

Converse College Part-Time and Adjunct Handbook 2017-2019

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Welcome from the Provost

Welcome to the faculty of Converse College! We are so pleased that you are joining us in our most important activity, the education of our students.

This Handbook gives you some important information regarding Converse policies and practices. More information can be found in the *Converse College Faculty Handbook*. In learning about how Converse does things, be sure to make use of your department chair, who is your primary advisor for identifying the responsibilities of adjunct and part-time faculty.

Campus Technology (864-596-9037) can help you get your password and sign on information for the website. Remember: Do not share your password with anyone! All work done on the Converse network, including entering grades, must be done by the account holder.

Campus Technology will also help you get your Converse email account set up. Regular college communication is via email and the Converse website. All grades are entered online, so contact Campus Technology as soon as possible for information about entering grades.

I hope that you have a successful experience here at Converse, one that is professionally rewarding. Thank you for your commitment to our students.

Jeffrey H. Barker
Provost

Campus Safety

Campus Safety is available to you and your students at all times and every day of the year at 864-596-9026 (9026 on campus). Emergency call boxes with blue lights are located around the campus.

Human Resources

All adjunct and part-time faculty need to schedule an orientation with the Human Resources Department within three days of employment. At this meeting you will complete paperwork and review certain policies. You will need to complete the following forms:

- W-4 form
- Direct Deposit form
- I-9 Employment Eligibility Verification--Two forms of identification are required

Please allow at least thirty minutes to complete the process.

Registrar (registrar@converse.edu)

Academic Calendar

The academic calendar is posted on the Registrar's pages on our website, at <http://www.converse.edu/office/registrar/academic-calendars-exams/>. Faculty members are expected to meet all classes during each semester. If you must be absent, be sure to contact your department chair before the absence and, wherever possible, arrange for your students to do work in your absence. Converse faculty do not hold classes during scheduled breaks.

Midterm grades

In the fall and spring terms mid-term grades are given, entered via a secure website. All students receive midterm grades. An email reminder will be sent prior to the deadline for grades.

Final Grades

These are also entered via the secure website at the end of the term. The date is on the campus calendar and generally an email is sent as an advisor. Do not be late!

Grade changes

Once grades have been submitted they cannot be changed by the instructor. Grade changes due to a calculation or similar error must be approved by your dean; contact the Registrar's Office for information.

Class rolls

You can view your class rolls on the web. Class rolls must be verified for accuracy at the beginning of each semester. Be sure you know how to access all of your course information on our website; again, Campus Technology (864-596-9037) can help you with this.

Classrooms

Each class is assigned a suitable and available classroom. At the beginning of each term we often have to move classes for various reasons. Every effort is made to contact the instructor, but the changes are made to the web schedules. The first day that your class meets be sure to check the website for changes. Any other classroom changes must be approved by the Registrar. Don't assume that an empty classroom has not been assigned to another class. Check with the Registrar.

If you move the desks or tables in a classroom, please to be sure that the room is returned to the beginning arrangement. Also, each classroom should be left clean. No paper, cups, etc. should be left on the floor or desks.

FERPA

All student academic records are protected by The Family Educational Rights and Privacy Act (FERPA). For faculty, the most important thing to remember is that students have the right to view their own educational records and, with very few exceptions, student educational records must not be shared with anyone except college officials who have a legitimate educational interest. However, if the student has signed a written FERPA waiver and filed it with the Registrar, then the student's educational records can be shared only as specified in the waiver. Please do not reveal a student's grades to other students in any way: Do not leave a folder of graded assignments in a public location or in a classroom for students to pick up; do not post grades with student identifiers on your office door; etc. If a parent calls you asking about their daughter's grades, please refer them (politely) to your academic dean.

Faculty Responsibilities

Grades

All grades are entered on line via the website. (One more time: check with Campus Technology for help on accessing those areas of the website.) All deadlines for the submission of grades must be met. Faculty should deliver grades online, not by mail or email, to the Office of the Registrar.

All faculty-initiated changes of final course grades except for recommendations of the Honor Board must be approved by the academic dean of the school in which the course was taken. Final course grades entered online by the instructor of record in each course or accepted by the Registrar's Office may be changed only when 1) the professor demonstrates that an error has been made in reporting the grade or in determining the basis of the grade assigned, or 2) the Honor Board (in the case of currently enrolled students) or the dean (in the case of formerly enrolled students) determines that there is clear evidence that the grade was assigned on the basis of fraud or deception on the part of the student.

Textbooks

All faculty members must list all required textbooks with the College bookstore, observing the deadlines announced by the Registrar. Textbook adoptions are done through the online adoption system. Ask your department chair or the bookstore manager (at 864-596-9453) to show you how to use the adoption system.

Publishers request that faculty deal directly with them for complimentary desk copies.

Class Attendance and Absence Policy

Course attendance requirements are set by each professor, within the limits of this policy and applicable laws, regulations, and accreditor requirements. Faculty requirements, chiefly with regard to the effect (if any) of unexcused absences on assignment or course grades will be included on the syllabus for each course.

Students cannot be withdrawn from courses by faculty because of absences.

Faculty may require students to make up work missed during or due to excused absences but may not impose any grade penalty in any form for work missed during or due to excused absences.

In the event of documented medical conditions, including but not limited to those established by academic accommodations plans, absences will be considered to be excused.

Absences due to participation in intercollegiate athletic competition (but not practices) will be considered to be excused.

Absences due to participation in official College functions will be considered to be excused. Approval of absences due to official College functions and thus excused will be made by and communicated through the offices of the academic deans.

If for any student in a course the total number of absences due to medical conditions, participation in intercollegiate athletic competition, official College functions, or other excused absences reaches a point that compromises the integrity or essential learning outcomes of the course, the professor will consult with the Director of Student Success to develop a plan of action for that student. In determining course policies regarding when student absences would compromise the integrity or essential learning outcomes of a course, faculty should consider the following (adapted from the findings of an Office of Civil Rights letter in a case involving the question of when attendance is an essential part of a class and thus not open to accommodation):

- What attendance policies are included in the course syllabus?
- Is attendance used to calculate any part of the final course grade and so specified in the syllabus?
- Does the fundamental nature of the course rely on student participation as an essential method for learning?

- Does the course design include significant classroom interaction between the instructor and students and among students?
- Do in-class student contributions constitute a significant component of the learning process in the course?
- To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?

For absences due to participation in intercollegiate athletics and curricular or co-curricular events:

Student athletes are responsible for notifying faculty of individual competition schedules in advance of any absence. Competition rosters and schedules will be provided by the Director of Athletics to the Director of Student Success, in advance of advising periods. The Director of Student Success will provide these schedules and rosters to all faculty advisors prior to each advising period. Faculty advisors are encouraged to help student athletes avoid course/competition conflicts wherever possible when creating future course schedules.

Faculty should accommodate to the extent possible the competition schedules of their students. Such accommodation can include arranging for make-up work, creating substitute experiences for students, and virtual participation in classroom activities through electronic means (when possible).

Faculty are strongly encouraged to communicate with the student, the Associate Vice President for Academic Affairs, and the Director of Athletics in any case where the competition schedule appears to create a pattern of absences that will compromise the integrity or essential learning outcomes of the course. In those cases, both coaches and faculty are encouraged to seek specific compromises and solutions. In any case where compromise has not been able to be reached, the Provost will determine the course of action.

Course Syllabi

Instructors are required to prepare syllabi for all courses including Directed Independent Studies and Internships for both undergraduate and graduate. Syllabi should be made available to students electronically via Moodle or email. All courses have "shell" information for Moodle delivery. Syllabi should not be distributed in hard-copy. Questions regarding Moodle set-up should be addressed to the Director or Assistant Director of Distance Education.

Faculty are encouraged to post their syllabi in advance of the first day of class. Faculty must submit their syllabi electronically to the Administrative Assistant to the Provost. The appropriate naming structure is acronym, course number and section with term and year.

Example: THR120.01-FA12. Abbreviations for the terms are FA=Fall, JA=Jan Term, SP=Spring, S1=Summer 1, S2=Summer 2, S3=Summer 3.

While instructors have flexibility in how they set up the syllabus, the following information must be included:

1. Course number and name of course

2. Semester and year the course is being taught
3. Professor's name, office location, telephone number, e-mail address, and office hours
4. A statement about the importance of the Honor Code and any specific directions regarding the Honor Code that you wish to call to the attention of the students
5. The following statement: "Students with documented disabilities who would like to request academic accommodations must contact the Assistant Dean of Academic Support Services at 577-2028 (extension 2028 on campus)"
6. Course description
7. Course objectives
8. Required books and other instructional materials
9. The course grading policy, to include a scale describing the criteria for a method of calculating the mid-term grade and final course grade. Faculty should clearly identify the quantitative or qualitative scale for determining each letter grade, including the weights (if any) given to assignment grades and any weight given to attendance
10. The course attendance policy, which must be in compliance with the College's attendance policy
11. Information regarding course assignments and, where appropriate, due dates for assignments
12. Required means of submitting course work (hard copy, on-line) and policy regarding late work
13. The College's Title IX statement:

Converse College is committed to offering a safe campus for all community members to learn and work in a welcoming and inclusive environment. This includes upholding a zero tolerance policy for discrimination, harassment and sexual misconduct.

Please be aware that there are some reporting requirements that are part of my job at Converse. If you inform me or write about having survived sexual assault or sexual misconduct while a student at Converse College by a member of the Converse community, or if I witness sexual misconduct at Converse College, I will keep the information as private as I can. I am required to bring it to the attention of the Title IX Coordinator.

If you would prefer to speak to a Confidential Resource who will keep your information confidential, please contact a counselor in the Wellness Center (864-596-9258). They will not disclose any information you share. Converse is legally obligated to respond to reports of sexual misconduct and therefore we cannot guarantee the confidentiality of a report, unless made to a Confidential Resource.

As always, you may find the Converse College Title IX policy, related information, and contact resources

https://my.converse.edu/ICS/Employees/Human_Resources/Title_IX.jnz

14. Special directions that are relevant for a particular course
15. Graduate requirements for dual listed courses

Any revisions or changes in assignments or requirements from the original syllabus (submitted to students at the beginning of the term) which affect the last three days of fall or spring term or the last day of January term must be announced at least two weeks prior to the last day of class in fall and spring terms and one week prior to the last day of class in January term.

Office Hours

All faculty must provide time each week during terms in which they are teaching for appointments with students. Office hours must be posted on the faculty member's door and listed on all syllabi. Faculty member office hours must be emailed by each faculty member to the appropriate academic dean within one week of the start of each academic term.

Honor System

Each student of Converse, by virtue of enrolling, is bound by, commits to abide by and strives to actively support the Honor Tradition.

Reporting a Violation of the Honor Tradition

In order to preserve the effectiveness of the Honor Tradition, reporting a violation of the system is of utmost importance. Faculty, instructors, staff and students must report probable violations, within a reasonable timeframe, to the appropriate individual(s). If an instructor, suspects an honor violation, he/she should document the concerns and confront the student as soon as possible. The accusing person should request a private meeting with the accused student where the specific charge should be discussed. The accusing person will note the charge and ask the accused student to make contact with the Honor Board Chair. The accusing person will then notify the Honor Board Chair of the meeting and the charge. Documentation of the incident in question should be made by all parties on the Honor Violation Incident Report form available on the Student Life/Student Government web page or through email to honorboard@converse.edu. Additional documents or evidence should be given directly to the Chair of the Honor Board. The Honor Board Chair and/or Vice Chair, in collaboration with the Honor Board Advisor, will review submitted documents and conduct an initial investigation to determine if there is sufficient evidence to move forward with a case. For details concerning the hearing process, sanctions, appeals, rights of the accused and responsibilities of the accused, please reference the *Student Handbook* available online.

Exams

A final examination period concludes the work of each term. All final examinations must be given during the examination period and within the hours designated. Examinations may not be given before the regular examination period. In some cases an early examination may be approved by the instructor and the appropriate dean for exceptional reasons, such as for an academically-oriented activity clearly related to the student's curriculum. For students enrolled in late afternoon or evening classes who cannot attend one of the scheduled examination sessions, instructors may schedule a specific examination session during the examination period. Faculty may elect to schedule final exams or to allow students to self-schedule their exams.

If for legitimate reasons a student must miss an examination during the examination period, she may, with permission of the instructor, be allowed to take it at a later date. If the instructor does

not agree to a special examination, the student may appeal to the appropriate dean. Special examination times are set by the examiner concerned.

Examination Procedures for Self-Scheduled Exams

During the last week of the term, the instructor distributes examination envelopes to the students. On this occasion, each student indicates in the space provided on the envelope her name, the desired day and period for the examination and returns the envelope to the instructor. Any instructions necessary for the taking of the examination should be supplied in writing.

The time limit for the final examination is three hours. A student may take a maximum of one examination per session. All students are advised to spread their examinations over the entire examination period. Freshmen should spread their examinations over at least three days at the end of the fall and spring terms if they are taking the normal load of four regular courses. If they are taking more than four regular courses, they should use all four examination days.

The self-scheduled examination questions are to be distributed from the instructor's office, or from any other designated place, between 8:45 am and 9:15 am for the morning examination and between 1:45 pm and 2:15 pm for the afternoon examination. If a student does not pick up her examination during the scheduled time, she will need to reschedule it for another examination session. All students shall be entitled to the entire examination session for the completion of their examinations.

Examinations may only be taken in a classroom within the building in which the examination is being administered or in another place designated by the instructor. Students may not take an examination in a lobby, hall, or restroom. Adequate classroom space is reserved in each building for test takers. All students must have free access to the classrooms: "occupied" signs or locked doors are not permitted. They should take seats in such a way as to secure maximum privacy. Students must take nothing with them into the examination room except the implements of examination. In those cases where the instructors allow the use of additional materials, those materials must be specified on the examination.

The examination materials, questions, answers, and all scratch paper should be returned in the envelope to the instructor no later than 12:15 p.m. for morning examinations and 5:15 p.m. for afternoon examinations. This deadline must be observed.

It violates the honor system for students to discuss examinations which they have seen with other students during the examination period.

Faculty should be available to the students during the examination period.

Examination Procedures for Scheduled Exams

Faculty who are using scheduled exams must use the exam times allocated by the Registrar.

Students who have three or more scheduled exams during one day may petition the Associate Vice President for Academic Affairs to self-schedule any of the exams.

Any instructions necessary for the taking of the examination should be supplied in writing.

Closed Study Period

Closed Study Period will begin the day following the last class day of each term and continue through the end of the final examination period. During Closed Study Period, no campus events may be scheduled, and no course work—that is, papers, tests, projects—may be required. Study or help sessions may be held during this time as long as they are completely optional and tutorial (with no new information presented).

Exemption of Seniors from Final Examinations

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

- The course must have adequate instruments, in the judgment of the instructor, for evaluation of the student's performance without a final examination.
- The student must have a cumulative grade average of at least 3.25 and an accrued evaluation of B or better in the course.

Such exemption does not relieve the student of any of the other academic or attendance requirements of the course.

Adjunct & Part-Time Faculty Classifications & Evaluation

Faculty Classifications

A full-time teaching load for faculty at Converse is 24 semester teaching load hours per year. Teaching load hours are equivalent to credit hours except in cases of laboratory, studio, or special format instruction. The credit for laboratory or studio instruction is calculated at the rate of 2/3 teaching load hour for each clock hour of laboratory or studio instruction.

Part-time status and Adjunct faculty are defined as follows:

Part-time faculty are non-tenure-track, salaried faculty who do not teach a full teaching load of 24 teaching load hours per year and normally teach no more than 12 teaching load hours per year. Part-time faculty are employed on an annual basis and are classified as Lecturers. Part-time faculty are not eligible for tenure or promotion. Part-time faculty must meet the qualifications for teaching the courses assigned to them. Those qualifications are determined by the appropriate academic dean in consultation with the provost.

Adjunct faculty members are non-tenure-track faculty who are employed on a per-course basis and by semester or term. Adjunct faculty are paid by the course and are employed only when there is sufficient enrollment for the course as determined by the appropriate academic dean. Adjunct faculty are not assigned rank and are not eligible for tenure or promotion. Adjunct faculty must meet the qualifications for teaching the courses assigned to them. Those qualifications are determined by the appropriate academic dean in consultation with the provost.

Evaluation

Converse College has a clear, coherent, and substantive system by which faculty performance is evaluated and compensated. As faculty members who profess a commitment to excellence, we support and embrace a system of evaluation that will recognize and encourage constant improvement and superior performance in our professional lives. Chairs are responsible for the effective teaching and faithful performance of other duties of the faculty in the department, including the evaluation of the teaching performance of part-time and adjunct faculty.

The evaluation of part-time and adjunct faculty is the responsibility of each department chair supervising courses taught by part-time or adjunct faculty. Part-time and adjunct faculty are evaluated with regard to their teaching performance and not with regard to their professional activity or service to the College. The evaluation of part-time faculty occurs on an annual basis in conjunction with the evaluation of full-time faculty. The evaluation of adjuncts occurs on a per-term or semester basis.

For both part-time and adjunct faculty, evaluation begins with the review of course syllabi. Department chairs will review syllabi for every course taught by members of the department, including adjunct and part-time faculty. Complete syllabi include (among other things) the learning objectives of the course, the readings and other course materials to be used, the number and type of assignments, instructor contact information, office hours, and the method of evaluating student performance. (For a complete statement of required information, please refer to Section I of the *Converse College Faculty Handbook*.)

The evaluation of part-time and adjunct faculty includes at least one classroom observation each term (adjunct) or year (part-time) conducted by the department chair or another departmental faculty member designated by the chair, plus a written evaluation of the part-time or adjunct faculty member's teaching performance. All courses are evaluated by students using the online CourseEval system. The evaluation of teaching performance will include and specifically reference student course evaluations. The department chair will discuss the written evaluation with the part-time or adjunct faculty member, providing guidance and support where necessary and appropriate.

A copy of the written evaluation will be sent to the appropriate academic dean and will be included in the College's records of faculty evaluation maintained by the Office of Institutional Research, Assessment, and Effectiveness. In consultation with the dean, department chairs will use the evaluation in decisions whether or not to continue to employ the part-time or adjunct faculty member. In the event that evaluations result in a decision not to continue to employ a part-time faculty member, the dean and the provost will consult with the department chair and will notify the part-time faculty member as soon as is practicable of the College's decision.

Normal Expectations and Required Materials for All Adjunct and Part-Time Faculty Members

- Students evaluate all courses every semester or term
- Faculty meet all class sessions except under special circumstances approved by the department chairperson and/or Dean
- Faculty provide current, relevant, and accurate course material

- Faculty integrate technology and personal scholarship into courses where appropriate
- Faculty schedule, post and hold office hours consistently throughout the academic year
- Department chairperson or designated faculty colleague observes at least one class per semester (for adjuncts) or year (for part-time faculty) for each part-time or adjunct faculty member

Academic Advising and Support Services

The Academic Advising and Support Services, located Montgomery Student Center, was established to help students improve academic performance and to develop skills that will help them succeed, both in the classroom and in life beyond college. Through individualized counseling, students can develop academic and social skills in areas such as: critical thinking, how to study and use academic resources, how to take notes and tests, how to set goals and stay motivated, how to manage time and money, how to get along with and grow in relationships with others, how to stay healthy physically and emotionally, and how to avoid stress.

Peer tutoring is available in many disciplines and is coordinated through the ASC. The tutoring schedule is posted on email public folders each term. Supplemental instruction, providing an hour of additional instruction each week focusing on homework problems and student-directed questions, also is offered in quantitative disciplines, and current schedules are posted on public folders.

Students with documented disabilities may apply for academic accommodations through the Center (see “Academic Policies on Disabilities” in the *Catalog*). Professors should include a disability access statement and contact information on all syllabi, directing students requesting academic accommodations to the Director of Student Support Services. Professors should not make any accommodations for students unless the accommodations are outlined in a formal accommodation plan from the Director of the SSS. The Center upholds standards of strict confidentiality in working with students and complies with the Family Educational Rights and Privacy Act (FERPA). Records are stored in a secure location and are reviewed only by authorized personnel.

The Academic Advising and Support Services Center is open Monday through Friday from 8:30 am to 5:00 pm during the academic year and from 8:00 am to 5:00 pm on Mondays through Thursdays and 8:00 am to 1:00 pm on Friday during the summer.

If you have academic or related concerns about a student’s performance, please make use of Converse’s online alert system. Within the My.Converse site, navigate to <https://my.converse.edu/ICS/default.aspx?tool=earlyWarningMessage> and follow the instructions for submitting an early warning. Academic and Student Development and Success staff will follow up on your submission and assist the student.

Counseling Services

Counseling Services provides individual and group counseling for students and offers outreach programs and workshops designed to educate students on issues related to their emotional well-being. Two (one full-time and one part-time) counselor are available for individual counseling Monday - Friday, 8:30 am - 5:00 pm. Appointments are necessary and may be made by calling the Wellness Center at extension 9258.

Counseling sessions are available at no extra charge to regular undergraduate boarding and day students. (Converse II and Graduate Students may be seen off campus at Merge/Westgate Family Therapy group at very low or no charges. That phone number is 864-583-1010.) The counselors also provide a variety of educational programs designed to meet the emotional wellness needs of the campus.

Counselors are also available to consult with faculty and staff regarding students about whom they are concerned. Due to strict confidentiality requirements, counselors cannot share information about students they may or may not be seeing, but can certainly receive (and welcome) information from others on campus who might have concerns to share. Please feel free to call Counseling Services at 864-596-9258 if you wish to talk with a counselor.

Referring a Student to Counseling

If have concerns about the emotional well-being of a Converse College student, consider referring that student to Counseling Services. Here are some things to consider.

When should you refer a student to counseling?

- When a student presents a problem or makes a request that is beyond your competency (when you feel you are in over your head)
- When a student appears to be exhibiting a lot of stress
- When a student exhibits signs of emotional problems
- When you have worked with the student and there appears to be no improvement
- When a person is constantly demanding more of your "listening time" than you are able to provide

Questions to ask yourself

- Am I qualified to meet the needs of the student?
- Do I have the time to devote to the student?
- What is the severity of the problem?
- Will assisting the student result in role conflict?
- Are there potential liability issues involved?

How do you refer?

- Bring it up: In conversation, bring up the possibility of referral by saying something like, "Have you thought about seeing one of the counselors on campus about this?" Let them know that counseling is a free and confidential service. (Mention any or all of the counseling staff's names.)

- Make the call: Offer support in making an appointment. Some students may want you to make the initial call for them (call (864-596-9258) or accompany them to the Wellness Center. Assure the student of confidentiality and say something like: "Jane Doe is here with me and would like to come over and talk with a counselor."
- Follow up: We recommend that you follow up with the student within a day or two to see whether they kept their appointment with Counseling Services. If necessary, a "Release of Information" may be obtained to allow you and the counselor to discuss other ways in which you might be helpful.

What do you do in case of an emergency?

If you become believe that a student is in imminent danger or is an imminent threat to him/herself or to others, contact Campus Safety at 864-596-9026 immediately. In such a case, FERPA information may be shared to aid in the protection of the student.

Converse College Title IX Policy

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It provides, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Sex discrimination includes sexual harassment, sexual assault, relationship violence, and stalking. While it is often thought of as a law that applies to athletic programs, Title IX is much broader than Athletics and applies to all programs at Converse College. While compliance with the law is everyone's responsibility at Converse, listed below are the staff members who have primary responsibility for Title IX compliance.

Note: While these individuals have specific areas of responsibilities, anyone should feel comfortable reporting any and all allegations to any employee of the College, who will follow the College's procedures concerning Title IX.

Title IX Coordinator: Amanda Estabrook JD
 Title IX and ADA Coordinator
 864.596.9651
amanda.estabrook@converse.edu
 Location: Montgomery 206A
 Campus Representative

Title IX Deputy Coordinators: Keshia Jackson Gilliam EdD
 Director of Human Resources
 864.596.9029
nikeshiajackson.gilliam@converse.edu

Location: Carnegie 204
Faculty, Staff, Adjunct, Subsidiary Representative

Leslie West MEd
Director of Professional Development and Career Services
864.596.9647
leslie.west@converse.edu
Location: Montgomery 204C
Undergraduate, Graduate, Online Student Representative

Jodi Strehl MSW
Assistant Athletic Director for Compliance
864.596.9671
jodi.strehl@converse.edu
Location: Marsha H Gibbs 216
Athletic Representative

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

Sexual Misconduct Policy

IMPORTANT INFORMATION FOR FACULTY, STAFF AND STUDENTS

If you or someone you know is a victim of sexual assault or any other type of sexual misconduct prohibited under this policy, you are strongly encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, 7 days a week from the Student Life staff member on call at 864.205.3651 or call Campus Safety at 864.596.9026.

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

MAKING A COMPLAINT

Anyone wishing to file a complaint of sexual misconduct by a Converse College community member should contact one of the Title IX Coordinators. Only incidents involving current employees or students may be investigated by the College.

With the exception of Confidential Resources, any staff or faculty member with knowledge about an incident of sexual misconduct occurring on campus or away from campus during a Converse program or activity, or where the misconduct may have a continuing effect on on-campus or off-

campus programs or activities, must report the incident to one of the Title IX Coordinators or by submitting the anonymous complaint at <http://www.converse.edu/student-life/converse-cares>.

No employee is authorized to investigate or resolve complaints without the involvement of a Title IX Coordinator.

Allegations of sexual misconduct should be reported to a Title IX Coordinator. Such allegations will be reviewed, investigated and resolved by the Title IX Coordinators. Allegations involving a supervisor of the Coordinator will be investigated by an independent investigator appointed by the Board of Trustees.

CONFIDENTIALITY

Individuals, who desire that details of an incident be kept confidential, should speak with a counselor in the Wellness Center, the College Chaplain, or off-campus rape crisis resources who shall be considered Confidential Resources and who can maintain confidentiality. College Community Advisors, Resident Directors, faculty, staff and coaches are obligated to report all incidents of sexual misconduct to a Title IX Coordinator. All College employees, even the above individuals listed as Confidential Resources, must report incidents statistically to comply with federal requirements. This reporting does not require specific names and without names, no detailed investigation can follow.

The College will treat inquiries and complaints about prohibited discrimination, harassment, sexual misconduct, or retaliation confidentially to the extent possible, in accordance with the complaint procedures referenced herein and subject to state and federal laws and law enforcement agencies. In some circumstances, the College may be required to act on information it has received even if the person providing the information chooses not to pursue a complaint.

In compliance with applicable laws and regulations, the College will take precautions to preserve and protect the confidentiality of both the Complainant and the Respondent. If the College determines that the Respondent(s) pose a serious and immediate threat to the College community, the College may be called upon to issue a timely warning to the community. In addition, the College cannot control confidentiality violations by other persons who may be involved as witnesses in the investigation or any administrative, legal or Converse judicial hearing.

If the Complainant does not wish to pursue a hearing and/or requests that his or her complaint remain confidential, Title IX requires the College to investigate and take reasonable action in response to the incident. The College's Title IX Coordinators will inform the Complainant, however, that the College's ability to respond in such a case may be limited. In such cases, Title IX requires the College to evaluate the Complainant's request(s) that the complaint not be adjudicated or remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment for all persons.

In order to make such an evaluation, a Title IX Coordinator may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the Complainant's request(s) against the following factors: the seriousness of the alleged sexual misconduct; whether there

have been other complaints of sexual misconduct against the same Respondent; whether a weapon has been involved, whether the College possesses other means to obtain relevant evidence; and the Respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA, the federal law that protects the privacy of persons' education records.

The College's Title IX Coordinators will inform the Complainant that the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the Respondent because of the request for confidentiality or the request to not pursue an investigation, the College can nevertheless take prompt and effective action to limit the effects of the alleged sexual misconduct and to try to prevent its recurrence. For instance, the College may issue a "no-contact" order or take other appropriate interim measures to assure student safety even in the absence of a formal proceeding.

PERIOD OF LIMITATION

The College encourages individuals to file complaints as soon as possible. However, a complaint of sexual misconduct may be filed at any time while the Respondent is enrolled or employed at Converse College.

A complaint filed with the U.S. Department of Education's Office for Civil Rights must be filed within 180 days of the incident based on the time limits for adjudication set by that agency.

PROHIBITED CONDUCT

A. RETALIATION:

Retaliatory behavior against any person filing, supporting, or providing information in connection with a complaint of sexual misconduct is strictly prohibited. This includes direct and indirect intimidation, threats, harassment and other behavior.

B. SEXUAL MISCONDUCT:

Sexual Misconduct is defined as any act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent. Consent is defined in this Policy. Sexual misconduct includes, but is not limited to:

1. Sexual Assault (or attempts to commit same)
2. Rape (or attempts to commit same)
3. Sexual Exploitation
4. Inappropriate Consensual Relationships
5. Relationship Violence

1. Sexual Assault

Sexual Assault (Non-Consensual Sexual Contact) is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

2. Rape

Rape (Non-Consensual Sexual Intercourse) is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. This act is commonly referred to as rape.

Intercourse includes:

vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

3. Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another person;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

4. Inappropriate Consensual Relationships

In their relationships with students, members of the faculty and staff at Converse are expected to be aware of their professional responsibilities. Romantic or sexual relations (which include contact of a sexual nature) or requests for sexual relations between students and faculty/staff members are fraught with the potential for exploitation and are prohibited.

Faculty and staff at Converse found in violation of this policy may face disciplinary action by the College, up to and including termination and expulsion.

5. Relationship Violence (dating violence, domestic violence, or intimate partner violence)

Relationship violence is defined by two categories dating and domestic violence. Both present a pattern of physically, sexually and/or emotionally abusive behaviors, used by one individual to

maintain power over or control a partner in the context of an intimate or family relationship. Retaliatory behavior against any person filing, supporting, or providing information in connection with a complaint of sexual misconduct is strictly prohibited. This includes direct and indirect intimidation, threats, harassment and other behavior.

C. SEXUAL HARASSMENT:

Sexual harassment is any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. Behavior can constitute sexual harassment in the following circumstances:

- (1) Submission or consent to the behavior is reasonably believed to carry consequences for or be an implicit or explicit term or condition of a person's education, employment, on-campus living environment, or participation in a College activity. Examples of this type of sexual harassment include:
 - (a) Pressuring a person to engage in sexual behavior for some educational or employment benefit, or
 - (b) Making a real or perceived threat that rejecting sexual behavior will carry a negative consequence for the person.

- (2) The behavior is severe or pervasive and has the purpose or effect of substantially interfering with the person's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a College activity. Examples of this type of sexual harassment can include:
 - (a) Persistent unwelcome efforts to develop a romantic or sexual relationship;
 - (b) Unwelcome sexual advances or requests for sexual favors;
 - (c) Unwelcome commentary about an individual's body or sexual activities;
 - (d) Repeated and unwelcome sexually-oriented teasing, joking, or flirting; and
 - (e) Verbal abuse of a sexual nature.

Comments or communications may be verbal, written, or electronic. Behavior does not need to be directed at or to a specific person in order to constitute sexual harassment, but may consist of generalized unwelcome and inappropriate comments based on sex or gender stereotypes.

Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, subjective and objective factors, including the context in which the alleged incidents occurred. A single instance of sexual misconduct is sufficiently severe to create a hostile environment.

D. SEXUAL INTIMIDATION (Stalking and Cyber-Stalking)

- 1) Stalking: Occurs when a person willfully on more than one occasion follows or is in the presence of another person without legal purpose and with the intent to cause death or bodily injury or with the intent to cause emotional distress by placing that person in reasonable fear of death or bodily injury. If committed with the intent to cause reasonable fear of death or bodily injury, the following examples may constitute stalking:

- a) Unwanted, persistent, and/or threatening mail, phone calls, email, etc.
 - b) Persistent physical approaches and/or requests for dates, meetings, etc.
 - c) Following a person or coincidentally showing up at places a person frequents
 - d) Waiting outside a person's residence, school, or place of employment
 - e) Vandalism/destruction of a person's personal property
 - f) Breaking into a person's car or residence
 - g) Questioning, nagging, pestering and/or harassing others for information about a person of interest
- 2) Cyber-stalking: Occurs when a person uses electronic mail or electronic communication to convey any words or language threatening to inflict bodily harm to any person, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person; to communicate to another repeatedly, for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing any person; to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to abuse, annoy, threaten, terrify, harass, or embarrass. If committed with the intent and for the purpose of abusing, annoying, threatening, terrifying, harassing or embarrassing, the following examples MAY constitute cyber-stalking:
- a) Unwanted/unsolicited e-mail
 - b) Unwanted/unsolicited request to include all forms of social media, including chat rooms
 - c) Disturbing messages on on-line bulletin boards
 - d) Unsolicited communications about a person, their family, friends, acquaintances, and co-workers
 - e) Identity theft (using someone's social security number to obtain credit cards fraudulently in their name)
 - f) Sending/posting disturbing messages with another user name

DEFINITIONS AND CLARIFICATIONS

- Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent is not unlimited and may be withdrawn by any party at any time. Withdrawal of consent can be an expressed “No” or can be based on an outward demonstration that the individual is hesitant, confused, uncertain, or is no longer a mutual participant. Once consent is withdrawn all sexual activity must cease immediately until or unless mutual consent is expressed or clearly stated.
- Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (*“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”*).
 - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 - NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
 - In order to give consent, one must be of legal age.
 - Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this

policy. More information on these drugs can be found at <http://www.911rape.org/>

- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

AMNESTY

Converse College considers the reporting and adjudication of sexual misconduct cases involving the programs or activities of the College to be of paramount importance. The College does not condone underage drinking or illegal drug use. However, the College will extend amnesty from sanctioning in the case of illegal drug or alcohol use to victims and to those reporting incidents in good faith and/or assisting the victims of sexual misconduct.

Amnesty means that, depending on the nature of the victim's or the reporting person's violation, it will still be dealt with by the College, through education or counseling, when applicable (refer to the Amnesty Policy).

PROCESS

It is any student or employee's right to file a criminal complaint with the appropriate law enforcement simultaneously with a Title IX complaint. The College strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A Title IX Coordinator only reports complaints of sexual violence to law enforcement agencies when there is an existing threat or if the situation poses a threat to the broader campus community or when requested to do so by an alleged victim. The College will conduct an investigation as set forth herein without regard to whether a separate law enforcement investigation is being conducted. Collecting and preserving relevant evidence, if possible, is important in cases of corresponding criminal complaints of sexual misconduct (e.g., security cameras, physical evidence, etc.). To find out more information about preserving evidence, please visit <https://www.rainn.org/articles/rape-kit>.

Converse College endorses and encourages informal resolution, and believes it is a best practice, as long as it is voluntary. Some minor incidents can be resolved through confrontation and/or intervention. Many incidents can be resolved either through intervention or informally, when the Respondent accepts responsibility and the Complainant agrees to informal resolution.

The President of the College will appoint a panel of Title IX investigators for the College. The panel of investigators will be recommended to the President by the Title IX Coordinator and Deputy Coordinators with a balance of both faculty and staff as members of the panel. The panel of investigators as well as the senior leadership team, which consists of campus Deans and Directors/Responsible Employees, will participate in training and review at the beginning of each academic year. The commitment of the panel of investigators is three years. Training will be implemented annually.

Once a report or complaint is received by one of the Title IX Coordinators, an investigation will begin. The investigation may include, but is not limited to, conducting interviews with the Complainant (victim/survivor), the Respondent (the individual accused) and witnesses, as well as reviewing law enforcement documents and other evidence. In the interim and prior to the investigation findings and report, the College will take any necessary steps to ensure equal access to the programs and activities of the College. Such steps may include changes to schedules or living arrangements, provision of security or support services, for example. The Title IX Coordinator will identify a minimum of two investigators for each case. Trained faculty and staff will conduct an investigation and provide their findings to a Title IX panel as outlined below.

The College will make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as timely and efficient a manner as possible. The timelines set forth in this Policy are intended as guidelines and may be altered for good cause. The College will strive to complete its investigation and resolution of a Complaint (not including an appeal, if applicable) within 60 calendar days of the receipt of the Complaint, absent extenuating circumstances. In Investigations The 60-calendar day timeframe refers to the entire investigation process, which includes conducting the fact-finding investigation, holding a hearing or engaging in another decision-making process to determine whether the alleged sexual violence occurred and created a hostile environment, and determining what actions the school will take to eliminate the hostile environment and prevent its recurrence, including imposing sanctions against the perpetrator and providing remedies for the Complainant and school community, as appropriate.

If, prior to a report of findings, the Respondent who is subject to the jurisdiction of Converse's Policy elects to acknowledge his or her actions and take responsibility for the alleged sexual misconduct, the assigned Title IX Coordinator, will propose sanction(s) for the Respondent. If the Complainant and the Respondent agree to such proposed sanctions(s), the complaint will be resolved without a hearing and without further rights of appeal by any party. Agreements to the sanction and resolution of the complaint must be signed by both the Complainant and the Respondent. If the agreement is not signed and returned to the Title IX Coordinator within 3 days of receipt of the agreement, the agreement will be considered void, and a Title IX panel will be convened. If either the Complainant or the Respondent objects to such proposed sanctions(s), then a Title IX panel will be convened for a hearing to determine charges or sanction(s).

The investigation team will render their findings on each incident within a 30-day timeframe. The investigation team will clearly articulate the rationale of their findings in a final written report. The final report will be presented to a Title IX panel as outlined below.

Student complaints:

- A Title IX Coordinator
- A Dean from the Division of Student Development and Success

Written follow up will then be provided to:

- Respondent

- Complainant

Faculty complaints:

- A Title IX Coordinator
- Dean from the School of the Arts or Dean from the School of Humanities, Sciences and Education

Written follow up will then be provided to:

- Respondent
- Complainant

Staff complaints:

- A Title IX Coordinator
- A College VP or appropriate Dean as determined by the Title IX Coordinator

Written follow up will then be provided to:

- Respondent
- Complainant

OUTCOMES

The Title IX Panel will hear findings and recommendations from the investigation team. The Panel will then determine, based on the preponderance of evidence, whether a policy violation occurred.

If it is determined that a violation has occurred, the panel will determine any charges that will apply and any sanctions that will be implemented. If it is determined that insufficient evidence exists, a Title IX coordinator will notify the Complainant and the Respondent of this determination.

APPEALS

Both the Complainant and Respondent may appeal. Written appeals may be made within 5 days of the written determination to the College Provost. Appeals will only be considered for: a) procedural error, b) previously unavailable new evidence or, c) sanction was not appropriate to the charge. If an appeal is granted, the final resolution will be issued by the College Provost.

RESPONSES TO VIOLATION OF POLICIES

Protection against Retaliation

No individual involved in the complaint procedure shall suffer retaliation as a result of such participation. Retaliation exists when action is taken against a Complainant or participant in the complaint process which affects his or her employment, academic, or business status which is motivated in whole or in part by his or her participation in the process. Retaliation may be found

even where the underlying complaint is found to have no merit. Acts of retaliation following the outcomes of a case may result in additional separate cases, charges and/or sanctions as deemed appropriate.

Disciplinary Actions for Violation of the Sexual Harassment Policy

Faculty and staff/employees who are found responsible of violating this policy are subject to disciplinary action, up to and including termination of employment. Students who violate the policy are subject to disciplinary action, up to and including expulsion in accordance with the provisions of the College's Student Conduct Code. Guests and other persons who violate the policy are subject to corrective action, which may include removal from campus and termination of contractual arrangements.

Malicious Allegations/Complaints; False Information

Any individual who knowingly files a false complaint under this policy, or who knowingly provides false information to or by omission or commission intentionally misleads College officials who are investigating a complaint, shall be subject to disciplinary and/or corrective action.

SCOPE OF POLICY COVERAGE

This policy will be applied and implemented for complaints or concerns when a current Converse College employee (faculty and staff) or student is involved.

ON CAMPUS RESOURCES

- Title IX Coordinator - 864.596.9651
- Dean of Graduate Studies and Distance Education – 864.596.9082
- Dean of the School of the Arts - 864.596.9227
- Dean of the School of Humanities, Sciences and Education - 864.596.9086
- Dean of Community Life - 864.596-9016
- Dean of Professional Development - 864.596-9614
- Director of Residential Life and Student Conduct - 864.596-9016
- Director of Campus Safety - 864.596-9026
- College Chaplain - 864.596-9078
- Director of Counseling Services - 864.596.9595
- Health Services - 864.596.9258
- Director of Athletics - 864.577-2050
- Human Resources Director - 864.596-9209
- Employee Assistance Program (EAP) 888.628.4824

COMMUNITY RESOURCES

- Spartanburg City Police - 864.596-2096
- Spartanburg County Sheriff - 864.503-4500/864.596-2222
- Spartanburg County Special Victims Unit - 864.503-4509
- Safe Homes Rape Crisis Coalition - 864.583-9803 or 1-800-273-5066

- South Carolina Victim’s Assistance - 803.750.1200
- National Sexual Assault Hotline (RAINN)- 1-800-656-HOPE (4673)

The Mickel Library

Library Collections

The Mickel Library houses almost 155,000 books and other cataloged materials (including 20,000 audiovisual items) and more than 86,000 units of microform. The periodicals collection consists of nearly 500 titles in a combination of print and microform, as well as 29 electronic indexes containing more than 18,000 unique journal titles in full text. The library also provides access to a number of online reference databases (e.g., encyclopedias, biographical material, and art images). Mickel Library also houses two special libraries:

Curriculum Resource Center (CRC)—The CRC (second floor) houses a collection of textbooks, methods, curriculum guides, children's literature, and academic materials which support the undergraduate and graduate education programs at Converse College. All but reference materials in the CRC may be checked out.

Music Library—The music library on the first floor maintains an extensive collection of CDs, LPs, and scores, as well as music books and periodicals. The Mary Hart Law listening room contains turntables, CD players, and cassette decks for individual listening. Headphones are available at the circulation desk.

Library Services

Circulation & Course Reserves

To check out materials from Mickel Library, a photo ID (such as a Converse ID or Driver’s License) must be presented. At that time, adjunct faculty members will either receive a library card or have a library barcode affixed to the back of their Converse College ID card.

Library materials should be returned on or prior to their due date.

Faculty library privileges are only extended to adjunct faculty while under the employ of Converse College.

To place an item on reserve, please bring the item to the Circulation Desk and ask that the item be placed on reserve. It is the responsibility of the faculty member to pull any library materials from the shelves to be placed on reserve. The Circulation Supervisor must receive items to be placed on reserve three days or more before students need to have access to them.

Please supply your name, the course name and number, and the loan period: choose from “Library Use Only”/4 Hour, “Overnight” (this loan period allows for items to be taken from the Library and returned before closing the following day), 3 Days or 5 Days

For items that will be used frequently, the “Library Use Only” option is recommended.

Be sure to provide students with the title of the item when instructing them about reserves.

To remove an item from reserve, please contact the Circulation Supervisor. Reserve items will be removed at the end of each term unless the library is notified to continue the reserve status.

At the end of each term, faculty must retrieve personal items placed on reserve.

Library Instruction

Converse's *Information Fluency* Plan provides for regular library instruction for our students. In addition to the regular sessions in courses provided according to our plan, librarians conduct single session lecture demonstrations at the request of faculty that focus on researching a particular topic/subject area and generally distribute printed guides to accompany these presentations. To arrange an instruction session contact a Reference Librarian.

Interlibrary Loan

Interlibrary loan service is available ONLY to the students, faculty, and staff of Converse College. Borrowers should use the online forms at <http://marie.converse.edu/illb/> to submit their requests. Requested books and scores generally arrive in two to eight days, recordings in two to three weeks, and journal articles in one to seven days. However, depending on such factors as distance and method of delivery, arrival times can vary significantly. In some cases, owning libraries may decline to loan certain items, resulting in delays or unfilled requests.

PASCAL Delivers

PASCAL Delivers is a rapid book delivery service for the patrons of all PASCAL member institutions. PASCAL Delivers begins with a single, web-based, unified catalog of library holdings. Library users search the PASCAL [Catalog](#) (available at www.pascalcat.org), locate books in any member-library, submit an electronic request for delivery of a book to their home institution, and receive those books within a few days. PASCAL Delivers is part of the [State-wide Electronic Academic Library](#).

To request an item:

1. Search your academic library catalog and click on the PASCAL link or go directly to www.pascalcat.org
2. Select your title and click "request this item"
3. Select your home library from the drop-down menu
4. Enter your name and library ID number (Converse barcode)
5. Click "submit"