

## **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 bong, 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](http://www.converse.edu/Academics/copyrightPolicy.html)) by downloading from the Internet any audio, video, graphic, or text material that is copyrighted without proof of proper license arrangements.
- 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 or their designee 48 hours prior to the planned event in order to insure that the College can provide adequate security and safety measures.

Guidelines for demonstrations are as follows:

- 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](mailto: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](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](mailto:civitas@converse.edu). Additional documents or evidence should be given directly to the Chair of the Civitas Council.

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

## **Hearing Process**

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

### **Procedural Overview**

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

### **OPTION I**

#### **Sanction Hearing**

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

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

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

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

#### Alcohol Possession

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

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

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

#### Alcohol Possession of a Bulk Container

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

\$250 fine, Parental Notification, possible suspension

#### Public Display of Alcohol

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

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

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

#### Public Intoxication

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

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

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

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

Underage purchase or attempt to purchase alcohol

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

**Fire Safety**

Intentionally Setting a Fire

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

Intentionally Causing a False Fire Alarm

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

Unintentionally Causing a Fire Alarm

\$100 fine

Tampering with Fire Equipment

\$200 fine

Failure to vacate a residence hall room or apartment

(in the event of a fire alarm or drill)

\$100 fine

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

**Smoking and Tobacco**

Smoking and Tobacco Violations

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

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

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