



## UNDERGRADUATE STUDENT HANDBOOK

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2022-2023

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### ***Undergraduate Student Handbook Disclaimer***

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

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

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## MESSAGE FROM SGA PRESIDENT

Welcome, Valkyries!

On behalf of the Student Government Association (SGA), welcome to Converse University! As we reconnect with returning students, be sure to reach out to the newest members of the Converse community, as well as to give a warm welcome to our recently announced President Boone Hopkins! Your SGA Executive Council (EC) is working hard to make Converse the best it can be with goals we've set at the start of summer, along with any problems facing the student body as they arise.

This year, our theme is to "Take Root". The decisions we make stem from the values and goals we take root in. We challenge you to take the time to see where you want to take root on campus, and support your peers as we grow, change, and adapt to life's challenges together. Your SGA and EC are here to serve you, so reach out to us when you see us around on campus, join us at PCO and Senate, or contact us by email. I hope you all have a fantastic school year!

Angela Brobson '22  
SGA President 2022-2023

## INTRODUCTION

### STUDENT RIGHTS AND RESPONSIBILITIES

Converse University came into being as a result of Dexter Edgar Converse's conviction that mature women who are well-educated are essential to the well-being of the nation. He envisioned a liberal arts university which aspired to high personal and academic standards and ideals. This vision has been sustained because the Trustees, Administration, Faculty, Alumni, and Students have shared in this conviction from Converse's inception in 1889 as a women's college to where it is today as a co-educational institution that opens doors of opportunity for all who are academically qualified.

Those ideals—truth, concern for others, awareness of, and commitment to duty and responsibility—are enduring ones. They are necessary ingredients for an ordered and meaningful community life. These ideals continue to be valued by all who make up Converse University. To discover and incorporate them into every facet of life is what Converse University is all about.

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

1. To satisfy responsibly the demands of the academic program;
2. To be guided in their personal, academic, and social life by a sense of responsibility and consideration

- for the members of the university community; and
3. To recognize that the Founder’s ideals are worth commitment, both for their Converse experiences and for the rest of their life.

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

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

### **MISSION OF THE UNIVERSITY**

Converse empowers students to become transformative leaders who see clearly, decide wisely, and act justly.

### **VISION OF THE UNIVERSITY**

Converse advances a culture of belonging and collaboration that ignites creativity, innovation, and transformation.

### **THE FOUNDER’S IDEAL**

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

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

—Dexter Edgar Converse

### **CONVERSE UNIVERSITY CORE VALUES**

The Converse University commitment to a culture of belonging and collaboration that ignites creativity, innovation, and transformation and the empowerment of transformative leaders with clear vision, wise decision, and just action is guided by seven core values. These enduring beliefs serve as the compass for the University. They transcend time, extend across the institution, and guide our actions and decisions.

**EXCELLENCE** drives us to achieve the best in all that we pursue; to develop competence, confidence and



courage to realize full potential in mind, body and spirit.

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

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

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

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

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

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

## **THE CONVERSE WAY**

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

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

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

### ***See Clearly***

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

### ***Decide Wisely***

Etched in stone in The Johnson Plaza are Converse's seven Core Values: Excellence, Integrity, Exploration, Diversity, Respect, Community, and Progress. These values of the University guide us throughout life's

challenges and triumphs. As you walk The Converse Way, wish for luck by tossing a coin onto the seal. Rest on the benches to think through options and solutions. Seek guidance from our core values. Return to this place throughout life in order to gain wisdom.

### ***Act Justly***

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

## **CONVERSE COLLEGE FOR WOMEN (CCW)**

While Converse is now co-educational across all programs, through the programming of the Converse College for Women, we reaffirm the Founder’s conviction that a small undergraduate residential liberal arts University is a uniquely powerful environment for the personal and professional development of students. The Converse College for Women is an empowering living-learning community for undergraduate female students that focuses on mentorship, service, and leadership. As a sisterhood that spans more than one hundred and thirty years, our purpose is to live out our Founder’s Ideal to see clearly, decide wisely, and act justly. We do this through community events, engaging programming, women’s-centered courses, and traditions that unite us.

Housed within beautiful Pell Hall, the Converse College for Women is a powerful force within Converse University. Converse is a special place where our students experience deep scholarship, transformative mentorship, experiential learning, and a wonderful support for and belief in each other. At Converse College for Women, we intentionally build upon this unique formula as we work together to serve others, to support women and girls, and to empower each student to find their purpose and change their communities for good.

By taking Women’s College designated courses spread across your time at Converse, participating in our fun, monthly community events, and engaging in our annual traditions each year, you will:

- Be welcomed into a sisterhood that spans more than 130 years;
- Gain invaluable networking opportunities with passionate alumni who want to see you succeed;
- Feel empowered through close mentorship and goal-setting that helps you achieve your dreams;
- Find your place within the larger world through impactful service opportunities; and
- Share your unique power through leadership within a community that supports you.

## **ALMA MATER**

Standing with open arms – Standing alone – Watching her children down through the years,  
Watching and keeping them safe from harm, Hearing their laughter and seeing their tears.

Converse! Converse! We pledge our love to thee.

We'll hail the purple and the gold, With love and loyalty.

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

## GENERAL INFORMATION

### CAMPUS BUILDINGS

- A. Montgomery Student Activities Building
  - a. Valkyries Station
  - b. University Bookstore
  - c. Gibbs Chapel/ Chaplain's Office
  - d. Valkyries Food Pantry
  - e. Mailroom
  - f. Jane Marion Wilson SGA Suites/ Multicultural Center
  - g. Day Student Lounge
  - h. Academic Advising and Career Development
  - i. Student Life
  - j. Tutoring Center
  - k. Physical Education Areas/ Swimming Pool
    - i. The use of the swimming pool and fitness center is permitted only during posted times. A Water Safety Instructor will be on Lifeguard duty.
    - ii. Students may have a guest as long as they stay with the guest.
    - iii. Students must abide by all specific regulations for each area. If these privileges are abused, students will be asked to leave.
  - l. Dance Studios
  - m. Barnet Room
  - n. Piedmont Natural Gas Room
  - o. Montgomery Lobby
    - i. To reserve the lobby and/or tables, read the SOLICITATION POLICY FOR MONTGOMERY LOBBY
    - ii. If a student organization wishes to use the lobby for a fundraiser, read STUDENT FUNDRAISING POLICIES AND REGULATIONS
- B. Twichell Auditorium and Daniel Recital Hall
  - a. Food and drink are not allowed in the auditorium.
  - b. Use of electronic devices are prohibited during performances.
  - c. **Converse University is a smoke free environment.**
- C. Classrooms
  - a. No food or drink are allowed in the classrooms.
  - b. Classrooms should be reserved through the Registrar's Office.
  - c. Policy on the use of classroom buildings after posted with closing hours
  - d. All classrooms are unavailable to students after closing hours.
- D. Reservation of Campus Buildings and Facilities are made online at My.Converse.edu

## CAMPUS SAFETY

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

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

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

### **Card Access/ID**

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

### **Lost and Found**

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

### **Missing/Stolen Items**

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

### **Parking and Traffic Violations**

- A. Motor Vehicles — Students are eligible to keep motor vehicles on campus providing they are properly registered and traffic laws are obeyed. Every student is responsible for knowing and observing the traffic and parking regulations as stated in the Campus Safety section of the University website.
- B. Motor Vehicle Registration — The initial motor vehicle registration will take place at the beginning of the fall term.

- C. Parking
  - a. Vehicles may be parked and/or operated on Converse University property ONLY in such areas as are marked by signs, street markings, and parking regulations, or other designations indicating that parking and/or operation is permitted. If an area is not specifically marked for parking, you CANNOT PARK THERE. See the Campus Safety section of the University website for more details.
  - b. **Students may park in any purple lined space.** Yellow lined spaces are reserved for faculty and staff.
- D. Wofford/USC Upstate Decals — Any student of Converse University enrolled in classes at Wofford College or USC Upstate must obtain a Wofford or USC Upstate commuting student decal.
- E. Wofford Parking
  - a. Any student who receives a traffic or parking violation at Wofford College is responsible for taking care of their fine at Wofford.
  - b. All penalties for not paying a fine at Wofford are acknowledged at Converse.

## CAMPUS TECHNOLOGY

**Location:** Kuhn 329

**Help line:** 864.596.9457

### **Student Repair Services**

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

### **Getting Connected to the Campus Network**

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

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

### **Computer Labs**

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

## Printing in Labs

Please note: *Personal wireless printers are not permitted. Please use a USB cable to connect to your personal printers. Or, use one of the many lab, common area or library printers.*

- Users must have a network account.
- Credits (dollars) will be added to each student's account in the Fall Term.
- If you should exceed your allotted dollars, additional print dollars may be purchased in the Business Office in the lower level of Carnegie. There are no refunds issued from print accounts.

## Email

1. Accounts
  - a. All students receive an email account for their use as long as they are enrolled at Converse. This account will be offered as a service through Google Apps for Education.
  - b. Your account will remain active as an alumnae as long as Converse maintains an agreement with Google for Education and the provision of this account is free to the university.
  - c. Check email frequently.
2. User Responsibilities & Guidelines
  - a. You may not use email services to harass, intimidate, or otherwise annoy another person. For example, chain letters or other unsolicited "junk" mail or hate mail is prohibited. Any email that does not conform to the practice is in violation of the electronic mail guidelines.
  - b. Converse University considers any violations of user responsibilities to be a serious offense. The university reserves the right to copy and examine any files or information resident on university systems allegedly related to unacceptable use. Violators of these guidelines are subject to disciplinary action and revocation of all computer privileges.
  - c. 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 university email system in order to submit class assignments to a faculty member, you will be responsible for making alternative arrangements with the faculty member.
  - d. 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.
  - e. Criminal activity will be reported to the proper authorities. Criminal activities include, but are not limited to, fraud, unauthorized access, harassment, and copyright violations.

## Internet Usage Policy

*It is contrary to Converse University's acceptable use policy to engage in the following:*

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

## Cable Television

- Cable television support: CT provides support for the students, faculty and staff use of the campus cable system. Students must supply their own television and a cable to connect their television to the campus cable system. A channel listing can be found on My.Converse at this [link](#).

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

## CAREER DEVELOPMENT CENTER

The Center for Career Development is located in Montgomery 204 and can be reached at 864.596.9614. The Career Development team is a helpful resource to advancing Converse students toward success in professional skills and career readiness post-Converse. Our staff offers services, programs, and opportunities for students to create networks for professional learning and growth. We aim to meet the needs of all Converse students wherever they are in their professional development journey through one-on-one meetings, programs, and events offered.

### Workshops

Workshops are available throughout the year for students seeking support and additional information about their personal career development journey. The Career Development Center offers a variety of workshops on topics including:

- Resume & Cover Letter
- Interview Skills
- Job Search Strategies
- LinkedIn
- Professional Etiquette & Dress
- Small Talk & Elevator Speeches
- Experiential Learning
- Job & Internship Opportunities
- Graduate School
- Networking

Dates, times and additional details are advertised broadly on campus and through campus media avenues. An event calendar can be found on [my.converse](#) and Handshake.

### Handshake

Handshake is Converse's job board connecting students with over 500,000 employers worldwide—all looking for strong candidates to apply to their positions. All students are registered for an account with [Handshake](#) using their Converse username and password. Students will need to sign in and complete their profile; the more complete your profile is, the greater likelihood of being noticed by employers. Part time and full time job opportunities as well as internships can be found in Handshake. Students have access to career resources, event information and can make an appointment with a Career Development staff member.

### Career Courses

#### **Career Exploration and Planning (CON 101)**

This 1 credit hour course is designed to help students learn how to approach career decision making. Through a process of self-discovery, students will explore their own capacities, skills and interests. Students will learn to set professional goals and take advantage of future opportunities.

#### **From Student to Professional (CON 102)**

This 1 credit hour course is designed to provide students with the necessary tools for their job search. Topics include interviewing, resume writing, networking, utilizing LinkedIn, and transitioning to professional life.

### **Personal Assessments and Inventories**

Students may take advantage of resources that can serve to clarify personal interests, gifts and talents. Knowing this information can facilitate choices related to university majors, minors, internships, and career goals. Make an appointment to meet with a career counselor through Handshake.

### **Internships and Job Shadowing Opportunities**

Students are encouraged to be intentional in their experiences to clarify their life goals and plans, as well as hone career-ready skills. Internships and job shadowing are two ways that students can create experiences that enhance classroom learning, provide clarification, and learn valuable skills. Students may receive academic credit for internships by working with faculty to develop academic plans and by completing all paperwork. More information can be found on [my.converse.edu](http://my.converse.edu) and by meeting with the Director of Internships. Use Handshake to make an appointment.

### **Networking Opportunities**

During the year, students are provided with opportunities to meet with agencies, organizations, corporations, businesses, schools, Converse alumni and friends to develop relationships to further their career goals. These include employer information sessions, formal networking events, Road Trips to the Real World, and career fairs.

## **COMMUNICATIONS**

The Office of Communications is responsible for managing the University's advertising, brand and identity messaging, and publicity programs, overseeing the [www.converse.edu](http://www.converse.edu) website, producing major publications, and maintaining the overall image and graphic identity of Converse University. 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 [communications@converse.edu](mailto:communications@converse.edu) 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 University website at [www.converse.edu/calendar](http://www.converse.edu/calendar). All public-facing Converse events should be submitted to 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 relevant public events on the calendar to news media outlets and/or community calendars each month.

Add or edit an event on the web calendar:

1. Visit [www.converse.edu/addevent](http://www.converse.edu/addevent) 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
2. One your event is submitted, it will be reviewed and uploaded by the Communications team within one business day.

### **Calendars on My.Converse**

Google calendars for internal events are posted on [My.Converse.edu](http://My.Converse.edu). Each calendar is maintained by their corresponding department. Student Organizations who want their events posted on the SGA calendar should use the SGA Event/Fundraiser form located at [my.converse.edu](http://my.converse.edu). Log in is required. Events, if approved via email notification, will be posted on the SGA calendar and room reservations can be made. Any modifications



of the event must be sent to the Coordinator of Student Activities, Clubs, & Organizations. Adding events to this calendar increases your event's likelihood of greater campus visibility as the Communications team pulls information from this calendar for social media coverage and spotlights in the monthly student newsletter, although coverage is not guaranteed.

### **Daily Announcements**

Students can use Daily Announcements to distribute news and information relevant to the greater campus community and to the mission of Converse University. Individual mass emails to the campus community are prohibited. Personal announcements are not permitted. Information can be targeted to students, faculty, or staff, or any combination of these groups. Messages to smaller groups, such as your class or organization, should be sent directly to these groups by using the group email addresses.

The Daily Announcements E-mail is distributed each morning around 9 am, Monday-Friday. Announcements are not distributed on weekends or during University breaks. The deadline for submitting an announcement is 8:00 am the day the announcement is requested to run. To submit an announcement, go to [my.converse.edu](https://my.converse.edu) and log in with your Converse username and password, then select the Daily Announcements from the menu on the left side of the page to enter your announcement. The direct link to submit a Daily Announcement is: [https://my.converse.edu/ICS/Offices/Communications/Daily\\_Announcements.jnz](https://my.converse.edu/ICS/Offices/Communications/Daily_Announcements.jnz)

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

### **Share Your Accomplishments**

Converse publishes Community News, brief shout-outs for student, faculty and staff accolades, via our website and social media. If you have an accomplishment to share, please send it to [www.converse.edu/communitynews](http://www.converse.edu/communitynews). Submissions to this form are not guaranteed to be published.

### **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 on the Communications office page of [my.converse](https://my.converse.edu), as well as through the direct links below:

- [Gmail Instructions](#)
- [Outlook Instructions](#)
- Having trouble? [Checkout this video for a quick workaround!](#)

### **Photo Opt-Out Policy**

Converse University takes pictures and video around campus and at many University events throughout the year. This media is published in a variety of manners including the University's print publications, print and digital advertisements, the Converse website, 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 University 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 University to use that media accordingly. The Opt Out Request Form can be found online

at [www.converse.edu/PhotoOptOut](http://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 university facilities and/or properties, as well as at off-campus University-sponsored events, constitutes your consent to the capture and/or use of your image and/or voice by Converse University, and waives any claims or rights, whether in law or in equity.

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

## CONVERSE CARES

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

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

## CONVOCATION SERIES

In keeping with Converse's liberal arts tradition, the Convocation Series exists to encourage the development of all aspects of the human spirit. It stems from the core values of the University: 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 students will gain a greater appreciation of life experiences beyond their area of study. The Converse Convocation Series strives to enrich the student experience and encourage the development of women educated to succeed in an ever-changing world.

### Convocation Requirements

**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 Converse. These two events bring students, faculty, staff, trustees, and alumni together to honor and celebrate the course of another year for the university. 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.

### How to Pledge

Students must pledge Convocation attendance online at [https://my.converse.edu/ICS/CRM\\_Student/Student\\_Life/Convocation\\_Series.jnz](https://my.converse.edu/ICS/CRM_Student/Student_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 Teaching**

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.

### **Convocation Fines**

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. Fines are assessed at the end of each semester and applied to the student's account. All appeals must be handled through Civitas during the time period communicated to the student body. And special appeals are handled at the discretion of the Director of Residential Life and Student Conduct.

### **Convocation Categories**

The University 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
  - A. Art exhibits and openings
  - B. Creative writing workshops and speakers
  - C. Music recitals
  - D. Theater and Opera performances
- II. Campus Celebrations
  - A. SGA Town Hall Meetings
  - B. Called/Special meetings with the President or university administration
  - C. Honor Code signing for all new students
  - D. Festival of Lessons and Carols
  - E. Honor emphasis programs and speakers
  - F. Celebration Weekend
    1. Including May Day, Sophomore Sisterhood Dinner, Junior Ring, Freshmen Pinning, Academic, Athletic & Leadership Awards
- III. Community Engagement
  - A. Community service events
    1. Including Impact Day of Service and College Town service projects
  - B. Athletics events
  - C. Wellness Center Programs
  - D. Service trips sponsored by the university

- E. Other programs/events that promote engagement in the Converse community may be petitioned to Civitas for consideration
- IV. Diversity
- A. Dr. Martin Luther King, Jr. Day of Service
  - B. Black History Month Events
  - C. Religious Life events
  - D. Model programs events
  - E. 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
- A. Student Government election speeches
  - B. Student Government installations
  - C. Student Government leadership retreat
  - D. Career Development workshops and guest speakers
  - E. Other programs/events that promote leadership development and education may be petitioned to Civitas for consideration

**Guest speakers hosted by University 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 University and its students.

## COMMUTING STUDENTS

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

Traditional undergraduates are students under the age of 24 and must reside in university residence halls unless they make their home with their parents/legal guardian in their permanent residence within a 35 mile radius of the university. Also, students with custodial children residing with them and/or students who are married may reside off-campus, and must submit in writing to the Dean of Students a request for a waiver from this policy. Students who are married may continue to reside in Converse University residence halls; however, marital status does not change the visitation policy and spouses are subject to the standard visitation policy requirements. If Converse students marry each other, they may not reside together in on-campus housing housed as a couple. The university does not offer family or married student housing at this time. Infractions of this policy will be handled by the Dean of Students. Students found in violation of this policy may be charged University room and board fees. These students are required to abide by the same social and academic regulations as students residing on campus. Converse II is a special program for students 24 years and older. Converse II students are expected to abide by the same social and academic regulations.

### **Child Care**

No child care center is available on campus. Do not leave children on campus unattended and please do not take children to class. Babysitting is not permitted in the residence halls (see Residential Life section).

**Exercise Facilities**

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

**Campus Communication**

The Post Office is located in the Montgomery Student Center. Post Office hours are Monday - Thursday, 8:00 am - 12:30 pm and 1:30 pm -4:45 pm, and Friday 8:00 am - 1:00 pm.

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

Check your Converse email and read Daily Announcements about important information and events on campus

**Campus Involvement**

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

**Center for Career Development**

The Center for Career Development, located in Montgomery 204, serves to advance Converse students toward success in personal and professional areas. The staff strives to offer services, programs and opportunities for students to create networks for personal learning and growth. Make an appointment with Career Development through Handshake ([converse.joinhandshake.com](http://converse.joinhandshake.com)) using your Converse email.

**Convocation Events**

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

**Day Student Association**

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

The Day Student Association meets once a month in the lounge. All day students are members. At meetings, issues, upcoming events, and announcements are discussed.

**Day Student Lounge**

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

**Dining**

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

**ID Card**

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

**Parking**

Day students park in the purple-lined parking spaces. You may register your car and/or bike on My.Converse and stop by the Campus Safety Office to obtain the sticker.

## **DINING SERVICES**

**Catering Services**

AVI Fresh offers catering services to fit any group or department budget needs. When it comes to a perfectly planned and executed catered event, no one comes close to us. . From backyard barbecues to upscale banquets, tell us exactly what you want and we'll deliver! Remember, we can handle any special requests or adjust menu selections according to your needs. We will be happy to assist you at any time with placing your food and beverage orders.

Pick up or delivery is available. Please contact catering services for all of your catering needs. The catering department can be reached by calling Sherry Pagani in the catering office at extension 9617 or by email at [spagani@avifoodsystems.com](mailto:spagani@avifoodsystems.com).

**Gee Dining Hall**

Gee Dining Hall is the main dining facility on campus. The dining program offers meal plans that are designed to fit the way you want to eat. Located in Wilson Hall, Gee Dining Hall provides an array of menu choices to satisfy your dining needs. Stations include Homestyles - featuring traditional favorites , Trattoria - featuring pizza and pasta dishes, Met Grill - featuring your favorite grill classics, NY Deli/NutriBar - featuring freshly made wraps, sandwiches & salads, and a variety of freshly baked desserts on display. Specific meal times and special events calendars are posted at the entrances to the dining room.

**Gee Dining Hall Hours:****Monday - Friday**

Breakfast 7:30 am – 9:00am

Continental Breakfast 9:00am – 9:30 am

Lunch 11:00 am – 1:30pm

Continental Lunch 1:30pm - 5:00pm

Dinner 5:00pm – 8:00pm

**Saturday and Sunday**

Brunch 11:00am-1:00pm

Continental Lunch 1:30pm - 5:00pm

Dinner 5:00pm – 6:30pm

- Converse Dining Services has an open door policy. Managers and staff are here to serve you and encourage your feedback. Please feel free to utilize our “Text the Manager” program by texting the number 864-334-7634 with any questions, concerns, comments, or suggestions. We would be more than happy to fulfill your request.
- Guests are always welcome in Gee Dining Hall. Payment for all Guests, Commuting Students and Faculty or Staff must be rendered at the entrances to the Dining Hall. Current meal prices are posted at the entrances to the Dining Hall. Current students may pay for guest meals by using their flex or expense dollars.
- Removing food service property (i.e., dishes, glasses, silverware) without the permission of the manager is prohibited.
- Gee Dining Hall is an “all you care to eat” facility. Please sit, relax and enjoy the company of your classmates during meal periods. Only the following items may be removed from the Dining Hall; such as one piece of hand fruit, or cookie. Students may not bring Tupperware or other means of food storage for the removal of any food items.
- Shoes must be worn in the Dining hall.
- If you have any dietary needs or restrictions please inform the Dining hall manager so that we can make sure we accommodate your needs.

Dining services can be reached at extension 2076 or at [acoppola@avifoodsystems.com](mailto:acoppola@avifoodsystems.com). Please call or email Dining services. You may also visit our website at [aviserves.com/converse](http://aviserves.com/converse) for weekly menus and information regarding the dining hall.

### **Valkyries Station & Freshens Fresh Food Kitchen**

Valkyries Station is the on-campus resource for a wide selection of general college and personal supplies. Don't forget to stop by and grab a hot coffee at our We Proudly Serve Starbucks™. Visa, MasterCard, Discover, American Express, cash, and Flex dollars are accepted toward purchases.

Freshens Fresh Food Kitchen is located in the Montgomery Student Activities Building on campus. At Freshens, you get healthy, fast, and fresh, prepared to order food. Enjoy one of our grilled flatbreads, fresh tossed salads, rice bowls, toasted wraps, or smoothies from our globally inspired menu. Look no further for fresh ingredients and authentic flavors.

### **Valkyries Station - Freshens Hours**

- Monday - Thursday: 8:00 AM - 9:30 PM
- Friday: 8:00 AM - 9:00 PM
- Saturday and Sunday: 4:00 PM - 8:00 PM

**Meal plan exchanges are available Monday-Friday at this location.**

- Breakfast: 8:00 AM - 9:30AM
- Lunch: 11:00 AM - 2:00 PM

- Dinner: 5:00 PM - 8:00 PM

#### LATE NIGHT

- Monday - Thursday: 8:00 PM - 9:30 PM
- Saturday - Sunday: 5:00 PM - 8:00 PM

Please feel free to utilize our “Text the Manager” program by texting the number 864-334-7634 with any questions, concerns, comments, or suggestions. The Valkyries Station staff would love to fulfill all requests.

Specific questions should be directed to the food services office at extension 2076 or email at [acoppola@avifoodsystems.com](mailto:acoppola@avifoodsystems.com).

## THE DIVISION OF STUDENT DEVELOPMENT AND SUCCESS

The Division of Student Development and Success utilizes a holistic and integrated approach to the student experience by removing the traditional barriers between Student and Academic Affairs. The Division is housed within the Montgomery Student Center and the 1st floor of Andrews Hall (the Wellness Center).

**Mission Statement:** The Division of Student Development and Success strives to work collaboratively with all areas of the University to create a community that challenges, supports, and empowers students to develop an understanding of self and purpose. We aspire to nurture individuals who live with integrity, embrace diversity, care for mind, body and spirit, show compassion, and engage in the global community. The Division of Student Development and Success prepares students for personal, academic and professional success.

Academic Advising, Student Accessibility Services, and Dean of Students | Montgomery 205/206

[Career Development](#) | Montgomery 204  
[Chaplain's Office](#) | Montgomery 201

Student Life | Montgomery 202  
[Wellness Center](#) | 1st Floor Andrews

- **Will Case** | *Associate Provost for Student Success* | Montgomery 205A
- **Rhonda Mingo** | *Dean of Students* | Montgomery 206B
- **Jessica Backman** | *Director of Student Activities and Civic Engagement* | Montgomery 202D
- **Bethany Garr** | *Director of the Wellness Center* | Andrews 112
- **Daphnie Glenn** | *Director of First Generation Student Programs & Assistant Director of Residential Life* | *Montgomery 202C*
- **Tori Good** | *Director of Career Development & Employer Relations* | Montgomery 204B
- **Cathy Gowan** | *Director of Internships and Career Services* | Montgomery 204A
- **Sher-Ron Laud** | *Director of Residential Life* | *Montgomery 202B*
- **Sami Singleton** | *Case Manager for Student Accessibility Services* | Montgomery 206C
- **Rev. Eliza Smith** | *Chaplain* | Montgomery 201
- **Wynton Stephens** | *Director of the Center for Academic Excellence* | 3rd floor Mickel
- **Tammy W. Stokes** | *Assistant Dean of Academic Advising & Converse II* | Montgomery 206E
- **Danielle Stone** | *Assistant Dean of Diversity and Inclusion/Title IX Coordinator* | Montgomery 202H



- **Lexi Stoneburner** | *Director of New Student Experiences & Transitions* | Montgomery 202G
- **Sabrina J. Wilson** | *Support Specialist for Career Development and Nisbet Honors Program* | Montgomery 204

## **INTERCOLLEGIATE ATHLETICS**

Intercollegiate athletics is an important and necessary facet in the growth and education of Converse University. "Competition under the NCAA's fundamental principles of sportsmanship, ethical conduct and amateurism is of value to individual students, to members of the immediate collegiate community and to the larger institutional constituency." Converse is committed to these core values and principles that are included in the philosophy of the athletic department. The Department of Athletics strives to create a diverse, inclusive community to which all students and staff members feel safe, respected and valued. By offering 21 intercollegiate sports: 18 NCAA sports - acrobatics and tumbling, field hockey, softball, men's basketball, women's basketball, men's cross country, women's cross country, women's golf, women's lacrosse, men's soccer, women's soccer, women's swimming, men's swimming, men's track & field, women's track and field, men's tennis, women's tennis, and women's volleyball; an IHSA equestrian team, and esports team, as well as a spirit squad. It is our hope that students will learn the values set forth in the mission of the university and the philosophy of the department.

### **Core Values for Athletics**

**Excellence:** Pursuing greatness in all we do - in the classroom, in the sports venues, in the community, in life

**Respect:** Valuing self and others while embracing individual differences

**Strength:** Having the physical and mental resilience to overcome adversity

**Integrity:** Maintaining character by acting honestly and justly

**Accountability:** Holding self and others to a higher standard

**Vision:** Setting goals and striving to achieve them

**Leadership:** Using our voice and actions in a positive manner to maximize effort

**Service:** Meeting the needs of others for the greater good

### **Intercollegiate Athletics Philosophy and Purpose**

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

The Athletic Department encourages the growth of each student – emotionally, socially, physically, and academically. Our athletic programs enhance our strong academic curriculum. We are resolved to continue to promote excellence in education.

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

As members of Conference Carolinas, Converse Athletics is committed to offering challenging NCAA competition in an environment that fosters both the academic and athletic achievements of its student-athletes. All conference members offer exemplary education and scholarships for performance in the classroom and on the field and are committed to challenging adversity and building tomorrow's leaders.

The Athletic Department will promote pride in our university among faculty, students, and our surrounding community. In addition, we will demonstrate a strong obligation to, and appreciation of, the university and the alumni and friends who support the program.

### **Diversity, Equity and Inclusion Statement**

In alliance with Converse University's core values, Converse Athletics commits to fostering an inclusive, safe, and vibrant environment where student-athletes, coaches, and administrators from all backgrounds are empowered to engage, educate, grow, compete, and lead together. We encourage our student-athletes, coaches, staff, and supporters to actively engage in the world around them, to use their platforms to speak out on issues of racism and inequity, to have open and honest conversations amongst each other, and to stand up for one another. Our solidarity must be backed with actions.

### **The Pledge**

We, therefore, pledge ourselves as staff/coaches to learn and practice inclusive coaching and ensure that our instructive agendas actively consider justice and fairness wherever applicable, and actively expose and resist white supremacy, racism, and antisemitism, as well as prejudice and exclusion on the basis of gender identity and expression, sexual orientation, religion or belief, political affiliation, national origin or ethnicity, pregnancy, genetic information, ableism, veteran status, or citizenship or documentation status.

## **MAILROOM**

The University Post Office provides a place where stamps may be purchased and packages mailed. The University Post Office is not equipped to handle insured, registered, or C.O.D mail. Students will be issued a combination for their mailbox. Students will keep the same box all four years at Converse. All first class mail is forwarded home for the summer.

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

## MICKEL LIBRARY

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

Please observe the following library policies:

### A. Regular Circulation

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

### B. Overdue Materials

1. Overdue notices are sent as a courtesy by the library. Failure to receive a notice does not excuse a student from responsibility for returning overdue items. Credit for academic work may be withheld pending their return.
2. The library will determine the cost of repairing or, if necessary, replacing any library items that are damaged while checked out. The borrower will be billed for the cost of repair or replacement, plus any processing or cataloging expenses. Borrowers are also billed for lost items. Checkout privileges may be suspended until payment is received.

### C. Reserves

1. Faculty often place books, articles, DVDS, or CDs on reserve in the library for the use of their students. These materials, which are generally kept on reserve until the end of a term (unless the professor removes them), may be checked out at the circulation desk for a specified period of time. Reserve material may not be renewed or placed on hold.

### D. Official Recall

1. The library reserves the right to recall books or other items at any time.
2. Material that has been recalled is due in the library within 24 hours of notification.

### E. Periodicals and Reference Materials

1. Periodicals and reference books may not be removed from the library without the permission of a librarian. Students should restrict such requests to meeting unique needs. A librarian will determine if the request is justified.

### F. House Rules for Library

1. Smoking is not allowed in the library.
2. Food and drink are allowed in the library on a limited basis.

3. Library users may speak in a normal conversational tone in any part of the building that is not designated as a quiet study area. In quiet study areas, located on the upper floors, conversational volume should be kept low.
4. Cell phone use in the library should be kept to a minimum. Ringtones should either be muted or kept at the lowest level.

**G. Other Services and Facilities Offered by the Library**

1. Converse students, faculty, and staff may utilize the interlibrary loan service to request books or articles not available from the Mickel Library. Depending on the type and location of the lending library, the arrival of loans can run the gamut from several hours via digital delivery to several weeks in printed form. If other libraries are unable to fill a request, the student will be advised that the item was not available.
2. In addition to traditional interlibrary loan, the Mickel Library offers "PASCAL Delivers," a service that enables students, faculty, and staff to borrow books from other college and university libraries in South Carolina. Items typically arrive within several weekdays.
3. Computer workstations, conference rooms, carrels, desks, and seating are available throughout the library.
4. Materials in Archives and Special Collections may be accessed by appointment with the Archivist.

## **STUDENT ACTIVITIES**

The Office of Student Activities, located within the Jane Marion Wilson SGA Suites/ Multicultural Center of the Montgomery Student Center, serves as a resource for all students, clubs, organizations, and advisors planning events on campus. Students plan events and campus traditions, such as dances, the CAB Spring Concert, and class specific events with assistance from this office. Student Activities works closely with the Student Government Association (SGA), and directly oversees the Converse Activities Board (CAB) and Class Officers. Additionally, this office supervises the Montgomery Events and Information Desk.

## **RELIGIOUS AND SPIRITUAL LIFE**

Converse University recognizes the fact that religious and spiritual development is an important part of a college education for many students. The university employs a full-time chaplain and charters several religious groups, led by students and local religious leaders from Spartanburg, to foster the spiritual growth of students.

**The Chaplain's Office**

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

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

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

### **Student Ministries**

Baptist Collegiate Ministries (BCM) and the UKirk (PCUSA) provide campus ministers whose outreach includes Converse, Wofford, University of South Carolina Upstate and Spartanburg Methodist College. Cru and FCA (Fellowship of Christian Athletes) provide leadership from their national organizations to students, and these groups meet on campus throughout the month. The Newman Club (Catholic) is led by Converse students and is supported by local parish representatives from the Diocese as well as faculty advisors. This group often partners with the students at Wofford College. The Converse Coven is a student group that endeavors to create a communal space to celebrate and educate about earth-based religions, especially those that fall under the umbrella of Paganism. This group is student-led, with support from staff advisors. Converse Interfaith is a group that is student-led, with supervision and advising from the University Chaplain. This group seeks to educate students about underrepresented religious traditions on campus and encourage dialogue across lines of religious difference. Jewish students can find fellowship and support at the B'Nai Israel Temple close to the campus. Muslim students can also find fellowship and support at the Spartanburg Masjid. In addition, Hindu students can find fellowship and support at Hindu Society of Spartanburg.

Each campus ministry group/ religious life group formally recognized by SGA also has at least one faculty/ staff advisor from within the Converse community.

## **RESIDENTIAL LIFE**

### **Residency Requirement**

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

### **Residence Hall Staff**

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

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

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

to refer them to other campus resources when appropriate.

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

### **Residence Hall Programming**

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

### **Maintenance**

Routine maintenance repairs in the residence halls need to be reported using the [Facilities Request Form on the Residential Life page on MyConverse](#). Maintenance emergencies should be reported to one of the CAs or the RD/AD in your building. If neither a CA nor RD/AD in your building can be reached, maintenance emergencies need to be reported to Campus Safety (9026). Emergency situations include power outages, gas/water leaks, flooding, heating or air conditioning problems, snow and ice removal, etc.

### **Residential Community Contract**

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

## **Rights and Responsibilities**

### **Rights:**

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

### **Responsibilities:**

- to take all reasonable means to protect from theft or damage to personal property and property of others including that of the University;
- to engage in routine personal care activities that promote a clean and healthy environment;
- to refrain from unhealthy behavior that creates risk or danger for one’s self or others;
- to refrain from lewd and indecent conduct;
- to refrain from the public display of affection and/or indecent material;
- to conduct oneself in such a manner that does not violate the rights of others;
- to adhere to University regulations and to honor the legitimate requests of the University and its appointed agents;

- to protect and promote the health and safety of one's self and others;
- to treat all members of the community with dignity and respect;
- to discourage bigotry and discrimination of others;
- to be aware of and observe University policy and South Carolina State Law with regard to drugs and alcohol;

## STUDENT ACCOUNTS

The University bills tuition, room and board twice a year. Fifty percent (50%) is billed in July for fall term and is due the second Friday in August. Fifty percent (50%) is billed in December for spring term and is due the second Friday in January. A \$100 late fee per term will be added to any student account that is not paid in full by the due date. Billing Statements are processed electronically and may be viewed monthly through the my.converse.edu portal under the Student Billing Section. Payments may also be made through the my.converse.edu portal.

All fees currently due must be paid in full before a student may register for classes, receive a diploma, or transcript of his/her records. These fees include tuition, room and board, library charges, traffic fines (including other area colleges), health center charges, returned checks, or other charges that may have occurred.

Converse University 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 University's authority to regulate campus life and will not be tolerated.

**The University does not provide any in-house payment plans.** Students desiring to make payments on their tuition, fees, room and board, must enroll in a payment plan through our third-party servicer, NelNet. More information can be found at <https://mycollegepaymentplan.com/converse/>. All financial obligations must be satisfied through payment in full, estimated financial aid, or an adequate payment plan. Students will not be permitted to check into residence halls or begin classes without satisfying their financial obligation to the University.

**A tuition deposit of \$150 is due each year during the Spring semester.** To reserve space in classes, a student must submit a non-refundable tuition deposit. The non-refundable tuition deposit is applicable to tuition for the upcoming year only. If a student elects not to return to Converse University, the fee will be forfeited. The required deposit is applied to the upcoming Fall semester charges.

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

## SPECIAL PROVISIONS

### Refund of Fees

1. Only tuition and board (meal) fees are eligible for refund.
2. If a student, after registration, is dismissed from the University, they are not entitled to any refund of fees, or cancellation of any sum due and payable to the University.
2. All students withdrawing through the first Friday following the first day of classes for Fall or Spring will be refunded 100% of tuition and board fees, less meals. Students withdrawing through the

second Friday following the first day of class will be refunded 75% of tuition and board fees, less meals. Students withdrawing through the third Friday following the first day of class will be refunded 50% of tuition and board, less meals. Students withdrawing through the fourth Friday following the first day of class will be refunded 25% of tuition and board, less meals.

3. All students withdrawing must file the appropriate paperwork with the appropriate officials prior to a refund being granted. Please contact the Office of the Registrar for details.
4. No refund will be granted to a student who matriculates for the Fall and January Terms and elects not to register for the Spring Term.
5. Students withdrawing in January and Summer term refer to the current year academic calendar for refund date (available at [www.my.converse.edu](http://www.my.converse.edu)).
6. Students withdrawing during or after the conclusion of the January term will be charged for the meals for the January term.

### **Delinquent Accounts**

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

1. Will not provide a diploma or transcript.
2. Reserves the right not to allow a student to enroll in a new term, participate in graduation exercises, or register the student's course grade on the transcript.
3. After all reasonable attempts at collecting a past due balance have failed, accounts will be referred to a collection agency. In the event of collection with or without suit, the student is responsible for all fees of such collection which may be up to 29%. The Student will also be responsible for any attorney fees and court costs. In addition, interest at a rate of 18% per annum will be charged on outstanding balances. Students should understand that their financial obligation to Converse University constitutes an educational loan to assist in financing their education and is not dischargeable under the United States Bankruptcy Court.
4. Educational debts for South Carolina residents will also be referred to the state for collection. This can result in the seizure of South Carolina tax refunds until the financial obligation is satisfied.
5. It is the student's responsibility to drop a course from their schedule and if they fail to do so they will be responsible for all tuition and fees related to the course. Please refer to the academic calendar for drop/withdrawal dates and schedules.

## **THE WELLNESS CENTER**

The Wellness Center promotes the physical, mental, emotional, and spiritual health and well-being of the campus community by providing an innovative, effective, and holistic array of services and programs. We provide these services in a caring, supportive, and compassionate environment in which the diverse social, religious, and cultural identities of the members of our campus community are respected, valued, and affirmed.

At the Wellness Center, students can find resources for self-awareness, medical issues, relaxation, stress management, sexual health, and interpersonal relationships. The Center is located on the first floor of Andrews Hall at the rear of the building and offers regular office hours Monday through Friday. (Availability may be limited during summer and times when the University is closed.) Students can make appointments or find out more information by calling the Wellness Center at 596-9258 or emailing at [wellnesscenter@converse.edu](mailto:wellnesscenter@converse.edu).

### **Counseling Services**

Counseling Services supports the emotional, mental, and spiritual health of students by providing individual



and group counseling, conflict mediation, and crisis intervention by licensed therapists and supervised clinical interns. The staff also provide a variety of outreach programs designed to meet the emotional wellness needs of the campus. Appointments are strongly recommended and may be scheduled by calling or emailing the Wellness Center.

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

The Wellness Center does not offer alcohol and drug treatment, psychological or educational testing, treatment for active eating disorders, evaluation and/or documentation to support service or emotional support animals, or long-term intensive therapy. In the event that these services are required, the staff will assist a student in finding an off-campus provider. If a referral is made off campus to a local psychiatrist or mental health care provider, the cost is the responsibility of the student and/or their family.

For traditional undergraduate students, counseling services are covered through the student health fee. Counseling services are not available for Converse II or graduate students; however, these students may receive services at no cost through a partnership with Emerge Family Therapy and Teaching Clinic. Wellness Center staff may also assist these students with referrals to local counselors and therapists.

### **Health Services**

Health Services supports the overall health of the campus community by providing holistic, high-quality, affordable, and easily accessible preventive and diagnostic primary medical care. We are committed to providing education, programming, and interventions that promote a healthy lifestyle, support academic and professional success, and lead to an optimum level of wellness. Medical services are available to all traditional undergraduate boarding and day students. The nurse practitioner is able to provide a wide variety of services, including:

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

Health services are provided through a partnership program with Spartanburg Regional Healthcare System. It is staffed by a licensed nurse practitioner with medical oversight provided by a Spartanburg Regional physician. Appointments are strongly suggested and may be made by calling or emailing the Wellness Center.

The cost of the basic medical visit is covered through the student health fee. As Converse II and graduate students do not pay the student health fee, they must pay a \$20 copay if they wish to see the nurse practitioner. If the nurse practitioner orders lab work or other diagnostic tests, the student will be responsible for the cost of these tests, and will be notified of the costs prior to performing the tests. Students may pay for these costs at the time of their visit, or may have them billed to their student account. Students are also responsible for the cost of any medication that is prescribed and for any off-campus providers who they may be referred to.

### **Excused Absence and Sick Leave Policy**

It is the policy of the Wellness Center not to provide students with documentation to support absence from class or work. . Converse University was founded with an Honor Code and continues to cherish that code. With this in mind it is the students' responsibility to contact professors for missed classes. In extreme cases,

students may work with the Dean of Students to determine best steps and communication with faculty.

### **Immunizations**

All incoming undergraduate students must submit documentation of a physical examination and required immunizations in order to provide health care support to the student and to protect the community from communicable disease. If the record is received and is incomplete, a letter will follow explaining what is needed. **If no record is received, the student will be notified and a hold may be put on their ability to move onto campus and/or attend classes until these records are received and the student's requirements are fulfilled.**

### **Health Insurance**

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

## **WRITING CENTER**

Director: Jeff Howard

The Writing Center provides writing assistance for any academic subject to all students enrolled at Converse. The Writing Center's staff members can supply feedback on a range of written assignments, including essays, response papers, lab reports, annotated bibliographies, and research grant proposals. We provide flexible support, including face-to-face conferences, live video conferences, and asynchronous paper review. In addition, any student who wishes to enhance their writing skills, independent of specific coursework, or have a friendly reader for their newest poem or personal statement for graduate school, can find assistance in the Center.

The Writing Center offers support with:

- understanding the writing process
- learning pre-writing strategies
- identifying audience expectations
- creating effective introductions
- developing a thesis
- strengthening an argument's focus and flow
- recognizing writing strengths and areas to improve
- increasing understanding of proper grammar

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

Students can book appointments with the Writing Center by visiting <https://converse.mywconline.com/> and

selecting the “Writing Center” schedule after registering. Morning and evening appointments are available.

## STUDENT POLICIES AND REGULATIONS

### HONOR SYSTEM

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

### Honor Pledge

Each student of Converse, by virtue of enrolling, is bound by, commits to abide by, and strives to actively support the Honor Tradition. At the beginning of each year, during Opening Convocation, the student body affirms their commitment to the Honor Tradition with the following pledge:

*“I do solemnly pledge my honor that as long as I am a student at Converse University, I will faithfully uphold the principles of the Honor system, will cherish and guard its traditions, and will respect and observe its requirements. I make this pledge in view of the pledges of my fellow students, which signifies our mutual Trust and Resolve to keep our honor forever sacred.”*

Each new student signs the Honor Pledge during a formal ceremony and the parchment hangs in Wilson Hall during their years at Converse. They are also required to sign their initials, as a pledge, on all graded work. This signifies, on their word, that they have not received unauthorized help in their academic work. Failure to pledge academic work does not release the student from accountability to the Honor Tradition; instructors may choose not to grade unpledged work.

### Honor Board: Members & Representation

The Honor Board is comprised of the following individuals:

- Chair, Elected by the student body and serves as a member of the SGA Executive Committee
- Vice Chair, Elected by the student body
- 3-5 additional elected student representatives, representatives may also be appointed/confirmed by the Associate Provost for Student Success and the SGA Executive Committee.
- Three faculty representatives, appointed for three-year staggered terms by the Faculty Senate President.
- Associate Provost for Student Success (ex-officio, advisor)

### Honor Infractions

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

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

**Cheating** is fabricating written assignments; giving aid to any student or receiving aid without the consent of the instructor on tests, quizzes, assignments, or examinations; consulting unauthorized work with the intent of subverting the purpose of the exercise. Cheating includes use of technology such as computers, phones, cameras, smart watches or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations. (An assignment shall be defined as any

work, required or voluntary, submitted to an instructor for review or grade.)

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

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

The following list, though not all-inclusive, demonstrates instances where citations would be required. (We gratefully acknowledge Dartmouth College's Institute for Writing & Rhetoric ([dartmouth.edu/~writing/sources/sources-citation.html](http://dartmouth.edu/~writing/sources/sources-citation.html)) for assistance in formulating this list). You must cite your source at the point you use the material.

You **must** cite the source when you:

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

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

**Stealing** is the act of appropriating that which belongs to another individual or the University. This may include:

1. the intent to achieve an unfair advantage in academic matters, whether or not the advantage is a personal one, and/or assisting others in such acts (examples include theft of library materials, computer software/equipment, or information regarding course materials such as quizzes, tests or examinations, etc.)
2. the taking of others' belongings that do not belong to you personally such as but not limited to clothing, backpacks, purses, electronic devices, academic materials and University services. In addition to lying, cheating, plagiarizing and stealing, the following expectations also apply and will be addressed by the Honor Council:

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

**Classroom Expectations and Procedures for Academic Work.** A Converse student's word is their bond and as such abiding by these regulations protects the freedom granted by our Honor Tradition. College-approved accommodation plans may govern or override specific regulations. All Converse students are expected to abide by and uphold these standards both individually and collectively. Any faculty member or instructor may come and go from classrooms during exams. A violation of these procedures is a violation of the Honor

Tradition and should be reported:

1. Electronic devices may not be used in the classroom unless permitted by the individual instructor
2. Giving or receiving information regarding a quiz, test or exam before, during or after such a situation is not allowed
3. Quizzes, tests and exams must be taken in a classroom within the building they are administered unless otherwise approved by the instructor of that specific course
4. Students are subject to the fixed time limit
5. Students may not comment on the level of difficulty, specific content, or the general nature of any quiz, test or final examination to students yet to take the quiz, test or final examination
6. All backpacks and personal bags must be left in the front of any examination room while completing the exam
7. Only work carrying the student's pledge shall be graded
8. Student's written work must be their own. They may ask for support but may not have someone correct it for them
9. All creative writing must be original
10. Students are expected to prepare all papers utilizing proper citation.

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

***Failure to complete sanctions.*** Each Converse student is expected to respect and uphold the Honor Tradition of the University and thus abides by and completes any sanctions imposed upon them. Failure to comply with and complete sanctions may result in additional action by the Honor Board, Appeals Board or the Dean of Students.

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

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

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

- If an instructor, student or staff member suspects an honor violation, they should document the concerns and confront the student as soon as possible. The accusing person must contact the accused student(s). The accusing person should request a private meeting with the accused student where the specific charge should be discussed. During the meeting, the accusing person should explain the charge and ask the accused student to make contact with the Honor Board Chair. When there are extenuating circumstances, such as a University break, the accusing person may send the accused student an email explaining the charge and ask the accused to make contact with the Honor Board Chair. The accusing person will then notify the Honor Board Chair of the meeting and the charge.
- Documentation of the incident in question must be made by all parties (accuser and accused) on the **Honor Violation Incident Report form available on the student conduct web page** [https://my.converse.edu/ICS/CRM\\_Student/Student\\_Life/Student\\_Conduct\\_and\\_Policies.jnz](https://my.converse.edu/ICS/CRM_Student/Student_Life/Student_Conduct_and_Policies.jnz) or through e-mail to [honorboard@converse.edu](mailto:honorboard@converse.edu). Additional documents or evidence should be given

directly to the Chair of the Honor Board.

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

### **Hearing Process**

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

### **Procedural Overview**

The Honor Board Chair, Vice-Chair, or Advisor will provide an opportunity to meet with the accused student to cover their rights and procedures and will use their best efforts to clarify charges, exchange names of witnesses, and review evidence related to the case. This meeting is not required but provides an opportunity to answer questions and prepare a student for the process. At this point a student will choose to have their case resolved through a sanction hearing (Option 1) or a full board hearing (Option 2).

### **Option I: Sanction Hearing**

Students who admit responsibility may choose a sanction hearing which will include a subset of the Honor Board. A sanction hearing will include **a minimum of three individuals who include one Honor Board executive member (Chair, Vice Chair, or Secretary), one student representative, and one faculty representative** (general faculty representative or the Associate Provost for Student Success). An elected representative to the Board, or an appropriate designee by the Honor Board advisor, may be used in place of an executive member when necessary to resolve the case in a timely manner. **Sanction hearings may take place virtually or face-to-face.**

### **Option II: Full Board Hearing**

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

- An Honor Board representative, will forward a complete listing of the charges, a copy of the student rights and procedure information, and the time and location of the hearing to the accused student at least 48 hours prior to the time of the hearing.
- The accused student has a right to call material witnesses as long as they have been approved by the Honor Board Chair at least 24 hours prior to the hearing. A list of witnesses should be exchanged 24 hours prior to the hearing.
- The hearing board should consist of five Honor Board Members:
  - One executive member (typically the Chair) or designee
  - Two Honor Board student representatives
  - One faculty representative
  - Associate Provost for Student Success or designee

- If the accused student fails to appear and has not notified the Chair, the case may be heard in their 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 for the hearing. The accused student is strongly encouraged to be present during the entire proceeding. Witnesses may be called into the hearing at the appropriate time. Board members and the accused student will have the opportunity to ask relevant questions of each witness. The accused may provide witness written statements to the Honor Board chair 24 hours prior to the case for approved witnesses.
- All evidence that will be considered for determining responsibility and/or sanctions must be presented during the hearing so that the accused student will have the opportunity to address all such evidence.
- The procedure will conclude with the accused student being given the opportunity to make a final statement to the hearing board.
- Two character witnesses may be called during the sanctioning aspect of the hearing.
- The Honor Board will have 48 hours from the conclusion of the hearing to make a determination of responsible or not responsible and, if found responsible, determine the appropriate sanction to be imposed.
- The Honor Board Chair or their designee will communicate the outcome of the hearing by letter and/ or in person to the accused.
- The individual responsible for the accusation will be informed of the Honor Board's decision.
- Students found responsible for violations of the honor code will have documentation placed in their student file. In addition, violations of an academic nature will also be recorded in the student's electronic record, but not on the student's transcript.
- Notice of findings and/or sanctions will be provided on a need to know basis to appropriate faculty or staff members associated with the case or student.
- All information related to the student, the evidence, the testimony and the outcomes are to be kept confidential by all involved in the case.

### **University Withdrawal or Leave of Absence with a Pending Honor Board Case**

Students who withdraw or take a leave-of-absence from the University with a pending Honor Board case may have their transcripts withheld until the Honor Code violation is resolved. Such students must resolve their case before the end of the following long term, or the course grade will automatically convert to an F. Exceptions to this policy may be granted by the Associate Provost for Student Success pending extenuating circumstances.

### **Sanctions**

As an educational institution, Converse University has the responsibility and the opportunity not simply to punish violators of the Honor Tradition but also to equip them with effective coping skills and patterns of behavior. With this in mind, the Honor Board imposes sanctions that are relevant to the particular situation and that will promote growth for the individual involved. At times, however, the severity of the offense, or

repeat offenses, requires punitive action.

Possible sanctions for all violations include but are not limited to: official warning, educational tasks, restitution and/or fines, failure on assignment(s) and/or failure of the course, suspension for a period of time, or expulsion from the University: often, sanctions include combinations of these. In the case of formerly enrolled students, if the Provost determines there is clear evidence of fraud or deception, a student's grade may be changed. A change in the student's grade may result in changes in academic status.

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

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

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

Each Converse student is expected to respect and uphold the Honor Tradition of the University and thus abides by and completes any sanctions imposed upon them. Failure to fully and timely comply with and complete sanctions may result in additional action by the Honor Board, Appeals Board or the Dean of Students.

### **Appeal Process**

#### **Request for an Appeal**

A student may appeal the verdict and/or sanction determined by the Honor Board. A formal typed appeal must be submitted to the Dean of Students within five days of receiving the Honor Board decision. In the appeal letter, the student must state whether they are appealing the verdict and/or the sanction or raising a question of fair process, and must provide substantive reasons and/or evidence to support the appeal, including any issues relating to the fairness of the Honor Board process. If the sanction is suspension or expulsion, the appeal must be submitted to the Dean of Students within 24 hours of receiving the Honor Board decision.

#### **Appeals Board Members**

The Appeals Board is composed of the Dean of Students (Chair), five members of the faculty appointed by the President of the University, two students from each class year appointed by the Executive Committee of the SGA, and an Academic Dean or Associate Dean.

#### **Appeals Hearing**

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



Members are expected to remove themselves from the proceedings if a conflict of interest occurs. Quorum for appeals hearings must include an academic Dean or Associate Dean, four students, and two faculty members. If one member of the Board cannot participate, the Board will proceed. If two members of the Board cannot participate, the case will be rescheduled.

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

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

Following the presentation of the Honor Board members, the student who requested the appeal will have the opportunity to present their case to the Appeals Board members. The decision of the Board will be based on a simple majority vote. The Appeals Board has the authority, when reviewing a case, to either uphold or overturn the verdict, and to modify any sanctions. The decision of the Appeals Board will be the final decision regarding honor violations. It will be the responsibility of the Chair of the Appeals Board to notify the student and the Honor Board, and other pertinent person's (e.g. faculty member, Registrar) of the Board's decision.

### **Special Circumstance/Hearing**

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

### **Rights of the Accused**

Students accused of a violation of the Converse University Honor policy are assured of the following:

- The University 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 their case by themselves.)

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

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

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

- The right to know the outcome of the hearing
- The right to follow up documentation, and if found responsible, all sanctions for the charges
- The right to request a meeting with the Honor Board Chair and Advisor to the Honor Board to understand the outcome of the hearing
- The right to an appeal through the Dean of Students who will call together members of the University 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 University policies and hearing procedures
- The responsibility to notify the Chair of any conflicts 24 hours prior to the hearing time
- The responsibility to participate in the case hearing
- The responsibility to complete sanctions by the stated deadline
- The responsibility to act in a civil and respectful manner

### **Witnesses**

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

### **Administrative Action**

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

### **Serious Disciplinary Cases**

The Administration of the University is authorized by the Board of Trustees to sanction and/or dismiss any student who persistently violates the regulations of the University 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 University regulations or good conduct.

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

## **CONVERSE STUDENT CODE OF CONDUCT**

Converse has a strong tradition and history of personal honor and accountability. The Honor Tradition clearly states, "This tradition encompasses all areas of student life and is built on mutual trust and responsibility." Civitas Council is composed of students and staff whose responsibility it is to determine, by measure of preponderance of evidence, whether a student is or is not responsible for violating the Student Code of Conduct. Civitas Council is advised by a member of the Student Development staff who is charged with providing guidance and support to the Civitas Chair to ensure that the process is fair and materially follows the procedure set forth below to ensure adequate due process. The ultimate authority of the Student Code of Conduct and its outcomes resides with the President of the University.

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

### **WHAT CONSTITUTES A VIOLATION**

Students are advised to reference the specific infractions to the student code of conduct that is outlined in detail in this document. This list is not intended to be exhaustive. Violations of Converse's Sex & Gender Discrimination and Harassment Policy that do not rise to the level, meet the jurisdiction requirements, or otherwise fail to meet the criteria to move forward under that policy's Title IX Sexual Harassment Grievance Procedures, and violations of Converse's Non-Discrimination Policies, may be deemed violations of this Policy and be processed as described in the procedure herein.

### **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).

1. If a faculty member, instructor, student, or staff member suspects a violation, they should document the concerns and confront the student as soon as possible. The accusing person may contact the respondent student(s). The accusing person may explain the charge and ask the respondent student to make contact with the Civitas Chair. The accusing person will then notify the Civitas Chair of the meeting and the charge.
2. 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 via the [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 Resolution Coordinator (RC) or designee.
3. The Resolution Coordinator, in collaboration with the Civitas Chair and/or Vice-Chair, as needed, will review submitted documents and conduct an initial investigation to determine if there is sufficient evidence to move forward with a case.

### **THE INVESTIGATION AND RESOLUTION PROCESS**

#### **Preliminary Investigation**

1. The Resolution Coordinator (RC) or designee will investigate reports of alleged violations of the Code

of Student Conduct or local, state, or federal laws.

2. After completing a preliminary investigation and if the information supports an alleged violation, the student/respondent will be notified by email and/or in writing of the alleged violation(s) and given notice to appear at a Pre-Mediation Conference.

### **Pre-Mediation Conference**

- A. The Resolution Coordinator (RC) will conduct the conference. The complainant may or may not be present.
- B. This conference will occur as soon as possible after the report or complaint is received. The RC will inform the respondent of these facts:
  - a. The alleged violation(s) of policy;
  - b. The disciplinary hearing options; and
  - c. Possible action plans involved.
- C. At the Pre-Mediation Conference, the RC will provide the respondent:
  - a. A written notice of the alleged violation(s) of policy and an outline of rights. In the event that additional alleged violations come to light, a further written notice must be forwarded to the student. A notice may be mailed, hand-delivered, or electronically mailed.
  - b. A review of all available information, documents, exhibits, and a list of witnesses. The choice not to appear at the hearing. In that case, the hearing will be conducted in the student's absence.
  - c. Assistance by a Personal Advisor. The Personal Advisor provides the student with moral support and may only be a member of the University community that is on the list of approved Personal Advisors. The University has the right to disqualify a particular Personal Advisor when the participation of that Personal Advisor may disrupt the student conduct process.
    - i. Upon request of a student, the Personal Advisor may:
    - ii. Advise the student concerning the preparation and presentation of the case.
    - iii. Accompany the student to all student conduct proceedings whenever possible.
  - d. The Personal Advisor may not:
    - i. Speak for the student, except in exceptional circumstances with the discretion of the RC or Civitas Chair.
    - ii. Serve as a witness.
    - iii. Disclose any information about the process. The Personal Advisor is expected to maintain confidentiality and not discuss the case with others.
- D. At the conclusion of the Pre-Mediation Conference, the RC will determine if further investigation is needed, or if the case will proceed through one of the three options below:

### **OPTION I: Restorative Justice/ Conflict Resolution Process**

Restorative justice repairs the harm caused by infractions to the Converse Student Code of Conduct through conversation, collaboration, and mediation. When victims, offenders, and community members meet to decide how to resolve issues, the results can be transformational. This process emphasizes accountability, making amends, and—if the parties are interested—facilitating meetings between victims, offenders, and other persons. This process is led by the Converse Resolution Coordinator or their designee.

### **The Resolution Process**

The RC will meet with the respondent to explain the complaint and the resolution process. The student may be accompanied by a Personal Advisor at any point in the resolution process. The student will have the opportunity to ask questions and make a statement. The RC will inform the respondent (1) that the student

does not have to make a statement at the initial meeting, (2) that all records are confidential to the extent permitted by law, (3) that students have a right to know the potential sanctions/interventions they may be facing, and (4) that students may consult with an advisor at any point in the resolution process.

The respondent has a choice of the following methods of dispute resolution:

### **1. Acceptance of Responsibility and Entering into an Agreement**

If the respondent is in general agreement with the allegations in the complaint and is in general agreement with the complainant and/or community (as represented by the RC) about how to resolve the conflict and restore the community, the respondent has the option of entering into an agreement. In a resolution by agreement the respondent accepts responsibility for the alleged violation(s) of this Code of Conduct and agrees to fulfill sanctions/interventions that are developed with the input of the respondent, the complainant, and the RC. The respondent has the right to discuss potential sanctions/interventions before entering into an agreement. Once an agreement has been reached, it may not be appealed.

### **2. Adaptable Conflict Resolution**

Adaptable conflict resolution (ACR) processes such as conflict coaching, mediation, facilitated dialogue, and restorative justice circles allow individuals involved in a conflict to have significant influence over the resolution process and complete control of any outcome.

If (1) all persons personally and directly affected by the conflict agree to attempt resolution through one of these processes, and (2) the RC believes that the process is an appropriate form of resolution, then the RC will make arrangements for the chosen ACR pathway. The nature of some conflicts, especially those involving violence, may render ACR inappropriate.

Participation in an ACR process is voluntary and may or may not result in an agreement or resolution. When a mutually satisfactory resolution is reached by the parties, the matter is deemed resolved and the parties are encouraged to use the RC as a resource for future questions. Resolutions reached through ACR may not be appealed.

If a resolution is not achieved through an attempt at ACR and the matter involves a pending violation of this Student Code of Conduct, the respondent has the choice of accepting responsibility and entering into an agreement as set forth in the previous section or proceeding to a hearing.

### **OPTION II: Sanction Hearing**

If the student admits responsibility, they may choose to present their case for administrative review and be sanctioned by a subset 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 comprised of 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.

### **Procedural Overview**

The Civitas Chair, Vice-Chair, or Advisor will provide an opportunity to meet with the respondent 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.

### **Rights of the respondent**

A student-respondent who is charged with a violation of the Converse Student Code of Conduct are advised of

the following:

- Converse may act as the complainant; and
- Neither the respondent nor the complainant has a right to external representation or legal counsel.

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

- have specific charges outlined and explained;
- address the charges and confront the complainant indirectly through the hearing Chair;
- be treated in a civil and respectful manner by the administrators of this process; and
- seek advice and assistance from any member of the Converse Faculty or Staff; however, the respondent must present their case by themselves.

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 72- hours in advance of scheduled hearing procedures;
- The right to have at least 48-hours notice of any scheduled hearing;
- The right to hear all evidence presented during the hearing and to question witnesses indirectly;
- The right to call material witnesses deemed necessary and as approved by the Civitas Council Chair at least 24-hours prior to the hearing; and
- The right to call up to two character witnesses during the sanctioning process.

Following the outcome of a hearing the respondent has the following rights:

- To know the outcome of the hearing;
- To receive documentation of the decision, and if found responsible, documentation of all sanctions imposed;
- To request a meeting with the Civitas Council Chair and Advisor to understand the outcome of the hearing; and
- To appeal the decision or sanctions to the Dean of Students who will call together members of the University Appeals Board, subject to the limitations and procedure as set forth in the Appeal Process as documented below.

### **Responsibilities of the respondent**

As a member of the Converse Community, a respondent-student has the following responsibilities:

- To tell the truth;
- To read and understand the charges presented;
- To read and understand University policies and hearing procedures;
- To notify the Chair of any conflicts 24-hours prior to the hearing time (restrictions on the number of times of conflicts or reasonableness of the request to move a hearing will be determined by the Chair);
- To participate in the case hearing;
- To not take any retaliatory action either directly or indirectly against the complainant, any witness to the hearing, or any Civitas Panel Member;
- To complete sanctions by the stated deadline; and
- To act in a civil and respectful manner.

### **OPTION III: Hearing Process**

If it is requested by the student, or determined through an 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. The respondent and the complainant each have a right to an advisor from the approved list. The following procedures will guide the process.

1. The chair of the Civitas Council, or his/her/their 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 respondent student at least 72-hours prior to the time of the hearing.
2. The respondent 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.

3. 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 (or vice-chair or secretary in the case of a conflict of interest).
4. If the respondent student fails to appear and has not notified the chair of their absence or need to reschedule that has been approved by the chair, the case may be heard in his/her absence.
5. All testimony given and evidence presented are bound by the Honor Tradition. The hearing proceedings, but not deliberation, will be recorded.
6. Appropriate witnesses (e.g. complainant student) are strongly encouraged to be present at the hearing. The respondent 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 respondent student will have the opportunity to ask questions of each witness. The respondent may not directly ask questions of the complainant.
7. All evidence that will be considered for determining responsibility must be presented during the hearing. The respondent student will have the opportunity to address the evidence.
8. The procedure will conclude with the respondent student being given the opportunity to make a final statement to the hearing board.
9. 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 it finds the respondent student “responsible,” to determine the appropriate sanction to be imposed.

1. The Civitas Council chair or his/her/their designee will communicate the outcome of the hearing by letter, electronic communication, and/or in-person to the respondent.
2. The individual responsible for the accusation will be informed of the Civitas Council’s decision.
3. A student found responsible for violations of the Student Code of Conduct will have documentation placed in her/his student file.
4. 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 respondent student withdraws or takes a leave-of-absence from the University while a charge is being reviewed, the student’s record will continue to reflect the charge until the case and/or sanction are resolved. Students who graduate while a charge is pending may have the charge reflected on their transcript or, in serious cases where the student would have been expelled, the sanction may include revocation of the student’s degree from Converse.

### **Hearing**

*The standard of review for all cases is a preponderance of the evidence. The respondent is presumed not responsible unless the evidence presented demonstrates that it is more likely than not that a violation of the Code of Conduct has occurred.*

In cases that involve more than one respondent, the students will have the option of choosing whether to participate in the same or separate hearings. If the students cannot agree, the hearings will be separate.

Each party may be accompanied at the hearing by a Personal Advisor from the approved advisor list, however, the advisor may not participate directly in the proceedings, but may only advise the party. For example, the advisor may not question witnesses or make presentations.

All parties may have prior access to any written information that will be presented at the hearing, including

the names of witnesses the parties intend to call. The RC will prepare and distribute this information prior to the hearing.

During the hearing, the RC, respondent, and complainant have the right to question the parties and witnesses indirectly through the Chair. Silence by the respondent will not be interpreted as evidence of responsibility for a violation. Witnesses may be present in the hearing room only when they are presenting information. At any time during the hearing, the respondent may request a recess to consult with his/her Personal Advisor. The respondent and the complainant may call any witness with information that is relevant to the case, but the Chair may exclude a witness if the information is redundant.

The respondent, complainant, and RC may also present written reports to the RC. The respondent and complainant may make statements at the beginning and end of the proceeding, with the complainant making a statement first, then the respondent making a statement, then the complainant will be allowed a short rebuttal at the conclusion of the hearing.

To ensure the privacy of the parties and to maximize the educational potential of the process, all parties must agree to the admission of any other people (except witnesses or advisors) to the hearing. An audio recording will be made of Statement hearings and will be made available to the respondent or complainant upon request during the period in which an appeal may be filed or is pending. In all cases, the RC will issue a written decision containing findings of fact, conclusions as to responsibility, and rationales for all sanctions/interventions imposed.

All arbitrated resolutions will result in findings of fact. The Civitas Council will also make recommendation(s) regarding sanctions/interventions to the Dean of Students during the sanctioning portion of the hearing. The Dean of Students may accept or modify the recommendation(s). The Dean may not modify sanctions/interventions of suspension or expulsion; except that when expulsion is recommended, the Dean may instead suspend the student.

### **Sanctions**

As an educational institution, Converse University has the responsibility and the opportunity to equip respondents with an education on the impact of their actions, effective coping skills, and reflection to improve future behavior. These objectives are primary and objections that are meant to punish are secondary. However, the University must also protect the rights of other students to an education without being subject to a discriminatory environment. 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 or suspension from campus housing, a note in the student's record, denial of participation in a particular program or major, suspension for a period of time (while on suspension they may not return to the campus to participate in events or programs), expulsion from the University, or revocation of degree. These sanctions may be combined as deemed appropriate.

## **APPEALS PROCESS**

### **Grounds for Appeal**

The Respondent or Complainant (if applicable) (hereinafter Appellant) may appeal the determination on responsibility and/or the determination on sanction(s) based on the following grounds:



1. a violation of due process; or
2. a material deviation from this Code of Conduct.

### **Request for an Appeal**

A student may appeal the determination and/or sanction recommendation issued by the Civitas Council. To proceed with an appeal, a formal typed appeal must be submitted to the Dean Students within five business days of receiving the Civitas Council decision. In the appeal, the Appellant must state whether they are appealing the determination and/or the sanction, and must provide substantive reasons and/or evidence to support the appeal. If the sanction is suspension or expulsion, the Appellant must submit a notice of intent to appeal within one business day of receiving a decision. The Appellant then has seven business days from receipt of the decision to submit the substance of the appeal.

### **Appeals Board Members**

The Appeals Board is composed of the Dean of Students(Chair), five members of the faculty appointed by the President of the University, two students from each class year appointed by the Executive Committee of the SGA, and an Academic Dean or Associate Dean.

### **Appeals Hearing**

The Dean of Students (or Associate 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 there is a conflict of interest. Quorum for appeals hearings must include an academic Dean or Associate Dean, four students, and two faculty members. If one member of the Board cannot participate, the Board will proceed. If two members of the Board cannot participate, new Appeals Board members will be selected and 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/his/their case to the Appeals Board members.

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

It will be the responsibility of the Chair of the Appeals Board to notify the Appellant, the Civitas Council Chair, the Dean of Students, and the RC of the Board's decision, along with any other administrator who needs to know.

### **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, during times when members of the Honor Board are not on campus, and when deemed necessary by the Dean of Students.

### **Administrative Action**

The chair of each Judicial Board (Honor Board, Civitas Council, Appeals Board), and the Advisor to these Boards, has in their discretion the authority to defer a student case for administrative action by the Dean of Students or their designee. The Dean of Students 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 that prevent a timely trial, university exams and/or official university breaks.

### **Serious Disciplinary Cases**

The Administration of the University is authorized by the Board of Trustees to suspend or expel any student who poses a threat to others or to the institution, persistently violates the regulations of the university, 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 university regulations or good conduct. If an action occurs before graduation and the students who have graduated are found responsible for a serious sanction after graduation, a sanction of degree revocation may be utilized.

The ultimate authority of the Student Code of Conduct and its outcomes resides with the President of the University. 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 University.

## **INFRACTIONS TO THE STUDENT CODE OF CONDUCT**

Frequently considered infractions of the Student Code of Conduct are outlined and defined below.

### **A) Alcohol and Other Drugs**

Converse students and their guests are expected to comply with local, state, and federal laws and the general University policies regarding the possession and consumption of alcohol and other drugs. Converse University 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 for alcohol or drug abuse that is available to them.

Converse University affirms the decision of students not to drink alcohol or partake in other drugs. The University emphasizes prevention education, low-risk decision-making, and healthy living that models the core values of the institution. The University 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 University 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/or distribution of synthetic stimulants, such as "bath salts" (i.e. drugs known as Cloud 9, White Dove, Hurricane Charlie, White Lightning) or synthetic cannabinoids (i.e. K2, spice, etc.) 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 University. Educational programs concerning the risks of drugs will be offered on campus throughout the year. Assistance with any problem related to the use of drugs is available through the counseling service. This service is confidential.

Any student who becomes aware of a violation should notify Student Life. All cases of students who are convicted of a violation of federal or state drug laws will be reviewed by University 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 University could result in students losing the privilege of living on campus and/or in the University 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 Students and/or the Counseling Center for mandatory evaluation, reflection and planning. Repeat offenses may result in an involuntary withdrawal from the University.

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

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

- a) Possession and/or consumption of alcohol under the age of 21 are strictly prohibited. Distribution and/or provision of alcohol to anyone under the age of 21 are strictly prohibited.
- b) 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.
- c) Alcoholic beverages may be served during social gatherings with the prior, written approval from the Dean of Students or designee and in compliance with University policies regarding alcohol licenses. Two IDs are required for proof of age.
- d) Consumption of alcohol by students and their guests is not allowed, regardless of age, in any University residence hall. Students and guests of legal age may consume alcohol in the University apartments as outlined in the apartment alcohol policy.

- e) 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 subsection e. above.
- f) Students will be held accountable for the behavior of all guests in accordance with all University alcohol policies.

### **Apartment Alcohol Policy**

The University apartments are small group living environments designed to foster independence, autonomy, and responsible decision-making. Converse University 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 University 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 University 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 University Student Development and Success staff; and
  - 3) all roommates have completed the roommate contract.
- d) Guests under the age of 21 may not be present when alcohol is being consumed.
- e) Common sources such as kegs, pony kegs, party balls, punches, bulk sources, etc. and any paraphernalia that aids in the rapid consumption of alcohol, such as beer bongs, are not permitted
- f) Alcohol is prohibited on balconies and porches unless it is served as a part of a college sanctioned event. See subsection (d) in the “Consumption of Alcohol On Campus” section.
- g) Resident students must ensure that the occupancy in a University apartment never exceeds the capacity of occupants as designated by the Fire Marshal.
- h) Resident students are expected to abide by all policies as outlined in the University Alcohol policies above.
- i) Resident students of a University apartment will be held accountable for the behavior of all guests in accordance with all University alcohol policies and may face sanctions based on the behavior of the guest(s).

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

- Violations of the Alcohol and Drug policy of the University could result in students losing the privilege of living in the University apartments or in university residence halls.
- 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 University.

### **Behavioral Intervention & Amnesty Policy**

Converse University strives to maintain a balance between student support and accountability. The University 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 University’s first priority is to the care and wellbeing of its students and guests.

1. 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, s/he will be required to meet with the Dean of Students, or their designee, and may be expected to comply with education-related recommendations.
2. 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, they will be required to meet with the Dean of Students, or her/his/their 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 University is permitted to notify parents of alcohol and drug infractions committed by students under the age of 21. Because Converse University is committed to the health and wellness of our students, parents may be notified when a student violates the Alcohol Policy of the university for the second time, violates the Drug Policy of the university, is hospitalized for a serious alcohol and/or drug incident, is arrested, is deemed unable to make responsible judgments, and/or is involved in a serious incident and the Dean of Students deems it necessary to contact the parent.

### **Student Assistance Program**

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

Counseling services are available for those who desire assistance with problems relating to the 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/himself/themselves in a manner that demonstrates respect for self, her/his/their fellow students, and the Converse University community.

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

### **B) 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.

### **C) Campus Technology**

Converse University provides campus technology resources to support educational and administrative activities. It is contrary to Converse University'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 university academic or administrative work.

## **D) Civility**

The Converse University community discourages all acts of bigotry (intolerance toward those who hold different opinions from oneself) and discrimination of others. Violations include but are not limited to:

- a) acts of intolerance can include either overt or covert actions, verbal attacks, electronic (phones, personal AI devices, recording devices, etc) and social media 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 pregnancy, age, disability, veteran status, sexual orientation, gender identity, having had or suspected of having COVID-19, or any other category protected by applicable state or federal law.

When a civility violation or act of intolerance targets a person based upon their actual or perceived race, color, religion, or national origin or other protected status as defined by federal or state law, it may rise to the level of harassment (as defined in the Community Responsibility section). If the behavior causes physical injury or through the use of a weapon the behavior attempts physical injury, it may also constitute a hate crime as defined by federal or state law.

## **E) Civil Disturbance/Demonstration Policy**

Converse University recognizes the right of any employee, student, or sponsored student 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 of Students or their designee 48 hours prior to the planned event in order to ensure that the University 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 outside campus buildings while demonstrating.
- c) Demonstrators will not invite or encourage participants who are not part of the campus community to join them on campus.
- d) Demonstrators will remain on the sidewalks and crosswalks or within such other outdoor paved areas as designated by Campus Safety.
- e) Demonstrators will not block building entrances or exits, and will not block driveways, public or private streets or intersections.
- f) Demonstrators will obey all campus policies and all instructions of Campus Safety.
- g) Demonstrators will not abuse, verbally or physically, any person or damage any property.
- h) Demonstrators will not engage in indecent, lewd, or obscene behavior.
- i) Demonstrators will not incite others to commit acts of violence.
- j) Demonstrators will not use amplified sound.
- k) Demonstrators will not disrupt the education of students or the administration of the University.
- l) Demonstrators will not disrupt campus events or approved speakers invited to the campus.

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 University. Converse University is a private institution and will not allow outside individuals or groups to demonstrate on the Converse University campus for any reason. If the demonstrators create a condition believed by University 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 University to unreasonably interfere with University 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, University officials may request assistance from the Spartanburg Public Safety Office. Trespassers and violent, disruptive demonstrators may be subject to prosecution by the law.

### **F) Community Responsibility**

The Converse University 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 be disciplined by the University, and such discipline may include termination.

*Harassment* disrupts the environment that Converse seeks to maintain. Converse is committed to maintaining a working and learning environment which is free from harassment. Converse 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, gender identity, COVID-19 status, or any other characteristic protected by law. While all forms of unlawful harassment are prohibited, sexual harassment deserves special attention. ([SEE CONVERSE'S Sex & Gender Discrimination and Harassment Policy AND Title IX Sexual Harassment Grievance Procedures](#)). Incidents of sexual harassment or assault will be evaluated and determined whether they are subject to Converse's Sex Discrimination and Harassment Policy and Title IX Sexual Harassment Grievance Procedure. If such behavior does fall within the narrower definition of that policy, such behavior may still be a violation of this Code of Conduct and subject to the process set forth herein.

*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 campus or at an 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*

### **G) Damage to Property**

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

- a) Vandalism, malicious or unwarranted damage or destruction of property belonging to the University and/or members of the University 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.
- c) Taping of signs on surfaces that may be damaged by the tape. Signs should be posted in designated areas.

### **H) 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.

### **I) Failure to Comply**

Students are expected to comply with the directives of University 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 University officials;
2. Not provide correct information to or cooperating with properly identified University officials, including Residence Life student staff members when such officials are performing their duties;
3. Failing to present proper credentials to identified University officials upon their request while these persons are in the performance of their duties;
4. Failing to appear before University 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.

### **J) Falsification of Records**

1. Each student is expected to honestly complete the University 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.

### **K) Financial Responsibility to the University**

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



## **L) Fire & Emergency Safety**

1. No student shall set or cause to be set any unauthorized fire in or on University 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. Students may not leave belongings (Shoes, racks, bags, etc) in resident building hallways.
8. No student shall possess or use fireworks on University property. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
9. No candles, incense, or open flames are allowed in any residence or common area on campus.
10. All students must take shelter and follow directions in an emergency (i.e. tornado, dangerous conditions, active shooter, other threats to campus).

## **M) 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 University 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. Vehicles must be registered within the first 10 days of each academic year.

### *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 University and parked in official university 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. This includes lighter fluid, kerosene, and other highly

flammable products. 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.

Parking in any campus Fire Lane is strictly prohibited for any and all vehicles at ALL TIMES, to include occupied or running vehicles as well as vehicles with 4 way flashers on.

#### **N) Off-Campus Conduct Policy**

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

#### **O) Smoking and Tobacco Policy**

Converse University seeks to provide a safe, healthy, and comfortable environment in which all members of our campus community can live and work. Converse University 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 University 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 University became a tobacco-free campus effective August 1, 2012.

- I. The use of any tobacco products is prohibited on all University property. "University property" includes all buildings, facilities, grounds, and spaces leased, owned or controlled by the Converse University whether or not signs are posted. This includes, but is not limited to: buildings on university-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 university-owned, operated, or leased vehicles.
- IV. The use of tobacco products is prohibited in personal vehicles parked on University 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 (Juuls, etc) 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 University 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 a 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 University.
  - C. Visitors to the campus who repeatedly violate the policy prohibiting the use of tobacco

products may be asked to leave University property.

- IX. All campus event organizers should inform, and advertise to outside groups that “*Converse University 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.

### **P) Weapons**

Converse University strictly prohibits possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon on university-controlled property or in connection with a University affiliated activity, unless (1) authorized IN WRITING by the Director of Campus Safety (or designee). Both concealed and visible weapons are forbidden without regard to the validity of permits. Fireworks, air guns, BB guns, pellet guns and paintball guns are also prohibited. Weapons will be confiscated upon discovery and appropriate student conduct action will be taken. Violators are subject to expulsion, suspension, or any combination of sanctions as determined through the student conduct process. Violators are also subject to criminal prosecution. The possession of a firearm on the campus is a violation of South Carolina state law.

**\*\*\*This policy does not apply to Campus Safety Officers on or off duty or auxiliary officers**

### **Definition of a Weapon**

The term “weapon” means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including but not limited to, firearms (loaded and unloaded, real, replica and toy); ammunition; electronic control devices (such as tasers and stun guns); devices designed to discharge an object (such as BB guns, air guns, pellet guns, potato guns, bows, and slingshots); explosives; martial arts weapons; bows and arrows; artificial knuckles; nightsticks, blackjacks, dirks, daggers, and swords; and knives, switchblades, and fixed/folding blades longer than three inches. The term “weapon” does not include chemical pest repellents available over-the-counter when used for self-defense; razors, fingernail files, and similar instruments used solely for personal hygiene; kitchen knives used solely in preparation of food; or commercially available cleaning solutions used solely for cleaning purposes. Mace and Oleoresin Capsicum in 59 grams (2 oz) or less is authorized to be carried by students for personal protection purposes only.

### **Q) 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

### **R) 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 respondent students, should seek guidance from the Advisor to the Board, the Chair of the Board and/or a faculty/staff member of the University for any clarification of this mandate.

## **SANCTION RECOMMENDATIONS**

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)

#### Weapons

Items will be confiscated, parental notification, possible suspension or recommended expulsion, students can face criminal charges when the incident escalates to that level

#### **Fire Safety**

##### Intentionally Setting a Fire

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

##### Intentionally Causing a False Fire Alarm

\$500 fine, suspension for no less than 1 term and possible legal action

##### Unintentionally Causing a Fire Alarm

\$100 fine

##### Tampering with Fire Equipment

\$200 fine and possible legal action

##### 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 University 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 of Students.

### **Guest violations for 2022**

1st Offense: Written Warning and \$50 fine

2nd Offense: \$100 fine and meet with Resident Director

3rd Offense: \$200 fine and meet with the Director of Residential Life and/or Dean of Students

4th Offense: Removal from University housing with no refund of fees

### Guest will be subject to the following:

Asked to leave campus - First Offense

Asked to leave campus and warning from Campus Safety - Second Offense

Trespassed from Campus- Third Offense

Removed from campus and reported to Spartanburg Police Department

### **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 of Students.

*Note:* It will be considered in an individual's favor in determining the penalty if an individual tells an untruth concerning a matter but later, on their own initiative, tells the truth concerning the same matter before they are 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.

## **RESIDENTIAL LIFE POLICIES AND PROCEDURES**

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

### **Residency Requirement**

Converse University is a residential university and views on-campus living as an integral part of the educational experience. **All undergraduate students, under the age of 24, must reside in university residence halls unless they make their home with their parents/legal guardian in their permanent residence within a 35 mile radius of the university.** Also, students with custodial children residing with

them and/or students who are married may reside off-campus, and must submit in writing to the Dean of Students a request for a waiver from this policy. Students who are married may continue to reside in Converse University residence halls; however, marital status does not change the visitation policy and spouses are subject to the standard visitation policy requirements. If Converse students marry each other, they may not reside together in on-campus housing. Students living in university residence halls must be full-time students. Infractions of the residency requirement policy will be handled by the Dean of Students. **Students found in violation of this policy may be charged University room and board fees.**

### **Change of Status Request**

**Students needing to change their status** must complete the required [Questionnaire on MyConverse](#) and the Change of Status form will be sent to their Converse email address. Students changing from Boarding to Day **MUST** be living with their parents/legal guardian at their legal home address and their signature is required on the Change of Status form. All forms must be submitted to the Director of Residential Life for processing.

### **Proof of South Carolina Residency**

Residency requirements are established by the South Carolina Code of Laws and Commission on Higher Education regulations.

Students may provide legible copies of at least two (2) of the following acceptable documents to show proof of parental/guardian residency.

1. Statement of full time employment;
2. Designating South Carolina as state of legal residence on military record;
3. Possession of a valid South Carolina driver's license, or if a non driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility;
4. Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility;
5. Maintenance of domicile in South Carolina;
6. Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
7. Ownership of principal residence in South Carolina; or
8. Licensing for professional practice (if applicable) in South Carolina.

\*Please note that any single indicator may not be conclusive

Owning property in SC or locally by itself does not allow students to establish residency as the other requirements still must be met. South Carolina or the local address must be the primary state of residence.

### **Housing Assignments**

A nonrefundable annual deposit of \$200 must be paid to the University before a student will be assigned a room. This fee applies to new, entering students, as well as to students currently enrolled who plan to return the next year. The fee is due in the Spring of each year. Reminders are sent to all students via email.

- a) *Room Selection*—New students are assigned to University housing prior to their arrival on campus. New students receive notification of housing assignments and roommates as soon as that information is available. Room selection for returning students takes place in the spring of each year through a lottery system. Each student's priority number for choosing a room is determined by academic class standing utilizing a computer generated lottery number program. Traditional undergraduate students will participate in Spring Room Selection. Housing for graduate students and Converse II

students is based upon availability.

- b) *Private Rooms*—Any student occupying a double room by themselves will be assessed \$1000 per academic year in addition to room and board. This includes any student whose roommate moves out or who is otherwise left in a room alone and who does not make arrangements to find another roommate. Students will be permitted 2 weeks to find a roommate before super-single fines are assessed. The student is responsible for finding another roommate. If the student occupies a room alone for less than a full academic year, the fee will be charged on a pro-rated basis. Exceptions are made when extenuating circumstances exist such as when an uneven number of students makes no roommate available. Double rooms used as singles (super singles) are allowed only in designated areas and cannot be guaranteed for any length of time. First year students are not eligible for private rooms.
- c) *Consolidation*— The Office of Residential Life reserves the right to require occupants of rooms not filled to capacity. Any vacant room or suite space may be filled at the discretion of the Director of Residential Life.
- d) *Keys*— All room keys will be issued by the Director of Residential Life. If a room key is lost or missing, the student must report this to their Resident Director *immediately*. To obtain another room key, the student must meet with the Director of Residential Life. The charge for losing a KABA lock room key and having the core changed is \$150; all other types of keys are \$50. Any lost key card will be deactivated and replaced with a fee of \$25.
- e) *Lockouts*—Students are reminded to lock their doors and carry their room keys at all times. If a student is locked out of their room, they will need to call Campus Safety to unlock their door. This may occur twice without charge. Beginning with the third time, any student who is locked out of their room will be assessed a \$5.00 fee on their Business Office account. Students who repeatedly lock themselves out of their rooms may be referred to the Director of Residential Life for further sanction. At no time will a Residential Life Staff member or Campus Safety grant a student access to another student's room without that student's permission.
- f) *Arrival Registration*—Students participate in arrival registration each time they return to school from a break (Thanksgiving, Christmas, and Spring Break). This registration lets the Resident Director know that residents have arrived safely. If a student does not plan to arrive on the date scheduled for students to return, the student should call their Resident Director, Student Development and Success, or the Director of Residential Life. Parents may be contacted if a student does not arrive by the expected time.
- g) *University Furniture*- University residence hall rooms are furnished with beds, desks, desk chairs, dressers, and MicroFridges. Apartments are fully furnished with beds, desks, chairs, dressers, couch, end table, coffee table, tv stand, dining room tables, bar stools, and basic kitchen appliances. Students are responsible for the condition of the furniture originally assigned to the room or apartment, and may be billed for damages incurred during the year. Furniture assigned to a room must remain in that room for the duration of the year. Facilities is not authorized to remove furniture and will not do so if asked by a student.
- h) *Community Areas*—Community areas in the residence halls and apartments (lobbies, study rooms, bathrooms, elevators, kitchens, hallways, laundry rooms, etc.) are the joint responsibility of all students living in that building. Residents should treat community areas as they would their own homes. Damages incurred in community areas will be divided and charged to each resident of a hall or building unless the specific students responsible are identified.
- i) *Room Check In/Out*—Students are required to check in with the residence hall staff before moving into their rooms. At this time, a student is required to sign the Room Inventory Form and the Key Log. When checking out of rooms, students must also meet with the residence hall staff who will inspect the room and have the student sign the Room Inventory Form. The charge for losing a room key and having the lock changed is \$50.00 in Dexter and Williams, and \$150 in Belk, Andrews, Pell, Fleming and the Heath. Students accept responsibility for their room and furnishings as of the date of occupancy and are responsible for any damages subsequent to that date. A Room Damage Form will

be completed if there is damage upon check-out. Charges will be placed on a student's account and must be paid prior to the release of grades, transcripts, or registration for the next term. **The University will not be responsible for any items a student leaves in a residence hall room when the student checks out, withdraws, leaves for university scheduled breaks, or takes a leave of absence from the University.** A student who is not enrolled in classes as a result of a Leave of Absence, Withdrawal or Academic Disqualification must check out of their room upon the official date of the Leave of Absence, Withdrawal or Disqualification.

### **Visitation**

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

#### *General guidelines -*

1. Specific days and times when visitation will be allowed will be approved by the University and distributed to all students and posted in the residence halls and the Heath at the beginning of each term. Students are responsible for the conduct of their guests and must escort guests at all times.
2. All guests male and female must be properly registered.
3. Use of visitation hours should be by mutual agreement between roommates in the roommate contract. The roommate contract will always take precedence. It is the right of every student to have privacy in their assigned room, and no student should feel obligated to give up that right at any time. In the interest of preserving respect for privacy, a roommate may ask a guest to leave their room and this request should be honored.
4. Students are responsible for accompanying guests in the residence hall at all times and is responsible for the guest's actions
5. Students may not have more than two guests at the same time
6. Guests may be asked to leave the University campus at any time should their behavior be disruptive or be in violation of University regulations and policies.
7. Guests may not be given the use of Access Cards or room keys at any time.

### **Guest & Overnight Visitation Policy**

1. Students may have guests (male or female) in their residence hall rooms as designated for their living area. Guests may stay for no more than three consecutive nights at three different times during a term or no more than 9 nights during any term, unless specific permission has been granted by the Director of Residential Life or their designee for a longer visit.
2. Any student signing a guest in with a fake name will be sanctioned by their Resident Director or sent to Civitas.
3. Guests may not be given the use of Access Cards or room keys at any time.
4. Visitation may take place in the lobbies of the residence halls at any time. Sleeping overnight in lobbies is not permitted.
5. Visitation may take place in the student's room in the residence hall according to the following regulations:
  - (i) Residents may invite a guest into the halls between the hours:
    - (a) 10:00 am - 12:00 am Sunday through Thursday
    - (b) 10:00 am - 2:00 am Friday through Saturday
    - (c) Residents may host an overnight guest of the same sex on any night of the week. Overnight guests of the opposite sex may only spend the night on **Friday and Saturday nights.**
      - Overnight guests of the opposite sex are required to shower in the Montgomery Student Center locker room.
      - Resident students with a roommate or suitemate(s) must have the express



- permission of their roommate/suitemate(s) when hosting an overnight guest.
  - A "guest" or "visitor" is defined herein as any individual that is not a current Converse resident student. Commuter students are considered "guests" or "visitors" to the residential community. A current residential student that doesn't reside in your room or suite is a guest.
- 7. All visitors/guests of an Converse University resident must be escorted by the resident throughout the residence hall from the time of entry to the time of exit; this includes being escorted to bathrooms, lounges, and all other areas of the residence hall. Guests may not be left alone in a residence hall room or suite.
  - All residents must reach a common agreement with their roommates/suitemates prior to hosting a visitor or overnight guest.
  - Any guest that is not feeling well, experiencing symptoms related to COVID, or that has recently been exposed to someone that has tested positive for COVID should not enter the residence halls.

### **Guest Sign-in**

Converse University requires residents to sign-in all visitors and overnight guests. Guest/visitor sign-in is critical in case of an emergency.

1. All residents must complete the form using the link <https://forms.gle/5K7gbZiR85bLju7n9>
2. QR codes are located at the entry door of all residence halls and CA room doors.
3. Only the resident hosting and responsible for the guest may sign-in the guest.
4. All guests must be signed-in prior to entering the residence halls.
5. Guests may not have in their possession a resident's room/suite key or Converse ID.
6. A guest may not be unattended in the residence halls, including in common areas, bathrooms, and bedrooms.

***\*\*Failure to sign a guest in will be considered a violation of this policy and will result in disciplinary action.***

### **Children in the Residence Halls**

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

### **Babysitting in the Residence Halls**

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

### **Residence Hall Security**

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

- a) *Residence Hall Access*—In order to ensure safety on campus, a student is responsible for their own access card. Each student should use the card assigned to them. Cards are not to be loaned to other students or non-students. Students must report a lost card to Campus Safety immediately so the card can be deactivated. New cards will be issued at replacement cost.

- b) *Entering the Residence Hall*—A student is able to enter their residence hall when the residence halls are open for each academic session. If a student forgets their access card, the RD/AD on-call must confirm to Campus Safety that they are the resident student. If they are unable to confirm this and Campus Safety is unable to locate your CA or RD/AD, you will not be permitted entry into the residence hall.
- c) *Guests and Day Students*—Guests or Day Students must abide by the same rules governing their hostesses. The guest must be accompanied by their hostess or another Converse student with an access card. Violations of residence hall access policy will be under the jurisdiction of Civitas Council and may result in fines or other sanctions. All Day Students must sign in at the front desk.
- d) *Breach of Security*—Behaviors that jeopardize the safety and security of the campus community are prohibited. Violations include but are not limited to key/access card misuse; tampering with locked doors; unauthorized access to areas such as campus roofs or window sills; damage to lighting/exit signs; and propping of doors.

### **Fire Safety**

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

Specific guidelines are listed below:

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

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

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

### **Community Living**

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

## *Responsibilities of Residents—*

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

### **Private and Semi-Private Bathrooms**

It is the responsibility of the residents with private and semi-private bathrooms to clean and maintain their bathrooms in an acceptable sanitary condition. Belk, Fleming, Kate and Howard Halls all have bathrooms that the residents are required to maintain. Failure to do so will result in a fine to each suite mate. \$50 for first offense, \$75 for second offense, \$100 for third offense and may result in removal from suite style living.

### **Communal Bathrooms**

It is the responsibility of residents with communal bathrooms to be respectful of the community and housekeeping staff. Residents should be mindful to clean up after themselves any sanitary products, their own blood borne pathogens, hair dye, body paint, paint, glitter, etc. in their community bathrooms. Failure to do so will result in a fine of \$50 first offense, \$75 for second offense, \$100 for third offense.

### **Smoking Policy**

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

### **Residence Hall Closings**

All residence halls are closed during the Thanksgiving, Christmas, spring, and summer holidays. Students may not remain on campus during those times. Failure to meet the scheduled check in/out time or appointment will result in a \$100.00 minimum late check-out fee, with an additional \$50.00 per hour not to exceed \$300 per day. If a student is in the residence halls after the official closing time and before the official opening time of the residence halls the above fines will be applied. Specific opening and closing times for residence halls are listed on the University Calendar. Students should make plans accordingly. Students permitting access to roommates or peers to gain entry to a residential space, prior to their university approved move in or move out date, will be assessed a fine of \$100 per day per person.

### **Room and Roommate Changes**

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

1. All requests to change rooms must be submitted to the Director of Residential Life for approval.
2. A student who wishes to change must speak to their CA. The Assistant Director of Residential Life or

Director of Residential Life will not discuss a Room Change until an agreeable solution has been reached.

3. It is the responsibility of the student who initiates the move to tell their roommate they want to move, will be the one who actually makes the move unless another mutually agreeable solution can be worked out and will make certain they (or their roommate, if the roommate chooses to make the move) sees the Resident Director..
4. All room keys must be turned in to the Resident Director after the change can take place.
5. The Community Advisor will also check the room for damage before the students move and the Room Inventory Form must be signed by the student who is moving.
6. After final approval, there is a 24 hour to one week period before the actual move can take place.

### **Quiet Hours**

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

### **Responsibility of Personal Property**

The University does not assume any obligation or responsibility for the loss of damage to items of personal property of students which may occur in University buildings or on University property. Students and parents are encouraged to carry appropriate insurance to cover such loss or damage. The University is not responsible for any items left by students in University housing facilities after a student checks out, withdraws, or takes a leave of absence from University. Such items will be considered abandoned property and may be retained or disposed of at the discretion of the University.

### **Pregnancy Policy**

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

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

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

### **Room Entry**

The University reserves the right to enter and/or search a student's room when there is reason to believe an emergency exists, a university or housing violation is occurring or has occurred, evidence suggests criminal activity, the health, safety or well-being of the occupants or other persons is at stake, or for purposes of maintenance. In the case of suspected criminal violations, searches may be conducted by law enforcement officials. Evidence produced during a room search may be used in university judicial proceedings. Student staff members may enter rooms without a full-time university official for the purpose of University

inspections (to conduct a visual inspection), which includes opening closets, looking under beds and opening and removing items from refrigerators. A university staff member and/or campus safety officer may enter each room during any fire alarm or drill to make sure that the residents have evacuated the building.

### **Pets**

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

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

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

## **PET POLICY FOR THIRD FLOOR WILLIAMS**

### **Number of Pets**

In regards to residency in the third floor of Williams, students will be permitted to have fish in a 10 gallon size aquarium or smaller. In addition, there is a limit of one (1) dog per room.

### **Dogs**

- Must be collared and on a leash outside room.
- Routine maintenance of the animal is expected and includes flea and tick prevention, de-worming, and annual examinations. The animal must be in good health, displaying no skin, eye, ear, or nose irritation, infection, or discharge, unless the animal has a release from a veterinarian showing the animal free of any health risk to the public. Residential Life has the right to request updated veterinary verification at any time during the animal's residency.
- Must be licensed and a copy of the license must be on file with the Director of Residential Life. Dogs must be spayed or neutered at the appropriate age. A copy of the vet report must be on file with the Director of Residential Life.
- Must possess friendly and sociable characteristics.
- Must weigh 30 pounds or less.
- Aggressive breeds or animals that exhibit aggressive behavior are not allowed.
- A full picture of the dog from the front and side must be sent to the Director of Residential Life before an approval will be made.

### **Standards of Behavior By Animal and Pet Owner**

Health, sanitary, safety, and disruptive standards must be maintained as follows:

- Pets must not be left unattended for inordinate amounts of time.
- Pets must not be taken into the residential hall common spaces, offices or student living areas.

- Pets are only permitted in the hallways if: a) they are being transported to the owner's apartment, b) they are being transported outside from the owner's apartment, and c) the shortest route from outside to the apartment is utilized.
- Pets must not be taken into any administrative, academic, or athletic facilities.
- Pets may be leashed outside an apartment only when the owner accompanying the pet.
- Pet feces must be disposed of properly. It is the owner's responsibility to shovel feces from university grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Clean up must occur IMMEDIATELY.
- Pet accidents within the apartment must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, and cages, and must occur. The strong odor of a pet emanating from the apartment is not acceptable.
- Pets must not be allowed to disrupt others (e.g, barking continuously, yowling, howling, etc.). Pets which constitute a nuisance to other residents, as determined by the Director of Residential Life, must be removed within seven (7) days of notification by the Director of Residential Life.
- Pets must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior.
- All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Personal renter's insurance of the owner may be necessary.
- The owner will take all reasonable precautions to protect the property of the university and the residents.
- The owner will notify the Director of Residential Life if the pet has escaped its confines and is unable to be located within five (5) hours.
- The owner will provide \$300 non-refundable pet deposit payable to Converse University. The deposit will be submitted with the completed pet agreement.

Violations concerning any of the aforementioned may result in the student having to find alternative housing off-campus for the pet. The Director of Residential Life also reserves the right to contact the emergency contact listed in this agreement and give the animal in question to that contact in emergency situations.

### **Vacating the Apartment**

At the time the student moves out of his/her apartment, or no longer owns the pet(s), the Director of Residential Life and Director of Facilities will again assess the apartment and determine if damage to Converse University's property can be attributed to the pet(s). The Director of Residential Life maintains the right to conduct apartment inspections annually to assess for pet damage and make decisions regarding pet ownership. Vacate dates may be influenced by repair/replacement schedule as necessary based on any damages caused by the pet. Discussions need to occur when the student gives notice to the Director of Residential Life.

### **Cleaning and Damages**

Apartment cleanliness both during occupancy and post occupancy may be a concern for custodial staff members. It is expected that university apartments and university owned contents will be kept clean and maintained by the student in residence.

The student is financially responsible for the actions of the animal including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The staff member is expected to cover all costs of returning the unit to the same condition of move-in. This may include cleaning all carpets and furniture to remove pet odors, dander, hair, etc.

Residential Life will inspect the residential unit on a regular basis. If fleas, ticks, or other pests are detected through inspection, the unit will be treated using fumigation methods by the university-approved pest control services. The student will be responsible for treatments beyond routine maintenance.

## **Financial Responsibilities**

Owners accept sole responsibility for pet care and well-being. If there are any damages, cleaning fees, or replacements of university owned items due to the actions of the animal or failure to take care of the animal, either during the time that the animal is in residence or after the removal of the animal, the student will be asked to write a check to the University for the total cost or the cost will be taken from the last paycheck due to the Resident Director/Assistant Director.

The university reserves the right to have a pet removed from university property that is in violation of university policy or creates a disruption to the campus community or residence hall environment.

## **REPORTING A VIOLATION of RESIDENTIAL LIFE POLICIES**

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

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

## **Hearing Process**

### *First Offense*

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

### *Repeat Offense*

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

Student Code of Conduct.

### **Appeals Process**

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

## **NON-DISCRIMINATION POLICY**

Converse University is an independent, privately-supported institution committed to providing a high-quality education to qualified students regardless of race, color, creed, religion, sexual orientation, disability, age, national or ethnic origin, veteran status, genetic information, or any other status protected by applicable federal, state, or local law unless allowed by law and deemed necessary to the administration of the University's educational programs or operations. This policy applies to all of the University's operations, including but not limited to, the administration of all educational, athletic, financial and employment activities. The University's policies comply with the requirements of Title VII of the Civil Rights Act of 1964, and all other applicable federal, state, and local statutes, regulations, and guidelines. For more information, call the Assistant Dean of Diversity and Inclusion: (864) 596-9196.

Revised January 27, 2017

### **CONVERSE UNIVERSITY SEX & GENDER DISCRIMINATION AND HARASSMENT POLICY AND TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURES**

*Note: The full policy can be found on My.Converse ([https://my.converse.edu/ICS/Offices/Human\\_Resources/Title\\_IX.jnz](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](mailto:wellnesscenter@converse.edu).

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

**Title IX Coordinator:**

**Danielle Stone, MUEd**

Assistant Dean of Diversity and Inclusion

864.596.9196

[Danielle.stone@converse.edu](mailto:Danielle.stone@converse.edu)

Location: Montgomery 202H

Campus Representative



**Title IX Deputy Coordinators: Claire Gregg, PhD**

Director of Human Resources  
864.596.9029  
claire.gregg@converse.edu  
Location: Carnegie 204

**Jodi Strehl, MSW**

Senior Associate AD for Internal Operations/SWA  
864.596.9671  
jodi.strehl@converse.edu  
Location: Marsha H Gibbs 216

**Tori McLean Good, EdD**

Director of Career Development and Employer Relations  
864.596.9647  
tori.good@converse.edu  
Location: Wilson 352

Duties and responsibilities of the Coordinators are to monitor and oversee implementation of Title IX compliance at the University, including coordination of training, education, communication, and administration of procedures for faculty, staff, students and other members of the University community, such as contract employees, Board members, and auxiliary staff. Complaints regarding discrimination or harassment on the basis of sex or gender, against Converse students, employees, or third party contractors should be directed to the Title IX Coordinator or Deputy Coordinators listed above.

**Statement of Purpose and Values**

Converse University ("Converse"), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX") and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in its programs and activities.

Discrimination and harassment are antithetical to the values and standards of the Converse community; are incompatible with the safe, healthy environment that the Converse community expects and deserves; and will not be tolerated. Converse is committed to providing programs, activities, and an education and work environment free from discrimination and harassment and to fostering a community that provides prompt reporting and fair and timely resolution of those behaviors.

Inquiries concerning discrimination or harassment on the basis of sex or gender may be referred

to Converse's Title IX Coordinator. Please see contact information above.

Inquiries concerning discrimination or harassment based on a protected characteristic or status other than sex or gender may be referred to the Assistant Dean of Diversity and Inclusion (for students) or the Director of Human Resources (for employees).

Individuals also may make inquiries regarding discrimination or harassment to the U.S. Department of Education's Office for Civil Rights by contacting the District of Columbia Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Phone 800-421-3481; email: [OCR@ed.gov](mailto:OCR@ed.gov).

### **Policy Scope**

This Policy applies to any allegation of sex or gender discrimination or harassment made by or against a student or an employee of Converse or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity.

The Title IX Sexual Harassment Grievance Procedures apply only to allegations of Sexual Harassment in Converse's Education Program or Activity (as defined herein).

Converse will address allegations of other types of sex or gender discrimination or harassment (i.e., that do not meet the definition of Sexual Harassment) (1) using other student and employee conduct disciplinary procedures deemed appropriate by the Title IX Coordinator in consultation with other Converse administrators; and/or (2) with Supportive Measures, which are defined and discussed in more detail herein.

When Converse has Actual Knowledge of Sexual Harassment (or allegations thereof) in its Education Program or Activity and against a person in the United States, Converse is obligated to respond and to follow Title IX's specific requirements, which are addressed and incorporated in these Grievance Procedures.

Promptly upon receiving allegations of Sexual Harassment in Converse's Education Program or Activity and against a person in the United States, the Title IX Coordinator will contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a Formal Complaint and to explain to the Complainant the process for filing a Formal Complaint.

## **SOLICITATION POLICY FOR MONTGOMERY LOBBY**

A solicitation policy has been established for student and outside vendors who wish to use Montgomery Lobby for solicitation of products. **Solicitation within the residence halls, dining hall, administrative offices, and academic buildings is strictly prohibited.** Student Organizations wishing to fundraise must have their event approved as per the STUDENT FUNDRAISING POLICIES AND REGULATIONS POLICY in the Undergraduate Student Handbook.

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

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

## **STUDENT GRIEVANCE PROCEDURE**

If a student has a concern about a policy or general procedure of the university, they may either direct their concern to the office responsible for the oversight of the policy/procedure or they may address their 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 University has established the following procedure for students to pursue grievances against faculty or staff members:

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

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

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

**Step Four**—A student who is not satisfied with the disposition of the matter may request a formal grievance hearing by notifying the Dean of Students in writing within three days of receipt of the dean or senior

administrator's response. The request should explain the complaint and should include copies of all letters written and received, as well as supporting evidence and proper documentation. The Dean of Students will serve as Chair of a Committee made up of a faculty or staff member appointed by the SGA Executive Committee, a faculty member or administrator chosen by the President, and a faculty member or administrator chosen by the student. The Dean of Students will set a date for the hearing within five to ten working days of receipt of the request and will send copies of the appeal to committee members. All members of the committee must be present in order for the hearing to take place.

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

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

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

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

## **STUDENT COMPLAINTS AGAINST FACULTY MEMBERS**

**Note: This policy does not include student complaints against faculty members regarding claims of discrimination on the basis of**

- **race, color, and national origin;**
- **sex (including pregnancy, parental status, or sex stereotypes);**
- **disability; or age.**

**Students who believe they have been discriminated against on the basis of any of these four conditions should use the grievance policy as stated above.**

1. Students are encouraged to contact professors to discuss any concerns students have about grades,

faculty performance in the classroom, or faculty behavior toward students not included in the four categories (race, etc.) immediately above. Professors have office hours that are published on the door to their office and are on the syllabus for the class. Students wanting to talk with professors should speak with the professor before or after class, call the professor on the phone, or communicate via email to set up an appointment. Students who are not comfortable raising an issue or complaint with the faculty member should communicate with the department chair.

2. If the student and the professor cannot resolve the issue, the student should make an appointment to talk with the department chair. The department chair will work with the student and the faculty member to attempt to resolve the issue.

3. If the student and the department chair cannot resolve the issue, or if the student's professor is the department chair, the student should go to the appropriate academic dean. The dean will attempt to resolve the issue and may consult with the provost in doing so. The decision of the dean is final.

## STUDENT QUESTIONS CONCERNING CLASSROOM WORK

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

Students having questions about grades should follow the procedure below:

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

### Privacy of Student Records

1. In the handling of student records, Converse complies with the provisions of the Family Educational Rights and Privacy Act of 1974.

2. **Use of Student Records:** Student records, both academic and personal, are confidential in nature, and they will be used internally by administration, faculty, and staff in such a way to protect their confidential nature at all times.

3. **Release of Student Records:** Student records, except for Directory Information (described below), will be released only to appropriate administrative officers, faculty, and the student herself. Release of these records to other persons such as employers, prospective employers, other colleges, and governmental and legal agencies shall occur only upon approval of the student or former student or upon subpoena.

### 4. Types of Records Maintained:

a. **Highly Confidential** - restricted access

Record	Officer(s) Responsible
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Personal Counseling	University Counselor, University Physician, University Chaplain, Dean of Students
Health Records	Dean of Students, University Physician, Director of Health Services
Financial Aid	Director of Financial Aid
Disciplinary Action	President of the University, Dean of Students or, Academic Dean

**b. Academic Records**

<i>Record</i>	<i>Officer(s) Responsible</i>
Records submitted for Admission grade reports, transcripts, etc.	Director of Admissions
Permanent Record	Registrar
Credentials File (including letters of recommendation)	Career Development

**c. Directory Information:** Registrar, Communications

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

**Description of Directory Information**

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

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

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

**A. Rights of Students:**

1. Under the conditions to be stated, the student will be allowed to inspect any record kept for that student with the following exceptions:
  - a. faculty records made and used in pursuit of the faculty’s duties in instruction;
  - b. the confidential files of medical and counseling staff of the University;
  - c. the records or minutes of deliberations of disciplinary bodies of the University (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 University.
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 University 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 themselves 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 University, a hearing will be necessary. The hearing in such cases will be conducted by the Administrative Committee of the University, consisting of the President, the two academic deans, the Dean of Students, and three faculty members. For such a hearing, the Registrar will serve as an ex-officio member of the Committee.

## ACADEMICS

### ACADEMIC CALENDAR

The updated academic calendar can be found online at:

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

### ACADEMIC ADVISING

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

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

Declaring a major means that the student transfers to a major advisor in a particular academic department for advice in a specific program of study. Students choosing double majors are assigned advisors in both academic areas, and should regularly consult **BOTH** advisors. Students should complete plans for the major(s) and/or a minor no later than the spring of the sophomore year, but preferably sooner.

### STUDENT RESPONSIBILITIES

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

### RESOLUTION PROCEDURES FOR STUDENT COMPLAINTS

Converse provides all members of its academic community the opportunity to present grievances for resolution. The university has established procedures for students, as well as faculty and staff, to register and resolve complaints. The Undergraduate Student Handbook outlines for students the procedures for filing grievances against faculty and staff; for reporting sexual harassment and sexual misconduct; and for pursuing Honor Board, Civitas Council, and alcohol and drug abuse cases. The Office of Student Development and Success in the Montgomery Student Activities Building can provide students copies of the Undergraduate

Student Handbook and additional information about procedures. The Graduate Office in the Ezell Building has the Graduate Student Handbook, which outlines policies graduate students should follow. Music graduate students should consult the Petrie School of Music's Student Handbook for student complaint procedures.

### **AMOUNT OF WORK AND ACCELERATION (see the *Undergraduate Catalog*)**

#### **ATTENDANCE AT CLASSES**

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

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

#### **CHANGING COURSES**

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

- 1) Without a grade -through the add period. See academic calendar for dates.
- 2) Grade of "W" - A Student may receive a grade of "W" in the regular terms (Fall and Spring) until one week before the last day of the regular term and four days prior to the last day of the January Term. No one may withdraw from a course after the final date.
- 3) Students who drop below the minimum number of hours (12 hours in Fall and Spring Terms; 3 hours in January Term) to be considered full-time should be aware of potential problems with both financial aid and on-campus housing. Therefore, part-time status for undergraduate students is strongly discouraged.

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

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

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

#### **CLASSIFICATION REQUIREMENTS**

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



## **CLASSROOM PROCEDURES FOR ACADEMIC WORK**

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

### **A. Quizzes and Examinations:**

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

### **B. Library and Laboratory Procedures**

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

### **C. The Honor Tradition and Academic Work**

1. All written work is to be pledged unless otherwise specified by the professor.
2. A student may freely discuss ideas with others, since such discussion is a valuable stimulation to independent thought. But in written work material should be organized and ideas should be expressed without help from others.
3. Students are expected to do all academic work in accordance with the principles of the Honor Tradition. These principles specifically applied to the preparation of papers are:
  - a. The student's written work must be essentially the product of their 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 their own work. They may ask other students about specific points of grammar or punctuation. Students should feel free to use the Writing Center without fear of violating the Honor Code.
  - b. All creative writing is expected to be entirely original.
  - c. In any critical research paper, the source of all material not original with the writer must be given full and specific acknowledgment. All phrases, sentences, or longer passages taken directly from another writer must be placed within quotation marks or in a block quotation and then cited properly; all phrases, sentences, or longer passages paraphrased from another writer must also be cited properly. Whether quoted directly or paraphrased, all ideas, opinions, and facts that are not common knowledge must be cited properly. Failure to distinguish one's own work and ideas from works and ideas taken from another source constitutes plagiarism and is a direct violation of the Honor

Tradition. The student is responsible for learning the proper means of distinguishing their own work from material they have borrowed or for asking their instructor if they are in doubt. Whether a student quotes directly, paraphrases, or summarizes, they must remember that they are obligated to acknowledge their indebtedness for the facts, opinions, ideas or words used.

- 1) Facts: Authority must be cited for the use of any fact not generally known. The assertion that Columbus discovered America in 1492 need not be supported. But if the student writes that Columbus strangled his wife with a red stocking, the authority must be produced. Most frequently, the failure to give adequate support occurs when the student is sketching in background information. For example, do not discuss the education of Thomas Hardy, the romance of the Brownings or the friendship of Tennyson for Hallum without some general acknowledgment as the following (in a footnote) "For the information about . . ., I am indebted to the following work or works . . ."
- 2) Opinions: Any opinion not the writer's own used in a paper should be credited to its owner. If the writer's thinking on a certain subject happens to lie parallel to that of T.S. Eliot, for instance, this fact must be acknowledged in the usual way and the thought then expressed in the writer's own words. Many questions arise on this point, and the only satisfactory rule is that of common honesty.
- 3) Ideas: Any idea not the writer's own used in a paper should be credited to its owner. For example, the idea that the structure of Mark Twain's *Adventures of Huckleberry Finn* alternates between the river and the shore should be attributed to the originator of the idea, the critic Henry Nash Smith. As with opinions, many questions arise on this point, so the student must use common sense and honesty.
- 4) For a guide to the correct use of footnotes and other manners of acknowledging borrowed materials, consult a manual or stylebook approved by the instructor. Do not hesitate to consult the instructor about any problem of form or academic honesty.
- 5) Procedure: The instructor must judge evidence sufficient to warrant investigation. The instructor then raises the subject of plagiarism with the student, cites the passages under question, and tells the student either that on the basis of present information, no further action will be taken or that the matter should be reported to the Honor Board. In the former case, the question will not be raised again unless new evidence is uncovered. In the latter case, the instructor should remind the student that they have twenty-four hours to report their situation to the Honor Board. (See Honor Board Procedures)

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

- D. No electronic devices of any kind may be used in the classroom without the expressed permission of the instructor. Neither children nor animals are allowed in classes except by special permission. The University does not provide transportation to off-campus classes.

**COOPERATION WITH WOFFORD (see the *Undergraduate Catalog*)**

## DIRECTED INDEPENDENT STUDY (see the *Undergraduate Catalog*)

### EXAMINATIONS

#### A. Final Examinations

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

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

- h. It violates the honor system for students to discuss examinations which they have seen with other students during the examination period.
        - i. Faculty should be available to the students during the examination period.
- B. Closed Study Period**

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

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

  - 1. The course must have adequate instruments, in the judgment of the instructor, for evaluation of the student's performance without a final examination.
  - 2. The student must have:
    - a. a cumulative grade average of at least 3.25; and
    - b. an accrued evaluation of B or better in the course.
  - 3. Such exemption does not relieve the student of any of the other academic or attendance requirements of the course.
- E. Special Examinations**
  - 1. If for legitimate reasons a student must miss an examination during the examination period, they may with permission of the instructor be allowed to take it at a later date. If the instructor does not agree to a special examination, the student may appeal to the appropriate dean.
  - 2. Special examination times are set by the examiner concerned.
- F. Disposition of Examination Papers and Term Papers**

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

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

## **GRADE REPORTS AND TRANSCRIPTS**

Final grades are reported at the end of every term, while midterm grades are reported for Fall and Spring Terms only. Midterm grades are reported for all undergraduate students. A student may view their midterm and final grades at [My.converse.edu](http://My.converse.edu) by entering their username and password. Advisers also can view their advisees grades via the faculty website.

The Office of the Registrar issues a transcript of a student's academic record only upon receiving a written, signed request from the student. The charge is \$10.00 per copy and a transcript will not be issued until all fees and fines are paid to the University.

## **GRADES**

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

For more information, see the *Undergraduate Catalog*.

**GRADUATION REQUIREMENTS (see the *Undergraduate Catalog*)**

**NISBET HONORS PROGRAM (see the *Undergraduate Catalog*)**

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

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

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

**SUMMER SCHOOL CREDITS (see the *Undergraduate Catalog*)**

**TRANSFER STUDENTS (see the *Undergraduate Catalog*)**

## **SEPARATION FROM THE UNIVERSITY**

There are four categories of separation from the University: Leave of Absence, Withdrawal, Voluntary Administrative Withdrawal, and Involuntary Administrative Withdrawal.

Prior to making any final decisions about withdrawing or taking a leave of absence, students are encouraged to contact the Office of Financial Planning to determine if this will affect their financial aid title eligibility. For further information concerning financial aid, contact the Office of Financial Planning.

Students may begin the separation from the university by using the forms located on MyConverse under [Students>Student Life>Leaving Converse](#)

### **Leave of Absence**

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

To be granted a leave of absence during a term, appropriate documentation must be completed prior to separation from the University. Students who are requesting that a leave of absence be applied to a current semester must complete and return all necessary documentation by the end of the business day on the last

day of classes for the semester. Students who would like to request a leave of absence should contact the Wellness Center in order to obtain the required forms.

Students who are granted a mid-term leave of absence will receive grades of “W” for courses in that term. Students who do not complete documentation by 5:00 PM on the last day of classes for the semester will receive a grade of “F” unless, for reasons of health or family emergency, they provide appropriate evidence of treatment and receive the approval of the Dean of Students in consultation with a representative of the Wellness Center.

### **Withdrawal**

A student who wishes to completely withdraw from the University is requested to participate in an exit evaluation process and must complete withdrawal paperwork. **Any student intending to withdraw from the University will begin the process by contacting the Wellness Center;** a staff member will then send the student an email with further instructions, along with a link to a confidential, online questionnaire. Once the questionnaire is complete, a Wellness Center staff member will send a second email with final paperwork.

Students who are granted a mid-term withdrawal will receive grades of “W” for courses in that term. Students who are requesting that a withdrawal be applied to a current semester must complete and return all necessary documentation by 5:00 PM on the last day of classes for the semester. Students who do not complete their documentation by this time will receive a grade of “F” unless, for reasons of health or family emergency, they provide appropriate evidence of treatment and receive the approval of the Dean of Students in consultation with a representative of the Wellness Center.

Students who are granted a withdrawal or who automatically withdraw after a leave of absence of one academic year must reapply to the University through the Office of Admissions if they choose to re-enroll.

### **Voluntary and Involuntary Administrative Leave Policy**

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

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

- Engages in behaviors/actions that are intended to inflict serious harm upon self or others
- Threatens, harms, or has the potential to harm the health or safety of the student or others; threats may be in the form of, but are not limited to, verbal utterances, written documentation, social media posts, or threatening gestures
- Causes or threatens to cause significant property damage; threats may be in the form of, but are not limited to, verbal utterances, written documentation, social media posts, or threatening gestures
- Significantly disrupts the normal education processes and orderly operations of the University community, including exhibiting behavior which causes emotional, psychological or physical distress to fellow students, faculty or staff substantially above that normally experienced in daily life (Disruption may be in the form of a single incident or somewhat less severe but persistent disruption over a more extended period.)
- Creates an unusual responsibility to monitor, supervise, treat, protect, or restrain the student to ensure their safety and the safety of those around them; and/or whose physical or psychological

disorder is such as to require highly specialized services beyond those available locally, and whose condition will deteriorate without additional resources, as deemed by the Director of Counseling and Wellness and/or counseling or medical staff, and in consultation with off-campus providers (as necessary).

- Is unable or unwilling to participate in an evaluation or to follow the treatment recommendations of a medical or mental health provider to assess and/or address one or more of the concerns listed above and, as a result, cannot provide reasonable assurance of the safety of themselves or others in the community.

In addition, the university reserves the right to suspend, expel, or enforce the withdrawal of any student whose academic standing is unsatisfactory; who violates the Honor Code, Code of Conduct and/or other University policies; who persistently violates University regulations; or whose influence, by word or deed, is determined to be injurious to the best interest of the student body or the institution.

### **University Response Regarding Harm to Self/Others**

The University cannot ignore the risk of suicidal ideation and behaviors and must take every reasonable step to assist a student who threatens or attempts suicide. The University considers not only the well-being of the individual student, but also the well-being of the entire campus community. In the case of an active suicidal ideation or an actual suicide attempt, the student will immediately be transported to a hospital for treatment and evaluation. The Dean of Students or their designee will notify the student's parents or legal guardian. The University is not responsible for any costs incurred for transportation to or treatment at a local hospital or behavioral health center.

If a student reports an active suicidal ideation, engages in a suicidal gesture or act, or is referred off-campus for medical/psychological treatment or evaluation for such behavior, the student will be placed on immediate temporary administrative withdrawal to provide time for a psychological evaluation. The student may not reside on campus or attend classes during this temporary withdrawal period. This withdrawal will be issued by the Dean of Students in consultation with the Director of Counseling and Wellness or Wellness Center staff.

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

As part of the reinstatement process, the student will be required to sign a release permitting the medical and/or mental health providers responsible for the student's medical and/or psychological evaluation and care (if applicable) to discuss the student's readiness to return to the Converse environment with the Director of Counseling and Wellness and any other University officials as needed. The decision to reinstate enrollment will be based on the results of the medical/psychological evaluation, the recommendations of the student's providers, the student's readiness to independently return to campus and to follow the recommended treatment plan, and the potential impact of the student's reinstatement on the campus environment.

### **Process for Return from Involuntary or Voluntary Administrative Leave**

A student seeking a return from an Involuntary or Voluntary Administrative Leave must apply in writing to the Dean of Students. The student must demonstrate that they have met any conditions for return specified by the University. In addition, the University may require the student to submit documentation of evaluations and/or treatment as described above, as well as a release from the student to enable the Director of

Counseling and Wellness or Wellness Center staff to discuss the student's condition with their medical and/or mental health provider.

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

### **Appeal Process**

A student subject to the Involuntary Leave policy may appeal this decision to the Provost. A student who wishes to appeal must submit a written letter of appeal to the Provost within five (5) business days of receipt of the Dean of Students' decision. The letter of appeal must state why the student believes that the Dean's decision was unwarranted under the circumstances. After reviewing the appeal letter the Provost may meet with the student, as the Provost determines appropriate. In addition, the Provost may review relevant documents and confer with University officials before reaching a decision on the appeal. The Provost will render a decision upholding, rejecting, or modifying the determination of the Dean of Students.

## **ACADEMIC POLICIES ON DISABILITIES**

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

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

Any faculty member who receives a request for academic accommodations on the basis of disability must refer the student to the Case Manager for Student Accessibility Services immediately. No modification of the present program or promises of modification should be made until the Case Manager has made a recommendation.

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



## **Admissions**

Students are admitted to Converse on the basis of academic credentials and additional information submitted to the Admission Office. Students that receive accommodations either in high school or on standardized tests are not necessarily eligible for accommodations in higher education under the ADA or Section 504.

Applicants are not required to disclose any disability on their applications for admission to Converse. Once admitted, however, a student seeking reasonable academic or housing accommodations for a disability should complete the Request for Accommodations form in my.converse to begin the request process. All requests should be made as early as possible to provide adequate time to process the request.

## **Accommodations for Students with Disabilities**

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

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

## **Procedure for requesting Academic or Housing Accommodations**

Students should submit a completed Request for Accommodations Form on my.converse with supporting documentation to the Case Manager for Student Accessibility Services at least thirty 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 Counseling and Wellness to prepare an appropriate accommodation plan, and to secure available support services and/or equipment. This deadline is for administrative purposes only and does not preclude admission to programs or services. All information and records regarding students with disabilities, including accommodations for them, are strictly confidential, and the Division for Student Development and Success complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Records are stored in a secure location and reviewed only by authorized personnel.

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

### **Documentation Guidelines**

#### Documentation from External Sources:

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

Suggested Documentation Guidelines:

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

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

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

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

The Case Manager for Student Accessibility Services will review submitted materials and set up a meeting to discuss appropriate accommodations with the student.

### **SERVICE AND EMOTIONAL SUPPORT ANIMAL POLICY**

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

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

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

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

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

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

### **Definitions**

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

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

**Service Animal:** Any dog or miniature pony that is individually trained or in the process of being trained to do work or perform specific tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a

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

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

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

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

### **Procedures for Documenting Emotional Support Animals:**

Documentation *is* required for review of requests for accommodations related to Emotional Support Animals and must be completed and submitted to the disability services office.

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

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

### **Documentation Guidelines for Emotional Support Animal Requests**

- A. A written request from the prospective handler explaining
  1. the need for the animal
  2. the type of animal
  3. the date when the animal was put into service
  4. description of the animal (e.g. weight, breed, etc.), whether the animal is housebroken, and the animal's name.
- B. Documentation of medical and/or psychological conditions requires the completion of forms available on my.converse by a licensed healthcare professional. In order to ensure an objective assessment, the professional completing the evaluation must be an impartial individual who is not related to the student. The forms should include information specifically addressing:
  1. the nature of the proposed handler's disability,
  2. the date[s] of the medical diagnosis and prescription for such an animal,
  3. how the animal is necessary to provide the proposed handler access to Converse University

- housing program, and
4. the relationship between the disability and the Emotional Support animal.

*Please note that the Federal Trade Commission (FTC) has been asked to investigate websites that purport to provide documentation from a health care provider in support of requests for an ESA. The websites in question offer for sale documentation that is not reliable for purposes of determining whether an individual has a disability or disability-related need for an ESA because the website operators and health care professionals who consult with them lack the personal knowledge that is necessary to make such determinations. Letters purchased from the internet for a set price rarely provide the information necessary to support an ESA request.*

#### **Confidentiality and Authority:**

Information regarding disability is considered highly confidential, is maintained in separate, secure files with limited access, and is only shared on a need-to-know basis. Authorizations for animals used for disability-related accommodations are made based on medical and/or mental health documentation and the situation at hand.

#### **Policy Revisions and Review:**

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

Documentation may be brought in, emailed, or mailed to:

Converse University  
Case Manager for Student Accessibility Services  
580 East Main Street  
Spartanburg, SC 29302

## **CONVERSE II**

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

#### **ACADEMIC REGULATIONS**

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

#### **ADVISEMENT**

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

Chair serves as advisor.

## COMMUNICATION

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

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

# STUDENT GOVERNMENT ASSOCIATION

## STUDENT ORGANIZATIONS

### Event Registration Forms

All students and/or student organizations should complete Event Registration Forms for any activity or event, including fundraisers, **at least seven days in advance**. You can only move forward with planning your program once this form has been submitted and approved. [This form is available online at my.converse.edu under the Student Government Section of the Student Life tab.](#)

### Student Fundraising Policies and Regulations

All Converse University student fundraising activities must be proposed to the Director of Student Activities & Civic Engagement for approval. Requests are due **at least seven days prior** to start of fundraising activity.

### Fundraising Procedures are:

The Director of Student Activities & Civic Engagement gives approval to students and student organizations to raise money for charitable projects or to raise funds on campus to defray costs of a limited number of special Converse-approved projects.

1. Students organizing fundraising activities must obtain permission for their activity from the Director of Student Activities & Civic Engagement.
2. When a fundraising activity involves setup, table, or booth, permission for the setup must be obtained from the Director of Student Activities & Civic Engagement. If the requested site involves another department, then the director of that department must also provide permission for the activity to occur there (e.g., the director of athletics must also approve requests for activities at games and other athletic events). The Director of Student Activities & Civic Engagement and the supervisor of the site will decide whether or not one or more activities may occur simultaneously at the same location.
3. Profits accumulated through fundraising activities by any organization that received student activities fees may be used for any purpose subject to the following restrictions:
  - a. The purpose of the organization's fund-raising must be clearly advertised in advance.
  - b. The organization may not initiate any activity, the profits of which will be used for any direct or indirect contributions to a political campaign.
  - c. The fundraising must conform to the SGA Budget guidelines.

- d. When revenue is generated by a student organization from an activity that was approved by the SGA Budget Committee and uses SGA money, all proceeds from the activity must be deposited to the organization's Converse account. Any SGA money spent on the activity must be spent according to Budget Guidelines. Proceeds net of SGA funds may be spent at the organization's discretion within the policies of Converse and the organization's constitution. Exceptions to this rule may be considered by the SGA Budget Committee.
- e. Proceeds from student organizational fundraising may not be used for bills, tuition or fees.
- f. No personal fundraising is allowed.

### **Off-campus**

1. Students are not allowed to solicit donations or gifts from local merchants.
2. Under certain circumstances the Director of Student Activities & Civic Engagement will approve fundraising efforts that occur off campus.
3. Students wishing to conduct fundraising off-campus must familiarize themselves with and abide by all applicable Converse policies in addition to all local, state, and federal laws and regulations.

### **Solicitation**

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

Any Converse organization or individual seeking to solicit support for a Converse program or publication must receive prior approval from the Office of Philanthropy and Office of Communications. A solicitation request form, including the list of businesses and organizations to be solicited, the purpose of the solicitation and how funds or advertisements will be publicized, should be submitted to the Assistant Vice President for Philanthropy using the SGA Event form. The Office of Philanthropy will circulate the request to the Office of Communications, and a response will be given within one week.

Once approval is granted, solicitation may begin to the extent and in the manner approved. If a business is requesting a gift-in-kind letter, student organizations contact the Office of Philanthropy at 864.596.9011

1. Direct solicitation for fundraising via campus mail or e-mail is prohibited.
2. Converse directories may never be used for the purpose of solicitation.
3. Door-to-door solicitation in residence halls is prohibited. In addition, the solicitation of faculty and staff in their campus offices is prohibited. Door-to-door solicitation is also prohibited off campus.
4. Widespread fundraising appeals for clubs or any Converse organization or initiatives using crowdfunding platforms (e.g., Go Fund Me, etc.) is prohibited
5. Unattended coin and cash collection jars are not permitted.
6. **Students and student groups may not solicit funds or sales from Converse Trustees, Life Trustees, donors, alumnae/i or parents of other students**

### ***Raising Funds for Charity***

1. Students may be approved to raise funds for off-campus charities (e.g. the American Red Cross).
2. Organizations wishing to make donations to charitable organizations may use the proceeds from certain activities (see above). SAF funds cannot be used for donations.

3. Organizations may collect funds through cash or checks made out to Converse University. Checks may also be made out directly to the charity.
4. Organizations may not raise funds for political campaigns.

### ***Sale and Distribution of Food on Campus***

Recognized student organizations may distribute food in designated locations, as well as outdoor events, provided they have received prior approval from the Director of Student Activities & Civic Engagement.

1. The sale of food on campus by any college-affiliated group other than the official campus hospitality service is ordinarily limited to bake/confectionery sales.
2. A bake/confectionery sale is defined as the sale of items that will not spoil in the absence of refrigeration.
3. Bake/confectionery sale items include cookies, brownies, popcorn balls, cake with nonperishable icing, muffins, bread, rolls, pretzels, donuts, caramel or candy-covered apples, and fudge.
4. All items for bake/confectionery sales must be wrapped in individual portions before being brought to campus.
5. Food must be wrapped in any substance that will permit the food to be seen by the buyer and keep the food free from contamination.
6. A list of all ingredients used to prepare the bake sale item must be put on the outside wrapping of the food item.
7. Persons wrapping items should take care that hands are extremely clean before handling food.
8. No food license is required to sell confectionery items on campus by registered student organizations.

### **Student Vendors**

Converse may, at its discretion, approve selected student entrepreneurial activities to function on campus. These Student Vendors must adhere to the SOLICITATION POLICY FOR MONTGOMERY LOBBY as outlined in the Undergraduate Student Handbook.

### **Publicizing Information**

The bulletin boards on campus are designed for SGA-chartered organizations, classes, and the community. It is expected that the “user” of the bulletin board keeps the materials on the board up to date. If an organization requests to obtain additional bulletin board space, they must contact the Division of Student Development and Success for approval. **ALL printed materials must be stamped for approval at the MEID in the Montgomery Student Center.**

- A. Prior to publicizing any event, all SGA - chartered organizations must complete an SGA Event form and have approval from the Director of Student Activities & Civic Engagement.
- B. Every student and/or organization is encouraged to publicize all activities in which the Converse University Community has the opportunity to be involved. All dates should be entered through the SGA Event/Fundraiser form on my.converse.edu.
- C. Any non-chartered SGA organization, off-campus department or organization wishing to post signs, posters, and flyers must obtain a stamp of approval by the Division of Student Development and Success at the MEID prior to dissemination. Anything without a stamp of approval will be removed from public areas and internal residence halls.
- D. All publicity must bear the following information:
  - 1) The name of the activity.
  - 2) The time of the activity.



- 3) The location of the activity.
- 4) Who is responsible for the activity?
- 5) Dates which publicity should be displayed.
- E.** All publicity must be removed within **two days** of the date of the activity by the individual or organizations responsible for posting it. If this is not adhered to, disciplinary action will follow.
- F. Only the use of blue painters tape is allowed to post publicity.**
- G.** The use of chalk is not allowed on campus buildings or covered areas.
- H.** Publicity may not make reference to alcohol or tobacco products.
- I.** No publicity should be posted in academic buildings.
- J.** The following are acceptable ways of publicizing approved events on campus:
  - 1) Bulletin Boards
    - a. Students may use the bulletin boards in Montgomery, the university post office, and the residence halls.
    - b. Notices must be no larger than 11" x 17" in size.
  - 2) Fliers
    - a. May be sent through campus mail.
    - b. May be delivered personally in residence halls.
    - c. May be posted on appropriate bulletin boards.
    - d. **May not be posted on entrance doors with windows.**
  - 3) Table Tents
    - a. **May be placed on tables in the Dining Hall (should notify the Director of Dining Services).**
    - b. May be placed in Sneakers (should notify the Director of Dining Services).
  - 4) Banners
    - a. May be hung in Montgomery Lobby in designated locations.
    - b. Contact the Division of Student Development and Success for a work order to hang any banners. Work orders must be completed **at least two weeks prior** to the date the banner is to be hung.
    - c. May be hung on Dining Hall windows (should notify the Director of Dining Services).
  - 5) Residence Halls
    - a. Fliers must be approved by the Director of Residential Life
    - b. Programs will be placed in the CA, RD, and Assistant Director boxes for posting by the Residential Life Staff.
    - c. Any counting or preparation of fliers must be done by the advertiser.
    - d. CAs and RDs will not post material that is not approved.
  - 6) Student Mailboxes
    - a. One copy of the material must be stamped as approved by Student Development and Success and delivered to the mailroom with the fliers.
    - b. Fliers must be at least 1/3 of an 8 1/2 x 11 sheet of paper.
    - c. Off-Campus businesses and agencies will be charged a \$15 advertising/distribution fee in order to place materials in student boxes, and these materials must also be approved by Student Development and Success.

## 7. Web Calendar

- a. For Student Organization Events to be added to SGA Google Calendar on My.Converse.edu
  - i. Go to [intra.converse.edu](http://intra.converse.edu)
  - ii. Enter your username and password (the same one you use for the Converse network). You are now on the intranet site and should select SGA Events
  - iii. Submit your event. Approval will be sent via email and event will be posted the the SGA Google Calendar. Events must be approved before room reservations are allowed.

- b. For Events to be added to Public Calendar on [www.converse.edu](http://www.converse.edu) please see the **Communications** section of this Handbook for more specifics.
8. All other ideas must be approved by Student Development and Success.
- K.** Publicity **may not** be placed on the following:
- 1) Trees, street signs or utility poles
  - 2) Entrance doors with windows or walls of campus buildings.
  - 3) Car Windshields

If there are any questions regarding publicity, please see the Coordinator of Student Activities, Clubs, and Organizations.

# CONVERSE UNIVERSITY

## Student Government Association

### SGA CONSTITUTION



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

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### TOGETHER, WE WILL

#### PREAMBLE

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

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

#### ARTICLE I – PURPOSE

- I. The purpose of SGA shall be to represent the many interests of the Converse Community and to serve as a link between the Student Body and the Administration. SGA is composed of the Senate, the

President's Council of Organizations, and the SGA Executive Committee.

## ARTICLE II – STUDENT SENATE

### I. Purpose

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

### II. Members

Legislative powers of the Senate shall be vested in the voting members presided over by the Vice President of SGA.

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

1. Two (2) student representatives appointed by the Converse College for Women and confirmed by vote of the executive committee
2. Two (2) student representatives appointed by the Converse International School and confirmed by vote of the executive committee
3. Two (2) student representatives appointed by the Nisbet Honors Program and confirmed by vote of the executive committee
4. Four (4) student representatives elected by the student body from the School of Humanities, Sciences and Business in which there is 1 representative for Humanities, 1 representative for Science, 1 representative for Business, and 1 representative for the school at large.
5. Four (4) student representatives elected by the student body from the School of the Arts in which there is 1 representative for Theatre and Dance, 1 representative for the Petrie School of Music, 1 for Visual Art, and 1 for the school at large.
6. Two (2) student representatives elected by the student body from the School of Education
7. Six (6) student representatives from Converse University at large elected by the student body whereby 2 of the positions are held for freshmen representation which will take place in the fall

Non-Voting Active Members

8. A student elected to the position of **Vice President of SGA**
9. A senior elected to the position of **President of SGA**
10. A student elected to the position of **Secretary of SGA**
11. A student elected to the position of **Treasurer of SGA**
12. A student elected to the position of **Student Chaplain**
13. A student elected to the position of **Valkyries Club Chair**
14. A student elected to the position of **CAB Chair**

15. A student elected to the position of **Diversity Initiatives Chair**
16. A student elected to the position of **Social Media and Elections Chair**
17. A student elected to the position of **Honor Board Chair**
18. A student elected to the position of **Civitas Council Chair**
19. Dean of Students or designee – **Advisor**
20. Entire Student Body

### III. Responsibilities of the Senate

- A. Vice President of SGA
  1. Attend weekly Senate meetings.
  2. Call and preside over Senate Meetings.
  3. Vote in the case of a tie.
  4. Plan and lead a workshop for all Senators in the Spring.
  5. Serve on the Legislative Committee.
- B. President of SGA
  1. Attend Senate Meetings.
  2. Serve as the executive liaison between SGA Senate and the SGA Executive Committee.
  3. Advise Senate on legislative procedures.
  4. Serve on the Legislative Committee.
- C. Secretary of SGA
  1. Attend Senate Meetings.
  2. Record all minutes of Senate Meetings.
  3. Manage content and record for Senate Shared Drive.
  4. Provide a copy of the minutes in a timely manner to all Senators and post minutes in public folders of the Student Government Section in the Senate Google Shared Drive.
  5. Determine excused and unexcused absences to Senate and report them to the SGA Executive Committee and the Representative who has been absent.
  6. Serve on the Legislative Committee.
  - 7.
- D. Treasurer of SGA
  1. Attend Senate Meetings.
  2. Serve on the Legislative Committee.
- E. Voting Members of Senate
  1. Regulations
    - a) Attend Senate meetings.
    - b) Update student body about progress on legislation, proposals, and Senate events.
    - c) Accept written student concerns from any member of the Converse community.
    - d) Discuss and evaluate recommendations to the Senate offering solutions regarding student and campus concerns.
    - e) Serve as a liaison between Senate and the student body communicating progress on legislation, proposals, and senate events.

- f) Serve on committees as appointed.
  - g) Attend the annual SGA retreat in the spring.
2. Procedure
- a) All proposals shall be approved in the Senate by a two-thirds majority of present, voting members.
  - b) The Senate shall meet the 2nd and 4th Thursday of each month. Special meetings of the Senate may be called by the President of the SGA or by written request of at least 50 percent of the entire official voting body. At least two days written notice shall be given prior to a meeting.
  - c) A simple majority vote shall be defined as one more than half the members who are present and voting.
  - d) Robert's Rules of Order shall be the parliamentary authority.
  - e) The agenda for each meeting will be set under the direction of the SGA Vice President as follows:
    - (1) Call to Order
    - (2) Recording of Attendance
    - (3) Approval of the minutes
    - (4) SGA Vice President's Report
    - (5) Standing Committees' Reports
    - (6) Old Business
    - (7) New Business
    - (8) Announcements
    - (9) Adjournment
3. Authorities
- a) **Senate shall have the power to pass any proposals submitted by any Senator, the President's Council of Organizations, or students.**
  - b) Make proposals to the administration, SGA, and campus departments.
  - c) Approve the proposals submitted by the Social Media and Elections Chair and Vice Chair in the Spring regarding the voting procedures for the next year's elections.
  - d) Senate shall have the power to maintain six standing committees, which shall be the **Academic Affairs Committee**, the **Facilities Committee**, the **SGA Communications Committee**, the **Student Services Committee**, **SGA Sponsored Events Committee** and the **Legislative Committee**.
  - e) Senate shall have the power to create ad hoc committees for the duration of no more than 2 years and shall have the power to appoint members as necessary.
4. Proposal Information
- a) If Senate proposes a change in Converse University policies or regulations, Senate shall advise the Dean of Students of the recommendation.
  - b) If the proposal does not require an SGA Constitutional change or a Student Handbook policy change, Senate will determine the appropriate next steps for action.

- c) All proposals must be drafted and submitted through an appropriate Senate Committee. Ideas for proposals may come from other committee members, the student body, and faculty/staff. However, the proposal must be drafted utilizing a Senate Committee. If someone from outside Senate provides the idea for the proposal, they will work in conjunction with the appropriate Senate Committee to draft the proposal.

5. Regulations

- a) All resolutions must come through the appropriate Senate committee.
- b) The proposal procedure is determined by the **Legislative Committee (SGA President, SGA Vice President, SGA Secretary, and SGA Treasurer)**.
- c) All proposals must be submitted as an idea format and be approved by the Legislative Committee before a draft proposal is begun.
- d) Once the idea is approved, the proposal procedure begins. A research folder must be completed and a draft proposal must be submitted for review by the Legislative Committee two weeks in advance. Once edited and reviewed, the committee must submit an edited draft of the proposal. Once all reviews and edits have been completed the draft proposal will become a final proposal.
- e) Once a final proposal has been approved, the final proposal will be introduced at the following Senate.
- f) Once introduced, the proposal will be debated and either rescinded, tabled, or voted upon.
- g) If the proposal is passed by Senate, the proposal must be voted on and passed by each of the following groups in the order listed below before it is made into policy:
  - (1) The Executive Committee
  - (2) The President's Council of Organizations (PCO)
  - (3) The Student Body
  - (4) Administration
- h) If deemed advisable, the officers of Senate may request to appear before the administration to discuss the desired proposal.

F. Non-Voting Members of Senate

- 1. Expresses public opinion of student body and informs voting decisions

**IV. Senate Committees**

- A. Each committee has the responsibility of serving to voice student concerns and take action on these. At the beginning of the Academic year, each committee will formulate a set of goals that they want to see accomplished for students.
- B. Committee members will be assigned by the SGA Vice President via interest survey. Committee assignments will be confirmed by the Executive Committee.
- C. Each Senate Committee will have a Committee Chair, who will
  - 1. Be selected by a popular vote of committee members, the manner of the vote to be determined by the Committee itself,
  - 2. Be responsible for:

- a) Presiding over the Committee Meeting,
  - b) Coordinating with the SGA Vice President to set the agenda of the Committee meeting,
  - c) Sending out general communication to the Committee members,
  - d) Tasking action items to members of the Committee, and
  - e) Writing a general report of the Committee's activities to be given to the SGA Secretary after each meeting, and
3. In the event of absence from a Senate session, be replaced by members of the Committee, who will select a chair for that session

**D. Academic Affairs Committee**

1. The purpose of this committee is to serve as a link between the students and Converse's academic affairs. Some of its specific duties and concerns include but are not limited to:
  - a) Meeting once per semester with the University academic deans
  - b) Class evaluation policies
  - c) Honors and awards
  - d) Admission requirements
  - e) Scholarships
  - f) Mickel Library
  - g) Registrar

**E. Student Services Committee**

1. The purpose of this committee is to serve as a link between students and the services offered on campus. It is responsible for hearing and acting on student concerns about issues in regards to student services. It is expected that this committee meets with the necessary campus offices. The Student Services Committee's specific duties and concerns include but are not limited to:
  - a) Food Services
  - b) Bookstore
  - c) Student Life
  - d) Campus Safety
  - e) The Business Office
  - f) The Post Office/Mail Room
  - g) Professional Development
  - h) Campus Safety

**F. Communications Committee**

1. The purpose of this committee is to serve as a link between SGA, the student body, faculty, and staff. It is responsible for publicizing SGA meetings and maintaining communication with the Converse Communications Department. Some of its specific duties and concerns include but are not limited to:
  - a) Meeting once a month with Converse Communications
  - b) Publicizing SGA Elections, Installations, and the Retreat
  - c) Working with webmasters/Campus Technology on maintaining SGA presence on the website and portal

### **G. Facilities Committee**

1. The purpose of this committee is to serve as a link between the students and Converse's facilities department. It is responsible for hearing and expressing student concerns and suggestions. Some of its specific duties and concerns include but are not limited to:
  - a) Meeting regularly with facilities management.
  - b) Housing
  - c) Maintaining the Day Student Lounge, Sneakers, and the SGA Offices
  - d) Parking
  - e) Landscaping
  - f) Access to buildings and grounds
  - g) Cleanliness, Maintenance, and Repairs

### **H. Legislative Committee**

1. The purpose of this committee is to serve as a guide for all legislative matters in Senate. Some of its specific duties and concerns include but are not limited to:
  - a) Understanding parliamentary procedure/implementing parliamentary procedure
  - b) Setting forth proposal guidelines
  - c) Reviewing proposal ideas
  - d) Reviewing/editing draft proposals
  - e) Finalizing Final draft proposals
  - f) Publicizing Passed Proposals

### **I. SGA Sponsored Events Committee**

1. The purpose of this committee will be:
  - a) Planning and organizing the SGA Christmas Party
  - b) Completing special SGA projects such as (but not limited to):
    - (1) Fundraisers
    - (2) Special events

### **V. Attendance Policy and Voting Rights**

- A. All members of Senate will be allowed **TWO (2)** unexcused absences from Senate and **TWO (2)** unexcused absence from committee meetings per academic term. (January and Spring count as one term). When the Senator exceeds the allowed amount of absences, their voting rights are suspended for that term.
- B. An unexcused absence is when an absent member does not send a substitute in their place. Unexcused absences will be determined by the SGA Secretary. In extreme cases, the Senator may submit a letter of appeal to the SGA Secretary to be reviewed by Senate. The substitute should **NOT** already be a voting member of Senate and can only sub for one Senator.
- C. Senators will only be allowed to send **TWO (2)** substitutes per academic term (this includes Senate and committee meetings). When the Senator exceeds the allowed amount of substitutes, they lose their voting rights for that term.

### **VI. Term of Office**

- A. The terms of office for Senators shall be one year, beginning at the designated time in the spring of their elections/appointments until the spring of the following school term.



- B. Should any member encounter an emergency which requires them to take a leave of absence or withdraw from campus, they must notify the SGA Vice President.
- C. Senators may be removed from office following in accordance to the impeachment grounds and procedure detailed in Article XIII of this document.

## ARTICLE III – PRESIDENT’S COUNCIL OF ORGANIZATIONS

### I. Purpose

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

### II. Members

- A. Legislative powers of the PCO shall be vested in the voting members presided over by the President of SGA.
- B. Voting Members (no student shall hold more than one voting position unless special permission has been granted by the Dean of Students)
  - 1. All Presidents of an organization chartered and recognized through SGA must have representation at PCO
  - 2. Each Class President.
  - 3. Women College Council Representative
  - 4. The Diversity Initiatives Chair
  - 5. The Honor Board Chair (2nd VP)
  - 6. The Civitas Chair (3rd VP)
  - 7. The Converse Activities Board Chair
  - 8. The Social Media and Elections Chair
  - 9. The Valkyries Club Chair
  - 10. The Student Chaplain
- C. Non-Voting Active Members
  - 1. A senior elected to the office of **President of SGA**
  - 2. A student elected to the office of **Vice President of SGA**
  - 3. A student elected to the office of **Secretary of SGA**
  - 4. A student elected to the office of **Treasurer of SGA**
  - 5. Dean of Students/Their Designee - **Advisor**
  - 6. Entire Student Body

### III. Responsibilities of the Council

#### A. President of SGA

- 1. Call and preside over PCO Meetings.
- 2. Vote in the case of a tie.
- 3. Plan and lead a workshop for all organizational presidents in the Spring.

#### B. Vice President of SGA

- 1. Attend monthly PCO Meetings.
- 2. Serve as the executive liaison between PCO and Senate.

3. Advise PCO on legislative procedures.

**C. Treasurer of SGA**

1. Attend monthly PCO Meetings.
2. Check in with the SGA President and Secretary in the case of having to freeze accounts.
3. Organize and advertise all aspects of Budget Hearings and Budget Reviews.
4. Review monthly records of all SGA chartered organizations' finances and keep these on file.
5. Plan and lead Budget workshop.
6. Present Organizational Enhancement and Academic Request Fund requests to PCO for consideration.

**D. Secretary of SGA**

1. Attend monthly PCO Meetings.
2. Record all meetings of PCO.
3. Provide a copy of the minutes in a timely manner to all PCO members and post minutes in a shared Google Drive folder and my.converse.edu/ICS.
4. Determine excused and unexcused absences to PCO and report them to the Executive Committee and the Representative who has been absent.
5. Plan and lead a workshop for all organizational secretaries in the newly elected Spring term or Fall term.
6. Assume responsibility for maintenance and correspondence related to chartering of organizations.
7. Present new, inactive, or revoked charters to PCO for consideration.

**E. Voting Members of PCO**

a) Responsibilities

- (1) Attend monthly PCO meetings.
- (2) Update campus leaders about organizational events, issues, and concerns.
- (3) Discuss and evaluate organizational questions, issues, and concerns.
- (4) Serve as a liaison between each organization and the Student Government Association.
- (5) Serve on committees as appointed.
- (6) Attend the annual SGA retreat in the spring.

b) Authorities of PCO

- (1) PCO shall have the power to revoke, grant, reinstate or review charters for new organizations and organizational constitutions.
- (2) PCO shall have the power to consider and grant organizational enhancement requests as submitted by the SGA Treasurer.
- (3) PCO shall have the power to make recommendations to student organizations.
- (4) PCO shall have the power to make recommendations to the Senate.
- (5) PCO shall have the power to appoint a representative to the Senate,

to appoint a representative to the SGA budget committee, and appoint representatives to ad hoc committees as needed.

#### **IV. Attendance Policy and Voting Rights**

- A. All members of PCO will be allowed **ONE (1)** unexcused absence from PCO per academic term. (January and Spring count as one term). When the PCO representative exceeds the allowed amount of absences, they lose the organization's voting rights for that term.
- B. An unexcused absence is when a member does not send a substitute in their place. Unexcused absences will be determined by the SGA Secretary. In extreme cases, the PCO representative may submit a letter of appeal to the SGA Secretary to be reviewed by PCO. The substitute should not already be a voting member of PCO and can only sign for one organization.elections
- C. A PCO Representative is only allowed to send a substitute **ONCE** per term. If the representative exceeds this amount then the organization's voting rights will be revoked.
- D. If a PCO member has more than the designated number of unexcused absences from PCO meetings, their organization budget will be frozen or they will lose voting rights for the rest of the year, PCO has the right to appoint an officer of the organization to represent the organization as a non-voting member. If the member is a representative of their class, the Executive Committee reserves the right to call for a reelection.

#### **V. Meetings**

- A. Meetings of PCO will be held the 1<sup>st</sup> Thursday of every month or as determined by the President of SGA. Special meetings of PCO may be called by the President of the SGA or by written request of at least 50 percent of the entire official voting body. At least two days written notice shall be given prior to a meeting.
- B. A simple majority vote shall be defined as one more than half the members who are present and voting.
- C. Robert's Rules of Order shall be the parliamentary authority.
- D. The agenda for each meeting will be set under the direction of the SGA Vice President as follows:
  - 1. Call to Order
  - 2. Recording of Attendance
  - 3. Approval of the minutes
  - 4. SGA President's Report
  - 5. Standing Committees' Reports
  - 6. Old Business
  - 7. New Business
  - 8. Announcements
  - 9. Adjournment.
- E. Every student is invited to attend PCO meetings.

#### **VI. Term of Office**

- A. The terms of office for PCO members shall be one year, beginning at the designated time in the spring of their elections until the spring of the following school term.
- B. Should any member encounter an emergency which requires them to take a leave of absence

or withdraw from campus, they must notify the SGA President.

## **VII. Registering Organizations**

### **A. Registering Process**

1. To register an organization, a Converse student must complete a Declaration of Intent form found on [my.converse/ICS](http://my.converse/ICS).
2. The organization must provide a Profile Packet to the SGA Secretary, thereby registering the organization with Student Development (via the Director of Student Activities, Clubs & Organizations).

### **B. Guidelines for Registered Organizations**

1. Must secure a faculty or staff member to be an active advisor for the organization.
2. Will be able to reserve campus facilities for organizational purposes or events at no charge.
3. Will advertise according to the advertising guidelines set forth by the University.
4. Have a minimum of five members.
5. Will not be allotted a budget from SGA, and may not have an account on or off campus without the permission of the Dean of Students.
6. Will not have voting rights at PCO or Senate, but are welcome to come to meetings.
7. Will have a booth at the Involvement Fair by submitting a request to the Executive Committee and receiving approval.

## **VIII. Chartering Organizations**

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

### **B. Chartering Process**

1. To charter an organization, a Converse student must obtain a Declaration of Intent Form from the SGA Secretary.
2. After the form is submitted to the PCO, the first organizational meeting will take place. There must be a PCO member present at this meeting.
3. A constitution will be submitted to PCO for approval under the advisement of the SGA Executive Committee and the Dean of Students. PCO will submit the approved Constitution to the SGA Executive Committee and the Administration for final approval.
4. If an organization is nationally affiliated, PCO must recognize the national constitution and a campus constitution.
5. Must have a minimum of 5 members with at least 50% of the membership consisting of students enrolled at Converse University.

### **C. Guidelines for Chartered Organizations:**

1. Must be recognized with a seat at PCO and Senate.
2. May reserve campus facilities for organizational purposes or events.

3. Request a budget from SGA annually.
4. Participate in the SGA Involvement Fair.
5. Conduct fundraisers on campus.
6. Be pictured in the yearbook or listed in the Student Handbook.
7. Publicize events, programs, or meetings

**D. Maintaining a charter requires that organizations:**

1. Fulfill PCO and Senate responsibilities as stated in the SGA Constitution
2. Submit annually an organizational profile packet to the SGA Secretary
3. Update officer information with the SGA Secretary no later than one week before SGA Installations (exceptions will be made to organizations that do not induct new members and elect of officers until after this deadline)
4. Update the organization's material (ex. new officers, updated constitution, etc.) on my.converse/ICS
5. Review the organization's constitution annually
6. Any organization can update its constitution at any time as long as it is submitted to and approved by the PCO, the SGA Executive Committee, and the Dean of Students. Any inactive organization may reinstate its charter by submitting a letter to the SGA Secretary for approval by the PCO.

**IX. Organizational Enhancement Fund**

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

## **ARTICLE IV – EXECUTIVE COMMITTEE (EC)**

### **I. Purpose**

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

### **II. Members**

#### **A. Non-Voting Members**

1. President of SGA/Chair of President’s Council of Organizations

#### **B. Voting Members**

1. Vice President of SGA/Chair of Student Senate
2. The Honor Board Chair (2nd VP)
3. The Civitas Chair (3rd VP)
4. Secretary of SGA
5. Treasurer of SGA
6. Converse Activities Board (CAB) Chair
7. Chair of Diversity Initiatives
8. Student Chaplain
9. Chair of Valkyries Club
10. Chair of Social Media and Elections

#### **C. Advisor**

1. Dean of Students
2. The Dean of Students has at their discretion the ability to appoint an additional secondary advisor.

### **III. Responsibilities of EC**

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

### **IV. Responsibilities of the Executive Committee Members**

#### **A. SGA President**

1. Call and preside over President’s Council of Organizations and Executive Committee meetings.
2. Administer SGA affairs.
3. Serve on appointed committees.

4. Represent Converse students in all external affairs.
5. Serve as an Ex-Officio member of the Board of Trustees.
6. Serve as a non-voting member of Senate, PCO, and the Executive Committee.
7. Serve on the Senate Legislative Committee.
8. Serve on the Budget Committee.
9. Conduct the Presidents' Workshop for all SGA chartered organizations at the Leadership Retreat.
10. Vote in the case of a tie in PCO and the Executive Committee.
11. Attend weekly meetings with your advisor.

**B. SGA Vice President**

1. Call and preside over Student Senate.
2. Serve as a non-voting member of the President's Council of Organizations and Senate.
3. Perform the duties of the President in their absence or at their request.
4. Be responsible for the review of the Handbook to be submitted to the Coordinator of Student Activities, Clubs & Organizations.
5. Serve on any committees when appointed.
6. Serve on the Budget Committee.
7. Serve on the Senate Legislative Committee.
8. Vote in the case of a tie in Senate.
9. Attend weekly meetings with their advisor.

**C. SGA Secretary**

1. Attend regular meetings of the Executive Committee, Senate, and PCO.
2. Serve as a non-voting member of the President's Council of Organizations and Senate.
3. Attend to all necessary correspondence of Senate, PCO, and the Executive Committee.
4. Record all meetings of Senate, PCO, and the Executive Committee.
5. Post copies of Senate and PCO minutes in Google Drive and my.converse.edu/ICS.
6. Determine excused and unexcused absences to Senate, PCO, and the Executive Committee and report them to the respective organization and the representative who has been absent.
7. Assume responsibility for maintenance and correspondence related to chartering organizations.
8. Present organization charter requests and updates to PCO.
9. Plan and lead a Secretary's Workshop for all SGA chartered organizations at the Leadership Retreat.
10. Serve on the Budget Committee
11. Serve on the Senate Legislative Committee.
12. Serve as the liaison of the Organizational Fair committee in PCO.

**D. SGA Treasurer**

1. Attend regular Senate, PCO, and the Executive Committee meetings.
2. Serve as a non-voting member of the President's Council of Organizations and

Senate.

3. Maintain finances of SGA and handle expenditures in accordance with the purpose of SGA.
4. Be responsible for all aspects of Budget Hearings and Budget Reviews.
5. Review monthly records of all SGA chartered organizations' finances and keep these on file.
6. Present Organizational Enhancement Requests to PCO and allocate monies accordingly each month.
7. Be responsible for maintaining the SGA copier.
8. Serve on the Elections Committee
9. Serve as the Chair of the Budget Committee.
10. Serve as the Fundraiser Chair for SGA.
11. Plan and lead a Treasurer's workshop for all PCO chartered organizations at the Leadership Retreat.
12. Serve on the Senate Legislative Committee.

**E. Honor Board Chair/2nd VP**

1. Attend regular PCO, Senate, and the Executive Committee meetings
2. Serve as the Chair of the Honor Board.
3. Serve as the link between SGA and Honor Board.
4. Attend regular meetings with your advisor.

**F. Civitas Chair/3rd VP**

1. Attend regular PCO, Senate, and the Executive Committee meetings.
2. Serve as the Chair of Civitas Council.
3. Serve as a link between SGA and the Civitas Council.
4. Attend regular meetings with your advisor.

**G. Converse Activities Board Chair**

1. Attend regular PCO, Senate, and the Executive Committee meetings.
2. Assist in selecting, contracting, and planning all CAB events.
3. Attend NACA South.
4. Preside over all CAB regular meetings and only vote in the case of a tie.
5. Serve as a link between SGA and CAB.
6. Attend weekly meetings with your advisor.

**H. Diversity Initiatives Chair**

1. Attend regular PCO, Senate, and the Executive Committee meetings.
2. Serve as a liaison between SGA and the Diversity Coalition (ISO, AAAS, HAA, Ally, Trailblazers, etc.)
3. Regularly attend meetings with presidents of respective organizations.
4. Assist with multicultural/diversity programming on campus.
5. Serve on University committees that promote and plan multicultural events.
6. Attend regular meetings with your advisor.

**I. Student Chaplain**

1. Attend regular PCO, Senate, and Executive Committee meetings.
2. Serve as a link between SGA and Religious Life.



3. Collaborate with Presidents of Religious Life groups to create an atmosphere of unity among the student body.
4. Serve as a reminder of the Founder's Ideal for the institution to be founded on "liberally and tolerantly Christian principles," while encouraging collaboration and acceptance among all religious and/or spiritual backgrounds.
5. Attend regular meetings with your advisor.

**J. Valkyries Club Chair**

1. Attend regular PCO, Senate, and Executive Committee meetings.
2. Call and preside over Valkyries Club meetings.
3. Promote spirit, sportsmanship, and fun through support of intercollegiate athletics.
4. Coordinate and/or promote intramural and fitness activities.
5. Coordinate and/or promote events fostering school spirit and community.
6. Attend regular meetings with your advisor.

**K. Social Media and Elections Chair**

1. Attend regular PCO, Senate, and Executive Committee meetings.
2. Regulate all social media accounts for SGA
3. Promote and advertise for events on campus in order to promote attendance.
4. Responsible for seeking assistance from the Dean of Students in checking the eligibility of candidates.
5. The Elections Chair will work with the Executive Committee to identify candidates to run for positions and to appoint in the case of a vacancy.
6. Attend bi-weekly meetings with your advisor.

**V. Advisors**

- A. Each EC member will have an advisor, who will:
  1. Be responsible for oversight and guidance of the EC member and the respective organization,
  2. Directly handle, approve, and guide the management of the budget for the EC member's organization,
  3. Meet with each EC member on a regular basis at the discretion of the EC member and the advisor,
  4. Not have voting rights in the Senate, PCO, or EC

**VI. Voting**

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

**VII. Term of Office**

- A. The terms of office for the Executive Committee shall be one year, beginning at the time of their election in the Spring until the Spring of the following school term.
- B. Executive Committee Members must remain on campus for the duration of their terms in office. They may not participate in study abroad or study travel trips during their terms in office. Exceptions are only allowed if the trip does not exceed two weeks. These exceptions will be granted on a first come, first serve basis, upon the approval of the Executive Committee.
  1. The Executive Committee must be enrolled in classes on campus or have an internship/student teach/practicum within a 30 mile radius of Spartanburg. Only in

extreme cases and after consulting the Executive Committee, and the Dean of Students will exceptions be made to this policy.

2. Should any of the aforementioned encounter an emergency which requires them to take a leave of absence or withdraw from campus, they must notify the SGA President.
  3. The SGA President cannot serve as a member of the Orientation Team or serve as the Student Orientation Coordinator during their term in office. If any other Executive position is a member of the Orientation Team, measures need to be made by the Executive Committee Member to get time off during orientation for the Executive Committee Retreat.
  4. Installation of SGA and the Executive Committee shall be in the Spring term. After elections, the former officers shall serve in an advisory capacity to the Executive Committee and SGA for the remainder of the year.
- C. Condition of Impeachment
1. Any EC member may be removed from office following in accordance to the impeachment grounds and procedure detailed in Article XVIII of this document.

## **ARTICLE V – ADVISOR**

- I. The advisor for Senate, the President’s Council of Organizations, and the Executive Committee within SGA shall be the Dean of Students and/or their designee.

## **ARTICLE VI – JUDICIAL**

### **I. Authority**

- A. The student judiciary authority of Converse University shall be vested in Honor Board and Civitas Council. Case procedures and responsibilities shall be found in the Student Handbook. Director of Student Conduct serves as Administrative Advisor to both Honor Board and Civitas Council. Faculty/staff representatives to the boards shall be appointed by the President/Chair of Faculty Senate/Staff Council to a **THREE (3)** year term, and confirmed by the President of the University.
- B. The Appeals Board is composed of **TWO (2)** students from each class year appointed by the Executive Committee of the SGA, **TWO (2)** members of the faculty appointed by the University President, and an Academic Dean or Associate Dean and must be approved by the University President.

### **II. Policy**

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

regular voting procedure

**III. Term of Office**

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

**IV. Condition of Impeachment**

- A. Any elected representative who is found responsible with a sanction worth of suspension by the Civitas Council or who is found guilty with a sanction worthy of suspension by the Honor Board will be immediately removed from office. Any elected representative may also be removed from office following in accordance with the impeachment grounds and procedure detailed in Article XIII of this document.

**ARTICLE VII – FINANCIAL**

**I. Budget Committee and Hearings**

- A. The Budget Hearing Committee shall consist of:
  - 1. SGA President
  - 2. SGA Vice President
  - 3. SGA Secretary
  - 4. SGA Treasurer
  - 5. Dean of Students/SGA Advisor
  - 6. A faculty member appointed by the SGA Executive Committee
  - 7. PCO Representative
- B. The Budget Committee has the authority to allocate the budgets for student organizations derived from the Student Activities fee.
- C. The committee shall hear all budgets presented to it by the student organizations which have filed a formal budget with the committee.
- D. The budget requests will be presented by the newly elected President and Treasurer of each funded organization. They must present a detailed proposed budget and an evaluation of last year's budget.
- E. All student organizations that receive money from the Budget Committee are required to send a representative to PCO meetings.
- F. Failure to organize Budget Hearings will result in a forfeited budget. To gain budget access, the organization president and treasurer must file a written request to go before the Budget Committee.

## **II. Budget Review Committee**

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

## **III. Budget Policy**

A. Before beginning a fundraising project, a fundraising request must be obtained and approved by the Director of Student Activities, Clubs & Organizations/Dean of Students.

B. Only the President and Treasurer of each SGA Chartered Organization are allowed to handle budget accounts. Other organizational members will not be allowed to enter into financial matters (transactions, purchase orders, petty cash, check request, etc.) in the Business Office without the authorized signatures of the President, Treasurer, and/or Advisor.

C. Purchase orders are used for all outside charges to Converse University and must be signed by the Advisor of the Organization or Class.

D. Petty Cash requests cannot exceed \$75.00.

E. Check Requests over \$100.00 must bear the signature of the Club/Organization/Class advisor(s).

F. Check requests over \$500.00 must bear the signature of the Dean of Students and the Club/Organization/Class advisor(s).

G. If a club has raised \$50, and has the proper documentation to verify it, then the amount possessed at the end of the year, minus the starting budget, will be moved into the club's account for the following calendar year.

Proper documentation includes, but is not limited to fundraising approval forms and the year-end budget statements. THIS DOCUMENTATION MUST BE PRESENTED AT BUDGET HEARINGS. It is important to note that such moves cannot take place until mid October, and clubs are advised not to spend the money until it is securely in the account.

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

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

budget (50) from the end balance (375), for a grand total of 325 dollars. After the budgets have been closed out, the SGA treasurer will move 325 dollars into Club A's account.

## **ARTICLE XVIII – IMPEACHMENT**

### **I. Grounds**

- A. An elected or appointed student leader **MAY** be impeached from a position based off any of the following infractions:
  - 1. Negligence in the performance of duties according to the Constitution of the Converse University Student Government,
  - 2. Failure to uphold the Converse University Honor Code and/or Student Handbook, and/or
  - 3. Conviction of a conduct violation

### **II. Procedure**

- A. Any student currently enrolled at Converse University may bring charges of impeachment against any elected or appointed student leader on any of the aforementioned grounds.
- B. The charges must be presented in writing to the SGA Advisor/the Dean of Students, who will subsequently notify the member whose charges have been brought against. This member will have the following options as response:
  - 1. The member may resign from their position, effective immediately. The member should submit a formal letter of resignation to be presented to PCO, to be presented by the SGA President. If a letter is not submitted, the member will have no formal opportunity to address PCO or the SGA President regarding the resignation.
  - 2. The member may choose to have a hearing. The SGA President call a meeting of the EC and their advisor(s). If the individual at question is on EC, they will not serve at this meeting. If the individual at question is the SGA President, the SGA Vice President will preside over their position for all Impeachment Procedures.
    - a) This hearing will take place within a week of the charges being presented.
    - b) The individual(s) bringing forth the charge(s) and the charged member must be notified of the hearing time to give them the opportunity to attend. If charged member cannot or chooses not to attend the meeting, they may write a letter refuting the allegations against them to be used in lieu of their appearance.
  - 3. The members sitting on the hearing will determine, after hearing from the individual(s) presenting the charge(s) and the individual at question, whether the charges align with the grounds that permit an impeachment vote to occur. This must be passed at the hearing by a  $\frac{2}{3}$  majority vote (all members have one (1) vote).
  - 4. The charges with grounds will be presented at the next PCO. An affirmative  $\frac{2}{3}$  majority vote is required for the removal of the individual at question.

## **ARTICLE IX – APPEALS**

The action of SGA is at all times subject to review by the Student Body upon a petition signed by 50 members

of the Student Body stating reasons for their complaint. This petition should be submitted to the Dean of Students.

#### **ARTICLE X – AMENDMENTS**

- I. Amendments to this constitution must be approved by the following bodies in the following order:
  - A. EC (2/3 majority vote)
  - B. PCO (2/3 majority vote)
  - C. The Student Body (2/3 majority vote)
  - D. The Dean of Students when applicable
- II. The proposals to the Constitution must be presented at least 48 hours prior to the meeting at which it is presented.

#### **ARTICLE XI – BY-LAWS**

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

#### **ARTICLE XII – OTHER MEETINGS**

- I. **Parliamentary Procedure**
  - A. The Student Body, Senate, PCO, Honor Board, and Civitas Council, and any committee thereof, shall recognize Robert’s Rules of Order, Revised, as the standard for their parliamentary procedures.
- II. **Meetings**
  - A. The Student Body shall meet when the President of SGA calls a meeting.
  - B. Senate shall meet when the Vice President of SGA calls a meeting.
  - C. PCO shall meet when the President of SGA calls a meeting.
  - D. Honor Board shall meet when there is a case and at the Board’s discretion.
  - E. Civitas Council shall meet when there is a case and at the Board’s discretion.

#### **ARTICLE XIII – SGA RETREAT**

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

#### **CAMPUS ORGANIZATIONS**

For a complete and updated list of all campus organizations, please refer to the SGA portion of [My.Converse.edu](http://My.Converse.edu)

