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## ACADEMIC CALENDAR

### FALL TERM 2006

Registration	August 28, 2006
Evening classes begin at 5:30 pm	August 28, 2006
Day classes begin	August 29, 2006
Drop/ Add period	August 28 - September 1, 2006
Mid-term ends	October 13, 2006
Fall Break	October 16-17, 2006
Thanksgiving Holidays	November 22-26, 2006
Last day of classes	December 8, 2006
Reading Days	December 9 -10, 2006
Exams	December 11-14, 2006

### JANUARY TERM 2007

Registration	January 3, 2007
Evening classes begin at 5:00 pm	January 3, 2007
Day classes begin at 8:30 am	January 4, 2007
Drop/ Add period	January 3-8, 2007
Last day of January Term	January 31, 2007
Winter Break	February 1-4, 2007

### SPRING TERM 2007

Registration	February 5, 2007
Day classes begin at 8:30 am	February 5, 2007
Evening classes begin at 5:30 pm	February 5, 2007
Drop/ Add period	February 5-9, 2007
Mid-term ends (end of 7th week)	March 23, 2007
Spring Break	April 2-6, 2007
Last day of classes	May 11, 2007
Exams	May 14-17, 2007
Baccalaureate (Undergraduates)	May 18, 2007
Commencement (Undergraduates)	May 19, 2007

## WHERE TO GO FOR INFORMATION

Academic Transcripts and Student Schedules	Registrar's Office (Carmichael Hall)
Bills or Fees	Business Office (Carnegie)
Financial Assistance	Office of Financial Assistance (Carnegie)
Questions regarding graduate programs	Office of the School of Education and Graduate Studies (Ezell Hall)
Course Schedule	Converse Website ( <a href="http://www.Converse.edu">www.Converse.edu</a> )
Dropping a Course	Your Adviser, Registrar's Office
ID Cards and Auto Registration	Campus Safety (The Towne House)
Parking Tickets	Campus Safety (The Towne House)
Refunds from Drink Machines	Twichell Auditorium Office

This handbook serves only as a guide to the rules, policies, and services of the Converse College School of Education and Graduate Studies. Therefore, the College reserves the right to amend, modify, or change regulatory policies and financial charges stated in this handbook during the school year. The College will make attempts to announce, in a timely manner, any changes in policies and regulations. Questions regarding information in this handbook should be directed to the Office of the School of Education and Graduate Studies. The handbook does not constitute the whole of College policy concerning students. The *Graduate Catalog* and other official College publications are important references. Converse College does not discriminate in admissions or employment on the basis of race, color, sex, national or ethnic origin, age, sexual orientation, religion or disability. Both men and women are admitted to degree programs offered through the Converse College School of Education and Graduate Studies.

# GRADUATE STUDENT HANDBOOK

## I. OVERVIEW

The School of Graduate Studies Handbook is designed to provide faculty and students information, awareness and understanding of the policies, guidelines and resources available through and guiding graduate programs. Eminent degree programs maintain high standards and ensure that graduates with degrees from the Converse College School of Graduate of Studies are highly regarded and well prepared to meet the challenges and demands of their careers. Professional degree programs are offered in education (MAT, MEd, and EdS); marriage and family therapy (EdS); music (MM); and History, English, and Political Science (MLA). These degree programs are available to both men and women who meet specific program admission requirements. Details on admission and other information pertaining to the School of Graduate Studies can be found in the Converse College Graduate Catalog or accessed at the Converse College website at [www.converse.edu](http://www.converse.edu).

## II. MISSION

Beginning in 1964, Converse College expanded its mission from the liberal education of undergraduate women in a residential setting to include the offering of graduate degree programs for both men and women. As a community of scholars, where students and faculty pursue excellence and collaborate in the search for truth, Converse develops scholarly excellence, personal honor, confidence and skills to be life-long learners. Graduates with Converse College degrees embody the qualities of a Converse education as they assume roles of leadership, service, and citizenship.

## III. THE EDUCATION UNIT MISSION

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

## IV. ORGANIZATIONAL CHART (see next page)

## V. DEGREE PROGRAMS

### A. Master of Arts in Teaching

The MAT program is available for those holding a baccalaureate degree in a field other than education. The purpose of the initial certification program is to prepare graduate students to become well-qualified teachers by their completion of one of our state-approved education programs. Students may elect one of the following initial certification programs: Early Childhood, Elementary, Middle Level, Mental Disabilities, Learning Disabilities, or secondary education (Biology, Chemistry, English, Mathematics, Social Studies). Each MAT program requires a minimum of 36 semester hours. (In the Early Childhood and Elementary programs, this is in addition to the required student teaching hours.) See the Converse Education Department website ([education.converse.edu](http://education.converse.edu)) for important MAT program requirements and benchmarks, and the current program worksheets.

### B. Master of Education

Converse offers the M.Ed. degree for teachers who are already certified. This program offers five broad areas or tracks (art education, elementary education, gifted education, secondary education, special education). Secondary education programs are offered in English, Social Studies, Mathematics, and Natural Sciences. Art education addresses teacher preparation from kindergarten through high school. Each M.Ed. program requires a minimum of 36 semester hours. See the Converse Education Department website ([education.converse.edu](http://education.converse.edu)) for important M.Ed. program requirements and benchmarks, and the current program worksheets.

### C. Master of Liberal Arts

The Master of Liberal Arts Program provides an opportunity for mature learners to pursue studies in the liberal arts for both personal and professional growth. The program requires a total of 36 graduate hours with 18–27 hours of concentration in English, history, or political science. In addition to a liberal arts concentration, a student must also take 6-15 hours of electives. Once a concentration choice has been made, the elective choices may come from the other areas of concentration or art history, music history, psychology, sociology, and religion. A capstone project connecting three disciplines is required, unless the student takes an approved course in lieu of the project. Three graduate credits will be given for the project. (For more information on the MLA capstone project, see page\_\_\_\_.) While providing for individual development, the program extends the professional qualifications of those students who need a disciplinary concentration sufficient to qualify them as junior college teachers and also for those high school teachers who want more content courses in their particular discipline.

### D. Educational Specialist in Administration and Supervision

The Converse Educational Specialist Degree in Administration & Supervision is a sixth-year program of 36 semester hours in education. The program focuses on the preparation of administrators/supervisors at the elementary or secondary level. See the Converse Education Department website ([education.converse.edu](http://education.converse.edu)) for important Ed.S. program requirements and benchmarks, and the current program worksheets.



### **E. Educational Specialist in Curriculum and Instruction**

The Converse Educational Specialist Degree in Curriculum & Instruction is a sixth-year program of 36 semester hours in education. The program prepares teachers to be instructional and/or curriculum leaders at the school or district level. See the Converse Education Department website ([education.converse.edu](http://education.converse.edu)) for important Ed.S. program requirements and benchmarks, and the current program worksheets.

### **F. Educational Specialist in Marriage and Family Therapy**

The Educational Specialist Degree in Marriage and Family Therapy is designed to meet the academic and clinical practicum requirements for Clinical Member with the American Association for Marriage and Family Therapy and Licensed Marriage and Family Therapist in South Carolina. This degree involves 48 graduate semester hours of a core curriculum and 18 graduate semester hours of electives. It has Candidacy Status with the Commission on Accreditation for Marriage and Family Therapy Education. The program is primarily for students with an existing MFT-related graduate degree. Qualified students with a bachelor's degree may be accepted but must successfully complete an additional 12 semester hours of foundational MFT graduate course work.

This Ed.S. Degree program involves a partnership between Converse College and WestGate Consultation Network, Inc. Converse College provides the academic portion and WestGate provides the clinical practicum.

### **G. Master of Music**

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

## **VI. GOVERNANCE**

### **A. Graduate Faculty**

#### 1. Regular

Method of Appointment

For appointment to the Graduate Faculty, professors must meet the following criteria:

- a. Hold the terminal degree, normally the doctorate, in the discipline or hold a senior rank;
- b. Have at least one full year of teaching experience at Converse College prior to nomination;
- c. Must teach at least half-time (four courses or more per academic year);
- d. Be recognized as an effective teacher; and
- e. Have a record of professional and/or scholarly achievement appropriate for Graduate Faculty status.

Graduate Faculty will be appointed by the following process:

- a. Nomination by the department chair;
- b. Approval by the appropriate dean; and
- c. Endorsement by the Graduate Council.

Related Policies:

- a. Faculty will be dropped from the Graduate Faculty if they no longer offer graduate courses or if they fail to maintain active professional development. Recommendation for dropping Graduate Faculty may be initiated by the department chair, the Dean of the College of Arts & Sciences, the Dean of the School of Music, the Dean of the School of Education and Graduate Studies.
- b. The Graduate Council may, on rare occasions, approve courses to be taught by Converse faculty who are not on the Graduate Faculty.
- c. Graduate Faculty will approve major program or policy recommendations as approved and presented by the Graduate Council.

Graduate Faculty Responsibilities

Subject to the general control of the Academic Affairs Committee of the Board of Trustees and in cooperation with the administrative officers, the graduate faculty should be particularly concerned with the following matters:

- a. Instructional methods and delivery systems that provide graduate students with an opportunity to achieve the stated objectives of the course and of the graduate program;
- b. The requirements for degrees; and
- c. The curriculum.

#### 2. Adjunct

Qualifications of adjunct faculty shall be reviewed by the Graduate Council, but the adjunct faculty may not achieve the status of Graduate Faculty.

### **B. Graduate Council**

#### 1. Responsibilities and Description

To supervise the Graduate Programs of the College of Arts and Sciences. Membership is comprised of Dean of the College

of Arts and Sciences, Dean of the School of Music, Dean of the School of Education and Graduate Studies (Chair), Registrar (ex officio), Chair of the Education Department, and one graduate adviser from each of the graduate programs in the College of Arts and Sciences.

2. Membership (2005-2006)

Faulkenberry (Chair), Barker (Dean, Arts and Sciences), A. Boggs (Special Ed.), M. Boggs (Art), Breard (Gifted Curriculum), Brown (Registrar, ex-officio), Cheser (ECE, Elementary), Clark (MFT), Dunn (History/Politics), Gosnell (Math, Science), TBA (Dean, Music), Hymas (Math), Jensen (Biology), Mendez (Physics), Morgan (MLA-English), Slemenda (Education Chair)

**C. Graduate Admissions Committee**

1. Responsibilities

- a. Members (representing each specific graduate program) screen applicants for their area and recommend full admission, provisional admission, rejection or deferment with specific recommendations for future consideration.
- b. The committee normally meets every month except for December and July. The committee members who are present vote on the adviser's recommendation. The committee also discusses and votes on graduate admissions policies.

2. Membership (2005-2006)

Faulkenberry (Chair), Bagnal, A. Boggs, Clark, Dunn, Gosnell, Lovett, Morgan, Pitts, Poelvoorde

**D. Administration: Job Descriptions**

1. Dean, School of Education and Graduate Studies

The Dean of the School of Education and Graduate Studies has specific responsibilities for teacher education programs at the graduate level and reports directly to the Vice President for Academic Affairs and Dean of the College of Arts and Sciences. This is a non-tenure track administrative position that includes teaching two (2) courses within a 12-month contract. Duties include, but are not limited to, the following responsibilities:

- a. To hire and assign faculty and adjunct faculty, in conjunction with the Vice President for Academic Affairs, to teach courses serving graduate programs in the School of Education and Graduate Studies;
- b. To direct and evaluate the performance of the staff under his/her jurisdiction;
- c. To present to the Vice President for Academic Affairs and Dean of the College of Arts and Sciences all budgets under his/her jurisdiction;
- d. To recommend salaries and salary adjustments for personnel in the Division;
- e. To market graduate programs and develop materials for this purpose;
- f. To interview prospective graduate degree candidates and promote the recruitment of well-qualified candidates;
- g. To develop programs and policies that serve the mission of the School of Education and Graduate Studies;
8. To oversee the arranging of undergraduate and graduate course schedules, both in the academic year and summer;
- h. To work closely with the Director of Teacher Education and Certification, the Director of Clinical Experiences, the Director of NCATE, and Department Chairs to prepare documents relating to NCATE and other accreditations;
- i. To serve as chair of the Graduate Admission Committee and the Graduate Council;
- j. To work with the Education Department Chair and the Associate Dean of Graduate Studies and assist in the solving of personnel problems and student concerns;
- k. To serve as liaison to the State Department of Education in regard to certification and related matters and as a liaison to public schools to promote communication and recruitment; and
- l. To assist with administrative matters to ensure the efficient administration of undergraduate and graduate programs in the areas of teacher certification and administrator preparation.

2. Associate Dean, School of Education and Graduate Studies

The Associate Dean of the School of Education and Graduate Studies has specific responsibilities for certain teacher education programs at the graduate level and reports directly to the Dean of the School of Education and Graduate Studies. This is a non-tenure track administrative position that includes teaching four (4) courses within a 12-month contract. Duties include, but are not limited to, the following responsibilities:

- a. To assist in marketing graduate teacher education programs and in developing appropriate marketing materials for this purpose;
- b. To interview prospective graduate degree candidates and promote the recruitment of well-qualified candidates;
- c. To work with the Dean in the development of programs and policies that serve the mission of the School of Education and Graduate Studies in the MAT, M.Ed., and Ed.S. curricula;
- d. To take direct responsibility for arranging graduate course schedules, both in the academic year and summer;
- e. To work closely with the Dean, the Director of Teacher Education and Certification, the Director of Clinical Experiences, the Director of NCATE, and Department Chairs to prepare documents relating to NCATE and other accreditations;
- f. To work closely with the Dean in administering the activities of the Graduate Admissions Committee and the Graduate Council;
- g. To assist the Dean in the solving of personnel problems and student concerns;
- h. To participate in the development of appropriate grants in collaboration with Converse and public school personnel;

- i. To serve as liaison to the State Department of Education in regard to certification and related matters and as a liaison to public schools to promote communication and recruitment;
  - j. To assist the Dean with administrative matters to ensure the efficient administration of undergraduate and graduate programs in the areas of teacher certification and administrator preparation.
  - k. To work closely with the supervision of administrative interns and to plan schedules for both the M.Ed. in Leadership Potential Administrators Academy and the Ed.S. program in Administration and Supervision; and
  - l. To take responsibility for the administration of off-campus professional development courses offered by the school districts and SC ETV.
3. Chair, Education Department
- Academic deans appoint the department chair. He/She is normally chosen from the associate professors and professors in the department, though seniority is not compelling. Wishes of the department are considered in the appointment of the chair, but these preferences are not determinative. The position of chair is not tenured; changes may be made without prejudice. The position of department chair requires professional leadership and substantial responsibility. The department chair leads departmental faculty in academic planning and in curriculum development. Chairs are expected to assume full responsibility for the results of their leadership insofar as these results affect the efficiency and the morale of their department. Chairs are responsible for the effective teaching and faithful performance of other duties of the faculty in the department, including adjunct faculty. Duties include the following:
- a. To attend to department curriculum, course quality and academic standards;
  - b. To advise and supervise the programs of departmental majors;
  - c. To manage the departmental budget and preparation of annual budget requests;
  - d. To evaluate faculty performance and to recommend tenure and changes in salary and rank;
  - e. To recruit departmental faculty in cooperation with the Dean of the College of Arts and Sciences;
  - f. To prepare hourly course schedules appropriately distributed over the available schedule periods;  
(Please note that classes may not be canceled without the permission of the dean.)
  - g. To prepare announcements, such as bulletin materials;
  - h. To represent the department in meeting needs related to the academic program;
  - i. To attend meetings necessary to fulfill the obligations of department chair.

## **VII. POLICIES AND PROCEDURES - ACADEMIC**

### **A. ACADEMIC POLICIES ON DISABILITIES**

Converse College complies with Section 504 of the Rehabilitation Act of 1973 (as amended through 1998), the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the non-discrimination requirements of Section 35.107 of the Department of Justice regulations. Converse does not discriminate with regard to race, color, sex, national or ethnic origin, age, sexual orientation, religion or disability in admission or access to, or treatment or employment in, its programs and activities. Admission to the School of Education and Graduate Studies is available to both men and women. As a recipient of federal funds such as Work/Study, Pell and SEOG Grants, and Perkins and Stafford Loans, Converse recognizes its responsibility to provide equivalent access to academically qualified students with documented disabilities while maintaining standards that are essential to the academic program. A student with a disability is someone with either a physical or mental impairment that substantially limits one or more major life activities. Temporary impairments of short duration without permanent impact usually do not qualify as disabilities under the ADA. Students are responsible for notifying the college of their need for accommodations, obtaining and submitting a Request for Accommodations Form to the Director of Academic Support, providing supporting documentation in a timely manner, and actively participating in developing and implementing an accommodation plan for each term. As legal adults, students must self-advocate, and parents can be included in the process only with the student's permission. Reasonable accommodations will be provided both to students and employees with disabilities upon written request. No otherwise qualified individual will be denied accommodations for a disability unless the accommodation would cause an undue hardship on the college. Any faculty member who receives a request for academic accommodations on the basis of disability must refer the 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.

#### **1. ADMISSIONS**

Students are admitted to the Converse College School of Education and Graduate Studies on the basis of academic credentials and additional information submitted to the Graduate Studies Office. A student who feels a disability makes achieving representative grades and performing competitively in the graduate level classroom problematic may apply for accommodations by contacting the Office of the School of Graduate Studies. Students who 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 the Converse College School of Education and Graduate Studies. However, once admitted, a graduate student seeking reasonable academic or physical accommodations for a disability should immediately contact the Office of the School of Education and Graduate

Studies at (864) 596-9220 to obtain an accommodation form. Converse II students should contact the Director of Converse II at (864) 596-9014, and graduate students in music should contact the Dean of the Petrie School of Music at (864) 596-9021.

## 2. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Converse will make reasonable accommodations within its academic programs for “otherwise qualified” graduate students with documented disabilities. However, students should understand that accommodations provided in elementary and secondary schools under P.L. 94.142 (IDEA) are not necessarily required by law under the ADA or Section 504 or provided by Converse. Many of the practices and procedures of special education (goal-setting, progress reports, team meetings, program and exam modifications, related services, and annual reviews) have no parallels in higher education. Behavior standards are the same for all students. Converse does not provide transportation for students. Personal care attendants, orientation/mobility training and tutors are considered personal services in higher education and are the student’s responsibility. Although Converse offers no specialized services for students with disabilities, equal access to services is offered to all students. Requests for course substitutions are evaluated individually, on the basis of documentation provided, but the college is not required to fundamentally alter essential course/program requirements. Testing to determine the need for accommodations is the student’s responsibility and is not provided by Converse. 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 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 working days prior to the first day of class in order to allow time for review and consultation, as needed, with the student, professors, counselors, psychological consultants, and the Director of Health Services, to prepare an appropriate accommodation plan, and to secure available support services and/or equipment. This deadline is for administrative purposes only and does not preclude admission to programs or services. In addition, the student is responsible for providing the Director of Academic Support with a class schedule each term, so a new accommodation plan can be generated. All information and records regarding students with disabilities, including accommodations for them, are strictly confidential, and the 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 adviser and professors will receive a copy of the accommodation plan, it is the student’s responsibility to discuss accommodations with each professor at the beginning of each term. If a student has concerns about or encounters problems with accommodations during the term, the student should contact the Director of Academic Support, so accommodations may be appropriately adjusted. A student who is not satisfied with accommodations may contact either the ADA or Section 504 Compliance Officer indicated above and initiate the student grievance procedure as outlined in the Student Handbook.

## 3. RESOLUTION PROCEDURES FOR STUDENT COMPLAINTS

Graduate students who wish to file a complaint should do so by contacting the Office of the School of Education and Graduate Studies. The Graduate Office is located in the Ezell Building and can be contacted at (864) 596-9220. Graduate students in music should contact the Dean, Petrie School of Music and consult the Petrie School of Music Student Handbook for student complaint procedures.

## **B. CLASSROOM PROCEDURES:**

### **NO CELL PHONES, PAGERS, OR CHILDREN MAY BE IN CLASSES.**

#### 1. 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 usually stated by the course syllabus. All sanctions are determined by the instructor. Students cannot be withdrawn from classes 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.
- b. Responsibility for Work: The student is responsible for any work missed during an absence. Burden of proof that the work is completed rests with the student. When the work cannot be satisfactorily tested by written examinations, the instructor judges the relation of the student’s attendance or nonattendance to the grade. When a 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.

#### 2. Changing Courses

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

- a. Without a grade - only during the first week of the term may a student drop courses without a grade.
- b. "WP" - a student receives a withdrawal passing in a course dropped during the second and third weeks of a term.
- c. "WP" or "WF" - a student receives a withdrawal passing or withdrawal failing, depending upon the grade earned in the course at the time of the withdrawal during the fourth through the ninth weeks of a term.
- d. "WF" - a student receives an automatic withdraw failing after the ninth week of the term. A student who wants an option of receiving "WP" MUST WITHDRAW before the end of the ninth week of the Fall or Spring Term and before the beginning of the fourth week in the January Term.
- e. 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.

The schedule given above is modified for the January and Summer Terms as follows: "WP" to the end of the second week; "WP" or "WF" to the end of the third week; an automatic "WF" beginning the fourth week of the term.

### 3. Other Regulations

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

### 4. Classroom Procedure for Academic Work

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

#### 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 he/she has seen or taken. This prohibition applies even when the other student is not enrolled in the course concerned. Discussing examinations in any way is a violation of the Honor Tradition.

#### 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.

#### a. Library and Laboratory Procedures:

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

#### b. 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 his/her own mind. Some instructors may prefer that their students have the benefit of consultation with other students in preparing papers. Unless such freedom of consultation is explicitly given by the instructor, a student is expected to do his/her own work. He/she may ask other students about specific points of grammar or punctuation. Students should feel free to use the Writing Center without fear of violating the Honor Tradition.
  - b) All creative writing is expected to be entirely original and should not be duplicated for another course without the instructor's permission.
  - c) In any critical research paper, the source of all material not original with the writer must be given full and specific acknowledgement. All phrases, sentences, or longer passages taken directly from another writer must be placed within quotation marks or in a block quotation and then cited properly; all phrases, sentences, or longer passages paraphrased from another writer must also be cited properly. Whether quoted directly or paraphrased, all ideas, opinions, and facts that are not common knowledge must be cited properly. Failure to distinguish one's own work and ideas from works and ideas taken from another source constitutes plagiarism and is a direct violation of the Honor Tradition. The student is responsible for learning the proper means of

distinguishing his/her own work from material he/she has borrowed or for asking the instructor if he/she is in doubt. Whether a student quotes directly, paraphrases, or summarizes, he/she must remember that he/she is obligated to acknowledge his/her indebtedness for the facts, opinions, ideas or words used.

- aa. Facts - Authority must be cited for the use of any fact not generally known. The assertion that Columbus discovered America in 1492 need not be supported. But if the student writes that Columbus strangled his wife with a red stocking, the authority must be produced. Most frequently, the failure to give adequate support occurs when the student is sketching in background information. For example, do not discuss the education of Thomas Hardy, the romance of the Brownings or the friendship of Tennyson and Hallum without some general acknowledgement as the following (in a footnote) "For the information about..., I am indebted to the following work or works..."
  - bb. Opinions - Any opinion not the writer's own used in a paper should be credited to its owner. If the writer's thinking on a certain subject happens to lie parallel to that of T.S. Eliot, for instance, this fact must be acknowledged in the usual way and the thought then expressed in the writer's own words. Many questions arise on this point, and the only satisfactory rule is that of common honesty.
  - cc. Ideas - Any idea not the writer's own used in a paper should be credited to its owner. For example, the idea that the structure of Mark Twain's *Adventures of Huckleberry Finn* alternates between the river and the shore should be attributed to the originator of the idea, the critic Henry Nash Smith. As with opinions, many questions arise on this point, so the student must use common sense and honesty.
  - dd. For a guide to the correct format for footnotes and other manners of acknowledging borrowed materials, consult a manual or stylebook approved by the instructor. Do not hesitate to consult the instructor about any problem of form or academic honesty.
  - ee. Procedure - The instructor must judge evidence sufficient to warrant investigation. The instructor then raises the subject of plagiarism with the student, cites the passages under question, and tells the student either that on the basis of present information, no further action will be taken or that the matter should be reported to the Graduate Dean. In the former case, the question will not be raised again unless new evidence is uncovered. In the latter case, the instructor should remind the student that he/she has twenty-four hours to report his/her situation to the Graduate Dean.
- d) Plagiarism is distinguished from inadequate documentation, which involves errors in the form of documentation, but which still allows the reader to distinguish words and ideas originated by the student from words and ideas taken from another source. Evidence of plagiarism is sufficient grounds for referral to the Graduate Dean. Inadequate documentation shall be handled by the instructor.

#### 5. 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 course.
- b. All fees that are currently due must be paid in full for a student to receive a diploma or certificate, or receive a transcript of his/her records. These fees include tuition, library charges, traffic fines (including other area colleges), health center charges, dining room charges, telephone bills, Bookstore bills, returned checks, etc.

### C. DIRECTED INDEPENDENT STUDY POLICY

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

- 1. When a graduate student needs a DIS course, it may be provided if the need for the DIS course meets College guidelines and is approved by the student's adviser, the DIS course instructor and the Dean of the School of Graduate Studies. Such courses require higher than normal fees from students and offer faculty additional remuneration.
- 2. DIS courses are not considered a part of a faculty member's normal teaching load unless scheduled and advertised, e.g. some "special topics" courses.
- 3. Graduate students may take no more than two (2) DIS courses toward hours for program completion.
- 4. While the College cannot guarantee that students can be offered a DIS in an existing course, under unusually compelling circumstances a student may request approval for a DIS. Such a request should be made from a student only:
  - a. If a course is required for program completion but is not scheduled so that one or more students can enroll.
  - b. If a student has an unalterable schedule conflict.
  - c. If a student needs a course to correct an out-of-sequence program
  - d. If a student has special circumstances that require a "special topics" that is not offered as a regularly scheduled course and can only be taken as DIS.
  - e. If a student has compelling personal circumstances...such as a health problem.
- 5. Conditions and Qualifications for Faculty
  - a. If a regular course does not lend itself to DIS, a faculty member should decline to offer the course in this format, i.e., courses that depend on classroom discussion or class interaction or other skill courses.
  - b. A faculty member should normally limit DIS courses to not more than two (2) per regular semester and to not more

than one (1) during the short (January) term or summer term in addition to the regular teaching load. Normally, a faculty member should not carry more than a total of four (4) DIS students in any term. Exceptions to this load must be based on extenuating, student circumstances and must be approved, in advance, by the Dean of the School of Graduate Studies.

6. Procedures
  - a. Directed Independent Study Approval Forms can be secured by graduate students from the Office of the School of Graduate Studies or from the Registrar's Office. The form must be completed and approved prior to registration. A student is not enrolled in the DIS until the form is on file with the Registrar. One copy of the form should be on file with the instructor and in the Office of the School of Graduate Studies.
    1. An initial conference must be held with the instructor during which all aspects of the DIS course must be discussed and recorded on the DIS Approval Form. If the DIS course is a regularly scheduled course, a copy of the course syllabus must be attached to the DIS Approval Form.
    2. A minimum of six (6) contact hours with the instructor is required.
  - b. Graduate students, who otherwise qualify for a DIS and cannot secure the support of a faculty member, may discuss individual problems with their adviser first and the Dean of the School of Graduate Studies second.
7. Fees

These policies concerning fees are currently in place:

  - a. Graduate Students and Converse II students pay current per credit hour costs for a DIS course.
  - b. Faculty are remunerated for graduate and Converse II courses at a specified rate per credit hour.

#### **D. GRADUATION**

##### Application Process

All students must complete and submit a graduation application to the graduate office, regardless of whether or not he/she is participating in commencement exercises. If you are completing your program in December, you must submit your application before the end of that term. If you are completing your program in spring or summer, you must submit your application by May 15 of that year. The graduation application fee of \$150 includes the cost of your cap and gown and is billed by the Business Office in the summer.

##### Commencement

The Commencement ceremony for graduate students is held on the last Saturday in July every year in Twichell Auditorium.

##### **Petrie School of Music**

A full course of study in Graduate Music is defined by a student's enrollment in at least seven hours during the Fall and Spring Terms and two hours during January Term. See graduate section of the Petrie School of Music Student Handbook for other information.

#### **E. THE HONOR TRADITION**

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

1. Principles of the Honor Tradition
  - a. A student does not lie.
  - b. A student does not steal; he or she respects the property of others.
  - c. A student does not cheat.
  - d. A student is honor bound to report any violation of the Honor Tradition.
2. Procedures for Reporting Honor Violations for Graduate Students:

If a member of the faculty or administration suspects a violation of the Honor Code, he or she should approach the student whose actions are in question. This meeting should always terminate by the member of the faculty or administration telling the student that either no action will be taken on the basis of present information or that the student has twenty-four hours from the end of the meeting to report the violation to the graduate dean. After the twenty-four hour period has expired, the member of the faculty or administration should check with the graduate dean to insure that the accused student has reported the incident. If the student has not reported the suspected violation, the accuser will file a report with the graduate dean.
3. Graduate Honor Council Committee and Procedures:
  - a. Committee Members: Dean of the School of Education and Graduate Studies, Chair; Graduate Student representing the program of the accused student (or Petrie School of Music); two faculty representatives from the college of the accused (appointed by the Vice-President for Academic Affairs); and a representative from the Office of Graduate Studies (appointed by the Dean of the School of Education and Graduate Studies).
  - b. Procedures:
    1. Members of the committee are expected to remove themselves from the proceedings if a conflict of interest arises. If one member of the committee cannot attend, the case will proceed. If two members of the committee cannot attend, the case will be rescheduled.

2. The hearing will be recorded on audiotape. The deliberations of the committee will not be taped.
  3. The decision of the committee will be based on a simple majority vote.
  4. It is the responsibility of the Chair of the Graduate Honor Council Committee to notify the student of the committee's decision.
  5. The Graduate Honor Council Committee is authorized to hear all cases involving honor violations during the period prior to exams, and during exams.
  6. A student may appeal any graduate honor code decision to the Vice-President for Academic Affairs.
4. Rights and Responsibilities of the Accused:
- a. Rights of the Accused:
    1. The accused has the right to be informed of the charges against him or her prior to the preliminary investigation and hearing.
    2. The accused has the right to a fair, impartial and confidential hearing before the Graduate Honor Council Committee.
    3. The accused has the right to a minimum of 24 hours advance notice of the preliminary investigation and case hearing.
    4. The accused shall be presumed not guilty until proven guilty by preponderance of the evidence presented at the case hearing. The standard of evidence used in Converse College hearings is a preponderance of evidence. This means that the adjudicating council must find the evidence supporting the charge against the student more compelling than the contradictory evidence in order for the student to be found guilty of the charge.
    5. No student shall be brought to a hearing for a violation that occurred more than one year before the charges were made.
    6. No student shall be tried twice for the same case unless new evidence comes to light.
    7. The Chair of the Graduate Honor Council Committee shall inform the accused in writing of his or her rights, the time of the hearing, and the procedures that will be followed.
    8. The Chair shall advise the accused that he/she may seek advice and assistance from any member of the Converse community in preparing his/her case; however, the accused must present his/her case to the committee by him/herself. The accused has the right to request a meeting with the Chair to have the process explained to him/her.
    9. The accused shall not be required to testify against him/herself, but the Chair may call other students or faculty members to testify against him/her.
    10. The accused shall not be required to take any examination on the day of the hearing or the day afterward. It is the responsibility of the accused to discuss this with the professor.
    11. The accused has the right to be informed of all evidence against him/her.
    12. The accused may request any witnesses, either character or circumstantial, to testify on his/her behalf, if their testimony is deemed relevant by the Chair. The accused must present a list of those persons to the Chair twenty-four hours in advance, and state the reasons for calling each one to testify. The Chair reserves the right to limit the testimony of the witnesses if no new information is being presented.
    13. The accused may elect to remain in the room while witnesses and the accuser(s) involved in the case are questioned. If the accused elects to remain in the room, he/she must notify the Chair twenty-four hours in advance.
    14. After the examination of each witness by the Council, the accused has the right to question the witness. Afterwards, the Council may ask questions of the witness, or call any witness back at a later point.
    15. After the examination of the accuser(s) by the Council, the accused has the right to respond to the testimony. Afterwards, the Council has the right to ask additional questions of the accuser(s), or call the accuser(s) back at a later point.
    16. The accused has a right to be present during the entire hearing, with the exception of judicial deliberations. If he/she fails to appear, the hearing may be held in his/her absence.
    17. The accused has the right to be notified of the decision within forty-eight hours (excluding weekends) of the hearing.
  - b. Responsibilities of the Accused:
    1. The accused is honor-bound to tell the truth.
    2. The accused is responsible to read and understand the case procedures and student policies and regulations as stated in the Graduate Student Handbook.
    3. The accused has the responsibility to attend the case hearing and notify the Chair of any time conflicts within twenty-four hours of the designated time of the hearing.
    4. The accused has the responsibility to complete sanctions by the stated deadline.
    5. The accused has the responsibility to conduct him/herself in a respectful manner.
5. Possible Sanctions Included but are not Limited to  
Warning; Failure of assignment; failing grade in course; suspension (length to be determined); expulsion from the College

## **F. MLA CAPSTONE INTERDISCIPLINARY PROJECT PROCEDURES**

Effective January 1, 2006 - Requirements:

1. After choosing a topic and the questions to be asked for the MLA Interdisciplinary Capstone reading and writing project, the MLA student must obtain a faculty member in the area of concentration (if possible) to direct the project. This is a Directed Independent Study (DIS) course.
2. The student must develop a reading list covering a minimum of three liberal arts disciplines in consultation with the project director and faculty in other areas.

3. The student must send the project proposal, which includes questions, and bibliography for approval to the director, who sends it to the MLA Committee.
4. The MLA Committee will accept or make recommendations for changes and notify the director.
5. The capstone writing project requires a thematic, integrated, conceptual paper across three disciplines. The student must choose a topic in his/her area of concentration and connect it to at least two other disciplines according to one of the following two formats:
  - a). A bibliographic essay of approximately 25 – 30 pages that evaluates how each reading of 15 – 20 books (read in their entirety) contributes to the topic and questions. Five articles approximate one book.
  - b). An interdisciplinary research format paper of approximately 30 - 40 pages of a topic examined across a minimum of three disciplines. The student needs to report, interpret, and evaluate the information uncovered in the research. This format requires an extensive bibliography.
6. The student must meet regularly with the director as the project is developed. When project is completed, it should be submitted to the director at last two weeks prior to deadline (below) for submission to MLA Committee.
7. At this point the student is ready to register for MLA 599: Capstone Interdisciplinary Project (3 gr. Credits).
8. Once the paper is completed and approved by the director, it is submitted to the MLA Committee. The director sends a written critique of how the paper fulfills the requirements listed in #5 above.
  - a). Submit the paper to the MLA Committee (composed of advisers of the MLA concentrations and graduate dean) three weeks prior to the last class day of term. If approved, the paper will be sent to the director one week prior to the last class day of the term for a grade. If the committee feels the paper needs revisions, it will be returned to the student one week prior to the last day of the term. The paper will not be eligible for approval until the following academic term.
  - b). No papers may be submitted during summer terms as some faculty members are on vacation. Also the Writing Center is not open to help the student should he/she desire assistance.
  - c) Once the committee approves the project it will be returned to the director for a grade.
9. The completed MLA writing project must be typed (double-spaced or single spaced if the director permits) in Times New Roman font, size 12. Margins will be one inch on all sides. (A sample of the cover sheet for the paper follows on the next page.)

TITLE OF PAPER

By

(Student's name)

In partial fulfillment of the requirements of the Master of Liberal Arts degree

Converse College

Date of graduation

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Name  
Project advisor

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Dean of Graduate Studies

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MLA Committee – English

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MLA Committee – Political Science

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MLA Committee – History

Revised 12/05

## **G. REGISTRATION**

### **Mail-in Registration**

Every graduate student has the opportunity to register for classes through the early mail-in registration process. You must complete the registration form and mail it to the Business Office with payment or a note stating that you have received financial aid. Before you can turn in the form, you must have the Business Office sign the form indicating the method of payment. Please refer to the Graduate Education section of the Converse Website for further information regarding fees.

### **On-site Registration**

Refer to the academic calendar for registration dates. Registration times are from 8:30 am - 5:00 pm. Registration forms are available in the Business Office and the Office of the Registrar. The Business Office must sign all registration forms before they can be accepted by the Office of the Registrar.

### **Advisers**

To ensure that you are fulfilling your degree requirements it is imperative that you become familiar with your advisers and meet with them prior to registration each term. The name of your adviser was listed in your letter of acceptance. A list of all faculty and administration can be found in the Graduate Catalog.

## **H. REMOVAL POLICY**

The graduate dean may remove a graduate student from a class or a program for “appropriate reasons.”

The student may request an appeal from the Graduate Standards Committee comprised of 3 members of Graduate Council (one liberal arts, one education, one music), one graduate student selected by the appropriate dean, and a student member of the music advisory board.

If the Graduate Standards Committee rules in favor of the student, the student may continue the class or program. If the committee supports the dean, the student may appeal to the Vice President for Academic Affairs. The Vice President for Academic Affairs’ decision is final.

## **VIII. POLICIES AND PROCEDURES - OTHER**

### **A. CONSENSUAL RELATIONSHIPS**

The preservation of an atmosphere of trust, academic freedom, and respect for all members of Converse College is an essential expectation for the welfare of faculty, staff, and students. Accordingly, Converse faculty, administrators, and staff members may not engage in romantic or sexual relations with students. In like manner, employees may not engage in romantic or sexual relations with employees whom they supervise. (Of course, this policy does not apply to married couples.) When romantic or sexual relationships exist between students, faculty, supervisors or employees, where power differentials exist, the opportunity for harassment or misconduct and the appearance of impropriety make such relationships unwise, unethical, and inappropriate. In those cases where there are inappropriate relations as described above, the college will hold employees responsible for all actions related to sexual harassment or misconduct that may result.

Even though power differentials may not exist at the time of any given consensual relationship, difficulties may arise if the faculty member or staff member comes to have a professional responsibility for the student or employee. Faculty and staff should realize that the end of a romantic relationship, even one in which no power differential exists, could be followed by a claim of sexual harassment or misconduct. In such situations, it may be difficult to establish “mutual consent.”

All faculty and staff at Converse should understand that romantic or sexual relations with students or employees in violation of this policy may lead to disciplinary action by the College, up to and including dismissal, and/or may lead to legal action by complainants.

### **B. COPYRIGHT INFORMATION**

Whenever a student has questions about the legality of reproducing copyrighted materials – including videotapes, music, art, or material from internet sources – he/she should consult the CONVERSE COLLEGE COPYRIGHT AND INTELLECTUAL PROPERTY HANDBOOK. This guide to policy and procedures can be found in the Library, Copy Center, or online at <http://www.converse.edu/Academics/CopyrightPolicy.html>.

### **C. DRUG POLICY**

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

1. Possession of stimulant, depressant, narcotic or hallucinogenic drugs, drug paraphernalia and other agents having potential for abuse, and/or potential for health risks, except on physician’s or dentist’s prescription, violates the State

- and Federal laws and is prohibited. Also, abuse of over-the-counter drugs is considered to be a health risk and is, therefore, not permitted. The use, selling, bartering, exchanging, and giving away such drugs to any person not intended to possess them is also illegal and prohibited.
2. Any student who becomes aware of a violation of the Alcohol and Drug Policy should notify the Campus Life Office.
  3. The use of illegal drugs and abuse of over-the-counter drugs poses significant health risks to students, such as severe mental and physical incapacitation or even death. These are issues of primary concern to the College. Educational programs concerning the risks of drugs will be offered on campus throughout the year. Assistance with any problem related to use of drugs is available through the counseling service. This service is confidential.
  4. All cases of students who are convicted of a violation of federal or state drug laws will be reviewed by College authorities.

#### **D. FREEDOM OF EXPRESSION POLICY**

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

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

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

#### **E. INFORMATION TECHNOLOGY SERVICES POLICIES AND REGULATIONS**

- ITS is located in the bottom level of Carnegie
  - ITS help line telephone number is 596-9457
  - ITS work hours are from 8:30 am - 5:00 pm Monday - Friday
1. Computer Lab Access
    - a. Lab Schedules
      - Kuhn 213
 

- Monday through Friday	7:30 am – 12:00 am
- Weekends Saturday & Sunday	8:00 am – 12:00 am
      - Carmichael 104 Lab
 

- Monday through Thursday	7:30 am – 12:00 am
- Friday	7:30 am - 5:00 pm
- Weekends	Closed
    - b. Rules for Kuhn and Carmichael Computer Lab
      - Use of the labs is restricted to Converse students, faculty and staff.
      - No food or drink of any kind is permitted in any of the labs
      - Rearranging the keyboards or other lab equipment from their original positions is not permitted.
      - Academic use of the computers always has priority over play.
      - Any vandalism or stealing of any laboratory property will be treated as an honor code violation.
    - c. Print Information
 

To print in either lab, users must have a network account. Money 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 at the Copy Center, in Carmichael.
  2. Email Accounts
 

All students, staff, and faculty are eligible to receive an email account for their personal use, as long as they are enrolled or employed at Converse. A Converse College ID will be required to open an account.

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

Students may use the Campus Bulletin Board (located under Public Folders) for information that does not relate to campus business (meetings, etc.). You may post items for sale in the folder named "Items For Sale/Rent."

3. Electronic Mail Guidelines
 

User Responsibilities

You may not use e-mail services to harass, intimidate, or otherwise annoy another person. For example, chain letters or other unsolicited "junk" mail or hate mail is prohibited. If you have items for sale, or advertisements they can be posted in the Public Folders.

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

If you are found in violation of the Acceptable Use Policy Issues, the user's account will be locked immediately. Further access to all computing resources will be denied. If you are using the college email system in order to submit class assignments to a faculty member, you will be responsible for making alternative arrangements with the faculty member.

For other violations, the user's account will be locked for thirty days. After the second offense, the user loses all access to computing resources.

Criminal activity will be reported to the proper authorities. Criminal activities include, but are not limited to, fraud, unauthorized access, harassment, and copyright violations

## **F. SEXUAL HARASSMENT POLICY**

Converse College reaffirms the principle that its students, faculty, administrators, and staff have a right to be free from harassment of any type. The College will not tolerate the harassment of its students, faculty, administrators or staff by anyone.

All faculty members, administrators, and staff in managerial or supervisory positions should maintain their department free from harassment, including sexual harassment and intimidation. All such managers and supervisors should discuss these guidelines with those in their department and assure them that they are not required to endure insulting, degrading, or exploitative sexual treatment, or unlawful harassment of any type.

Managers and supervisors must promptly report to the Director of Human Resources any complaint received concerning harassment, including but not limited to sexual harassment. All incidents of sexual harassment reported to the Director of Human Resources shall be forwarded to the Chair of the Sexual Harassment Committee for investigation.

Any student, faculty member, administrator, or staff of the College who encounters a perceived problem of sexual harassment is encouraged to report the situation immediately to a supervisory employee, preferably a department chair, dean or assistant dean of a particular school, director of a particular program, member of the Sexual Harassment Standing Committee, or the Director of Human Resources. Each complaint will be forwarded to the Chair of the Sexual Harassment Committee in accordance with these guidelines. Conduct found to be in violation of these guidelines may result in disciplinary action, up to and including termination of employment, or, in the case of harassment by a student, suspension or expulsion from the College.

All complaints of harassment will be kept confidential to the fullest extent possible. The College prohibits any kind of retaliation against any person who, in good faith, brings a complaint of (or witnesses) harassment to the attention of the College. Malicious gossip or unsubstantiated hearsay of sexual harassment, however, may irreparably affect the standing of any member of the Converse community, and therefore will not be tolerated. If it is determined that a Complainant willfully made a false accusation of sexual harassment, he or she may be subject to appropriate disciplinary action consistent with current College policies and procedures, up to and including termination of employment or, in the case of a false accusation by a student, suspension or expulsion. All records of any formal procedures initiated under these guidelines shall be retained by the College for a period of at least five (5) years.

1. Definition of Sexual Harassment: Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964, as amended.  
Sexual harassment is defined by the Equal Employment Opportunity Commission as harassment in which a person covertly or overtly makes "unwelcome sexual advances, requests for sexual favors, or exhibits verbal or physical contact of a sexual nature when:
  - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance; or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational or employment environment."
2. Examples of Sexual Harassment: Sexual harassment may include, but is not limited to, the following conduct:
  - a. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or grades.
  - b. Unwelcome sexual flirtations, advances, or propositions.
  - c. Unwelcome graphic or verbal comments regarding an individual's body, clothing, sexual activity, or sexual experiences.
  - d. Unwelcome touching or physical contact.
  - e. A pattern of display of inappropriate and sexually suggestive objects, pictures, writing, language or drawings. Such conduct, whether committed by persons of the same or opposite sex, is prohibited by the College whether or not it

risers to a level that might legally constitute unlawful harassment. Any form of communication can be an avenue for harassment, including electronic mail.

3. Sexual Harassment Committee:

A Sexual Harassment Committee (hereafter the “Committee”) shall be appointed by the President of the College consisting of the following:

a. Three standing members of the Committee consisting of:

- 1) The College’s Compliance Officer, who serves as a non-voting member and Chair of the Sexual Harassment Committee (The Compliance Officer is the Vice President for Finance and Administration);
- 2) A full-time faculty member; and
- 3) A full-time member of administration or staff.

b. The standing members of the Committee appointed pursuant to paragraph C (1)(b) and (c) above shall serve two-year terms and no more than three consecutive terms. Initial appointments of standing members will be made for one and two-year terms to assure yearly rotation of standing members.

c. In addition to standing members of the Committee, the President shall appoint one additional ad-hoc member to the Committee after receipt of a written request by the Chair of the Committee once it appears a resolution of an allegation of sexual harassment cannot be made without a formal hearing. The additional ad-hoc member shall be appointed by the President from the following:

- 1) If the person accused of sexual harassment (hereafter the “Accused”) is a member of the faculty of the College, the dean of the academic area involved (Dean of the College of Arts & Sciences, the Dean of the School of Music, or the Dean of Graduate Studies) will be appointed to the Committee. In cases where the dean of an academic area is the Accused, the President shall appoint the dean of either of the academic areas not involved.
- 2) If the Accused is an employee of the College other than a faculty member, the Vice President of the administrative division involved will be appointed to the Committee, except that, in the case of an Accused who works in the administrative division headed by the Vice President for Finance and Administration, the Director of Human Resources shall be appointed. In cases where the vice president of an administrative division or the Director of Human Resources is the Accused, the President shall appoint a vice president of one of the other administrative areas not involved or, if appropriate, the Director of Human Resources.
- 3) If the Accused is a student, the Dean of Students will be appointed. In cases where the Dean of Students is the Accused, the President shall appoint another Dean or Vice President .

The President, in her sole discretion, may (but is not required to) appoint two additional ad-hoc members to the Committee, including the appointment of two students to the Committee in situations where the Accused is a student. However, at all times the Committee shall consist of an odd number of voting members.

In determining whether or not the alleged conduct constitutes sexual harassment, the Committee will look at the record of the case as a whole and at the totality of the circumstances (such as the nature of the sexual conduct and the context in which the alleged incident(s) occurred).

Such determination must be made from the facts on a case-by-case basis. The findings of fact, conclusions and recommendations of the Committee must be based upon the preponderance of the evidence presented and shall be the result of a majority vote of the Committee.

- d. If a Committee member feels that he or she cannot render an impartial and objective decision due to personal or professional relationships with any of the parties involved in the complaint or if a particular member is a material witness to the allegations in the complaint, such Committee member must withdraw from the Committee for that particular complaint. In such event, the President shall appoint an appropriate substitute to serve as an ad-hoc member of the Committee for a decision on that particular complaint.
- e. The President, in her sole discretion, may remove any member of the Committee and replace that member with another person. Reasons for replacement of a Committee member by the President may include, but are not limited to, a lack of impartiality or objectivity, scheduling conflicts which prevent participation in all or part of the proceedings in a particular case or reasons which may come to the attention of the President.

4. Procedure for Complaints and Investigations:

Any student or member of the faculty, staff or administration who feels that they have been the victim of sexual harassment (hereafter the “Complainant”) is encouraged to attempt a resolution of or to report the matter as soon as possible in accordance with the following procedure:

- a. Step One: Informal resolution. The Complainant may attempt to resolve the matter informally by calling it to the attention of the Accused. If the Complainant does not wish to deal directly with the Accused, or if attempts to resolve the matter informally are unsuccessful, the Complainant may proceed to the next step.
- b. Step Two: Report Allegation(s) of Sexual Harassment. The incident of alleged sexual harassment should be reported to any supervisory employee of the College, preferably a department chair, dean or assistant dean of a particular school, director of a particular program, standing member of the Sexual Harassment Committee, or the Director

- of Human Resources. Each complaint received should be reported as soon as possible to the Chair of the Sexual Harassment Committee.
- c. Step Three: Informal Review of Complaint by Sexual Harassment Committee. The three standing members of the Committee shall, in an attempt to resolve the complaint informally, meet as soon as practicable to discuss the allegations of any complaint received by the Chair of the Committee. The Chair of the Committee shall ensure that a preliminary investigation of the incident has been conducted by the standing Committee members prior to the informal conference. The standing Committee members should, at a minimum, discuss the allegations with the Complainant, the Accused and any witnesses, in order to clarify what occurred and what information is available to substantiate or refute the allegations of sexual harassment. The Committee shall, within five (5) business days from the date of their informal conference, notify the Complainant of their recommendation to resolve the matter informally. If the matter cannot be resolved satisfactorily at this level, the Complainant may request the Chair of the Committee proceed to Step Four.
  - d. Step Four: Written Request to President to Appoint Ad-Hoc Members to Committee. Upon request by a Complainant to proceed with a formal hearing, the Chair of the Committee shall send a written request to the President for appointment of additional ad-hoc members of the Committee in accordance with paragraph C(3) above. The written notification to the President shall include the name of the Complainant, the name of the Accused, and the names of any witnesses to the allegations of sexual harassment.
  - e. Step Five: Appointment of Additional Ad-Hoc Members to the Committee. Within five (5) business days from receipt of the written request by the Chair of the Committee, the President shall appoint additional ad-hoc members to the Committee in accordance with paragraph C(3) above. The President shall notify the appointees by letter which shall include the name of the Complainant, the name of the Accused, and the names of any witnesses to the allegations of sexual harassment. The President's appointment letter shall be marked "Confidential" and shall be sent by campus mail to the following persons: the additional ad-hoc members appointed, the Chair of the Committee, the Complainant, and the Accused.
  - f. Step Six: Written Request for Addition or Substitution to Committee.
    - 1) Within five (5) business days from the date of the President's appointment letter, the Complainant, the Accused, or any member of the Committee may make a written request to the President for appointment of additional ad-hoc members in accordance with paragraph C(4) above.
    - 2) Within five (5) business days from the date of the President's appointment letter, Committee members shall notify the President in writing of any conflict of interest or other reason for being unable to serve on the Committee for the particular complaint in accordance with paragraph C(6) above.
  - g. Step Seven: Appointment of Additional Ad-Hoc Members to the Committee.
    - 1) Within two (2) business days from receipt of a request by the Complainant, the Accused, or any member of the Committee, the President, in her sole discretion, may appoint additional members to the Committee in accordance with paragraph C(4) above. Failure of the President to appoint any additional ad-hoc members to the Committee within two (2) business days from receipt of any such request shall be deemed a determination by the President that she has exercised her discretion not to appoint additional ad-hoc members to the Committee.
    - 2) Within two (2) business days from receipt of notification by a Committee member that he or she is unable to serve on the Committee pursuant to paragraph C(6) above, the President shall, as set forth in Step Five, appoint a substitute ad-hoc member to serve on the Committee to hear that particular complaint.
  - h. Step Eight: Formal Hearing by the Sexual Harassment Committee. Upon a determination by the Chair of the Committee that all additional ad-hoc members of the Committee have been properly appointed (and in no event more than 15 business days from written notification by the Chair to the President requesting the appointment of additional ad-hoc members), the Chair shall notify the Complainant, the Accused, all witnesses and all Committee members of the date, time and place for the hearing, which shall be held within five (5) business days of the hearing notification. At the hearing the Committee shall take the testimony of the Complainant, the Accused, and all witnesses previously identified in writing. The Committee may also hear testimony from other persons who may have relevant information about the complaint, but only after notification to the Accused and the Complainant of the names and nature of the testimony anticipated from such persons. A taped recording of the proceedings shall be kept. All proceedings during the hearing are confidential. The Chair of the Committee may sequester all witnesses, except the Accused and the Complainant. The Committee shall not be required to follow strict rules of procedure or evidence, but shall endeavor to afford fundamental fairness and substantial justice to all parties involved. No party to the hearing (including the Accused and the Complainant) shall be entitled to be represented by legal counsel or otherwise at the hearing.
  - i. Step Nine: Committee Findings. After hearing all of the evidence presented at the hearing, the Committee shall prepare written findings of fact and a determination of whether the Accused sexually harassed the Complainant. If the Committee finds that sexual harassment has occurred, it shall recommend a sanction to the President. Possible sanctions include, but are not limited to: an official warning, suspension, disciplinary probation, dismissal, or expulsion. Conditions, restrictions, or prohibitions may be also recommended with any sanction. Within two (2) business days from the date of the hearing, the Chair of the Committee shall deliver to the President, or her designee, the Committee's written findings of fact, its determination as to whether the sexual harassment occurred and, as appropriate, its recommended sanction. The outcome of the hearing as reported by the Chair

of the Committee to the President shall be maintained by the College as follows: in the case of an allegation of sexual harassment by an employee of the College, in the employee's personnel record maintained by the Human Resources Office, or in the case of an allegation of sexual harassment by a student, in the student's disciplinary file maintained by the Dean of Student's Office. If the Committee finds that no sexual harassment occurred, it shall issue a written report to that effect to the Accused, the Complainant and to the President.

- j. Step Ten: Determination of Sanction by President or Her Designee. After receiving the written report of the Committee containing a determination that sexual harassment occurred, the President, or her designee, shall determine the sanction to be imposed, if any. In making this determination, the President, or her designee, shall not be bound by the findings of fact, determination as to whether the sexual harassment has occurred or the recommended sanction submitted by the Committee. A written determination of appropriate sanction shall be forwarded to the Chair of the Committee, the Accused, and the Complainant, by campus mail.
5. Appeal.
    1. The Complainant and the Accused may discuss any questions or concerns regarding the findings and determination of the Committee or the sanction imposed with the President, or her designee.
    2. If the Complainant or the Accused is not satisfied with the findings of the Committee, the determination as to whether the sexual harassment occurred and/or the sanction imposed, he or she may appeal to the President, or her designee, in writing within five (5) business days from receipt of the Committee's written findings or written notification of the sanction imposed. The President, or her designee, shall make such inquiry into the appeal as she deems appropriate and shall have the sole discretion to modify any action previously taken. The President shall notify the Accused and the Complainant of her decision on the appeal within ten (10) business days from receipt of such appeal.

## **G. SEXUAL MISCONDUCT POLICY**

(The following is a summary of the College's Sexual Misconduct Policy; the complete document is available in the Campus Life Office.)

Sexual misconduct threatens Converse's community of trust because it endangers the physical and emotional safety of its members, offends the dignity and violates the autonomy of its members, and disrupts the academic progress of survivors during their recovery. Sexual misconduct is a serious violation of the community's trust and will not be tolerated. Sexual misconduct by a student or employee may result in disciplinary action under the College's policies and procedures and may be prosecuted under South Carolina criminal statutes. Even if the criminal justice authorities choose not to prosecute, the College can pursue disciplinary action, and such action could result in dismissal from the College. The College encourages all members of its community to be aware of both the consequences of sexual misconduct and the options available to survivors. It is the policy of the College to encourage survivors to report all incidents and violations to the law enforcement officials or agencies with appropriate jurisdiction and avail themselves of all the services and rights to which they are entitled by law.

1. Definition of Sexual Misconduct

Sexual misconduct is defined as sexual contact without consent and includes: intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. Lack of consent is presumed when the sexual contact is committed either by force, intimidation, deceit, or when the victim is mentally incapacitated or physically helpless. Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual misconduct. Verbal misconduct may constitute sexual harassment, which is also prohibited under College regulations and is specifically addressed in the Student Handbook, Faculty Handbook, and Administrative/Staff Handbook.
2. Procedures for Survivors
  - a. Getting Immediate Care
    - If the sexual misconduct occurred on campus, contact:  
Campus Safety at 596-9026 and  
Safe Homes/Rape Crisis at 583-9803 (24 hour Answering Service).
    - If the sexual misconduct occurred off-campus, contact:  
Spartanburg Police at 911 or 596-2076 and  
Safe Homes/Rape Crisis at 583-9803.
  - b. Collecting Evidence

The sooner the sexual misconduct is reported, the easier it is to collect valuable evidence. Medical attention is crucial to assess possible internal injuries or sexually transmitted diseases, as well as to collect medical evidence, should the survivor choose to pursue prosecution. To facilitate evidence collection, the survivor:

    - should not bathe or douche,
    - should not urinate,
    - should not drink any liquids,
    - if oral contact has occurred, the victim should not smoke, eat, or brush teeth,
    - if you change your clothes, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence).  
Physical evidence can be obtained up to 72 hours after the sexual misconduct, recognizing that as time passes, the

quality of the evidence diminishes. Campus Safety, Spartanburg Police, or Ambulance may transport the survivor to an area hospital for medical attention and a rape protocol exam. If the survivor does not want to contact the police, a friend or relative may transport the survivor to the hospital. If the survivor chooses not to go to a hospital, the survivor is strongly urged to seek appropriate medical attention. Converse Health Services on campus (596-9117) provides quality confidential medical services, or the survivor may choose to visit another physician.

3. Reporting the Incident

All survivors of sexual misconduct are encouraged to report the incident to appropriate law enforcement agencies. If requested, College personnel will assist the survivor in notifying these authorities. A student survivor may also choose to file a report with Campus Safety at 596-9026 or with the Director of Residential Life in the Campus Life Office at 596-9016. Reports of misconduct that have occurred off-campus may also be made to either Campus Safety or the Director of Residential Life who will then assist the survivor in locating the appropriate on-campus and off-campus resources for assistance. Whether legal or disciplinary action is desired, an anonymous report may be filed, at any time, with the College Counseling Services (596-9595) or Health Services (596-9117).

4. Initiating the Disciplinary Process

- To challenge the hearing board on conflicts of interest which will be evaluated by the Dean of Students.
- To know ahead of time the names of witnesses to be called in the hearing.
- To have someone accompany her/him through the hearing. All participants will be bound by the rules of confidentiality governing the hearing.
- To not have irrelevant sexual history discussed during the hearing.
- To a closed hearing, unless all parties agree otherwise.
- To remain present for the entire proceeding and to inspect evidence presented, assuming the survivor maintains appropriate decorum during the proceedings.
- To be informed in a timely manner about the outcome (and sanction if applicable) of the hearing.
- To not have her/his identity revealed outside the confidential proceeding without consent.
- To know the status of the case any time during the judicial process.

3. Procedures for the Accused Student

a. Hearing Formats

Individuals thought to have relevant information or testimony, including the accused student, will be contacted and interviewed by appropriate College officials. If sufficient information is available to conclude there are “reasonable grounds” to do so, the College will issue charges from the code of conduct and will conduct a hearing following one of three possible formats:

- a pre-hearing adjudication in which the charged student accepts responsibility for the charge(s) and requests to have sanctions determined by the hearing authority, Dean of Students, without a formal hearing.
- administrative hearing in which a College official, the Dean of Students or Dean of the College of Arts and Sciences, is authorized to consider testimony and act as hearing officer, deciding whether the accused is responsible for the charge(s) as issued, and what the College response or sanction, if indicated, would be.
- a hearing before a Campus Judicial Board, a group of faculty, staff and students who are trained and authorized to conduct hearings to determine responsibility and appropriate sanctions. The Campus Judicial Board members are: Chair of Honor Board, Chair of Civitas Council, Director of Residential Life, either the Dean of the College of Arts and Sciences or the Dean of the School of Music, and the Dean of Students (chairperson).

b. Hearing Procedures

In each of these hearing formats, the burden of proof shall be on the College as the complaining party. Decisions regarding responsibility for charges shall be based on a preponderance of evidence” standard, meaning responsibility does not have to be proven beyond a reasonable doubt. The College need only demonstrate that the charged student is more likely than not responsible for the charge. Regardless of the format chosen, hearing officers will not be restricted by technical rules of evidence. In these informal, non-adversarial hearings, there is no formal cross-examination. Reasonable accommodations may be made in hearing procedures, e.g. indirect questioning or special seating arrangements in the hearing room.

c. Sanctions

Possible sanctions include expulsion, suspension for a period of time, disciplinary probation, restitution, an official warning, or any combination of these. Conditions, restrictions, or specific prohibitions may be issued with or attached to any of these sanctions. The outcome of the hearing shall be reported as a violation of the College Sexual Misconduct Policy in the student’s confidential record maintained in the Campus Life Office.

d. Appeal

If the accused student wishes to appeal the hearing board’s outcome or sanction, she/he may appeal to the Appeals Board of the College, as stipulated in the Student Handbook.

e. Rights of the Accused Student

- To an explanation of the charges.
- To an explanation of the campus judiciary process.
- To state a preference as to whether a campus hearing will be held by administrative staff or hearing board. The

Director of Residential Life will determine the type of hearing to be held.

- To be presumed innocent.
  - To a fair, impartial, speedy hearing.
  - To have someone accompany him/her through the hearing. All participants will be bound by the rules of confidentiality governing the hearing.
  - To remain present for the entire proceeding and to inspect evidence presented, assuming the accused student maintains appropriate decorum during the proceedings.
  - To know ahead of time the names of witnesses to be called in the hearing.
  - To remain silent.
  - To testify on his/her own behalf.
  - To be free from a second hearing on the same charge after the student's actions have been found not in violation of the code of conduct.
  - To be informed in a timely manner of the board's findings and of the outcome of the hearing.
  - To appeal the decision of the hearing board.
4. Support Services for Survivors and Accused Students  
Safe Homes/Rape Crisis of Spartanburg is an off-campus resource that provides confidential services for assault survivors, no matter when the assault occurred. Services include: crisis intervention; advocacy throughout medical, police interviews, and legal proceedings; and individual counseling. Individual and group therapy is provided on a sliding scale fee basis. 158 West Main Street, Spartanburg, 583-9803, 24-hour answering service.

The Campus Life Office is available to assist students with locating resources for assistance, filing a disciplinary complaint, explaining judicial procedures, notifying instructors of absences or other needs, helping with housing needs, and/or helping a student withdraw.

Located in Montgomery, 596-9016.

South Carolina Bar Association, Lawyer Referral Service can assist students in finding an attorney to represent her/him in civil and criminal proceedings. The phone number is 1-800-868-2284.

5. Educational Resources

The following offices within the College and the Spartanburg community provide a variety of educational offerings. There are many videotapes, books, brochures, and materials that are available for viewing and/or checkout. There are also a number of activities each year on-campus that focus on such issues as sexual misconduct. These activities include: New Student Orientation programs for students and parents, Natural High Week, Health Fair, Self-Defense programs, and many others. For more information the following offices should be contacted:

Community Resources

Area Hospitals:

Carolina Center for Behavioral Health, Greer, 1-800-866-4673

Mary Black Hospital, Spartanburg, 573-3000

Marshall I. Pickens Hospital, Greenville, 1-888-852-8520

Spartanburg Regional Medical Center, Spartanburg, 560-6000

Safe Homes/Rape Crisis of Spartanburg, 158 West Main Street, 583-9803

Mental Health Association of the Piedmont, 153 North Spring Street, 582-3104

Spartanburg Area Mental Health Center, 149 E. Wood Street, 585-0366

## H. SMOKING POLICY

The American College Health Association supports the findings of the Surgeon General and acknowledges that any form of tobacco use, whether active or passive, is a significant health hazard. Converse College realizes that a tobacco-free environment cannot be attained simply or immediately, but we can take some positive steps to ensure a healthier environment. It is the goal of the institution to provide a safe, healthy, and comfortable environment in which members of our campus community can live and work. All campus buildings are designated as non-smoking buildings.

There will be no smoking at any entrance/exit door of any campus building. Ashtrays are available at the following locations:

- On the patio under the covered wing at the Mickel Library.
- In the gazebo near the Weisiger Center.
- Under the covered portico that connects Wilson and Pell Hall
- On the side patio of Dexter Hall.
- On the lower outside patio facing the inner quad area at Blackman Hall and on the Stalnaker patio.
- On the lower terrace patio, near the pool outside of Montgomery.
- On the lower patio of Morris Hall, Belk Hall, and Williams Hall. Smoking may occur on the back porch (Quad side) of Cudd Hall only.

Smoking is permitted only outdoors where ashtrays are present. It is not permissible for students, faculty, staff, or guests to smoke at the entrances of buildings, unless stated above.

## **I. STUDENT COMPLAINT PROCEDURE**

Graduate students who wish to file a complaint should do so by contacting in person, in writing, or via email the Office of the School of Education and Graduate Studies. The Graduate Office is located in the Ezell Building and can be contacted at (864) 596-9220. Graduate students in music should contact the Dean, Petrie School of Music and consult the Petrie School of Music Student Handbook for student complaint procedures.

## **J. STUDENT GRIEVANCE PROCEDURE**

In compliance with the regulations of Title IX of the Higher Education Act of 1965, as amended in 1972, and Section 504 of the Rehabilitation Act of 1973, Converse College has established the following procedure for students to pursue grievances against faculty or staff members:

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

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

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

**Step Four**—A student who is not satisfied with the disposition of the matter may request a formal grievance hearing by notifying the Vice President for Academic Affairs 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 Vice President for Academic Affairs will serve as Chair of a Committee made up of a faculty or staff member appointed by the Vice President for Academic Affairs, a faculty member or administrator chosen by the President, and a faculty member or administrator chosen by the student. The Vice President for Academic Affairs will set a date for the hearing within five to ten working days of receipt of the request and will send copies of the appeal to committee members. All members of the committee must be present in order for the hearing to take place. The student will appear before the grievance committee to present the grievance. The committee will also interview the employee against whom the student has the grievance and the employee's supervisor, as well as any additional witnesses that it considers necessary in order to render a fair decision. The student has the right to present witnesses, either character or circumstantial, if their testimony is deemed relevant by the chairperson. The student must present a list of these witnesses to the chairperson at least twenty-four hours in advance and state the reasons for calling each one to testify. Participants in the hearing may include the following: students, faculty or other agents of the college who may be affected by the case. The Vice President for Academic Affairs, 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 adviser 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.

## **K. 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 - Director of Financial Aid  
Disciplinary Action - President of the College, Dean of Students, Academic Dean
  - b. Academic Records  
Records submitted for Admission  
grade reports, transcripts, etc.  
Office of the School of Education and Graduate Studies, Dean’s Office, Petrie School of Music  
Permanent Record - Registrar  
Credentials File - Career Services (including letters of recommendation)
  - c. Directory Information  
Graduate students are not included in directories
5. Rights of Students:
  - a. Under the conditions to be stated, the student will be allowed to inspect any record kept for that student with the following exceptions:
    1. faculty records made and used in pursuit of the faculty’s duties in instruction;
    2. the confidential files of medical and counseling staff of the College;
    3. the records or minutes of deliberations of disciplinary bodies of the College (Student Honor Board, Civitas Council, Alcohol and Drug Board, and Appeals Board); or any other record or document not required by law to be divulged to student or parent Furthermore, the student will not be allowed access to any confidential financial record of the parent in the possession of the College.
  - b. The student has the right to withhold disclosure of any category of Directory Information.
6. Procedures for the Exercise of Rights:
  - a. To withhold disclosure of Directory Information, the student must complete a form prepared for this purpose in the Registrar’s Office.
  - b. To inspect any College record which is available under the provisions of the Family Educational Rights and Privacy Act of 1974, the student will make the request in writing or in person to the Registrar. When the individual has properly identified herself to the Registrar, the Registrar will set a date for inspection of those records under the supervision of the Registrar. If the record(s) to be inspected is not under the Registrar’s supervision, the Registrar will contact the appropriate officer and make arrangements for inspection. Inspection will be allowed as soon as possible in all cases within 45 days as required by the Family Educational Rights and Privacy Act of 1974.
  - c. If a correction in a record is requested by the student the Registrar or other appropriate officer will collect the necessary information and make such correction if it is not to be challenged. If the proposed correction is to be challenged by an officer of the College, a hearing will be necessary. The hearing in such cases will be conducted by the Administrative Committee of the College, consisting of the President, the two academic deans, the Dean of Students, and three faculty members. For such a hearing, the Registrar will serve as an ex-officio member of the Committee.

## IX. GENERAL INFORMATION

### A. BOOKSTORE

The Converse College Campus Book Store is located in the Montgomery Student Center and is your campus connection for not only required text books for both graduate and undergraduate courses but also Converse sports wear and gift items, trade books, sale books, office supplies, and convenience items. It is also the resource for graduation supplies (regalia and diploma frames) and class rings. Special hours, return policies as they apply to the current semester, and event dates are sent weekly (Book Store Bullets) to the Converse community via e-mail.

Bookstore hours during regular semesters are (Summer hours may vary):

Mon & Tue: 9 - 5:30

Wed & Thu: 9 - 5

Fri: 9 -4

Sat: On request for special events

For more information please e-mail manager, Amy Ruth, at [bookstore@converse.edu](mailto:bookstore@converse.edu)

### B. CAMPUS BUILDINGS

1. Montgomery Student Activities Building
  - a. Sneakers (See Sneakers)
  - b. Physical Education Areas

1. The use of the swimming pool and fitness center is permitted only during times. A Water Safety Instructor will be on Lifeguard duty.
2. Students may have a guest as long as they stay with the guest.
- c. Students must abide by all specific regulations for each area. If these privileges are abused, students will be asked to leave.
2. Twichell Auditorium and Daniel Recital Hall
  - a. Students should wear proper dress to public performances and assemblies. Shorts and other athletic attire are strongly discouraged.
  - b. Unless otherwise notified, books, papers, and pencils should not be taken to assemblies or performances.
  - c. Bookbags are not allowed during evening performances.
  - d. Food and drink are not allowed in the auditorium.
  - e. Smoking is not permitted in the auditorium.
3. Classrooms  
No food or drink is allowed in the classrooms.
4. Policy on the use of classroom buildings after closing hours  
Closing hours
  - a. Blackman: Mon. through Fri. and Sun. 7:00 am - 10:30 pm, Sat. 7:00 am - 6:00 pm  
NOT OPEN TO STUDENTS AFTER HOURS.
  - b. Carmichael: Mon. through Fri. - 7:00 am - 9:30 pm, Saturday and Sunday - 7:00 am - 6:30 pm
  - c. Kuhn: Mon. through Fri. 7:00 am - 12:00 pm, Saturday and Sunday 8:00 am - 6:30 pm
  - d. Milliken: Mon. through Fri. and Sun. - 7:00 am - 10:00 pm, Sat. - 9:00 am - 10:30 pm
  - e. Phifer: Mon. through Fri. and Sun. - 7:00 am - 10:00 pm, Sat. - 9:00 am - 10:30 pm

### C. CAMPUS SAFETY

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

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

We encourage students to follow the safety tips listed here:

- Do not walk alone at night.
- Stay in well-lit areas.
- 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.
- Report suspicious people on the hall or around campus to Campus Safety.
- Contact Campus Safety if you need an escort to or from a parking lot or from working late in an academic building.

#### 1. Lost and Found

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

#### 2. 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 School of Education and Graduate Studies.

#### 3. 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 TRAFFIC REGULATIONS booklet. This booklet will be distributed during vehicle registration and is available upon request at the Campus Safety Office.

##### b. Motor Vehicle Registration

Graduate students should register their vehicles with the Campus Safety Office before beginning classes if possible, and in all cases within five (5) days after the vehicle is brought to campus. Campus Safety is open Monday – Friday from 8:30 am – 5:00 pm. There is a \$10 fee.

##### c. Parking

1. Vehicles may be parked and/or operated on Converse College property ONLY in such areas as are marked by signs, street markings, and parking regulations, or other designations indicating that parking and/or operation

is permitted. If an area is not specifically marked for parking, you CANNOT PARK THERE. See the Traffic Regulations Booklet for more details.

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

#### **D. CAREER SERVICES**

The Office of Career Services, located in the Montgomery Student Center, assists students in their life planning. Students should begin using the Career Services Office early in their graduate career. The Office can assist students in resume preparation and interviewing skills and offer a variety of services such as workshops, job listings for summer, part-time and full-time opportunities, shadowing opportunities, Education Recruitment Fair, career panels, and a resource library.

#### **E. COMMUNICATIONS**

The Office of College Communications is responsible for managing the College's advertising and publicity programs, producing all major publications, and maintaining the overall image and graphic identity of Converse College. Located in Wilson Hall, the Office encourages students to utilize the resources and experience available to obtain publicity for their events, develop fliers and brochures, advertise in various external publications, and notify local newspapers of their significant achievements.

#### **F. COUNSELING SERVICES**

WestGate Training and Consultation Network, located at 167 Alabama Street, Spartanburg, offers counseling services free of charge to Converse College graduate students. The number to call for an appointment is 583-1010. In addition, the campus Counseling Center maintains a list of appropriate counseling referral sources.

#### **G. FEES, FINES AND DELINQUENT ACCOUNTS**

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

Converse College levies fines in order to enforce the regulations governing the use of the library and the driving and parking of vehicles on campus. Any member of the community has the right to question the regulations governing the enforcement or the fairness of any fine with the appropriate administrative officer. However, ignoring a fine or refusing to pay it will be a violation of the College's authority to regulate campus life and will not be tolerated.

#### **H. PHONE CALLS**

There are several pay telephones located around campus for student use, including Montgomery and the basement of Carmichael. It is preferable for students to make calls from these locations. However, if a student is in a building which does not have a pay phone and there is a need to make an emergency long distance call, dial "0" on the campus phone and place the call through the switchboard by charging it to the student's home number or credit card. Please restrict such usage to emergencies.

#### **I. SNEAKERS CYBER CAFE**

Sneakers Coffee Shoppe is located in the Montgomery Student Center. Sneakers offers Starbucks brand coffees and teas, and a selection of lunch and dinner options. Service hours are posted at the entrances. The following regulations govern the operation of Sneakers:

- Converse students are allowed to bring guests into Sneakers. When the Converse student leaves, his or her guest(s) must leave also.
- All guests must be escorted by a Converse student and must abide by all Converse regulations. Students are responsible for the actions of their guests.
- During the year, there may be special programs when Sneakers will be reserved exclusively for the Converse community and guests will not be allowed.
- All events sponsored by Converse organizations and held in Sneakers must be reserved with MEID extension 9205.
- According to College and state health regulations, proper attire is required at all times in Sneakers.

#### **J. THE WRITING CENTER**

Director: Sam Howie

Hours: Mon. - Fri. 9:00 am - 12:00 pm — Mon. - Thurs. 1:00 pm - 5:00 pm

Located on the second floor of Mickel Library, Suite 204, The Writing Center provides an environment conducive to private writing as well as group projects. The Writing Center staff is composed of one faculty member, a graduate assistant, and undergraduate students. Peer Consultants offer assistance at every stage of the writing process - from generating a thesis to examining overall coherence. The Writing Center offers students:

- one-on-one conferences
- advice on prewriting, understanding assignments, revision and editing
- small group workshops

- handbooks and rhetorics
- packets on grammar tips and writing strategies
- readers who offer encouragement and support.

## **X. GRADUATE STUDIES OFFICE INFORMATION**

In the graduate office you will find information concerning graduate admissions, commencement, upcoming courses, Directed Independent Studies, newsletters, publications, etc.

### Graduate Office Staff

Dr. Thomas M. Faulkenberry, Dean, School of Education and Graduate Studies 596-9082

Dr. Kelly Harrison-Maguire, Associate Dean, School of Education & Graduate Studies 596-9081

Dr. Nancy Breard, Director, Gifted Education Program, 596-9732

Dr. Pam Clark, Director, Marriage and Family Therapy Program, 577-2084

Juanita Pesaro, Administrative Assistant, Graduate Studies 596-9404

Jill Feist, Secretary, Graduate Studies 596-9220

Carlyne Puckett, Date Entry & Clerical Assistant, Graduate Studies, 596-9745

### Graduate Studies Office Hours

Monday–Friday 8:30 am – 5:00 pm  
(During regular academic year)

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