



CONVERSE
College
Graduate Student
Handbook

Effective 2018-2019

WHERE TO GO FOR INFORMATION

Academic Transcripts and Student Schedules: Registrar's Office (Carmichael Hall)

Student Billing: (Carnegie Hall)

Financial Planning: (Wilson Hall)

Questions regarding graduate programs: Office of Graduate Admissions (Wilson Hall)

Course Schedule: Converse Website (www.Converse.edu)

Dropping a Course: Your Adviser, Registrar's Office Center (Carmichael Hall)

ID Cards and Auto Registration: Campus Safety (The Towne House)

Parking Tickets: Campus Safety (The Towne House)

This handbook serves only as a guide to the rules, policies, and services of the Converse College Graduate Studies. Therefore, the College reserves 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 announce, in a timely manner, any changes in policies and regulations. Questions regarding information in this handbook should be directed to the Dean of the School of Education and Graduate Studies. The handbook does not constitute the whole of College policy concerning students. The *Graduate Catalog* and other official College publications are important references. 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. Both men and women are admitted to degree programs offered through the Converse College Office of Graduate Studies.

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OVERVIEW

The Graduate Handbook is designed to provide faculty and students with information, awareness and understanding of the policies, guidelines and resources available to graduate students. Our high standards ensure that graduates with degrees from Converse College are highly regarded and well prepared to meet the challenges and demands of their careers. Professional degree programs are offered in education (MAT, MEd, and EdS); Marriage and Family Therapy (MMFT); Music (MM); History, English, and Political Science (MLA) and Fine Arts in Creative Writing (MFA). These degree programs are available to both men and women who meet specific program admission requirements. Details on admission and other information pertaining to Graduate Studies can be found in the *Converse College Graduate Catalog* at the Converse College website at www.converse.edu.

MISSION OF THE COLLEGE AND GRADUATE PROGRAMS

The primary mission of Converse College, founded in 1889, is the liberal education of undergraduate women in a residential setting. Converse reaffirms the founders' 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.

Beginning in 1964, Converse College expanded offerings from its primary mission to include the offering of graduate degree programs for both men and women. Admission to all Converse graduate programs requires successful completion of the appropriate baccalaureate degree.

THE EDUCATION UNIT MISSION

The Converse Teacher Education Unit has the mission “to identify, prepare, evaluate, and recommend highly-qualified educators who are well grounded in liberal learning, pedagogy, and clinical experiences so that they can contribute to the educational mission of K-12 public schools in their communities.” Individual graduate programs have a more specific set of goals and objectives outlined in the graduate catalog, which can be found at: www.converse.edu

EDUCATION DEGREE PROGRAMS:

1. Master of Arts in Teaching

The MAT program is available for those holding a baccalaureate degree in a field other than education. The purpose of the initial certification program is to prepare graduate students to become well-qualified teachers by their completion of one of our state-approved education programs. Students may elect one of the following initial certification programs: Early Childhood, Art Education, Elementary, Middle Level, Intellectual Disabilities, Learning

Disabilities, or Secondary Education. See the Converse website www.converse.edu for important MAT program requirements and benchmarks, and the current program worksheets.

2. Master of Education

Converse offers the M.Ed. degree for teachers who are already certified. This program offers six broad areas or tracks art education (online/low residency), art education, elementary education, gifted education (online), advanced studies (online), special education, administration and supervision. Art education addresses teacher preparation from kindergarten through high school. Each M.Ed. program requires a minimum of 36 semester hours. See the Converse website www.converse.edu for important M.Ed. program requirements and benchmarks, and the current program worksheets.

3. Educational Specialist in Administration and Supervision

The Converse Educational Specialist Degree in Administration & Supervision program requires a total of 36 semester hours in education. The program focuses on the preparation of administrators/supervisors at the elementary or secondary level. See the Converse website www.converse.edu for important Ed.S. program requirements and benchmarks, and the current program worksheets.

4. Educational Specialist in Literacy

The Educational Specialist degree in Literacy is for literacy coaches and classroom teachers who recognize a need to expand their knowledge of the theories, methods, and materials of reading, reading instruction, language, language instruction, reading assessment and diagnosis, and remediation of reading difficulties. By emphasizing scholarship, practice, and school-based collaborations, the Educational Specialist in Literacy degree prepares exemplary professionals to provide leadership in reading at local and state levels. See the Converse website www.converse.edu for important Ed.S. program requirements and benchmarks, and the current program worksheets.

OTHER GRADUATE DEGREE PROGRAMS:

1. Master of Liberal Arts

The Master of Liberal Arts Program provides an opportunity for baccalaureate degree holders to pursue studies in the liberal arts for both personal and professional growth. The program requires a total of 36 graduate hours with 18–27 hours of concentration in English, history, or political science. In addition to a liberal arts concentration, a student must also take 6-15 hours of electives. Once a concentration choice has been made, the elective choices may come from the other areas of concentration or art history, music history, psychology, sociology, religion, and philosophy. While providing for individual development, the program extends the professional qualifications of those high school teachers who want more content courses in their particular discipline.

2. Master of Marriage and Family Therapy

The Master of Marriage and Family Therapy is designed to meet the academic and clinical practicum requirements for Clinical Member with the American Association for Marriage and Family Therapy and Licensed Marriage and Family Therapist in South Carolina. This degree involves 48 graduate semester hours of academic coursework and 15 graduate semester hours

of clinical practicum. It is fully accredited by the Commission on Accreditation for Marriage and Family Therapy Education.

This master degree program involves a partnership between Converse College and EMERGE Family Therapy Teaching Clinic Converse College provides the academic coursework and EMERAGE provides the clinical practicum.

3. Master of Fine Arts in Creative Writing Low-Residency

The MFA in Creative Writing is a two-year co-educational low residency program designed for serious, independent writers seeking advanced instruction in fiction, young adult fiction, creative non-fiction, poetry, and environmental writing through a non-traditional course of graduate study. The program's emphasis on the mastery and understanding of writing skills and contemporary literature and craft through the master-writer and apprentice mentoring relationship, offers students a stimulating and individually tailored curriculum of courses and projects.

The degree requires 48 hours of graduate credit completed during four 9-day residencies at Converse College, offered twice annually (summer and in January), four mentoring semesters, a fifth graduating residency, the completion of a substantive analytical project on literature or craft, and a book-length creative thesis and oral defense. For more information please go to www.converse.edu/mfa.

4. Master of Music

The Petrie School of Music offers a broad curriculum of graduate studies for the serious student of music, as well as a variety of courses for the non-major interested in cultural enrichment. The graduate program in Music Education offers both a traditional Master of Music degree for the certified teacher and a masters plus certification option for those who hold undergraduate degrees in other areas of music.

POLICIES AND PROCEDURES - ACADEMIC

1. ACADEMIC POLICIES ON DISABILITIES

Converse College complies with Section 504 of the Rehabilitation Act of 1973 (as amended), 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. Admission to Education and Graduate Studies is available to both men and women. As a recipient of federal funds Converse recognizes its responsibility to provide equal 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.

Converse will make reasonable accommodations within its academic programs for "otherwise qualified" graduate students with documented disabilities. However, students 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, equal access to services is offered to all students. 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. IEPs 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. In addition, the student is responsible for providing the Assistant Dean of Academic Support with a class schedule each term, so a new accommodation plan can be generated. All information and records regarding students with disabilities, including accommodations for them, are strictly confidential, and the Student Support Service complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Records are stored in a secure location and reviewed only by authorized personnel.

Although the student's adviser and professors will receive a copy of the accommodation plan, it is the student's responsibility to discuss accommodations with each professor at the beginning of each term. If a student has concerns about or encounters problems with accommodations

during the term, the student should contact the 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*.

Any faculty member who receives a request for academic accommodations on the basis of disability must refer the request to the Assistant Dean of Academic Support immediately. No modification of the present program or promises of modification should be made until the Assistant Dean has made a recommendation. Questions or concerns regarding ADA compliance should be addressed to the Vice President for Finance & Administration at (864) 596-9031. Information on EEOC or Section 504 compliance issues can be obtained from the Director of Human Resources at (864) 596-9029.

A. ADMISSIONS

Students are admitted to Converse College Graduate Studies on the basis of meeting of the admission requirements of the specific degree program to which a student applies. These requirements always include a review of academic credentials and additional information submitted to the Graduate Admissions Office. Applicants are not required to disclose any disability on their applications for Graduate Admissions. However, once admitted, a graduate student seeking reasonable academic or physical accommodations for a disability should immediately contact the Assistant Dean of Academic Support to obtain an accommodation form.

B. RESOLUTION PROCEDURES FOR STUDENT COMPLAINTS

Graduate students who wish to file a complaint should do so by contacting the Office of Graduate Studies which is located in Ezell 106 and can be contacted at (864)596-9220.

2. CLASSROOM PROCEDURES:

Cell phones and similar communication devices may not be used in the classroom unless specifically permitted by the individual faculty member or as part of a College-approved accommodation plan. Students and faculty are not permitted to bring children to class.

Class Attendance and Absence Policy

- Course attendance requirements are set by each professor, within the limits of this policy and applicable laws, regulations, and accreditor requirements. Faculty requirements, chiefly with regard to the effect (if any) of unexcused absences on assignment or course grades will be included on the syllabus for each course.
- Students cannot be withdrawn from courses by faculty because of absences.
- Faculty may require students to make up work missed during or due to excused absences but may not impose any grade penalty in any form for work missed during or due to excused absences.
- In the event of documented medical conditions, including but not limited to those established by academic accommodations plans, absences will be considered to be excused.

- Absences due to participation in intercollegiate athletic competition (but not practices) will be considered to be excused.
- Absences due to participation in official College functions will be considered to be excused. Approval of absences due to official College functions and thus excused will be made by and communicated through the offices of the academic deans.
- If for any student in a course the total number of absences due to medical conditions, participation in intercollegiate athletic competition, official College functions, or other excused absences reaches a point that compromises the integrity or essential learning outcomes of the course, the professor will consult with the Director of Student Success to develop a plan of action for that student. In determining course policies regarding when student absences would compromise the integrity or essential learning outcomes of a course, faculty should consider the following (adapted from the findings of an Office of Civil Rights letter in a case involving the question of when attendance is an essential part of a class and thus not open to accommodation):
 1. What attendance policies are included in the course syllabus?
 2. Is attendance used to calculate any part of the final course grade and so specified in the syllabus?
 3. Does the fundamental nature of the course rely on student participation as an essential method for learning?
 4. Does the course design include significant classroom interaction between the instructor and students and among students?
 5. Do in-class student contributions constitute a significant component of the learning process in the course?
 6. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
- For absences due to participation in intercollegiate athletics and curricular or co-curricular events:
 1. Student athletes are responsible for notifying faculty of individual competition schedules in advance of any absence. Competition rosters and schedules will be provided by the Director of Athletics to the Director of Student Success, in advance of advising periods. The Director of Student Success will provide these schedules and rosters to all faculty advisors prior to each advising period. Faculty advisors are encouraged to help student athletes avoid course/competition conflicts wherever possible when creating future course schedules.
 2. Faculty are encouraged to accommodate as far as possible the competition schedules of their students. Such accommodation can include arranging for make-up work, creating substitute experiences for students, and virtual participation in classroom activities through electronic means (where possible).
 3. Faculty are strongly encouraged to communicate with the student, the Associate Vice President for Academic Affairs, and the Director of Athletics in any case where the competition schedule appears to create a pattern of absences that will compromise the

integrity or essential learning outcomes of the course. In those cases, both coaches and faculty are encouraged to seek specific compromises and solutions. In any case where compromise has not been able to be reached, the Provost will determine the course of action.

B. Changing Courses

Students may add courses only during the first week of 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 - only during the first week of the term may a student drop courses without a grade.
2. 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.

C. Other Regulations

Converse College reserves the right to add or drop programs and courses, change fees, change the calendar, and institute new requirements when such changes are necessary. Every effort will be made to minimize any inconveniences for students caused by such changes. Suitable substitutions will be allowed for required courses that have been withdrawn. Any difficulties arising from changes in published dates, requirements, or courses should be brought to the attention of the office of Graduate Studies.

D. Classroom Procedure 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.

1. Quizzes and Examinations:

- a. 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.
- b. 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.
- c. 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 he/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 Tradition.
- d. During a Quiz or Examination:
 - 1) 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.
 - 2) There should be no supervision in a proctoring sense and the instructor should be free to come and go as desired.
 - 3) Students may leave the examination at will, but they are subject to the fixed time limit of the examination or quiz period.
 - 4) All books, papers, and notes must be left outside the classroom unless permitted by the instructor.
- e. Only work carrying the pledge shall be graded.

2. Library and Laboratory Procedures:

Improper removal of any library book or material and removal without permission of any laboratory material or equipment violates the Honor Tradition.

3. The Honor Tradition and Academic Work:

- a. All written work is to be pledged unless otherwise specified by the professor.
- b. 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.
- c. 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:
 - 1) The student's written work must be essentially the product of his/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 his/her own work. He/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 Tradition.
 - 2) All creative writing is expected to be entirely original and should not be duplicated for another course without the instructor's permission.
 - 3) In any critical research paper, the source of all material not original with the writer must be given full and specific acknowledgement. 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 his/her own work from material he/she has borrowed or for asking the instructor if he/she is in doubt. Whether a student quotes directly, paraphrases, or summarizes, he/she must remember that he/she is obligated to acknowledge his/her indebtedness for the facts, opinions, ideas or words used.
 - aa. 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 and Hallum without some general acknowledgement as the following (in a footnote) "For the information about..., I am indebted to the following work or works..."
 - bb. 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.

cc. 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.

dd. For a guide to the correct format for 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.

ee. 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 the appropriate Chair. 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 he/she has twenty-four hours to report his/her situation to the Special Assistant to the Provost.

4) Plagiarism is distinguished from inadequate documentation, which involves errors in the form of documentation, but which still allows the reader to distinguish words and ideas originated by the student from words and ideas taken from another source. Evidence of plagiarism is sufficient grounds for referral to the appropriate Chair. Inadequate documentation shall be handled by the instructor.

E. Grades

1. 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.
2. All fees that are currently due must be paid in full for a student to receive a diploma or certificate, or receive a transcript of his/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.

3. DIRECTED INDEPENDENT STUDY POLICY

The College offers Directed Independent Study according to these general principles:

1. When a graduate student needs a DIS course, it may be provided if the need for the DIS course meets College guidelines and is approved by the student's adviser, the DIS course instructor and the Dean of the School of Education and Graduate Studies. Such courses require higher than normal fees from students and offer faculty additional remuneration.
2. DIS courses are not considered a part of a faculty member's normal teaching load unless scheduled and advertised, e.g. some "special topics" courses.
3. Graduate students may take no more than two (2) DIS courses toward hours for program completion.
4. While the College cannot guarantee that students can be offered a DIS in an existing course, under unusually compelling circumstances a student may request approval for a DIS. Such a request should be made from a student only:

- a. If a course is required for program completion but is not scheduled so that one or more students can enroll.
 - b. If a student has an unalterable schedule conflict.
 - c. If a student needs a course to correct an out-of-sequence program.
 - d. If a student has special circumstances that require a “special topics” that is not offered as a regularly scheduled course and can only be taken as DIS.
 - e. If a student has compelling personal circumstances...such as a health problem.
5. Conditions and Qualifications for Faculty
- a. If a regular course does not lend itself to DIS, a faculty member should decline to offer the course in this format, i.e., courses that depend on classroom discussion or class interaction or other skill courses.
 - b. A faculty member should normally limit DIS courses to not more than two (2) per regular semester and to not more than one (1) during the short (January) term or summer term in addition to the regular teaching load. Normally, a faculty member should not carry more than a total of four (4) DIS students in any term. Exceptions to this load must be based on extenuating, student circumstances and must be approved, in advance, by the Dean of the School of Education and Graduate Studies.
6. Procedures
- a. Directed Independent Study Approval Forms can be secured by graduate students from the Office of Graduate Studies or from the Registrar’s Office. **The form must be completed and approved prior to registration.** A student is not enrolled in the DIS until the form is on file with the Registrar. One copy of the form should be on file with the instructor and in the Office of Graduate Studies.
 - 1. An initial conference must be held with the instructor during which all aspects of the DIS course must be discussed and recorded on the DIS Approval Form. If the DIS course is a regularly scheduled course, a copy of the course syllabus must be attached to the DIS Approval Form.
 - 2. A minimum of six (6) contact hours with the instructor is required.
 - b. Graduate students, who otherwise qualify for a DIS and cannot secure the support of a faculty member, may discuss individual problems with their adviser first and the Dean of the School of Education and Graduate Studies.
7. Fees
- These policies concerning fees are currently in place:
- a. Graduate Students and Converse II students pay current per credit hour costs for a DIS course.
 - b. Faculty are remunerated for graduate and Converse II courses at a specified rate per credit hour.

4. GRADUATION

Application Process

All students must complete and submit a graduation application to the graduate office, regardless of whether or not he/she is participating in commencement exercises. If you are completing your program in December, you must submit your application before the end of that term. If you are completing your program in spring, you must submit your application by December 6 of that year. A \$50.00 late fee will be charged to those who apply after the December 6 deadline. The graduation application fee of \$150 is billed by the Business Office in the spring.

Commencement

Graduate Commencement is held on the afternoon of Undergraduate Commencement in May every year in Twichell Auditorium.

5. THE HONOR TRADITION

We at Converse are proud of the fact that the basis of campus life is the Honor Tradition. The Honor Tradition is a system which encompasses all areas of student life and is built on trust which prevails not only among students, but also between the administration and faculty, and the students. This trust places upon each student the responsibility of his or her own actions, as well as those of his or her classmates. If a student at any time violates a principle of the Honor Tradition, he or she is honor bound to turn himself or herself in. Likewise, if he or she is aware that a fellow student has violated a principle of the Honor Tradition, he or she is honor bound to ask the violator to turn himself or herself in within 24 hours. The Honor System is not destroyed by infractions of the rules; it is damaged when violations are tolerated.

A. Principles of the Honor Tradition:

1. A student does not lie.
2. A student does not steal; he or she respects the property of others.
3. A student does not cheat.
4. A student is honor bound to report any violation of the Honor Tradition.

B. Procedures for Reporting Honor Violations for Graduate Students:

If a member of the faculty or administration suspects a violation of the Honor Code, he or she should approach the student whose actions are in question. This meeting should always terminate by the member of the faculty or administration telling the student that either no action will be taken on the basis of present information or that the student has twenty-four hours from the end of the meeting to report the violation to the department chair. After the twenty-four hour period has expired, the member of the faculty or administration should check with the Dean of the School of Education and Graduate studies to insure that the accused student has reported the incident. If the student has not reported the suspected violation, the accuser will file a report with the department.

C. Graduate Standards Committee and Procedures:

1. Committee Members: Dean of the School of Education and Graduate Studies, Chair, three members of Graduate Council, and a graduate student appointed by the Dean of the School of Education and Graduate Studies.

Procedures:

- a. Members of the committee are expected to remove themselves from the proceedings if a conflict of interest arises.
- b. The hearing will be recorded on audiotape. The deliberations of the committee will not be taped.
- c. The decision of the committee will be based on a simple majority vote.
- d. It is the responsibility of the Chair of the Graduate Standards Committee to notify the student in writing of the committee's decision.
- e. The Graduate Standards Committee is authorized to hear all cases involving alleged honor violations during the period prior to exams, and during exams.
- f. A student may appeal any graduate honor code decision to Provost. Such appeals must be presented within 3 days of receipt of the committee's written decision.

D. Rights and Responsibilities of the Accused:

1. Rights of the Accused:

- a. The accused has the right to be informed of the charges against him or her prior to the hearing.
- b. The accused has the right to a fair, impartial and confidential hearing before the Graduate Standards Committee.
- c. The accused has the right to a minimum of 24 hours advance notice of the case hearing.
- d. The accused shall be presumed not guilty until proven guilty by a preponderance of the evidence presented at the case hearing. This means that the Graduate Standards Committee must find the evidence supporting the charge against the student more compelling than the contradictory evidence in order for the student to be found guilty of the charge.
- e. No student shall be brought to a hearing for a violation that occurred more than one year before the charges were made.
- f. No student shall be tried twice for the same case unless new evidence comes to light.
- g. The Chair of the Graduate Standards Committee shall inform the accused in writing of his or her rights, the time of the hearing, and the procedures that will be followed.
- h. The Chair shall advise the accused that he/she may seek advice and assistance from any member of the Converse community in preparing his/her case; however, the accused must present his/her case to the committee by him/herself. The accused has the right to request a meeting with the Chair to have the process explained to him/her.
- i. The accused shall not be required to testify against himself/herself, but the Chair may call other students or faculty members to testify against him/her.
- j. The accused has the right to be informed of all evidence against him/her.
- k. The accused may request any witnesses, either character or circumstantial, to testify on his/her behalf, if their testimony is deemed relevant by the Chair. The accused must present a list of those persons to the Chair twenty-four hours in advance of the hearing, and state the reasons for calling each one to testify. The Chair reserves the right to limit the testimony of the witnesses if no new information is being presented.
- l. The accused may elect to remain in the room while witnesses and the accuser(s) involved in the case are questioned. If the accused elects to remain in the room, he/she must notify the Chair twenty-four hours in advance.
- m. After the examination of each witness by the Committee, the accused has the right to question the witness. Afterwards, the Committee may ask questions of the witness, or call any witness back at a later point.
- n. After the examination of the accuser(s) by the Committee, the accused has the right to respond to the testimony. Afterwards, the Committee has the right to ask additional questions of the accuser(s), or call the accuser(s) back at a later point.
- o. The accused has a right to be present during the entire hearing, with the exception of judicial deliberations. If he/she fails to appear, the hearing may be held in his/her absence.

2. Responsibilities of the Accused:

- a. The accused is honor-bound to tell the truth.

- b. The accused is responsible to read and understand the case procedures and student policies and regulations as stated in the Graduate Student Handbook.
- c. The accused has the responsibility to attend the case hearing and notify the Chair of any time conflicts within twenty-four hours of the designated time of the hearing.
- d. The accused has the responsibility to complete sanctions by the stated deadline.
- e. The accused has the responsibility to conduct himself/herself in a respectful manner.

E. Possible Sanctions Included but are not Limited to:

Warning; Failure of assignment; failing grade in course; suspension (length to be determined); expulsion from the College

6. REGISTRATION FOR CLASSES

Graduate students may register for classes for future terms on the date that advisement for the future term begins. Graduate students should meet with their adviser prior to registering for classes.

Registration may be accomplished in one of the following manners:

On-line registration: Graduate students may register on line via my.converse. Students must have a user name and password that is provided by Campus Technology in order to participate in online registration.

Once the student signs into my.converse, they should follow these steps to register:

1. Click on Student in the purple area at top of the screen
2. Click on Course Registration on the left of the screen;
3. Choose the term you wish to register for classes and select classes;
4. Click submit.

The course schedule will be available on the student portal for viewing.

On-site Registration: Registration sheets are available on-line and in the Office of the Registrar (Carmichael 210). After completing the registration form, have the form signed by the Student Billing personnel located in Carnegie on the lower level. The form may be left with Student Billing Office who will send it to the Office of the Registrar or the student may bring the form to the Office of Registrar once it is signed.

Mail-in registration: Mail-in registration constitutes the use of the postal service, or email (scan). Registration sheets are available in the Office of the Registrar or may be printed from the website. The forms should be completed with all information and written legibly.

Regardless of the method of registration, all financial obligations must be resolved by the date set by the college. (For Fall term – August 15th; for Jan Term – December 15th; and for Spring Term- January 15th) Summer dates will be posted on the academic calendar. Refer to the academic calendars for tuition due dates and refund policy dates. Accounts that are outstanding after these dates will result in the classes being cancelled.

Students who have any holds on their record may not register until the holds have been cleared.

7. REMOVAL POLICY

The Dean of the School of Education and Graduate Studies may remove a graduate student from a class or a program for “appropriate reasons.” Poor academic performance, below a 3.0 GPA, or a grade of F in a single course may be grounds for dismissal from further graduate study.

Students removed from a class or program will be notified of their removal in writing. Within three days of receipt of this notice the student may request an appeal before the Graduate Standards Committee comprised of the Dean of the School of Education and Graduate Studies, (Chair), three members of Graduate Council, and a graduate student appointed by the Dean of the School of Education and Graduate Studies.

If the Graduate Standards Committee rules in favor of the student, the student may continue the class or program. If the committee supports the decision to remove the student, the student may appeal in writing to the Provost within three days of the receipt of the Graduate Standards Committees’ decision. The Provost’s decision is final.

POLICIES AND PROCEDURES – OTHER

Converse College Title IX Policy

Converse College Sexual and Gender-Based Misconduct Policy

Note: The full policy can be found on My.Converse (https://my.converse.edu/ICS/Offices/Human_Resources/Title_IX.jnz). This excerpt serves to provide basic information to Students, Faculty, and Staff. The full policy should be referenced for further information.

Important information for individuals who may be victims of sexual assault: If you or someone you know may have been a victim of sexual assault or any other type of sexual misconduct, you are encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week from the Residence Director on call at 864.621.7114 or call Campus Safety at 864.596.9026.

For additional information about seeking medical assistance and emotional support, as well as important resource information, contact a member of the Wellness Center staff at 864.596.9258 or wellnesscenter@converse.edu.

During business hours, you also are encouraged to contact one of the following individuals:

Title IX Coordinator:	Tori McLean, MEd Title IX Coordinator Director of Leadership Development and Orientation 864.596.9640 tori.mclean@converse.edu Location: Montgomery 202D
Title IX Deputy Coordinators:	Keshia Jackson Gilliam, EdD Director of Human Resources 864.596.9029

nikeshiajackson.gilliam@converse.edu

Location: Carnegie 204

Jodi Strehl, MSW

Assistant Athletic Director

864.596.9671

jodi.strehl@converse.edu

Location: Marsha H Gibbs 216

Kimberly Seibles, MEd

Director of Community and Inclusion/Assistant Director of Residential Life

864.596.9196

Kimberly.seibles@converse.edu

Location: Montgomery 202H

Duties and responsibilities of the Coordinators are to monitor and oversee implementation of Title IX compliance at the College, including coordination of training, education, communication, and administration of procedures for faculty, staff, students and other members of the College community, such as contract employees, Board members, and auxiliary staff. Complaints regarding sexual harassment, sex discrimination, or sexual assault, against Converse Faculty, Staff, Adjunct, Students, or Subsidiaries should be directed to the Title IX Coordinator or Deputy Coordinators listed above.

Statement of Purpose and Values

Converse College is dedicated to providing a learning, living, and working environment that is free from sexual harassment and sex discrimination. We are committed to ensuring a safe campus climate for our entire College community. We promote fundamental rights, advance individual and institutional integrity, and uphold the vital aims of Title IX. Converse College prohibits sexual and gender-based misconduct (hereafter “prohibited conduct”) in any form, including sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, domestic violence, dating violence, and retaliation, all as defined in Appendix A of the full Policy. The College will respond to reports of prohibited conduct in accordance with this Policy.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

Subsequent guidance from the Office for Civil Rights clarified that educational institutions should regard sexual harassment, including all forms of sexual violence, as a form of sex discrimination prohibited by Title IX. Educational institutions, including Converse College, have trained Title IX Coordinators, adopted a Sexual and Gender-Based Misconduct Policy, and expanded prevention and education efforts on campus.

Policy Scope

Who This Policy Covers. This Policy applies to all Converse College students, all individuals employed by Converse College, individuals contracted with the College to provide service to students, and all third-party vendors related to Converse College. In particular, this Policy protects students and employees who fit either of the following descriptions:

1. Are victims of any form of prohibited conduct, by any other person (student, employee, or others outside the College community)
2. Are accused of engaging in behavior prohibited by this Policy.

Any person may file a complaint alleging prohibited conduct (see Appendix A of the full policy) against a Converse College student or employee. However, with respect to any complaint that is 1) by a person who is not a member of the College community, or 2) relating to non-College conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint bears a sufficient nexus to the educational program or employment relationship of a Converse College student/employee or constitutes a sufficient risk to the College community to proceed under this Policy.

Geographic Location. This Policy is applicable to College community members (students, employees, contracted services, and third party vendors) regardless of the geographic location or virtual location of the incident.

Conduct This Policy Covers. This Policy encompasses all conduct prohibited under Appendix A of the full Policy. Prohibited conduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

2. COPYRIGHT INFORMATION

Whenever a student has questions about the legality of reproducing copyrighted materials – including videotapes, music, art, or material from internet sources – he/she should consult the CONVERSE COLLEGE COPYRIGHT AND INTELLECTUAL PROPERTY HANDBOOK. This guide to policy and procedures can be found in the Library.

3. DRUG POLICY

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

1. Possession of stimulant, depressant, narcotic or hallucinogenic drugs, drug paraphernalia and other agents having potential for abuse, and/or potential for health risks, except on physician's or dentist's prescription, violates the State and Federal laws and is prohibited. Also, abuse of over-the-counter drugs is considered to be a health risk and is, therefore, not permitted. The use, selling, bartering, exchanging, and giving away such drugs **to any person** not intended to possess them is also illegal and prohibited.
2. Any student who becomes aware of a violation of the Alcohol and Drug Policy should notify the Campus Life Office.

3. The use of illegal drugs and abuse of over-the-counter drugs poses significant health risks to students, such as severe mental and physical incapacitation or even death. These are issues of primary concern to the College. Educational programs concerning the risks of drugs will be offered on campus throughout the year. Assistance with any problem related to use of drugs is available through the counseling service. This service is confidential.
4. All cases of students who are convicted of a violation of federal or state drug laws will be reviewed by College authorities.

4. FREEDOM OF EXPRESSION POLICY

Converse College employees, students and student organizations are free to examine and debate all questions or issues of importance to them and to express opinions publicly and privately. Converse College recognizes the right of any employee or student to demonstrate peacefully. However, any group that wishes to assemble for such purpose must *first* register and review all activities with the Campus Life Office in order to ensure that the College can provide adequate security and safety measures.

The right to assemble peacefully for the purpose of public expression or opinion is restricted to those students or employees who are currently enrolled or employed at Converse College. Converse is a private institution and will not allow outside individuals or groups to demonstrate on the Converse campus for any reason. Trespassers are subject to prosecution by the law.

Although Converse students enjoy freedom of speech and assembly, no one shall obstruct the free movement of other individuals on campus, interfere with academic instruction, or interfere with the use of College facilities. At all times Converse College students and employees are expected to speak and act responsibly. Students and employees are also obligated to make it clear that when they speak they do so for themselves and not for the College.

5. CAMPUS TECHNOLOGY SERVICES POLICIES AND REGULATIONS

- CT is located in Kuhn 329
- CT help line telephone number is 596-9457
- CT work hours are from 8:30 am - 5:00 pm Monday - Friday

A. Computer Labs

- Phifer 109
- Carmichael 104
- Kuhn 225

B. Computer Lab Access

1. Lab Schedules

- Schedules will be posted respectively at each lab location.

2. Rules for Kuhn, Carmichael and Phifer Computer Labs

- Use of the labs is restricted to Converse students, faculty and staff
- If you need to meet as a group, leave the lab and find another location
- Cell phones must be turned off when using the Labs
- **No food or drink of any kind is permitted in any of the labs**
- Rearranging the keyboards or other lab equipment from their original positions is not permitted
- Academic use of the computers always has priority over play

- Vandalism or stealing of any laboratory property will be treated as an honor code violation.

C. Email Accounts

All students are required to have an email account for their personal use, as long as they are enrolled at Converse.

Check email frequently and delete unwanted messages and sent items since these messages take up disk storage space. Your email account will be deleted at the end of the term should you not enroll in the following semester.

D. Electronic Mail Guidelines

User Responsibilities

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

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

If you are found in violation of the Acceptable Use Policy Issues, the user’s account will be locked immediately. Further access to all computing resources will be denied. If you are using the college email 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.

6. 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 9406 to request assistance, with lead time of at least 3 weeks prior to when materials are needed (more complex materials will require longer lead time).

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.

Daily Announcements

Students should use Daily Announcements to distribute news and information that is directly relevant to the greater campus community and to the mission of Converse College. 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. Daily Announcements are published on My.Converse.edu and a Daily Announcements E-mail is distributed at 9:00 am each business day. To submit an announcement, visit my.converse.edu and log in with your Converse username and password, then select Daily Announcements in the left menu to enter your announcement. Announcements may be repeated for up to 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.

7. SMOKING/TOBACCO POLICY

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

- I.** Use of any tobacco products is prohibited across the entire campus including the parking lots, campus walkways and all Converse-owned or leased buildings and vehicles.
- II.** The sale or advertisement of tobacco and smoke products is prohibited on campus and in all College publications.
- III.** All visitors and vendors working on campus are expected to comply with this policy.
- IV.** Enforcement of the policy is the responsibility of all members of the Converse community. Faculty, staff and students are expected to uphold and enforce the policy for the health and safety of our campus.
- V.** Campus Safety Officers may issue a smoking citation with fine of \$25 when a violation is noted.
- VI.** Continual violations of the policy may result in disciplinary action. Failure on the part of faculty or staff may result in administrative action up to and including discharge. Failure on the part of students to follow this policy may result in a violation adjudicated by the appropriate board or administrative sanctioning, which could include but is not limited to community service, monetary fines, and/or suspension from the College. Visitors to the campus who repeatedly violate the policy may be asked to leave College property

8. STUDENT COMPLAINT PROCEDURE

Graduate students who wish to file a complaint should do so by contacting in person, in writing, or via email the Dean of the appropriate school or the Dean of Graduate Studies and Distance Education. Graduate students in School of the Arts should contact the Dean of the School of the Art for student complaint procedures.

9. 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. 25

Step Three—If the response of the department chair or supervisor is not satisfactory, the student may notify the dean of the school (UG) or Dean of the School of Education and Graduate Studies (Graduate) in which the student is enrolled within three days. The dean of the school or the Dean of the School of Education and Graduate Studies 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 appropriate dean stated above or the Dean of the School of Education and Graduate Studies 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. Either the Dean of the School or the Dean of the School of Education and Graduate Studies will serve as Chair of a Committee made up of a faculty or staff member appointed by the SGA Executive Committee, a faculty member or administrator chosen by the President, and a faculty member or administrator chosen by the student. The Dean of School or the Dean of the School of Education and Graduate Studies 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 appropriate Dean of the School or the Dean of the School of Education and Graduate Studies, 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

10. 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. 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
Financial Planning Director of Financial Planning
Disciplinary Action President of the College, Provost, Dean of the School of Education and Graduate Studies, Dean of Community, Academic Dean
 - b. **Academic Records**
Records submitted for Admission
grade reports, transcripts, etc. Graduate Admissions Office, Dean of the School of the Arts office, Dean of the School of Education and Graduate Studies office;
Permanent Record Registrar

Credentials File Center for Professional Development
(including letters of recommendation)

c. *Directory Information*

Graduate students are not included in directories

A. Rights of Students:

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

B. Procedures for the Exercise of Rights:

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

GENERAL INFORMATION

1. STUDENT STORE

The Converse College Student Store is the on-campus resource for a wide selection of general college and personal supplies. Personal checks, VISA, MasterCard, Discover, American Express, financial aid, and cash are accepted toward purchases; refunds and exchanges require register receipts. There is a \$25.00 charge for all returned checks. Text books and general merchandise are available in the store or online at www.conversecollegeshop.com. The store is located in the Montgomery Student Center.

2. CAMPUS SAFETY

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

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

We encourage students to follow the safety tips listed here:

1. Do not walk alone at night.
2. Stay in well-lit areas.
3. Lock your car and always have your keys ready before reaching your car.
4. Travel with plenty of gas.
5. Do not hitchhike or pick up hitchhikers.
6. Report suspicious people on the hall or around campus to Campus Safety.
7. Contact Campus Safety if you need an escort to or from a parking lot or from working late in an academic building.

A. Lost and Found

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

B. Missing/Stolen Items

Missing or stolen items should be reported to the Campus Safety department as soon as possible by calling 9026. An officer will be dispatched to investigate the incident. A copy of the incident report will be sent to the Dean of the School of Education and Graduate Studies.

C. Identification Cards

All graduate students must have a Converse College identification card. The Campus Safety Department makes ID cards Monday—Friday, 9:00am–5:00pm. The cost of the ID card is included in the application fee; replacement cards are \$25 each.

D. Emergency Alerts

Graduate students may sign up to receive emergency alerts by going to my.converse.edu and logging in; then look under the Home section for Campus Alerts.

E. Parking and Traffic Violations

1. Motor Vehicles

Students are eligible to keep motor vehicles on campus providing they are properly registered and traffic laws are obeyed. Every student is responsible for knowing and observing the traffic and parking regulations as stated in the *TRAFFIC REGULATIONS* booklet. This booklet is available upon request at the Campus Safety Office.

2. Motor Vehicle Registration

Graduate students must register their vehicle online at my.converse.edu. Log in with your user name and password; then look under the Campus Safety section for the link to vehicle registration. Once you have filled out the online form, you may stop by the Campus Safety office to pick up your decal, Monday – Friday, 9am – 5pm. There is a \$25 parking fee per term.

3. Parking

A. Vehicles may be parked and/or operated on Converse College property *ONLY* in such areas as are marked by signs, street markings, and parking regulations, or other designations indicating that parking and/or operation is permitted. If an area is not specifically marked for parking, you *CANNOT PARK THERE*. See the Traffic Regulations Booklet for more details.

B. Resident students may park in any purple lined space. Commuting students may park in any white lined space. Yellow lined spaces are reserved for faculty and staff.

3. THE DIVISION FOR STUDENT DEVELOPMENT AND SUCCESS

The Division for Student Development and Success is located in the Montgomery Student Center and can be reached at 864-596-9016. This Division will enhance community life and student outcomes through increased collaborations with Academic Affairs. Services include Academic Residential Life, Academic Support, Accommodations and Tutoring, Community Inclusion and Diversity, Religious Life, Service Opportunities and Community celebrations.

4. THE CENTER FOR CAREER DEVELOPMENT

The Center for Career Development is located in the Montgomery Student Center and can be reached at 864-596-9614. The Center serves to advance Converse students toward success in academic, personal and professional areas. The staff strives to offer services, programs and opportunities for students to create networks for professional learning and growth. The staff of the Center works to meet the needs of all Converse students wherever they are in their academic and personal development journey.

6. COUNSELING SERVICES

EMERGE Therapy Teaching Clinic, located at 138 Dillon Dr., Spartanburg, offers counseling services free of charge to Converse College graduate students. The number to call for an appointment is 583-1010. In addition, the campus Counseling Center maintains a list of appropriate counseling referral sources.

7. FEES, FINES AND DELINQUENT ACCOUNTS

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

8. THE WRITING CENTER – Director: Emily Harbin

Fall and Spring Semester Drop In Hours: Mon. - Thurs. 1:00 pm - 5:00 pm and 6:00 pm – 8:00 pm; Sunday 3:00 pm – 5:00 pm Located on the second floor of Mickel Library, Suite 204.

The Writing Center provides writing assistance to all students enrolled at Converse. Undergraduate Peer Consultants and a Graduate Assistant offer guidance at every stage of the writing process – from generating a thesis to examining overall coherence. The Writing Center does not simply proofread papers; we actively nurture our clients’ learning process, serve as a thoughtful trial audience, and help students learn to identify and correct their own errors. Appointments are suggested since a wide range of times are available and appointments will be given priority over drop-ins. Students enrolled in online courses or needing advanced help (such as help with discipline-specific formatting) should contact the director, Dr. Emily Harbin, to be paired with an appropriate experienced reader. Appointments can be made at <https://ccwritingcenter.youcanbook.me>.

GRADUATE STUDIES and DISTANCE EDUCATION

Dr. Lienne Medford, Dean of the School of Education and Graduate Studies 864-596-9082

Prof. Rick Mulkey, Director of Master of Fine Arts (MFA) 864-596-9111

Dr. Peter Brown, Director of Distance Education 864-596-9156

Dr. Anita Rose, Director of Master of Liberal Arts (MLA) 864-596-9114

Dr. Kelly Kennedy, Director of Marriage & Family Therapy (MMFT) 864-596-9622

Dr. Chris Vaneman, Director of Master of Music (MM) 864-596-9038

EDS Programs

Dr. Lee Givins, Director of Administration & Supervision 864-596-9467

Dr. Kelly Harrison-Maguire, Director of Literacy 864-596-9081

MED Programs

Dr. Susanne Gunter, Director of Art Education 864-596-9126

Dr. Kelly Harrison-Maguire, Director of Advanced Studies 864-596-9081

Dr. Ansley Boggs, Director of Special Education 864-596-9084

Dr. Lee Givins, Director of Administration & Supervision 864-596-9467

Dr. Meg Lee, Director of Gifted 864-596-9529

MAT Programs

Dr. Susanne Gunter, Director of Art Education 864-596-9126

Dr. Wayne Cheser, Director of Early Childhood 864-596-9083

Dr. Danielle Robertson, Director of Elementary 864-596-9468

Dr. Reed Chewning, Director of ML & Secondary Education 864-596-9467

Dr. Ansley Boggs, Director of Project Create 864-596-9084

Dr. Dee Malone, Director of Special Education 864-596-9085

Graduate Studies Office Hours

Monday–Friday 8:30 am – 5:00 pm

(During regular academic year)

Monday – Thursday 8:00 am – 5:00 pm
Friday – 8:00 am – 1:00 pm
(Summer Hours)

V. GRADUATE ADMISSIONS OFFICE INFORMATION

Ms. Kimberly Newton-Burgess, Director of Post-Traditional & Data Team, 864-596-9746
Ms. Jill Feist, Graduate Admissions Data Specialist, 864-596-9404