

Academic Regulations

Converse College offers the degrees of Bachelor of Arts, Bachelor of Fine Arts (visual arts only), Bachelor of Music, and Bachelor of Science. Students may complete two degrees; however, this is usually a complicated and demanding process. Students planning to earn two degrees should talk with their advisers as soon as they know they want to seek two degrees.

It is the responsibility of each student to know and meet the requirements for the completion of her degree.

REQUIREMENTS FOR THE BACHELORS DEGREE

Important Notice: In addition to the academic and residence requirements described below, the College requires as a condition for the awarding of any diploma the payment of all fees and fines owed to the Business Office; the performance of any obligation, such as an exit interview, connected with a student loan; and the completion of any sanctions resulting from the student judicial system.

Residence: To be eligible for the bachelor's degree, the student must complete no fewer than the last 42 semester hours of course work at Converse. To be eligible for graduation with honors, students must have completed a minimum of 60 semester hours credit at Converse College.

Exceptions: Upon approval of the appropriate dean, a student may be permitted to complete up to six of the last 42 hours at another accredited institution—ordinarily this exception does not apply to students who have earned a total of only 42 hours of course work at Converse. In addition, a student who will have a total residence of at least two academic years at Converse will be required to complete only the last 30 hours at the College and, upon approval of the appropriate dean, may be permitted to complete six of the last 30 hours at another institution.

QUANTITY AND QUALITY OF WORK

The requirements for the bachelor's degree include the completion of a minimum of 120 semester hours and a cumulative grade point ratio of at least 2.0 on the number of hours attempted. In addition, the student must have at least a 2.0 G.P.A. in her major and in her second major or minor if she has elected these options. Students also must complete assessment instruments during their freshmen and junior years. **It is the student's responsibility to know and fulfill curriculum requirements.**

Students may count no more than two DIS courses toward hours for graduation. Exceptions to this regulation must be approved by the appropriate dean.

EARLY COMMENCEMENT PARTICIPANTS

Under certain conditions, students who have not completed the degree requirements are allowed to participate in graduation exercises. The following regulations govern this privilege:

1. A student must be present and participate in the graduation ceremony.
2. Only students who lack no more than four hours to meet the minimum hours requirement for the degree are eligible. Students must arrange to take the remaining hours during the summer immediately following the graduation exercises in which they participate. Note: The current rule that a student may take no more than 6 of the last 30 or 42 hours of course work at another institution would, of course, apply to all students petitioning under this policy.
3. To qualify for early commencement, a student must have achieved a grade-point ratio of 2.00 by the end of the spring term.
4. In case of illness or emergency, students may appeal to a committee comprised of the president of Faculty

**NOTE:* From time to time, minor changes are made in academic requirements outlined in this catalog. Converse College students are expected to comply with such modifications.

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Senate, the student's academic adviser and the appropriate academic dean.

5. In the official commencement program, the early commencement candidates are identified with an asterisk and a statement appears at the end of the roster of graduates defining the status of these students. The statement is worded: "Early commencement participants who will complete their requirements during the summer."
6. The early commencement graduates receive blank diplomas at the May exercises. Contingent upon the completion of all requirements, they receive their official diplomas at the end of the summer with the date of the summer commencement appearing on the diploma.
7. An early commencement student who fails by the end of the summer to achieve the required grade-point ratio or fails to meet the required number of hours for graduation, is automatically disqualified from receiving the official diploma until the academic deficiencies are removed. Ordinarily this means that such students are not eligible to receive their official diplomas until the following May.
8. Participation in the exercises is regarded by the College as ceremonial and symbolic. Students may not consider themselves graduates of the College in any legal or official sense until the Registrar of the College has certified that the students have met all the requirements for graduation.
9. Students who participate in early commencement cannot be recognized as qualifying for honors at graduation.

MASTERS AND EDUCATIONAL SPECIALIST DEGREES

Converse College offers the degrees of Master of Education, the Master of Arts in Teaching, the Master of Liberal Arts, the Master of Music, and Educational Specialist. Requirements for these degrees are in the Graduate Catalog.

GRADES AND QUALITY POINTS

Grades for undergraduates are recorded in the following terms:

Grade	Quality pts. earned
A Excellent	4.00
A-	3.75
B+	3.25
B Good	3.00
B-	2.75
C+	2.25
C Satisfactory	2.00
C-	1.75
D+	1.25
D Passing	1.00
D-75
F Failure	0

Other Symbols

I	Incomplete
WP	Withdrawn while passing
WF	Withdrawn while failing
<i>(same as F for grade point average calculation)</i>	
W	Withdrawn
P or F	Pass/Fail
<i>(used only in specified courses)</i>	

A grade of **I** automatically becomes an **F** unless the deficiency is removed by the end of the next long term. To receive an incomplete, the student must have the permission of the instructor who is teaching the course. The instructor, in consultation with the student, determines the requirements which the student must complete to remove the I. These requirements are listed on an incomplete contract form which may be obtained from the Registrar's Office. Incomplete grades are updated and posted on transcripts monthly.

When a student withdraws from a course, a grade of **W** may be given only in special circumstances and only with the approval of the Registrar and the appropriate academic dean.

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In courses designed to be graded **pass/fail**, no quality points are granted for passing, while a grade of fail will be regarded as hours attempted and failed.

A student will be allowed to retake any course in which she has earned a deficient grade (**D** or **F**) at Converse, subject to the following conditions:

1. The student may retake a course no more than two times.
2. The student must take the course at Converse to receive any benefits provided by these regulations in grade average.
3. The course must be retaken before the student has successfully completed more than two courses for which it is a prerequisite.
4. The student will not be permitted to take an overload during any term in which she retakes a course.
5. The grade and quality points earned in the retaken courses will be entered upon the student's record; however, no grade will be removed from a student's record. Quality points and credit hours earned in the course retaken will be substituted for the quality points and credit hours earned in the course with the deficient grade.
6. A course retaken will count against a student once.

Students receive a grade report at the end of each term. Freshmen also receive a report at the end of the first six weeks (midterm) of the fall term.

AUDIT

Definition: The purpose of auditing a class is to allow a student to study in a class without the pressure of grades, while indicating on her transcripts that she has attended and participated in the class.

Qualifications and Restrictions: Full-time students may audit one course per term by obtaining permission from the instructor and their academic adviser. Non-enrolled women may register to audit up to two classes per term no later than the last day of

the drop/add period by obtaining the permission of the instructors and the Registrar. Audited classes do not count toward a student's academic class load.

Auditing students must also pay all fees for laboratory classes or classes with additional materials fees. Students taking courses for credit will have priority over auditors when space is limited.

A student who wishes to change from credit to audit or audit to credit in a course may do so only during the drop/add period at the beginning of the term.

Requirements: Auditing students are required to fulfill the same attendance requirements in the course as enrolled students. Beyond attendance, instructors may require an auditor to participate in whatever requirements of a course which they determine constitute adequate participation. Instructors and auditors will stipulate by contract at the beginning of the term the amount of work that will be required.

Transcripts: Students who successfully complete an instructor's requirements will receive an "X" on their transcripts. Uncompleted audits will not appear on a student's transcript.

AMOUNT OF WORK

The normal load for a student in the College of Arts and Sciences is twelve semester hours in the fall and spring terms and six semester hours in the winter term. With the adviser's approval, a student may also take two courses which carry less than two hours credit each. The load for the Bachelor of Music Program is determined by the curriculum in which the student is registered. Although the total number of hours varies, the music major's curriculum is worked out in such a way as to be comparable for all students at the given level. Students will be required to enroll in no fewer than nine semester hours in the fall and spring terms and no fewer than three semester hours in the winter term, unless specifically exempted from this requirement by the

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appropriate academic dean. **Any student who seeks such an exemption must submit a petition to this effect no later than three weeks before the beginning of the term in question.**

OVERLOADS

Students may take more than the normal number of hours in the fall and spring terms in accordance with these regulations:

1. With the approval of the adviser and a cumulative grade point ratio at Converse of at least 2.25, a junior or senior may add no more than six hours as an overload.
2. With the approval of the adviser and a cumulative grade point ratio at Converse of at least 2.5, a freshman or a sophomore may add no more than three hours as an overload.
3. Neither first semester freshmen nor first semester transfer students may take an overload.

Students must have their adviser's approval for overloads in all terms. To overload in Winter Term, students must also have the approval of the appropriate dean.

Any exceptions to the foregoing regulations must be sought by petition, endorsed by the academic advisor, to the Curriculum Committee of Arts and Sciences or of The Petrie School of Music, whichever is appropriate.

UNDERGRADUATE STUDENTS ENROLLING IN GRADUATE COURSES

Undergraduate students desiring to enroll in graduate courses prior to completion of the undergraduate degree must meet the following criteria:

1. The student must have senior class standing.
2. The student must have a cumulative G.P.A. of 3.0 or better.
3. Space must be available in the course.
4. Permission of the instructor must be obtained.
5. An undergraduate student is limited to a total of no more than three graduate courses.

The student may obtain the appropriate form from the Registrar's Office. The form must be completed and approved before the student can be registered in the course.

LIMITATION IN ONE SUBJECT

If a student takes more than 42 hours in one discipline, the hours over 42 will not count toward hours for graduation. *Exception:* This limitation will not apply to a unified program offered with the approval of the General Faculty.

WOFFORD COLLEGE COOPERATION

In some cases Converse students may take courses at Wofford College, a neighboring institution in Spartanburg, as part of their undergraduate degree programs. The cooperative arrangement allows both colleges to enrich the educational opportunities of their students. The cooperation is limited, however, and no student at one institution may complete a major program offered only at the other institution. Possibilities for cross-enrollments can be discussed with departmental advisers and the Registrar at Converse.

Since the objectives and programs of the two institutions differ during the winter term and the summer session, the normal student exchange is suspended during these terms. Converse students may not enroll in Wofford Interim courses or summer courses except when the two Colleges jointly sponsor such courses. Normally, students at one college may not complete a Directed Independent Study (DIS) course at the other college.

COURSES AT OTHER INSTITUTIONS

During the academic year, students in residence at Converse will be allowed to take courses at other institutions with the approval of their adviser, the Registrar, and the appropriate academic dean. Grades earned in these courses will not affect the grade-point ratio earned at Converse College. Students taking courses at other institutions while in residence at Converse are governed by the overload regulations on **page 35** in the catalog. These students must also meet the

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residence requirements for the bachelor's degree as stated on **page 32** in the catalog.

ACCELERATION

Although the Converse baccalaureate degree normally requires four academic years of study, a student may complete the program in three and one-half or even three years by taking additional courses beyond the normal load and during summer school. The student who wishes to accelerate should consult her academic adviser and the Registrar.

THE THREE-YEAR DEGREE

Students who wish to complete the requirements for the B.A. degree in three years will receive encouragement and guidance from the Converse faculty and administration. The three-year degree is not a scaled-down education. It has the same components as the traditional four-year program. It differs only in the pace of the student's work.

Eligibility:

Any student who is able to maintain a satisfactory academic average is eligible, but obviously the more capable and highly motivated student will adjust more easily to the accelerated pace of study.

The Plan:

<i>Year</i>	<i>Fall Term</i>	<i>Winter Term</i>
First	4 courses Physical Ed.	2 courses
Second	4 or 5 courses	2 courses
Third	5 courses	2 courses
<i>Year</i>	<i>Spring Term</i>	<i>Summer</i>
First	4 courses Physical Ed.	4 courses*
Second	5 courses	2 or 3 courses
Third	4 courses	

**May be taken at any accredited college.*

This plan involves an overload of course work during only two or three terms of the college experience. In addition, it requires one full schedule and one part schedule of summer courses, at least some of which may be taken at another college, if the student prefers. As outlined above, the plan is only a

guide. It may be altered to suit the purposes of the individual student. Students who complete college courses in the summer before entry into the freshman class, or who receive credit by Advanced Placement, will proceed through the three-year program with greater ease and convenience. For example, these students may find it possible to avoid all, or part, of the overloads, or may choose to eliminate at least some of the summer study. Summer work before the freshman year should be undertaken upon the advice of the Registrar.

CLASSIFICATION REQUIREMENTS

Class Standing	Min. Hrs/Quality Pts
For Sophomore Class	24/48
For Junior Class	56/112
For Senior Class	87/174 & 2.0 avg.

ACADEMIC STANDARDS

The academic standards for continued "good standing" are determined in accordance with the following criteria:

Semester hours attempted	Probation if cum. GPA less than
1-24	1.40
25-56	1.60
57-86	2.00
87 and up	2.00
Semester hours attempted	Poss. disqualification if cum. GPA less than
1-24	1.25
25-56	1.50
57-86	1.75
87 and up	1.75

Students are placed on academic probation at the end of the fall and spring terms. A student placed on academic probation three times can be disqualified. Students will be disqualified only at the end of Spring Term.

The academic status of the student will be identified as satisfactory or unsatisfactory only during the fall and spring terms. In every other respect, the work of the short term will count in the same way as that of the long terms. Any student who fails to meet the minimum academic requirements outlined above will be placed on academic probation during the following term.

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Note: Students cannot be removed from probation by credits earned in any summer school other than the Converse summer session. They may, however, earn credits at any approved summer school for the purpose of advancement to the next class.

Academic Disqualification:

Students placed in academic disqualification status are not eligible to continue their studies at Converse College, either in the summer or the regular session. Students are academically disqualified for failure to meet the academic standards (see page 36) or being placed on probation for three times. When there is evident cause for mitigation of this penalty, the Vice President of Academic Affairs, may relieve students from academic disqualification.

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

Courses taken in the summer school of another institution will be credited toward the degree provided:

1. The courses to be taken are approved in advance by the student's adviser and the Registrar of Converse College. It is the responsibility of the student to provide the adviser with a catalog from the institution and, to guarantee approval in advance, to submit the request before the last day of classes in the spring term. After that date students who take work at other institutions do so at their own risk.
2. The summer school is fully accredited.

No credit will be given for any such course in which a student makes below a C-, nor will such work be acceptable toward satisfaction of degree requirements. Grades transferred from the summer school of another institution will not affect the grade-point ratio earned at Converse College and will not be used to remove a student from probation.

Converse participates in a number of cooperative programs with other institutions. Therefore, the College will accept by transfer from these institutions at full quality point value, and in other respects as if taken at

Converse, any course for which Converse has charged tuition or which has been integrated into a Converse degree program.

SUMMER SESSION

Converse College operates three summer sessions, two five week terms and one three-week term. Courses offered are chosen largely on the basis of student demand. Special fees are in effect for the summer session.

Graduate level courses are also offered in The Petrie School of Music and in the Master of Education, the Master of Liberal Arts, and the Educational Specialist programs.

Courses taken in the Converse summer school are in all respects credited as if taken during the regular academic year. Converse students will be placed on, or removed from academic probation in accordance with the standards of the fall term of the academic year, provided that they attend the Converse summer session for both terms, taking the regular course load of two courses per term. The summer session bulletin is published in late March and is available in the Registrar's Office.

OTHER REGULATIONS

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

POLICY ON STUDENTS' RECORDS

In the handling of student records, Converse College complies with the provisions of the Family Educational Rights and Privacy Act of 1974. Information about this policy can be found in the *Student Handbook*.

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ACADEMIC POLICIES ON DISABILITIES

Converse College complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the non-discrimination requirements of Section 35.107 of the Department of Justice regulations. Converse does not discriminate with regard to race, color, sex, national or ethnic origin, age, sexual orientation, religion or disability in admission or access to, or treatment or employment in, its programs and activities. However, admission to undergraduate programs and courses is limited to women. As a recipient of federal funds such as Work/Study, Pell and SEOG Grants, and Perkins and Stafford Loans, Converse recognizes its responsibility to provide equivalent access to academically qualified students with documented disabilities while maintaining standards that are essential to the academic program.

Students are responsible for notifying the College of their need for accommodations, obtaining and submitting a Request for Accommodations Form to the Director of Academic Support, providing supporting documentation in a timely manner, and actively participating in developing and implementing an accommodation plan for each term. Reasonable accommodations will be provided both to students and employees with disabilities upon written request. No otherwise qualified individual will be denied accommodations for a disability unless the accommodation would cause an undue hardship on the College.

Any faculty member who receives a request for academic accommodations on the basis of disability must refer the request to the Director of Academic Support immediately. No modification of the present program or promises of modification should be made until the Director has made a recommendation.

Questions or concerns regarding ADA compliance should be addressed to the Vice President for Finance & Administration at (864) 596-9028. Information on EEOC or

Section 504 compliance issues can be obtained from the Director of Human Resources at (864) 596-9029.

ADMISSIONS

Students are admitted to Converse on the basis of academic credentials and additional information submitted to the Admissions Office. A student who feels a disability makes achieving representative scores on the SAT or ACT Tests unlikely may apply through a high school guidance counselor for accommodations on these tests.

Applicants are not required to disclose any disability on their applications for admission to Converse. Once admitted, however, a student seeking reasonable academic accommodations for a disability should immediately contact the Director of Academic Support at (864) 577-2028 to obtain an accommodation form. Students seeking physical accommodations for a disability should contact the Dean of Students at (864) 596-9614 upon notification of acceptance in order that reasonable provisions can be made before their arrival on campus. Converse II or graduate students should contact the Dean of Graduate Studies & Special Programs for physical accommodations.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Converse will make reasonable accommodations within its academic programs for students with documented disabilities. However, students and parents should understand that accommodations provided in elementary and secondary schools under P.L. 94.142 are not necessarily required by law under Section 504 or provided by Converse.

We do not provide transportation for students to classes off campus.

Testing to determine the need for accommodations is the student's responsibility and is not provided by Converse, although referrals in the Spartanburg area will be provided upon request. Documentation from an appropriate, licensed professional or agency is required

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in order to determine reasonable accommodations necessary to serve a student with a disability. Diagnostic evaluations or reports should be current, in most cases within three years, and should be sent directly from the qualified professional to the Director of Academic Support. The documentation should indicate diagnosis, describe the manifestations of and the extent of the disability, and make recommendations for reasonable accommodations the professional deems necessary to assist the student with a disability in the college setting. A current comprehensive psycho-educational evaluation is required for learning disabilities and is strongly recommended for attention deficit hyperactivity disorder (ADHD).

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

Although the student's advisor and professors will receive a copy of the accommodation plan, it is the student's responsibility to discuss accommodations with each professor at the beginning of each

term. If a student has concerns about or encounters problems with accommodations during the term, the student should contact the Director of Academic Support so that accommodations may be appropriately adjusted. A student who is not satisfied with accommodations may contact either the ADA or Section 504 Compliance Officer indicated above and initiate the student grievance procedure as outlined in the *Student Handbook*.

RESOLUTION PROCEDURES FOR STUDENT COMPLAINTS

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

CAMPUS SAFETY AND SECURITY

In accordance with Title II of Public Law 101-542, known as the Crime Awareness and Campus Security Act of 1990, Converse College provides information relating to crime statistics and security measures to prospective students, matriculated students, and employees. This information is published annually and can be obtained from the Department of Public Safety.

Further information about campus safety and security can be obtained either from the Office of Campus Life, (864) 596-9016, or the Director of Campus Safety, (864) 596-9061.