



chatham UNIVERSITY

2020-2021

Student Handbook

**For all Chatham University
undergraduate and graduate students**

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2020-2021

Student Handbook

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Welcome



Even though it's been many years since I started my undergraduate and graduate studies, I've found that one never really forgets that mix of excitement (coupled with a bit of apprehension) at starting or renewing the journey of personal and professional growth that you are about to embark upon.

As I begin my fourth year as president at Chatham, that feeling is once again fresh in my mind! It's yet another reason why, as I reflected on my own experiences as an undergraduate and graduate student, I was so pleased to discover all the things

that Chatham University does, like providing this Student Handbook, to help students sustain that initial excitement throughout the year, make great strides in their personal and professional growth, and lead healthy and happy lives while doing so.

I can relate to your experience on another level as well. I, like you, chose to come to Chatham not just because of its history of academic excellence, its incredible faculty and alumni, and its innovative spirit, but also because it stands for certain things of which I want to be a part. To be a part, as our mission states, of helping students build lives of purpose, value and meaningful work after they graduate. To be part of a new type of liberal arts university that combines the best of professional preparation for your field and the liberal arts skill-building necessary for success throughout your life. To be part of a University that believes in building healthy people and a healthy planet, and that does this while recognizing and respecting diversity of culture, identity and opinion. To be a part of the best possible place in Pittsburgh to learn and work.

I look forward to starting this new year and new journey with you, and to working with you and the other members of the Chatham community to further those things and common values that brought us all here. I can't think of a better place to start this new year and journey than at Chatham, or a better group of people to share the experience with than you and the rest of the Chatham community.

I hope to be able to meet each of you to welcome you to the start of the new academic year. Until then, all the best to each of you on a great new year.

David Finegold, DPhil
President

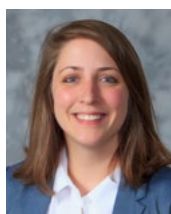
Administrative Leadership

President, David L. Finegold, DPhil, 412-365-1160



Vice President for Planning, Title IX Coordinator, and Secretary to the Board of Trustees

Sean Coleman
412-365-1164



Executive Assistant to the President

Brittney Tyler
412-365-1160



Senior Vice President of Administration and Finance

Walt Fowler
412-365-1105



Vice President for Academic Affairs

Jenna Templeton, Ed.D.
412-365-1168



Dean of Students

Heather Black, Ed.D.
412-365-2776



Vice President of Marketing and Communications

Bill Campbell
412-365-1140



Vice President for University Advancement

Carey Miller
412-365-1516



Vice President for Enrollment Management

Amy Becher
412-365-1139

A Letter from your Dean of Students



To our new students, welcome to Chatham, and to returning students, welcome back! As we begin our 2020-2021 school year, I find myself reflecting on the importance of community as a cornerstone of the Chatham experience. Year after year, students, faculty, and staff alike remark on the sense of connection as one of their favorite things about learning, living, and working at Chatham.

This fall term might look a little different as we resume classes with social distancing measures in place, but remember that physical distance doesn't equal social separation. It is my hope that we will find new and exciting ways to foster engagement with one another.

Be on the lookout in your ChathamU app for events sponsored by various student organizations and campus departments. I will stay in touch with a monthly e-mail highlighting various events at which I plan to be in attendance, and hope you will stop by to introduce yourself. You can also stop by to see me during the Dean's Hour every Wednesday from 4:00-5:00 p.m. in the Carriage House. I look forward to connecting with each of you as you begin, or continue, your journey at Chatham University!

Best,
Heather Black, Ed.D.
Dean of Students

Student Affairs Staff

Office of Student Affairs & Dean of Students

- **Dean of Students**, Heather Black, 412-365-2726, hblack@chatham.edu
- **Executive Assistant to the Dean of Students**, Amanda Oaks, 412-365-1286, a.oaks@chatham.edu

Office of Residence Life

- **Director of Residence Life**, Shawn McQuillan, 412-365-15916, s.mcquillan@chatham.edu
- **Assistant Director of Residence Life**, Shadyside, Devin Fabian, 412-365-1224, dfabian@chatham.edu
- **Assistant Director of Residence Life & Student Engagement**, Shadyside, Simmone Bell, 412-365-1225, s.bell@chatham.edu
- **Coordinator of Campus and Residence Life**, Eden Hall, Jessica Bartko, 412-365-1479, j.bartko@chatham.edu

Office of Student Engagement

- **Associate Director of Student Engagement**, Emily Fidago, 412-365-1527, efidago@chatham.edu
- **Assistant Director of Residence Life & Student Engagement**, Simmone Bell, 412-365-1225, s.bell@chatham.edu

Counseling & Wellness

- **Executive Director of Counseling & Wellness**, Jen Morse, Ph.D., 412-365-1366, jmorse@chatham.edu
- **Director of Counseling Center**, Elsa Arce, Ph.D., 412-365-1282, arce@chatham.edu
- **Licensed Psychologist**, Ryan Mest, Ph.D., 412-365-2973, r.mest@chatham.edu
- **Licensed Psychologist**, Perry Henschke, 412-365-1645, phenschke@chatham.edu
- **Administrative Assistant**, Bill Jones, 412-365-2973, wjones@chatham.edu

Student Health Services

- **Director of Health Services**, Dr. Ron Giles, 412-365-1269, rgiles@chatham.edu
- **Nurse Practitioner**, Annette Muller, 412-365-1714, a.muller@chatham.edu

Follow us on Social Media!

- Snapchat: @chathamusnaps
- Instagram: @chathamustudentaffairs

Overview of Return to Fall 2020

It will take all of us—doing our part—to keep our community safe this academic year.

Our entire Chatham community must come together in fall 2020 to uplift and protect each other. Cougars Care is an initiative designed to provide support, resources, videos, and training for our ongoing collective effort towards a safe and successful fall term.

HEALTH & SAFETY PROTOCOLS

To protect the health of each other, everyone on campus this fall should:

- Wear a mask inside campus buildings and outside if physical distancing cannot be maintained.
- Maintain physical distance (~6 feet) from others whenever possible.
- Receive a temperature check and answer a series of health questions every day before engaging in activity on campus or entering any buildings on campus.
- Wash or sanitize hands prior to entering and when leaving classrooms, residence halls, or offices.
- Wipe down (with provided disinfecting wipes) office or classroom surfaces prior to use.
- Stay home if feeling sick, no matter how mild (or whatever) the symptoms.
- Stay home (and follow contact tracing directions) if exposed to someone with a positive COVID test.
- Follow any other location, department, or program-specific protocols and procedures.

These protocols and requirements may be subject to change based on updated health guidelines and the status of campus operations.

Please visit the Fall 2020 website (chatham.edu/fall2020) to learn more about campus policies and community expectations.

Cougars Care

Your health and the health of others **DEPEND ON IT.**

Your Chatham Experience



ABOUT CHATHAM

University Vision

Chatham University will be recognized as an outstanding private university whose graduates are sought-after leaders and professionals committed to building a more equitable, healthy, and sustainable global future.

University Mission

Chatham University prepares its students to build lives of purpose, value, and fulfilling work. Through professional skill development and liberal arts learning, Chatham prepares its graduates to be informed and engaged citizens in their communities; to recognize and respect diversity of culture, identity, and opinion; and to live sustainably.

Values



Chatham University Locations

- **Shadyside Campus, Woodland Road:** Chatham's urban Shadyside Campus is located minutes from downtown Pittsburgh. The Woodland Road location is the University's foundation, and features many stately mansions which now serve as residence halls and administrative and academic buildings. The campus architecture includes historic structures — such as the c.1861 Howe-Childs Gate House — and modern amenities, including the Science Complex and the Athletic and Fitness Center. With elements designed for the original Andrew Mellon estate by the renowned Olmsted Brothers, the Chatham University campus is one of the most idyllic locations in the City of Pittsburgh. Designated an arboretum in 1998 by the American Association of Botanical Gardens and Arboreta (now known as the American Public Garden Association), Chatham's 39-acre campus features 125 different varieties of species, including Japanese Flowering Crabapple, River Birch and Kentucky Coffee Tree.
- **Shadyside Campus, Chatham Eastside:** Because of rapid growth in several of the University's graduate programs, Chatham University in September 2008 acquired 6585 Penn Avenue, a large office building at the corner of Penn Avenue and Washington Blvd in Pittsburgh's fast-growing East End. The 250,000 square foot building, less than a mile from the University's historic Woodland Road location, satisfies several programming

space needs and provides the University with enhanced space flexibility and capacity. The University's interior architecture, occupational therapy, physical therapy and physician assistant studies degree programs moved into more than 50,000 square feet in summer 2009. Expansion into Chatham Eastside allows the University to accommodate enrollment growth, which has quadrupled since 1994, while helping to preserve the beauty and special qualities of the Woodland Road location that have captivated generations of students and community members alike.

- **Eden Hall Campus:** Chatham's Eden Hall Campus is more than a 388-acre plot of land. It's the embodiment of a commitment Chatham makes every day to support sustainability and environmental education. It's home to Chatham's Falk School of Sustainability and functions as a living and learning laboratory where the campus doesn't just house classrooms, but is the classroom. It's where a blend of knowledge, experience, and creativity is always working, persistently developing, and constantly improving. It's the first in the world of its kind. And it's where all efforts are focused on attaining the greatest social, economic, and environmental impact through greatly limiting our ecological impact. Using the latest in environmentally responsible technology, design and innovation, Eden Hall is self-sustaining in every way by emitting zero carbon emissions, managing all storm and waste water on-site, and producing more energy than it consumes.

Diversity and Inclusion Council

DiversityInclusion@chatham.edu

www.chatham.edu > [Mission and Values](#)

Motto

Leveraging Diversity and Cultivating Inclusion

Mission Statement

The Diversity and Inclusion Council initiates actions and empowers Chatham University to build a diverse and inclusive community through dialogue, education, research, self-reflection, and engagement.

Vision Statement

We will act as a catalyst to create an environment centered around respect, acceptance, personal responsibility, and recognition of the value of all individuals.

Code of Conduct

Our community adheres to the principle that we are centered around respect, acceptance, personal responsibility, and recognition of the value of all individuals. We expect that all individuals on our campus (including faculty, staff, students, contractors, visitors, etc.) will adhere to this principle. All harassment and behavior which violates this principle will not be tolerated and may result in disciplinary sanctions, removal from campus, and/or termination of contracts. This code of conduct extends to all University-sanctioned events off campus and University-affiliated social media.

Members & Committees

Current membership of the Diversity and Inclusion Council is:

Faculty

Alyssa Abebe
Nichole Bayliss
Jason Edsall
Christopher Murakami
Kyra Tucker

Staff

Heather Black
Ashley Cephas
Frank Greco
Cindy Kerr

Students

Aaron Thomas
Moses Viveros
Lalah Williams

Subcommittees, which also include faculty, staff, and students not on the Council, are:

- Best Practices/Integrating Diversity & Inclusion
- Campus Accessibility & Awareness of Disabilities & Mental Health
- Gender & Sexual Violence Prevention
- Hiring & Promotion/Development and HR Policies
- Intergroup Dialogues
- Internal Council Assessment
- Race/Ethnicity Awareness
- Research on Campus Climate
- Synchronization with diversity events/Campus groups liaison
- Training & Professional Development
- Website Management & PR

Co-chairs

- Darlene Motley, Ph.D., *dean & professor, School of Arts, Science & Business and Chatham Undergraduate College*
- Randi Congleton, PhD, *assistant vice president for diversity, equity & inclusion*

Campus Climate Committee

The mission of the Chatham University Campus Climate Committee is to reduce and eventually eliminate the university's carbon footprint, with involvement of the entire Chatham community. Climate Committee membership includes faculty, staff, and students who come together biweekly to discuss and plan initiatives to push Chatham towards becoming a carbon neutral campus. The committee includes four subcommittees for Alternative Transportation, Waste Reduction, Energy, and Outreach.

Bike Works: Shadyside and Eden Hall campuses

Chatham Bike Works is available to all Chatham biking community members. Located in the basement of Woodland Hall, Bike Works offers shop hours and monthly "hands-on" workshops that focus on basic maintenance skills, on-the-road repairs, how to ride safely, etc. Contact the Office of Sustainability at sustainability@chatham.edu for more information or to schedule an appointment.

Student Green Fund

The Green Fund supports sustainable growth and education at Chatham. The fund provides for student-run sustainable projects on campus through a competitive annual grants process. Students, faculty, staff and alumni can donate to the fund. The fund is overseen by the Climate Committee, a student committee, and the Office of Sustainability.

History of Chatham

Chatham University is a 150-year old educational institution in Pittsburgh, Pennsylvania that today has over 2,100 undergraduate and graduate students in over 60 degree programs studying on campus or online.

Chatham was chartered on December 11, 1869, under the name Pennsylvania Female College. The Reverend William Trimble Beatty, pastor of the Shadyside Presbyterian Church, led a group of Pittsburghers in making the dream to provide women with an education comparable to that which men could receive at the time at “colleges of the first class.” Pennsylvania Female College occupied what was then the largest private residence in Allegheny County – the George Berry mansion atop Fifth Avenue in Shadyside. Fifteen faculty and just more than 100 students occupied the 11-acre campus.

In 1890 the name of the institution was changed to Pennsylvania College for Women, and in 1955 the name was changed again to Chatham College in honor of William Pitt, First Earl of Chatham and namesake of the City of Pittsburgh. In 1994, Chatham College expanded around its historic undergraduate women’s college by beginning to offer graduate programs to all genders with a special emphasis in the health science fields.

The Commonwealth of Pennsylvania granted Chatham university status in 2007, which was officially announced on May 1, 2007, and marks Chatham’s newest tradition, University Day. On May 1, 2008, Chatham received a gift unequalled in its history: the Eden Hall Campus from the Eden Hall Foundation. The University’s Shadyside Campus expanded in June 2008 to include Chatham Eastside near Bakery Square, approximately one mile from Woodland Road and home to many of Chatham’s in-demand health science programs.

In 2010, Chatham launched the Falk School of Sustainability, and in 2012, broke ground on its new home, Eden Hall Campus – the first campus in the world built from the ground up for the study of sustainability. With student gardens and orchards; an aquaculture lab, hoop houses and high tunnels; campus-wide geothermal heating; 400 solar panels, and onsite waste- and stormwater recycling, Eden Hall functions as a demonstration site, modeling a variety of building standards, energy management techniques, and new ways of sustainable living.

On May 1, 2014, Chatham University’s Board of Trustees voted in approval of a resolution that expanded access to a high-quality Chatham undergraduate education to all genders, ensured that Chatham can meet the educational needs of its students and the region for the future, and ensured the continuation of Chatham’s 150-year commitment to advancing the causes of women with the founding of the Chatham University Women’s Institute. In fall 2015, Chatham welcomed its largest incoming first-year class in decades and added five Division III men’s sports: baseball, basketball, cross country, swimming and diving, and track and field. Since then, women’s lacrosse and men’s ice hockey, lacrosse, and soccer have been added to the athletic roster.

In spring 2016, Chatham completed the first phase of construction of Eden Hall Campus, including the Orchard Residence Hall and the Esther Barazzone Center.

Alma Mater

While building dreams anew,
Seeking for all that's true,
Our Alma Mater, we pledge our faith in you;
Like cornerstones of temples,
Polished and gleaming, strong and secure,
We'll shape our lives to be
Mansions of beauty to endure

Motto

Filiae Nostrae Sicut Antari Lapides (Our daughters are as cornerstones.)

University Colors

Purple with accents of grey and green

Chatham Lingo

- **First-year:** Freshman students at Chatham
- **AFC:** Athletic and Fitness Center
- **ADC:** Art and Design Center
- **Eddy:** Eddy Theatre
- **Quad:** Space between Eddy Theatre, Woodland Hall, and Braun, Falk, & Coolidge
- **Old Quad:** Space between Laughlin Music Hall and Braun, Falk, & Coolidge
- **Upper Campus:** buildings located off Woodland Road and Chapel Hill Road.
- **Lower Campus:** apartments along Fifth Avenue
- **Residence Halls:** Dormitories
- **Alumna:** refers to one female-identifying graduate
- **Alumnus:** refers to one male-identifying graduate
- **Alumnae:** plural noun referring to a group of female-identifying graduates
- **Alumni:** plural noun referring to a group of graduates or a group of all genders

Undergraduate Class Colors

Each undergraduate class is pinned with their colors upon matriculation into the University. Each year, one of the four colors is passed down from graduating seniors to incoming first-years.

Class Colors for 2020-2021

First-year (Class of 2024), Green
Sophomore (Class of 2023), Rose

Junior (Class of 2022), Yellow
Senior (Class of 2021), Red

Traditions

Many of Chatham's traditions came about during its time as a women's-only college, but today we have several traditions to support our ever-changing campus community. We sincerely hope that all of our students — undergraduate, graduate, and continuing education — will come out to create new traditions and experience the ones that make Chatham such a special place to be.

Traditions this academic year may look different and/or may have to be postponed.

- **Battle of the Classes** (September/October) is a weeklong event that has each class competing in several activities across campus. This student favorite is sure to build class and school spirit!
 - **Window Painting** (kicks off Battle of the Classes.) Each class paints one of the windows in Anderson Dining Hall to represent their class.
 - **Song Contest** is a more than 70-year old tradition where classes rewrite lyrics to popular songs and perform for their classmates competition style. This is a favorite that is talked about all year long!
- **Family & Friends Weekend** (October) is an annual chance for friends and family to visit with their Chatham student to see campus and participate in exciting events around Pittsburgh.
- **Mocktails** (October) is a chance for student organizations to get creative by devising a non-alcoholic beverage. This event is sometimes featured during Harvest Fun Fest or as part of Alcohol Awareness Week.
- **Harvest Dinner** (November) is a time for the entire campus to come together in celebration. This family style dinner allows students, alumni, faculty and staff to connect and celebrate.
- **Candlelight, Chatham Eggnog, and Holiday Ball** (December) is one of the most festive nights of the year. The candlelight service is hosted by the Chatham Choir with traditional music and songs. Following the service, the entire campus celebrates with a formal gathering over eggnog and a holiday dance celebration sponsored by Chatham Activities Board (CAB).
- **Moonlight Breakfast** (December/April) is a chance for students to take a break from studying for finals while faculty and staff serve a late night breakfast!
- **Sledding on Chapel Hill** is a tradition based entirely in the snow. Students celebrate snowy weather by sledding down the steep hill.
- **Spring Formal** (April) is a chance to celebrate the end of the spring term with dinner and a night of dancing. This off campus dance allows students the chance to celebrate the coming end of the term.
- **Closing Convocation** (April) is the traditional close of the academic year, which includes the **Color Ceremony**, when the senior class president hands over their class colors to the sophomore class president to hold for the incoming fall first-year class during, and the **Moving Up Ceremony**, when the seniors symbolically become alumni and each class moves up to the next level.
- **Senior Week** (April) is a weeklong celebration to honor the graduating seniors. The week includes traditional events like Senior Dinner, but seniors will also have a chance to vote on other events for the week.
- **Senior Dinner** (April) is a night for the graduating seniors to reminisce with their family, fellow Chatham family, faculty, and staff that enriched their college experience.
- **Senior Gift** (April) is a gift given to the institution by the graduating class. The gift is selected by the seniors and they spend the entire academic year fundraising.
- **University Day – Bucket & Blossom and University Picnic** (late April or May) On May 1, 2007, Chatham was granted university status by the Commonwealth of Pennsylvania. This date marks Chatham's newest tradition. This day-long event begins with Bucket & Blossom, where the entire campus community comes together to participate in activities including planting flowers and cleaning up the Chatham campus, followed by a cook-out for all students, faculty, and staff.

STUDENT LIFE STATEMENT

Students at Chatham University immerse themselves in academics, service, co-curricular activities, and civic life in the Pittsburgh metropolitan area. At Chatham, you'll find an academic and social environment where everyone — from professors to strong alumni networks to fellow students — cares about your future. The Office of Student Affairs at Chatham is committed to assisting students in becoming active, engaged members of our campus community, through a variety of programs and services, as well as our surrounding communities, via a number of civic learning and democratic engagement initiatives.

The Student Affairs staff, in partnership with many campus constituents, is here to help Chatham students stretch their imaginations, learn about themselves, discover the world, achieve their aspirations, and have fun! Chatham University has a lot in store for students outside of the classroom.

Seven Dimensions of Wellness

When most people hear the word wellness, they think of taking a trip to the doctor's office or eating healthy meals and exercising regularly. However, true wellness involves much more than your physical well-being. Wellness is a way of life that requires you to intentionally take responsibility for your thoughts, emotions, and behaviors in hopes of finding true balance.

The Office of Student Affairs recognizes this need to support the growth and development of wellness and balance in the lives of our students. Therefore, programs and events throughout the year will target Ann Boyd Austin's *Seven Dimensions of Wellness* to help broaden the experiences and personal health of our student body.



- **Physical Wellness:** taking positive steps toward a healthy lifestyle; motivating and committing oneself to engaging in fitness, exercise, diet, nutrition, sexual health, sleep and hygiene
- **Emotional Wellness:** developing a sense of self (values, purpose, expectations, and goals); recognizing and sharing a wide range of feelings with others in a constructive way (communication)
- **Intellectual Wellness:** expanding perspectives of the world; using critical thinking skills; exploring new challenges; embracing lifelong learning, contributing to society in a meaningful way
- **Social Wellness:** establishing positive interactions and meaningful relationships with others; balancing one's personal and professional responsibilities
- **Spiritual Wellness:** exploring one's spiritual self (religion, higher power, values, ethics and morals)
- **Environmental Wellness:** living in harmony with the earth; exploring concepts of a sustainable lifestyle
- **Diversity and Social Justice:** examining one's own biases; appreciating and experiencing various cultural traditions, practices, values and issues; strengthening social responsibility; working as an individual or as part of a group toward positive change

140 Things To Do at Chatham Before You Graduate

In 2009, to commemorate Chatham's 140th birthday, the Office of Student Affairs created this list of 140 activities here and in the surrounding Pittsburgh community that you should take part in before graduation. Many of these activities and opportunities can be accomplished either by yourself or with the friends you make here at Chatham, but all of them will serve to enrich your college experience. We hope to see you all at some of these events. Never hesitate to say hi to any of our staff — we promise we're friendly!

my.chatham.edu/documents/documentcenter/140%20Things%20Broch_2020.pdf

GETTING STARTED

Enrollment Management

Offices of Admission

412-365-1290

The Office of Enrollment Management oversees activities related to the recruitment, selection, and enrollment of incoming degree seeking students in both undergraduate and graduate admissions and financial aid. For additional information please visit www.chatham.edu > Admission & Aid.

Students interested in continuing education (online) and professional studies may contact the School of Continuing and Professional Studies at 412-365-1147 or visit www.chatham.edu > Academics > Online Degrees.

Office of Financial Aid

412-365-2797

The Office of Financial Aid offers assistance with need-based aid, processing and receiving federal, state and private grants and loans, and providing counseling with respect to financing options.

Chatham University offers both need-based financial aid and merit-based scholarships. Financial Aid Award Letters are sent electronically to your Chatham e-mail account. Each student ID number is the password needed to access the award. From the electronic award letter, you will be able to obtain helpful information about financial aid, apply for loans, access financial aid documents, and approve or decline your awards. Once you have reviewed the award, click on the "Submit" button. Due to this implementation, we will no longer be sending paper awards to students.

Orientation and Welcome

Office of Student Affairs

412-365-1286

New Student Orientation is your opportunity to find out about the academic and community expectations for students. New students will be assigned an upper class mentor known as their Orientation Leader. The Orientation Leader will help connect new students with resources and programming opportunities on campus over the first six weeks of the fall term. In addition, keys will be distributed to all residential students and all new students

will receive their Chatham I.D. A free shuttle service is provided to local shopping districts to purchase essential items (i.e. linens, towels, bath items) for students who are unable to pack all of the necessities. New Student Orientation is also where undergraduate students receive their MacBook Pro computer.

Graduate Students Welcome is a one-day event filled with information and traditions for all graduate students. Graduate students mingle with academic program directors, graduate student organizations, and current students, as well as meeting their Dean of Students and respective academic dean. During the Welcome, graduate students also take part in Chatham traditions such as Opening Convocation and the Global Focus Picnic, which their families are also welcome to join in.

Chatham Identification (ID) Cards

Every new Chatham student must obtain an ID card. Once they are registered for classes or with their respective department, the Office of Student Affairs (OSA) will issue the ID card. Faculty, staff and students should obtain their IDs before beginning their employment or classes.

The Office of Student Affairs is located on the first floor of Woodland Hall and issues IDs during designated hours, Monday-Friday, 10:00 a.m.-4:00 p.m.

Access

Access to Campus Buildings

Chatham students, faculty and staff can use their Chatham ID card with Basic Access to enter the Carriage House Lounge area, the AFC, and the 24-hour Lounge in the JKM Library.

How to Use: Chatham ID cardholders tap their cards in front of the ID card reader and access is granted for all authorized cards.

Access to Chatham Eastside

Chatham students, faculty, and staff can use their Chatham ID card (with special access added) to enter Chatham Eastside. Those who need access should request it from the Student Affairs staff at the time that their ID is being printed, or at the time that the access becomes necessary, with 24-hour advanced notice if possible.

How to Use: Chatham ID cardholders tap their cards in front of the ID card reader and access is granted for all authorized cards.

Access to Specific Buildings and Rooms

Upon approval, Chatham students, faculty, and staff may require special access to certain rooms, labs, and buildings. Those who need access should request it from the Student Affairs staff at the time that their ID is being printed, or at the time the access becomes necessary. Doing so with 24-hour advanced notice is greatly appreciated. Students may need to provide proof of their need such as a copy of their class schedule or a note/e-mail from their faculty member or respective supervisor to access special spaces.

Access to Residence Halls

A student's ID card is their access into the residence halls. Students should keep their ID cards with them at all times. All undergraduate resident students have access to their respective undergraduate residence hall or apartment from 10:00 a.m. to 10:00 p.m.

How to Use: Students tap their cards in front of the ID card reader and access is granted for all authorized cards.

Access Issues

For issues relating to housing and on-campus needs, residents can call the following contacts depending upon the circumstance.

Emergency and after-hours situations:

Shadyside On-Call*	412-951-0003
Eden Hall On-Call*	412-439-3332
Public Safety**	412-365-1230

**Note: On-Call staff, via Residence Life, will house temporary cards for specific halls and apartments. These active cards can be signed out in after-hours cases and returned during normal business hours when proper cards can be issued.*

***Note: Public Safety can open the door for residents on a needs-only basis.*

Access to Shuttles and Private Buses

Chatham students, faculty, and staff may use their Chatham ID cards to access the following:

- The Chatham Eastside and Eden Hall Shuttles (show to driver)
- The University of Pittsburgh buses and shuttles (show to driver)
- SafeRider Privileges via The University of Pittsburgh (show to driver)

Information relating to shuttles, private bus services, and SafeRider can be found in the Transportation section beginning on page 23.

Public Transportation

Chatham students, faculty and staff may use their Chatham ID card to board any Port Authority Transit (PAT) bus, light rail vehicle or the Duquesne and Monongahela Inclines for free. This service provides unlimited rides to Downtown, Pittsburgh and throughout nearly all areas of Allegheny County.

How to Use: Chatham ID cardholders can scan their Chatham ID cards upon entering the Port Authority Transport vehicle for their ride.

Technical Issues

In the rare occurrence of a technical glitch leading to declined public transportation access, a rider may visit the Office of Student Affairs during regular business hours to have their Chatham ID card adjusted, fixed, or replaced.

Newly issued ID cards can take up to five days to be activated in the PAT system.

Meal Plans

Chatham students, faculty, and staff can have meal plans and dining dollars added to their ID cards. This is normally processed between Student Accounts and Dining Services.

Replaced ID Issue

When Chatham ID cardholders who previously had a meal plan on their lost, stolen or expired ID card obtain a new ID card, Dining Services needs to be notified in order for dining funds to be manually moved over.

ID Card Replacement

If an ID card is lost or stolen, Chatham ID cardholders should visit the OSA during regular business hours to have their Chatham ID card replaced.

If a Chatham ID card expires, or in the rare occurrence of a technical glitch leading to declined access, students can visit the OSA during regular business hours to troubleshoot and have their Chatham ID card replaced.

In most circumstances, a replacement fee of \$25.00 will be charged, which can be paid via cash, check, credit card, or charged to their student account.

Benefits Around Town

By showing their ID Cards to the respective venues, Chatham students receive special offers throughout the city for sightseeing, cultural, and sporting events.

*Offers marked with an * are specifically geared toward Chatham students.*

Theater and Performance

*Pittsburgh CLO**

Tickets to any show are \$15; up to four tickets may be purchased per ID. Purchases may be made at the box office or online using the discount code CLOChatham. Students and staff can call 412-325-1582 for assistance.

Pittsburgh Cultural Trust Student Discounts

All students enrolled at a school or institute for higher education are eligible for ticket discounts of up to 50% off of select Pittsburgh Cultural Trust performances including PNC Broadway Across America-Pittsburgh, Cohen & Grigsby Trust Parents, Pittsburgh Dance Council, and other series' shows. Taking advantage of this opportunity is easy. Visit TrustArts.org/StudentTickets for a complete list of applicable shows, purchase your tickets online, and pick-up your order at Will Call with valid student identification the day of the show!

Pittsburgh Symphony Orchestra

Students can purchase discount tickets for select performances, starting at \$15, by using the promo code chathamstudent. Access the eligible performances at www.pittsburghsymphony.org/psd_home/web/subscriptions/group-student/university-discount/chatham

Student Subscriptions are available in the Gallery seating section for the BNY Mellon Grand Classic series for only \$12 per concert. As a subscriber, you'll enjoy benefits such as personalized service and ticket exchange flexibility. To subscribe or for more information, please call 412-392-4819.

Pittsburgh Opera

Students can receive half-price or even more heavily-discounted tickets by purchasing Student Rush tickets at the Benedum Center Box Office starting two hours before a show (up to two tickets per person, limited availability) OR using CheapSeats through the Pittsburgh Opera website (up to five tickets per person) at www.pittsburghopera.org/pages/student-tickets. Discounts range from 50% to 75%.

Groups of six or more students can call ahead for group discounts. Contact Randy Adams at radams@pittsburghopera.org.

Music In A Great Space Provided Through Shadyside Presbyterian Church

Student admission for concerts is free with current ID. Tickets may be reserved in advance by calling 412-682-4300, or obtained at the door (first-come, first-serve).

Museums and Nature Exhibits

Pittsburgh Zoo

Purchase discounted tickets (\$12 per person with a \$1 service fee) at this link using discount code chatham at 54313.blackbaudhosting.com/54313/tickets?tab=3&txobjid=4955a514-636f-43f2-aa15-8d3b9e13fb12

*Carnegie Museums**

Chatham students receive free admission to all four: The Art and Natural History Museums, Carnegie Science Center, and The Andy Warhol Museum.

The Frick Art & Historical Center

For tours of Clayton, students pay \$10 per person. Tours should be reserved in advance by calling 412-371-0600; limit is 10 people.

Admission to the Art Museum, Carriage and Car Museum, and Greenhouse is free and open to the public.

Senator John Heinz History Center in association with the Smithsonian Institution

Includes: Heinz History Center, Detre Library and Archives, Western Pennsylvania Sports Museum, Meadowcroft Rockshelter and Historic Village, and Fort Pitt Museum

Admission to all venues other than the Fort Pitt Museum is \$6.50 (\$9.50 discount).

Admission to the Fort Pitt Museum is \$3.50 (50% discount).

Admission to the Detre Library and Archives is free for researchers including teachers, students, and staff

The Mattress Factory

Student admission is \$15 (\$5 discount). On Tuesdays, admission is half-price. Student Annual membership fee is \$25. Call 412-231-3169 for further information.

Allegheny Observatory

Tours are free and open to the public (offered April-October but must be reserved in advance by calling 412-321-2400. (Owned and operated by the University of Pittsburgh)

Phipps Conservatory

Admission is \$14 per student (\$1 discount).

Sightseeing

*The Duquesne Incline**

Chatham students ride the Incline for free. Groups of ten or more can receive a free tour of the Incline's upper station, but all tours must be arranged in advance at 412-381-1665.

Professional Sports

Pittsburgh Penguins

Through GNC Student Rush, students can purchase up to three tickets at a discounted rate. All tickets (limited number) are sold via online pre-sale. More info can be found at penguins.nhl.com/club/page.htm?id=56565

Pittsburgh Pirates

Students with a valid college e-mail address can save up to \$10 on advance ticket sale prices for select games. Each promotional code is valid for up to 14 tickets. More info can be found at secure.mlb.com/pit/ticketing/student_verification_form.jsp.

Student Services

On-site services at Eden Hall Campus are being developed. In the interim, students can contact the offices below.

Office of Student Accounts

412-365-2719

The Office of Student Accounts is responsible for overseeing the billing and collection of tuition, room, board, fees and other University related charges. Upon acceptance to Chatham University, a student account will be established for you and will be used to manage the billing and payment of tuition and other fees related to your enrollment at Chatham. As a student, it is important for you to understand the student account process as well as the importance of paying your account on time. Stop in Braun Hall with any questions regarding your student account.

Billing

The Office of Student Accounts will mail term invoices to all registered students prior to the start of each term. Invoices will be in the student's name and sent to their permanent home address on file. Important financial and payment information will be included in the invoice. A late fee will be assessed to accounts not paid by the payment due date, which will be stated on the billing statement.

Payment

Chatham University accepts tuition payments in the following ways:

- Online via the Student Portal (credit or debit cards only*)
- Pay by phone using credit or debit cards only*
- In person at the Office of Student Accounts – all forms of payment are accepted
- By mail

**All major credit cards are accepted – Visa, Mastercard, American Express and Discover.*

Please be aware that there is a 2% processing fee on all credit and debit card transactions.

Tuition Payment Plans

The Chatham University Tuition Payment Plans are interest-free programs that allow students to finance tuition, fees, and room & board through monthly payments. Designed to ease the burden of paying for college, this payment program helps students pay the balance that financial aid does not cover. To enroll in either of the tuition payment plans, students must be registered for classes and in good financial standing with the University.

Tuition Payment Plan Options

1. **Year-Based Payment Plan:** This plan has ten monthly installments beginning on July 15 and continues through April 15.
2. **Semester-Based Payment Plan:** This plan has four monthly installments beginning on July 15 and continues through October 15 for the fall term and January 15 through March 15 for the spring term.

A \$25.00 application fee is due at the time of enrollment into either of the plans, and the first payment is due at the time of enrollment. Students have the option of having their payments automatically debited from their account each month. Payment Plans are processed through ECSI.

Full Year Tuition Payment Option

Students who choose to pay their full-year tuition before the start of the fall term will receive a 2% tuition discount, which will be applied to the full year's balance. Payment is required in full by July 15 and can only be made by cash or check payment.

Additional spring payments may be required, due to changes in schedule or room & board.

Charges

Students may elect to have the cost of books and cab fare charged to their student account. Other items, such as room damage fines and health service fees, are charged automatically if fees are incurred. Any questions about charges on your student account may be directed to the Office of Student Accounts.

Office of the Registrar

412-365-2963

The Office of the University Registrar (registrar@chatham.edu) is responsible for overseeing all aspects of Chatham University's academic records. Student-related topics of interest are listed below. Please visit the University's Catalog for additional information.

- **FERPA:** The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of a student's educational records to establish the rights of students to inspect and review their educational records, and to provide procedures for the correction of inaccurate or misleading data through informal and formal hearings. Non-directory information may not be released without the student's consent. Students must complete the FERPA form (available on [my.Chatham/Documents & Forms/Registrar](#)) to give the University permission to release non-directory information to a third party, including parents, spouses, family, friends and employers.
- **Registering for Classes:** Students register for classes via the CampusVue student portal at <http://portal.chatham.edu/>. Students must register for classes on the dates indicated on the University calendar. Registration after these dates may significantly reduce the availability of classes open for enrollment. Students may add or drop courses, with the approval of their advisors, until the term's add/drop period ends. If a course is closed or special permission is required to take the course, the student must obtain the instructor's signature on an add/drop form (available on [my.Chatham.edu > Documents & Forms> University Registrar](#)).
- **Transcripts:** Current students whose student accounts are in good standing may request an official copy of their University record. All orders must be submitted through Transcripts Plus. (button on [my.Chatham](#)).
- **Verifications of Enrollment:** After the start of the term, general enrollment information can be verified via the National Student Clearinghouse Self-Service portal. Student Self-Service is provided through the National Student Clearinghouse, a nonprofit organization serving the higher education community. The enrollment certificate obtained via this service serves in place of an issued letter or completed form.

SERVICES & AMENITIES

ATM

For your convenience, a Dollar Bank ATM is located in the Post Office on the ground level of Mellon Center and on the second floor of Chatham Eastside (at the cafeteria entrance).

Bookstore

412-365-1661

The Bookstore, run by Follett College Stores and located in the basement of Woodland Hall, provides textbooks, supplies, snacks, and University memorabilia. Bookstore hours are Monday through Thursday 9:00 a.m.-6:00 p.m., Fridays 9:00 a.m.-4:00 p.m. and Saturdays at 10:00 a.m.-2:00 p.m. Books, supplies, clothing, and gifts can also be ordered on the bookstore website at www.chatham.bkstr.com.

- **Textbook Buyback:** Book buyback time is during fall and spring finals. Students receive 50% of the purchase price unless the title isn't being used on campus next term or the bookstore has excess. Books will then be sold to a national used book wholesaler as a convenience to students.
- **Text Rental:** Textbook rental offers students the option of renting course materials at large savings – on average over 50% of up-front savings over the cost of purchasing a new book. Not all course materials will be available for rental. Register for text rental at www.rent-a-text.com, www.facebook.com/rentatext, or click on the link on the bookstore's website at www.chatham.bkstr.com.

Bulletin Boards

412-365-1286

There are several bulletin boards located around campus for promoting events and activities at Chatham and the surrounding community. If an on or off campus organization is interested in hanging flyers on a bulletin board on campus, please see OSA for appropriate stamp-approval and desired board locations before hanging. All flyers without approval will be removed.

Campus Room Reservation

412-361-1281

Chatham University offers many options for student organizations to hold meetings and events in campus facilities. Any student interested in reserving a space on campus should fill out an Event Request Form located on myChatham and submit it to the Office of Student Engagement a minimum of two weeks prior to the event. It is advisable to reserve campus space as far in advance as possible.

Dining Services

412-365-1506

Parkhurst Dining offers students a number of delicious and healthful dining options, with meal plans that focus on wellness and are designed to fit the busy lifestyle of today's students. We aim to make eating on campus easy and appetizing by offering a variety of options emphasizing fresh, local ingredients, as well as vegan and vegetarian meals and gluten-free options.

For information about available meal plan options, see www.chatham.edu > Student Experience > Housing & Dining.

All-Gender Bathrooms

In the spring of 2014, Chatham University updated signage on several bathrooms across campus which indicate those facilities are all-gender. Almost every building on Chatham's property now has an all-gender option. Our hope is that these changes will allow for increased inclusivity of students, faculty, staff and visitors. All-gender bathrooms are located in the Athletic & Fitness Center, Anderson Dining Hall, Laughlin Music Center, Braun, Falk, Café Rachel, Dilworth, the Carriage House, Mellon Center, the Art and Design Center, Lindsay House, Berry Hall, Eden Hall Lodge and Woodland Hall (public area).

Howe-Childs Gate House

412-365-2906

The Howe-Childs Gate House is the official guest house of Chatham University and is located at the Woodland Road entrance on Fifth Avenue. Alumni, parents of current students, applicants and their parents, and other friends of the University may reserve rooms at the Gate House if the rooms are not otherwise needed by the University. The Gate House also offers meeting areas for the Chatham community. Please call, or e-mail gatehouse@chatham.edu for applicable rates and additional information.

Information Technology (IT) & Network Resources

412-365-1112

All students are provided with accounts to access network resources which include Office 365 for e-mail and cloud storage for data backup (50GB), access to campus printers, Brightspace, and the CampusVue portal. The following campus resources are available to students:

- **Laptop:** All incoming first-year undergraduates receive a new MacBook Pro laptop computer. Use of the laptop will be integrated into the curriculum and enable the students to access the Chatham network via Wi-Fi areas throughout campus.
- **Network Access:** All campus buildings are equipped with wifi access, including residence halls, which also include network drops (one drop per pillow).
- **Network Printing:** Each student is given 300 pages of paper per term.
- **Computer Labs** are located in the following areas:
 - Buhl 236
 - Coolidge 42
 - Library
 - Eden Hall Campus Lodge
 - Chatham Eastside: Mezzanine
 - Chatham Eastside: 2nd floor CAD Lab (interior architecture students only)
- **MyChatham:** My.Chatham.edu, the University intranet, is the gateway to your Chatham information needs. The intranet is a web site that allows you enhanced access to web-based information and to facilitate communication within the Chatham community. MyChatham also provides you with secure login access to many Chatham tools and resources.
- **Brightspace:** Brightspace is a web-based Learning Management System for courses offered at Chatham. Professors upload materials for their courses on Brightspace for students to view, download, submit, or discuss information. Use your regular Chatham username and password to login to Brightspace. To access Brightspace, log onto myChatham or <http://mylearning.chatham.edu>.

- **Campus Portal** is a web-based program which allows students to access their student information, including student accounts and online registration. Please visit <https://portal.chatham.edu> to access the campus portal. The same username and password used to log in to the campus network and e-mail should be used to log in to the campus portal. If you have any problems accessing the portal, please contact the Helpdesk at 412-365-1112. If you encounter errors in your student information, please contact the Office of the Registrar at 412-365-2963.
- **E-mail:** As soon as your student account is created, you have a Chatham e-mail account. This account is your `firstname.lastname@chatham.edu` and you can access this from any computer that has Internet. We recommend that you check your e-mail often, as all information from Chatham will go through this e-mail account.

If your assigned Chatham e-mail does not match your Affirmed Name, please see page 98 for information about our Affirmed Name Policy.

- **Atomic Learning** is an online software training resource for faculty, staff, and students. Atomic learning provides training on over 110 of the most commonly used software applications, such as Microsoft Office, Adobe Creative Suite, Brightspace, and many more.

Lockers

- **Athletics and Fitness Center (AFC) Lockers:** Users wishing to purchase term locker privileges may do so on a first-come, first-serve basis. The cost is \$40 per term for a full locker and \$20 per term for a small locker. The user will be issued a lock from the Assistant Director of the AFC. Personal locks may not be used for term pass. Students, faculty, and staff may use the designated day lockers at no cost. Locks may not be left on day lockers overnight. All lockers must be cleaned and locks turned into the Assistant Director of the AFC at the conclusion of the academic year. Any remaining items will be discarded.
- **Falk Hall and Woodland Hall Lockers:** Lockers are located in the Falk Student Lounge and in Woodland Hall, by Student Affairs and the Help Desk; these are designated for commuter students to lighten the load of items they need to carry back and forth to campus. These lockers are free of charge on a first-come first-serve and term-term basis. All students must supply their own lock and will be designated a specific locker to use for the remainder of the term. We do request that at the end of each term all personal items (including the lock) be removed from the locker. Any remaining items will be discarded. If you are a commuter student and would like to use a locker, please contact the Office of Student Affairs at 412-365-1286 or osa@chatham.edu

Lost and Found

Lost or found items may be posted on myChatham under CU Lost and Found, located in the middle of the homepage. Each posting includes the name of the item, a brief description, and the contact information of the individual posting the item.

Copy Center

412-365-1108

The Copy Center's production services include printing or copying in black & white and color, as well as numerous finishing options. For a copy of the price list or any additional information, e-mail copy@chatham.edu.

Students can easily print or copy at any campus copy machine by simply tapping their associated Student ID card.

Note: *the first time you tap your card, you'll have to associate it to your MyChatham account by entering your login information. After this one-time process, simply tap and follow the on-screen instructions to release your print job.*

Printer/Copier Locations: Shadyside Campus

- JKM Library, Computer Lab 101, 1st Floor: three available machines
- JKM Library, Ground Floor
- JKM Library 24 Hour Lab
- Carriage House, 1st Floor
- Mellon Center, Post Office, Ground Floor

Post Office

412-365-1270

The Chatham University Post Office, located in Mellon Center below Anderson Dining Hall, receives incoming mail and packages daily. When you arrive on campus, please visit the post office to be assigned a mailbox.

To ensure efficient delivery of your mail, please use this address for mailings to your Student Mailbox Number (SMB#):

Chatham University Mailroom
Your Name, SMB#
Woodland Rd
Pittsburgh, PA 15232

Please double check the address before finalizing online orders. If the service you order from online requires a number, please only use 1 Woodland Road. Any other number will result in a delay in your mail delivery.

The post office can accept packages for you and will hold them for you to pick up. You can only pick them up while the post office is open, but you can check your mailbox for letters outside of regular business hours.

The Post Office stocks all UPS supplies such as boxes, air bills, envelopes and packs, and USPS stamps and supplies. Stamps can be supplied in a variety of increments, but due to USPS regulations, USPS stamps cannot be charged to a Chatham account. Post Office hours are Monday-Friday 8:30 a.m.-5:00 p.m.

Public Safety

412-365-1230

The Chatham University Public Safety Department, located in Rea Garage, is in charge of all aspects of campus safety and security. Your safety as a member of the Chatham community is one of the University's primary concerns. We are proud of our safety record; however, no campus is totally crime free. Please keep in mind that maintaining a safe and secure campus is a joint effort between the department and the community. Community members are encouraged to report all crimes and public safety related incidents to the campus police in a timely manner.

- **Omnilerts** is a mass-notification system that allows the University to instantly reach students, parents, faculty, and staff via their mobile phone, pagers, e-mail, web browser and other wireless data devices. This voluntary service allows Chatham to provide instant text messages to campus constituents in case of emergency, class cancellation or traffic alert. Sign up for this service on myChatham at chatham.omnilert.net. The Chapel carillon also uses an audible alert system in case of emergency. For more information visit the Public Safety section on myChatham.
- **SafeRider** provides safe transportation during the evening and early morning hours when special, non-emergency needs arise for Chatham students, faculty, and staff. Call 412-648-CALL (2555) for your safe ride.

Student Activities Spaces

412-365-1286

Carriage House

Serving as the central student activities hub of Woodland Road, the Carriage House is located proximally to Mellon Center and Anderson Dining Hall. Here, students and student organizations can find the Office of Student Engagement, a variety of recreational spaces, lounges, and other amenities including tv lounges, video games, board games, photo copier, and meeting spaces where students can come relax, hang out, and attend events.

Café Rachel

In need of caffeine or a place to meet up with friends after class? Head to Café Rachel for a snack! All items sold at the Café are available through meal equivalence dining plans, and there's a great view into the Chatham University Art Gallery.

Campbell Memorial Chapel

The Chapel hosts Opening and Closing Convocation, choir and music recitals, and Chatham's traditional holiday Candlelight. When not in use by the Chatham choir, the Chapel makes a great meeting and practice space for group performances.

Eden Hall Campus

EHC is full of a variety of indoor and outdoor spaces for students to enjoy — from the Hida M. Willis Amphitheater to the Anne Mallinson '61 Café to a number of walking trails to the Esther Barazzone Center, which houses classrooms, dining services, and a fitness room. Be sure to also utilize the student hangout space in the Lodge!

Eddy Theatre

From large speaker presentations to the talent show, Drama Club performances to Battle of the Classes, the Eddy Theatre hosts them all! Students should definitely become familiar with this event space throughout their time at Chatham.

Gateway Student Lounge

The Gateway Student Lounge is located in the basement of Mellon and is accessible during normal business hours. This lounge has a desktop computer, couches, study tables, and a refrigerator. This lounge is open to all Chatham Students. This is a great place to relax between classes — it's even got a zen garden! — or meet with your study group.

Falk Student Lounge

The Falk Student Lounge is located in the Falk academic building and is accessible during normal business hours. It is a great place to relax between classes and warm up your lunch. Vending machines are available.

Rea Coffeehouse

Revitalized for a new generation of Chatham students, Rea Coffeehouse is a site of vibrant Chatham history. Be sure to visit for a Coffeehouse Series event, or just to read messages from Chatham students of the past!

Transportation

Parking at Chatham

All students parking on campus must apply for, obtain, and display a valid parking permit or valid visitor pass throughout the year. Chatham University community members are eligible to purchase a parking permit and must complete an online parking permit application on myChatham. Permits are non-refundable after the add/drop period of each term. Parking regulations may change from year to year.

Note: *First-year students residing on campus cannot park on campus. There are a limited number of permits issued for Chatham Eastside students.*

- Parking on campus Monday through Friday between 8:00 a.m. and 5:00 p.m. requires a valid parking permit or visitor pass in the following lots: Library/Eddy Theatre, Buhl Terrace, Chapel Hill (faculty/staff only), East Lots, Berry Hall, Betty Drive, Fickes, and Chatham Eastside. **Note:** During summer term, some lots on campus may be designated for “Open Parking” (no permit required). Specific information regarding “Open Parking” will be provided via a campus e-mail memo prior to the start of these terms.
- Chatham Eastside parking permits are sold on a first come, first serve basis and at a very limited number. We encourage students to park on in the Chatham lots off Woodland Road and use the free Chatham shuttle.
- Students who live on Fifth Avenue will need a Fifth Avenue sticker.
- Visitor passes are not required for vehicles parking on campus between 5:00 p.m. and 8:00 a.m. Monday through Friday and all day on weekends and holidays.
- Visitor passes cannot be used at the apartments on Fifth Avenue and where restricted by sign and in accordance with posted time limits.
- Visitor parking spots are for **visitors** only. Students are not allowed to park in these designated spots.
- Parking is prohibited as follows: in fire lanes, on walkways, blocking entrances, exits, driveways or loading docks, double parking (except as directed by a parking attendant), in areas restricted by posted signs, in visitor areas (without valid visitor parking passes), improper parking (out of parking lines), obstructing traffic as well as two hour visitor areas (beyond two hours and/or community members).
- Handicap parking is marked and available in all campus lots.
- Disabled license plates or placards must be displayed at all time on vehicles parked in disabled spaces.
- Community members who obtain a letter from their physician outlining the need for temporary disabled parking, including start and end dates, are eligible to receive a temporary disabled permit form the Public Safety Department for up to 90 days.
- Visit www.chatham.edu > Student Experience > Transportation & Safety for more information.

Shuttle Service

The Chatham Shuttles travel regularly to Chatham Eastside in East Liberty and Eden Hall Campus. Chatham Shuttle service is free for Chatham students, faculty, and staff. Through a special agreement with the University of Pittsburgh, all Chatham students are permitted to ride University of Pittsburgh buses and shuttles and share SafeRider privileges with proper Chatham ID.

- **The Chatham Eastside Shuttle** loops approximately every 30 minutes from 7:00 a.m. to 11:00 p.m., Monday through Friday. Stops are located on Shadyside Campus at the Howe-Childs Gate House, Chapel Hill & Woodland Road, and the Chapel turnaround, and at the East Busway and 5701 Centre Avenue, near the Market District.
- **The Eden Hall Shuttle** will transport students to and from Eden Hall Campus for classes and other events. Check the shuttle schedule at my.Chatham.edu.
- **Pitt Shuttle Access:** With your Chatham ID, you can access any of the Pitt shuttle with service throughout Oakland and the South Side. For the most up-to-date schedules check online at www.pc.pitt.edu/transportation/routes.html.
- **Shuttle Service to Grocery Stores and Shopping Centers:** Working in partnership, the Office of Student Affairs and Public Safety sometimes provide students with the opportunity to take the Chatham Shuttle to a variety of shopping centers, malls, and local stores. Contact Student Engagement at 412-365-2990 for a current schedule.
- **Live Shuttle Tracker:** Access www.chathamshuttles.com for a live-time update on the location of any active Chatham shuttles. iOS and Android apps are also available for download.

Bike Works: Shadyside and Eden Hall campuses

Chatham Bike Works is available to all Chatham biking community members. Located in the basement of Woodland Hall, Bike Works offers shop hours and monthly “hands-on” workshops that focus on basic maintenance skills, on-the-road repairs, how to ride safely, etc. Contact the Office of Sustainability at sustainability@chatham.edu for more information or to schedule an appointment.

Port Authority

All Chatham students, faculty and staff may use their Chatham ID to board any Port Authority bus, light rail vehicle or the Duquesne and Monongahela Inclines for free, providing unlimited rides to downtown Pittsburgh and throughout nearly all areas of Allegheny County. <http://www.portauthority.org/paac/>.

SafeRider

SafeRider, a collaborative partnership with the University of Pittsburgh, provides safe transportation during the evening and early morning hours when special, non-emergency needs arise for Chatham students, faculty, and staff. Call 412-648-CALL (2555) for your safe ride.

ACADEMICS

Academic Affairs

412-365-1157

Here you'll find the basics regarding important academic dates and resources. For more specific information on grades, class standing, GPA criteria, and Chatham University's Academic Integrity Procedure, consult the Course Catalog (available online).

Academic Calendar

Fall Term 2020

Monday, August 24	First day of classes (15-week term, 1st 7½-week term)
Tuesday, September 1	Add/drop period ends (15-week term, 1st 7½-week term)
Monday, September 7	Labor Day (No classes)
Thursday, October 15	First day of classes (2nd 7½-week term)
Thursday, October 22	Add/Drop period ends (2nd 7½-week term)
Tues.-Tues, November 3-17	Registration for spring 2021
Wednesday, November 11	Last day to withdraw (15-week term)
Monday, November 16	Last day to apply for Fall 2020 Degree Conferral
Saturday, November 21	On-campus classes end
Thursday, November 24	Last day to withdrawn (2nd 7½-week term)
Wed-Sun, November 25-29	Thanksgiving Break
Monday, November 30	Classes resume virtually
Friday, December 11	Last day of classes

To view the full, current academic calendar for this and future terms, visit: www.chatham.edu > Academics

Academic Resources

On-site resources at Eden Hall Campus are being developed. In the interim, students can contact the offices below.

Jennie King Mellon (JKM) Library

412-365-1670

The Jennie King Mellon Library offers a variety of reference services to assist students, faculty, and staff to support all informational needs.

Reference services are offered in person at the reference desk, by phone (412-365-1670), by text (724-919-4645), by e-mail (JKMRef@chatham.edu), and through an instant message service available on the library's website at library.chatham.edu. The reference desk is staffed during all hours the Library is open. Librarians are also available for individual research consultations, which are especially useful for in depth research projects.

Library Workshops, offered at various times during the term, cover topics such as Basic Databases, Plagiarism & Citations and Evaluating Resources and are open to everyone. Through the E-ZBorrow and ILLiad services we can obtain needed resources from other libraries. Information about Course Reserves and using the group and individual study rooms in the library are on our website, library.chatham.edu.

Office of Academic & Accessibility Resources (OAAR)

412-365-1523, OAAR@chatham.edu

Academic Support Disability Services for Students

The University's Office of Academic & Accessibility Resources is located on the third floor of the JKM Library. OAAR provides academic support services that help students maximize their academic achievement at Chatham. A comprehensive network of individualized and interactive services is designed to help students facing academic challenges. All OAAR services are available at no additional cost to students.

Academic Support Services

- **Academic Skill Building:** including workshops, individual sessions, and IND 101: Transitions: Essential Skills for Academic Achievement at Chatham, a one credit course.
- **Academic Coaching:** providing ongoing assistance for students seeking help with time management, procrastination, and other issues.
- **Tutoring and Supplemental Instruction (SI):** including individual and group sessions offered by graduate students and trained peers.
- **Writing Center:** offering one-on-one assistance with all phases of the writing process by our professional writing specialist and trained graduate writing mentors and peer reviewers.

Services for Students with Disabilities

OAAR also coordinates the provision of reasonable academic accommodations and services for students with documented disabilities, in accordance with the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations are determined on a case-by-case basis after a review of the student's documentation and a personal interview.

Accommodations may include, but are not limited to:

- Alternate text formats, including audio, Braille, and electronic versions
- Distraction-limited setting for testing
- Extended time for testing
- Note-taker services
- Screen-reading software, including Kurzweil 1000 and Kurzweil 3000
- Sign-language interpreting services
- Voice-to-text software

Office of International Affairs

412-365-2714

Chatham University believes that providing students with a strong global perspective is critical as the world becomes ever more technologically and economically interconnected. Our commitment to internationalizing the campus has an across-the-curriculum approach, providing curricular and co-curricular experiences on campus and abroad and involving all students regardless of major.

The Office of International Affairs prepares students to be world ready and fosters respect for diverse cultures, identities, and opinions locally and internationally.

- **Education Abroad** provides opportunities for international learning experiences which inspire academic and professional development and foster an understanding of global diversity.

- **International Student and Scholar Services** assists in meeting the educational and professional goals of international students and scholars through immigration advising, cross-cultural programming, advocacy on campus, and information on engaging in the campus and local community.
- **English Language Program** provides high quality instruction and services in English as a Second Language (ESL) to Chatham undergraduate and graduate students and individuals who wish to improve their English proficiency for academic, professional, and social purposes.
www.chatham.edu/elp
- **Global Focus** program instills global competencies in the Chatham community by leading campus-wide explorations focused on a specific country or region of the world every academic year through coursework, travel, films, public lectures, and performances. The program also promotes institutional cooperation by forging lasting connections with off-campus international initiatives in the greater Pittsburgh area and beyond. www.chatham.edu/globalfocus

Chatham Outreach Centers

A Chatham education is supported by our “pillars of excellence” — women’s leadership, environmental awareness, and global understanding. Representing the strengths of our world ready students, these attributes are woven throughout the curriculum and are championed by our centers and institutes. Housed on Chatham University’s campuses, each center interacts with the campus community and the surrounding region and sponsors events open to all throughout the year.

Chatham University Women’s Institute (CWI)

412-365-1578, womens-institute@chatham.edu

In keeping with the University’s leadership and historic commitment to women and women’s issues, CWI was established in 2014. The mission of CWI is to help overcome and eradicate the social inequalities facing women, and to advance women’s excellence through education, research, and outreach in areas of modern-day social concerns. Its purpose on campus is to ensure the thoughtful continuation of the resources and expertise we have — and will continue to have — in enhancing education for women and gender equity in all aspects of campus life and academics.

Center for Women’s Entrepreneurship at Chatham (CWE)

412-365-1253, womens-entrepreneurship@chatham.edu

CWE focuses on shortening the learning curve to success by providing hands-on, cutting edge practical programs specifically for women business owners.

Pennsylvania Center for Women and Politics (PCWP)

412-365-1878, pcwp@chatham.edu

PCWP is the first to focus specifically on women’s political involvement in Pennsylvania through its mission of education, public service, and research.

Office of Sustainability

412-365-1686, sustainability@chatham.edu

Chatham University’s Office of Sustainability is the administrative home of all campus sustainability projects. This office works to initiate change on campus as we move Chatham to a net-zero energy future.

EHC Programming

412-365-2416, khenderson@chatham.edu, edenhall.chatham.edu

Eden Hall Campus (EHC) is proud to provide outreach events to a number of local schools and organizations, as well as its many neighbors in the surrounding community. Many of these events are created and implemented by Kelly Henderson, Eden Hall K-12 education coordinator.

CRAFT

craft@chatham.edu, craft.chatham.edu

CRAFT, the Center for Regional Agriculture, Food, and Transformation at Chatham University, works to transform the future of food and agriculture in Western Pennsylvania and beyond.

The Fourth River

<http://fourthriver.com>

The Fourth River features writing and art, as well as provides links to valuable writing resources, publisher web pages, contest sponsors and other literary sites. The site encourages free speech and welcomes literary critique, social/environmental commentary, and may be used as an unbiased sanctuary for naturalistic writers.

CO-CURRICULAR EXPERIENCES AND ACTIVITIES

Office of Student Affairs and Dean of Students

412-365-1286

The Office of Student Affairs coordinates co-curricular aspects of both undergraduate and graduate student life. The objective of this office is to provide a cohesive program of activities and services to enhance the overall quality of campus life across our three University locations – Woodland Road, Chatham Eastside, and Eden Hall Campus. The Office of the Dean of Students is available to discuss confidential personal matters and to provide guidance to individual students in identifying, articulating, and resolving problems.

If at any time throughout the year you are having concerns, please call us at 412-365-1286, e-mail osa@chatham.edu, or stop by the Office of the Dean of Students on the first floor of Woodland Hall.

Vision Statement

Student Affairs will be a model division characterized by student centered and innovative programs that exceed students' expectations while increasing student retention.

Mission Statement

Student Affairs' mission is to work in a collaborative spirit with the campus community to encourage the learning and success of all Chatham University students through student-centered values, actions and outcomes.

Community Core Values

We Value . . .

- Students as our central focus
- Honesty, integrity, professionalism and ethics above all else

- An environment that celebrates diversity, inclusiveness and respect for individual differences
- A competitive spirit where everyone is challenged to give their best for a common cause
- Feedback and constructive criticism to improve our level of service
- A balanced workplace that focuses on health, personal well-being and flexibility

We Offer . . .

- Opportunities for students to develop social, leadership, organizational, and interpersonal skills
- A platform where students can initiate personal ideas and programs
- An engaged staff who listens, cares and can empathize with students and their personal situations
- A supportive and challenging environment that enhances students' intellectual growth and development of practical skills
- A venue for students to gain transferable skills to assist them in their future career endeavors

We Strive . . .

- To serve the campus as a central point of student interaction both inside and outside the classroom
- To remain committed to Chatham and its mission initiatives
- To offer a collaborative work environment among departments with a focus on teamwork, open communication and shared goals
- To gain knowledge and a greater understanding of the human culture and our personal and social responsibilities in a democratic society
- To remain humble, reflective and focused on achieving our goals and living the Student Affairs mission and vision in all of our actions

Co-curricular Experiences and Activities

Campus life programs at Chatham are designed to offer students a variety of social, cultural, educational, recreational, and civic engagement opportunities to enrich each student's collegiate experience. We engage students with activities that build world-readiness, highlight potential career pathways, present new opportunities to gain professional skills, and teach civic-mindedness and citizenship responsibility. Staff members provide support for all student-sponsored organizations and activities, encouraging students to assume leadership roles.

The Office of Student Affairs and Dean of Students advise the following student organizations:

- **Chatham Undergraduate Student Government (CSG)** is the governing structure that provides an orderly method of government that is representative of all undergraduate students. The CSG Board advocates for the concerns, interests, needs and welfare of the undergraduate student body at Chatham University.
- **Class Officers:** Each class has several officer positions which are re-elected each academic year. See position descriptions below and contact the Office of Student Affairs if you are interested in running for a position.
 - **President:** The Class President is the leader of the class. Each Class President also serves on the CSG Executive Board and is responsible for chairing one committee and holding four office hours a week. Each president works with class officers to plan class

events and Battle of the Classes (BOTC) activities. Class Presidents may be called to speak at and attend campus-wide events representing their respective classes.

- **Vice President:** In addition to serving as a Senator in CSG, the Class VP is responsible for aiding the president's plan and executes all class events and BOTC activities.
 - **Secretary:** In addition to serving as a Senator, the Class Secretary is responsible for maintaining communication within the class.
 - **Treasurer:** In addition to serving as a Senator, the Class Treasurer is responsible for maintaining the budget and financial records.
 - **CSG Representatives:** Each Class Representative expresses their classes' voice and opinion to the Student Senate as a Senator.
 - **Vice President for Student Diversity & Inclusion:** The VP for Student Diversity and Inclusion serves as chair of the Diversity and Inclusion Committee, leads diversity and inclusion initiatives for CSG, and serves as liaison to Diversity and Inclusion Council.
- **Graduate Student Assembly (GSA)** is the governing board for the graduate student body. GSA strives to work with student representatives from each graduate program to represent graduate students with the University administration, initiate social and educational programs, and oversee a GSA budget.
 - **Socials:** Once a term, GSA sponsors an off-campus social somewhere in the city of Pittsburgh. These socials are open to all graduate students and are a great opportunity to meet students from other programs over food, drinks, and fun!
 - **Mug Club:** A monthly social event held at the Chatham Eastside for graduate students to relax and enjoy pizza and beverages. It's a great way to meet other students and take a break between classes.

Graduate Student Organizations

The following is a list of current graduate student organizations. If you don't see what you're looking for, contact the Office of Student Engagement at 412-365-1281 for more information on how to start a new student club or organization.

- Climate Change Reality Campus Corps: Chatham University
- Coalition of Occupational Therapy Advocates for Diversity (COTAD)
- Fermentation Club
- Graduates Go Green-G3
- Graduate Psychology Student Advisory Council
- Graduate Student Assembly
- Intellectual Disabilities of Data Analysis Team (IDDAT)
- PA Club
- Rad Grads (formerly Graduate Non-Traditional Student (G-NTSO))

The Office of Student Affairs and Dean of Students coordinates the following programs and services:

Explore Pittsburgh, Cultural and Diversity Programming

- **Fine Arts with the Finegolds** is a semester-long series where all students are invited to attend a variety of fine arts programs. Fine Arts events range from the ballet or contemporary dance to musical theatre to touring Carnegie Museum after-hours. Chatham's very own President, Dr. David Finegold, his wife, Sue, or both, join students at these events when their schedules allow. The series kicks off with an introductory reception hosted by Student Affairs, and concludes with a season finale with Dr. Finegold and Sue at their home.

- **Beyond Campus:** There are a variety of attractions and services in the local and surrounding Pittsburgh area such as shopping, museums, theatres, parks, bookstores, groceries, pharmacies and churches. For a complete listing and contact information go to www.chatham.edu/campuslife/beyond.cfm.
- **Pittsburgh Resources:** We encourage students to explore Pittsburgh on their own outside of off-campus events and activities hosted by the University. Feel free to stop by the Office of Student Affairs for information on bus routes, city attractions, sightseeing, and more! There are also some great resources online for finding fun activities on a budget — try livingpittsburgh.com or visitpittsburgh.com today.

Family & Friends Programs

As a college student, your support system includes family and friends who are there to cheer you on as you work towards your degree. Chatham University welcomes those family members and friends who are critical to your success, and we invite them to engage in programs and activities on campus. Throughout the year there are a number of opportunities to visit campus or participate in college activities. For information on any of the Family and Friends programs offered at Chatham, please visit www.chatham.edu/Orientation: Family and friends are invited to campus during both fall and spring new and transfer student orientation. Coming to college is a major transition and your family and friends support network is critical to your success. During orientation, your guests can learn about campus and help you to get settled into your new home.

- Family and Friends Weekend, traditionally held the 4th weekend in October, provides an opportunity for family and friends to visit their students and experience the social, cultural, and recreational opportunities that Chatham and the Pittsburgh area have to offer.
- Information about Family & Friends Weekend is available at www.chatham.edu > Student Experience > New Students & Families.
- Family & Friends Newsletter: This monthly e-newsletter provides families and friends with a glimpse of the events and activities that are available to their student at Chatham, as well as information regarding important campus dates, tips, and advice.
- Campus activities & programs: Many Chatham activities are open to guests and we encourage students to bring a family member or friend to join them. Keep an eye out for guest registrations and event fees so that your friends and family can take advantage of all that Chatham has to offer.

Orientation Program

Orientation leaders are upper-class students selected to facilitate incoming students' transition into the Chatham experience. They interact with students throughout the orientation process and continue to serve as mentors throughout the first six weeks of the term.

Early Alert System

The Office of Student Affairs oversees the Early Alert process, through which concerned faculty and staff are able to ask for coordinated support efforts for students who may be experiencing challenges.

Success Coach Program & SDE101

Strategies for Success in College (SDE101) is a one-credit course that meets weekly to talk about your transition to college, including mental and physical wellness, getting involved on campus, career preparation, academic success, and more. This course is coordinated by the Office of Student Affairs, and Student Affairs staff from various departments serve as SDE101 instructors and Student Success Coaches.

In addition to the Professional Staff Success Coaches, students are assigned a Success Coach GA who co-facilitates the SDE101 course and meets with students on a regular basis to talk through and help navigate many of the common concerns throughout the first and second year of college.

Student Emergency Fund & Essential Needs Aid

As part of our efforts to support students, the Office of Student Affairs oversees the Student Emergency Fund and Essential Needs services. This fund provides emergency aid to students in times of need, and our Essential Needs application helps us connect students to other resources, such as temporary food and housing assistance. For more information and to access the application, see page 49 of your Student Handbook.

The Student Emergency Fund is sustained through generous donations from our Chatham community and beyond. Each year, University Advancement communicates calls for donations to help support our students in need. If you would like to make a donation to the Student Emergency Fund, you can do so online at www.chatham.edu/give.

Student Newspaper (Communiqué)

412-365-1622, chathamPost@chatham.edu

The *Communiqué* is Chatham's student newspaper, which contains campus news, information on events and activities, and local and national news of interest to the Chatham community.

The Communiqué Advisory Board meets monthly during the academic year and is made up of faculty, staff, and undergraduate and graduate students. For more information, contact the Vice President for Student Affairs and Dean of Students at osa@chatham.edu.

Connecting with Students

The Office of Student Affairs has assigned particular staff members to serve as a liaison between particular student groups and the University in an effort to reach out and serve these students in the best way possible through regular communication and targeted programming and events. If students have any questions or need more information, contact the Assistant Dean of Students.

Targeted Student Groups

- Student-Athletes
- Commuter Students
- Out-of-State Students
- Transfer Students
- Gateway Students
- Graduate Students
- International Students
- Minority Students
- On-Campus Residents
- Student Veterans and Military Students
- Student Residents with Families

Office of Diversity, Equity & Inclusion

412-365-2499

Diversity, Equity & Inclusion is responsible for leading efforts to build and sustain a diverse and culturally vibrant campus, which promotes multicultural education, student success, and retention. Diversity, Equity & Inclusion supports Chatham University's educational goals and strategic plan by embracing a social justice and intersectional identity approach to its diversity, equity, and inclusion work.

Diversity, Equity & Inclusion considers and affirms the role of multiple identities with relationship to various social contexts and interlocking systems of power, privilege, and oppression in shaping the experiences of the students we serve. Ultimately, we are working towards Chatham University's goal of "building lives of purpose and fulfilling work" through the development of an active and engaged citizenry.

Mission

Work in a collaborative spirit to foster an equitable environment across many intersections that grows a campus of inclusive excellence.

Goals

1. Explore ways of knowing, teaching, and learning related to differences in identity assisting anyone interested in reflecting on how issues of inclusion, exclusion, power, and privilege play out in higher education and in larger communities.
2. Educate faculty, staff, and students to be equity and inclusion advocates, providing a repository of resources, programs, and environments that reflect the diversity of our community and increase cultural awareness.
3. Provide an affirming and supportive environment for students.
4. Collaborate with other university units to address intergroup disparities in areas such as representation, retention, and campus climate.

To accomplish this goal, we host and collaborate on a number of events and activities throughout the school year to enrich the social, academic, and professional development experience of the Chatham community. You are invited to attend any of our events, become involved in these efforts by volunteering for a Heritage or History Month committee, or even sponsor an event in your own unit. The vision works better when we are all in it together.

Educational Opportunities

- **Diversity Dialogues Series:** A monthly series that brings faculty, staff, and students together over lunch to discuss intersectional topics related to equity and inclusion. Diversity Dialogues are educative and engaging, so prepare to learn something new, meet new people, ask questions and build community through conversation.
- **Awareness Months:** A series that offers Diversity Awareness and Celebratory months which generate mindfulness and appreciation of diverse cultures, challenge stereotypical perceptions of diverse populations, and assist Chatham University in embracing the diversity of its campus community.
- **Chatham Intergroup Relations:** A suite of workshops and courses designed to promote student face-to-face dialogue and activity around social group experiences across social identities. The Learning Edge is a team of students who offer peer led social justice workshops for student organizations and classes. IND 246 and PSY/IND 646 (EGR) is a 3-credit course for undergraduate and graduate students interested in facilitating social

justice conversations, and IND 247 and PSY/IND 247 (EGR) Intergroup Dialogue Course is a 3-credit course for those interested in exploring group differences and common ground over the term with such topics as race/ethnicity, SES, and gender.

Community Building and Self-Affirming Spaces

- **R.I.S.E. (Retain. Involve. Strengthen. Excel.):** A retention program designed to increase the academic success, professionalism and leadership skills of students of color at Chatham University. This program provides new (first year, transfer, and Gateway) students of color with a mentor, institutional support, and a series of co-curricular activities. Through regular monthly meetings, special events as well as semester retreats, members of R.I.S.E. will have the opportunity to learn and grow as contributing members of the Chatham community.
- **International Student Support:** Our office strives to support international students by promoting inclusion with all students. We offer opportunities for cultural exchange, community involvement and student activities. Through conversation, activities and relationship building, we are helping students break down barriers of separation and bridge the gap of inclusion.
- **Multi-faith Council (MFC)** consists of representatives from spiritual and religious organizations in the Pittsburgh area that advise and assist Chatham University in serving the spiritual and religious needs of its student community. Membership in MFC is at the invitation of Chatham University.

MFC Members

- The Islamic University Center - Pittsburgh
Imam AbduSemih A. Tadese, Director of Religious Affairs
- Chabad at Chatham - The Heart of Jewish Life on Campus
Mrs. Sara Weinstein, Co-director
Rabbi Shmuel Weinstein, Co-director
- Hillel Jewish University Center - For Every Jewish Student
Danielle Kranjec, Senior Jewish Educator
Matthew Callman, Israel Engagement Coordinator
- Catholic Newman Center & Sacred Heart Church
Father Joshua Kibler, C.O.
Father Stephen Lowery, C.O.
- First Trinity Lutheran Church & Lutheran Student Fellowship (LCMS)
Rev. Eric Andrae, Pastor for Campus & International Ministry
- PSALM and the Lutheran Campus Ministry in Greater Pittsburgh (ELCA)
Pastor Brian Bennett
Monica Snyder
- Coalition for Christian Outreach (CCO) and Bellefield Presbyterian Church
Cay Johnson
- East Liberty Presbyterian Church
Kelli Booher, Young Adult Coordinator
- Third Presbyterian Church
Karie Charlton, Associate Pastor
- Bridge City Church East Liberty Campus East End Cooperative Ministry, Entrance B
Pastor Shawn Collins
- T.R.A.I.L. - Three Rivers Adult Interdenominational Links "Adventures in Fellowship"
Wil Forrest

Other Spiritual Opportunities in Pittsburgh

- First Unitarian Church of Pittsburgh
- First United Methodist Church
- Hindu Jain Temple
- Pittsburgh Buddhist Center
- The Religious Society of Friends (Quaker)

Prayer Room

On the lower level of Braun Hall (Room 004), there is a multidenominational prayer room open 24 hours. The space was established in 2011 and features prayer mats and religious texts. At Chatham Eastside, we have another prayer room located on the second floor. The space features a small prayer rug and a chair. For more information, contact the Office of Student Affairs.

Office of Student Engagement

412-365-2990

The Office of Student Engagement at Chatham University is committed to student involvement on Chatham's campus and in the community. The office provides quality programming, leadership, and community service opportunities to enrich students' out-of-classroom experience, and advises Chatham's student organizations.

The Office of Student Engagement coordinates the advisement of Chatham's recognized student organizations:

- **Chatham Activities Board (CAB):** The Chatham Activities Board is composed of students from across campus. CAB plans many campus traditions and activities, such as laser tag, bubble soccer, movie nights, Holiday Ball, and Spring Formal. Any student can join CAB at any time!
- **Student Clubs, Organizations and Honor Societies:** Chatham University recognizes that much learning is accomplished beyond the formality of the classroom in organized academic activities and that much of this learning takes place through the activities of student organizations. Hence, the University provides opportunities for students to organize and participate in group activities intended to broaden the scope of general learning, extend knowledge of specialized areas, or to serve their professional, cultural, social or recreational interests. Student organizations are a great way to get involved on campus and are constantly changing.

For a list of current student organizations, visit www.chathamstudentgovernment.com/list-of-student-organizations. If you don't see what you're looking for, contact the Office of Student Engagement for more information on how to start a new student club or organization.

Community Service

412-365-1527

Chatham offers a variety of ways for students to get involved and give back to the community. Community service initiatives are incorporated into events through canned food/clothing drives, making blankets for a local shelter, and much more.

- **Community Service Day:** A campus-wide day of service scheduled each term. Students, alumni, faculty, and staff come together to volunteer at a variety of agencies in the local and surrounding Pittsburgh community.
- **Volunteer Opportunities:** Chatham offers a variety of ways for students to get involved and give back to the community. Community service initiatives are incorporated into events through canned food/clothing drives, making blankets for a local shelter and volunteering, activism and much more. Throughout each academic year Chatham has taken the approach to service in that we want our community to aspire to be civically minded professionals through leadership roles, community service and civic engagement.
- **The Bonner Leaders Program:** The Bonner Leaders program is a nationally recognized service leadership program that provides students with the opportunity to create meaningful impact on the local community during their time at Chatham. Students serve at a local non-profit for the duration of their undergraduate experience at Chatham. While in the program, students earn their federal work study money and are also eligible to receive annual merit awards.

Series

- **Social & Recreational Activities:** Chatham After Hours, Student Organization Nights, and Outdoor Adventures are just a few of the many social events planned throughout the year for students at Chatham. Check the ChathamU app for the most up-to-date information.
- **Carriage House Series:** Head to the Carriage House to enjoy video game tournaments, karaoke, performers, movie screenings, popular TV viewing parties like TGIT & Empire, and much more.

Student Leadership Programs

The Office of Student Affairs is committed to helping students discover and develop their abilities to lead themselves, their organizations, and their community. The Chatham leadership experience is designed to develop leaders who are socially, intellectually, spiritually, and physically self-actualized, who are grounded in ethics, and who will work courageously to improve the lives of others.

- **Emerging Leader Retreat:** Students attend a guided wilderness adventure that teaches leadership and group development. Students are challenged to work as a team to accomplish tasks and learn the practice of environmental stewardship.
- **Social Activism Institute:** Learn. Serve. Lead. Make the most of your time at Chatham! Learn how you can make a real difference in the world no matter your interests or talents. We will build up your leadership skills, particularly in the area of service, civic learning, and democratic engagement so that you are more productive, effective, and influential. Then, we will enhance your skills to make an impact on issues that matter to **you**.
- **Women of the World (W.O.W.) Leadership Retreat:** This annual retreat hosted by the Office of Student Affairs is open to all undergraduate and graduate students of Chatham University who identify as women. Each year, a different theme is chosen. Students are presented with featured speakers, educational sessions, teambuilding, and discussion in large and small groups.

Staying Informed and Updated

There are many ways to stay up-to-date on news and happenings at Chatham.

- **ChathamU App:** Download events and activities to your IOS or Android device. You will have access to campus events, be able to join groups, and find resources all on your mobile device! Simply search for ChathamU and look for the purple C.
- **The Screaming Squirrel** goes out by e-mail every Thursday reminding students, faculty, and staff of events and activities for the coming week.
- **Grad News Update** is a weekly e-mail informing graduate students of events specially designed with them in mind. Students are always able to access event information through myChatham and flyers displayed on bulletin boards around campus.

Office of Residence Life

412-365-1518

In partnership with student residents, the Office of Residence Life fosters a safe living-learning environment that complements and enhances an equitable student experience. Through on-campus living, we empower residents to navigate their journey and overcome challenges. We promote opportunities for meaningful interactions, relationship-building, and community engagement.

Office of Career Development

412-365-1209

The Office of Career Development is located in the lower level of JKM Library. Our mission is to support and educate students and alumni as they explore, discover, and build their place in the world. Career Development staff provide one-on-one consulting to assist students in developing an achievable plan for career exploration, experiential learning, and goal attainment. We encourage all students to access our programs and services beginning with their first term on campus.

In addition to highly personalized career consulting, we manage the University Internship Program and the Student Employment Program.

Make an appointment today on Handshake (www.chatham.joinhandshake.edu) — you just need your Chatham username and password) or stop by our office for guidance on how to make best use of our services. You can also find resources, search for on-campus employment, and discover internship and experiential learning opportunities through Handshake. Additional information about our services can be found on our myChatham page.

- **Director of Career Development**, Kate Sheridan, 412-365-2762, k.sheridan@chatham.edu
- **Associate Director of Career Development, Career Outreach and Employer Relations**, Leslie Talley, 412-365-1593, l.talley@chatham.edu
- **Assistant Director of Career Development, Internship Programs**, Kate Labriola-Gorentz, 412-365-1524, k.labriola@chatham.edu

Student Mentorship Programs

- **Welcome Aboard Mentorship Program:** Welcome Aboard offers students the chance to be matched with a Chatham alumni or local professional who will share their experience, offer support, and provide guidance. The program is available to students starting their first year.

- **Chatham Mentorship Program:** The Chatham Mentorship Program is offered by the Office of Career Development to help prepare our students for the professional world. The Chatham Mentorship Program offers students the chance to be matched with a professional mentor who will be a guide as you take the next step in developing your career path. The program is available to students at any phase of their college career, whether you're looking to explore your interests, gain experience, or commit to and pursue professional goals.

Athletic and Fitness Center

412-365-1519

In addition to organizing athletic activities, the Athletic and Fitness Center (AFC) offers facilities for squash, rock climbing, strength training, swimming and cardio fitness, among other amenities. The AFC is open mornings, evenings, and weekends for the campus community. Students with a valid ID may borrow an assortment of recreational equipment at the AFC including basketballs, volleyballs, squash racquets, soccer balls, and camping equipment. The staff of the AFC coordinates the intramural programs and outdoor recreation activities for students.

The AFC is open in accordance with CDC guidelines and local government recommendations. During this time, it is our goal to provide quality services while working to protect the health and safety of AFC staff and patrons. To support this goal, pre-registration for a desired time block and space is required for facility users. Reserve your time at www.picktime.com/cuaafc.

- **Guest Policy:** Faculty, staff, and students are permitted to bring guests, age 17 or older, into the AFC at any time. All guests must sign in at the Control Desk with their Chatham host, and must stay with their host while in the AFC.
- **Intramurals (IM):** The Athletic and Fitness Center hosts a variety of intramural events, including bowling, basketball, and soccer. The IM staff works with students to develop new programs and intramural opportunities each term to foster campus-wide health and wellness.

Intramural registration is open to all current students, faculty and staff members. Teams may be all gender unless otherwise noted. All intramural registrations may be completed on myChatham or by e-mailing afc@chatham.edu. Participants may register as a full team or individually. The IM staff will assign individuals to a team. All participants must sign a liability waiver prior to participation.

- **Outdoor Recreation (OR) Activities:** OR activities are planned at least once a month and include a wide range of activities. Recent trips include white-water rafting, horseback-riding, overnight camping and hiking trips, and skiing. For information about upcoming recreational activities, check the activities calendar or contact afc@chatham.edu.
- **Fitness Classes:** From hip hop dancing to yoga, a variety of fitness classes are offered on campus and are open to all students. These weekly classes are offered in series throughout the term and may include Nia, Crossfit, Yoga, and much more!
- **Cougar Spirit Groups**
 - *Cheer and Dance Team:* The cheer and dance team is highly competitive and performs at a variety of varsity athletic contests and campus wide events! If you would like to try out for this dynamic club, please contact Katie O'Donnell at cheerleading@chatham.edu.
 - *Pep Band:* We are looking for talented musicians that are interested in joining Chatham Pep Band! If you would like more information about becoming a member, please contact the director, Liz Thompson, at e.thompson@chatham.edu.

Counseling Center

412-365-1282, CounselingCenter@chatham.edu

Our mission at Counseling Center is to help our students gain personal growth and development in order to acquire, in a secure and private manner, the maximum benefits from the educational experience. Counseling is viewed as an aid to promote healthy change in the student's overall development. Under the supervision of the Executive Director for Counseling & Wellness and the Director, the Counseling Center is staffed by two full time and one part time licensed psychologists, a post-doctoral fellow in psychology, and graduate students in psychology and social work, who are part of practicum training. Counseling Center services, listed below, are free and confidential, meaning that no staff share any information without a client's permission. All services are offered face-to face or virtually, depending on the student's needs and following the CDC and State/County Health Department's Guidelines due to the COVID19 pandemic.

Eligibility for Counseling Center Services

- Full-time students may receive all Counseling Center services. Referrals (with evaluation if needed), consultation, crisis appointments, TalkCampus, and programming are offered to part-time students.

Individual Counseling

- Students seek counseling for a variety of reasons, such as difficulties in interpersonal relationships, emotional or social difficulties, stress, concerns about academic progress or career paths, and making lifestyle changes. The Counseling Center offers a free, confidential, non-judgmental space to explore and work through these concerns.
- Beginning in fall 2020, the Counseling Center will be using the Flexible Care Model (Meek, 2020), which is a culturally informed system of providing psychological care. The model focuses on faster access and flexible follow up options. Services offered to individual students are:
 - **concise (25-30 minutes) counseling sessions as a same-day or next day appointment:** These sessions are for when students wish to or need to talk promptly with a counselor for support, connection to resources, or resolution. Follow-up from a concise counseling session is flexible.
 - **solutions focused brief sessions (25-45 minutes):** These sessions support student wellness by addressing specific, contained challenges (e.g., changing lifestyle habits, academic challenges like procrastination or test-taking anxiety, learning new skills).
 - **brief counseling/psychotherapy (45 minutes):** These sessions are for students to deeply and dynamically explore how to resolve the difficulties that interfere in their lives and relationships.
 - **intake assessments (up to two 45-minute sessions):** A longer intake assessment may be completed to support brief counseling/psychotherapy or appropriate referral to a community provider or for diagnostic purposes.

Referral Services

When long term care, medication management and/or specialized treatment is needed, referrals to mental health professionals in the community may be recommended and provided. Students currently in treatment with an external treatment team (psychiatrist, psychologist, and/or therapist) are strongly encouraged to continue services with their treatment team for continuity of care or to obtain comparable treatment locally in the

community. The Counseling Center maintains an active referral list and supports students to connect with community providers.

Consultation with Treatment Teams, Family Members, Faculty, and Staff

Students who have a community provider or treatment team or who may benefit from consultation between those providers/that team and Chatham Counseling Center, as well as other campus resources. Consultation, with permission to share information, supports students to get optimal, consistent care.

Crisis Walk-in Services

When a student is in distress and needs to speak with a counselor urgently, crisis walk-in appointments are available during regular office hours. As a reminder, students who are currently in treatment with a community mental health professional are strongly encouraged to contact their treatment team in times of crisis for continuity of care. In case of emergency while on campus after regular office hours, please contact your Resident Assistant on call or campus Public Safety at 412-365-1111.

TalkCampus

Through Student Affairs, the Counseling Center launched a the virtual support network, TalkCampus. This is an online, anonymous support community that allows students to interact with peers, trained volunteers, and professional staff. TalkCampus is available 24/7 and chats with others about everything from procrastinating to COVID-19 to mental health concerns. TalkCampus also includes features like mood tracking and sleep monitoring. You can download TalkCampus at www.talklife.co/chatham-university.

Self-help, Support Theme Oriented Groups and Wellness Workshops

Theme-oriented psycho-educational workshops covering topics related to mental health, wellness, self-care, and specific concerns are offered to all registered students. These workshops provide students with assistance in learning how to cope with issues that may interfere with their academic work and personal lives. A list of virtual webinars and a selection of theme-oriented support groups and workshops are posted on the Counseling Center webpage for students to easily access and benefit from these opportunities. Students may also request specific topics for workshops by contacting the Counseling Center.

What is a Crisis?

A crisis is a personal situation in which an individual may feel lonely, distressed, or overwhelmed with life. Lives are full of stressors—both large and small. However, no matter the complexity of issues that life brings, it is always helpful to feel heard and to be able to talk with someone in order to put our difficulties in perspective.

Need Help After Hours?

For students living on campus:

- If you are experiencing a crisis, please contact your Resident Advisor on call, so an University Administrator on call can provide the needed assistance.
- You can always call Public Safety at 412- 365-1111 for immediate assistance.

And, for all students, resolve Crisis Services provides free round-the-clock, mental health crisis intervention and stabilization services for residents of Allegheny County in Pennsylvania.

- Services are provided 24-hour/365 days of the year any time to speak with a trained counselor by calling: 1-888-7-YOU CAN (1-888-796-8226).

- Trained crisis counselors are mobile and can travel where you are within Allegheny County.
- Visits to this agency do not need appointments. You can walk-in at their location, a mile away from our university at 333 North Braddock Avenue, Pittsburgh, PA 15208.
- If in need of residential/overnight services, resolve Crisis Services offers this type of service to individuals ages 14 and older whose crisis extends over a period of time up to 72 hours of stay at the above location. An assessment during walk-ins is done by a staff member for those individuals in need. A diagnosis is needed in order to be admitted to the residential facility and may be provided during the walk-in evaluation.

Student Health Services

412-365-1714

Chatham University is dedicated to creating a culture of health and wellness by encouraging students to take steps to make better choices through educating themselves about disease prevention and health promotion. Prevention efforts like immunizations help save lives. Student wellness has increased thanks to better choices and healthier lifestyles.

Prior to returning/starting on campus

1. You will receive an e-mail that invites you to setup an account with MedProctor. Chatham has contracted with MedProctor to keep all student health history forms, including immunizations. After setting up your account, you will need to ask your physician to upload your records to MedProctor for verification.
2. Obtain all necessary immunizations/vaccinations. Requirements for Chatham University immunizations prior to arrival include:
 - a. 2 doses **meningitis vaccine** (Menactra) if primary dose was received prior to age 16, or one dose (no booster needed) if primary dose on or after age 16 (or a signed meningitis waiver form).
 - a. two **MMR (measles, mumps, and rubella) vaccine** dates
 - a. three **Hepatitis B vaccine** dates or a positive blood titre
 - a. a **PPD skin test** for all international students within one year of arrival to campus.
3. Complete an annual physical exam. Ideally, your annual physical exam should take place during the term break and by your family physician.
4. Make plans to have your prescriptions filled. If needed, arrangements should also be made to have your prescription(s) refilled while you are on campus.
5. If applicable, complete your annual gynecological exam.
6. If applicable, students should develop an independently regulated health plan – from being able to take regularly prescribed medication on their own, staying in contact with and making regular appointments with physicians and/or counselors as necessary, and to advocate on their own behalf.
7. Ensure that you continue to take any regularly prescribed medication as you would at home.
8. Visit or contact the Offices of Student Health Services or Counseling Services to learn more about the medical services available to you in the Pittsburgh community.

Chatham University has successfully partnered with University of Pittsburgh Medical Center (UPMC) Urgent Care of Shadyside, 5231 Centre Avenue (412-623-4114) for physician visits and to attend to your urgent health needs at their location, a few miles away from Shadyside Campus.

- If you are a registered Chatham student, you will be seen for *basic services free of charge*. No co-payment is required for these services.
- However, please be aware that *if the services rendered result in additional health testing and procedures, your insurance will be charged or you will be billed accordingly*.
- If you visit a UPMC Urgent Care Center other than Shadyside, the *co-payment will not be waived*.

Another option is Med Express Urgent Care at Shadyside, 5201 Baum Blvd.(412-687-3627). Although we **do not have a partnership with Med Express** to provide for our students, Med Express is also close to campus and can be utilized by students as another option for care.

Both facilities are full-service, walk-in clinics open 7 days a week, 365 days a year.

- UPMC urgent Care is open from 9:00 a.m. to 9:00 p.m. daily
- Med Express is open from 8:00 a.m. to 8:00 p.m. daily

Both sites offer pharmaceutical services as well. Students are able to seek care at either one of these facilities on their own or utilize campus transportation by contacting Public Safety at 412-365-1230.

Students residing at Eden Hall have the same access to services by visiting either the UPMC Urgent Care McCandless or UPMC Urgent Care Wexford. *Only Eden Hall residents may visit these two Urgent Care sites.*

Student Health Insurance

All registered Chatham students are required to have health insurance. Student plans are available through UPMC. For more information about student health insurance requirements and options, see the Student Health Insurance button on MyChatham, under “tools.” For benefit information or assistance with the online enrollment process, please call UPMC Health Plan at 866-203-8051.

Education & Programming

- **AlcoholEdu:** An online program designed to reduce the negative consequences of alcohol through a personalized educational experience. *All new students are required to complete AlcoholEdu* modules prior to arriving on campus and within the first 6 weeks.
- **Haven:** An online program which addresses the critical issues of sexual assault, relationship violence, stalking and sexual harassment among students. All new students are required to complete Haven modules prior to arriving on campus and within the first six weeks.
- **Self-help Workshops:** Theme-oriented educational workshops are offered to all registered students.

Health Tips and Advice

The U.S. Centers for Disease Control and Prevention offers these suggestions for staying healthy at college:

- Get regular medical check-ups and vaccinations.
- Get plenty of sleep. Sleep deprivation can lead to bad grades, depressed mood, and difficulty maintaining relationships. It also raises your risk of chronic health problems including diabetes and heart disease.
- Make time for regular exercise.
- Eat a healthy diet.

- Don't ignore symptoms of depression.
- Don't abuse drugs or alcohol.
- Take precautions to prevent sexually transmitted disease.

Additional Tips

- Practice good hygiene: wash your hands to prevent the spread of germs.
- Dress properly for the weather. Although the cold weather will not give you a cold, dressing properly is important. Clean your room. Be a good roommate and respect each other's space.
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- Drink plenty of water.
- First Aid Supplies: every student should have some basic first aid supplies including band-aids, antibiotic ointment, pain relievers, cold medications, and an ice/hot pack.

Community Resources

Pharmacies in Squirrel Hill

- CVS: 5600 Wilkins Ave., 412-521-5690
- Giant Eagle: 4250 Murray Ave., 412-421-1340
- Rite Aid: 1790 Murray Ave., 412-521-3900

Family Practice

- UPMC Department of Family Medicine, Squirrel Hill Family Practice, 5608 Wilkins Ave at Wightman, 412-422-8762
- Shadyside Family Health Center- 5215 Center Avenue, 412-623-2287

Hospitals and Clinics

- University of Pittsburgh Medical Center (UPMC) Shadyside Hospital, 5230 Centre Ave (Shadyside) 412-623-2121
- Magee Women's Hospital, 300 Halket Street (Oakland), 412-641-1000
- Allegheny County Health Department, 333 Forbes Ave (Oakland), 412-687-2243

NCAA DIII ATHLETICS

412-365-1650

Athletics provide a balance to the rigorous demands of the academic environment. Through athletics, students can enjoy opportunities to develop leadership skills and find a healthy outlet for the release of stress. Chatham believes that wellness is an important aspect of student life and that a well-rounded person is best able to meet the challenges of an increasingly complex world. It is in this light that Chatham views, promotes, and directs its athletics program.

Chatham University, a member of the National Collegiate Athletic Association (NCAA) Division III, Presidents' Athletic Conference (PAC), the United Collegiate Hockey Conference (UCHC), and the College Squash Association (CSA), fields intercollegiate varsity athletic teams in baseball, basketball, cross country, hockey, lacrosse, soccer, softball, squash, swimming & diving, track & field, and volleyball.

For current schedules, rosters, and contact information for coaches, see www.gochathamcougars.com

OFFICE OF UNIVERSITY ADVANCEMENT

Office of Annual Giving

412-365-1262

When a person makes a gift to Chatham University, they join hundreds of alumni, parents, friends, students, faculty, and staff who support the Chatham Annual Fund each year.

A gift of any amount — whether it is \$10 to the Senior Class Gift or \$1,000 to join the 1869 Giving Society — benefits Chatham students in countless ways. From student scholarships to faculty development, to experiential learning opportunities to new facilities and technology enhancements, everything that makes a Chatham education special is made better by annual gifts.

Office of Alumni Relations

412-365-2731

The Office of Alumni Relations serves as a liaison between Chatham University and its undergraduate and graduate alumni. Their goal is to engage alumni in the life of the University through regular communication via the monthly e-Newsletter or the *Chatham Recorder* alumni magazine, on-campus and regional events across the country, and networking and volunteer opportunities with the Office of Career Development and the Office of Enrollment Management.

Chatham University Alumni Association

Upon graduation all undergraduate and graduate students become members of the Chatham University Alumni Association. The Association is an active part of the community and exists to connect undergraduate and graduate alumni, as well as current students of Chatham. Seniors are welcomed into the Alumni Association with Senior Toast and Senior Dinner and graduate students are welcomed following the successful conclusion of their program. Alumni participate as mentors in professional development, as student recruitment assistants, as volunteers for University-related events, and as philanthropic supporters of the University. Regional events in areas around the country are beginning to take place in select cities. All alumni and current students are welcome to attend any event.

UNIVERSITY MARKETING & COMMUNICATIONS

412-365-1335, communications@chatham.edu


Chatham University's Marketing & Communications department is structured to provide in-house marketing and communication services to the University and its various departments, programs, and outreach centers. To ensure quality and cost efficiency, the department also manages and monitors the selection and work with external marketing and creative support service vendors and partners as needed.

The department is responsible for the oversight and management of the University's overall brand and sub-brands of its various programs and offerings. The department is responsible for providing a full complement of marketing and communications services across the university including research, strategy and planning, creative services and production management.

Photography on Campus for University Use

Chatham University and its representatives on occasion take photographs and/or videos of buildings, students, faculty, staff, and guests on University property or during University-sponsored functions. The images, video and audio obtained may be used for promotional purposes, including use in University advertising, publications, website or social media channels, and all other appropriate materials. Anyone wishing not to participate is advised to either inform the photographer/videographer to not include you, or you have the right to withhold your images by contacting the Office of Marketing and Communications via e-mail at communications@chatham.edu.

Student Essential Needs Aid & Emergency Fund



Essential Needs Services

While we hope that you do not experience emergency situations or temporary hardships during your time at Chatham, we understand that such events do occur. As part of our efforts to support students at Chatham, the Office of Student Affairs can assist you with navigating a variety of situations.

Below is a list of essential-needs services we can provide.

- **Resources for Access to Food:** For students experiencing food insecurity or lacking access to food, services include short-term assistance with meal vouchers or connection to long term resources such as community food banks and Supplemental Nutrition Assistance Program (SNAP).
- **Text Books:** For students needing text books, the Office of Students Affairs may provide textbook rental or one-time purchase of a book needed for an academic course.
- **Essential Needs Closet:** The Office of Student Affairs offers access to personal hygiene and essential needs products for students in need. This includes items such as soap, shampoo, toothpaste, feminine hygiene products, deodorant, laundry detergent and more.
- **Hygiene & Cleaning:** For students without access to showering and/or laundry facilities, special temporary access may be granted for use of on-campus facilities.
- **Temporary, Break & Summer Housing:** For students needing temporary/short term housing, the Office of Residence Life may provide housing during all breaks and over the summer.
- **Professional Dress Closet:** Located in the Office of Career Development, the Professional Dress Closet provides new or gently used professional/business attire for students including, blouses, button down shirts, jackets and blazers, pants, skirts, and accessories (shoes, bags etc...)
- **Emergency Fund:** This includes provision of limited emergency funds, emergency meal voucher and general funds for personal items, household needs, school supplies and books, food, bills, and travel expenses, as well as other immediate needs.

To discuss the services above, visit the Office of Student Affairs, located on the 1st floor of Woodland Hall, e-mail osa@Chatham.edu, or call 412-365-1286. To speak with a staff member directly, contact:

Amanda Oaks, *executive assistant*
412-365-1286
a.oaks@Chatham.edu

Dr. Heather Black, *dean of students*
412-365-2776
hblack@chatham.edu

Student Emergency Fund

The Chatham University Student Emergency Fund is provided through the generous donations of university students, faculty, staff, alumni and community members. This aid is for limited, short-term, financial assistance when students are unable to meet immediate, essential expenses because of temporary hardship related to an emergency situation. Some funds are counted as income and are subject to federal taxes. Funds may also be loaned to students with repayment plans less than twelve (12) months in duration to be determined at the time funds are approved.

Emergencies could include (but are not limited to):

- Apartment or house fire
- Death of a relative, family member, friend, student, or former student
- Life stressor or family emergency impacting a student's campus life
- Sexual assault, interpersonal violence or stalking
- Natural disaster
- Injury or illness

Types of Covered Expenses

There are a range of incidents that may incur financial hardships. Typical expenses that may be covered include, but are not limited to:

- Medications/prescriptions or costs related to medical care
- Assistance with rent or utilities due to an emergency situation
- Travel arrangements to attend funeral services
- Books, fees or other school-related expenses
- Safety related needs (i.e. changing a lock on vehicle or home)
- Replacement of personal belongings due to theft, robbery, accidents, fire or natural disaster
- Vouchers for temporary food assistance

Eligibility Requirements

Applicant must be a currently enrolled student at Chatham University and have temporary financial hardship resulting from an emergency situation. Applicants must pursue all other forms of assistance and determine those to be insufficient or unavailable. Applicants must be able to provide sufficient documentation of financial hardship.

Application Procedure

Contact the Office of Student Affairs for more information and to set up an appointment with the Dean of Students, Woodland Hall, 1st Floor, osa@chatham.edu or 419-365-1286. If a meeting is necessary, please fill out the application and supply appropriate documentation prior to the meeting. If approved, you will be notified of the aid amount and the method of payment/assistance.

Staff Discretion

Decisions regarding distributions of monies from the Student Emergency Fund will be made on a case-by-case basis by the Student Emergency Fund Committee chaired by the Dean of Students. Committee members consist of faculty and staff.

Questions

For additional information about the Student Emergency Fund contact the Office of Student Affairs: Woodland Hall, 1st Floor, osa@chatham.edu or 419-365-1286.

To access the application for Student Emergency Funds and Essential Needs Aid, visit my.chatham.edu/documents/getfile.cfm?DocID=3825

Student Emergency Fund & Essential Needs Application Form

Return form to the Office of Student Affairs, Woodland Hall, 1st Floor or mail to osa@chatham.edu.

Student Honor Code and Honor Code Procedures



POLICY ON STUDENT BEHAVIOR AND CONDUCT

I. Overview

The Honor Code of Chatham University (“Chatham” or “the University”) sets forth a set of standards of student behavior and conduct that are grounded in the values embodied in Chatham’s Mission and Values Statements as well as other Chatham policies and rules. The Honor Code provides a framework to address allegations that a student (including students, student organizations, athletic teams or other affiliated groups) failed to uphold the standards set forth herein.

The Honor Code is intended to foster and strengthen a learning, living, and working community that is committed to excellence in all endeavors, honesty, personal integrity and accountability, and respect for the rights, opinions and well-being of others, and whose members are committed to having these and the other Chatham values inform the choices they make.

Students are expected to familiarize themselves with their responsibilities under the Honor Code. Failure to do so will not constitute an excuse for failing to meet these responsibilities. The Honor Code is comprised of two distinct policies: Student Behavior and Conduct and the Academic Integrity Policy. This document specifically focuses on Student Behavior and Conduct.

II. Scope and Jurisdiction

This Policy applies to Prohibited Conduct committed by Chatham students, from the moment they accept admission until the moment they graduate or withdraw from the university. Accepting admission is defined as depositing for the upcoming term. A student who chooses to withdraw from the University rather than participate in the Honor Code’s judicial process will still be held accountable for prohibited conduct. The University reserves the right to continue the Honor Code process even after a student has withdrawn. Outcomes could include placing a hold on the student’s account. This policy also applies to recognized student organizations and athletic teams. In addition, students are responsible and held accountable for the actions of their guest on campus. The determination of whether behaviors are subject to the Honor Code will be made by the Dean of Students or their designee.

Chatham has jurisdiction over Honor Code-related complaints regarding Prohibited Conduct that occurs (i) on campus; (ii) during an official Chatham program or activity (regardless of location); (iii) off campus; (iv) or in an online or virtual space. The Honor Code applies regardless of whether the University is in session.

Students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces in the residence halls. All assigned occupants of a room, suite, or apartment may be subject to the same sanction as the individuals directly responsible for the violation.

Allegations of dating and domestic violence, sexual harassment, stalking, and sexual assault as defined by Title IX are handled through Chatham’s Title IX Policy Prohibiting Sexual Harassment and will be referred immediately to the Title IX Office.

Allegations of academic misconduct (including cheating, plagiarism, etc.) are handled through the Academic Integrity Policy and Procedures and will be immediately referred to the Academic Integrity Officer.

The Dean of Students or their designee will work with the Academic Integrity Officer and/or Title IX Coordinator to determine which policy covers an alleged student violation. Ordinarily, allegations will not be adjudicated under multiple policies.

The University reserves the right to pursue matters through the Honor Code that may also be addressed in the civil or criminal legal system. Proceedings under the Honor Code can happen before, during, or after a civil or criminal proceeding. The University can also refer items to the civil or criminal legal system. Police officers in the Public Safety Department at Chatham University are certified under Pennsylvania Legislative Act 120: Municipal Police Officers Education and Training Act and/or Legislative Act 235: The Lethal Weapons Training Act, and are armed. The officers are sworn in by Allegheny County and have arrest powers as granted by Pennsylvania Legislative Act 501: The Private Police Act. Their jurisdiction includes all Chatham University property and all roads running through and adjacent to the campus. The Department of Public Safety also has the authority to investigate and issue citations for summary offenses and misdemeanors such as certain alcohol and drug offenses, disorderly conduct, etc., and generally will refer these issues to the Honor Code unless it is a more serious issue.

III. Related Definitions Under This Policy

This section serves to define and elaborate upon key terms appearing within the Honor Code.

Advisor: An advisor is here defined as a university assigned staff member who provides guidance through the Honor Code process. The advisor shall not make decisions for the student, but will assist then in understanding the process and accessing student resources.

Complainant: Complainant is here defined as the individual(s) who put forth the report of alleged misconduct that is in violation of the Honor Code.

Disciplinary Status: Disciplinary status is here defined as the resulting change or impact of sanctions upon a student's record and standing with the University, according to the sanctions and outcomes of Honor Code proceedings described herein.

Informal Resolution Process: The informal resolution process is defined as a form of resolution for Honor Code infractions which are first-time offenses and/or which fall under categories that would not result in a separation from the University, as outlined in the Procedures section.

Intentional Avoidance: This is an order or agreement between two students where they will intentionally avoid having contact with one another, recognizing that as a small community they will most likely come into contact with one another. This involves avoiding contact with the person, sitting apart from them in the dining hall or other community spaces, etc.

Prohibited Conduct: Prohibited conduct is here defined as any conduct committed by students or student organizations that violates the values and responsibilities outlined in the Student Honor Code, regardless of whether it occurred during the Academic term and whether it occurred on- or off-campus.

Recognized Student Organizations: Recognized Student Organizations are here defined as student groups that have completed the requirements necessary to be recognized by the Office of Student Engagement as active, sanctioned Student Organizations.

Respondent: Respondent is here defined as the individual who has allegedly violated the Honor Code, in other words, the student or student organization that is responding to the reported infraction.

Sanctions: Sanctions are here defined as the determined educational and/or disciplinary outcomes as determined by the party or parties who oversee the resolution of reported Student Misconduct.

Student Conduct File: The Student Conduct File is here defined as the records that will be retained on all students who participate in the Honor Code process. These records will be retained for seven years and may be used for a student background check or transfer requests.

Student Record: Student record is here defined as the permanent record stored in Student Information System (SIS). The Student record is used internally and not released to the outside community unless written consent is given by the student.

IV. Prohibited Conduct Under This Policy

The following list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may breach the above expectations outlined in Section I: Overview, exposing a student, students, recognized student organization, or athletic team to disciplinary proceedings and sanctions, regardless of whether the conduct occurred during an academic term, on or off campus.

Students who assist others in violating any provision of this Code may be charged with a Policy violation to the same extent as those persons committing the violation

Students who attempt conduct in violation of this Policy, even if unsuccessful, may be charged to the same extent as a completed violation.

The list of prohibited conduct includes, but is not limited to the following:

A. Welfare of Others

Welfare of Others describes any conduct that endangers another person or the broader Chatham community. This can include, but is not limited to the following:

- Assault
- Bullying or cyberbullying
- Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the University or surrounding community, breaches the peace or violates the rights of others
- Discriminatory harassment and/or hate crimes
- Hate speech
- Endangering the physical, emotional and/or mental welfare of others
- Failure to adhere/comply to the University's Health and Safety policies, including new policies enacted during a pandemic or other emergency situations
- Hazing or coercing another to engage in an act of membership
- Intimidation
- Threats of physical violence and emotional abuse

- Violation of local, state and federal laws on drugs, alcohol, weapons on or off University property including any public arrest by a police department
- Violation of a No Contact Agreement or No Contact Order
- Violation of the Social Media/Online Guidelines
- Any crime which Chatham must report in the Annual Security Act (ASR) it must file in compliance with the Clery Act (see Section VIII. Related Laws with Respect to This Policy)

Sexual Harassment

Allegations of Sexual Harassment as defined by the US Department of Education (DoE) cannot be handled through the Honor Code and the Office of Student Affairs. Allegations of Sexual Harassment must be handled through Chatham's Title IX Office.

The DoE defines Sexual Harassment as conduct on the basis of sex that satisfies one or more of the following:

- A school [University] employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's [University's] education program or activity; or
- Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

The Title IX Office is required to dismiss complaints of Sexual Harassment that do not meet the criteria stated above. In cases where the facts might not meet the criteria of Sexual Harassment under Title IX, but where the same facts potentially constitute Sexual Misconduct under the Student Honor Code, the Office of Student Affairs may pursue an action under the latter.

B. Property

Property describes any conduct that damages or destroys university property. This includes, but is not limited to the following:

- Improper placement of posters/banners
- Improper possession, unauthorized use, or willful destruction and damage of property or services
- Operation of vehicles or use of scooters, skates, skateboards or bicycles in restricted or unauthorized university spaces
- Propping open doors that are kept locked for security purposes
- Theft or burglary
- Trespassing
- Unauthorized possession or use of keys or access cards
- Use of tobacco-based products and e-cigarettes on campus
- Vandalism

C. Personal Integrity

Personal Integrity includes any conduct which compromises an individual's ethical behavior in personal and professional pursuits on or off campus. This includes but is not limited to the following:

- Aiding and abetting, helping, procuring, or encouraging another person to engage in a violation of any offense.

- Altering, falsifying, misrepresentation, or misuse of university documents or data
- Destruction of another person's work outside of an academic exercise, including through the use of computer facilities
- Other acts that compromise the integrity of the academic process outside of academic misconduct
- Providing false information to a University official
- Failure to report off campus Infractions
- Failure to comply with and/or impeding or obstructing an investigation, or failing to identify oneself or to comply with the directions of University officials, their authorized regents, or local police agencies acting in the performance and scope of their duties.
- Knowingly destroying evidence in connection with a matter being reviewed under this Code or any other University policy or procedures.
- Knowingly making false statements or providing false information during the Title IX Grievance Process.

D. Information Technology or Virtual Misconduct

Informational or Virtual Misconduct include any contact that is done using online or virtual technology. This includes, but is not limited to the following:

- Unauthorized use of University devices, technology, or systems without proper authorization.
- Intentional misrepresentation of self or another individual through electronic communication or any other means
- Invasion of or accessing personal files or a computer account other than one's own
- Violating the university social media policy
- Improper use of webinar platforms (i.e. Zoom, Microsoft Teams) to disrupt group meetings (i.e. Zoom bombing or uploading inappropriate content)
- Violation of copyright laws including computing or Web-related documentation
- Violation of the Chatham University IT Policy

E. University Policy

University Policy prohibited conduct include any conduct that violates university policy, whether knowingly or unknowingly. This includes, but is not limited to the following:

- Disorderly or disruptive behavior
- Failure to comply with a reasonable request of a university official including to produce identification
- Failure to evacuate for fire drills and alarms
- Harboring of an unauthorized animal(s)
- Improper storage of chemicals, gases, or hazardous materials
- Installation of a private locking system in university residential spaces.
- Possession or use of false identification or failure to provide valid identification
- Tampering with or misuse of fire safety or other safety equipment
- Unauthorized and/or unlawful recording
- Unauthorized entry into secured spaces
- Unauthorized use of appliances (ex. mini-fridges, air conditioners, etc.)
- Use of pyrotechnics, fireworks or hazardous devices
- Misuse of safety equipment
- Violation of the Non-Discrimination Policy
- Violation of the Chatham University Residence Life, Library, or other policies

V. Amnesty Policy

Student health and safety is a primary concern for Chatham, and the University is committed to proactive bystander intervention. Students who seek assistance for another student(s) in need of help for drug or alcohol intoxication/poisoning or those seeking help related to the sexual misconduct policy will not be charged under the Code. A student who receives assistance in the same manner as above will also be given amnesty from the Honor Code. However, students may still be required to participate in an educational meeting.

In addition, if a student demonstrates a habitual or reckless disregard for their safety or others through an abuse of the Amnesty provision then the student could be subjected to charges under the Code.

VI. Sanctions

The Honor Code strives to educate students to promote personal growth and understanding of what it means to be a contributing member of the University community. While sanctions aim to be educational in nature, sanctions can also be punitive depending upon the circumstances of the violation. The determination of sanctions is based upon several factors, including the nature of the violation, the harm suffered by the Complainant, the impact of the violation on the community, any previous violations, and any mitigating or aggravating circumstances.

A. Disciplinary Status

It is expected that Respondents found responsible for a violation of the Honor Code will be subjected to at least one of the following disciplinary statuses and may be subject to an accountability plan, which is designed to educate and encourage reflection on the student's role and impact on the University Community. All student-athlete disciplinary statuses will be reported to the Athletics Department and athletes may be subject to additional process and sanctions.

Educational Warning: An unofficial written notice generally used for first-time, low level violations that fall within the informal resolution process. It indicates that the behavior was inappropriate and warrants modification for the future. A student who is in this status may still complete an accountability plan, but this status will typically warrant a discussion and reflection on better decision-making. Unlike other sanctions, an educational warning status will not appear in a student's conduct file, but it will be maintained in the Office of the Dean of Students Honor Code records and may be taken into consideration if additional violations occur.

Disciplinary Warning: An official written notice which conveys that the behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary sanction. This sanction status will be reflected in the Student's Conduct File and could be reported per Section XX: Retention of Records.

Probation: An official written notice indicating that the subsequent violations of University policy will result in a review for suspension or dismissal from the University. The probation will be enacted for a specified duration admonishing a student that if the student is found responsible for engaging in prohibited conduct during this time period that more severe disciplinary sanctions will be imposed. Conditions of probation include, but are not limited to loss of privileges and fines and fees. This status is used in the case of high-level and repeat violations. This sanction status will be reflected in the Student's Conduct File and could be reported per Section VII: Retention of Records.

Suspension: An official written notice outlining the separation of the student from the University for a defined period of time, after which the student is eligible to return. The sanction prohibits attendance at any classes and participation in the University Study Abroad program and may restrict access to University grounds or buildings, as well as attendance at University sponsored social events or other functions. The student may not register or enroll until the stated period of suspension is completed and any requirements for the period of suspension or conditions to return to the University are fulfilled. This sanction status will be reflected in the Student's Conduct File and on the official transcript

Dismissal: An official written notice outlining the permanent separation of the student from the University. This sanction status will be reflected in the Student's Conduct File and on the official transcript. This record will be retained permanently.

B. Student and Student Organization Accountability Plan Options

Respondents may also be subject to an Accountability Plan, which is designed to educate and encourage reflection on the student's role and impact on the University Community. Accountability plans can be created for individual students, student organizations, athletic teams, and/or groups of students. The following is a non-exhaustive list of items that may be included in the plan:

- Research or reflection essays or presentations designed to educate the student on a particular topic related to their conduct or requiring the Respondent to reflect on the impact of their actions.
- Restitution for the loss, damage, or actual expenses incurred as a result of the student behavior. This could be in the form of a monetary fine or service to the University.
- Community Service to the institution or a local non-profit.
- Participation in educational programming, including alcohol and other drug workshops, evaluations, assessment or reflection activities.
- Referral to Counseling Services for assessment
- Loss of privileges to University services or activities, including but not limited to student organizations, athletic teams, housing, and/or events
- Participation in a mediation session through a University-identified mediator. Students experiencing interpersonal conflict may be referred to mediation. If mediation efforts are refused or unsuccessful, the case may be referred back to the Code for adjudication
- Intentional avoidance order with specified community members

VII. Retention of Records

Chatham University retains outcomes of the Student Honor Code and Academic Integrity proceedings in the student record and in the student management system. Records of the proceedings are maintained by the Dean of Students and/or Academic Integrity Officer.

Records of student conduct and academic integrity proceedings are confidential and are not released to any external individual, agency, or organization except without the prior written consent of the current/former student or as otherwise required or authorized by law, court order or University policy.

Records pertaining to student conduct and academic integrity proceedings generally do not result in a notation on the student transcript unless the student is suspended or dismissed as a result of these proceedings. Educational Warning statuses are not included in the student's conduct file. All other statuses outlined in Sanctions will become a part of the student's disciplinary record and will be retained for either the period of time required

under the federal Clery Act (which in most cases is six to seven years after the date the incident was reported to the University), or seven years after final separation of the student from the university, whichever is longer.

For purposes of determining final separation from the University, a student must be separated for seven continuous years. If a student reenrolls in any student program within seven years, the calculation of the final separation date will reset. If a student withdraws from the University prior to final adjudication of a student conduct or academic integrity matter or fails to fulfill all obligations to the University, the records of the proceedings will be retained indefinitely.

VIII. Related Laws with Respect to this Policy

Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was enacted by the U.S. Department of Education. It requires campus security departments to disclose specified information about crime on their campuses. The Clery Act requires colleges and universities to publish an annual security report, maintain a public crime log, disclose crime statistics that occur on or near (as specified in the Act) campus, issue warnings about potential crimes that pose a threat to students, and enact policies and procedures to handle reports of missing students.

IX. Amendment/Review Policy

The Honor Code on Student Behavior and Conduct will be reviewed by the Dean of Students and designated body one year after implementation and then every three years thereafter. In addition, the Honor Code may be amended at any time due to a change in local, county, state, or government laws and/or policies.

PROCEDURES FOR INVESTIGATING COMPLAINTS OR REPORTS OF PROHIBITED CONDUCT UNDER THE HONOR CODE: STUDENT BEHAVIOR AND CONDUCT POLICY

Chatham utilizes the following procedures to adjudicate allegations that a student, students, or student organization violated the Student Behavior and Conduct Policy of the Honor Code.

1. Reporting a Violation of the Honor Code

A. How to Report

Allegations that a Chatham student, students, student organization, or athletic team engaged in Prohibited Conduct may be brought forward in one of two ways: (a) any Chatham student, faculty, or staff member may report the alleged Prohibited Conduct to the Dean of Students (in person, by phone, or in writing, including email), or (b) by submitting a written Complaint through the online form to the Dean of Students. Written Complaints must include: the name of the Complainant; the specific provision(s) of the Honor Code allegedly violated; the names of all known witnesses who may have information concerning the allegation(s); and all **known facts about the violation(s) being alleged**.

Chatham students, faculty, or staff members may report an allegation of Prohibited Conduct or file a formal Complaint by contacting the Dean of Students or the Office of Student Affairs as follows:

***E-mail HonorCode@chatham.edu** or submit an online form. The form may be submitted anonymously. Generally, the more information a report includes, the more helpful the report will be to the Office of Student Affairs in moving forward.*

The Dean of Students and the Office of Student Affairs also have access to other Chatham reports and internal communications (e.g., Incident Reports, Campus Security Authority (CSA) reports, reports from the Office of Campus Police) which, if they refer to conduct or action that constitute Prohibited Conduct under the Honor Code, will be considered a report or reporting for purposes of the Honor Code. In addition, the Dean of Students may be notified of incidents from off-campus agencies (i.e. police reports, reports from local universities) and can use these reports to pursue action if the conduct described constitutes Prohibited Conduct.

B. Interim Measures

The Dean of Students or their designee will provide appropriate interim measures when necessary for the protection of other students involved. These measures can include, but are not limited to:

- Intentional Avoidance Order or temporary Persona Non Grata
- Employment, transportation, academic, or residential modifications
- Referral to the Counseling Center or mandated assessment if there is a threat to self or others.

The Dean of Students may impose an interim suspension on the Respondent in the case if it is determined that there is an immediate threat to the safety and wellbeing of the community or there is a threat of ongoing disruption with normal business. An interim suspension may include suspension of privileges, as well as suspension from the University. During an interim suspension, a student may be denied access to University residences and/or the campus, including classes, may be located to a different residence, have class changes made and/or denied access to other University activities or privileges for which the student may otherwise be eligible. The interim suspension does not replace the student Honor Code process.

2. What Happens After a Report is Received?

A. Preliminary Review/Investigation

When an allegation of Prohibited Conduct has been brought to the attention of the Dean of Students, the Dean of Students or their Designee shall conduct, in a timely manner, a preliminary review consisting of appropriate fact-finding (including, but not limited to, conducting interviews and gathering evidence) to determine, in the Dean of Student's discretion, which of two procedural options is appropriate.

3. Description of the Options for Resolving Allegations of Prohibited Conduct

There are two (2) options for resolving an allegation of Prohibited Conduct:

- **Informal Resolution:**

- **Scope:** Informal Resolution is typically reserved (a) for matters involving alcohol and drug violations, (b) matters involving student organizations or athletic teams; and

(c) violations of the Prohibited Conduct in the Honor Code that would not result in separation of a student from Chatham (such as suspension or expulsion).

- **Process: One-on-One Through the Dean of Students or Their Designee:** The Dean of Students will work informally with the student(s) or student organization to determine responsibility and recommend sanctions if warranted. Pursuing the informal resolution is at the discretion of the Dean of Students; the Dean of Students may elect to refer the matter immediately to a Formal Resolution. A student, students or student organization or athletic team who have been offered Informal Resolution may at any time in the process request that the matter be referred to an Administrative Hearing. As part of the informal process, the student, students, or student organization or athletic team must take responsibility for their actions. If they are unwilling to do so, then the matter would be referred to a Formal Resolution. A student, students, or student organization or athletic team who have participated in the informal process have no grounds for appeal.

- **Formal Resolution:**

- **Scope:** Formal Resolution is typically reserved for students with multiple violations, repeated offenses, or allegations that may result in a University initiated separation of a student from Chatham (*i.e.*, suspension or dismissal). Matters that could initiate separation from the university will automatically be referred to the Judicial Board, including the following prohibited conduct: Hate crimes, bias incidents, physical harm of others, threats of physical violence or harm to others, dealing/distributing illegal drugs and substances, and bringing weapons on campus. At their discretion, the Dean of Students may refer other prohibited conduct.
- **Two-Track Process:** Formal Resolution may proceed on two independent tracks:
 - **Track 1: Administrative Hearing (AH) Process:** Matters are conducted before a designated administrator (Dean of Students or Designee) who will oversee the hearing and make the final decision. Administrative Hearings can be appealed (see Section 5. Appeals). Students, groups of students, student organizations or athletic teams may request AH if they are unwilling to accept responsibility through the informal process or would prefer this process.
 - **Track 2: Judicial Board:** Resolutions are conducted before a three-member Judicial Board consisting of one each of the following: student, faculty, and administrator. (See section 4.B Formal Resolution for more detail). Judicial Boards are reserved for the most serious prohibited conduct that may result in a separation from the university.

For purposes of this Procedures section, Administrative Hearings (AH) and Judicial Boards (JB) may be referred to collectively as Student Conduct Hearings and will follow the same process. The primary difference is the Administrative Hearing is overseen by one administrator whereas the Judicial Board is a panel of three individuals.

University adjudication (Informal Resolution or Formal Resolution) is educational in nature and does not preclude or limit a student's access to the state and federal judicial systems when such systems may provide a cause of action for the same conduct alleged in Student Honor Code Hearings. Student Honor Code Hearings are not courts of law and are not bound by the formal rules of evidence and certain rights accorded to parties in civil or criminal actions.

When a Student Conduct Hearing results from a formal Complaint, the person making the Complaint will be the Complainant during any Student Conduct Hearing, and the person(s) alleged to have engaged in Prohibited Conduct shall be the Respondent(s). If the person who made the initial report chooses not to submit a formal Complaint, the Dean of Students or their Designee shall serve as the Complainant on behalf of Chatham. In the case of Administrative Hearings involving student organizations, representatives of the student organization are entitled to be present through the hearing representing the Respondent.

4. Process for Administrative and Judicial Boards

A. Informal Resolution

As noted above, in an Informal Resolution, the Dean of Students or their Designee works with the Respondent(s) to determine responsibility and any sanctions if warranted. Ordinarily, an Informal Resolution process will be conducted and concluded within 15 Business Days of the time an allegation is brought to the attention of the Dean of Students. The process can take longer and will be appropriately documented if additional time is needed.

When the Dean of Students or their Designee has made a determination, they shall notify the Respondent in writing (email is authorized) of the determination and any sanctions. Upon receipt of that notification, the Respondent shall have five (5) Business Days to either accept or reject the determination by returning notification via email or letter to Dean of Students. Failure of the Respondent (s) to respond within the designated time frame will be deemed an acceptance of the determination of the Dean of Students or their Designee. If a student rejects an Informal Resolution determination, the Dean of Students will refer the matter to an Administrative Hearing or a Judicial Board as appropriate.

B. Formal Resolution: Administrative Hearing or Judicial Board

The process by which an Administrative Hearing or a Judicial Board are conducted is very similar, with the main difference being who presides over the process.

1. Overview

a. Oversight/Management

i. Judicial Board

A Judicial Board consists of three members: one (1) student, one (1) faculty member, and one (1) member of the administration (Vice President, Assistant Vice President, Dean, Assistant Dean, or Program/Department Director). Ordinarily and if possible, the composition of the Judicial Board should reflect the Respondent's student status (i.e., Undergraduate or Graduate), with the student and faculty Judicial Board chosen accordingly.

The Dean of Students will appoint a Pool of Judicial Board Members each academic year. The Pool shall include a minimum of three (3) individuals in each of the following categories: (a) Undergraduate Students, (b) Graduate Students, (c) Undergraduate Faculty, (d) Graduate Faculty, and (e) Administrators. Selection is at the discretion of the Dean of Students; however, student Judicial Board members (Undergraduate and Graduate) must maintain at least a 3.5 GPA during their service as a Judicial Board Member and be in good conduct standing, and faculty members and administrators serving as a Judicial Board Member shall have taught or worked, respectively, for at least three (3) years at Chatham or another higher education institution.

The faculty member or the administrator may serve as the Chair of the Judicial Board. The student member may not serve as Chair, but otherwise shall have the same rights as the other two members of the Judicial Board.

It is the responsibility of the Dean of Student or their Designee to provide annual training to the Judicial Board Members.

ii. Administrative Hearing

Administrative Hearings shall be overseen by an Administrative Hearing Officer (AHO) assigned by the Dean of Students. Typically, an AHO will be an experienced member of the Office of Student Affairs.

It is the responsibility of the Dean of Student or their Designee to provide annual training to the AHO(s).

b. Opportunity for Respondent to Object to Formal Student Conduct Hearing Members

When the Dean of Students has appointed an AHO or Judicial Board for a Respondent's case, the Dean of Students will notify the Respondent in writing of the identity of the AHO or Judicial Board members. The Respondent shall have three (3) Business Days from such notification to object to any member of the AHO or Judicial Board on the basis that the person(s) would be unable to render a fair and objective decision because of personal bias. The fact that the Respondent knows or is acquainted with a Judicial Board member is not enough, alone, to establish bias. The Respondent must present evidence of specific prior interaction(s), communications, or relationship with an AHO or Judicial Board member that show that the individual would be biased against the Respondent. Similarly, while the Dean of Students will not appoint a faculty member to the Judicial Board who teaches a class in which the Respondent is currently enrolled, the fact that the Respondent took a class from a faculty member on the Judicial Board in the past is not enough alone to preclude that faculty member from serving on the Respondent's Judicial Board – barring evidence of personal bias of the kind described above.

If the Respondent has not objected to the slate of Judicial Board Members or AHO within the original three (3) days, the Dean of Students will hand the matter over to the Chair of the Judicial Board or AHO to arrange and conduct hearing.

c. Rights of the Parties

Complainants and Respondents are afforded the following rights in Student Conduct Hearings:

i. Respondent Rights

- To be informed in writing of the charge(s) and alleged Prohibited Conduct.
- To not be presumed responsible of any alleged violations unless so found through the appropriate student conduct proceeding.
- To refrain from providing information that is self-incriminating.
- To remain silent. Silence is not construed as culpability.
- To have an Advisor (see Definition) during a Judicial Board or an Administrative Hearing.
- To present witnesses at the hearing (although the Chair of the Judicial Board or AHO may elect not to allow witnesses whose testimony would be duplicative or repetitive

of other testimony). Witnesses are not allowed to testify to character of either the Complainant or the Respondent. Witnesses may only testify about what they directly observed or heard about the incident(s) from the Complainant or the Respondent.

- To request reasonable accommodations to participate in these proceedings through the support of The Office of Academic and Accessibility Resources.
- To have a reasonable length of time to prepare a response to any charges. Reasonable length applies to formal resolution and students will be given a minimum of 10 days to prepare for the Administrative Hearing or Judicial Board.
- To be informed of the evidence upon which a charge is based and afforded an opportunity to offer a response.
- To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence before a Judicial Board or Administrative Hearing.
- To prepare and submit a written statement in matters that may result in separation from Chatham.
- To be afforded privacy by Chatham.
- To have their responsibility determined by the Preponderance of the Evidence (*i.e.*, “more likely than not”) standard.
- To request that a member of the Judicial Board or the AHO be disqualified on the grounds of personal bias.
- To be free from harassment, intimidation or retaliation for being a party to a Judicial Board or Administrative Hearing. Retaliation is expressly prohibited in the Honor Code and allegations of Retaliation will be investigated and prosecuted when appropriate under the Honor Code.
- To appeal a decision based on certain grounds enumerated below (see Appeals).

ii. Complainant Rights

- To be informed in writing of the charge(s) and alleged Prohibited Conduct.
- To have an Advisor (see Definition) during a Judicial Board or an Administrative Hearing.
- To present witnesses at the hearing (although the Chair of the Judicial Board or AHO may elect not to allow witnesses whose testimony would be duplicative or repetitive of other testimony). Witnesses are not allowed to testify to character of either the Complainant or the Respondent. Witnesses may only testify about what they directly observed or heard about the incident(s) from the Complainant or the Respondent.
- To request reasonable accommodations to participate in these proceedings. through the support of The Office of Academic and Accessibility Resources.
- To have a reasonable length of time to prepare for a proceeding.
- To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence before the Judicial Board or Administrative Hearing.
- To be afforded privacy by Chatham.
- To request that a member of the Judicial Board or the AHO be disqualified on the grounds of personal bias.
- To be free from harassment, intimidation or retaliation for being a party to a Judicial Board or Administrative Hearing. Retaliation is expressly prohibited in the Honor Code and allegations of Retaliation will be investigated and prosecuted when appropriate under the Honor Code.
- To appeal a decision on certain grounds enumerated below (see Appeals).

2. What Happens Prior to a Student Conduct Hearing

a. *Notifications and Communications*

The Dean of Students shall provide the Chair of the Judicial Board or the AHO with: copies of the formal Complaint, if any; the summary/statement of evidence gathered during the initial fact-finding and interviewing period by the Dean or their Designee; the specific Prohibited Conduct under the Code in which the Respondent is alleged to have engaged; and a summary of any past disciplinary history of the Respondent (only to be used for sanctioning purposes).

The Chair of the Judicial Board or the AHO, in consultation with the Dean of Students, shall notify in writing (email is acceptable) the Respondent, copying the Complainant (if applicable). The letter shall include the Complaint, if any, the summary of evidence and interviews from the Dean of Students/Designee, and the specific provision(s) of the Honor Code which the Respondent is alleged to have violated. The letter shall provide the date, time, and place of the Judicial Board or Administrative Hearing, and direct the Respondent and Complainant to the "Rights of the Parties" section in the Honor Code. Ordinarily, the hearing should be held within ten (10) business days of the notification.

It is the Complainant's and Respondent's responsibility (i.e., not the responsibility of the Chair of the Judicial Board or the AHO) to notify any witness, witnesses, or Advisor of the date, time and place of hearing.

The Complainant and the Respondent are not required to attend the hearing, but the hearing will occur as scheduled, and the right to question written information, witnesses and the complainants will be forfeited if the Complainant or Respondent does not attend. The Dean of Students or their designee can serve as a representative for the Complainant if requested. This will also be done in the case of reports or cases where there is no formal complainant

At least five (5) Business Days before a Judicial Board or Administrative Hearing, it is the responsibility of the Respondent and Complainant to notify the Chair of the Judicial Board or the AHO of the names of their Advisor and any witness(es) they plan to present at the hearing, and a brief description of the content of each witnesses testimony.

Prior to the Judicial Board, the members of that Board shall meet, either in person or virtually, to review the case and the way the Judicial Board will be conducted.

b. *Recording and Note-Keeping During Hearings*

The Chair of the Judicial Board shall designate someone on the Board to take handwritten notes during the hearing. In Administrative Hearings, the AHO shall appoint a staff member to do so.

Judicial Boards and Administrative Hearings will also be audio recorded. In Judicial Boards, the Chair shall operate the audio recording device. In Administrative Hearings, the AHO shall operate the audio recording device. Audio recording will stop at the end of the Hearing and will not include any deliberations. Please see Section XX for more information about audio recordings.

c. *Rescheduling a Judicial Board or Administrative Hearing at a Party's Request*

Should a Complainant or Respondent need to reschedule a Student Conduct Hearing because either they, a witness, or their Advisor cannot attend the hearing, the

Complainant or Respondent may request to the Chair of the Judicial Board or the AHO, as appropriate, that the hearing be rescheduled. Such request must be made at least 24 hours before the scheduled hearing. Requests made less than 24 hours in advance will be reviewed the Chair to determine if extenuating circumstances warrant an exception. Only one request for rescheduling will be granted to a Complainant or Respondent.

d. Postponing a Judicial Board or Administrative Hearing

If the Dean of Students is not able to convene a Judicial Board or appoint an AHO because of calendar or other considerations (e.g., over Summer break when students, faculty, and staff may not be present and available on campus), the Dean of Students may postpone the hearing until it is possible to convene the hearing. If the Dean of Students determines that the hearing cannot wait, every effort will be made to constitute a Judicial Board or appoint an AHO from available Judicial Board Pool members who are able to step in.

3. What Happens During a Student Conduct Hearing

Order of Proceedings

Student Conduct Hearings will be held in a secure and private (*i.e.*, closed door) room on Chatham's campus. Hearings and witness statements may also be conducted virtually using a secure platform such as Microsoft Teams. While the Chair of the Judicial Board or AHO have some discretion to modify the proceedings to suit the nature of a case, ordinarily the hearing will begin with everyone (Complainant, Respondent, witness(es), Advisor(s)) in the hearing room.

a. Introduction

- The Chair/AHO introduces all persons present and explains their roles.
- The Chair/AHO explains the purpose of the hearing and describes the order of events of the hearing.
- The Chair/AHO reminds the Respondent, Complainant (if applicable), Advisor(s) and any witnesses that:
 - Complete candor and honesty are required in the hearing. Perjury and intentional evasiveness are themselves grounds for disciplinary action.
 - What happens in the hearing should remain confidential.
 - Respondents or Complainants who harass, intimidate or attempt to influence the testimony of any parties involved in a Student Conduct hearing, or the members of the Judicial Board/Administrative Hearing Officer, will be subject to disciplinary action.
 - The hearing is not a legal proceeding.
- The Chair/AHO states that the proceedings, but not the deliberations, will be audio-recorded for use if any party chooses to appeal the determination. No one will have access to the recording after the hearing except the Complainant or Respondent if preparing an appeal, or the person hearing such appeal. Because we are creating an audio record, we will ask anyone speaking or testifying during the proceeding to identify themselves before speaking or testifying.
- The Chair/AHO states that only the Complainant and the Respondent will remain in the hearing room throughout the hearing. Witnesses will remain outside the hearing room and will be called in when it is their time to testify.

At this point, the Chair/AHO dismisses any witnesses to a waiting area outside the closed doors of the hearing room. The Complainant and Respondent and any Advisor(s) remain in the room.

b. *Statement of Alleged Infraction(s)*

The Chair/AHO reads the list of alleged specific infraction(s) and summarizes the information presented in the hearing packet.

c. *Response from Respondent*

The Chair/AHO invites the Respondent to respond to the allegation(s) and to the information presented in the hearing packet. The response may be:

- a. agreement with the allegation(s);
- b. disagreement with the allegation(s); and/or
- c. a statement (explanation, elaboration or rebuttal).

If the Respondent agrees with/admits to the allegations, the Chair/AHO may elect not to proceed further and instead to begin discussions on sanctions. Note, the Respondent will be given an opportunity to agree with the allegations in advance. If doing so, the Judicial Board may determine to move to discussion of sanctions at the opening of the board.

a. *Opportunity for Testimony and Questions*

- The Respondent and the Complainant have the right to testify orally, in writing, or both.
- The Judicial Board/AHO and then the Respondent are provided opportunity to question the Complainant.
- The Judicial Board/AHO and then the Complainant are provided opportunity to question the Respondent.
- The Judicial Board/AHO, then the Complainant, then the Respondent are provided an opportunity to question the Complainant's and the Respondent's witnesses, one at a time.
 - The precise order of witnesses will be determined by the Chair/AHO in consultation with the Complainant and Respondent. Insofar as possible, the order of witnesses will be determined prior to the hearing; if circumstances require it, the order may be altered as the Chair/AHO deems necessary and appropriate during the hearing.

e. *Concluding Questions and/or Statements*

When the Chair/AHO determines that all relevant evidence and/or testimony has been heard, the Chair/AHO invites concluding questions and/or statements. The Chair/AHO determines who will provide a closing statement first (Complainant or Respondent).

f. *Adjournment of the Hearing*

The Chair or AHO thanks and dismisses anyone who is not a member of the Judicial Board or the AHO, and ends the audio recording.

4. What Happens After a Student Conduct Hearing

a. *Deliberations by the Judicial Board/AHO*

The Board/AHO considers the evidence and testimony from the hearing and makes a determination of either responsibility or non-responsibility for each allegation. In making a determination of responsibility, the Board/AHO use the Preponderance of the Evidence

standard (i.e., “more likely than not”). In the case of Judicial Boards, the determination of sanctions must be by majority vote. If the Board/AHO’s finding is “responsible” for any of the allegations, the past disciplinary history of the Respondent(s), provided by the Dean of Students, will be considered in determining the Board/AHO’s decision regarding appropriate sanction(s).

b. Notification of Outcome

The Chair/AHO transmits to the Dean of Students a written report of the Board/AHO’s findings. The Dean of Students Office will send a final copy of findings to the Respondent(s) and Complainant (if applicable). If the Board/AHO becomes aware of other allegations during the hearing, these will be addressed by the Dean of Students following the hearing.

c. Hearing Notes and Recording

The Chair/AHO shall submit the audio recording and any handwritten notes to the Dean of Students after completion of the hearing.

All contents of the hearing packet, documents presented at the hearing and notes taken during hearing should be collected and kept by the Office of Student Affairs. In the case of an appeal, either party may access a copy of the packet and/or notes taken during the hearing at the Office of Student Affairs. No Chatham community member (faculty, staff, or student), but the person filing and hearing an appeal may have access to the audio recording.

The Dean of Students shall retain the audio recording and any written notes of the hearing. The recording and the written account are the property of the University and will be used only by the person hearing any appeal. Once the designated time for the appeal process has passed, the Dean of Students shall destroy the audio recording and notes.

5. Appeals

Any student who is a Complainant or a Respondent in a Student Conduct Hearing may appeal the decision to the Dean of Students within five (5) Business Days from the date of written notification of the decision. In hearing in which the Dean of Students has served as Complainant on behalf of the University, the Dean of Students will designate the appeal to Assistant Dean of Students or Director of Residence Life.

An appeal from a Student Conduct Hearing may be based only on one or more of the following grounds:

1. There is previously unavailable relevant evidence that likely would have significantly impacted the outcome of the hearing.
2. There was procedural error that likely would have significantly impacted the outcome of the hearing.
3. The sanctions that were imposed were substantially disproportionate to the findings.

An appeal decision shall consist of a written statement requesting review of the decision and/or sanction(s) and an explanation of why an appeal should be granted based on one or more of the three (3) grounds stated above. This also holds true in cases where the Respondent is a student organization.

If the Dean of Students/Designee determines that one or more of the three conditions are met the Dean of Students/Designee may revise the sanction(s) or order a new hearing before a new Judicial Board/AHO.

The Dean of Students or their designee will typically render a decision on the appeal within five (5) business days of receiving the written notice of appeal. The Dean of Students or their designee will provide written notification (via email is acceptable) to the student who appealed within three (3) business days from the date of the decision. Appeals decisions will be final.

Important Student Guidelines and Policies and Procedures



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To review current, electronic copies of all campus policies, visit www.chatham.edu/student-experience/transportation-and-safety/safety-policies-and-programs.html

Safety

Anti-Hazing Policy

(Updated March 6, 2019)

The Chatham University community, guided by the Chatham University Student Honor Code, promotes inclusiveness and respect among its members. Chatham strives to create a community where people are treated with dignity and an environment that is free of acts of hazing. Acts or instances of hazing are considered a violation of the not only the University's Student Honor Code but also Commonwealth of Pennsylvania's Anti-Hazing Law.

Definition of Hazing

Under the Pennsylvania Crimes Code, hazing is defined as: A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- Violate Federal or State criminal law.
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.

- Endure brutality of a sexual nature.
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.”

Chatham University considers hazing as any subtle, covert or overt action, occurring on or off campus, by an individual or group of students in connection to recruitment, initiation, rite of passage, or membership in a Chatham club, group, organization or athletic team that subjects any other member of the university community, voluntarily or involuntarily to activity which creates an atmosphere for potential or actual embarrassment, humiliation, degradation, verbal, emotional or physical distress, abuse or injury; or compromises the academic mission and/or reputation of Chatham University. In accordance with Act 80, the Chatham University hazing policy applies to acts conducted on or off-campus [P.L. 353, No. 80].

Reporting & Disciplinary Procedures

A person who commits or participates in an act or acts of hazing may be subject to University disciplinary action. Hazing incidents against a Chatham University student/group of students should be reported as soon as possible. If someone is in immediate danger, please call Chatham Public Safety at 412-365-1111 or 911.

Reports of incidents of hazing should be made to the Office of Student Affairs and can also be made in person, via phone or electronic mail to the Dean of Students or designee.

Once a report has been received, the Dean of Students (or designee) will collect information, investigate the incident(s) of hazing and make a determination of policy violation. In this process, the Dean of Students may call for a meeting with members of an ad hoc committee whose experience and professional background is relevant to the investigation. When the reported instance of hazing includes violation of additional policy (i.e. Title IX) the student/group of students could be subject to further investigation and disciplinary actions. Penalties for engaging in hazing activities will be determined in accordance with the Student Honor Code.

Public Reporting and Records Retention

In accordance with the Pennsylvania anti-hazing law, Chatham University must maintain records of all hazing allegations. Hazing reports are updated biannually and will be available on Chatham’s website. Hazing-related offenses and disciplinary records shall be maintained for five years.

Chatham University Notice of Non-Discrimination

(Updated May 2016)

It is the policy of Chatham University to not discriminate on the basis of race, color, gender, sexual orientation, national origin, age, disability, veteran status, marital status or any other legally protected status in its educational programs and policies, co-curricular activities, scholarship and loan programs, or employment practices. Specific inquiries regarding these matters may be directed to the assistant vice president of human resources: Chatham University, Woodland Rd, Pittsburgh, PA 15232, 412-365-1847.

Moreover, as a recipient of Federal financial assistance, Chatham wishes to comply with recent federal regulations contained in Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Executive Order 11246, which deals with Affirmative Action.

Chatham pledges to uphold and protect the rights of its students and employees with regards to these laws. To this end, the University has instituted the following grievance procedures. Any student or employee of the University who feels that discrimination has occurred should use the following procedures for a fair and equitable resolution of the grievances. Any grievant also has the right to file a complaint with the Office of Civil Rights, U.S. Department of Education, in Washington D.C.

General Procedure for Discrimination Grievances

1. The grievant should first discuss the grievance informally with their instructor, department chair, immediate supervisor, or the office or group that made the decision in dispute. The two parties will discuss the grievance and attempt to reach a solution on an informal basis. This informal procedure should take place no more than three weeks after the occurrence of the alleged grievance.
2. If the grievant is not satisfied with the outcome of the informal grievance procedure, they may appeal to the Vice President for Student Affairs for students or the Assistant Vice President for Human Resources for faculty and staff.
3. For this appeal, the grievance will be written. The respondent will also submit a written statement detailing the events of the informal procedure and their response to the grievance. These materials should be submitted within two weeks following the informal procedure. After review of the written materials and conferences with each of the involved parties, the appropriate administrator will render a decision on the matter within one week of receipt of these materials.
4. If the grievant is not satisfied with the decision of the administrator, they may appeal, within one week, to the President of the University, who will review the grievance and make a final determination within one week of the request for appeal.

If Chatham determines that unlawful discrimination has occurred, immediate and adequate corrective action will be taken in accordance with the circumstances involved to correct its discriminatory effects on the grievant and others, if appropriate. Chatham will also take steps to prevent the recurrence of any discrimination.

Responsible Use of Alcohol and Drug-Free Campus Policy

Chatham University supports the laws of the Commonwealth of Pennsylvania concerning alcohol and acknowledges the responsibility to inform each student of their obligation to abide by these laws; any infraction makes them liable to punitive action from the state. The University is not responsible for and will offer no protection for violators of these laws.

In brief, the law prohibits the purchase, consumption, possession or transportation of intoxicating liquors or malt or brewed beverages by minors (under age 21), and prohibits any other person to sell, furnish or give any such beverages, or to permit any of these beverages to be sold, furnished or given to any minor. The law also prohibits any person or group from selling alcoholic beverages without an appropriate license from the Liquor Control Enforcement agency.

Alcoholic beverages are not permitted at any student function at the University sponsored by any student group or organization unless authorized by the Office of Student Affairs. No University funds, including student activities fees, are to be spent for alcohol by student groups or organizations or their representatives, unless authorized by the Office of Student Affairs.

Alcohol may only be consumed in University residences when at least one resident of the room or apartment is of legal drinking age. If the amount of alcohol found in such a residence area is an unreasonable amount (based on the number of legal drinking students who are present), underage residents and guests may be charged with a violation of the alcohol policy. Likewise, underage students who are in the presence of alcohol being consumed by other underage community members and/or who are in the presence of a disproportionately large quantity of alcohol found in the living area of a student of legal drinking age are subject to being charged with a violation of the alcohol policy. It is suggested and expected that underage students exercise appropriate and sensible judgment at all times, especially when they find themselves in the presence of alcohol.

Drug Policy

Chatham University supports the Federal, State and municipal laws governing the illegal use, possession, or transferring of any narcotic drug, including, but not limited to, marijuana, heroin, LSD, barbiturates, or amphetamines. The University will not be responsible for, nor offer protection to, a student violating these laws. In addition, the University strongly advises students to refrain from involving themselves and other students in any violation of these laws. Students who are in the presence of illegal drugs may be charged with a violation of the drug policy. It is suggested and expected that all students exercise appropriate and sensible judgment whenever they may find themselves in such situations.

Drug Free Schools and Communities Act

The ill effects of alcohol and drug use touch all of our lives. Current research continues to delineate the detrimental consequences of alcohol and drug use. Institutions of higher education responded to the growing problem of alcohol and drug misuse with the initiation of alcohol and drug prevention programs on campuses across the country. Coupled with at-risk behaviors, the use and abuse of drugs and alcohol by college-aged students becomes more complex, and colleges must attack this problem directly. Chatham University is committed to addressing the problems associated with alcohol and drug abuse and to the creation of a healthy campus environment that supports students in their academic pursuits. Through education, training, and programming, the University strives to create such an environment by encouraging and supporting responsible decision making, with emphasis on the legal, moral, and ethical components of the decision making process.

Specific Standards of Conduct Regarding Illegal Drugs and Alcohol

The Drug-Free Schools and Communities Act, along with the Drug-Free Workplace Act, require that any institution of higher learning, as a condition of receiving any form of financial assistance under any federal program after October 1, 1990, must certify that they have adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Chatham University Weapons Policy

All members of the campus community and visitors are prohibited from possessing or carrying weapons of any kind while on University property, regardless of whether they are licensed to carry the weapons or not. Such prohibition extends to individuals having weapons in briefcases, purses, tool boxes, personal vehicles, or other personal property or effects.

The only exceptions to this policy are:

- a. Firearms in the possession of University Police Officers;
- a. Firearms in the possession of on-duty law enforcement officers;

University sanctions will be imposed on offenders as appropriate, and in addition, criminal charges may be filed.

For the purposes of this policy, “weapons” include:

- a. Firearms such as handguns, shotguns, rifles, pellet guns, machine guns, stun guns, Tasers, or electronic weapons
- b. Explosives such as bombs, grenades, blasting caps, fireworks/smoke bombs or other containers containing explosive substances
- c. Other equipment, material devices that, in the manner that they are used or could be used or are readily capable of causing serious bodily injury.

The items described in clause c) include but are not limited to knives (except small personal pocket knives with folding blades that are less than (3) inches long), teargas, chemical substances, brass knuckles, clubs, or chains.

Advocacy & Politics

Chatham University Public Demonstration Guidelines

In that the rights of free speech and lawful assembly are fundamental to the democratic process, the University supports the rights of Chatham faculty, staff, students and alumni members to protest against actions and opinions with which they disagree. The University also recognizes a concurrent obligation to maintain upon the University campus an atmosphere conducive to academic work and freedom, to preservation of the dignity of University ceremonies and public exercises, and to respect the rights of all individuals.

Upon approval, an orderly demonstration may be planned and executed on private Chatham University premises. A demonstration is approved by the administration under the auspices that the activity does not interfere materially with the educational processes or endanger the safety of the academic community. Said demonstration must not limit, interfere with or infringe upon the equal rights of others to express their conviction, to safe counter-demonstrations or to participate in the activities or programs being demonstrated against.

The University expects all members of the community to comply with the following guidelines.

Participants in the demonstration shall:

- Maintain the group protest within the area established for the demonstration on Chatham’s quad in the grassy area between Café Rachel and the Jennie King Mellon Library.
- Assure and maintain reasonable and free access to and exit from any University office, building, or other premise.
- Avoid disruption of or interference with classes, educational activities, or any events sponsored by any University office or official, faculty group or student group.
- Not utilize or threaten physical force, physical harassment or physical obstruction.
- Not utilize or throw materials, particularly rocks, sharp stakes, projectiles, etc. which could be used to intimidate or harm.

- Avoid language or actions likely to provoke or encourage physical violence by demonstrators, those demonstrating against or spectators.

Avoid the public use of language which is unreasonable and persistently abusive or obscene.

At any demonstration, the appropriate administrator shall make judgment as to whether the guidelines are being observed at the scene. If the administrator at the scene of any demonstration judges that one or more of the guidelines are being breached, they will request the participants to modify their conduct so as to comply with the guidelines, indicating the nature of the adjusted breach of the guidelines and the requested corrective action. All demonstrators, those demonstrated against, and spectators shall comply immediately.

All Chatham University activities occur under a covenant of Good Faith. Administrators may find it necessary to terminate an activity due to forces of nature, medical necessities, or problems in the group; and /or refuse or terminate the participation of any person they judge to be incapable of meeting the rigors or requirements of participating in the activity. Participants accept administrators' right to take such actions for the safety of participants. Participants acknowledge that no guarantees have been made with respect to activity objectives.

Parts of this policy were adapted with permission from Alfred University Public Demonstration Policy.

Political Candidate Policy

General Political Policy

It is the policy of Chatham University not to participate in, directly or indirectly, or to intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Recognized student organizations may reserve University facilities, including classrooms, outdoor/indoor meeting space, and any other space available to all recognized student groups, to conduct organizational meetings or to host, sponsor and/or publicize an event on behalf of a candidate. However, no organization or individual may:

1. Use the name or seal of the University or any of its schools or other units on letters or other written materials intended for support of a political campaign on behalf of or in opposition to any candidate for public office, including the solicitation of funds for such purpose or activities. This includes a prohibition on use of University letterhead, envelopes, e-mail accounts, telephone lines, voice-mail systems for communication, and social media. This also includes prohibition of soliciting funds in the name of the University (or in the name of a University student organization) to be used in off-campus political intervention or participation.
2. Use University facilities (for purposes of this policy, individual student rooms in University housing facilities are not considered to be "University facilities") to raise funds through admissions, fees, contributions, donations, or sale of materials or services to benefit a political party, campaign, or candidate.
3. Use University funds (including student fees) to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
4. Use University funds (including student fees) to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, or any other costs for candidates for

- public office or for speakers and presenters at an event on behalf of a candidate.
5. Use University resources, including but not limited to, mail distribution services, the University seal or other identifying marks, stationery and letterhead, facsimile and duplicating machines, e-mail accounts, telephone lines, and voice-mail systems for political campaigns or solicitation of endorsement of, or opposition to, candidates for public office.
 6. Use University property for the placement of signs (including flyers, banners, posters, stickers, and chalking) of endorsement of, or opposition to, candidates for public office.
 7. Host a campaign rally at University facilities.

Additional guidelines for student organization events on behalf of a candidate

The following additional requirements apply for recognized student organizations that reserve University facilities to host, sponsor and/or publicize an event on behalf of a candidate:

1. At the beginning of the event the sponsoring student organization should deliver the following disclaimer: "This event is sponsored by _____. The use of Chatham University facilities for this event does not constitute an endorsement by the University. The views of those invited to speak on campus are the views of the speaker and not of Chatham University. Chatham University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election."
2. Any communications advertising the event must contain the following disclaimer language: "This event is sponsored by _____. The use of Chatham University facilities for this event does not constitute an endorsement by the University. Chatham University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election." Event announcements must not contain explicit or implicit endorsements or opposition of a candidate for public office. The use of University e-mail accounts to send mass e-mails in support or opposition of a candidate is not permitted. The name of the sponsoring student organization must be clearly stated on all material advertising the event.
3. The sponsoring student organization is responsible for communicating these guidelines to the speakers at the event (including the political candidate if applicable) to ensure awareness of and compliance with the University's Political Policy.
4. Use of University facilities for candidate debates are subject to the "Guidelines for Use of Facilities for Political Forums or Debates" below.

Guidelines for use of facilities for political forums or debates

The Internal Revenue Code permits tax-exempt organizations to sponsor political forums, candidate speeches, and/or debates provided no candidate either directly or indirectly receives an endorsement, preference, or support from the University. Only recognized student organizations may use University facilities to host, sponsor and/or publicize an event on behalf of a single candidate, subject to the guidelines set forth above. Any other University organization (such as University departments) may only sponsor political forums or debates. Where recognized University organizations (including student organizations) sponsor political forums or debates, the following guidelines apply:

1. The agenda for the forum or debate should address a wide range of issues and be of significant interest to members of the University community.

2. A non-partisan individual should serve as moderator and ensure that all ground rules are followed.
3. The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the University, and that sponsorship of the forum is not intended as an endorsement of any particular candidate.
4. Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation must be non-partisan.
5. While all forums should be of a non-biased educational nature, when a primary election serves as the basis for the forum or debate, intra-party debates are permissible. However, where a general election serves as the basis for the forum or debate, sponsorship of an intra-party debate may give the appearance of party favoritism, thereby making such an activity inappropriate.
6. Regarding intra-party debates for a primary election, all candidates for nomination by the party being represented at the forum should be allowed to participate. In such debates, however, sponsors are not required to involve candidates not belonging to the represented party.
7. Where a general election is the underlying contest for a forum or debate, a non-partisan candidate debate is permissible provided that at least two candidates participate, and the forum or debate does not promote or advance one candidate over another. Criteria for determining participation must, likewise, be non-partisan.
8. Political forums or debates need not include every group or party, or individual seeking election. For example, forums or debates limited to mainstream parties are permissible.
9. On occasion, only one candidate in a contested election accepts a debate invitation or a candidate cancels a debate appearance after agreeing to participate. This can leave the debate with only one participant (often referred to as an “empty chair” debate). If only one candidate accepts an initial invitation or when a candidate fails to appear at the event or backs out shortly before the debate, the debate should be canceled. Any debate on campus should include at least two candidates and must not promote or advance one candidate over another. Any request to proceed with an “empty chair” debate must be approved by the Vice President of Academic Affairs.
10. At the beginning of each political forum, candidate speech or debate, a representative of the sponsoring group or organization should deliver the following disclaimer: “This event is sponsored by _____. The use of Chatham University facilities for this event does not constitute an endorsement by the University. Chatham University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.”

Other Campus Participation by Political Candidates

Candidates for political office may appear or speak at Chatham University events in a clear non-candidate capacity. A candidate may choose to attend an event that is open to the public. Chatham University will maintain a nonpartisan atmosphere on the premises and at the event where the candidate is present. The University will clearly indicate the capacity in which the candidate is appearing and will not mention the individual's political candidacy or the upcoming election in the communications (if any) announcing the candidate's attendance at the event. The University will also let the candidate know about these restrictions.

Individual Faculty, Staff, and Student Involvement in Political Activities

Chatham University encourages active participation of individual faculty, staff, and students in their responsibilities as citizens and voters. Individuals taking political positions for themselves or groups with which they are associated, but not as representatives of the University or any of its Schools, should clearly indicate, by words and actions, that their positions are not those of the institution and are not being taken in an official capacity on behalf of the institution. Employees may not participate in campaign activities during their scheduled working hours. Further, they may not use any University letterhead, support services, or other supplies in connection with campaign activities. Any employee who participates in a political campaign is responsible for notifying the campaign that such participation is in his or her individual capacity. The employee should seek, to the extent possible within the law, to minimize any references to their position with Chatham University. Occasional use of private meeting space by faculty whose academic interests include involvement with political groups is permitted so long as the regular University procedures for the rental and use of facilities are followed and so long as such activities are not related in any way, directly or indirectly, to support of or opposition to any and all candidates for elective federal, state, or local public office. No other University resources may be used to conduct the meetings, and any meeting announcements or invitations must make clear that the University does not support or oppose the group's efforts. University students, faculty, and staff are free to express their individual and collective political views provided they understand and make clear that they are not speaking for or in the name of the Chatham University or any of its schools, departments, or offices. Material containing the name, insignia or proprietary logos or marks of Chatham University may not be used to support a particular candidate.

University Publications, Web Sites, and Communications

Endorsement or views on a political candidate are not allowed in any Chatham University official publications or any web site.

Voter Education and Issue Advocacy

IRS guidance for 501(c)(3) entities allows voter education programs, voter registration initiatives, and get-out-the-vote drives, as long as they are conducted in a non-partisan manner so as not to favor or oppose one or more candidates. While 501(c)(3) organizations may take positions on public policy issues, including issues that divide candidates in elections for public office, they must avoid any issue advocacy that “functions as a political campaign intervention” (IRS guidelines). Only the University President can approve an organizational position on a public policy on behalf of the University.

Resolution on Freedom of Expression

Chatham University's (“Chatham” or “the University”) commitment to freedom of expression and free speech is enshrined in its Mission, which provides, among other things, that Chatham graduates will be prepared to “recognize and respect diversity of culture, identity, and opinion.”

Because Chatham is committed to free and open inquiry in all matters, it guarantees all members of the Chatham community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the University's functioning, Chatham fully respects and supports the freedom of all members of the Chatham community “to discuss any problem that presents itself.”

Of course, the ideas of different members of the Chatham community will often and quite naturally conflict. But it is not the proper role of the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although Chatham greatly values civility, and although all members of the Chatham community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. Chatham may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, Chatham may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with Chatham's commitment to a completely free and open discussion of ideas.

In a word, Chatham's fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the Chatham community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the Chatham community, not for Chatham as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the Chatham community to engage in such debate and deliberation in an effective and responsible manner is an essential part of Chatham's educational mission.

As a corollary to Chatham's commitment to protect and promote free expression, members of the Chatham community must also act in conformity with the principle of free expression. Although members of the Chatham community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, Chatham has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

This Resolution is adapted and excerpted from the 2015 University of Chicago Report of the Committee on Freedom of Expression. The original is available in full at provost.uchicago.edu/sites/default/files/documents/reports/FOECommitteeReport.pdf.

Guidelines for Social Media Usage

Social media is an integral part of our culture, and for many, our daily lives. To help our students successfully navigate today's social media landscape and platforms, we have developed the following guidelines and resources.

A Public Platform

Social media is an inherently social and public platform, built on the very idea of sharing. Keep this in mind and remember when using social media that almost everything you do or say is (or can be made) public.

The reality is that with digital content today, there truly is no such thing as a private conversation, since what you say or do on social media can be easily shared, screen captured and/or forwarded to others (even if you thought it was a private conversation). It is also a very real possibility that what you post today will continue to turn up years from now on the Internet during and after your time at college.

Personal Responsibility As you would in face-to-face individual or group conversations, use your best judgment in all that you choose to do or say on social media. You are responsible for what you post and can be held legally responsible by individuals or organizations for violating the law with posts that are threatening, obscene, a violation of intellectual property rights or privacy laws, libelous or otherwise injurious or illegal. In addition, these type of posts can also make you subject to the disciplinary actions of the University Student Honor Code and other applicable University policies and standards of conduct.

Copyright & Fair Use Laws

Respect copyright law in all that you do, say and post. Copyright is a form of intellectual property law that protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed.

Fair use allows portions of certain works to be used without consent under specific situations; however, the safest course is always to get permission from the copyright owner before using copyrighted material.

Social Media Platform Terms of Use

Obey the terms of use for all social media platforms. These are constantly changing, and it is your duty to stay up to date. Below are links to the Terms of Use for some of the more popular platforms:

Facebook	LinkedIn	Wikipedia	Snapchat	Instagram
Twitter	Flickr	Wordpress	Pinterest	
Google+	YouTube	Blogger	Tumblr	

If you have any questions or additional suggestions related to these guidelines, please contact the Office of Marketing & Communications at communications@chatham.edu and/or the Office of Student Affairs at osa@chatham.edu.

Health & Wellness

Housing & Dining Requests: Medical Accommodations

The housing and residential learning environment and the dining experiences on campus are integral parts of Chatham University programs. Staff and faculty are committed to providing access to these programs for all students. Some students at Chatham University may have medical, psychological, or disability concerns that present challenges in accessing the full benefit of the educational experience on campus. Chatham University has

created a process for students seeking accommodations that will help provide them access. This process is separate from the academic accommodation request procedure.

To receive housing/dining accommodations that will assist with a student's disability or medical situation, Chatham University requires that students submit appropriate medical documentation that confirms a disability or specific medical condition via the Disability Verification Form completed by a licensed or qualified professional. The following information is an outline of factors that Chatham University will consider when determining if the student's request for housing/dining accommodations is reasonable due to a disability or medical issue. Some examples of accommodations include: single-resident room, private bathroom, strobe light fire alarm, air conditioner, or modified meal plan. An interview may be requested if the committee does not feel that the supporting documentation is a thorough enough description of the disability and accommodation request. All medical information will be kept confidential and will only be shared with other parties on campus on a need to know basis.

Severity of the Disability

- Is the impact of the disability life threatening if the request is not met?
- Is there a negative health impact that may be permanent if the request is not met?
- Is the request a vital component of a treatment plan for the condition?
- What is the impact on the student's level of comfort if the request is not met?
- Does the disability necessitate that the student lives in an on-campus residence hall?

Practicality, Availability, and Timing

- Does the available/requested accommodation meet the student's needs?
- Are there other effective methods/housing configurations that would achieve similar benefits as the requested accommodation?
- Does the requested accommodation create a safety hazard (i.e. electrical overload, blockage of emergency exit, etc.)?
- Was the request made prior to the designated deadline?

DISCLAIMER: All requests for dining accommodations require a meeting with the General Manager of Parkhurst Dining prior to consideration by the Medical Accommodations Committee. We recommend completing this meeting before you submit the Disability Verification Form.

Note: Parkhurst Dining can meet any accommodation other than airborne food allergies.

Requests for a need-based housing or dining accommodations must include supporting, professional medical documentation via the Disability Verification Form. The committee will make a recommendation based on the documentation received. The following procedure is in place for students who are requesting medical accommodations:

1. The student will need to submit a cover letter to the Office of Residence - Student Affairs (Attn: Assistant Director of Residence Life) detailing their medical request. The cover letter must be accompanied with the Disability Verification Form (located at my.chatham.edu/documents/documentcenter/2020%20Medical%20Accommodations%20Policy%20Form1.pdf) completed by a medical physician or qualified professional. **Note:** We will not accept documentation from a member of the student's family, regardless of their professional status.

- a. Please visit my.chatham.edu/documents/getfile.cfm?DocID=3800 to view a copy of the cover letter format expectations.
- b. The physician/professional should complete the form and detail the following:
 - i. Specific medical/psychological diagnosis of the disability
 - ii. Description of how the diagnosis was confirmed
 - iii. Explanation of how disability affects daily life activity
 - iv. Actions currently being done to treat disability
 - v. Specific recommendations for accommodations

Please note that hand written documentation on a prescription pad does not meet these criteria.

2. The Housing & Dining Medical Accommodations Committee will determine whether or not a student's medical/psychological condition warrants the need for a medical single or other housing and/or dining accommodations. The Housing & Dining Medical Accommodations Committee includes the Dean of Students (Chair), Director of the Office of Academic & Accessibility Resources, Director of Student Health & Wellness, Manager of Facilities Services, General Manager - Parkhurst Dining, and Assistant Director of Residence Life.
3. The Committee Chair will contact the student via e-mail to notify them regarding the decision.
4. If the student's request is denied, an additional cover letter may be written for submission and further review by the committee.

NOTE: Need-based housing & dining must be requested and approved annually.

Priority deadline for returning students: Friday, March 6, 2020 at 4:00 p.m.

Priority deadline for new students: Friday, May 15, 2020 at 4:00 p.m.

Please note: *If students are having issues receiving professional documentation please, contact Devin Fabian, assistant director of residence life, at DFabian@Chatham.edu.*

Policy

Coordinated by the Assistant Dean of Student Affairs (or designee), the Housing and Dining Medical Accommodations Committee meets each semester and at other times as needed, to review each accommodation request concerning housing and dining facilities on campus. This committee consists of, but is not limited to, the student services community including: The Office of Student Affairs, PACE Center, Health Services, Residence Life, and Dining Services. The committee members are tasked with determining whether or not each medical, psychological, or disability-related request is reasonable and feasible. Each request will be examined on the basis of severity of the condition, timing of the request, and feasibility and availability of accommodations. Committee members coordinate attentive, confidential, and appropriate responses to student housing and dining accommodation requests in order to provide a positive and supportive living environment that enables students to access academic and social programs.

Procedures

1. The Housing and Dining Medical Accommodation committee will meet periodically as accommodation requests are received. Requests for special housing and dining accommodations will be reviewed and acted upon at that time.
2. Students will be asked to provide the following documentation in order to demonstrate need for accommodations:
 - a. Timely housing application that states requested accommodation

- b. Personal cover letter explaining condition and need
- c. Documentation from doctor or other appropriate professional, on letterhead from the practice and including the signature of the professional, explaining each of the following:
 - i. Specific medical diagnosis of the disability
 - ii. Description of how the diagnosis was confirmed
 - iii. Explanation of how disability affects daily life activity
 - iv. Current treatment plan
 - v. Specific recommendations for accommodations

Stipulations are provided by ADA.gov

Please note that hand written documentation on a prescription pad does not meet these criteria.

(The committee may request an interview with the student and/or relevant professional to further discuss the accommodation.)

3. The committee will discuss the possibility and appropriateness of accommodation requests
4. The Committee Chair will communicate with student
 - a. If accepted: e-mail with description of fulfilled accommodation
 - b. If declined: e-mail expressing declined or altered accommodation
 - c. If unsure: request for more information
5. Student appeals must be in writing and directed to the VPSA and Dean of Students or designee
6. A copy of all student accommodation files will be stored in the PACE Center for future reference. All medical information will be kept confidential and will only be shared with other parties on campus on a need to know basis.

ADA and the Rehabilitation Act

According to Title III of the American Disabilities Act and Section 504 of the Rehabilitation Act, Chatham University (as well as all other private, federally funded institutions) is required to provide access to its resources to individuals with disabilities. This includes not only academic resources, but housing and dining resources as well.

ADA defines a disability as one of the following:

1. Any person who has a physical or mental impairment which substantially limits one or more major life activities, or has a record of such an impairment, or is regarded as having such an impairment
2. "Major life activities" refer to functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, concentration, thinking, and working; also "major bodily functions" such as normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, immune system, and reproductive functions

However, the ADA provides Chatham University with the ability to formulate its own procedure for processing medical accommodation requests. Each request is examined on a case-by-case basis and the committee maintains the right to ask students for further explanation of their disability and request(s).

Medical Marijuana Policy

On May 17, 2016 Pennsylvania's Medical Marijuana Act, Act 16, went into effect. Act 16 allows for the controlled use of medical marijuana in the Commonwealth of Pennsylvania. Although students, staff, and faculty who are legally registered for medical marijuana through Pennsylvania's Department of Health are allowed to possess and consume certain quantities of marijuana, doing so is not permitted on Chatham University property or at University-sponsored events (either on or off campus).

Marijuana is classified as a Schedule I drug according to the Controlled Substances Act. Thus, the use, possession, cultivation, or sale of marijuana violates federal policy. Federal grants are subject to university compliance with the Drug Free Communities and Schools Act, and the Drug Free Workplace Act. The university is also subject to the Controlled Substances Act. This prohibits the university from allowing any form of marijuana use on Chatham University property and/or at University-sponsored events.

Students who are registered through the Pennsylvania Department of Health may submit a letter to the Director of Residence Life requesting to be released from the Chatham University two-year residency requirement and their University housing contract. In such situations, students will be released from their contracts with no financial penalty. Any payments made to the university for housing facilities will be returned to the student at a prorated amount determined by how many days they resided in university housing.

Smoke- and Tobacco-Free Policy

Chatham is committed to improving the quality of our environment and providing a safe and healthy campus to our students, staff, faculty, visitors and all other members of the Chatham community. In support of this, Chatham has adopted a Smoke- and Tobacco-Free Policy for all University properties, employees, students and visitors. The Policy replaces all previous smoking policies issued for the Chatham University campuses.

Policy Statement

Tobacco use and smoking are prohibited throughout Chatham University properties: Shadyside Campus, Chatham Eastside, and Eden Hall Campus.

"Smoking," as defined herein, means the act of drawing smoke or a vaporized substance into one's mouth that has been ignited, combusted, or vaporized.

"Smoking Products" include, but are not limited to, tobacco, cloves, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing devices (cigars, pipes, hookahs, etc.).

"Chatham University properties" include, but are not limited to:

- **All** outdoor common and educational areas; inside **all** University-owned or leased buildings
- Campus sidewalks
- Campus parking lots
- Athletic fields
- University-owned and leased vehicles (regardless of location)

This Policy does not apply to public rights-of-way (sidewalks/streets) within the campus boundaries, as these are governed by City of Pittsburgh Ordinance.

Exceptions include:

- Certain academic research activities may be allowed as approved through the IRB process.

Respect and responsibility

Compliance with the Policy is the responsibility of each employee, student and visitor. The Policy's success depends on an attitude of consideration and cooperation by all campus members and guests. The Policy's compliance will be enforced by Public Safety.

Implementation

Chatham became smoke- and tobacco-free on August 1, 2018. Previously, smoking was permitted at designated outdoor areas. Smoking is now prohibited on campus.

All Chatham employees and students will be informed of the Policy, and all students, visitors and employees are asked to comply with it.

Those who violate the Policy will be subject to disciplinary action under the Human Resources Policies and Procedures or other applicable Chatham regulations or policies.

All members of the Chatham community share the responsibility for bringing the Policy to the attention of visitors. Enforcement of the policy is the responsibility of each unit supervisor for their facility or unit, with reasonable enforcement efforts being made. Any complaints concerning the application of this Policy should be brought to the attention of the appropriate university administrators.

Addressing a Violation

Compliance is everyone's responsibility. If you see someone violating the Policy, approach the person in a kind, compassionate way. You might say, *"Hi, I'm Carson. Chatham recently became a smoke-free campus. If you want to smoke, please wait until you are away from university property. If you want to quit, the university has a great list of resources."*

Also, the Policy's compliance will be enforced by Public Safety.

If the person continues to smoke after being reminded about the policy, you are encouraged to report the incident to the building manager in charge of the nearest building. You may report an employee to their supervisor or to Public Safety, 412-365-1230. For students, you may report the incident to the Office of Student Affairs, osa@chatham.edu or 412-365-1286.

Resources for Employees

Chatham has partnered with the University of Pittsburgh Medical Center (UPMC) Health Plan to provide a variety of smoking-cessation and other health coaching resources at no cost to all employees. We believe that the investment in these programs yield the best results for employees to quit tobacco use. This includes full and part-time employees and employees do not have to be covered by the UPMC Health Plan.

To request a group presentation about the smoke and tobacco-free policy and smoking-cessation options for employees, contact Chatham's Assistant Vice President for Human Resources, Frank Greco, greco@chatham.edu or 412-365-1289.

Resources for Students

Students are encouraged to visit the Student Health Services located in Woodland Hall to obtain advisement, referrals and resources about smoking cessation.

Students enrolled in Chatham's UPMC health insurance are eligible for the "Ready to Quit" telephonic health coaching at no charge. These students are also eligible for free nicotine replacement therapy, up to the use of Chantix.

Smoking-cessation support groups are available if there is enough interest. For availability and more details, contact Student Health Services located at Woodland Hall or call 412-365-1714.

Emotional Support Animals Housing Guidelines & Restrictions

Date: 06-01-2017

Policy Statement

It is the policy of Chatham University to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Chatham University understands its obligation to provide students with a safe, healthy, and supportive residential experience within residence halls and is committed to providing equal access to university housing to all students with qualifying disabilities. In keeping with this obligation, Chatham University affirms that emotional support animals (ESAs) are permitted in housing facilities in accordance with University procedures and policies. This policy includes the procedures for requesting an ESA and the responsibilities of students who have ESAs in University residence halls.

Emotional Support Animals Request Process

Requests for an Emotional Support Animal (ESA) must be accompanied by a cover letter and supporting, professional medical documentation via the Request for Information RE: Emotional Support Animals form. The committee will make a recommendation based on the following documentation received:

Cover Letter

The student will need to submit a cover letter to the Office of Residence Life - Student Affairs (attn: Director of Residence Life) detailing their request for an ESA. This letter should outline the following:

- Type of ESA they are requesting (ex. dog, cat, rabbit, etc.), which should include size, weight, and breed.
- Why they are requesting the ESA
- What will the impact be on them personally if they are not permitted to have an ESA

Request for Information RE: Emotional Support Animals (form)

The Request for Information RE: Emotional Support Animals form must be completed by a diagnosing health professional. Please note: We will not accept documentation from a member of the student's family, regardless of their professional status. *Please note that hand written documentation on a prescription pad does not meet these criteria.*

After the request has been submitted the following process will take place:

1. The Housing Medical Accommodations Committee will determine whether or not a student's medical/psychological condition warrants the need for a medical single or other housing and/or dining accommodations. The Housing Medical Accommodations Committee includes the Assistant Dean of Students, Director of Academic and Accessibility Resources, Director of Student Health Services, Director of Facilities, Director of Dining Services, and Assistant Director of Residence Life.

2. The Committee Chair will contact the student via e-mail to notify them regarding the decision.
3. If the student's request is appealed, an additional cover letter may be written for further review.

Standards for Approved Emotional Support Animals

An Emotional Support Animal (ESA) is an animal (typically a dog or cat, but can include other species) that provides a therapeutic benefit, such as comfort and support in the forms of affection and companionship for an individual suffering from various mental or emotional conditions. They are prescribed to an individual by a licensed medical professional. Unlike Service Animals, ESAs are not required to perform any specific tasks for a disability.

Students who are approved to have an ESA in University housing are required to adhere to the following housing guidelines and restrictions:

- **Animal Type:** While most ESAs are dogs or cats, students are permitted to select a different ESA species. Dangerous, poisonous, illegal, and any other animals that pose a direct threat to the health and/or safety of the campus community will not be permitted as ESAs. Size and weight restrictions may also apply.
- **Animal Care:** The care of the animal is the sole responsibility of the person who benefits from the animal. This person is responsible for cleanup of all waste and for maintaining control of the animal at all times. All animals must be kept reasonably clean and free of parasites. Animals must be cleaned and dried from walking in the rain or mud before re-entering the residence. Animals must be groomed regularly as recommended by a licensed veterinarian.
- **Animal Safety:** ESAs must be caged when the resident student is not with the ESA. If the student leaves campus for more than a 24-hour period, they are required to take the ESA with them. ESAs cannot be left in the care of other students or individuals residing on the Chatham University campus.
- **Boarding:** The owner of the ESA must provide emergency contact information to facilitate continuity of care for the ESA in the event of an emergency. Once the emergency contact has been notified, they will have 24-hours to pick up the animal.
- **Vaccination & Health:** Proof of good health must be provided by a licensed veterinarian upon initial request and on an annual basis. At any time that it is readily apparent that the animal needs veterinary attention, the University may require that the animal receive treatment at the student's expense.

The animal must be vaccinated against disease and fleas as recommended by a licensed veterinarian, and resident students must provide proof of vaccinations upon the initial request and on an annual basis. All Canine and Feline ESAs must have a current rabies vaccination and wear a rabies vaccination tag at all times.

- **Documentation & Registration:** The ESA must have collar that identifies the name of the student and emergency contact. Resident students are responsible for informing themselves of all Allegheny County and City of Pittsburgh Ordinances as it relates to animals within city limits. For ESAs, proof of city registration of dogs and cats must be provided upon the initial request (other forms of ESA species are not required to be registered). It is also recommended that ESA owners follow city ordinances.
- **Control of Animal:** The ESA must be on a leash, if appropriate for the animal, at all times when outside of the private living area of the person. ESAs must remain under control

of the owner at all times, and control may not be transferred to another individual, even momentarily.

- **Disruptive Behavior:** An animal may be removed if it howls, yelps, whines, or barks in such a manner as to reasonably disturb any person or if it attacks, bites, injures, snaps, growls, snarls, whines, or jumps upon others without aggressive provocation or any other behavior perceived as threatening.

If an ESA becomes disruptive, the student will be notified by the Director of Residence Life or designee that the ESA is temporarily suspended and must be removed from campus property until a formal hearing can take place. At the conclusion of the hearing, a decision will be made regarding whether the ESA will be permitted to return to campus property or not.

Appeals of hearing outcomes and sanctions must be made in writing by the student within one week of the receipt of the written notice of the hearing decision. Written appeals should be addressed to the Senior Vice President for Finance & Administration and the Vice President for Student Affairs & Dean of Students.

- **Responsibility for Damages:** The ESA's owner will be held financially responsible for all damages as a result of the animal, including, but not limited to: pest control, repair or replacement of furnishings or flooring, repair to walls, doors and molding, deep cleaning and odor reduction, stain removal, and damage to all property of others or the University. Within 24 hours of damage, the owner is required to submit a report to the Director of Residence Life outlining the incident and resulting damage.

If an ESA causes excessive or repeat damages, the student will be notified by the Director of Residence Life or designee that the ESA is temporarily suspended from campus and must be removed from the students' on-campus residence until a formal hearing can take place. At the conclusion of the hearing, a decision will be made regarding whether the ESA will be permitted to return to campus property or not.

Appeals of hearing outcomes and sanctions must be made in writing by the student within one week of the receipt of the written notice of the hearing decision. Written appeals should be addressed to the Senior Vice President for Finance & Administration and the Vice President for Student Affairs & Dean of Students.

- **Waste Disposal for ESAs:** The person benefitting from the ESA is responsible for removing and cleaning all waste both within campus facilities and on campus. Proper cleanup of waste includes, at a minimum, immediate removal of all liquid and solid waste and disposal of waste into an outside waste container. Owners are required to have in their possession appropriate cleaning materials and waste bags when animal is present on university grounds. Within the housing unit, litter boxes and animal habitats must be cleaned daily and kept free from odor. Waste must be placed into an impermeable container and disposed of in an outside container on a daily basis.
- **Areas off Limits to ESAs:** ESAs are not permitted within campus buildings or outside the student's assigned residence halls. Residents are not permitted to bring the ESA into other residence halls or campus buildings when visiting students, faculty, or staff. ESAs are not permitted in indoor public or common areas, including but not limited to: recreational areas, laundry rooms, and lobbies. ESAs are not permitted in common area kitchens or living areas except when temporarily necessary as a passageway to the student's private living area.

- **Roommates and ESAs:** It is the responsibility of the student requesting an ESA to inform their roommates of the entering ESA. If a roommate is not comfortable with an ESA, the student requesting the ESA will be responsible for finding roommates that are comfortable with their ESA within their living unit.
- **Support Staff Entry Requirements:** Owners must be present as requested for preventative and routine maintenance, health and safety inspections, and for any other purposes when staff must enter the private living area as requested by the Office of Residence Life.
- **Picture of Animal:** The student must provide the Director of Residence Life with a picture of the ESA. This picture should be a full body image of the ESA.
- **Deadline for notification of bringing an ESA:** July 1 (fall), December 1 (spring), and May 1 (summer).

Students who are approved to have an ESA will be required to submit an ESA Agreement, which outlines the guidelines and restrictions listed in this document. Violation of ESA guidelines and restrictions will leave a student subject to disciplinary action.

Additional Policies & Procedures



Academic Integrity

my.chatham.edu/documents/documentcenter/Policy%20-%20AY19%20-%2020%20Chatham%20University%20Academic%20Integrity%20Policy.pdf

Residence Life Policies and Procedures

my.chatham.edu/documents/view.cfm?DocID=8632

Gender Identity and Expression and Sexual Orientation



GENDER IDENTITY AND EXPRESSION AND SEXUAL ORIENTATION

Chatham University is committed to creating an equitable and inclusive environment for all students, faculty, and staff. As part of this commitment, Chatham University has an established non-discrimination policy that includes gender identity, gender expression, and sexual orientation (for full language of this policy, see page b). Listed below is information that details information about gender, sex, and gender-inclusive and affirming practices.

Sex & Gender 101

From the Women's Institute series, "Gender Equity in the Classroom and Beyond"

Sex, gender, gender identity, and sexual identity are actually different, but are often conflated or used interchangeably. Terminology is also quickly changing and students are coming into our classrooms today with new definitions and more exposure to concepts than just a few years ago. Here is a quick guide to understanding some of the key terms used by gender scholars, drawing on a large body of evidence from an interdisciplinary research literature. These concepts are sometimes abbreviated as SOGIE (Sexual Orientation, Gender Identity and Expression).

Understanding Sex

Sex refers to physical attributes; it is determined by a combination of X and Y chromosomes, hormones (estrogen/progesterone and testosterone), and internal and external genitalia. Biological sex exists on a spectrum with wide human variation occurring due to chromosomal combinations (in addition to XX and XY), insensitivity to certain hormones, or variation in formation of the genitalia. Sex variation between the "male" and "female" labeled ends of the spectrum is common: depending on definitions, prevalence rates are estimated between 1 in 2,000 births (.07%) to 1 in 60 births (1.7%, or about the same rate as red heads).

Sex Assigned at Birth (AFAB/AMAB) is what we were labeled (in U.S. culture, male or female) at birth, typically based on the appearance of our external genitalia. The acronym AFAB is Assigned Female at Birth; AMAB is Assigned Male at Birth.

Intersex refers to individuals whose sex cannot be classified as clearly male or female; in the case of chromosomal or hormonal variation, individuals may not be recognized as intersex until later in life when sex development occurs that does not align with sex assigned at birth.

Understanding Gender & Gender Identity

Gender refers to a culturally and often historically specific understanding of what it means to be masculine or feminine; this understanding is used to construct and reinforce expectations about how individuals should appear and behave. Thus we say that gender is a "cultural construct" or "socially constructed."

Gender Binary refers to the belief that everyone should be either masculine or feminine, that these two genders are clearly distinct, and that these two genders are the only options. A gender binary is culturally constructed (not biologically fixed) and not universal: for example, some cultures recognize multiple genders.

Gender Roles are a set of social expectations about which clothing, mannerisms, hair styles, behaviors, interests, personal characteristics, career choices, etc. are appropriate for a person based on their sex assigned at birth.

Gender Expression (or Presentation) refers to the many ways that we consciously and unconsciously exhibit gender through our clothing, voice, hair styles, body language, and behavior.

Gender Identity refers to what we label ourselves in order to acknowledge and reflect our core sense of our gender. Some scholars call the deep, internal sense of being a particular gender our gender orientation. This may or may not correspond to our sex assigned at birth.

Gender Attribution (or Assumption) refers to the process by which an observer “reads” another person’s gender expression and assumes their gender, or “classifies” that person as masculine or feminine, based on a perception of how their gender expression corresponds to a culturally specific understanding of what it means to be masculine or feminine; since gender expression can be conscious or unconscious, an observer can “attribute” a gender to us that we aren’t intentionally expressing.

Gender Pronouns are the pronouns individuals use to refer to themselves. In the English language, cis-gender women are generally accustomed to using she/her/hers; cis-gender men are generally accustomed to using he/him/his. Some people do not identify with a gender binary and prefer to use the plural pronouns they/them/theirs, or the increasingly popular invented terms “Ze” and “Zir” (pronounced Zee/Zeer) or the variant “Ze” and “Hir” (pronounced Heer). Relatedly, some people use “Mx” (pronounced Mix) in place of “Mr” or “Ms” on signature lines.

Transgender or Trans refers to individuals whose gender expression, gender identity, or gender orientation differs significantly from what is expected based on their sex assigned at birth; this umbrella term refers to a wide range of gender identities, but people must self-identify as transgender in order for the term to be appropriately used to describe them. The correct designation is transgender (not “transgendered”). Note that a trans person does not need to change their body, or intend to change their body, chemically or surgically, in order to identify as trans and that referring to a transgender person’s “biological sex” undermines their identity and is inappropriate..

Gender Non-Conforming, Gender Variant, or Non-Binary refer to individuals whose gender expression does not conform in some way to society’s traditional binary of gender role expectations; this can be a reflection of an individual’s conscious choice to dress or behave in a way that challenges gender role expectations, or it can be a reflection of others’ perceptions that the individual’s dress or behavior conflicts with gender role expectations.

TGID / Trans and Gender Identity Diverse is an umbrella acronym that includes trans, gender non-conforming, and non-binary people.

Cisgender (pronounced “sis-gender”), or Cis, refers to individuals whose physical body and internal sense of gender orientation correspond (and have always corresponded) to their sex assigned at birth; this term does political work by acknowledging that others may not experience such a correspondence between their physical body, gender orientation, and sex assigned at birth and calling attention to what is perceived as normative in our culture.

Affirmed Name is the name a person uses that represents (affirms in a positive way) who they are. Although it may be a name chosen as part of a gender identity transition, the terms “chosen name” or “nickname” can be disrespectful. A **dead name** is a person’s former (sometimes legal) name; using a person’s dead name is called dead-naming.

Agender people, also called genderless, genderfree, non-gendered, or ungendered people are those who identify as having no gender or being without any gender identity. This category includes a very broad range of identities that do not conform to traditional gender norms.

Androgyne is a non-binary gender identity associated with androgyny. Androgynes have a gender that is simultaneously feminine and masculine, although not necessarily in equal amounts.

Demigender is a gender identity that involves feeling a partial, but not a full, connection to a particular gender identity. Demigender people often identify as non-binary. Examples of demigender identities include demigirl, and demiboy, and demiandrogyne.

Genderqueer or **Gender Fluid** people do not subscribe to conventional gender distinctions but identify with neither, both, or a combination of male and female genders.

Femme is a gender identity used by people identifying as queer, or somewhere on the LGBTQ spectrum, who express traditional feminine characteristics. Because the descriptor is a reclamation of the word “feminine” that purposefully subverts stereotypes, femme-identifying people often present an exaggerated version of femininity. The term is queer-coded for many who use it, making a feminine-presenting body visible as queer, and does political work by rejecting the idea that sexual identities must present in certain ways.

Latinx is an increasingly common term used instead of the gendered Spanish terms Latina and Latino. Pronounced “lateen-ex,” it is meant to be gender inclusive and signal a rejection of the gender binary.

Understanding Sexual Orientation/Identity

Sexual Behavior refers to the sexual acts we engage in and with whom we engage in those acts.

Sexual Orientation or Identity refers to what we label ourselves as in order to acknowledge and reflect our core sense of our sexual orientation. Some scholars use orientation to refer to the deep, internal sense of who we are attracted or “oriented” to in terms of our emotional, romantic, and sexual attractions.

Gay refers to men who are emotionally, romantically, and sexually attracted to other men. “Gay” used to be an umbrella term that referred to all people, regardless of sex, who are attracted to people of the same sex. However, the more inclusive term used now is LGBTQ (see below).

Lesbian refers to women who are emotionally, romantically, and sexually attracted to women.

Bisexual refers to individuals who are emotionally, romantically, and sexually attracted to both men and women. Because the term reinforces a gender binary, it is less common today, though is still in use.

Pansexual people are capable of being attracted to many/any gender(s). Sometimes the term omnisexual is used in the same manner. “Pansexual” is being used more and more frequently as more people acknowledge that gender is not binary. Sometimes, the identity fails to recognize that one cannot know individuals with every existing gender identity.

Asexual refers to individuals who do not experience sexual attraction but who may or may not experience emotional and/or romantic attraction.

Aromantic refers to individuals who do not experience romantic attraction.

Queer is a term that can be used in many ways: 1) it is often used to refer to individuals who have a fluid sense of their sexual identity and do not wish to be confined by more narrow labels such as “gay,” “lesbian,” or “bisexual”; 2) it can be used by individuals as a way of labeling themselves as non-heterosexual without having to state whom they are attracted to; 3) it is often used as an umbrella term to refer to individuals whose sexual behavior, sexual orientation, gender expression, or gender orientation does not conform to social expectations; 4) it can be used to describe a political stance that anyone can adopt as a way of calling attention to their rejection of hetero-normativity and the gender binary; 5) “queer” was historically used as a derogatory adjective for gays and lesbians, but in the 1980s activists began re-appropriating the word as a term of self-identification; though the term is becoming widely used, some people—both those who are and those who are not members of the LGBTQ community—still find the term offensive regardless of who uses it or how they use it.

Questioning refers to individuals who are uncertain of their sexual orientation; it can also refer to individuals who are uncertain of their gender orientation.

LGBTQ / LGBTQIA+ is an acronym that stands for Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual or Agender; it is used inclusively to refer to all people whose sexual behavior, sexual orientation, sexual identity, gender expression, gender orientation, or gender identity does not conform to social expectations. This acronym is represented in a variety of ways and many individuals, groups, and organizations also include other letters in the acronym in an attempt to be more inclusive; thus, you might see another Q for Questioning, another A for Ally, a P for Pansexual, etc. Note that that acronym combines both gender and sexual identities.

Homosexual refers to individuals who are emotionally, romantically, and sexually attracted to others of the same sex; this term is often avoided by people who self-identify as LGBTQ because of its historical use within the field of psychology as a diagnosis of mental disorder.

Four Tips to Promote Inclusion and Respect on Our Campus

Here are some quick tips for students—and all members of our community—to create a welcoming and inclusive climate in our classrooms, across campus, and beyond for people of all gender and sexual identities.

1. **Allow people to self-identify:** The #1 rule is to use the terms that people choose for themselves and don't assume that you know a person's gender identity or sexual identity.
 - a. If you find yourself unsure of someone's pronoun, be attentive to how others refer to this person. If you are still unclear or concerned that people might be using the

- incorrect pronoun, politely and privately ask that person what pronoun they use.
- b. Allow guest speakers to self-identify and use their chosen names and pronouns.
 - c. Take time at campus events to have participants introduce themselves using their gender pronouns.
2. **Commit to learning:** Many of the terms in this glossary are fairly new and definitions are constantly changing (we learn new things all the time and update this sheet every year). Rather than worrying about “getting it right,” focus on a commitment to continuous learning; try your best to use these terms, and be OK with apologizing when you make a mistake. (Pro tip: when you acknowledge your error, avoid “over-apologizing” which can force the other person to comfort you, and shifts the dialogue to your emotional needs, away from the person who was mis-identified.) By emphasizing that we are all lifelong learners, you create a welcoming and open educational climate where people are allowed to make mistakes, and learn from them.
3. **Model inclusion:** If you are comfortable, use your gender pronouns in your e-mail signature file; post them on your door; include them on any name-tags.
4. **Rethink the form:** Many members of our campus community identify outside the gender binary, but often do not have the ability to indicate their identity on documents and surveys. As a result, they may not feel welcomed or included, and institutions remain unaware of the presence and needs of all of their students. First ask yourself if you really need to know a student’s gender before creating a form or survey. If you do ask for “gender,” consider using a prompt such as “Gender identity” followed by an open text field or line allowing students to self-identify using the term(s) they prefer. If you must legally ask “sex: female or male,” you might also include a second question about “gender identity”. (Listing “other” as a third option forces people to literally identify themselves as an “other” and can contribute to an unwelcoming culture.)

These terms and tips were updated and adapted by Jessie B. Ramey, Ph.D., director, Women’s Institute at Chatham University, from the research literature and with acknowledgements to: SafePlace, Michigan Technical University, CampusPride.org, and Chatham’s TGID faculty, staff, and students.

Affirmed Name Policy for Students

Date: 12/5/2019

Chatham University is committed to providing an environment that is inclusive and affirming. As part of this commitment, the University supports students seeking to use their affirmed names.

Affirmed name is the name a person uses that represents (affirms in a positive way) who they are and how they wish to be referred to and identified. Whereas, legal name is the name that is reflected in legal documents, such as birth certificates, social security card, passport, driver’s license and other such documents controlled by local, state, or federal agencies. Not everyone who has an affirmed name can change their legal name to their affirmed name.

Providing students with the option to change their name contributes to a safe and non-discriminatory college experience. Reasons for name changes may include identifying as transgender or gender non-conforming; experiencing stalking, violence, or other safety needs; being an international student or other student who wishes to adopt an English language name; being known by a name that is different from their legal name; or having

a popular name and wishing to use a different name. Some records may require the use of legal names only, such as all of those associated with federal and medical documentation.

Due to either federal, state, or local policies, to comply with legal standards, Chatham University is restricted to the use of a legal name in the following documents:

- Academic Records, Forms, and Documents including Transcripts and Official Class Rosters
- Financial Aid Records, Forms and Documents
- Payroll and Student Employment Records, Forms, and Documents
- Student Health Insurance Records, Forms and Documents (if purchased)
- SEVIS Records, Forms and Documents (if international student)
- Admissions enrollment management Records, Forms, and Documents
- Any other federal, state, or local records, forms, and documents that require the use of the legal name

If a Chatham University community member declines to recognize a student by their affirmed name, the student should contact the Dean of Students for resolution purposes.

Additional resources and advocates for students include:

- Gender and Sexual Violence Prevention Subcommittee of the Diversity and Inclusion Council
- Vice President of Diversity, Equity & Inclusion
- Director of the Women's Institute
- Academic Deans
- Title IX Coordinator and Deputy Title IX Coordinators
- Executive Director of Counseling and Wellness Services
- Assistant Dean of Students
- Director of Residence Life

Students have the option to request that their affirmed name be used within designated Chatham University technology systems. To complete this process, students must submit the **Affirmed Name Registration Form**. This is an online application, which you will log into using your Portal credentials. Students should allow at minimum two weeks from the date they received confirmation of their affirmed name change request for necessary Chatham University systems to be updated. After the two-week period if the student encounters a situation where the affirmed name change has not taken place in the areas noted in this policy, they should follow-up with the Office of Student Affairs.

The change from legal name to an affirmed name will be displayed in all electronic system where technologically feasible:

- Student Portal Username
- Office365 Username and E-mail Address (Chatham University e-mail system)
- Brightspace Username (Chatham University Learning Management System)
- Unofficial Class Rosters (An official class roster list students' legal name. However, Information Technology (IT) is able to provide a report that list students' affirmed name for faculty members)
- StarRez housing system display name
- Chatham University ID
- Athletic systems and websites
- Institutional Advancement management systems

Title IX Policy



I. Introduction

1. What is Title IX?

Title IX of the Higher Education Act of 1972 generally states that 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. 20 U.S.C. 1681(a). As a recipient of federal financial assistance (e.g., from federal student loan programs), *Chatham University (hereinafter “Chatham”) is a Recipient or School as defined by, and is thereby subject to, Title IX.*

2. Interplay Between Title IX, Title VII, and FERPA

Within Title IX-related policies and procedures, recipients may not restrict any rights guaranteed against government action by the U.S. Constitution, including the First Amendment of the U.S. Constitution, the Due Process Clause of the Fifth and Fourteenth Amendments of the U.S. Constitution, and the Fourth Amendment.

Recipients must comply with the Final Rule, issued by the U.S. Department of Education in May 2020, irrespective of Family Educational Rights and Privacy Act (FERPA) provisions to the contrary.

Nothing in the Final Rule should be used to deny any individual’s rights under Title VII of the Civil Rights Act of 1964, 42 U.S.C 2000e et seq., or any regulations promulgated thereunder.

3. Policy Prohibiting Discrimination Based on Sex

Chatham does not discriminate on the basis of sex in the education program or activity that it operates. Chatham is required not to discriminate in this manner by Title IX and by Sec. 106.8(b) of the Final Rule. The requirement not to discriminate in the education program or activity extends to admission and employment. In addition to violating federal law, such conduct undermines the character, purpose and values of the Chatham community and will not be tolerated.

See also Chatham’s Non-Discrimination Policy immediately below.

Inquiries about the application of Title IX and the Final Rule’s requirement that a Recipient disseminate its policy prohibiting discrimination based on sex may be referred to Chatham University’s Title IX Coordinator (see contact information in Section III), to the Assistant Secretary for Civil Rights, U.S. Department of Education, or both.

4. Non-Discrimination Policy

Equal opportunity and affirmative action are integral to employment and education at Chatham University because we recognize that the University’s present and future strength is based primarily on people and their skills, experience, and potential to develop, no matter what their race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or any other legally protected status. The University will not tolerate any form of discrimination on these bases (i.e., race, national origin, disability) including different treatment, and prohibits retaliation against those who file complaints about discrimination or who participate in the investigation of such complaints.

The University has a policy of equal opportunity employment and educational opportunities and affirmative action that is broad in scope and supported at all levels of the University.

The University will make good faith efforts (through responsible managers and officials) in accordance with the law, to recruit, hire, train, and promote persons in all job titles, without regard to race, color, religion, gender, sexual orientation, gender identity or expression, marital status, familial status, pregnancy, national origin, age, disability, or status as a disabled veteran or veteran of the Vietnam era, except when age or sex are bona fide occupational requirements or when a specific disability constitutes a bona fide occupational disqualification.

University managers and officials shall support affirmative action principles to ensure that members of protected categories are introduced into the work force, the student body, and University community. Students and employees in protected categories are encouraged to apply for and participate in all University-provided opportunities including promotional, educational, and training opportunities.

University officials shall make continual efforts to ensure that hiring and promotion decisions are in accordance with equal opportunity principles by imposing only legitimate business requirements for hiring and promotional opportunities. Likewise, student admission and retention decisions will be made with equal opportunity at the forefront of decision making.

All personnel actions, such as compensation, benefits, transfers, layoff, return from layoff, as well as University-sponsored training, education, tuition assistance, and social and recreational programs, will be administered without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, age, marital status, familial status, disability, status as a disabled veteran or veteran of the Vietnam era, or any other legally protected status.

University managers and officials shall base all employment and student admission decisions on the equal opportunity principles with the intent to further the University's commitment to those principles.

The University encourages members of protected groups to participate in its campus-wide social activities and shall post notices of all campus-wide social events for the benefit of all employees and students.

The President's office, with the assistance of the Human Resources office, will monitor to ensure compliance with the affirmative action policies of the University.

Chatham University has adopted this policy on a strictly voluntary basis. The existence of this policy should not be construed as an admission by the University in whole or in part, that in fact members of protected groups have been or are presently being underutilized, concentrated, or discriminated against in any way by the University in violation of federal, state or local fair employment practice laws.

Non-Discrimination Policy Effective Date: May 1, 2016

Updated: 4-16-18

II. What is Sexual Harassment Under Title IX?

The U.S. Department of Education (DoE) defines Sexual Harassment as conduct on the basis of sex that satisfies one or more of the following:

- a. A school employee conditioning education benefits on participation in unwelcome sexual conduct (“quid pro quo”); or
- b. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
- c. Any of the following four crimes:
 - i. Sexual Assault: An offense that meets the following definitions of Rape, Fondling, Incest, or Statutory Rape from the FBI’s Uniform Crime Reporting Program:
 1. Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This includes the rape of both males and females. *
 2. Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity. *
 3. Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 4. Statutory Rape: sexual intercourse with a person who is under the age of consent.

In Pennsylvania, a person under the age of 16 years old cannot consent to sexual activity with an individual who is four or more years older, and a person under the age of 13 cannot consent to sexual activity regardless of the other person’s age. Therefore, sexual contact with a person younger than 16 years old may be a crime under state law as well as a violation of this Policy. In addition, certain incidents of sexual conduct involving individuals under the age of 16 will be reported to Childline at 1-800-932-0313 as required by law.

- ii. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting Party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

- iii. Domestic Violence: A felony or misdemeanor crime of violence committed:
 1. By a current or former spouse or intimate partner of the victim;
 2. By a person with whom the victim shares a child in common;
 3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- iv. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:
 1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

** As required by the DoE, Chatham uses the definition of Sexual Assault from 20 U.S.C. 1092 (f)(6)(A)(v) [implementing the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)] and the definitions of Dating Violence, Domestic Violence, and Stalking from the Violence Against Women Act (VAWA): 34 U.S.C.12291 (a) (10); (a)(8); and (a)(30), respectively.*

Although the definitions of Rape and Fondling in the Clery Act are framed in terms of male or female victims, these crimes can happen to people regardless of their gender identification. Therefore, Chatham will apply the definitions of Rape and Fondling, and all of the definitions above, to all individuals, regardless of their gender identity.

III. What to do if You or Someone You know Has Experienced Sexual Harassment, Including Sexual Assault

a. How and to Whom to Report Sexual Harassment

For urgent, emergency cases (e.g., sexual assault), please call the 24-hour emergency Chatham Public Safety hotline at 412-365-1111 or the City of Pittsburgh Police at 9-1-1.

- i. Who can make a report?
Any member of the Chatham community may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.
- ii. How can a report be made?
A report of sexual harassment may be made in person, by phone, email, or letter;

or through Chatham's online reporting format (see below) which goes directly to Chatham's Title IX Coordinator.

A report can be made to either (a) Chatham's Title IX Coordinator (see contact information immediately below) or (b) to any Chatham official in authority to institute corrective measures.

Reports of Sexual Harassment, including Sexual Assault, also may be made to any Responsible Employee at Chatham. Responsible Employees have an obligation to promptly report incidents of Sexual Harassment, including Sexual Assault, that have been reported to them, to the Title IX Coordinator, or to one of the Deputy Title IX Coordinators.

Responsible Employees include all Chatham employees except the professional counselors in the Counseling Center or Health Services staff. This includes: Adjunct Faculty and Teaching Assistants; all Administrators, including Vice Presidents, Assistant Vice Presidents, Program Directors, Department Chairs, Deputy Title IX Coordinators, and Intern Assistant Administrators; all Head Coaches, Assistant Coaches, and Intern Assistant Coaches; and all Residence Life staff, including Resident Assistants and Graduate Resident Directors.

Among the benefits of the Responsible Employee concept are that it cultivates a culture of reporting, provides clarity to the campus community, and provides the opportunity to respond and take corrective action as appropriate. For these reasons, and even though not every Responsible Employee will be a "Chatham official in authority to institute corrective measures," Chatham will continue to utilize the Responsible Employee model.

- iii. How to contact (1) Chatham's Title IX Coordinator, (2) a Responsible Employee, or (3) file an online report:
 1. Contact Chatham's Title IX Coordinator:
Sean Coleman – Title IX Coordinator
Andrew Mellon Center, 2d Floor
One Woodland Road
Pittsburgh, PA 15232
412-302-6734
Scoleman1@chatham.edu or TitleIX@chatham.edu
 2. Contact a Chatham official in authority to institute corrective measures or a Responsible Employee: see the Chatham Directory on myChatham.edu.
 3. Utilize the Online anonymous reporting form found here: Submit an online Incident Report *

**The online Incident Report may be submitted anonymously. If doing so, however, please bear in mind that reports which include greater specificity and facts generally are more helpful in achieving the Title IX Office's goals of stopping Sexual Harassment, preventing it from happening again, and helping those who have experienced it. Online Incident Reports are received by the Title IX Office and accessed by the Title IX Coordinator who will share them only with other Title IX staff, only as necessary.*

b. Steps to Take if You or Someone You Know Has Experienced Sexual Harassment

- i. Ensure the safety of yourself and others.
 - Find a safe place
 - Call Campus Safety - 412-365-1111 or 9-1-1
 - Seek assistance from a person you trust
 - If a threat to campus is imminent, a Timely Warning will go out
- ii. Try your best to maintain any physical evidence:
 - Try not to shower, bathe any part of your body, use medications, or brush your teeth. Stay in the clothes you were wearing or wrap them and anything else you came in contact with (bed sheets, etc.) in a clean sheet. If you choose to put these items in a bag, make sure it's a paper bag (a plastic bag may destroy evidence).
- iii. Seek medical care for your physical and mental health and to preserve physical evidence. An exam for sexual assault can be completed up to ten (10) days following the assault. Chatham Campus Safety can transport you to and from the hospital.
 - Magee Women's Hospital of UPMC: 412-641-4933
 - UPMC Mercy Hospital: 412-232-8111
 - Chatham Student Health Services & Counseling Center: 412-365-1282
- iv. Seek counseling support
- v. Consider your legal options. You may wish to pursue legal action against the person who sexually harassed you.
- vi. If you're reporting sexual assault, we encourage you to do so both with Campus Police and the local law enforcement authorities. Sexual assault is a violation of both Chatham's Policy Prohibiting Sexual Harassment and criminal law, and you have the right to pursue a criminal investigation of the sexual assault, in addition to a Title IX complaint and investigation. (See page 9.)

c. Resources and Contacts if You or Someone You Know Has Experienced Sexual Harassment

The following Campus and External Resources are recommended:

- i. Campus Resources:

Campus Title IX Team

Coordinator

Sean Coleman, J.D.

412-365-1164 or scoleman1@chatham.edu

Andrew Mellon Center, 2nd Floor

Deputy Coordinator for Students

Assistant Dean of Students (vacant)

Woodland Hall, 1st Floor, Office of Student Affairs

Deputy Coordinator for Athletics

Leonard Trevino, Director of Athletics

412-365-1650 or ltrevino@chatham.edu

Athletics & Fitness Center, 2nd Floor

Deputy Coordinator for Faculty and Staff

Frank Greco, Assistant Vice President for Human Resources
412-365-1680 or greco@chatham.edu

Mellon Center, 1st Floor (across from the Office of the Dean of the School of Arts, Science and Business)

Decision Makers

Dr. Jeff Bukowski, Assistant Dean, School of Arts, Sciences and Business (SASB)
Dr. Randi Congleton, Assistant Vice President for Diversity & Inclusion

Investigators

Janelle Carlson, Administrative Assistant, Office of the President
Sean Coleman, Title IX Coordinator
Kathleen Emory, Office of International Student and Scholar Services
Dr. Ron Giles, Director of Student Health and Wellness
Cindy Kerr, Director, Office of Academic and Accessibility Resources (OAR)
Betsy Warren, Head Coach, Women’s Soccer

Other Campus Contacts

Public Safety	412-365-1230
Office of Student Affairs	412-365-1286
Office of Residence Life	12-365-1518
Counseling Center	412-365-1282 (Confidential)
Student Health Services	412-365-1714 (Confidential)
Athletic Department	412-365-1519
Office of Academic & Accessibility Resources (OAR)	412-365-1611

Advocate Services

If you have experienced sexual harassment, many campus resources are available to you. Feel free to seek help and guidance from your coach, advisor, members of the Student Affairs or Residence Life staff, Counseling Services, and other Chatham staff members. Some of the roles these individuals can play are:

- Address issues related to sexual assault, harassment, and relationship violence
- Respond to charges of academic absence, conflict or appeal
- Help you withdraw from a class, if necessary
- Make referrals to counseling services and other supportive campus and community organizations
- Educate you about medical procedures and evidence preservation
- Provide information about legal advocacy
- Meet with you in a safe place to ensure your comfort
- Help you track all of the necessary details
- Assist you with filing a report and navigating the campus conduct system
- Assist your significant other and friends to help you in the best way possible

ii. Community Resources:

Pittsburgh Action Against Rape (PAAR)

Some members of the Chatham community may wish to seek support and advocate services off campus. Pittsburgh Action Against Rape (PAAR) offers 24/7 free confidential helpline and can provide you with advocacy and support services. PAAR representatives are available any time and can provide

counseling and legal support for victims and their families. All PAAR services are confidential. Call 1-866-363-7273 to talk with a PAAR representative or to request an advocate.

Abuse, Sexual Violence, Domestic Violence Contacts & Resources

Blackburn Center (Westmoreland County)	724-837-9540
National Sexual Assault Online Hotline (RAINN) <i>24-Hour Nationwide</i>	1-800-656-4673
National Domestic Violence Hotline <i>24-Hour Nationwide</i>	1-800-799-7233
Pennsylvania Coalition Against Domestic Violence	1-800-932-4623
Pittsburgh Police	412-323-7800
Pittsburgh Action Against Rape (PAAR)	1-866-363-7273
Women’s Center and Shelter of Greater Pittsburgh	412-687-8005

Crisis and Suicide Resources

Re:solve Crisis Network - 24-Hour Counseling Services	1-888-796-8226
Crisis Center North, Inc. - 24-Hour Crisis Hotline.	412-364-5556
PA 211 - United Way Hotline	2-1-1

Health and Safety

Allegheny County Health Department.	412-687-2243
Pittsburgh AIDS Task Force (PATF)	412-345-7456
Pittsburgh AIDS Center for Treatment.	1-877-788-7228

Homelessness Services

Allegheny County Housing Authority	412-355-8940
Bethlehem Haven	412-391-1348
FamilyLinks Downtown Outreach Center & Shelter.	412-471-6160

LGBTQ Resources

Gay and Lesbian Community Center (GLCC)	412-422-0114
Gay, Lesbian, Bisexual, and Transgender Helpline.	1-888-843-4564
PERSAD Center.	412-441-9786

Pregnancy and Family Planning

Adagio Health	1-800-215-7494
Birthright of Pittsburgh.	412-621-1988
Genesis of Pittsburgh	412-766-2693
Pittsburgh Family Planning Center (Planned Parenthood)	412-434-8971

d. Pursuing a Criminal Complaint

A Complainant has the right to proceed with a Title IX Investigation and a criminal investigation simultaneously when the alleged Sexual Harassment is a criminal offense (e.g., sexual assault). If a Complainant would like to pursue a criminal investigation, Chatham will, at the Complainant’s request, facilitate an introduction to the appropriate Pittsburgh law enforcement agency.

If the Complainant files a criminal complaint with a local law enforcement agency, Chatham will comply with the law enforcement agency’s requests for cooperation. Such cooperation may require Chatham to temporarily suspend the fact-finding

aspect of a Title IX investigation while the local law enforcement agency gathers evidence. In such cases, any Supportive Measures provided will remain in effect, and the parties will be notified if the timeline of the investigation will need to be amended accordingly. However, Chatham will resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence-gathering process.

It is important to note that a Title IX investigation is not a criminal investigation. A Title IX investigation differs from criminal investigations in a number of respects: it applies a different standard of proof (“preponderance of the evidence” vs. “beyond a reasonable doubt”), it cannot avail itself of many of the investigative tools that law enforcement agencies and prosecutors have at their disposal (e.g., subpoenas, depositions under oath, forensic tools), and it cannot result in the imposition of a jail sentence. Another difference is that law enforcement has the discretion to investigate an allegation of a sexual assault, but a university that is subject to Title IX must investigate any allegation of a sexual assault where a Complainant has filed a Formal Complaint, regardless of whether local police decide to file charges.

IV. When is Chatham Required to Respond to an Allegation of Sexual Harassment?

Chatham is required to respond to an allegation of sexual harassment when: (1) Chatham has Actual Knowledge of Sexual Harassment (*i.e.*, when a report is made to either the Title IX Coordinator or to any Chatham official with authority to institute corrective measures); (2) it occurred within Chatham’s Education Program or Activity; (3) it occurred against a person in the United States.

What if an allegation doesn’t meet the DoE’s definitional or jurisdictional requirements of Sexual Harassment under Title IX, but may violate some other code of conduct of Chatham University?

The DoE’s Final Rule acknowledges that there may be instances when allegations that do not meet the DoE’s definition of Sexual Harassment may violate other conduct policies of a Recipient. In such cases, and in keeping with past practice and Chatham’s commitment to eliminating discrimination in all its forms, the Title IX Office may refer such cases to the appropriate administrator on campus (e.g., the Dean of Students for possible Student Conduct Code violations, or the Assistant Vice President of Human Resources for possible Employee Manual violations).

V. What Happens After a Report of Sexual Harassment Has Been Made?

- i. Title IX Coordinator’s Responsibilities when Chatham has Actual Knowledge of Sexual Harassment:
 1. The Title IX Coordinator must promptly contact a Complainant or a Chatham community member that has reported experiencing Sexual Harassment to:
 - a. discuss the availability of Supportive Measures;
 - b. inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint;
 - c. consider the Complainant’s wishes with respect to Supportive Measures;

- and
- d. explain the process for filing a Formal Complaint.
2. Complainant's Rights following "1" above:
The Complainant has the right to do either of two things:
 - a. The Complainant can choose not to file a Formal Complaint but accept Supportive Measures (or not accept Supportive Measures).
 - b. The Complainant can choose to file a Formal Complaint and accept Supportive Measures (or not accept Supportive Measures).

Under the Final Rule, Chatham's response to a report of Sexual Harassment is driven by the wishes and preferences of the Complainant. However, if a Complainant elects not to file a Formal Complaint, but Chatham has Actual Knowledge of reports by multiple Complainants of conduct by the same Respondent that could constitute Sexual Harassment, the Final Rule requires the Title IX Coordinator to file a Formal Complaint against the Respondent.

3. Title IX Coordinator's Responsibilities following "2" above:
If the Complainant chooses to file a Formal Complaint, the Title IX Coordinator must initiate the Grievance Process described in Section VII of this Policy.
4. Complainant's Rights following "3" above:
At any time during the investigation or hearing, the Complainant may notify the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein. In such case, the Title IX Coordinator may dismiss the Formal Complaint or any allegations therein.

VI. How Can a Complainant File a Formal Complaint Against a Respondent?

A Formal Complaint is a document filed by a Complainant (or the Title IX Coordinator) alleging Sexual Harassment against a Respondent and requesting that Chatham investigate the allegation of Sexual Harassment. A Formal Complaint must contain the Complainant's physical or digital signature, or otherwise indicate that the Complainant is the person filing the Formal Complaint.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information for the Title IX Coordinator found in Section III.

Only a Complainant (or the Title IX Coordinator) may file a Formal Complaint.

VII. What Happens After a Complainant files a Formal Complaint of Sexual Harassment?

- i. The Parties' Rights During the Grievance Process
 - Complainants and Respondents must be treated equitably by providing Remedies to a Complainant where a determination of Responsibility for Sexual Harassment has been made against the Respondent, and by following a Grievance Process before the imposition of any Disciplinary Sanctions or other actions that are not Supportive Measures against a Respondent.
 - The Complainant and the Respondent must be offered Supportive Measures -

non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available - and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Chatham's education program or activity without unreasonably burdening the other Party. Examples of Supportive Measures include: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, extensions of deadlines, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Chatham must treat as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of Chatham to provide the Supportive Measures.

- Remedies must be designed to restore or preserve equal access to Chatham's Education Program or Activity. Such Remedies may include the same individualized services described as Supportive Measures in this Policy. However, Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
- A Respondent shall be presumed to be not responsible for the alleged conduct until a determination regarding Responsibility is made at the conclusion of the Grievance Process. The Preamble to the Final Rule states that the presumption does not imply that the alleged harassment did not occur, and ensures that Recipients do not take action against Respondents as though the harassment occurred prior to the allegations being proved. The Preamble further states that the presumption does not imply that a Respondent is truthful or that a Complainant is lying.

ii. The Grievance Process

1. General Provisions

a. The Grievance Process at Chatham:

- Requires an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provides that credibility determinations may not be based on a person's status as a Complainant, Respondent, or Witness.
- Requires that any individual designated by Chatham as a Title IX Coordinator, Investigator, or Decision-Maker not have a Conflict of Interest or Bias for or against complainants or respondents generally or an individual Complainant or Respondent.
- Includes reasonably prompt time frames for conclusion of the Grievance Process, including reasonably prompt time frames for filing and resolving appeals, and a process that allows for the temporary delay of the Grievance Process or the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a Party, a Party's Advisor, or a Witness; concurrent law enforcement activity; or the need

for language assistance or accommodation of disabilities. Ordinarily, where there are no good cause delays as specified above, Chatham will endeavor to complete the Grievance Process within 60-90 days from receipt of a Formal Complaint.

- Provides that the possible Disciplinary Sanctions that Chatham may implement following any determination of Responsibility include: suspension, expulsion, transfer of residence, removal of residence privileges, mandatory community service, mandatory participation in online or in-person educational programs, mandatory consultation with a licensed therapist or other professional healthcare provider, suspension without pay, or termination of employment.
- Provides that, following any determination of Responsibility, and to restore or preserve the Complainant's access to Chatham's educational program or activity, Chatham may provide the Complainant Remedies including: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, No-Contact or Persona Non Grata orders against the Respondent, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
- Uses the Preponderance of the Evidence standard to determine responsibility; applies this same Standard of Evidence for Formal Complaints against students as for formal complaints against employees, including faculty; and applies the same Standard of Evidence to all Formal Complaints of Sexual Harassment.

b. Consolidation of Formal Complaints

Chatham may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

c. Dismissal of Formal Complaint

Chatham may dismiss a Formal Complaint, or any allegation therein, if at any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; the Respondent is no longer enrolled in or employed by Chatham; or specific circumstances prevent Chatham from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Chatham must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, do not fall within Chatham's education program or activity, or did not occur within the United States.

d. Informal Resolution

The Final Rule does not require Chatham to offer Informal Resolution when a Complainant has filed a Formal Complaint alleging Sexual Harassment, including Sexual Assault. The Final Rule does state that Informal

Resolution may not be utilized where a Formal Complaint alleges that a Chatham employee sexually harassed a Chatham student.

2. Notice of Allegations

General

Upon receipt of a Formal Complaint, written notice will be provided to the parties who are known of the following:

- a. Chatham's Grievance Process
- b. The allegations of Sexual Harassment potentially constituting Sexual Harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.
- c. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
- d. The parties may have an Advisor of their choice, who may be, but is not required to be, an attorney. If a Party does not have an Advisor, Chatham will provide one at any time in the process.
- e. The parties may inspect and review evidence during the investigation stage of the Grievance Process.
- f. Chatham's Student Honor Code prohibits knowingly making false statements or knowingly submitting false information during the Grievance Process.
- g. Chatham cannot restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence;
- h. The name(s) of the Investigator(s) and Decision-Maker(s) assigned to the matter and an opportunity for either Party to object to the assigned Investigator(s) or Decision-Maker(s) on the basis of bias or conflict of interest. Such objection(s) shall be made in writing to the Title IX Coordinator within three (3) Business Days of receiving the written notice. Upon receipt of any objection(s), the Title IX Coordinator shall reasonably promptly review and either (a) accept the objection(s) and assign a new Investigator(s) or Decision-Maker(s), or (b) not accept the objection(s) and explain why the originally assigned Investigator(s) or Decision-Maker(s) will remain in place. In either case, the Title IX Coordinator will notify both parties of the decision within three (3) Business Days of receipt of the objection(s).

New allegations

If, in the course of an investigation, Chatham decides to investigate allegations about the Complainant or Respondent that are not included in the original Notice of Allegations, Chatham must provide notice of the additional allegations to the parties whose identities are known.

3. Ground Rules for Advisors and Support Persons

a. Advisors

Both the Complainant and the Respondent are permitted to have an Advisor, who may or may not be an attorney, present during the Title IX Grievance Process.

During an interview, meeting or proceeding other than a Hearing, the Advisor may confer quietly with the Complainant or Respondent to provide advice or support, but the Advisor may not speak on behalf of the Complainant or Respondent, testify, address any other participant, interject or otherwise actively participate in, or in any manner disrupt the interview, meeting or proceeding.

During a Hearing, a Party's Advisor has the right to cross-examine the other party and any witnesses on the party's behalf. During a Hearing, the Advisor may also confer quietly with the Complainant or Respondent to provide advice or support, but the Advisor may not speak on behalf of the Complainant or Respondent, testify, address any other participant, interject or otherwise actively participate in, or in any manner disrupt the interview Hearing.

The Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an Advisor in all proceedings other than Hearings (where the Decision Maker will make that determination), and to take appropriate steps to ensure compliance with the Policy.

If either Party does not have an Advisor for the Hearing, Chatham must appoint one for them for the purposes of conducting cross-examination of the other Party and any witnesses.

Any Party who elects to have an Advisor through the Grievance Process shall inform the Title IX Office of the Advisor's identity before the Advisor attends any interview, meeting, or proceeding with the Party.

b. Support Persons

Each Party may have one Support Person (e.g., a victim advocate from PAAR or a similar organization) accompany them to any meeting, interview or hearing during the Grievance Process. The purpose of the Support Person is to provide the Party with emotional support. The Support Person shall not otherwise take part in any way in any meeting, interview or hearing, and in no case shall ask or pose questions or speak to any person other than the Party they are supporting.

4. Investigation

a. General

When investigating a Formal Complaint and throughout the Grievance Process, Chatham will:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Chatham and not on the Parties, provided that Chatham cannot access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's

or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the recipient obtains that Party's voluntary, written consent to do so for the Grievance Process. If a Party is not an "eligible student," as defined in 34 CFR 99.3, then Chatham must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3.

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.
- Provide the parties with the same opportunities to have others present during any Grievance Proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the Advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of Advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, Chatham may establish restrictions regarding the extent to which the Advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- Provide, to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Party to prepare to participate.
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which Chatham does not intend to rely in reaching a determination regarding Responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completion of the investigative report, Chatham must send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. Chatham must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
- Create a final investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing or other time of determination regarding responsibility, send to each Party and the Party's Advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5. Dismissal of a Formal Complaint

Chatham must investigate the allegations in a Formal Complaint. If the conduct alleged in the Formal Complaint would not constitute Sexual Harassment if proved, did not occur in Chatham's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator must dismiss the Formal Complaint with regard to that conduct for purposes of Sexual Harassment under Title IX.

If the Title IX Coordinator dismisses all or any part of a Formal Complaint for the reasons described above, opportunity must be offered to both parties to appeal that decision pursuant to the guidelines described in Section 8, Appeals, below.

6. Hearing

The Grievance Process must provide for a Hearing presided over by a Decision-Maker. At the Hearing:

- The Decision-maker(s) must permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally, notwithstanding Chatham's discretion to otherwise restrict the extent to which Advisors may participate in the Grievance Process.
- At the request of either Party, opportunity must be provided for the Hearing to occur with the parties located in separate rooms with technology enabling the Decision-maker(s) and parties to simultaneously see and hear the Party or the witness answering questions.
- Only relevant cross-examination and other questions may be asked of a Party or Witness.
- Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- If a Party does not have an Advisor present at the Hearing, Chatham must provide without fee or charge to that Party, an Advisor of Chatham's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.
- Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.
- If a Party or Witness does not submit to cross-examination at the Hearing, the Decision-maker(s) must not rely on any statement of that Party or Witness in reaching a determination regarding Responsibility; provided, however, that the Decision-maker(s) cannot draw an inference about the determination regarding Responsibility based solely on a Party's or witness's absence from the Hearing or refusal to answer cross-examination

or other questions.

- Hearings may be conducted with all Parties physically present in the same geographic location or, at Chatham's discretion, any or all Parties, Witnesses, and other participants may appear at the Hearing virtually, with technology enabling participants simultaneously to see and hear each other. Chatham must create an audio or audiovisual recording, or transcript, of any Hearing and make it available to the Parties for inspection and review.

7. Determination of Responsibility

After the Hearing, the Decision-maker(s) must issue a written determination regarding responsibility. To reach this determination, the Decision-Maker must apply the Preponderance of Evidence Standard of Evidence.

The written determination must include:

- a. Identification of the allegations potentially constituting Sexual Harassment;
- b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of the Chatham's Policy and/or code of conduct to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding Responsibility, any disciplinary Sanctions Chatham imposes on the Respondent, and whether Remedies designed to restore or preserve equal access to Chatham's education program or activity will be provided by Chatham to the Complainant; and
- f. Chatham's procedures and permissible bases for the Complainant and Respondent to appeal.

Chatham must provide the written determination to the parties simultaneously. The determination regarding Responsibility becomes final either on the date that Chatham provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any Remedies.

8. Appeals

Bases for Appeal

Either Party may appeal from either (a) the dismissal of a Formal Complaint or any allegation therein or (b) a final determination regarding responsibility on the following bases:

- a. Procedural irregularity that affected the outcome of the matter;
- b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

In addition, appeals of the dismissal of a Formal Complaint may be made on the following basis:

- a. Error on the part of the Title IX Coordinator in finding that the allegations of the Formal Complaint did not: (a) meet the definition of Sexual Harassment, (b) happen within Chatham's education program or activities, or (c) occur to someone within the US.

Process on Appeal

Appeal from a Title IX Coordinator's Dismissal of a Formal Complaint:

- Appeals of a Title IX Coordinator's dismissal of a Formal Complaint shall be within five (5) Business Days of receiving the Title IX Coordinator's Notice of Dismissal.
- Such appeals must be made in writing to the Title IX Coordinator, copying the other Party, and shall describe how one or more of the permissible bases for appeal warrants a different decision.
- Such appeals will be considered on the basis of the written record at hand to date. No hearing will be held in considering the appeal.
- The other (non-appealing) Party shall have five (5) Business Days to submit a written statement to the Title IX Coordinator in support of, or against, the arguments made by the other Party in their appeal.
- Within two (2) days of receiving the original appeal, the Title IX Coordinator shall notify both parties of the individual who will be considering the matter on appeal. The decision-maker on appeal shall be drawn from the ranks of the Decision-Makers and Investigators who have not been involved in the case at hand.
- Both parties shall have two (2) days to object to the assigned decision-maker on appeal on the basis of either Conflict of Interest or Bias. Objections to the assigned decision-maker on either basis shall be made in writing and shall include sufficient information for the Title IX Coordinator to determine whether the objection is valid. If the Title IX Coordinator is persuaded that Bias or Conflict of Interest exists, the Title IX Coordinator shall assign a different decision-maker, from the same pool, to consider the appeal.
- If there are no objections to the assigned decision-maker on appeal, and once the other (non-appealing) Party has had an opportunity to file a written statement, the Title IX Coordinator will provide the decision-maker with the written record to date. This may include the Formal Complaint, the Title IX Coordinator's written decision dismissing the Formal Complaint, the parties' written statements in support of, or opposing, appeal, and the Investigative Report, if an Investigation has been conducted. When sending the written record to the decision-maker, the Title IX Coordinator shall copy the Parties to the case.
- Within ten (10) Business Days of receiving the written record from the

Title IX Coordinator, the decision-maker on appeal shall issue a written decision either confirming the Title IX Coordinator's decision dismissing the Formal Complaint, or overturning the Title IX Coordinator's decision and remanding the matter back to the Grievance Process. Such Decisions shall be conveyed simultaneously to the Complainant and the Respondent.

- The decision of the decision-maker on appeal is final. No further appeal shall be allowed.

Appeal from a Decision-Maker's Final Determination:

- Appeals of a Decision-Maker's final determination shall be made within five (5) Business Days of receiving a Decision-Maker's determination.
- Such appeals must be made in writing to the Title IX Coordinator, copying the other Party, and shall describe how one or more of the permissible bases for appeal warrants a different determination.
- Such appeals will be considered on the basis of the written record. No hearing will be held in considering the appeal.
- The other (non-appealing) Party shall have five (5) Business Days to submit a written statement to the Title IX Coordinator in support of, or challenging, the final determination.
- Within two (2) days of receiving the original appeal, the Title IX Coordinator shall notify both parties of the individual who will be considering the matter on appeal. The decision-maker on appeal shall be drawn from the ranks of the Decision-Makers and Investigators who have not been involved in the case at hand.
- Both parties shall have two (2) days to object to the assigned decision-maker on appeal on the basis of either Conflict of Interest or Bias. Objections to the assigned decision-maker on either basis shall be made in writing and shall include sufficient information for the Title IX Coordinator to determine whether the objection is valid. If the Title IX Coordinator is persuaded that Bias or Conflict of Interest exists, the Title IX Coordinator shall assign a different decision-maker, from the same pool, to consider the appeal.
- If there are no objections to the assigned decision-maker on appeal, and once the other (non-appealing) Party has had an opportunity to file a written statement in support of, or opposing, the final determination, the Title IX Coordinator will provide the decision-maker on appeal with the written record to date. This will at a minimum include the Decision-Maker's Final Determination, the audio or other recording of the hearing, and any written statements submitted by either Party in favor of, in opposition to, the final Decision-Maker's final determination.
- The individual making the determination on appeal shall:
 - a. Comply with the Preponderance of the Evidence standard.
 - b. Issue a written decision describing the result of the appeal and the rationale for the result.
 - c. Provide the written decision simultaneously to both parties, ordinarily within ten (10) Business Days of receiving the record of the Investigation and Hearing from the Title IX Coordinator.
- The decision on appeal shall be final. No further appeal will be allowed.

VIII. How to Report Retaliation

Prohibition of Retaliation

The Final Rule expressly prohibits retaliation against any individual for exercising Title IX rights. The Final Rule states “No school or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or a complaint, testified, assisted, or participated in any manner in a Title IX investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.” The Final Rule also provides that the exercise of rights protected under the First Amendment does not constitute Retaliation.

How to Report Retaliation

Anyone who has been subjected to retaliation for being part of a Title IX action in any capacity (e.g., Party, witness, advisor, investigator, decision-maker) may report such retaliation to the Title IX Coordinator by any of the means by which reports of Sexual Harassment can be made.

Procedure for Resolving Reports of Retaliation

When a report of retaliation is made, the Title IX Coordinator shall, in a timely manner, investigate any witnesses and gather any evidence needed to make a determination, using the preponderance of the evidence standard, of whether the alleged retaliation occurred.

If the Title IX Coordinator determines that retaliation did occur, the Coordinator will determine whether any disciplinary sanctions shall be levied in consultation with the Dean of Students (for students), the Vice President of Academic Affairs (for faculty), or the Assistant Vice President of Human Resources (for non-faculty employees).

IX. Other Elements of the Policy

a. Definitions Used in This Policy

Actual Knowledge: Notice to Chatham’s Title IX Coordinator or to a Chatham official with authority to institute corrective measures on Chatham’s behalf charges Chatham with “actual knowledge” and triggers Chatham’s response obligations.

Chatham must respond when: (1) Chatham has actual knowledge of Sexual Harassment; (2) that occurred within Chatham’s “education program or activity”; (3) against a person in the United States.

Administrative Leave: Nothing in the Final Rule precludes Chatham from placing a non-student employee Respondent on administrative leave during the pendency of a Grievance Process as defined in this Policy.

Advisor: Both the Complainant and the Respondent are permitted to have an Advisor, who may or may not be an attorney, present during the Title IX

Grievance Process. During the live hearing, a Party's Advisor has the right to cross-examine the other Party and any witnesses on the Party's behalf. During an interview, meeting or proceeding other than a hearing, the Advisor may confer quietly with the Complainant or Respondent to provide advice or support, but the Advisor may not speak on behalf of the Complainant or Respondent, testify, address any other participant, interject or otherwise actively participate in, or in any manner disrupt, the interview, meeting or proceeding.

The Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an Advisor in all proceedings other than live hearings (where the Decision-Maker will make that determination), and to take appropriate steps to ensure compliance with the Policy.

If either Party does not have an Advisor for the Hearing, Chatham must appoint one for them.

Any Party who elects to have an Advisor through the process shall inform the Title IX Office of the Advisor's identity before the Advisor attends any interview, meeting, or proceeding with the Party.

Amnesty: In order to encourage and facilitate reporting, Chatham may choose not to charge students who report Sexual Harassment and any material witnesses with conduct that would otherwise be considered violations of the Student Honor Code (e.g., consuming alcohol underage or consuming illegal drugs).

Appeal: Both parties (Complainant and Respondent) can appeal either the Title IX Coordinator's dismissal of a Formal Complaint or the Decision-Maker's determination of responsibility on any of the following bases: (i) procedural irregularity that affected the outcome of the matter; (ii) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or (iii) the Title IX Coordinator, investigator(s), or decision-maker(s) had a Conflict of Interest or Bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Bias: A predisposition to think about a specific group and its individual members in a preconceived way. The fact that a Complainant or Respondent knows, or has studied in the past, with the Title IX Coordinator, Investigator, or Decision-Maker does not alone demonstrate Bias. Complainants and Respondents must provide specific evidence of past interactions with, or statements of, the individual to demonstrate Bias.

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Confidential or Confidentiality: A school must keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, or as required by law, or as necessary to carry out the Title IX proceeding.

Conflict of Interest: A conflict between the private interests and the official responsibilities of a person in a position of trust. The fact that a Complainant or Respondent knows, or has taken a course in the past with, a Title IX Coordinator, Investigator, or Decision-Maker does not by itself demonstrate Conflict of Interest.

Consent: Consent is: clear, and knowing, and voluntary, words or actions, that give permission for specific sexual activity.

Additional clarification:

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 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 can be withdrawn once given, as long as that withdrawal is clearly communicated. Once consent is withdrawn, sexual activity must stop reasonably immediately.

In order to give consent, one must be of legal age.

Based on the definition of Consent drafted by ATIXA (Association of Title IX Administrators).

Decision-Maker: The individual who presides over the hearing during the Grievance Process and makes the determination regarding responsibility. The Decision-Maker cannot be the Title IX Coordinator but doesn't need to be a Chatham employee.

Disciplinary Sanctions (or Sanctions): If a Decision-Maker finds a Respondent responsible for Sexual Harassment, sanctions for the Respondent will be tailored to the specific situation. Possible sanctions include, but are not limited to: suspension, expulsion, transfer of residence, removal of residence privileges, community service, mandatory participation in online or in-person educational programs, mandatory consultation with a licensed therapist or other professional healthcare provider, suspension without pay, or termination of employment.

Education program or activity: includes locations, events, or circumstances over which a university exercised substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred, and also includes any buildings owned or controlled by student organizations officially recognized by a university (such as fraternities or sororities).

Emergency Removal: Nothing in the Final Rule precludes a Recipient from removing a Respondent from its education program or activity on an emergency basis, provided that the Recipient undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment

justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

Exculpatory Evidence: Evidence having a tendency to clear a Respondent of the allegations made by a Complainant in a Formal Complaint (*i.e.*, evidence having a tendency not to support the allegations made in a Formal Complaint).

Final Rule: Issued on May 6, 2020, the U.S. Department of Justice's Final Rule recognized for the first time that sexual harassment, including sexual assault, is unlawful sex discrimination and provided the rules by which recipients of federal financial assistance, such as Chatham, must implement Title IX on their campuses.

Formal Complaint: A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that Chatham investigate the allegation of Sexual Harassment. "Document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Chatham) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in Chatham's education program or activity.

Grievance Process: The process (including investigation, live hearing, and determination of responsibility) that follows a Complainant's or the Title IX Coordinator's filing of a Formal Complaint alleging Sexual Harassment against a Respondent.

Hearing: A hearing in which the evidence is presented to a Decision-Maker in-person, through the testimony of the Parties and witnesses, with opportunity for the parties and the witnesses to be cross-examined, rather than through written or pre-recorded testimony.

Inculpatory Evidence: Evidence having a tendency to support the allegations the Complainant has made against a Respondent in a Formal Complaint.

Investigator: An employee of Chatham who is trained to conduct investigations during the Title IX Grievance Process.

Party: The Complainant or the Respondent in a Title IX case.

Preponderance of the Evidence: The standard that Chatham uses to determine whether a Respondent is responsible for the conduct alleged in a Formal Complaint. Preponderance of Evidence means "more likely than not" - that there is a greater than 50% chance that a claim is true.

Privileged: Certain evidence, even if relevant, is "privileged" under the law and the holder of the privilege cannot generally be compelled to disclose it. Examples include The Attorney-Client Privilege, medical provider/records privilege, and spousal privilege. The Grievance Process may not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek

disclosure of information proffered under a legal privilege, unless the person holding the privilege has waived it in writing.

Rape Shield Bar (RSB): A modified version of a legal rule that bars the consideration of evidence, offered as substantive evidence or for impeachment, of past sexual history or predisposition. The purpose of the RSB is to safeguard against the invasion of privacy, embarrassment, and sexual stereotypes, and to encourage victims to come forward. The RSB covers Complainants only.

Recipient (Interchangeable with School): any secondary or postsecondary school that receives federal financial assistance. Chatham University is a Recipient for purposes of Title IX.

Relevance or Relevant: Only relevant evidence can impact a finding of a violation of this Policy. Relevant evidence “has a significant and demonstrable bearing on the matter at hand” or “tends to prove or disprove the matter at hand.” Parties also may provide evidence that is not relevant but is directly related to the allegations in a Formal Complaint.

Remedy: After a determination of responsibility has been made, Chatham may provide the Complainant with remedies designed to restore or preserve equal access to Chatham’s education program or activity. Examples of remedies include: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, No-Contact or Persona Non Grata orders against the Respondent, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Responsible: If at the conclusion of the Grievance Process the Decision-Maker finds that it is more likely than not that the Respondent committed Sexual Harassment against the Complainant, the Decision-Maker will determine the Respondent to be “responsible” for the conduct alleged in the Formal Complaint.

Responsible Employees have an obligation to promptly report incidents of Sexual Harassment that have been reported to them to the Title IX Coordinator or to one of the Deputy Title IX Coordinators. Responsible Employees include all Chatham employees except the professional counselors in the Counseling Center or Health Services staff. The following are Responsible Employee for purposes of Chatham’s Policy Prohibiting Sexual Harassment: all Faculty, including Adjunct Faculty and Teaching Assistants; all Administrators, including Vice Presidents, Assistant Vice Presidents, Program Directors, Department Chairs, Deputy Title IX Coordinators, and Intern Assistant Administrators; all Head Coaches, Assistant Coaches, and Intern Assistant Coaches; and all Residence Life staff, including Resident Assistants and Graduate Resident Directors.

Retaliation: The Final Rule, in expressly prohibiting retaliation against any individual for exercising Title IX rights, states “No school or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or

because the individual has made a report or a complaint, testified, assisted, or participated in any manner in a Title IX investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.” The Final Rule also provides that the exercise of rights protected under the First Amendment does not constitute Retaliation. Chatham must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, or as required by law, or to carry out the purposes of the Final Rule, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

School (Interchangeable with Recipient): refers to a secondary school or a postsecondary institution such as a college or university.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

- An employee of a school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C 122291 (a)(10), “domestic violence” as defined in 34 U.S.C. 12291 (a)(8), or “stalking” as defined in 34 U.S.C. 12291 (a)(30).

Standard of Evidence: The standard by which evidence in the Title IX Grievance Process is weighed in determining Responsibility or an appeal from a determination of Responsibility. Chatham uses the Preponderance of the Evidence Standard of Evidence in the Title IX Grievance Process.

Support Person: Each Party may have one Support Person (e.g., a victim advocate from PAAR or a similar organization, a parent) accompany them to any meeting, interview or hearing during the Grievance Process. The purpose of the Support Person is to provide the Party with emotional support. The Support Person shall not otherwise take part in any way in any meeting, interview, or hearing, and in no case shall ask or pose questions or speak to any person other than the Party they are supporting.

Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Chatham's education program or activity without unreasonably burdening the other Party, including measures designed

to protect the safety of all parties of Chatham's educational environment, or deter sexual harassment. Supportive measures include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, extensions of deadlines, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Chatham must treat as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of Chatham to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

Title IX Coordinator: The Chatham employee whom Chatham has designated and authorized to coordinate its efforts to comply with its Title IX responsibilities.

Witness: Someone who testifies and/or presents evidence during a Title IX investigation or live hearing.

b. What Governs How a Recipient Must Administer its Policy Prohibiting Sexual Harassment?

Guidance on how Recipients implement Title IX come principally from two sources: (1) the United States Department of Education (DoE) and its Office of Civil Rights (OCR), in the form of regulations or guidance, and (2) federal courts (case law).

In 1975, the DoE's predecessor, the Department of Health, Education and Welfare (HEW), first promulgated implementing regulations governing Title IX. Among other things, the 1975 regulations require recipients of federal financial assistance to create and disseminate a policy of non-discrimination based on sex, designate a Title IX Coordinator, and adopt and publish grievance procedures.

In a series of decisions following the 1975 regulations, the US Supreme Court addressed the obligations of recipients to address sexual harassment as a form of discrimination. However, no Title IX regulations were promulgated after 1975 to address sexual harassment as a form of sex discrimination. Instead, this subject was addressed through a series of guidance documents from the DoE, including: Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, 62 Fed. Reg. 12034 (March 13, 1997); Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students and Third Parties (January 19, 2001)(2001 Guidance); Dear Colleague Letter: Sexual Violence (issued April 4, 2011)(2011 Dear Colleague Letter); and Questions and Answers on Title IX and Sexual Violence (issued April 29, 2014)(2014 Q&A).

In September 2017, the DoE rescinded the two Obama administration guidance documents (2011 Dear Colleague Letter and the 2014 Q&A), left in place the 2001 Guidance, and issued Question and Answers on Campus Sexual Misconduct (2017 Q&A) as an interim question and answer document to identify Recipients' obligations under Title IX. The DoE then undertook a period of notice and

comment rulemaking, including a public comment period on proposed new regulations which generated over 100,000 public comments.

In May 2020, the DoE issued its Final Rule (the “new regulations”) which stated for the first time that sexual harassment is discrimination based on sex under Title IX and provided rules by which Recipients must implement Title IX on their campuses. The Final Rule required all Recipients to begin implementing the Final Rule on August 14, 2020.

c. Record Keeping

Recipients are required to maintain for a period of seven years records of:

- Any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, a Recipient must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Recipient’s education program or activity. If the Recipient does not provide a Complainant with Supportive Measures, then the Recipient must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit a Recipient in the future from providing additional explanations or detailing additional measures taken.
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. A Recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website the recipient must make these materials available upon request for inspection by members of the public.

d. Training

Chatham’s Title IX Coordinator, Decision-Makers, and Investigators received training in preparation to implement the Final Rule. The training was commissioned by the Pittsburgh Council on Higher Education (PCHE), the consortium of higher education institutions in the Pittsburgh area, including Chatham. Participants were required to attend three sessions:

- A 1-hour webinar by the Department of Education, Office of Civil Rights;
- A 3-hour webinar conducted by attorney Pam Connelly of Strassburger McKenna Gutnick & Gefsky; and
- a 2-hour webinar by Pittsburgh Action Against Rape (PAAR) on trauma-informed practice.

Material presented at each of the three sessions may be found below.

PCHE Title IX Education 2020 Sessions:

Session #1 - OCR Webinar: Title IX Regulations Addressing Sexual Harassment

Session #2 - PCHE Summer 2020 Training Session 2

Session #3 - PCHE Summer 2020 Training Session 3

Campus Directory



Academic Affairs	412-365-1157
Academic Deans	
<i>School of Health Sciences</i>	
Patricia Downey, Ph.D.	412-365-1199
<i>School of Arts, Science & Business</i>	
Darlene G. Motley, Ph.D.	412-365-2970
<i>Falk School of Sustainability & Environment and Eden Hall</i>	
<i>Campus</i>	
Lou Leonard	412-365-1842
Administration and Finance	412-365-1105
Admission	412-365-1290
Athletic and Fitness Center	
Front Desk	412-365-1519
Intramurals & Outdoor Recreation	412-365-1625
Pool	412-365-2495
Alumni Relations	412-365-1256
Athletics	412-365-1625
Babysitting Referral Service	412-365-1507
Bookstore	412-365-1661
Business Office	412-365-1229
Café Rachel	412-365-1124
Campus Police	412-365-1111
Career Development	412-365-1209
Center for Women's Entrepreneurship	412-365-1253
Chatham Undergraduate Student Government	412-365-1261
Communiqué (Student Newspaper)	412-365-1622
Community Programs	412-365-1147
Copy Center	412-365-1108
Counseling Center	412-365-1282
Dining Services, Office Manager	412-365-1506
Eden Hall Campus Facilities	412-365-1183
Falk School of Sustainability & Environment	412-365-1347
Food Studies	412-365-1637
Residence Life and Student Activities	412-365-1479
Facilities Management	412-365-1273
Financial Aid	412-365-2781
Global Focus	412-365-2924
Health Services	412-365-1714

Howe-Childs Gate House	412-365-2906
Human Resources	412-365-1847
Information Technology	412-365-1112
International Affairs	412-365-1388
Library	412-365-1670
Office of Sustainability	412-365-1686
Office of Academic & Accessibility Resources (OAAR), formerly PACE Center.	412-365-1523
Payroll	412-365-1603
Pennsylvania Center for Women and Politics.	412-365-1878
Post Office	412-365-1270
President’s Office	412-365-1160
Public Safety	412-365-1230
RA Duty Phone Numbers	
Dilworth Hall	412-526-9063
Fickes Hall	412-496-1989
Rea & Laughlin Houses.	412-496-3899
Woodland Hall	412-526-9358
Chatham, Chung, and Haber Apartments	412-670-8818
Linzer and Pelletreau Apartments.	412-670-6379
Registrar	412-365-2797
Residence Life	412-365-1518
School of Health Sciences.	412-365-1711
School of Arts, Science & Business.	412-365-2920
Student Accounts	412-365-2719
Student Engagement.	412-365-1281
Student Affairs and Dean of Students	412-365-1286
Study Abroad.	412-365-2714
Theatre (Eddy).	412-365-1240
Transcripts	412-365-2963
Tutoring.	412-365-1523
University Advancement.	412-365-1514
University Marketing and Communications	412-365-1140
Women’s Institute	412-365-1578

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