowledge that any form of tobacco use, whether active or passive, is a significant health hazard. The Environmental Protection Agency and the National Institute for Occupational Safety and Health have both classified second-hand smoke as a known carcinogen (cancer causing). The College realizes that a smoke and tobacco-free environment is a goal we can achieve, through intentional and positive steps to ensure a healthier environment. In pursuit of this goal, Converse College became a tobacco-free campus effective August 1, 2012.

- I. Use of any tobacco products is prohibited on all College property. "College property" includes all buildings, facilities, grounds and spaces leased, owned or controlled by the Converse College whether or not signs are posted. This includes, but is not limited to: buildings on college-owned land, offices, classrooms, meeting rooms, laboratories, residential rooms and apartments, elevators, stairwells, balconies, decks, restrooms, bridges and walkways, sidewalks, parking structure/areas/lots, hallways, outdoor passageways and entrances, lobbies, common areas and athletic venues, including those with outdoor fixed seating.
- II. No ashtrays, receptacles or smoking shelters will be permitted.
- III. The use of tobacco products is prohibited in college-owned, operated or leased vehicles.
- IV. The use of tobacco products is prohibited in personal vehicles parked on College property.
- V. **"Tobacco and smoking products" include** all tobacco-derived or containing products, including, but not limited to, cigarettes (e.g. clove, bidis, kreteks), electronic cigarettes, vaping devices, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spit-less, chew, pouches, snuff) or any other device intended to simulate smoked tobacco. This does not apply to nicotine replacement therapy, which is designed to assist tobacco users to quit tobacco.
- VI. The sale or advertisement of tobacco and smoke products is prohibited on campus and in all College publications.
- VII. Enforcement of the policy is the responsibility of all members of the Converse community. Faculty, staff and students are expected to uphold and enforce the policy for the health and safety of our campus.
- VIII. Campus Safety Officers may issue a citation for use of tobacco products in violation of this policy with fine of \$25 when a violation is noted. Continual violations of the policy prohibiting the use of tobacco products may result in disciplinary action.
 - A. Failure on the part of faculty or staff to abide by the policy prohibiting the use of tobacco products may result in administrative action up to and including discharge.
 - B. Failure on the part of students to follow the policy prohibiting the use of tobacco products may result in a violation adjudicated by the appropriate board or administrative sanctioning, which could include but is not limited to community service, monetary fines, and/or suspension from the College.
 - C. Visitors to the campus who repeatedly violate the policy prohibiting the use of tobacco products may be asked to leave College property.
- IX. All campus event organizers should inform, and advertise to outside groups that *"Converse College is a Tobacco Free campus."*

- X. The provisions of this policy apply 24 hours a day, seven days a week to all students, faculty, staff, visitors, volunteers, contractors and vendors unless otherwise noted.

Confiscated Items

Any property that is confiscated during an incident and determined to be contraband (i.e. alcohol, drugs, drug paraphernalia, weapons, etc.) will be disposed of by professional staff or stored for evidence in the Campus Safety Office. Confiscated items will not be returned to students/residents

Breach of Confidentiality

In order to maintain the integrity of the Honor Tradition, all information related to the student, the evidence, the testimony and the outcomes are to be kept confidential by all involved in the case. Those bringing charges, as well as accused students, should seek guidance from the Advisor to the Board, the Chair of the Board and/or a faculty/staff member of the College for any clarification of this mandate.

Failure to complete sanctions

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

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

REPORTING A VIOLATION OF THE STUDENT CODE OF CONDUCT

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

- If a faculty member, instructor, student or staff member suspects a violation, he/she should document the concerns and confront the student as soon as possible. The accusing person must contact the accused student(s). The accusing person should request a private meeting with the accused student where the specific charge should be discussed. During the meeting, the accusing person should explain the charge and ask the accused student to make contact with the Civitas Chair. When there are extenuating circumstances, such as a College break, the accusing person may send the accused student an email explaining the charge and ask the accused to make contact with the Civitas Chair. The accusing person will then notify the Civitas Chair of the meeting and the charge.

- Documentation of the incident in question should be made by all parties, including key information related to those involved, the nature of the incident with details on where, when and what. This information may be reported on an [incident report form available online](#), a Residential Life Occurrence Form, a Campus Safety report or through e-mail to civitas@converse.edu. Additional documents or evidence should be given directly to the Chair of the Civitas Council.

- The Civitas Chair and/or Vice Chair, in collaboration with the Advisor, will review submitted documents and conduct an initial investigation to determine if there is sufficient evidence to move forward with a case.

Hearing Process

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

Procedural Overview

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

OPTION I

Sanction Hearing

If the student admits responsibility, she may choose to present her case for Administrative review and be sanctioned by a sub-set of the Civitas Council which will include the Advisor to the Board, one staff representative of the Board and two of the Executive members of the Civitas Council; either the Chair, Vice-chair, Secretary or Treasurer. In some cases, an elected representative to the Council may be used in place of an Executive member to resolve the case in a timely manner.

OPTION II

Hearing

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

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

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

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

If the accused student withdraws or takes a leave-of-absence from the College while a charge is being reviewed, the student's record will continue to reflect the charge until the case and/or sanction are resolved.

Sanctions

As an educational institution, Converse College has the responsibility and the opportunity not simply to punish violators of College Policy but also to equip them with effective coping skills and patterns of behavior. With this in mind, the Civitas Council imposes sanctions that are relevant to the particular situation and that will promote growth for the individual involved. At times, however, the severity of the offense, or repeat offenses, may also require punitive action.

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

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

Alcohol

Underage Alcohol Consumption and Possession

1st Offense: Alcohol Education, \$100 fine, written warning

2nd Offense: Alcohol Education, \$150 fine, Parental Notification, Counseling Assessment

3rd Offense: \$250 fine, Parental Notification, possible suspension or expulsion

Alcohol Possession

1st Offense: Alcohol Education, \$50 fine

2nd Offense: \$100 fine, Parental Notification, Alcohol Education, Counseling Assessment

3rd Offense: \$200 fine, Community Service, possible suspension or expulsion

Alcohol Possession of a Bulk Container

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

\$250 fine, Parental Notification, possible suspension

Public Display of Alcohol

1st Offense: \$50 fine, written warning
 2nd Offense: \$100 fine
 3rd Offense: \$250 fine

Public Intoxication

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

1st Offense: \$75 fine, written warning
 2nd Offense: \$100 fine, alcohol education
 3rd Offense: \$200 fine, parental notification, possible suspension

Underage purchase or attempt to purchase alcohol

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

Fire Safety

Intentionally Setting a Fire

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

Intentionally Causing a False Fire Alarm

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

Unintentionally Causing a Fire Alarm

\$100 fine

Tampering with Fire Equipment

\$200 fine

Failure to vacate a residence hall room or apartment

(in the event of a fire alarm or drill)

\$100 fine

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

Smoking and Tobacco

Smoking and Tobacco Violations

1st Offense: \$25 fine and written warning

2nd and Subsequent Offense(s): \$100 fine

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

Appeal Process

Request for an Appeal

A student may appeal the verdict and/or sanction determined by the Civitas Council. A formal typed appeal must be submitted to the Dean for Professional Development within five days of receiving the Civitas Council decision. In the appeal letter, the student must state whether she is appealing the verdict and/or the sanction or raising a question of fair process, 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 Dean for Professional Development within 24 hours of receiving the decision.

Appeals Board Members

The Appeals Board is composed of the Dean for Professional Development (Chair), two members of the faculty appointed by the President of the College, one student from each class year appointed by the

Executive Committee of the SGA, and an Academic Dean or Associate Dean.

Appeals Hearing

The Dean for Professional Development (or Provost in case of a conflict of interest) will review the appeal and determine if the appeal meets the criteria for a hearing. If it is determined that the evidence warrants review, the Chair will notify the Board members of a hearing, will coordinate the timing of the hearing and will notify the student who requested the appeal.

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

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

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

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

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

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

Special Circumstance/Hearing

A modified board with representatives from the Honor Board, Civitas Council, Appeals Board and/or Student Government Executive Committee is authorized to hear cases involving Civitas violations or appeals during the week prior to exams, exam week in the case of a graduating senior, and during times when members of the Civitas Council are not on campus.

Rights of the Accused

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

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

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

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

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

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

- The right to call up to two character witnesses during the sanctioning process
- Following the outcome of a hearing the following rights are implied:
- The right to know the outcome of the hearing
 - The right to follow up documentation, and if found responsible, all sanctions for the charges
 - The right to request a meeting with the Civitas Council Chair and Advisor to the Board to understand the outcome of the hearing
 - The right to an appeal through the Dean for Professional Development 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

The chair of each Judicial Board (Honor Board, Civitas Council, Appeals Board), and the Advisor to these Boards, has in her discretion the authority to defer a student case for administrative action by the Dean of Community Life. The Dean of Community Life may convene members of the Honor Board, Civitas Council, Appeals Board, and/or Student Government Executive Committee to adjudicate a 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.

Ultimate authority of the Code of Conduct and its outcomes resides with the President of the College. When deemed necessary, as in the case of exigent circumstances, the Provost and/or the President may take action in the best interest of the College.

RESIDENTIAL LIFE POLICIES AND PROCEDURES

As a four-year residential college, Converse strives to create a living environment that is safe, secure, and clean where students are best able to work, study and sleep in one's assigned residence. It is expected that students live in community with minimal interference from excessive noise, disrespect, or negative behaviors by peers and/or guests. It is believed that residents have the right to free expression but that

expression does not include the right to harass, threaten, injure or silence others. As such, by living in the Converse community, students are expected to abide by the following residential policies:

RESIDENCY REQUIREMENT

Converse College is a residential college and views on-campus living as an integral part of the educational experience. All undergraduate students, under the age of 24, must reside in college residence halls unless they make their home with their parents/legal guardian in their permanent residence within a 35 mile radius of the college. Also, students with custodial children residing with them and/or students who are married may reside off-campus, and must submit in writing to the Dean for Community Life a request for a waiver from this policy. Students who are married may continue to reside in Converse College residence halls; however, marital status does not change the visitation policy and spouses are subject to the standard visitation policy requirements. If Converse students marry each other, they may not reside together in on-campus housing. Students living in college residence halls must be full-time students. Infractions of the residency requirement policy will be handled by the Dean for Community Life. Students found in violation of this policy may be charged College room and board fees.

Housing Assignments

A nonrefundable annual deposit of \$300 must be paid to the College before a student will be assigned a room. This fee applies to new, entering students, as well as to students currently enrolled who plan to return the next year. The fee is due in the Spring of each year. Reminders are sent to all students via email.

- a) *Room Selection*—New students are assigned to College housing prior to their arrival on campus. New students receive notification of housing assignments and roommates as soon as that information is available. Room selection for returning students takes place in the spring of each year through a lottery system. Students may not participate in room selection until their annual deposit is paid. Each student's priority number for choosing a room is determined by social and class standing utilizing a computer generated lottery number program. Traditional undergraduate students will participate in Spring Room Selection. Housing for graduate students and Converse II students is based upon availability.
- b) *Private Rooms*—Any student occupying a double room by herself will be assessed \$1000 per academic year in addition to room and board. This includes any student whose roommate moves out or who is otherwise left in a room alone and who does not make arrangements to find another roommate. Students will be permitted 2 weeks to find a roommate before super-single fines are assessed. The student is responsible for finding another roommate. If the student occupies a room alone for less than a full academic year, the fee will be charged on a pro-rated basis. Exceptions are made when extenuating circumstances exist such as when an uneven number of students makes no roommate available. Double rooms used as singles (super singles) are allowed only in designated areas and cannot be guaranteed for any length of time. First year students are not eligible for private rooms.
- c) *Consolidation*— The Office of Residential Life reserves the right to require occupants of rooms not filled to capacity. Any vacant room or suite space may be filled at the discretion of the Director of Residential Life.
- d) *Keys*— All room keys will be issued by the Director of Residential Life. 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. 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.

- e) *Lockouts*—Students are reminded to lock their doors and carry their room keys at all times. If a student is locked out of her room, she will need to call Campus Safety to unlock her door. This may occur twice without charge. Beginning with the third time, any student who is locked out of her room will be assessed a \$5.00 fee on her Business Office account. Students who repeatedly lock themselves out of their rooms may be referred to Director of Residential Life for further sanction. At no time will a Residential Life Staff member or Campus Safety grant a student access to another student's room without that student's permission.
- f) *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 Development and Success, or the Director of Residential Life. Parents may be contacted if a student does not arrive by the expected time.
- g) *College Furniture*—College residence hall rooms are furnished with beds, desks, desk chairs, dressers, and MicroFridges. Apartments are fully furnished with beds, desks, chairs, dressers, couch, end table, coffee table, tv stand, dining room tables, bar stools, and basic kitchen appliances. Students are responsible for the condition of the furniture originally assigned to the room or apartment, and may be billed for damages incurred during the year. Furniture assigned to a room must remain in that room for the duration of the year. Facilities is not authorized to remove furniture and will not do so if asked by a student.
- h) *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.
- i) *Room Check In/Out*—Students are required to check in with the residence hall staff before moving into their rooms. At this time, a student is required to sign the Room Inventory Form and the Key Log. When checking out of rooms, students must also meet with the residence hall staff who will inspect the room and have the student sign the Room Inventory Form. The charge for losing a room key and having the lock changed is \$50.00 in Dexter and Williams, and \$150 in Belk, Andrews, Cudd, Pell, 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. The College will not be responsible for any items a student leaves in a residence hall room when the student checks out, withdraws, leaves for college-scheduled breaks, or takes a leave of absence from the College. A student who is not enrolled in classes as a result of a Leave of Absence, Withdrawal or Academic Disqualification must check out of her room upon the official date of the Leave of Absence, Withdrawal or Disqualification.

Visitation

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

General guidelines -

1. Specific days and times when visitation will be allowed will be approved by the College and distributed to all students and posted in the residence halls and the Heath at the beginning of each term. Students are responsible for the conduct of their guests and must escort guests at all times.

2. All guests male and female must be properly registered. Guests must be signed in and out in the notebooks posted in each residence hall regardless of time. Given the autonomous nature of the apartments, residents in the Heath do not have to sign in guests.
3. Use of visitation hours should be by mutual agreement between roommates in the roommate contract. The roommate contract will always take precedence. It is the right of every student to have privacy in her assigned room, and no student should feel obligated to give up that right at any time. In the interest of preserving respect for privacy, a roommate may ask a guest to leave her room and this request should be honored.
4. Students are responsible for accompanying guests in the residence hall at all times and is responsible for the guest's actions
5. Students may not have more than two guests at the same time
6. Male guests must use only the designated restrooms provided for them.
7. Guests may be asked to leave the College campus at any time should their behavior be disruptive or be in violation of College regulations and policies.
8. Guests may not be given the use of Access Cards or room keys at any time.

Guest Visitation Policy

1. Students may have guests (male or female) in their residence hall rooms as designated for their living area. Guests may stay for no more than three consecutive nights at three different times during a term or no more than 9 nights during any term, unless specific permission has been granted by the Director of Residential Life for a longer visit.
2. Guests must be signed in and out at the lobby desk regardless of time. The Converse student will write all names legibly on the sign-in sheet for security purposes. Any student signing a guest in with a fake name will be sanctioned by their Resident Director or sent to Civitas.
3. Guests may not be given the use of Access Cards or room keys at any time.
4. Visitation may take place in the lobbies of the residence halls at any time. Sleeping overnight in lobbies is not permitted.
5. Members of the opposite sex may assist students in moving into or out of residence halls only during the specified visitation hours or during the time immediately before or after a college holiday. Outside the specified hours, permission for such assistance must be obtained from a CA or RD/AD.
6. Visitation may take place in the student's room in the residence hall according to the following regulations:
 - (i) Visitation in Dexter, Pell, and Williams freshman communities will be:
 - (a) 10:00 am - 12:00 am Sunday through Thursday
 - (b) 10:00 am - 2:00 am Friday through Saturday
 - (c) Extended visitation may be granted on the Friday and/or Saturday nights of Fall Weekend, 1889 Weekend, and Peppermint Ball weekends with a 2/3 majority hall vote, Community Advisor facilitated discussion and contract, and approval from the Dean for Community Life.
 - (d) During the spring semester, freshmen will be allowed one weekend per month for extended visitation. A 2/3 majority hall vote will determine which weekend. The weekend must be approved by the Dean for Community Life.
 - (e) Students with a guest on extended visit weekends must complete a roommate contract with their Community Advisor. The contract must be completed at least 7 days prior to the extended visit. The roommate contract will always take precedence in any conflict between residents.
 - (ii) Visitation in Belk and apartment style residential buildings will be:
 - (a) Extended male visitation regulated between suitemates, set within the first 48 hours of move in and must be documented through a roommate contract witnessed by a building Residential Life Staff member. The contract may be edited at any time

during the year but all changes must be witnessed by a building Residential Life Staff member.

- (iii) Visitation in Cudd, Andrews, and Williams upperclassmen community 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 for Community Life.
 - (d) All buildings with community bathroom facilities must designate one bathroom per visitation weekend for male guest use only.

Children in the Residence Halls

Residents may not have children living with them in the residence halls. This includes overnight stays and lengthy visits (defined as more than 1 hour) during the day. If a child will be present in the residence halls for a lengthy visit, the resident must obtain permission from the RD/AD.

Babysitting in the Residence Halls

Babysitting in the Residence Halls is not permitted. Babysitting is defined as caring for a child while a parent or guardian is otherwise occupied. If a child will be present in the residence halls for a lengthy visit (defined as more than 1 hour), the resident must obtain permission from the RD/AD for that living area. The Visitation Policy, which applies to males and females above age 6, is explained in this Student Handbook.

Residence Hall Security

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

- a) *Residence Hall Access*—In order to ensure safety on campus, a student is responsible for her own access card. Each student should use the card assigned to her. Cards are not to be loaned to other students or non-students. Students must report a lost card to Campus Safety immediately so the card can be deactivated. New cards will be issued at replacement cost.
- b) *Entering the Residence Hall*—A student is able to enter her residence hall when the residence halls are open for each academic session. If a student forgets her access card, the RD/AD on-call must confirm to Campus Safety that she is the resident student. If she is unable to confirm this and Campus Safety is unable to locate your CA or RD/AD, you will not be permitted entry in to the residence hall.
- c) *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. All Day Students must sign in at the front desk.
- d) *Breach of Security*—Behaviors that jeopardize the safety and security of the campus community are prohibited. Violations include but are not limited to key/access card misuse; tampering with locked doors; unauthorized access to areas such as campus roofs or window sills; damage to lighting/exit signs; and propping of doors.

Fire Safety

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

1. Evacuation of a residence hall when alarms sound is required;
2. DO NOT reenter the building until firefighters or Campus Safety inform you it is safe to do so;
3. No one is allowed on fire escapes except in an emergency. Never place anything on these escapes or near the windows that lead to them;
4. No furniture, shoes, clothes racks, bicycles, suitcases or other items may be left in the halls or stairwells;
5. Overloaded electrical outlets are not permitted; no extension cords.
6. No objects are to be hung from the sprinklers;
7. No candles, incense, oil lamps, halogen lamps, hot plates or other types of open flames or heating elements are allowed in the residence halls or the Heath;
8. No space heaters or ceiling fans are permitted in any residence. Items will be confiscated by the Campus Safety Department, residential life staff, the Dean for Community Life or her designee.
9. Nothing can be hung within 18 inches of the ceiling in Belk, Cudd, Dexter, Howard, Kate, or Pell. Nothing can be hung within 24 inches of the ceiling in Andrews or Williams. This includes fire rate fairy lights.

Cooking—Fire safety regulations require that cooking equipment with exposed heating elements, such as popcorn poppers, hot plates, or electric grills (George Forman) may not be used in student rooms, but may be used only in the kitchen areas or The Heath kitchens. Coffee Pots with an automatic shut off are permitted.

Students found in violation of a fire safety policy will receive notice allowing them 24 hours to make necessary adjustments. Students may be required to meet with hall staff, to correct the situation, or they may face disciplinary action. In more serious cases, the individual will be referred immediately to Civitas Council or the Director of Residential Life.

Community Living

Students are expected to care for the community space and abide by the values adopted by the campus community. Violations include but are not limited to hall conflicts which disrupt the education purpose; uncleanliness or damage to community property such as restrooms, hallways, kitchens, lobbies, and laundry rooms; creating excessive noise during courtesy/quiet hours; improper disposal of trash, instigating targeted and/or harmful pranks, and failure to abide by opening and closing guidelines.

Responsibilities of Residents—

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

Smoking Policy

Effective August 1, 2012, Converse College officially became a tobacco-free campus. Therefore, **smoking or vaping of any tobacco products is prohibited in all residence halls, common areas, porches and student rooms.** Please refer to the entire Tobacco Policy in the Handbook.

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. Students permitting access to roommates or peers to gain entry to a residential space, prior to their college approved move in or move out date, will be assessed a fine of \$100 per day per person.

Room and Roommate Changes

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

1. All requests to change rooms must be submitted to the Director of Residential Life for approval.
2. A student who wishes to change must speak to their CA. 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. It is the responsibility of the student who initiates the move to tell her roommate she wants to move, will be the one who actually makes the move unless another mutually agreeable solution can be worked out and will make certain she (or her roommate, if the roommate chooses to make the move) sees the Resident Director..
4. All room keys must be turned in to the Resident Director after the change can take place.
5. 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.
6. After final approval, there is a 24 hour to one week period before the actual move can take place.

Quiet Hours

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

Responsibility of Personal Property

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

responsible for any items left by student in College housing facilities after student checks out, withdraws, or takes a leave of absence from College. Such items will be considered abandoned property and may be retained or disposed of at the discretion of the College.

Pregnancy Policy

The following policy concerns students who experience a pregnancy while living in campus housing. All students should be aware that confidential counseling is available both on and off-campus to support students who become pregnant.

Students who become pregnant should contact the Dean of Community Life before the end of their first trimester. The Student Development and Success staff will refer the student to the appropriate on/off-campus support to assure that the mother has a comprehensive prenatal care plan in place and the department has the most up-to-date contact and physician information in case of an emergency. It is Converse's goal is to help the pregnant student have a healthy, comfortable and supportive living environment at Converse throughout her pregnancy.

Pregnant students are welcome at Converse and may continue taking classes and engaging in all other community activities. If a student prefers to take a medical leave-of-absence with the intention of returning to campus after delivery of the baby, such leaves may be requested and coordinated through the Division of Student Development and Success.

Room Entry

The College reserves the right to enter and/or search a student's room when there is reason to believe an emergency exists, a college or housing violation is occurring or has occurred, evidence suggests criminal activity, the health, safety or well-being of the occupant or other persons is at stake, or for purposes of maintenance. In the case of suspected criminal violations, searches may be conducted by law enforcement officials. Evidence produced during a room search may be used in college judicial proceedings. Student staff members may enter rooms without a full-time college official for the purpose of College inspections (to conduct a visual inspection), which includes opening closets, looking under beds and opening and removing items from refrigerators. A college staff member and/or campus safety officer may enter each room during any fire alarm or drill to make sure that the residents have evacuated the building.

Pets

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

1. Fish may be kept on campus not to exceed 1 10-gallon fresh water tank or 4 1-gallon or less fresh water bowls or containers. No other animals may be kept in or near campus housing for any length of time. Keeping a pet for a family member or friend or having a family member or friend visit with a pet for any length of time is prohibited.
2. 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.
3. Animals are permitted on campus property (outside buildings) only under the control of a leash.

A resident determined to be responsible for the presence of an animal is subject to a \$300 fine. The residents within an apartment or room where an animal is found are also each subject to a \$100 minimum fine for not reporting. Subsequent offenses will result in a doubling of the previous fine. In

In addition to the fine, the owner of the animal will be responsible for all damage and cleaning costs resulting from the animal. If there is a second violation of this nature, resident(s) will be subject to student conduct action. Animals must be removed immediately from the campus.

REPORTING A VIOLATION OF RESIDENTIAL LIFE POLICIES

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

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

Hearing Process

First Offense

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

Repeat Offense

When a student is involved in a second or subsequent offense of a residential life policy, the case may be handled by the Resident Director, Assistant Director of Residential Life, or Director of Residential Life. If a student continues to be disruptive to the living community and in violation of the Residential Life Policies, the case may be sent to Civitas Council and will be handled according to the due process outlined in the Student Code of Conduct.

Appeals Process

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

NON-DISCRIMINATION POLICY

Converse College is an independent, privately-supported institution committed to providing a high-quality education to qualified students regardless of race, color, creed, religion, sexual orientation, disability, age, national or ethnic origin, veteran status, genetic information, or any other status protected by applicable federal, state, or local law unless allowed by law and deemed necessary to the administration of the College's educational programs or operations. This policy applies to all of the College's operations, including but not limited to, the administration of all educational, athletic, financial and employment activities. The College's policies comply with the requirements of Title VII of the Civil Rights Act of 1964, and all other applicable federal, state, and local statutes, regulations, and guidelines. For more information, call the director of human resources: (864) 596-9029.

At the heart of Converse College is a women's college which offers a distinctive undergraduate program for women. The College recognizes the needs of students vary widely and administrators, faculty, staff and students do their best to support all Converse students. Transgender describes those individuals whose gender identity is different from the sex they were assigned at birth. Gender identity refers to an individual's internal sense of gender which may be different from or the same as the person's sex assigned at birth.

If a currently enrolled, undergraduate student in the women's college initiates sex reassignment from female to male (as defined by the College below) at any point during enrollment in the women's college at Converse, the student will not be permitted to continue attending the undergraduate women's program at Converse beyond the conclusion of the term in which Converse determines that sex reassignment has occurred.

The College considers sex reassignment to have occurred when an undergraduate student "self identifies" as male and initiates any of the following processes: 1) hormone therapy with the intent to transform from female to male, 2) any surgical process (procedure) to transform from female to male, or 3) legally changes state or federal gender identity with the intent of identifying as male.

If sex reassignment (as defined above) occurs during any academic term, the administration reserves the right, based on the best interest of the student and the College community, to decide if the student will be permitted to continue living in college housing for the remainder of that term.

Circumstances that invoke the terms of this policy will be considered by the Dean of Community Life. Decisions by the Dean of Community Life are directly appealable to the President of the College or his or her designee.

Given the changing landscape as it pertains to individuals on the gender spectrum, this policy may be reviewed and/or updated.

Any student, staff or faculty member with knowledge about an incident of sexual misconduct occurring on campus or away from campus during a Converse program or activity or where the misconduct may have a continuing effect on on-campus or off-campus programs or activities must report the incident to one of the Title IX Coordinators or by submitting the anonymous complaint at <http://www.converse.edu/student-life/converse-cares>.

No employee is authorized to investigate or resolve complaints without the involvement of a Title IX Coordinator.

Allegations of sexual misconduct should be reported to a Title IX Coordinator. Such allegations will be reviewed, investigated and resolved by the Title IX Coordinators.

Confidentiality

Individuals, who desire that details of an incident be kept confidential, should speak with a counselor in the Wellness Center, the College Chaplain, or off-campus rape crisis resources who shall be considered confidential resources and who can maintain confidentiality. College Community Advisors, Resident Directors, faculty, staff and coaches are obligated to report all incidents of sexual misconduct to a Title IX Coordinator. All College employees, even the above individuals listed as confidential resources, must report incidents statistically to comply with federal requirements. This reporting does not require specific names and without names, no detailed investigation can follow.

The College will treat inquiries and complaints about prohibited discrimination, harassment, sexual misconduct, or retaliation confidentially to the extent possible, in accordance with the complaint procedures referenced herein and subject to state and federal laws and law enforcement agencies. In some circumstances, the College may be required to act on information it has received even if the person providing the information chooses not to pursue a complaint.

In compliance with applicable laws and regulations, the College will take precautions to preserve and protect the confidentiality of both the complainant and the accused. If the College determines that the alleged accuser(s) pose a serious and immediate threat to the College community, the College may be called upon to issue a timely warning to the community. In addition, the College cannot control confidentiality violations by other persons who may be involved as witnesses in the investigation or any administrative, legal or Converse judicial hearing.

If the complainant does not wish to pursue a hearing and/or requests that his or her complaint remain confidential, Title IX requires the College to investigate and take reasonable action in response to the incident. The College's Title IX Coordinators will inform the complainant, however, that the College's ability to respond in such a case may be limited. In such cases, Title IX requires the College to evaluate the complainant's request(s) that the complaint not be adjudicated or remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment for all persons. In order to make such an evaluation, a Title IX Coordinator may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the complainant's request(s) against the following factors: the seriousness of the alleged sexual misconduct; whether there have been other complaints of sexual misconduct against the same accused person; whether a weapon has been involved, whether the College possesses other means to obtain relevant evidence; and the accused person's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA, the federal law that protects the privacy of persons' education records.

The College's Title IX Coordinators will inform the complainant that the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused person because of the request for confidentiality or the request to not pursue an investigation, the College can nevertheless

take prompt and effective action to limit the effects of the alleged sexual misconduct and to try to prevent its recurrence. For instance, the College may issue a "no-contact" order or take other appropriate interim measures to assure student safety even in the absence of a formal proceeding.

PERIOD OF LIMITATION

The College encourages individuals to file complaints as soon as possible. However, a complaint of sexual misconduct may be filed at any time while the accused is enrolled or employed at Converse College.

A complaint filed with the U.S. Department of Education's Office for Civil Rights must be filed within 180 days of the incident based on the time limits for adjudication set by that agency.

Prohibited Conduct

A. Sexual Misconduct:

Sexual Misconduct is defined as any act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent. Consent is defined in this Policy. Sexual misconduct includes, but is not limited to:

1. Non-Consensual Sexual Contact (or attempts to commit same)
2. Non-Consensual Sexual Intercourse (or attempts to commit same)
3. Sexual Exploitation
4. Inappropriate Consensual Relationships
5. Relationship Violence

1. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

2. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. This act is commonly referred to as rape.

Intercourse includes:

vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

3. Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another person;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

4. Inappropriate Consensual Relationships

In their relationships with students, members of the faculty and staff at Converse are expected to be aware of their professional responsibilities. Romantic or sexual relations (which include contact of a sexual nature) or requests for sexual relations between students and faculty/staff members are fraught with the potential for exploitation and are prohibited.

All students, faculty and staff at Converse found in violation of this policy may face disciplinary action by the College, up to and including termination and expulsion.

5. Relationship Violence

Relationship violence (also known as dating or domestic violence) is a pattern of physically, sexually and/or emotionally abusive behaviors, used by one individual to maintain power over or control a partner in the context of an intimate or family relationship.

B. Sexual Harassment:

Sexual harassment is any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. Behavior can constitute sexual harassment in the following circumstances:

- 1) Submission or consent to the behavior is reasonably believed to carry consequences for or be an implicit or explicit term or condition of a person's education, employment, on-campus living environment, or participation in a College activity. Examples of this type of sexual harassment include:
 - a. Pressuring a person to engage in sexual behavior for some educational or employment benefit, or
 - b. Making a real or perceived threat that rejecting sexual behavior will carry a negative consequence for the person.
- 2) The behavior is severe or pervasive and has the purpose or effect of substantially interfering with the person's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a College activity. Examples of this type of sexual harassment can include:
 - a. Persistent unwelcome efforts to develop a romantic or sexual relationship;
 - b. Unwelcome sexual advances or requests for sexual favors;
 - c. Unwelcome commentary about an individual's body or sexual activities;
 - d. Repeated and unwelcome sexually-oriented teasing, joking, or flirting; and
 - e. Verbal abuse of a sexual nature.

Comments or communications may be verbal, written, or electronic. Behavior does not need to be directed at or to a specific person in order to constitute sexual harassment, but may consist of generalized unwelcome and inappropriate comments based on sex or gender stereotypes.

Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, subjective and objective factors, including the context in which the alleged incidents occurred. A single instance of sexual misconduct is sufficiently severe to create a hostile environment.

C. Sexual Intimidation

1) **Stalking:** Occurs when a person willfully on more than one occasion follows or is in the presence of another person without legal purpose and with the intent to cause death or bodily injury or with the intent to cause emotional distress by placing that person in reasonable fear of death or bodily injury. If committed with the intent to cause reasonable fear of death or bodily injury, the following examples may constitute stalking:

- a) Unwanted, persistent, and/or threatening mail, phone calls, email, etc.
- b) Persistent physical approaches and/or requests for dates, meetings, etc.
- c) Following a person or coincidentally showing up at places a person frequents
- d) Waiting outside a person's residence, school, or place of employment
- e) Vandalism/destruction of a person's personal property
- f) Breaking into a person's car or residence
- g) Questioning, nagging, pestering and/or harassing others for information about a person of interest

2) **Cyber-stalking:** Occurs when a person uses electronic mail or electronic communication to convey any words or language threatening to inflict bodily harm to any person, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person; to communicate to another repeatedly, for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing any person; to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to abuse, annoy, threaten, terrify, harass, or embarrass. If committed with the intent and for the purpose of abusing, annoying, threatening, terrifying, harassing or embarrassing, the following examples MAY constitute cyber-stalking:

- a) Unwanted/unsolicited e-mail
- b) Unwanted/unsolicited request to include all forms of social media, including chat rooms
- c) Disturbing messages on on-line bulletin boards
- d) Unsolicited communications about a person, their family, friends, acquaintances, and co-workers
- e) Identity theft (using someone's social security number to obtain credit cards fraudulently in their name)
- f) Sending/posting disturbing messages with another user name

DEFINITIONS AND CLARIFICATIONS

- **Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to future sexual acts.
 - Consent is not unlimited and may be withdrawn by any party at any time. Withdrawal of consent can be an expressed "No" or can be based on an outward demonstration that the individual is hesitant, confused, uncertain, or is no longer a mutual participant. Once

consent is withdrawn all sexual activity must cease immediately until or unless mutual consent is expressed or clearly stated.

- Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (*“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”*).
 - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 - NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
 - In order to give consent, one must be of legal age.
 - Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Amnesty

Converse College considers the reporting and adjudication of sexual misconduct cases involving the programs or activities of the College to be of paramount importance. The College does not condone underage drinking or illegal drug use. However, the College will extend amnesty from sanctioning in the case of illegal drug or alcohol use to victims and to those reporting incidents in good faith and/or assisting the victims of sexual misconduct.

Amnesty means that, depending on the nature of the victim's or the reporting person's violation, it will still be dealt with by the College, through education or counseling, when applicable (refer to the Amnesty Policy).

PROCESS

It is any student or employee's right to file a criminal complaint with the appropriate law enforcement simultaneously with a Title IX complaint. A Title IX Coordinator will report complaints of sexual violence to law enforcement agencies when there is an existing threat or if the situation poses a threat to the broader campus community or when requested to do so by an alleged victim. The College will conduct an investigation as set forth herein without regard to whether a separate law enforcement investigation is being conducted.

Converse College endorses and encourages informal resolution, and believes it is a best practice, as long as it is voluntary. Some minor incidents can be resolved through confrontation and/or intervention. More significant incidents can also be resolved informally, when the accused individual accepts responsibility and the accuser agrees to informal resolution.

The President of the College will appoint a panel of Title IX investigators for the College. The panel of investigators will be recommended to the President by the Title IX Coordinator and Assistant Coordinator with a balance of both faculty and staff as members of the panel. The panel of investigators as well as the senior leadership team will participate in training and review at the beginning of each academic year. The commitment of the panel of investigators is three years.

Once a claim or charge is received by one of the Title IX Coordinators, an investigation will begin. The investigation may include, but is not limited to, conducting interviews with the complainant, the accused and witnesses as well as reviewing law enforcement documents and other evidence. In the interim and prior to the investigation findings and report, the College will take any necessary steps to ensure equal access to the programs and activities of the College. Such steps may include changes to schedules or living arrangements, provision of security or support services, for example. The Title IX Coordinator will identify a minimum of two investigators for each case. Trained faculty and staff will conduct an investigation and provide their findings to a Title IX panel as outlined below.

If, prior to a report of findings, the accused person who is subject to the jurisdiction of Converse's Policy elects to acknowledge his or her actions and take responsibility for the alleged sexual misconduct, the investigation may be discontinued and an informal resolution process will be initiated to determine sanctions, if any. If the determination regarding sanctions cannot be finalized through the informal resolution process, the investigation will be resumed and a Title IX panel will be convened for the purpose of determining charges and sanctions.

The investigation team will render their findings on each incident within a 30 day timeframe. The investigation team will clearly articulate the rationale of their findings in a final written report. The final report will be presented to a Title IX panel as outlined below.

Student complaints:

- A Title IX Coordinator
- A Dean from the Division of Student Development and Success
- Written follow up will then be provided to:
- Accused
- Accuser

Faculty complaints:

- A Title IX Coordinator
- Dean from the School of the Arts or Dean from the School of Humanities, Sciences and Education
- Written follow up will then be provided to:
- Accused

- Accuser

Staff complaints:

- A Title IX Coordinator
- A College VP or appropriate Dean as determined by the Title IX Coordinator
- Written follow up will then be provided to:
- Accused
- Accuser

OUTCOMES

The Title IX Panel will hear findings and recommendations from the investigation team. The Panel will then determine, based on the preponderance of evidence, whether a policy violation occurred.

If it is determined that a violation has occurred, the panel will determine any charges that will apply and any sanctions that will be implemented. If it is determined that insufficient evidence exists, a Title IX coordinator will notify the accused and accuser of this determination.

APPEALS

Appeals may be made within 24 hours to the College Provost. Appeals will only be considered for: a) procedural error, b) previously unavailable new evidence or, c) sanction was not appropriate to the charge. If an appeal is granted, the final resolution will be issued by the College Provost.

RESPONSES TO VIOLATION OF POLICIES

Protection against Retaliation

No individual involved in the complaint procedure shall suffer retaliation as a result of such participation. Retaliation exists when action is taken against a complainant or participant in the complaint process which affects his or her employment, academic, or business status which is motivated in whole or in part by his or her participation in the process. Retaliation may be found even where the underlying complaint is found to have no merit. Acts of retaliation following the outcomes of a case may result in additional separate cases, charges and/or sanctions as deemed appropriate.

Disciplinary Actions for Violation of the Sexual Harassment Policy

Faculty and staff/employees that are found responsible of violating this policy are subject to disciplinary action, up to and including termination of employment. Students who violate the policy are subject to disciplinary action, up to and including expulsion in accordance with the provisions of the College's Student Conduct Code. Guests and other persons who violate the policy are subject to corrective action, which may include removal from campus and termination of contractual arrangements.

Malicious Allegations/Complaints; False Information

Any individual who knowingly files a false complaint under this policy, or who knowingly provides false information to or by omission or commission intentionally misleads College officials who are investigating a complaint, shall be subject to disciplinary and/or corrective action.

SCOPE OF POLICY COVERAGE

This policy will be applied and implemented for complaints or concerns when a current Converse College employee (faculty and staff) or student is involved.

SOLICITATION POLICY FOR 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 online,

Student Development and Success 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 Development and Success by calling 596-9016. Student Development and Success will handle all work requests for tables and chairs.
- 2) Unattended solicitation in the form of catalogs, fliers, etc. will be removed.
- 3) 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.
- 4) Tables are rented on a first-come/first-serve, space available basis. Priority is given to campus-sponsored events.
- 5) Table(s) will be placed in a location that will benefit the vendor without interfering with daily operations.
- 6) Taping of anything to doors, windows, or any painted surface is strictly prohibited. All displays must be on the table.
- 7) The \$25 fee includes publicity to the campus community through fliers provided by the vendor, organization, or department.
- 8) 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.
- 9) No companies offering credit cards to students will be permitted on campus.

STUDENT GRIEVANCE PROCEDURE

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

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

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

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

Step Four—A student who is not satisfied with the disposition of the matter may request a formal grievance hearing by notifying the Dean for Community Life 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 for Community Life 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 for Community Life 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 for Community Life, 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. 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.

Privacy of 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	Officer(s) Responsible
Personal Counseling	College Counselor, College Physician, College Chaplain, Dean for Community Life
Health Records	Dean for Community Life, College Physician, Director of Health Services
Financial Aid	Director of Financial Aid
Disciplinary Action	President of the College, Dean for Community Life or Dean for Professional Development, Academic Dean

b. Academic Records

Record	Officer(s) Responsible
Records submitted for Admission grade reports, transcripts, etc.	Director of Admissions
Permanent Record	Registrar

Credentials File (including letters of recommendation)

The Center for Professional Development

c. Directory Information: Registrar, Communications

Available to any interested person, unless the student or parent requests that it not be disclosed

Description of Directory Information

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

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

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

A. Rights of Students:

1. Under the conditions to be stated, the student will be allowed to inspect any record kept for that student with the following exceptions:

a. faculty records made and used in pursuit of the faculty's duties in instruction;

b. the confidential files of medical and counseling staff of the College;

c. the records or minutes of deliberations of disciplinary bodies of the College

(Student Honor Board, Civitas Council, Alcohol and Drug Board, and Appeals Board); or any other record or document not required by law to be divulged to student or parent.

Furthermore, the student will not be allowed access to any confidential financial record of the parent in the possession of the College.

2. The student has the right to withhold disclosure of any category of Directory Information.

B. Procedures for the Exercise of Rights:

1. To withhold disclosure of Directory Information, the student must complete a form prepared for this purpose in the Registrar's Office.

2. To inspect any College record which is available under the provisions of the Family Educational Rights and Privacy Act of 1974, the student will make the request in writing or in person to the Registrar. When the individual has properly identified herself to the Registrar, the Registrar will set a date for inspection of those records under the supervision of the Registrar. If the record(s) to be inspected is not under the Registrar's supervision, the Registrar will contact the appropriate officer and make arrangements for inspection. Inspection will be allowed as soon as possible in all cases within 45 days as required by the Family Educational Rights and Privacy Act of 1974.

3. If a correction in a record is requested by the student, the Registrar or other appropriate officer will collect the necessary information and make such correction if it is not to be challenged. If the proposed correction is to be challenged by an officer of the College, a hearing will be necessary. The hearing in such cases will be conducted by the Administrative Committee of the College, consisting of the President, the two academic deans, the Dean for Community Life, and three faculty members. For such a hearing, the Registrar will serve as an ex-officio member of the Committee.

ACADEMICS

ACADEMIC CALENDAR

2016-2017 Calendar can be found online at:

<http://www.converse.edu/office/registrar/academic-calendars-exams/>

ACADEMIC ADVISING

A. ACADEMIC ADVISING

The Converse College advising program provides academic guidance to students from their entrance until their graduation. Freshman Mentors, who serve as the faculty for Converse's required First Year Seminars, help students adjust to college life, guide their choice of academic programs, and assist in the development of their talents and goals during their first semester, and throughout a student's career at Converse. Besides seeing their students in class on a weekly basis Freshman Mentors schedule conferences with students at regular intervals, and are available for consultation at any time during the fall and beyond.

A student may declare her major upon entering Converse. In that case she will be assigned a major advisor, but will also continue with a designated Freshman Mentor. If the student does declare a major upon entering she may work with her major advisor during the advising period for January and Spring terms. If the student does not declare a major upon entering she may do so at any time, switching during January and Spring terms advising period or after.

Declaring a major means that the student transfers to a major advisor in a particular academic department for advice in a specific program of study. Students choosing double majors are assigned advisors in both academic areas, and should regularly consult **BOTH** advisors. 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.**

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 Development and Success 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 stated by the course syllabus. All sanctions are determined by the instructor. 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 Assistant Dean for Academic Support.

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—through the add period. See academic calendar for dates.
- 2) Grade of "W" - A Student may receive a grade of "W" in the regular terms (Fall and Spring) until two weeks before the last day of the regular term and four days prior to the last day of the January Term. No one may withdraw from a course after the final date.
- 3) 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.

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**
1. 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 Hallam 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 electronic devices of any kind may be used in the classroom without the expressed permission of the instructor. Neither children nor animals are allowed in classes except by special permission. The College does not provide transportation to off-campus classes.

COOPERATION WITH WOFFORD (see *Undergraduate Catalog*)

DIRECTED INDEPENDENT STUDY (see *Undergraduate Catalog*)

A. EXAMINATIONS

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 Head 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. 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.
 - e. 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.
 - f. 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.
 - g. 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.
 - h. It violates the honor system for students to discuss examinations which they have seen with other students during the examination period.
 - i. 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 My.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 \$10.00 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*)

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

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

SUMMER SCHOOL CREDITS (see the *Undergraduate Catalog*)

TRANSFER STUDENTS (see the *Undergraduate Catalog*)

SEPARATION FROM THE COLLEGE

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 take a leave of absence from her studies at Converse for one academic term up to one full year. The leave may be approved for various reasons, including but not limited to financial considerations, travel plans, medical needs, personal reasons, or alternate schooling. If, after a leave of absence of one calendar year a student does not re-enroll, the student will automatically be withdrawn from the College.

To be granted a leave of absence during a term, documentation related to the reason for the leave must be provided to the Dean for Community Life or Dean for Professional Development prior to separation from the College. Students who are granted a mid-term leave of absence or withdrawal will receive grades of "W" for courses in that term. Students who do not complete documentation will receive a grade of "F" 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 completely withdraw from the College is requested to participate in an exit evaluation process and must complete withdrawal paperwork. Any student intending to withdraw from the College will begin the process by calling, emailing, or stopping by the Wellness Center; a staff member will then send the student an email with further instructions, along with a link to a confidential, online questionnaire. Once the questionnaire is complete, a Wellness Center staff member will send a second email with final paperwork. 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 if they choose to re-enroll.

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 credit hours. For further information concerning financial aid, contact the Financial Aid Office.

INVOLUNTARY AND ADMINISTRATIVE LEAVE 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.

Involuntary and Administrative Leave policies and procedures apply to students who exhibit one or more of the following behaviors:

- Engaging in behaviors/actions that are intended to inflict serious harm upon self or others
- Threatens, harms, or has the potential to harm the health or safety of the student or others; threats may be in the form of, but are not limited to, verbal utterances, written documentation, social media posts, or threatening gestures
- Causes or threatens to cause significant property damage; threats may be in the form of, but are not limited to, verbal utterances, written documentation, social media posts, or threatening gestures
- Significantly disrupts the normal education processes and orderly operations of the College community, including exhibiting behavior which causes emotional, psychological or physical distress to fellow students, faculty 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.)
- 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 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 and Wellness or counseling staff
- Refuse treatment or who are unable or unwilling to cooperate with a recommended evaluation or treatment procedure that the Dean for Community Life, the Director of Counseling and Wellness, 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, Code of Conduct and/or other College policies; 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.

College Response Regarding Harm To Self/Others

The College cannot ignore the risk of suicidal ideation and behaviors and must take every reasonable step to assist a student who threatens or attempts suicide. The College considers not only the well-being of the individual student, but also the well-being of the entire campus community. In the case of suicidal ideation or an actual suicide attempt, the student will immediately be transported to a hospital for treatment and evaluation. The Dean for Community Life or her designee will notify the student's parents or legal guardian.

If a student reports suicidal ideation, engages in a suicidal gesture or act, or is treated or referred off-campus for medical/psychological treatment or evaluation for such behavior, the student will be placed on immediate temporary administrative 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 for Community Life in consultation with the Director of Counseling and Wellness or Counseling Center staff.

Once a student has completed the appropriate medical/psychiatric treatment, the student and her parents/guardians will follow up with the Dean for Community Life before the student may return to the residence halls or classes. The decision to re-instate the student's enrollment will be made by the Dean for Community Life, in consultation with the Director of Counseling and Wellness and/or Wellness Center staff, and is separate and distinct from the physician's decision to release the student from care.

As part of the reinstatement process, the student will be required to sign a release permitting the medical personnel responsible for the physical and/or psychological evaluation to discuss the student's readiness to return to the Converse environment with the Director of Counseling and Wellness and any other College officials as needed. 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 to follow the recommended treatment plan, and the campus environment's ability to respond positively to the re-instatement of the student.

The College, upon the advice of its professional staff, may require a student to withdraw temporarily for medical or psychological reasons. In these cases, the student will be encouraged to seek professional care. A student who has voluntarily withdrawn or has been involuntarily withdrawn from the College for medical reasons and wishes to return may be subject to the prior approval of the Dean for Community Life, who may require such emotional and/or physical evaluation as she/he deems necessary.

Process for Return from Involuntary or Administrative Leave

A student seeking a return from an Involuntary or Administrative Leave must apply in writing to the Dean of Community Life. The student must demonstrate that she has met any conditions for return specified by the College. In addition, the College may require a release from the student to enable the Director of Counseling and Wellness or Wellness Center staff to discuss the student's condition with her treating health professional.

The Dean of Community Life will review the request and other relevant information, including the student's compliance with specified conditions for return from leave and the assessments of her medical providers, and make a determination of whether it is appropriate for the student to return. If the Dean of Community Life denies the request to return from leave, the student may challenge that decision by submitting a written appeal to the Provost within 5 days of receipt of the Dean's decision.

Appeal Process

A student subject to the Involuntary Leave policy may appeal this decision to the Provost. A student who wishes to appeal must submit a written letter of appeal to the Provost within three (3) days of receipt of the Dean of Community Life's decision. The letter of appeal must state why the student believes that the Dean's decision was unwarranted under the circumstances. After reviewing the appeal letter the Provost may meet with the student, as the Provost determines appropriate. In addition, the Provost may review relevant documents and confer with College officials before reaching a decision on the appeal. The Provost will render a decision upholding, rejecting, or modifying the determination of the Dean of Community Life.

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 Assistant Dean of Academic Support, 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 Assistant Dean of Academic Support 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.

Admissions

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 Assistant Dean of Academic Support at (864) 596.9027 to obtain an accommodation form. Students seeking physical accommodations for a disability should contact the Assistant Dean of Academic Support at (864) 596.9027 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 Humanities, Sciences and

Education or the Dean for the School of the Arts (for music graduate students) for physical accommodations.

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 Division 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 Assistant Dean of Academic Support. 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 Assistant Dean of Academic Support 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 Division 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 Assistant Dean of Academic Support, 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**.

SERVICE AND ASSISTANCE ANIMAL POLICY

As established and defined by the Americans with Disabilities Act (ADA), service animals shall not be excluded from Converse College facilities or activities. To facilitate appropriate acceptance of service animals in classes and other campus areas, students with service animals must affiliate with the disability services office as described below prior to bringing service animals into classes.

As stated by the ADA, service animals must be harnessed, leashed, or tethered while in public, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. For the benefit of students and the community, it is recommended that all service animals wear a vest indicating them as a service animal. Service animals in training must wear a vest identifying them as a "Service Animal in Training" when in public. Service animals may travel with their handler on the campus, excluding those areas that may pose a safety risk (listed in the policy). Service animals may live in College housing with prior approval through the request for accommodations and by completing the Service/Assistance Animal Agreement.

Separate from Service Animals, assistance animals may be considered for access to College housing. Assistance animals may not reside in College Housing without approval for an accommodation and prior approval from the residential life office. All assistance animals residing in College housing must comply with the requirements outlined in the Service/Assistance Animal Agreement. Permission to have an Assistance animal in College Housing does not extend access to other campus facilities or to common areas of the residence halls.

Handlers must take responsibility for obtaining a dog license from the City of Spartanburg within 30 days of bringing a service or assistance animal to campus, and for abiding by all other City of Spartanburg animal control ordinances. Handlers are also responsible for ensuring that animals are under their control and adhering to any College and City clean-up rules.

Residential Life may exclude a service animal or assistance animal from housing if it 1) poses a direct threat to the health or safety of others; 2) would cause substantial physical damage to the property of others; 3) would pose an undue financial and administrative burden, and/or 4) results in a fundamental alteration of the College's program(s).

Definitions

Assistance Animal: An assistance animal is not a pet. An assistance animal is a companion animal that provides therapeutic benefit to an individual with a mental or psychiatric disability. The person seeking the assistance animal must have a verifiable disability (the reason cannot just be a need for companionship). The animal is viewed as a "reasonable accommodation" under the Fair Housing Amendments Act of 1988 (the FHA) to those housing communities that have a "no pets" rule. In other words, just as a wheelchair provides a person with a physical limitation the equal opportunity to use and enjoy a dwelling, an emotional support animal provides a person with a mental or psychiatric disability the same opportunity to live independently. Most times, an emotional support animal will be seen as a reasonable accommodation for a person with such a disability.

To qualify, a person must meet the federal definition of disability and must have documentation from a physician or other medical professional stating that a person has a disability and that the reasonable accommodation (here, the emotional support animal) provides benefit for the individual with the disability. The emotional support animal alleviates or mitigates some of the symptoms of the disability.

Service Animal: Any dog or miniature pony that is individually trained or in the process of being trained to do work or perform specific tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other animals, whether wild or domestic,

trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting an individual who is blind or has low vision with navigation and other tasks, alerting an individual who is deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to an individual with mobility disabilities, and helping an individual with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Service Animals in Training: Individuals training a service animal are afforded the same rights as those individuals who require the assistance of a service animal. If you are training a service animal to aid and guide persons with disabilities, you must contact the disability services office and comply with the requirements set forth in this Policy.

Handler: The individual with a disability who utilizes a service or assistance animal as an accommodation.

Accommodation: Any modification or adjustment in policies, practices, procedures, or work/school/housing environment to enable a qualified individual with a disability to enjoy equal opportunities and access to College rights, privileges, benefits and services.

Procedures for Documenting Service/Assistance Animals:

Documentation *is* required for review of requests for accommodations related to service and assistance animals and must be completed and submitted to the disability services office.

The following steps comprise the process for approval under this policy. Student must:

- complete registration with the disability services office by submitting a request for accommodation through disability services.
- submit official documentation (outlined below).
- meet with the disability services office to review any pertinent campus-wide policies that may relate to the animal.
- review and sign Converse College Service/Assistance Animal Agreement.
- provide evidence that the animal is in good health, and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association. Veterinary records attesting to that fact must be submitted in writing prior to the animal taking residence.
- (for an animal in residence) meet with a Residential Life liaison prior to the animal taking occupancy in College housing in order to review the agreement and expectations.

Documentation Guidelines

- A.** A written request from the prospective handler explaining
 1. the need for the animal
 2. the type of animal
 3. the date when the animal was put into service
 4. description of the animal (e.g. weight, breed, etc.), whether the animal is housebroken, and the animal's name.
- B.** Documentation of medical and/or psychological conditions require the completion of forms available online at by a licensed healthcare professional. In order to ensure an objective assessment, the professional completing the evaluation must be an impartial individual who is not related to the student. The forms should include information specifically addressing:

1. the nature of the proposed handler's disability,
2. the date[s] of the medical diagnosis and prescription for such an animal,
3. how the animal is necessary to provide the proposed handler access to Converse College and/or the housing program, and
4. the relationship between the disability and the service/assistance the animal provides.

Documentation from External Sources:

Relevant information from external sources can help to substantiate the presence of a disability and the need for accommodations. This information should provide evidence of the functional limitations of the disability and their impact on the student's life. Criteria for the source, scope, and content of documentation differ by disability type. Documentation may include assessments, reports, and/or letters from qualified health care providers, psychologists, or diagnosticians, and information from a previous school (e.g., 504 plan, IEP, or ARD documents). In order to ensure an objective assessment, the professional completing the evaluation must be an impartial individual who is not related to the student.

Suggested Documentation Guidelines:

1. Typed on letterhead, dated, and signed by a qualified licensed professional.
2. Diagnostic statement with any related diagnostic methodology (e.g., diagnostic criteria, procedures, assessment instruments, and/or test scores).
3. Functional limitations or symptoms. (Limitations identify which accommodations are appropriate.)
4. Severity and/or expected progression.
5. Current medication(s) and any related side-effects.
6. Any other relevant information and/or additional information regarding the condition.
7. Current and/or past accommodations.
8. Any recommended accommodations.

Specific documentation guidelines are provided to assist students in obtaining appropriate documentation from qualified licensed professionals. The provision of this documentation assists the disability services coordinator in understanding the impact of the disability, the student's needs, and potential accommodations. Documentation is required for the following reasons:

- a) to verify the existence of a disability;
- b) to support the request for each specific accommodation;
- c) to review the nature of the disability and its impact in the postsecondary environment; and
- d) to assist in the collaborative determination of eligibility for auxiliary aids and services.

The Converse College Wellness Center does not administer evaluations/assessments required for documentation of disabilities. The Wellness Center can 'screen' for symptoms relating to ADHD but will refer students elsewhere for formal evaluation for ADHD and LD or other documented disabilities.

The disability services coordinator will review submitted materials and set up a meeting to discuss appropriate accommodations with the student.

As with all accommodations that have an academic component, students are required to notify their professors each semester of the accommodations. Student should email the professor prior to the first class meeting to schedule a meeting within the first week of class to discuss the presence of the service animal in their classroom.

Deadlines:

Request deadline for returning students is Feb. 1; request deadline for new students entering in the fall is June 1; entering for spring is November 1 (a student admitted after these deadlines must apply within two weeks of admission but no less than one week prior to the start of the term).

It is strongly advised that prospective handlers give a copy of the relevant medical documentation guidelines to their treating clinicians. Prospective handlers should be aware that it may take up to **30 days** for requests to be reviewed. Insufficient documentation may result in accommodation delays or denial.

College Housing of Service/Assistance Animals

For any service animal or approved assistance animal to live in College housing, the Director of Residential Life (or designee) and the Assistant Dean of Academic Support will meet with the student handler to review and sign the Converse College Residential Life Service/Assistance Animal Agreement for Campus Housing. Once this has been completed, the handler must follow all sections of the Service/Assistance Animal Agreement, including Handler Responsibilities.

Permission to have an Assistance animal in College Housing does not extend access to other campus facilities or to common areas of the residence halls (e.g., lounges, class/meeting rooms, laundry rooms).

Confidentiality and Authority:

Information regarding disability is considered highly confidential, is maintained in separate, secure files with limited access, and is only shared on a need-to-know basis. Authorizations for animals used for disability-related accommodations are made based on medical and/or mental health documentation and the situation at hand, and are not subject to challenge by someone other than the person utilizing the service or assistance animal.

Policy Revisions and Review:

This policy is subject to revision and will be reviewed on an annual basis. Please keep a copy of your documentation. The disability services office holds documentation for a limited time period after a student leaves the College; all documentation will be destroyed at the end of this time period or upon the request of the student.

Documentation may be brought in or mailed to:

Converse College
Assistant Dean of Academic Support
580 East Main Street
Spartanburg, SC 29302

Procedure to Request Service or Assistance Animal Housing Accommodations

Converse College provides reasonable accommodations to students living on campus with a documented disability. Residential Life policy allows service or assistance animals to live with students in their on-campus accommodation upon approval by the disability services office. The student will be asked to provide documentation verifying: 1) the person has a disability; 2) the animal is necessary to afford the person with a disability an equal opportunity to use and enjoy a dwelling; and 3) there is an identifiable relationship or nexus between the disability and the assistance the animal provides. For specific information regarding all policies and procedures, refer to the Converse Service and Assistance Animal Policy.

Service animals are individually trained to do work or perform tasks for the benefit of an individual with a disability. Such animals might guide individuals with impaired vision, alert individuals who are hearing impaired to intruders or sounds, pull a wheelchair, or fetch items used in daily living.

Assistance animals are not considered service animals and are not permitted in any other area other than the student's on-campus residence and immediate surrounding area.

Residential Life may exclude a service animal or assistance animal from housing if it 1) poses a direct threat to the health or safety of others; 2) would cause substantial physical damage to the property of others; 3) would pose an undue financial and administrative burden, and/or 4) results in a fundamental alteration of the College's program(s).

CONVERSE II

Converse II is a program for women 24 years of age and older. We serve adult women who are returning to college to begin or complete undergraduate degrees, earn second undergraduate degrees, or enrich themselves personally or professionally. Outstanding features of the program are a simplified application procedure, reduced fees, no SAT or entrance test scores required, career counseling, and individualized academic advisement. Academic requirements for Converse II students are identical to those of traditional students.

When currently enrolled traditional-aged Converse students become 24 years of age, they have the option to remain classified as traditional students and continue paying the same tuition and fee rate as traditional students. The student who chooses this option is not required to do anything. If she changes her mind any time before graduation and wishes to apply for Converse II status, she must put the request for status change in writing to the Director of Converse II. After age verification is completed, the status change may become effective at the beginning of the next fall or spring term, whichever comes first. A student whose age changes after the beginning of an enrollment period should immediately request the change in status, but the status change cannot become effective until the beginning of the next term. Alumnae who have earned an undergraduate degree from Converse but are not 24 years old may study for a second degree, complete an additional major, and take classes for professional development and to raise their GPA at the cost paid by Converse II students.

ACADEMIC REGULATIONS

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

ADVISEMENT

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

COMMUNICATION

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

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

DECLARATION OF MAJOR

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

STUDENT GOVERNMENT ASSOCIATION

STUDENT ORGANIZATIONS

EVENT REGISTRATION FORMS

All students and/or student organizations should complete Event Registration Forms for any activity or event, including fundraisers, **at least ten days in advance**. This form is available online at www.intra.converse.edu

FUNDRAISING

Student Development and Success must approve all student organization fundraising requests at least ten days prior to the start of the fundraiser. Fund-raising Request Forms may be found www.intra.converse.edu

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 Development and Success for approval. **ALL printed materials must be stamped for approval at the MEID in the Montgomery Student Center.**

- A. Prior to publicizing any special event, a SGA - chartered organization must complete and event approval form with the Coordinator of Student Activities, Clubs, and Organizations.
- 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 through the SGA Event/Fundraiser form on intra.converse.edu.
- 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 Development and Success at the MEID 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 in Montgomery, the college post office, the residence halls, and the academic buildings.
 - b. Notices must be no larger than 11" x 17" 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 Development and Success 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 Director of Residential Life
 - b. Programs and will be placed in the CA, RD, and Assistant Director boxes for posting by the Residential Life Staff.
 - c. Any counting or preparation of fliers must be done by the advertiser.
 - d. 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 Development and Success 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 Development and Success.

7. Web Calendars

- a. For Student Organization Events to be added to SGA Google Calendar on My.Converse.edu
 - i. Go to intra.converse.edu
 - ii. Enter your username and password (the same one you use for the Converse network). You are now on the intranet site and should select SGA Event/Fundraiser
 - iii. Submit your event. Approval will be sent via email and event will be posted the the SGA Google Calendar. Events must be approved before room reservations are allowed.
- b. For Events to be added to Public Calendar on www.converse.edu please see the **Communications** section of this Handbook for more specifics.

8. All other ideas must be approved by Student Development and Success.

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 Coordinator of Student Activities, Clubs, and Organizations.

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 Philanthropy 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 Assistant Vice President for Philanthropy. The Office of Philanthropy 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 Philanthropy. The Office of Communications must review and approve all sponsorship advertisements before printing.

SGA CONSTITUTION

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

motivating the Converse community to action.

PREAMBLE

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

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

ARTICLE I - PURPOSE

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

ARTICLE II – SENATE

Student Senate

I. Purpose

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

II. Members

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

A. Voting Members/Senators (no student shall hold more than one voting position in Senate unless special permission has been granted by the SGA Executive Committee).

1. A student elected to the position of **Day Student Association Senator**
2. A senior elected to the position of **Senior Class Senator (Senior Class Vice President**, serving as Senior Class Senator)
3. A junior elected to the position of **Junior Class Senator (Junior Class Vice President**, serving as Junior Class Senator)
4. A sophomore elected to the position of **Sophomore Class Senator (Sophomore Class Vice President**, serving as Sophomore Class Senator)
5. A freshman elected to the position of **Freshman Class Senator (Freshman Council Member**, serving as Freshman Class Senator)*
6. **Two seniors** elected to the positions of Senior Class Committee Chair **Senators** of the Academic Committee
7. **Two juniors** elected to the positions of Junior Class Committee Chair **Senators** of the Student Services Committee
8. **Two sophomores** elected to the positions of Sophomore Class Committee Chair **Senators** of the Communications Committee
9. **Two freshmen** elected to the positions of Freshmen Class Committee Chair **Senators** of the SGA Facilities Committee*
10. A student elected to the position of **Vice Student Chaplain Senator**
11. **All Vice Presidents/Vice Chairs of an organization chartered and recognized through SGA.**

**Any SGA chartered club or organization must have representation at Senate.*

** Until the Freshman elected as Senator takes office in the Fall, the Interim Freshman Council Members (appointed by the SGA Executive Committee) takes her place.*

* Until the Freshman Committee Chairs are elected in the Fall, the Diversity Initiatives Chair will assume their duties.

B. Non-Voting Active Members

1. A student elected to the position of **Vice President of SGA**
2. A senior elected to the position of **President of SGA**
3. A student elected to the position of **Valkyries Club Senator**
4. A student elected to the position of **CAB Chair**
5. A student elected to the position of **Traditions Chair**
6. A student elected to the position of **Diversity Initiatives Chair**
7. A student elected to the position of **Social Media and Elections Chair**
8. A student elected to the position of **Honor Board Chair**
9. A student elected to the position of **Civitas Council Chair**
10. Dean of Community Life or designee – **Advisor**
11. A **staff liaison** appointed by the Staff Council
12. A **faculty liaison** appointed by Faculty Senate
13. **Entire Student Body**

III. Responsibilities of the Senate

A. Vice President of SGA

1. Call and preside over Senate Meetings.
2. **Vote in the case of a tie.**
3. Plan and lead a workshop for all Senators in the Spring.
4. **Serve on the Legislative Committee.**

B. President of SGA

1. Attend weekly Senate Meetings.
2. Serve as the executive liaison between SGA Senate and the SGA Executive Committee.
3. Advise Senate on legislative procedures.
4. **Serve on the Legislative Committee.**

C. Secretary of SGA

1. Attend weekly Senate Meetings.
2. Record all minutes of Senate Meetings.
3. Provide a copy of the minutes in a timely manner to all Senators and post minutes in public folders of outlook.
4. Determine excused and unexcused absences to Senate and report them to the SGA Executive Committee and the Representative who has been absent.
5. **Serve on the Legislative Committee.**

D. Treasurer of SGA

1. Attend weekly Senate Meetings.
2. Check in with the Vice President and Secretary in the case of having to freeze accounts.
3. **Serve on the Legislative Committee.**

E. Voting Members of Senate

1. Responsibilities
 - a. Attend weekly Senate meetings.
 - b. Update student body about progress on legislation, proposals, and Senate events.
 - c. Accept written student concerns from any member of the Converse community.
 - d. Discuss and evaluate recommendations to the Senate offering solutions regarding student and campus concerns.

- e. Serve as a liaison between Senate and the student body.
 - f. Serve on committees as appointed.
 - g. Attend the annual SGA retreat in the spring.
2. Authorities
- a. **Senate shall have the power to pass any recommendations submitted by any Senator, the President's Council of Organizations, or students.**
 - b. Make recommendations to the administration, SGA, and campus departments.
 - c. Approve the recommendations submitted by the Social Media and Elections Chair and Vice Chair in the Spring regarding the voting procedures for the next year's elections.
 - d. Senate shall have the power to maintain six standing committees, which shall be the **Academic Affairs Committee, the Facilities Committee, the SGA Communications Committee, the Student Services Committee, SGA Sponsored Events Committee and the Legislative Committee.**
 - e. Senate shall have the power to create ad hoc committees for the duration of no more than 2 years and shall have the power to appoint members as necessary.
3. Proposal Information
- a. If at any time, Senate proposes a change in Converse College policies or regulations, Senate shall advise the Dean of Community Life of the recommendation.
 - b. If the proposal does not require an SGA Constitutional change or a Student Handbook policy change, Senate will determine the appropriate next steps for action.
 - c. All proposals must be drafted and submitted through an appropriate Senate Committee. Ideas for proposals may come from other committee members, the student body, and faculty/staff. However, the proposal must be drafted utilizing a Senate Committee. If someone from outside Senate provides the idea for the proposal, they will work in conjunction with the appropriate Senate Committee to draft the proposal.
4. **Regulations**
- a. All resolutions must come through the appropriate Senate committee.
 - b. The proposal procedure is determined by the **Legislative Committee (SGA President, SGA Vice President, SGA Secretary, and SGA Treasurer).**
 - c. All proposals must be submitted as an idea format and be approved by the Legislative Committee before a draft proposal is begun.
 - d. Once the idea is approved, the proposal procedure begins. A research folder must be completed and a draft proposal must be submitted for review by the Legislative Committee well in advance of Senate.
 - e. Once edited and reviewed, the committee must submit an edited draft of the proposal. Once all reviews and edits have been completed the draft proposal will become a final proposal.
 - f. Once a final proposal has been approved, the final proposal will be introduced at the following Senate.
 - g. Once introduced, the proposal will be debated and either rescinded, tabled, or voted upon.
 - h. If the proposal is passed by Senate, the proposal must be voted on and passed by each of the following groups in the order listed below before it is made into policy:
 - 1. The President's Council of Organizations (PCO)
 - 2. The Executive Committee
 - 3. The Student Body
 - 4. Administration
 - i. If deemed advisable, the officers of Senate may request to appear before the administration to discuss the desired proposal.

IV. Senate Committees

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

A. Academic Affairs Committee

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

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

B. Student Services Committee

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

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

C. Communications Committee

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

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

D. Facilities Committee

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

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

E. Legislative Committee

The purpose of this committee is to serve as a guide for all legislative matters in Senate. Some of its specific

duties and concerns include but are not limited to:

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

F. SGA Sponsored Events Committee

- Planning and organizing the SGA Christmas Party
- HHH

V. Attendance Policy and Voting Rights

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

VI. Meetings

- A. Meetings of Senate will be held on the 2nd and 4th Thursday, as determined by the Vice-President of SGA.
- B. Committee meetings will be held every off-Senate Thursday, as determined by the Vice-President of SGA.
- C. Every student is invited to attend Senate meetings.
- D. Quorum will be set at the first meeting.

VII. Term of Office

- A. The terms of office for Senators shall be one year, beginning at the designated time in the spring of their elections/appointments until the spring of the following school term.
- B. Should any member encounter an emergency which requires her to take a leave of absence or withdraw from campus, she must notify the SGA Vice President.
- C. Condition of Replacement
1. Senate shall have the power to call for an impeachment of any member to the Senate whose ability to fulfill the obligations of this body has been called into question.
 2. In the case of elected officials (as stated in the handbook), the Executive Committee may call for a reelection.
 3. Any Senator suspended will automatically forfeit her position.

VIII. Addition of Senators

- A. In order to be eligible for voting member consideration, organizations must meet the following requirements:
1. The organization's purpose must be to serve a particular segment of the population on campus.
 2. The organization must maintain a balanced budget.
- B. Any organization wishing to acquire a seat in the senate shall submit and present a written request to the SGA Executive Committee stating the reasons for their request.
- C. Executive Committee will then approve or deny the request.
- D. Senate will then vote on the approved request. A 2/3 majority vote is required to allocate a seat in

Senate to a new organization.

- E. Once an organization has been allocated a seat in the Senate, the Senate representative of that organization will be responsible for upholding the duties of a Senator, as stated in the constitution.

ARTICLE III - PRESIDENT'S COUNCIL OF ORGANIZATIONS

I. Purpose

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

II. Members

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

- A. **Voting Members** (no student shall hold more than one voting position unless special permission has been granted by the Dean of Students)
1. All Presidents of an organization chartered and recognizes through SGA.
 2. Each Class President.
 3. The Diversity Initiatives Chair
 4. The Honor Board Chair (2nd VP)
 5. The Civitas Chair (3rd VP)
 6. The Converse Activities Board Chair
 7. The Traditions Chair
 8. The Social Media and Elections Chair
 9. The Valkyries Club Chair
 10. The Student Chaplain
- * Any SGA chartered club or organization must have representation at PCO.*
- B. Non-Voting Active Members
1. A senior elected to the office of **President of SGA**
 2. A student elected to the office of **Vice President of SGA**
 3. A student elected to the office of **Secretary of SGA**
 4. A student elected to the office of **Treasurer of SGA**
 5. Dean of Community Life - **Advisor**
 6. **Entire Student Body**

III. Responsibilities of the Council

- A. President of SGA
1. Call and preside over PCO Meetings.
 2. Vote in the case of a tie.
 3. Plan and lead a workshop for all organizational presidents in the Spring.
- B. Vice President of SGA
1. Attend monthly PCO Meetings.
 2. Serve as the executive liaison between PCO and Senate.
 3. Advise PCO on legislative procedures.
- C. Treasurer of SGA
1. Attend monthly PCO Meetings.
 2. Organize and advertise all aspects of Budget Hearings and Budget Reviews.
 3. Review monthly records of all SGA chartered organizations' finances and keep these on file.
 4. Plan and lead Budget workshop.
 5. Present Organizational Enhancement and Academic Request Fund requests to PCO for consideration.

- D. Secretary of SGA
 - 1. Attend monthly PCO Meetings.
 - 2. Record all meetings of PCO.
 - 3. Provide a copy of the minutes in a timely matter to all PCO members and post minutes in public folders of outlook.
 - 4. Determine excused and unexcused absences to PCO and report them to the Executive Committee and the Representative who has been absent.
 - 5. Plan and lead a secretaries' workshop for all organizational secretaries in the Fall.
 - 6. Assume responsibility for maintenance and correspondence related to chartering of organizations.
 - 7. Present new, inactive, or revoked charters to PCO for consideration.
- E. Voting Members of PCO
 - 1. PCO Senate Representative
 - a. Attend Weekly Senate Meetings.
 - b. Serve as the Liaison between PCO and SGA Senate.
 - c. Serve as a voting member of Senate.
 - d. Serve on appointed Senate committees as needed.
 - e. Propose legislation, pass on suggestions, etc. to SGA Senate.
 - f. Attend annual SGA retreat in the Spring.
 - 2. PCO Budget Committee Representative
 - a. Attend Budget Hearings in the Spring.
 - b. Attend Budget Reviews in the Winter.
 - c. Maintain confidentiality surrounding budget information.
 - d. Meet with the SGA Treasurer to discuss organizational budget concerns.
 - e. Meet with the budget committee to recommend proposals concerning organizational enhancement requests to PCO.
 - 3. All Voting Members
 - a. Responsibilities
 - 1. Attend monthly PCO meetings.
 - 2. Update campus leaders about organizational events, issues, and concerns.
 - 3. Discuss and evaluate organizational questions, issues, and concerns.
 - 4. Serve as a liaison between each organization and the Student Government Association.
 - 5. Serve on committees as appointed.
 - 6. Attend the annual SGA retreat in the spring.
 - b. Authorities
 - 1. PCO shall have the power to revoke, grant, reinstate or review charters for new organizations and organizational constitutions.
 - 2. PCO shall have the power to consider and grant organizational enhancement requests as submitted by the SGA Treasurer.
 - 3. PCO shall have the power to make recommendations to student organizations.
 - 4. PCO shall have the power to make recommendations to the Senate.
 - 5. PCO shall have the power to appoint a representative to the Senate, to appoint a representative to the SGA budget committee, and appoint representatives to ad hoc committees as needed.

IV. Attendance Policy and Voting Rights

- A. All members of PCO will be allowed one unexcused absence from PCO per academic term. (Winter and Spring count as one term). When the PCO representative exceeds the allowed amount of absences, she loses the organization's voting rights for that term.
- B. An unexcused absence is when a member does not send a substitute to sign the roll in her place. Unexcused absences will be determined by the SGA Secretary. In extreme cases, the PCO representative may submit a letter of appeal to the SGA Secretary to be reviewed by PCO. The substitute should not

already be a voting member of PCO and can only sign for one organization.

- D. A PCO Representative is only allowed to send a substitute once per term. If the representative exceeds this amount then the organization's voting rights will be revoked.
- C. If a PCO member has more than the designated number of unexcused absences from PCO meetings, her organization will lose its voting rights for the rest of the year, PCO has the right to appoint an officer of the organization to represent the organization as a non-voting member. If the member is a representative of her class, the Executive Committee reserves the right to call for a reelection.

V. Meetings

- A. Meetings of PCO will be held the 1st Thursday of every month or as determined by the President of SGA.
- B. PCO shall recognize *parliamentary procedure in their meetings*.
- C. Every student is invited to attend PCO meetings.
- D. Quorum will be determined by PCO at the first meeting of the year.

VI. Term of Office

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

VII. Registering Organizations

A. Registering Process

1. To register an organization, a Converse student must obtain a Declaration of Intent form and submit it to the SGA Secretary.
2. The organization must submit the Registered Organization Packet to the SGA Secretary.
3. The organization must register with Campus Life (Coordinator of Student Activities, Clubs, & Organizations) yearly.

B. Guidelines for Registered Organizations

1. Reserve campus facilities for organizational purposes or events at no charge.
2. Advertise according to the advertising guidelines set forth by the college.
3. Have a minimum of five members.
4. Will not be allotted a budget from the Student Government Association, and may not have an account on or off campus without the permission of the Dean of Students.
5. Will not have voting rights at PCO or Senate, but are welcome to come to meetings.
6. Will not have a booth at the organization fair without submitting a request to the Executive Committee and receiving approval.

VIII. Chartering Organizations

- A. All organizations interested in becoming chartered must be chartered by the SGA President's Council of Organizations. Final approval must be granted by the SGA Executive Committee and the Administration.

B. Chartering Process

1. To charter an organization, a Converse student must obtain a Declaration of Intent Form from the SGA Secretary.
2. After the form is submitted to the PCO, the first organizational meeting will take place. There must be a PCO member present at this meeting.
3. A constitution will be submitted to PCO for approval under the advisement of the SGA Executive Committee and the Dean of Students. PCO will submit the approved Constitution to the SGA Executive Committee and the Administration for final approval.
4. If an organization is nationally affiliated, PCO must recognize the national constitution and a campus constitution.

5. 50% +1 of the membership must consist of students enrolled at Converse College.
- C. Guidelines for Chartered Organizations:
 1. Must be recognized with a seat at PCO.
 2. May reserve campus facilities for organizational purposes or events.
 3. Request financial allocations from SGA annually.
 4. Participate in the SGA Organizational Fair.
 5. Conduct fundraisers on campus.
 6. Be pictured in the yearbook or listed in the *Student Handbook*.
 7. Publicize events, programs, or meetings
- D. Maintaining a charter requires that organizations:
 1. Fulfill PCO responsibilities as stated in the SGA Constitution
 2. Submit annually an organizational profile packet to the SGA Secretary
 3. Update officer information with the SGA Secretary no later than one week before SGA Installations (exceptions will be made to organizations that do not induct new members and elect officers until after this deadline)
 4. Update the student organization section of the *Student Handbook*
 5. Review the organization's constitution every other year
 6. Any organization can update its constitution at any time as long as it is submitted to and approved by the PCO, the SGA Executive Committee, and the Dean of Students. Any inactive organization may reinstate its charter by submitting a letter to the SGA Secretary for approval by the PCO.

VIV. Organizational Enhancement Fund

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

ARTICLE IV – Executive Committee (the Executive Committee)

I. Purpose

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

II. Members

- A. Non-Voting Members
 - President of SGA/Chair of President's Council of Organizations
- B. Voting Members

1. Vice President of SGA/Chair of Student Senate
 2. Second Vice President of SGA/Chair of Honor Board
 3. Third Vice President of SGA/Chair of Civitas Council
 4. Chair of Converse Activities Board (CAB)
 5. Secretary of SGA
 6. Treasurer of SGA
 7. Chair of Diversity Initiatives
 8. Chair of Student Chaplain
 9. Chair of Valkyries Club
 10. Chair of Traditions
 11. Chair of Social Media and Elections
- C. Advisor
Dean of Community Life

III. Responsibilities of the Committee

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

IV. Responsibilities of the Executive Committee Members

- A. SGA President
 1. Call and preside over President's Council of Organizations and Executive Committee meetings.
 2. Administer SGA affairs.
 3. Serve on appointed committees.
 4. Represent Converse students in all external affairs.
 5. Serve as an Ex-Officio member of the Board of Trustees.
 6. Serve as a non-voting member of Senate, PCO, and the Executive Committee.
 7. Serve on the Senate Legislative Committee.
 8. Serve on the Budget Committee.
 9. Conduct the Presidents' Workshop.
 10. Vote in the case of a tie in PCO and the Executive Committee.
 11. Attend weekly meetings with your advisor.
- B. SGA Vice President
 1. Call and preside over Student Senate.
 2. Serve as a non-voting member of the President's Council of Organizations and Senate.
 3. Perform the duties of the President in her absence or at her request.
 4. Be responsible for the review of the Handbook to be submitted to the Coordinator of Student Activities, Clubs & Organizations.
 5. Serve on any committees when appointed.
 6. Serve on the Budget Committee.
 7. Serve on the Senate Legislative Committee.
 8. Vote in the case of a tie in Senate.
 9. Attend weekly meetings with your advisor.
- C. SGA Secretary

1. Attend regular meetings of the Executive Committee, Senate, and PCO.
 2. Attend to all necessary correspondence of Senate, PCO, and the Executive Committee.
 3. Record all meetings of Senate, PCO, and the Executive Committee.
 4. Post copies of Senate and PCO minutes in Public Folders of Outlook.
 5. Determine excused and unexcused absences to Senate, PCO, and the Executive Committee and report them to the respective organization and the representative who has been absent.
 6. Assume responsibility for maintenance and correspondence related to chartering organizations.
 7. Present organization charter requests and updates to PCO.
 8. Plan and lead a Secretary's Workshop for all SGA chartered organizations in the fall.
 9. Serve on the Budget Committee
 10. Serve on the Senate Legislative Committee.
 11. Serve as the liaison of the Organizational Fair committee in PCO.
- D. SGA Treasurer
1. Attend regular Senate, PCO, and the Executive Committee meetings.
 2. Maintain finances of SGA and handle expenditures in accordance with the purpose of SGA.
 3. Be responsible for all aspects of Budget Hearings and Budget Reviews.
 4. Review monthly records of all SGA chartered organizations' finances and keep these on file.
 5. Present Organizational Enhancement Requests to PCO and allocate monies accordingly each month.
 6. Be responsible for maintaining the SGA copier.
 7. Serve on the Elections Committee
 8. Serve as the Chair of the Budget Committee.
 9. Serve as the Fund Raiser Chair for SGA.
 10. Plan and lead a Treasurer's workshop for all PCO chartered organizations.
 11. Serve on the Senate Legislative Committee.
- E. Honor Board Chair/2nd VP
1. Attend regular PCO, Senate, and the Executive Committee meetings
 2. Serve as the Chair of Honor Board.
 3. Serve as the link between SGA and Honor Board.
- F. Civitas Chair/3rd VP
1. Attend regular PCO, Senate, and the Executive Committee meetings.
 2. Serve as the Chair of Civitas Council.
 3. Serve as a link between SGA and the Civitas Council.
- G. Converse Activities Board Chair
1. Attend regular PCO, Senate, and the Executive Committee meetings.
 2. Coordinate all social activities with those of other associations.
 3. Serve as a link between SGA and CAB.
 4. Attend weekly meetings with your advisor.
- H. Diversity Initiatives Chair
1. Attend regular PCO, Senate, and the Executive Committee meetings.
 2. Serve as a liaison between SGA and ISO, AAAS, HAA, Ally, Trailblazers, and other multicultural/diversity raising organizations.
 - i. Regularly attend meeting with presidents of respective organizations.
 3. Assist with multicultural programming on campus.
 4. Serve on College committees that promote and plan multicultural events.
 5. Attend weekly meetings with your advisor.
- I. Student Chaplain
1. Attend regular PCO, Senate, and Executive Committee meetings.
 2. Serve as link between SGA and Religious Life.

3. Collaborate with Presidents of Religious Life groups to create an atmosphere of unity among the student body.

4. Serve as a reminder of the Founder's Ideal for the college to be founded on "liberally and tolerantly Christian principles."

J. Valkyries Club Chair

1. Attend regular PCO, Senate, and Executive Committee meetings.

2. Call and preside over Valkyries Club meetings.

3. Promote spirit, sportsmanship, and fun through support of intercollegiate athletics, intramural, and fitness activities.

4. Attend weekly meetings with your advisor.

K. Traditions Council Chair

1. Attend regular PCO, Senate, and Executive Committee meetings.

2. Coordinate 1889 Spirit week, Montgomery by Moonlight, and May Day.

3. Call and preside over the Traditions Council

4. Attend weekly meetings with your advisor.

L. Social Media and Elections Chair

1. Attend regular PCO, Senate, and Executive Committee meetings.

2. Regulate all social media accounts for the Student Government Association

3. Promote and advertise for events on campus in order to promote attendance.

4. Responsible for seeking assistance from the Dean of Community Life in checking the eligibility of candidates.

5. The Elections Chair will work with the Executive Committee to identify candidates to run for positions and to appoint in the case of a vacancy.

6. Attend bi-weekly meetings with your advisor.

V. Voting

Two-thirds vote of the Executive Committee shall be necessary in order to approve any executive action.

VI. Term of Office

A. The terms of office for the Executive Committee shall be one year, beginning at the time of their election in the Spring until the Spring of the following school term.

B. Executive Committee Members must remain on campus for the duration of their terms in office. They may not participate in study abroad or study travel trips during their terms in office. Exceptions are only allowed if the trip does not exceed two weeks. These exceptions will be granted on a first come, first serve basis, upon the approval of the Executive Committee.

1. The Executive Committee must be enrolled in classes on campus or have an internship/student teach/practicum within a 30 mile radius of Spartanburg. Only in extreme cases and after consulting the Executive Committee, and the Dean of Students will exceptions be made to this policy.

2. Should any of the aforementioned encounter an emergency which requires her to take a leave of absence or withdraw from campus, she must notify the SGA President.

3. The SGA President cannot serve as a member of the Orientation Team or serve as the Student Orientation Coordinator during her term in office. If any other Executive position is a member of the Orientation Team, measures need to be made by the Executive Committee Member to get time off during orientation for the Executive Committee Retreat.

4. Installation of SGA and the Executive Committee shall be in the Spring term. After elections, the former officers shall serve in an advisory capacity to the Executive Committee and SGA for the remainder of the year.

C. Condition of Impeachment

1. Any Executive Committee member who is suspended while in office will automatically forfeit her position.

ARTICLE V – Advisor

The advisor for Senate, the President’s Council of Organizations, and the Executive Committee within SGA shall be the Dean of Community Life.

ARTICLE VI - Judicial

I. Authority

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

II. Policy

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

III. Term of Office

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

IV. Condition of Impeachment

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

ARTICLE VII - Financial

I. Budget Committee and Hearings

- A. The Budget Hearing Committee shall consist of:
 1. SGA President
 2. SGA Vice President
 3. SGA Secretary
 4. SGA Treasurer
 5. Dean of Community Life/SGA Advisor
 6. A faculty member appointed by the SGA Executive Committee
- B. The Budget Committee has the authority to allocate the budgets for student organizations derived from the Student Activities fee.
- C. The committee shall hear all budgets presented to it by the student organizations which have filed a formal budget with the committee.
- D. The budget requests will be presented by the newly elected President and Treasurer of each funded

organization. They must present a detailed proposed budget and an evaluation of last year's budget.

- E. All student organizations that receive money from the Budget Committee are required to send a representative to PCO meetings.
- F. Failure to attend Budget Hearings will result in a frozen budget. To gain budget access, the organization president and treasurer must file a written request to go before the Budget Committee.

II. Budget Review Committee

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

III. Budget Policy

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

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

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

ARTICLE VIII- Elections

I. Slates for SGA Elections

- A. First Slate (All first slate positions will serve as Executive Committee members):
1. President of SGA/Chair of President's Council of Organizations (rising senior)
 2. 1st Vice President of SGA/Chair of Senate (rising junior or senior)
 3. Chair of Honor Board/2nd Vice President of SGA (rising junior or senior)
 4. Chair of Civitas Council/3rd Vice President of SGA (rising junior or senior)
 5. Secretary of SGA (rising sophomore, junior or senior)
 6. Treasurer of SGA (rising sophomore, junior, or senior)
 7. Chair of Converse Activities Board (rising sophomore, junior, or senior)
 8. Chair of Diversity Initiatives (rising sophomore, junior or senior)
 9. Student Chaplain (rising sophomore, junior, or senior)
 10. Valkyries Club Chair (rising sophomore, junior, or senior)
 11. Chair of Traditions (rising junior or senior)
 12. Social Media and Elections Chair (rising sophomore, junior, or senior)

B. Second Slate:

1. Vice Chair of Honor Board (rising sophomore, junior, or senior)
2. Vice Chair of Civitas Council (rising sophomore, junior, or senior)
3. Vice Chair of Converse Activities Board (rising sophomore, junior, or senior)
4. Vice Chaplain (rising sophomore, junior or senior)
5. Vice Chair of Valkyrie Club (rising sophomore, junior, or senior)
6. Vice Chair of Diversity (rising sophomore, junior, or senior)
7. Vice Chair of Traditions (rising sophomore, junior, or senior)

II. II. Slates for Class Elections

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

A. First Slate (All class officer/council candidates within the first slate will be required to give a speech the day before their election at a designated place and time):

1. Freshmen Class Council

- a. Seven representatives will be elected to form this council.
- b. PCO and Senate Representatives will be selected from within the elected council.

2. Sophomore, Junior and Senior Class Officers

- a. President/PCO Representative
- b. Vice President/Senate Representative
- c. Secretary
- d. Treasurer
- e. Class giving chair

3. Representatives to Honor Board (three rising sophomores, three rising juniors, three rising seniors, two Converse II, two freshmen elected in the fall)

4. Representatives to Civitas Council (three rising sophomores, three rising juniors, three rising seniors, two freshmen elected in the fall)

C. Second Slate:

1. Two Senate Committee Chairs (formerly named "Senators") per class
2. Appeals Board Representative
3. Four Representatives per class to Converse Activities Board (per class)
4. Traditions Representative (per class)
5. Four Valkyries Club Representatives (per class)

III. Elections Committee

- A. The Elections committee shall be chaired by the Social Media and Elections Chair who shall be elected for this position.
- B. The Chair of the Elections Committee will be responsible for seeking assistance from the Dean of Community Life in checking the eligibility of candidates.
- C. The Elections Chair and Vice Chair will nominate only in the event of no self-nominations. Following this it will then be presented to the Executive Committee.

V. Requirements for Office

- A. Any candidate running for a class office must be a member of her respective class.
- B. Any candidate seeking the position of President of the Student Government Association needs to have at least one year experience as an appointed or an elected officer in an SGA Chartered Organization, or a Class Officer position, or as a Community Advisor. In SGA elections, all candidates running for SGA, Civitas Council, and Honor Board must be members of their respective classes.
- C. With the exception of Fall Freshman class elections, no student shall be a candidate for office who has not received credit for the previous term at Converse and attained a cumulative last term GPA of 2.0.
- D. All students in SGA elected positions must maintain a 2.0 GPA throughout the term. If one fails to do this, she will be placed on probation until the next grading period. If she does not improve her GPA within this period, she will be replaced. During this period a student may voluntarily step down from her position.
- E. The Dean of Community Life will be responsible for reviewing the grades and notifying the students who are deficient.
- F. In the case of acceleration, a student must declare herself to the Registrar's office. She may elect to stay with her class according to years or accelerate to the next class. In either case, she must let the President of the class she chooses know of her decision.
- G. Requirements prior to SGA Elections, all candidates must attend and sign the roll at two Senate and/or PCO meetings during the term in which their election falls to familiarize themselves with student needs and the structure of student government. Attendance at Senate and PCO during January Term will count towards Spring Elections.
- H. Each candidate will be required to submit a platform card along with her self-nominating ballot and questionnaire. The card should be 5x7" and contain a picture of the candidate no larger than 31/2x5". The platform card must have flat edges and cannot be three dimensional. The platform card will be displayed in the Montgomery Student Activities Building at least 24 hours prior to the election.
- I. Anyone not meeting election requirements and/or not following campaign guidelines will be disqualified from the slate of which one is running. The disqualified candidate will be notified by phone and in writing by the Social Media and Elections Chair immediately following the disqualification.
- J. Candidates for Freshman Class offices must attend an informational meeting prior to elections. The date will be determined by the Social Media and Elections Chair, but will be no more than two weeks prior to 1st slate elections.
- K. The self-nominating ballot, questionnaire and platform card must be submitted to the SGA Offices by a date determined by the Social Media and Elections Chair.
- L. Candidates running for a SGA First or Second Slate Position or a First Slate or Second Slate class position will be presented to the student body at a required meeting of the student body. Their speeches will take place on the date/location specified by the Social Media and Elections Chair, but no earlier than two weeks prior to SGA 1st Slate Elections. A time limit of 3 minutes will be set for each speech.
- N. A student may not hold more than one SGA or Class elected position simultaneously. In extreme cases a student wishing to hold more than one elected position must submit a written request to the Social Media and Elections Chair, who will then seek approval from the Dean of Students and the SGA Executive Committee.

VI. Nominations

- A. A student will nominate herself for an office using a self-nominating ballot, provided by the Social Media and Elections chair.

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

VII. Campaigning

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

VIII. Write-in Candidates

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

IX. Voting

- A. Ballots must be typed with the correct spelling of the candidates' names.
- B. All voting will be done online through access of your Converse email.
- C. The polls will be opened online for the set times given.
- D. Counting ballots
 - 1. All ballots will be counted by the Social Media and Elections Chair combination of the Social Media Elections Vice-Chair.

2. The counting will begin after the close of the polls.
 3. No student may vote for another student in her absence under any circumstances (See Section 9, E. for information on absentee ballots).
 4. Seniors are allowed and encouraged to vote in all SGA elections.
 5. If the number of pledges does not match the number of ballots, and the discrepancy is less than 3% of the total number of ballots received, the candidate with the majority wins unless the 3% votes can sway the election. In case the number of ballots exceeds the number of pledges by more than 3%, another election will be held between the same candidates.
 6. All elections will be governed by simple majority (50% of the total persons that voted plus one) of the votes for that office, except in the following cases:
 - a. When the number of candidates is the same as the number of positions for a particular office, and the candidates have more votes than any write-in candidate, the candidates are elected.
 - b. If there is only one candidate seeking election to an office, she must receive at least 50% + 1 of the votes to win the election. If the candidate does not receive 50% + 1 of the votes, she will not take office and the Social Media and Elections will seek at least one willing candidate for the office and hold a special election.
 - c. When the number of candidates with a majority exceeds the number of positions for a particular office, candidates with 50% + 1 shall be voted on in a run-off election. This procedure is possible only for offices with more than one position.
 7. Run-off
 - a. Eligibility for Run-off
 1. In the case of a run-off for offices with one position, the following vote-tallying procedures will be used. Using each prospective run-off candidate's total votes, begin with the highest total and add in respective order towards the lowest total until their combined totals equal 50% + 1 of the votes cast, (Example: A has 55 votes, B has 60 votes, C has 61 votes, D has 59 votes. If the majority of the ballots returned is 125, 61 votes and 60 votes should first be added. This does not reach majority, therefore 59 votes would be added. The total now equals 189 votes, which goes over the majority. Candidates B, C, and D would be in the run-off).
 2. In the case of a tie vote for the last candidate to complete the majority, all candidates will be in the run-off.
 3. If 50% + 1 is not attained by any of the candidates, in offices with more than one position, all candidates will be in the run-off.
 4. If a majority is attained by one candidate, in an office with more than one position available, then all remaining candidates will be in the run-off.
 - a. Election Run-off decision: The election run-off will be by plurality, which is a margin of one or more votes.
 - b. In the event of a tie in the run-off election, the Election Advisory Council will decide by means of a secret ballot. The Election Advisory Council's decision is final.
- E. Computer ballots will be used in all elections.
- The following rules will be in effect:
1. If there is only one candidate seeking election to an office, she must receive at least 50% + 1 of the votes to win the election. If the candidate does not receive at least 50% + 1 of the votes, the Elections Committee shall then seek at least one willing candidate for the office (and a special election will be held).
 2. The ballots should be stored in the Campus Life Office for a period of two weeks and then destroyed.
 3. Absentee ballots shall be provided for those students absent from campus during election hours for academic or school-sanctioned purposes. Absentee ballots shall also be provided for those students who, for reasons of illness or other extenuating circumstances, cannot vote at the polls. Ballots may be obtained from the Elections/Technology Chair or the newly elected Class Presidents. Absentee ballots

should be handwritten by the person submitting the ballot (no oral ballots), and should contain the following information: the student's name, date, reason for absence, pledge; the name(s) of the candidate(s) for whom the student wishes to vote. Each absentee ballot must be returned directly to the Elections/Technology Chair prior to the election. Everything should be returned to the Elections/Technology Chair.

X. Vacancies

- A. If a vacancy occurs between elections and the beginning of Fall term exams, a special election shall be held.
- B. Should a vacancy occur during the Fall term, the presiding officer of the concerned board in consultation with the Executive Committee shall appoint an officer to fill the vacancy until the installation of new officers.

XI. Contesting an Election

- A. Any voter or candidate may contest an election.
- B. Procedure
 1. A written notice of contest must be given to the Elections/Technology Chair by 10:00 pm on the evening of the election. In the case of a disqualified candidate, she must submit a written notice of contest to the Elections/Technology Chair within 24 hours of receiving her disqualification or no later than 10:00 pm on the night prior to the election, whichever comes first.
 2. The notice of contest must include:
 - a. Exactly what about the election is being contested.
 - b. The reasons for the contestation.
 - c. The name(s) of the contestor(s). The first name will be recognized as the chief contestor.
 - d. The contestor's proposed solution to the action or ruling being contested.
 3. The Elections/Technology Chair will immediately contact the members of the Election Advisory Council.
 4. Each member of the Election Advisory Council will review the written contestation and will vote to determine the outcome of the contest.
 5. The Elections/Technology Chair will immediately contact the involved candidates and contestors about the decision. They will also receive a written explanation of the decision.
- C. Any candidate whose election is being contested may not take office until the Elections/Technology Chair informs that candidate that her election has been approved.

XII. Completion of Elections

All organizations will be required to complete elections by the week before SGA Installations. A week before installations, the former President or Chair of each organization must complete a form of all newly elected officers and submit it to the new Secretary of SGA.

XIII. Freshman Elections

- A. Freshman elections take place in the Fall at a time to be determined by the Social Media and Elections.
- B. The Social Media and Elections Chair will run the entire election until all candidates are elected.
- C. Freshman elections will follow class election procedures.

XIV. May Day Elections

- A. May Day elections will take place at a time to be determined by the Traditions Chair. The regulations regarding ballots, pledges, and policies stated in Section 9 are applicable in May Day elections.
- B. All ballots will be counted by the Traditions Chair and Vice Chair.
- C. In the May Queen election, the candidate with the most votes will be named May Queen (senior candidate) and the candidate with the second most votes will be named Maid of Honor (senior candidate).

XV. Honor Board/Civitas Elections

- A. Students running for all Honor Board and Civitas Council positions must complete all election forms, in addition to scheduling a meeting with the chair of the respective board and completing the necessary forms.
- B. An Honor Board or Civitas Council vacancy in mid-year will follow the same procedures as other elections; in addition, the candidate must schedule an appointment to meet with the respective chair and complete the necessary forms.

- C. All students wishing to run for a position for Honor Board or Civitas Council must meet the requirements stated in those organizations' constitutions.

XVI. Installations

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

XVII. Study Abroad Candidates

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

ARTICLE XVIII. Removal from Office

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

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

ARTICLE IX. Appeals

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

ARTICLE X. Amendments

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

ARTICLE XI. By-Laws

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

ARTICLE XII. Other Meetings

I. Parliamentary Procedure

The Student Body, Senate, PCO, Honor Board, and Civitas Council, and any committee thereof, shall recognize *Robert's Rules of Order, Revised*, as the standard for their parliamentary procedures.

II. Meetings

- A. The Student Body shall meet when the President of SGA calls a meeting.
- B. Senate shall meet when the Vice President of SGA calls a meeting.
- C. PCO shall meet when the President of SGA calls a meeting.
- D. Honor Board shall meet when there is a case and at the Board's discretion.
- E. Civitas Council shall meet when there is a case and at the Board's discretion.

ARTICLE XIII. SGA Retreat

Each year, SGA sponsors a leadership retreat in the spring. Elected and selected student leaders are required to attend the retreat.

CAMPUS ORGANIZATIONS OFFICERS**SGA Executive Committee**

SGA President	Ariel Wingard
SGA Vice-President	Verneshea Moore
SGA Secretary	Emily Holbert
SGA Treasurer	Brenna Mitchell
Civitas Chair	Kennady Kent
Honor Board Chair	Melanie McNamara
CAB Chair	
Student Chaplain Chair	Heather Hiley
Traditions Council Chair	Meghan Speed
Diversity Initiatives Chair	Tyler Favors-Wood
Valkyries Club Chair	Laura Ann Dixon
Social Media and Elections Chair	Sidney Jones

Traditions Council

Traditions Council Vice Chair	Katelyn Williamson
Senior Traditions Representative	Kimberly Waters
Junior Class Traditions Representative	Katherine Long
Sophomore Class Traditions Representative	Sara Belvins

Honor Board Officers

Honor Board Vice Chair	Ashley-Hart Maiorana
Senior Class Representative	OPEN
Senior Class Representative	OPEN
Senior Class Representative	OPEN
Junior Class Representative	Brooke Harrison
Junior Class Representative	Ashlei Alston
Junior Class Representative	Jessica Morgan
Sophomore Class Representative	Hope Seo
Sophomore Class Representative	Jenna Ross
Sophomore Class Representative	Jordan Reynolds

Civitas Council Officers

Civitas Vice Chair	Grace Frazor
Senior Class Representative	OPEN
Senior Class Representative	OPEN
Senior Class Representative	OPEN
Junior Class Representative	Hadiyah Lewis
Junior Class Representative	Sequoya Davis

Junior Class Representative	OPEN
Sophomore Class Representative	Maddie Rowley
Sophomore Class Representative	Carry Klein
Sophomore Class Representative	Elizabeth Lippke

Converse Activities Board Officers

CAB Vice Chair	Kelsey Roloson
Senior Class Representative	Addie Ledbetter
Senior Class Representative	Jessi Walters
Senior Class Representative	Diamond Perrin
Senior Class Representative	Whitney Herndon
Junior Class Representative	Julia Campbell
Junior Class Representative	Courtney Singleton
Junior Class Representative	Leslie Shealey
Junior Class Representative	OPEN
Sophomore Class Representative	Kenda Szczesniak
Sophomore Class Representative	Candice Strong
Sophomore Class Representative	Jordan Martin
Sophomore Class Representative	Blair Simpson
Day Student Representative	Emily Parker
Day Student Representative	OPEN

Elections

Social Media & Elections Vice Chair Mary Catherine Johnson

Valkyries Club

Valkyries Club Vice Chair	Kaitlin Knight
Senior Class Representative	Alexandra Marquez
Junior Class Representative	Kendall Polk
Sophomore Class Representative	Lorelei Johns

Student Christian Association

Student Chaplain Vice Chair Amber Carder

Diversity Initiatives

Diversity Initiatives Vice Chair Sangita Kerai

Appeals Board

Senior Class Representative	OPEN
Junior Class Representative	Aileen Kovarik
Sophomore Class Representative	OPEN

Senate Representatives

Senior Class Representative	Arden Strider
Senior Class Representative	Alexis Barton

Junior Class Representative	OPEN
Junior Class Representative	OPEN
Sophomore Class Representative	Alexis Turner
Sophomore Class Representative	OPEN
Day Student Representative	OPEN
Converse II Representative	OPEN

Class OF 2017 Officers

President	Kirby Lesesne
Vice President	Leanne Sandora
Secretary	Zane Reitman
Treasurer	Elizabeth Gabriele
Giving Chair	Kathy Herman

Class OF 2018 Officers

President	Jane Macsay
Vice President	Susan Douglas Smith
Secretary	Haley Thomas
Treasurer	Kelly Brown
Giving Chair	Abby Roth

Class OF 2019 Officers

President	Makayla Gay
Vice President	Naija Murphy
Secretary	Tiffani Hagan
Treasurer	Ashley Thompson
Giving Chair	Paige Robinson

Day Student Association Officers

President	Ashly Earley
Vice President	Paige Broadhead
Secretary	Taylor McGarity
Treasurer	Katy Pate

CAMPUS ORGANIZATIONS

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