

chatham UNIVERSITY

2024-2025

Student Handbook

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

Disclaimer: The information in this Handbook is not to be regarded as an irrevocable contract between the students and Chatham University. Since University curricula, programs, and policies cannot be static in a changing environment, the information in this handbook is subject to change by the University at any time. For educational and financial reasons, the University reserves the right to change any of the provisions, statements, policies, curricula, activities, procedures, regulations, or fees found in this handbook. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled. As a result, students, applicants, and other users of this handbook should consult with the appropriate University offices to verify the current text or status of policies, programs, descriptions of curricula, or other information in this handbook.

Chatham University does not discriminate on the basis of race, color, religion, 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. Inquiries may be directed to the assistant vice president of human resources, Chatham University, Woodland Road, Pittsburgh, PA 15232, 412-365-1847.

Student Handbook

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Welcome



Welcome to Chatham University! We're delighted you chose to start your journey in higher education with us. As you know, Chatham is about building a brighter tomorrow for people, planet and place. You'll find a welcoming and inclusive community here, and one that is deeply connected to health, well-being and sustainability.

Take this time to meet your peers, faculty and staff members. There will also be opportunities to meet alums and learn about their experiences. On September 27 and 28 Chatham will host

its first ever Homecoming, to welcome alums back to campus to engage with you and other members of our community. There are many events and opportunities to engage including with clubs and interest groups, and I encourage you to explore these. Find and fuel your interests!

Chatham's Shadyside and Eastside locations are uniquely positioned within the City of Pittsburgh and we encourage you to also learn more about this city and region. There are many sites to see, including world class museums and parks. The Shadyside Campus is our historic jewel and is home to liberal arts and sciences, and the new School of Business & Enterprise. Chatham Eastside, just a short distance away in Bakery Square, is home to health sciences and interior architecture. About twenty miles north of these locations is our Eden Hall Campus, home to the Falk School of Sustainability & Environment, a 388-acre showcase of sustainable applications including energy systems. Our Center for Regional Agriculture, Food and Transformation (CRAFT) is located there.

We're into our sports here at Chatham, with award-winning NCAA Division III championship teams. You'll find a wonderful practice area, Varsity Field, just beyond the Art and Design Center at Shadyside open to our students in addition to our Athletic & Fitness Center (AFC). Be sure to attend some games, whether nearby, in the AFC, at West Field in Munhall for baseball and softball, or at Graham Field, our lacrosse and soccer venue.

Enjoy your time here at Chatham, and we look forward to your having a fantastic year ahead.

Rhonda Phillips
President

A Letter from your VP of Student Affairs & Dean of Students



To our new students, welcome to Chatham, and our returning students, welcome back! As we begin our 2024-2025 school year, I hope we can again commit to building an inclusive and connective community together this year. A powerful sense of community has always served as the foundation of the Chatham experience.

Each year I witness a simple but profound act as students gather in orientation groups on the quad on the first day of new student and transfer orientation. As a new student joins each orientation group, the rest step back and widen the circle so they may enter. Let us all commit to replicating this act metaphorically by making our social and community “circles” a bit wider for our new students joining us this year. Fostering a sense of connection across the Chatham campus allows students to embrace their authentic selves and thrive.

The student handbook serves as your introduction to the Chatham community. It is a road map for your success at the University. If you cannot find something you were looking for or need additional assistance, please do not hesitate to contact me or a Student Affairs team member. We are here to support and advocate for you.

I look forward to our shared journey together this year. Let us make it a wonderful year for growth, connection, and community at Chatham University.

Best,
Chris Purcell, Ed.D.
VP of Student Affairs & Dean of Students

About Chatham

University Vision

Chatham will be recognized as a leading urban liberal arts university providing transformative learning experiences—in the heart of a vibrant college city, Pittsburgh—that engage students in building professional skills, preparing for lives of purpose, meaning, and fulfilling work, and creating a more equitable, healthy, and sustainable future for us all.

University Mission

Chatham University prepares students to lead lives of purpose, meaning and fulfilling work. Through a combination of liberal arts and professional skills building, and close engagement between students, faculty and staff, Chatham teaches its graduates to be informed and engaged citizens in their communities; to welcome and respect diversity of all kinds; and to help improve the fields and communities where they work and live.

Values

These are some of the core values to which Chatham is committed and for which the members of the Chatham community are committed to doing the work and continuous improvement required to advance, embody, and model them in everything we do.

Academic Excellence

In Chatham’s student-centered learning environment, our dedicated faculty and staff are driven to provide students with a high-quality education experience, where hands-on and experiential learning are incorporated as much as possible, and learning is tailored to each student’s needs.

Civic & Community Engagement

At Chatham, civic and community engagement is a two-way street. Pittsburgh and other communities have long served as rich learning and growth environments for members of the Chatham community – through service-learning opportunities, internships and summer jobs, clinical placements, etc. In return, the members of the Chatham community strive to leave the communities with which they engage (and the people who live and work in them) better and healthier than they found them.

Diversity, Equity & Inclusion (DEI)

From our inception based on access, equality, and opportunity, Chatham has been inspired to respect and promote diversity and inclusion amongst our community members. We are committed to providing academic, personal, social, and cultural support to students to promote an environment that understands and embraces multiculturalism. Likewise, we strive to create and sustain an environment where our faculty and staff thrive. To achieve this goal, we recognize that diversity, equity, and inclusion must be fully integrated into our institutional policies, processes, and plans.

Employee Engagement & Empowerment

Each employee—faculty, staff, administrator—brings something unique to the campus community, including valuable knowledge, skills, and lived experience. Each employee also has personal and professional goals they are working to achieve. Chatham understands that the university, including the students who learn here, benefits when our employees are engaged and can have an impact on our mission when we provide opportunities to help our employees realize their own aspirations—just as we do for our students.

Global & Intercultural Education

Chatham is eager to renew its widely recognized commitment to innovative global and intercultural education in a post-pandemic world, including looking for more opportunities for intercultural education experiences at home as well as abroad.

Gender Equity

Chatham's establishment of the Pennsylvania Center for Women & Politics, Center for Women's Entrepreneurship, and Women's Institute are rooted in our founding as a women's college and our continuing commitment to improve opportunities for women and women's leadership. Through these and other initiatives Chatham is working to achieve a state of equal access to resources and opportunities for all, regardless of gender, including economic participation and decision-making, and valuing different behaviors, aspirations and needs equally, regardless of gender.

Mutual Respect

Chatham believes that each and every member of the Chatham community is entitled to express their opinions in an environment where everyone's right to hold opinions or perspectives that differ from our own is respected. Hate speech, however, has no place on our campus.

Sustainability

Inspired by the legacy of our alumna Rachel Carson '29, Chatham aspires to be a place where students, faculty and community partners work together to address complex systems changes tied to environmental, economic, and social challenges—like the climate crisis, biodiversity loss, and structural inequity – to advance a fair and healthy future for people and the planet. We will continue to model sustainability leadership through the Falk School and Eden Hall Campus and by continuing our progress toward the goal of achieving net-zero greenhouse gas emissions.

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:** A mile from Woodland Road, Chatham Eastside is home to the School of Health Sciences and interior architecture programs and is in the heart of one of Pittsburgh's fastest growing and historic neighborhoods. When this building was renovated, the architects used sustainable design practices, recycled materials, and energy-efficient lighting to create academic and social spaces. Today, Chatham Eastside hosts innovative spaces for physical therapy, occupational therapy,

physician assistant studies, and counseling psychology where students acquire hands-on experience; comfortable common areas for studying or taking a break; stadium-seating classrooms; the Eastside Café; the Center for Women’s Entrepreneurship Maker Lab; and Chatham’s Information Technology department.

- **Eden Hall Campus:** Chatham’s Eden Hall Campus is 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.

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

University Colors

Purple and grey

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 2024-2025

First-year (Class of 2028), Green
Sophomore (Class of 2027), Rose
Junior (Class of 2026), Yellow
Senior (Class of 2026), Red

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 Center and Braun, Falk & Coolidge
- **Upper Campus:** Buildings located off Woodland Road and Chapel Hill Road
- **Lower Campus:** Apartments along Fifth Avenue
- **Residence Halls:** Dormitories

IMPORTANT DATES

A comprehensive list of academic dates and deadlines can be found on the [myChatham > myTools > Academic Calendar](#). Listed below are important dates students frequently ask about each year:

August 21	New Student Move In for Fall
August 24	Returning Student Move In for Fall
August 26	First Day of Classes for Fall
September 2	Labor Day (holiday, no classes)
September 27-29	Homecoming Weekend
October 5-8	Long Weekend
November 27-Dec 1	Thanksgiving Break
December 13	Last Day of Classes for Fall Residence Halls and Apartments close at 9:00 p.m.
January 5	Residence Halls & Apartments open for Spring
January 6	First Day of Classes for Spring
January 20	Martin Luther King Day (holiday, no classes)
March 2-9	Spring Break
April 25	Last Day of Classes for Spring
April 26	Residence Halls & Apartments close for non-graduating students
April 27	Commencement
April 28	Residence Halls & Apartments close for graduating students*

**Graduate students with Chatham University leases should adhere to the dates listed in their lease agreement.*

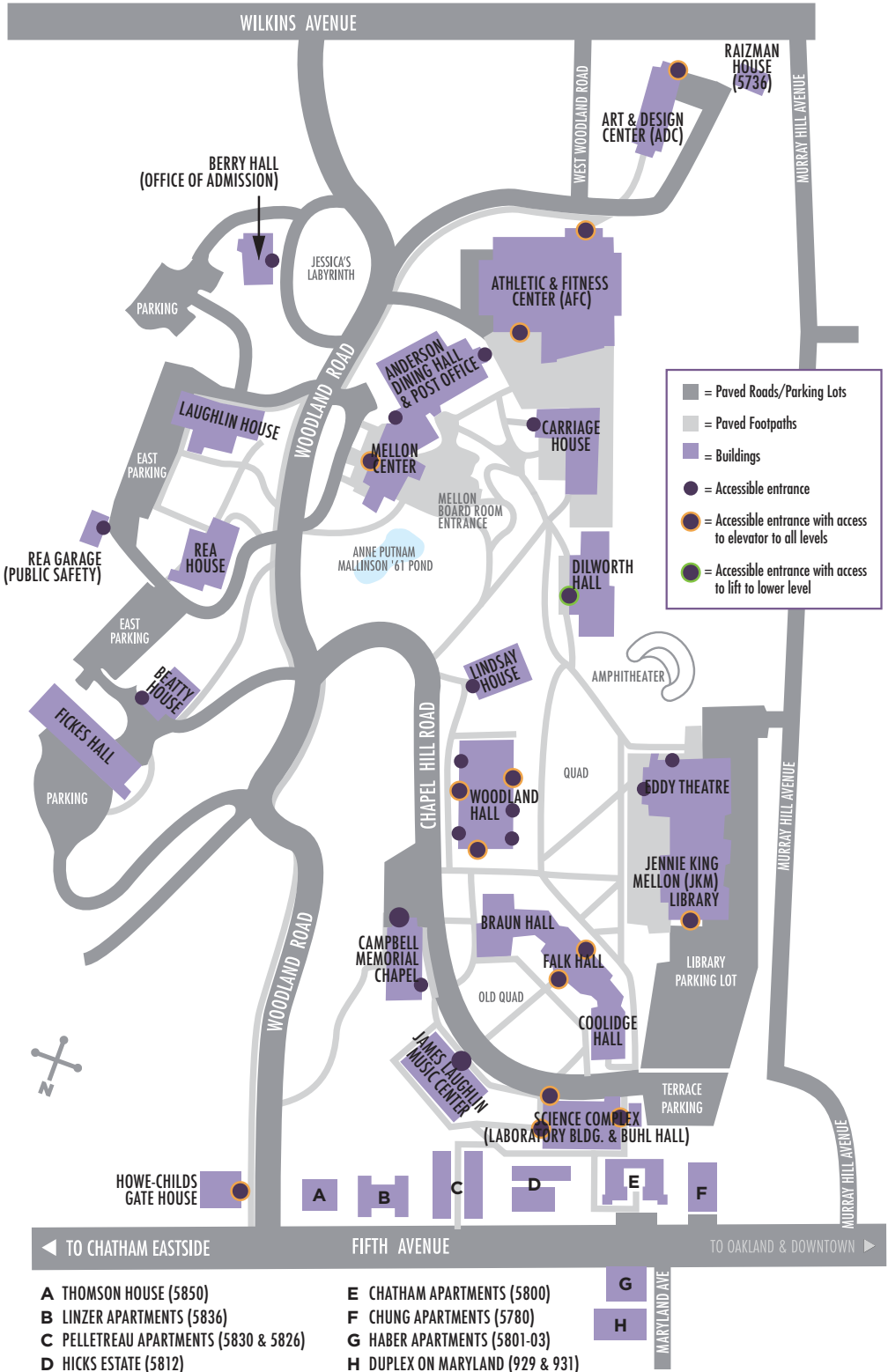
CAMPUS DIRECTORY

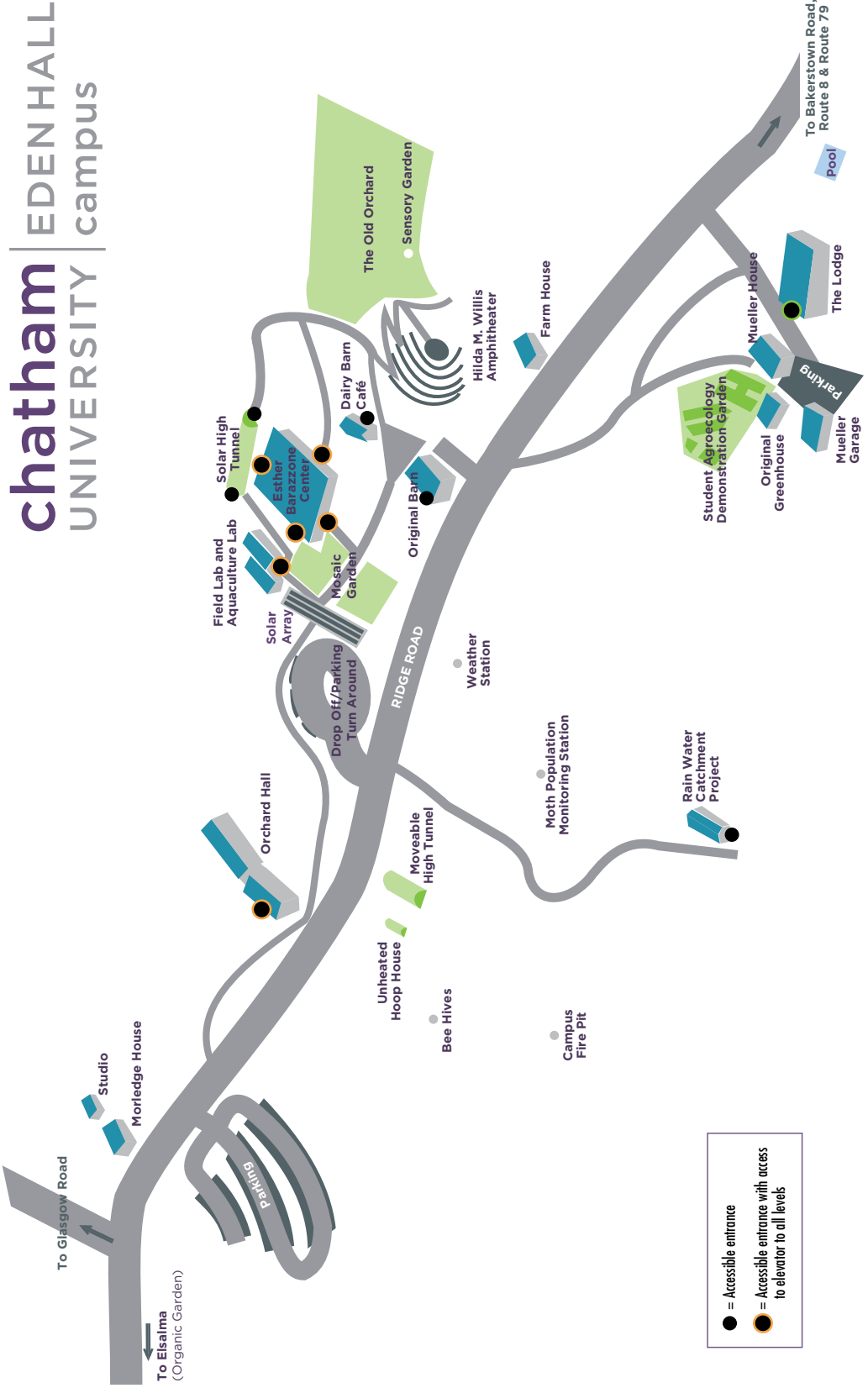
Academic Affairs	412-365-1157
Academic Deans	
College of Arts & Sciences, <i>Joe MacNeil, Ph.D.</i>	412-365-1216
College of Health Sciences, <i>Salvador Bondoc, OTD.</i>	412-365-1456
Falk School of Sustainability & Environment, <i>Lou Leonard, J.D.</i>	412-365-1842
School of Business & Enterprise, <i>Debbie DeLong, Ph.D.</i>	412-365-1192
Academic Success Center	
Academic & Accessibility Resources (OAAR)	412-365-1523
<i>Tutoring</i>	
<i>Writing Center</i>	
Academic Advising Center	412-365-2925
Career Development	412-365-1209
Global Engagement	412-365-1388
<i>Education Abroad</i>	
<i>International Student and Scholar Services</i>	
<i>National and International Scholarships</i>	
<i>Study Abroad</i>	
Administration and Finance	412-365-1105
Admission	412-365-1290
Alumni Engagement	412-365-2731
Athletic and Fitness Center (AFC)	412-365-1519
<i>Intramurals & Outdoor Recreation</i>	
<i>Pool</i>	412-365-2731
Athletics	412-365-1519
Bookstore	412-365-1271
Business Office	412-365-1229
Café Rachel	412-365-1124
Center for Women's Entrepreneurship (CWE)	412-365-1253
College of Arts & Sciences	412-365-2467
College of Health Sciences	412-365-1711
Copy & Print Center	412-365-1108
Counseling Center	412-365-1282
Dining Services, <i>Office Manager</i>	412-365-1506
Eden Hall Campus Facilities	412-523-7705
Falk School of Sustainability & Environment	412-365-1347
Facilities Management	412-365-1274
Financial Aid	412-365-2781
Human Resources	412-365-1847
Information Technology Services	412-365-1112

Library	412-365-1670
Office of Sustainability	412-365-1686
Payroll	412-365-1603
Pennsylvania Center for Women and Politics (PCWP)	412-365-1878
Post Office	412-365-1270
President's Office	412-365-1160
Public Safety	
Non-emergency	412-365-1230
Emergency	412-365-1111
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
Hicks, Linzer and Pelletreau Apartments	412-670-6379
Registrar	412-365-2763
<i>Transcripts</i>	
Residence Life	412-365-1518
Student Accounts	412-365-2719
Student Affairs and Dean of Students	412-365-1286
Student Engagement	412-365-1527
Student Health Services	412-365-1714
University Advancement	412-365-1514
University Marketing and Communications	412-365-1140
Women's Institute	412-365-1578

chatham | SHADYSIDE UNIVERSITY

campus





Departments, Offices & Services

Academic Advising Center

advising@chatham.edu • 412-365-1217

The Academic Advising Center provides students with the foundation, guidance, and skills needed to navigate their academic path to successful degree completion. This includes professional academic advising for first-year students and help for all students with questions about transfer credits, AP/IB or dual enrollment credits. The Advising Center also supports faculty advisors, ensuring students meet the University's academic and graduation requirements.

Academic & Accessibility Resources (OAAR)

OAAR@chatham.edu • 412-365-1523

OAAR assists students in developing the skills they need to be active and engaged learners by providing access to academic and disability resources. OAAR seeks to promote individual growth, independence, resiliency and self-advocacy by providing students with resources such as tutoring, writing support and academic coaching. Students with documented disabilities are encouraged to schedule a meeting to discuss how that disability may impact their academics. All OAAR services are free to Chatham students.

Accessibility Resources (Academic & Medical Accommodations)

Chatham is committed to providing reasonable accommodations to students with disabilities who are admitted through our admission process. Below is general information about the accommodation process. More detailed information can be found on the Academic and Accessibility Resources webpage.

Academic Success Center

success@chatham.edu

The missions of the Academic Success Center is to empower every student to take an active role in achieving their academic, personal and professional goals through ongoing guidance, services and programming that promote independence and resiliency and to navigate a life of meaning and purpose.

Our offices include:

- Academic Advising Center
- Academic & Accessibility Resources (OAAR)
- Career Development
- Global Engagement

Bookstore

chathambookstore@chatham.edu • 412-365-1271

The bookstore is located in the lower level of Woodland Hall and is run by Follett College Stores. The store provides textbooks, supplies, and College memorabilia.

Career Development

careerdevelopment@chatham.edu • 412-365-1209

The Office of Career Development is here to help you take the next step. You do not need to be a specific class year to come visit the office. Whether you're wondering what you can do with a specific major, looking for resources specifically for historically underserved and

marginalized populations, looking to develop the career readiness skills to succeed in the workplace or ready to start writing your resume and cover letter, we've got you covered.

Center for Women's Entrepreneurship (CWE)

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

The Center for Women's Entrepreneurship at Chatham University (CWE) is an economic development hub dedicated to fostering empowerment and success in the business landscape across Southwestern Pennsylvania. Offering a range of training programs, networking events and one on one counseling, the Center is designed to equip business owners with the tools and confidence essential for entrepreneurial endeavors at all stages of business. Funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA), Chatham CWE offers free business counseling and free to low-cost training programs. CWE's services are available to all regardless of gender, with a focus on supporting women, minority, veteran, and underserved populations across the 11-county region in Southwestern Pennsylvania.

Copy & Print Center

copy@chatham.edu • 412-365-1108

The Copy & Print Center services include printing and copying in black & white and color. Staff can also assist with scanning, faxing, and other administrative services. Additionally, we offer Notary Services to students, faculty, and staff. Students can take advantage of any copy machine on campus by tapping their associated Student ID card. **PLEASE NOTE:** The first time you tap your card, you'll have to associate it to your MyChatham account by entering your login information.

CRAFT

craft@chatham.edu • 412-365-1118

The Center for Regional Agriculture, Food, and Transformation (CRAFT) at Chatham University cultivates a more equitable, sustainable, and inclusive food system by providing practical support, research-based tools, and learning opportunities for farmers, food business owners and food system visionaries.

Counseling Center

counselingcenter@chatham.edu • 412-365-1282

The Counseling Center offers free therapy to students to support their personal, academic, and professional goals along with their overall emotional well-being. The Counseling Center also provides crisis appointments, referrals, and programming as needed.

Dean of Students Office

OSA@chatham.edu • 412-365-1286

The Dean of Students Office is the primary resource for connecting students with services that promote holistic growth and development. This office is directly responsible for overseeing the student success coach program, emergency and essential needs programs, Cougars Care alerts, new and transfer student orientation, Chatham ID, medical cancellation process, SDE 101, student honor code, and general leadership for the offices that fall under Student Affairs.

Diversity, Equity & Inclusion

odei@chatham.edu

The Office of Diversity, Equity & Inclusion (ODEI) leads efforts to build and sustain a diverse and culturally vibrant campus, which promotes intercultural multicultural education as well as student success and retention. Office of Diversity, Equity & Inclusion embraces a social justice and intersectional identity approach to its diversity, equity, and inclusion work.

Facilities Management

facilities@chatham.edu • 412-365-1274

Financial Aid

financialaid@chatham.edu • 412-365-2781

Chatham University offers both need-based financial aid and merit-based scholarships. More than 98% of our students receive financial assistance from Chatham, with over \$5 million in need-based and merit-based grants and scholarships awarded annually!

Global Engagement

GlobalEngagement@chatham.edu • 412-365-1388

The Office of Global Engagement prepares students to be world ready, and fosters respect for diverse cultures, identities and opinions locally and internationally. Global Engagement supports global interactions and opportunities in the Chatham community, through education abroad, cultural programming and international student and scholar services. Global Engagement is composed of International Student and Scholar Services and Education Abroad.

Education Abroad

Education Abroad advises students on credit-bearing international opportunities, including study, intern and research abroad programs. The office manages the study abroad application and approval process, Chatham experiential learning scholarships and regional and nationally competitive international scholarships and fellowships.

International Student and Scholar Services

Chatham undergraduates and graduate students and alumni work with the Office of Global Engagement and faculty advisors to apply for prestigious national and international scholarships, fellowships and grants. These awards are intended to support students in graduate study, study abroad and international research or teaching experience. Awards have specific eligibility criteria, including school year and U.S. citizenship status and may also have internal (campus) deadlines in addition to external deadlines.

National Scholarships support U.S.-based study and scholarship. They include the Truman Scholarship for students wishing to pursue careers in government or public service, the Udall Undergraduate Scholarship for environmental work, Tribal public policy and healthcare fields and the Barry Goldwater Scholarship for the natural sciences, mathematics and engineering.

International Scholarships support global education experiences, research, teaching and language study. They include the Vira I. Heinz Program for women, non-binary and transgender students in Pennsylvania, the Fulbright U.S. Student Program for research or English teaching abroad, and the Benjamin A. Gilman International Scholarship for Pell-eligible students to pursue academic studies and internships abroad.

Information Technology Support Services

support@chatham.edu • 412-365-1112

The Chatham University IT Support Services can assist you with your computer and software problems, including Chatham-issued laptop repair, software assistance, email, printing, Wi-Fi, and more. Visit IT's ticketing and information page for information, help guides, and a full list of services, found by clicking the [Submit Ticket button](#) at the top of the myChatham homepage.

Jennie King Mellon Library

jkmref@chatham.edu • 412-365-1245

The JKM Library is here to support all your research needs. Search our numerous databases through our website to access a wealth of resources. Borrow textbooks and research materials through our EZBorrow and ILLiad services. Reserve group and individual study rooms in the library to focus and get your work done, and schedule one-on-one research appointments with a professional librarian to get the help you need. Stop in or reach out via email, phone, or the chat box on the [library website](#) to get help with your assignments - your librarians are eager to save you time, frustration, and money!

Office of Alumni Engagement

alumni@chatham.edu • 412-365-2731

The Office of Alumni Engagement 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, the *Chatham Recorder* alumni magazine, as well as through social and professional events and volunteer opportunities to support current students and/or alumni. Upon graduation all undergraduate and graduate students become members of the Chatham University Alumni Association. Students are welcomed into the Alumni Association during traditional events including the Graduation Toast and receive their Chatham University alumni pin at commencement.

Office of Annual Giving

annualfund@chatham.edu • 412-365-1262

Each year hundreds of alumni, parents, friends, faculty, staff and other members of the Chatham community come together to support the University and Chatham students through annual giving. Scholarship support for both undergraduate and graduate students, new facilities and technology, faculty development and recruitment, as well as DEI and environmental sustainability efforts are all dependent on a successful Annual Fund. Annual gifts from our alumni and the Chatham campus community make a difference!

Office of Residence Life

reslife@chatham.edu • 412-365-1518

The Office of Residence Life is responsible for managing student housing and the on-campus residential experience. This office provides various services, including oversight for student housing assignments, residence hall and apartment community development and programming, living-learning communities, the Resident Assistant (RA) program, roommate dispute resolution, and residence hall and apartment opening and closing. Residence Life maintains a 24/7 on-call system where various staff members are on call to provide emergency support and assistance.

Office of Sustainability

sustainability@chatham.edu • 412-365-1686

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

Chatham Bike Works is available to all Chatham biking community members. We offer shop hours and monthly "hands-on" workshops that focus on basic maintenance skills, on-the-road repairs, how to ride safely, etc. Rent a bike for the term or for the year.

Student Green Fund provides funds for student-run sustainable projects on campus through a competitive annual grants process. Students can propose their idea, and the Eco-reps select the winning projects. Anyone can donate to the fund through our "Round Up for Green Fund" through Dining Services

Office of the University Registrar

registrar@chatham.edu • 412-365-2963

The Office of the University Registrar is responsible for overseeing academic records. Typical student-related interactions involve official Chatham transcript requests via Parchment, enrollment verifications via the National Student Clearinghouse, FERPA rights, PCHE, and registration announcements. Staff members are available during posted business hours via email, in-person, phone, or Zoom.

Parkhurst Dining

parkhurst@chatham.edu • 412-365-1506

Parkhurst Dining runs the food service operation at all three of Chatham's campuses through Board Dining in Anderson and EBC, Retail Dining at Eastside & Cafe Rachel, and Catering services.

Parking

parking@chatham.edu • 412-365-1274

Pennsylvania Center for Women and Politics (PCWP)

pcwp@chatham.edu • 412-365-1878

The PCWP is the primary site for civic engagement and democratic learning on campus. This office regularly holds voter registration drives and educational programming on current events. The PCWP's mission is to educate and empower women for public leadership, which we accomplish through our educational programs: PLEN (Public Leadership Education Network), NEW Leadership Summer Institute, Elsie Hillman Chair in Women and Politics, Ready to Run Campaign Training for Women, and current events programming.

Public Safety

PublicSafety@Chatham.edu • 412-365-1230

Chatham University is dedicated to maintaining a safe and welcoming campus for all members of our community. Our Public Safety Department operates 24 hours a day and is staffed by 14 full-time, sworn police officers and three full-time security personnel.

Post Office

postoffice@chatham.edu • 412-365-1270

The Chatham University Post Office is a full-service shipping center on the Shadyside Campus located in Mellon Center under the Anderson Dining Hall. We are here to help students with all personal mailing and shipping needs. When you arrive on campus, please visit the post office to be assigned a mailbox. If you have any questions, please stop by and speak with us or e-mail us.

Post Office hours during the academic year are Monday-Friday 8:30 a.m.-5:00 p.m.

President's Office

presidentsoffice@chatham.edu • 412-365-1160

The President's Office is the headquarters of the University and works to uphold the institution's mission and values in close collaboration with the Executive Leadership Team. The President's Office is responsible for leading, strategic planning, and supporting University goals across divisions (these include: Academic Affairs, Athletics, Diversity, Equity & Inclusion, Enrollment Management, Finance & Administration, Marketing & Communications, Student Affairs, and University Advancement). The President's Office serves as the primary interface between the University and the Board of Trustees and represents Chatham on a wide range of local, state and national bodies.

Student Accounts

studentaccounts@chatham.edu • 412-365-2719

The Office of Student Accounts primary responsibility is to ensure that all tuition, room, board, and fees due the University are billed, collected, posted, deposited and reconciled timely and accurately in a manner that complies with University Policy as well as all Federal and State regulations. We strive to provide outstanding service while also maintaining a high level of integrity and professional ethics.

Student Employment

studentemployment@chatham.edu • 412-365-1209

Student Employment opportunities at Chatham allow you to engage with and develop professional competencies; gain and apply knowledge; build your professional experience as you explore, discover, and build your place in the world. Campus employment opportunities meet a range of interests, skills, and knowledge, and all student employment experiences carry with them the opportunity to supplement and build on classroom learning and other areas of involvement on campus.

Student Engagement

studentengagement@chatham.edu • 412-365-1527

The Office of Student Engagement at Chatham University is committed to providing dynamic programming to enrich students' out-of-classroom experience. The office provides leadership, civic engagement, and community service opportunities, late night programming, and also advises Chatham's 40+ student organizations and the Chatham Activities Board (CAB). The Office of Student Engagement supports the mission of the University through a student-centered dedication to undergraduate and graduate education.

Student Health Services

studenthealth@chatham.edu • 412-365-1714

Student Health Services offers triage nurse visit appointments including basic first aid and COVID-19 testing for symptomatic students. SHS houses the Essential Needs Corner where students can obtain free personal hygiene items, such as period products, sexual health items and other essential needs for personal care. Students in need of ongoing medical care when away from home may explore various specialists near campus by visiting the Student Health Services page on myChatham.

Women's Institute

womensinstitute@chatham.edu • 412-365-1446

The Women's Institute continues the legacy of Chatham University's historic commitment to women's leadership and gender equity. The Institute offers the Women's Leadership Certificate program, advises the Women's Leadership & Femme Aligned LLC, sponsors the Chatham Feminist Coalition, the Triota Women's & Gender Studies Honors Society, and Chatham's Planned Parenthood student chapter. The Institute also organizes the Hollander Lecture in Women's Leadership, the Just Films Series, and the Class of '64 student grants. Stop by Lindsay House to visit the drop-in resource center, open to students of all genders and providing intersectional resources.

Chatham Student Experience

Office of Student Affairs and Dean of Students

412-365-1286, Woodland Hall

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.

What We Do

Student Affairs co-creates and leads transformational experiences to support all Chatham students in building lives of purpose and meaning.

How We Do It

- We work to build meaningful connections with and among students.
- We support personal growth, professional development, and engaged citizenship through valuable leadership development and campus engagement opportunities.
- We strive to foster an anti-racist environment that affirms the lived experiences of all students, particularly those with multiple minoritized intersecting social identities.
- We value the wellness, safety, and belonging of all students and the student affairs team through equitable programs, policies, and practices.
- We collaborate enthusiastically with students, student groups, campus colleagues, and community partners to fulfill Chatham University’s mission.

Our Departments

- Student Affairs Central/Dean of Students Office
- Counseling Services
- Student Health Services
- Residence Life
- Student Engagement

Campus Activities, Events, and Traditions

Chatham University offers a variety of co-curricular events and activities throughout the year. Information about events is posted on flyers around campus and can be found in [Chatham Happenings](#). For more information about the kinds of activities sponsored by Chatham review the [Events and Traditions](#) webpage. If you have any questions about how to make the most of your Chatham experience, please contact the Office of Student Engagement (studentengagement@chatham.edu) or the Office of Student Affairs & Dean of Students Office (OSA@chatham.edu).

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.

[At this link](#) you'll find some of the traditions most beloved by students, faculty, staff, and alumni

Chatham Activities Board (CAB)

The Chatham Activities Board (CAB) is a committee of students who plan events held on and off campus. Students can get involved as paid coordinators or volunteer to help with select events. This group is responsible for major traditions and hosting late night and weekend events like movie nights, escape rooms, trips off campus, dances, bingo, trivia nights, and more! Please contact CAB at CAB@chatham.edu if you have questions, want additional information, or would like to get involved.

Communiqué (Student Newspaper)

The Communiqué is Chatham University's student-run newspaper and [website](#). Its goal is to provide relevant, accurate news pertaining to the Chatham community. Coverage also includes sports, culture, and student opinions. Together, the Communiqué staff of reporters, editors, photographers, and designers strives to share a snapshot of what life is like here at Chatham and to promote thoughtful discourse across campus. Please contact the Communiqué at Communiqué@chatham.edu if you have questions, would like additional information, or are interested in getting involved.

Community Service

[412-365-1527](tel: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.

For more information, please review the [Community and Civic Engagement webpage](#) or e-mail the Office of Student Engagement at studentengagement@chatham.edu.

Cougars Care Alerts

[Cougars Care Alerts](#) allow faculty, staff, and students to notify the Office of Student Affairs if they believe a student could benefit from additional support resources. There are a variety of reasons why a Chatham community member might submit a Cougars Care Alert, including:

- Concerns for student wellbeing (mental or physical health, general wellness, etc.)
- Life Stressors (significant, abnormal stress such as financial need, concern for others, etc.)
- Academic Challenges (attendance, performance, missing assignments, etc.)
- Navigating college (trouble making friends, roommate conflicts, commute challenges, etc.).

Further information, including how to submit a Cougars Care Alert can be found on [myChatham > Services & Departments > Student Affairs > Cougars Care](#).

Division III Intercollegiate Athletics

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 (UHC), 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.

Orientation and Welcome

New & Transfer Student Orientation

New and Transfer Student Orientation is your opportunity to find out about the academic and community expectations as a new member of the Chatham University community. New and transfer students will be assigned a returning student as a mentor known as their Orientation Leader. The Orientation Leader will help facilitate your orientation experience and connect new and transfer students with resources and programming opportunities on campus. Information about New and Transfer Student Orientation can be found on the New and Transfer Student Orientation webpage. For more information, please e-mail the Office of Student Affairs and Dean of Students at OSA@chatham.edu or call 412-365-1286.

Orientation Leader 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.

Graduate Student Welcome

The Graduate Student Welcome is a event focused on helping new graduate students learn about resources, events, and services that promote their success at Chatham. Information and registration for the Graduate Student Welcome can be found on the Graduate Student Welcome webpage. For more information, please e-mail the Office of Student Affairs and Dean of Students at OSA@chatham.edu or call 412-365-1286.

Student Government

Chatham Undergraduate Student Government (CSG)

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. Further information about CSG can be found on the [CSG webpage](#) or by e-mailing CSG@chatham.edu.

Graduate Student Assembly (GSA)

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. Questions related to GSA should be directed to the Office of Student Engagement at studentengagement@chatham.edu.

Student Organizations

Chatham University provides a variety of opportunities for students to be involved through numerous student organizations. A complete list of student organizations can be found on the [Student Organizations webpage](#). Questions or request for additional information about student organizations should be sent to the Office of Student Engagement at studentengagement@chatham.edu.

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, the Office of Academic Affairs, and professional staff from various departments serve as SDE101 instructors.

In addition to the SDE101 instructors, students are assigned a Success Coach Graduate Assistant (SCGA) 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 Resources & Amenities

Accessibility Resources (Academic & Medical Accommodations)

Chatham is committed to providing reasonable accommodations to students with disabilities who are admitted through our admissions process. Below is general information about the accommodation process. More details information can be found on the [Accessibility Resources](#) webpage.

Academic Accommodations

The Office of Academic & Accessibility Resources (OAAR) coordinates the provision of reasonable academic accommodations and services for students with documented disabilities, in accordance with the Americans with Disabilities Amendments Act (ADA) 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

Any questions or request for additional information about the academic accommodations should be directed to OAAR at OAAR@chatham.edu.

Housing, Dining, and Medical Accommodations

The University maintains a Housing, Dining, and Medical Accommodations committee to review all accommodation requests pertaining to medical needs relating to student housing and dining. To receive housing/dining that accommodates 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.

Accommodations may include, but are not limited to:

- Air Conditioning
- Single Room in a Residence Hall or Apartment
- Access to a semi-private bathroom
- Emotional Support Animal (ESA)

Further information about this medical accommodation process can be found on [myChatham > Services & Departments > Residence Life > Medical Accommodations](#). Any questions or requests for additional information about the medical accommodations process should be directed to the Office of Residence Life at reslife@chatham.edu.

All-Gender Bathrooms

Chatham University is committed to providing an environment that is inclusive and affirming.

We recognize that gender identity and gender expression exist on a spectrum. Therefore, our All Gender Restrooms are not restricted to the traditional limitations of the social construct of

the cisgender male/female binary. All Gender Restrooms are public or community restrooms that can be used by anyone—regardless of gender identity or gender expression.

A comprehensive list of All Gender Restrooms locations is accessible through [myChatham > Documents and Forms > All Gender Restroom Location List](#).

Athletic & Fitness Center (AFC)

afc@chatham.edu • 412-365-1519

The Athletic and Fitness Center is a modern, multifunctional facility open to all Chatham University students, faculty, and staff. In addition to organizing athletic activities, the Athletic and Fitness Center offers facilities for squash, rock climbing, strength training, swimming and cardio fitness, among other amenities. During the academic year, free fitness classes are offered to help promote health and wellness to all Chatham University community members.

The AFC is open daily 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.

For more information, please review the [AFC webpage](#) or e-mail AFC@chatham.edu.

ATM

For your convenience, an ATM is in the Post Office on the ground level of Mellon Center on the Shadyside Campus, the second floor of Chatham Eastside (at the cafeteria entrance), and the 1st floor of the lodge on the Eden Hall Campus.

Bulletin Boards

osa@chatham.edu

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 the Office of Student Affairs for appropriate stamp-approval and desired board locations before hanging. All flyers without approval will be removed.

Campus Labyrinth

Dedicated to Jessica Davant, a Pittsburgh native who passed away in 2006, Jessica's Labyrinth faces Berry Hall, the location of Chatham's Office of Admissions. Labyrinths are meandering, unicursal paths leading to a center, the journey to which is representative of quietness and contemplation. Labyrinths are utilized for reflection across multiple religious, spiritual, and secular traditions

Chatham App

The ChathamU App can help organize everything you need to make college a success! With versions available on both Google Play and the Apple Store, the ChathamU App is your key to campus. View your schedule, connect with student organizations, see all the events happening at Chatham, access campus resources, and more!

[Download for Android](#)

[Download for iPhone](#)

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.

If an ID card is lost or stolen, Chatham ID cardholders should submit the **online form located on myChatham > Documents & Forms > Student Affairs** and indicate the need for a replacement ID. In some circumstances (i.e. lost ID card but not in others such as stolen), a replacement fee of \$25.00 will be charged, which can be paid via cash, check, credit card, or charged to their student account.

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, Monday through Friday from 9:00 a.m.-5:00 p.m. to troubleshoot and have their Chatham ID card replaced.

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.

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.

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 message from their faculty member or respective supervisor to access specific 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.

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 36.

Public Transportation

Chatham students enrolled in a current or future term may use their Chatham ID card to board any Pittsburgh Regional Transit (formerly Port Authority) 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 or by using [this link](#).

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

Meal Plans

Chatham students, faculty, and staff can have meal plans and cougar dollars added to their ID cards. Further information can be found on [myChatham > Services & Departments > Dining Services](#). Questions or concerns should be sent to Parkhurst@chatham.edu.

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.

Chatham ID Perks

By showing their Chatham ID Cards to the respective venues, Chatham students receive special offers and discounts throughout the city for sightseeing, cultural, and sporting events. A complete list of current special offers and discounts can be found on [myChatham > Services & Departments > Student Affairs](#).

Community Health 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
- UPMC Shadyside Urgent Care, 5231 Centre Avenue, Pittsburgh PA 15232, 412-623-4114

Copy and Printing Services

Combination copiers and printers are in various administrative and academic buildings on-campus. To utilize these devices students will need to scan their Chatham University ID to access the print, copy, and fax feature on each combo unit. Students can easily print or copy at by simply tapping their associated Chatham ID card to the printer/copier.

Note: The first time you tap your card, you will have to associate it to your myChatham account by entering your username (Chatham e-mail) and the password you use to log on to the computer. After this one-time process, simply tap and follow the on-screen instructions to access the print, copy, and fax features.

Dining and Food Services

Parkhurst@chatham.edu • 412-365-1506

Chatham Dining Services, run by Parkhurst Dining offers students, faculty, and staff a variety of delicious and healthful dining options. On-campus dining options exist in the following locations:

- Shadyside Campus: Café Rachel (located in Woodland Hall) and Anderson Dining Hall (located in the Mellon Center)
- Chatham Eastside: Eastside Café (located on the second floor)
- Eden Hall Campus: Esther Barazzone Center (EBC)

Information about dining services, food options, cougar dollars, and meal plans can be found on [myChatham > Services & Departments > Dining Services](#).

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 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 Corner:** Student Health Services offers access to personal hygiene and essential needs products for students. 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. For more information, please go to [myChatham > Services & Departments > Student Affairs > Emergency Aid & Essential Needs](#).

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 other 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 to set up an appointment with a professorial staff member, Woodland Hall, 1st Floor, osa@chatham.edu or 412-365-1286. 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.

Access the application for Student Emergency Funds and Essential Needs Aid [here](#).

Student Emergency Fund & Essential Needs Application Form

For more information and to apply for the Student Emergency Fund, please complete the online form, located on [MyChatham > Services & Departments > Student Affairs](#).

Information Technology (IT) & Network Resources

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:

- **Network Access:** All campus buildings are equipped with wi-fi access, including residence halls, which also include network drops (one drop per pillow).
- **Network Printing:** Each student is given 300 pages of paper to print 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 website 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 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 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 Information Technology Support Services 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:** Once your student account has been created, you will have access to your Chatham e-mail. 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 [the 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:** Students, faculty, and staff 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. A lock will be issued from the 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 the Office of Student Affairs; 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-to-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 Student Affairs at 412-365-1286 or osa@chatham.edu

Lost, Found, and Give

Lost or found items may be posted on myChatham under CU Lost/Found/Give, 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.

Medical Schedule Cancellation/Withdrawal

The Office of Student Affairs oversees the Medical Schedule Cancellation/Withdrawal process. Due to an extreme personal medical situation, a student may seek a Medical Schedule Cancellation/Withdrawal. Medical Schedule Cancellations/Withdrawals require supporting documentation from a Medical Professional and approval from the Vice President of Student Affairs & Dean of Students in consultation with the Director of the Office of Academic and Accessibility Resources. For more information, see the [Chatham University Course Catalog](#) and the [Medical Schedule Cancellation/Withdrawal](#) page.

Postal Mail Services

412-365-1270 • postoffice@chatham.edu

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#
107 Woodland Rd
Pittsburgh, PA 15232

Please double check the address before finalizing online orders, particularly the zip code. Amazon and some other services will suggest you change the zip code. If you do not use 15232, your packages will not deliver to campus.

The Post Office can accept packages for you and will hold them for you to pick up. You can only pick them up during operating hours, 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.

Prayer Room

On the lower level of Braun Hall, 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 Diversity, Equity & Inclusion at ODEI@chatham.edu.

Public Safety & Security

412-365-1230 • police@chatham.edu

Chatham University is dedicated to maintaining a safe and welcoming campus for all members of our community. The Chatham Police operates 24 hours a day and oversees all aspects of campus safety and security. The university is 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 Chatham Police and the community. Community members are encouraged to report all crimes and public safety related incidents to the Chatham Police in a timely manner.

Contact Information

Chatham Police Emergency (24/7)	412-365-1111
Chatham Police Non-Emergency (24/7).	412-365-1230
Eden Hall Security (Monday–Saturday 3:00 p.m. to 7:00 a.m.)	412-508-2328
Local Emergency Services (24/7)	911

All Chatham community members are also encouraged to register for the ChathamAlert Emergency Notification System [here](#).

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 shuttle schedule can be found at [myChatham > myTOOLS > Shuttles](#). Access www.chathamshuttles.com for a live-time updated on the location of any active Chatham shuttles. iOS and Android apps are also available for download.

Student Accounts

- [Billing and Monthly Account Statement](#)
- [Payment Methods](#)
- [Withdrawal Calculation Policy](#)
- [Tuition Installment Plan Options](#)
- [Full-Year Tuition Payment Program](#)
- [Corporate Payment Options](#)
- [IRS Tax Form 1098-T](#)

Student Health Insurance

Chatham is committed to supporting your health and well-being. Minor illnesses and injuries can be treated at the Student Health Services Center in Woodland Hall. But we know that more serious medical situations and preventive care require the support of local healthcare providers, which can be expensive if you are not adequately insured. That’s why [Chatham requires that all full-time students carry minimum essential coverage](#) that complies with the requirements established by the Affordable Care Act.

Overview

The University partners with UPMC Health Plan to provide the Student Health Insurance Plan, which offers in-network coverage at nearby medical facilities. This insurance is affordable and easy to use, and it allows you to access:

- Preventive care
- Treatment for illnesses and injuries, including sports and exercise injuries
- MyHealth, an online health promotion program
- eBenefits for online benefits management
- Care when traveling outside UPMC Health Plan's coverage area

UPMC Health Plan's network includes more than 140 hospitals and over 29,000 physicians across Pennsylvania. If your doctor does not participate in UPMC Health Plan's network, you will still be covered. Your student plan will give you the freedom to see out-of-network providers, but you will have higher out-of-pocket costs.

Out-of-area students who go home for extended visits and students who travel within the United States can use the physicians and facilities in a nationwide extended network. It includes thousands of hospitals and more than 1 million healthcare professionals across the country.

UPMC's student health plan covers a wide variety of high-quality, effective generic and brand-name drugs. When you're traveling, you'll have access to thousands of pharmacies nationwide. With your student plan, you can fill prescriptions at locations including CVS, Giant Eagle, Kmart, Rite Aid, Sam's Club, and Walmart.

How to Enroll in UPMC's Health Plan Coverage

All full-time students are eligible to enroll in the Chatham University Student Health Insurance Plan. If you would like to take advantage of this coverage, you can enroll online by clicking the Student Health Insurance link on the myChatham homepage before the deadline to add/drop classes.

For assistance with the online enrollment or waiver process, call UPMC Health Plan at 1-866-203-8051 (TTY: 711).

For information about the premium charge on your student account, call 412-365-2719 or e-mail studentaccounts@chatham.edu.

The policy has a 10-day free-look period. If you cancel the policy within 10 days of the policy's delivery, you will receive a premium refund. After 10 days, no premium will be refunded other than for determination of ineligibility or entrance into the armed forces.

Learn More

To learn more, including information about deadlines, what services are covered, costs, and fees, [download the UPMC Student Health Insurance Plan](#).

You can also check out some FAQs, read some tips for getting the most out of your healthcare or, if you have any questions about the medical coverage that's available through the Student Health Insurance Plan, please call UPMC Health Plan at 1-866-203-8051 to talk to a Healthcare Concierge. TTY users should call 711.

Student Organization Campus Room Reservation

studentengagement@chatham.edu

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 four weeks prior to the event. It is advisable to reserve campus space as far in advance as possible.

Tuition Installment Plans

Tuition Installment Plans provides students and families options to finance charges without interest over the course of the year or term. Each of the plans below have a one-time \$35.00 application fee, which is due at time of enrollment into the plan. Chatham University uses [ECSE](#) to process and maintain both of our Tuition Installment Plans. Further information about Tuition Installment Plan options can be found on [myChatham > Services & Departments > Student Accounts > Tuition Installment Plan Options](#). Questions or concerns should be directed to the Office of Student Accounts at studentaccounts@chatham.edu or 412-365-2719.

University Catalog

[Chatham University's online course catalog](#) is where you will find information about the schools and degree programs offered at Chatham. You can also learn about other resources to enhance your academic experience including our outreach and engagement centers, study abroad opportunities, and support services. The course catalog is published annually in July.

The catalog is primarily intended for use by currently enrolled students, faculty, and staff. It provides an overview of the University's curriculum, academic programs, services, and educational resources. It also includes University academic policies, rules, regulations, and procedures; information about degree and certificate programs, including degree requirements; and a listing and description of courses. Links to other related information are also included.

Please note that the information concerning academic requirements, courses, and programs of study in the catalog does not establish an irrevocable contract between the student and the University. The University can change, discontinue, or add academic requirements, courses, and programs of study at any time without notice. Of course, every effort will be made to provide timely notice to students in order to help in the planning process. It is the responsibility of the individual student to confirm that all appropriate degree requirements are met.

Diversity, Equity & Inclusion

Office of Diversity, Equity & Inclusion

odei@chatham.edu

The Office of Diversity, Equity & Inclusion strives to serve our vision of a fully inclusive and equitable Chatham and our mission of advancing an environment that is inclusive, diverse, mutually respectful, and equitable for all students, faculty, staff, and alumni. We are grounded in the following values:

- **Equity Mindedness:** Calling attention to disparities in resources, rights, and quality of life among historically privileged and marginalized groups.
- **Intersectionality:** Honoring the wholeness and uniqueness of individuals' lived experiences as a result of holding multiple social identities.
- **Trauma Informed:** Examining the influence and impact of responses to personal, interpersonal, and societal acts of violence.
- **Expansive Inclusivity:** Creating an environment broad and vast enough to encompass all community members, regardless of their background, that encourages authenticity and transformation rather than assimilation and conformity.
- **Restoration:** Engaging in community dialogue practices that build relationships and repair harm.

For more information about the programs and services offered through the Office of Diversity, Equity & Inclusion visit the [Diversity, Equity & Inclusion webpage](#). If you have questions or would like additional information, please e-mail ODEI@chatham.edu.

Signature Programs

Check out the [ODEI Instagram](#) for updates on programs and events!

BIPOC Family Dinner

This monthly gathering of BIPOC students is equal parts hangout space and community-building, including activities like game nights, karaoke, and speed friending.

Chatham Worldview Network

Chatham University's Worldview Network 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. For more information, please review the Worldview Network webpage or e-mail the Office of Diversity, Equity & Inclusion at ODEI@chatham.edu

History and Heritage Month Celebrations

These celebrations honor a variety of marginalized identities, including Hispanic/Latine, LGBTQIA+, Native American, Black, AAPI, and women-identified communities.

Holding Space on the Page

This partnership with Chatham's MFACW program explores identity-based literature and facilitates individual and group processing, both verbally and in writing.

Identity-Based Graduation Celebrations

These annual spring celebrations honor students of color, international students, and LGBTQIA+ students graduating from Chatham.

Queer Family Dinner

This monthly dinner gathers queer-identified students for food, conversation, relationship-building, and affirming games and activities.

RISE Retreat

This weekend retreat for students of color offers space for community building, learning, and togetherness on a predominantly white campus.

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.
 - a. Allow guest speakers to self-identify and use their chosen names and pronouns.
 - a. 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

Student Conduct

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, 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(s) on campus. The determination of whether behaviors are subject to the Honor Code will be made by the Vice President of Student Affairs and 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 apartments, shared living/common spaces. All assigned occupants of a room or suite, 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 defined as a University employee who has knowledge and has received training around the student conduct process and the Honor Code. The advisor shall not make decisions for the student, but will assist them in understanding the process, accessing student resources, and if applicable, attend a Judicial or Administrative Hearing. Students who would like to have an advisor appointed to them should submit a request in writing to honorcode@chatham.edu.

Complainant: Complainant is 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 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.

Honor Code Committee: The Honor Code Committee is comprised of faculty, staff, and undergraduate and graduate students who assist in the adjudication process for acts of academic misconduct and student behavior and conduct issues.

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. This involves avoiding contact with the person, sitting apart from them in the dining hall and other community spaces, etc.

Prohibited Conduct: Prohibited conduct is 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 on- or off-campus.

Recognized Student Organizations: Recognized Student Organizations are 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 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 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 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 defined as the permanent record stored in the 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.

Transcript: The official Chatham University record of student academic credit and grades.

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, recognized student organization, or athletic team to disciplinary proceedings and sanctions, regardless of whether the conduct occurred during an academic term, or 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 order or an Intentional Avoidance Notice
- 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.

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, destroys, or misuse of 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 or on-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 University 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 includes 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. Those who seek assistance for 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 in violation of the Honor Code will be subjected to at least one of the following disciplinary statuses and may be subject to an accountability and support plan, which is designed to educate and encourage reflection on the student's decisions, impact on the University Community, and understanding to prevent further prohibited conduct. All student-athlete disciplinary statuses will be reported to the Athletics Department and athletes may be subject to additional processes and sanctions. Disciplinary statuses will also be reported to the Academic Integrity Officer.

Educational Warning: An unofficial written notice is 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 VII: 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 or 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 decision-making process, impact on the University Community, as well as gaining an understanding to prevent future prohibited conduct. 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. All Prohibited Conduct Records will be shared with the Academic Integrity Officer.

Records of student conduct and academic integrity proceedings are confidential and are not released to any external individual, agency, or organization without 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 re-enrolls 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 Vice President of Student Affairs and Dean of Students or their designee 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 Vice President of Student Affairs and Dean of Students or their designee (in person, by phone, or in writing, including -e-mail), or (b) by submitting a written Complaint through the online form to the Vice President of Student Affairs and Dean of Students or their designee. 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 Vice President of Student Affairs and Dean of Students or their designee 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 Vice President of Student Affairs and Dean of Students or their designee 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 Vice President of Student Affairs and 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 temporary residential modifications
- Referral to the Counseling Center or mandated assessment if there is a threat to self or others

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, the Vice President of Student Affairs and Dean of Students or their designee may impose an interim suspension on the Respondent in the case. 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

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 Vice President of Student Affairs and Dean of Students or their designee, the Vice President of Student Affairs and 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 Vice President of Student Affairs and Dean of Students or their designee'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 Vice President of Student Affairs and Dean of Students or their designee:** The Vice President of Student Affairs and Dean of Students or their designee 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 Vice President of Student Affairs and Dean of Students or their designee; the Vice President of Student Affairs and Dean of Students or their designee may elect to refer the matter immediately to

a Formal Resolution. A student, students, 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, offenses that have caused harm to others, 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 Vice President of Student Affairs and Dean of Students or their designee 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 (Vice President of Student Affairs and Dean of Students or their 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 Vice President of Student Affairs and 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 Vice President of Student Affairs and 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 Vice President of Student Affairs and Dean of Students or their designee. The process can take longer and will be appropriately documented if additional time is needed.

When the Vice President of Student Affairs and Dean of Students or their designee has made a determination, they shall notify the Respondent in writing (e-mail 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 e-mail 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 Vice President of Student Affairs and Dean of Students or their designee. If a student rejects an Informal Resolution determination, the Vice President of Student Affairs and Dean of Students or their designee 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, Associate/Assistant Vice President, Dean, Assistant Dean, Program/Department Director, or an Associate/Assistant Department Director).

The Vice President of Student Affairs and Dean of Students or their designee 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 Vice President of Student Affairs and Dean of Students or their designee; 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 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 Vice President of Student Affairs and Dean of Students 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 Vice President of Student Affairs and Dean of Students or their designee. Typically, an AHO will be an experienced member of the Office of Student Affairs.

It is the responsibility of the Vice President of Student Affairs and Dean of Students or their designee to provide annual training to the AHO(s).

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

When the Vice President of Student Affairs and Dean of Students or their designee has appointed an AHO or Judicial Board for a Respondent's case, the Vice President of Student Affairs and Dean of Students or their designee 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 Vice President of Student Affairs and Dean of Students or their designee 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 Vice President of Student Affairs and Dean of Students or their designee will hand the matter over to the Chair of the Judicial Board or AHO to arrange and conduct hearing.

a. 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 5 days to prepare for the Administrative Hearing or Judicial Board, but may request an additional 5 days. Requests for additional preparation days must be received within 24 hours of the hearing confirmation date.
- 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. Reasonable length applies to formal resolution and students will be given a minimum of 5 days to prepare for the Administrative Hearing or Judicial Board.
- 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).

3. What Happens Prior to a Student Conduct Hearing

a. Notifications and Communications

the Vice President of Student Affairs and Dean of Students or their designee 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 interview 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 Vice President of Student Affairs and Dean of Students or their designee, shall notify in writing (e-mail 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 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.

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 Vice President of Student Affairs and Dean of Students or their designee 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 or their Designee may postpone the hearing until it is possible to convene. If the Vice President of Student Affairs and Dean of Students or their designee 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.

a. *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.

b. *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. Note, the Judicial Board may still elect to hear statements from all parties (including witnesses) to assist in the sanctions process.

c. *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.

d. *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).

e. *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 or Designee a written report of the Board/AHO’s findings. The JB/AHO should utilize evidence to articulate basis for disciplinary status and sanctions (if applicable). 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 Vice President of Student Affairs and Dean of Students or their designee following the hearing.

c. *Hearing Notes and Recording*

The Chair/AHO shall submit the audio recording and any handwritten notes to the Vice President of Student Affairs and Dean of Students or their designee after completion of the hearing.

All contents of the hearing packet, documents presented at the hearing and notes taken during the 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 Office of 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 Vice President of Student Affairs and Dean of Students or their designee 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 Vice President of Student Affairs and Dean of Students or their designee within five (5) Business Days from the date of written notification of the decision. The Dean of Students Office will designate the appeal to an appropriate University official.

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 a 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 Vice President of Student Affairs and Dean of Students or their designee determines that one or more of the three conditions are met the Vice President of Student Affairs and Dean of Students or their designee may revise the sanction(s) or order a new hearing before a new Judicial Board/AHO.

The Vice President of Student Affairs and 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 Vice President of Student Affairs and Dean of Students or their designee will provide written notification (via e-mail is acceptable) to the student who appealed within three (3) business days from the date of the decision. Appeals decisions will be final.

Academic Integrity

The Honor Code is comprised of two distinct policies: Student Behavior and Conduct Policy and the Academic Integrity Policy. This section specifically focuses on the Academic Integrity Policy.

The purpose of this policy is to outline the academic integrity process in place at Chatham University to identify, report, and adjudicate acts of academic misconduct by students within all academic pursuits at the University.

Academic Integrity and Academic Misconduct Under this Policy

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

Academic Integrity

Academic Integrity is defined as upholding the tenets of the Chatham University Honor Code of excellence in all endeavors, honesty, personal integrity and accountability, and respect for the rights, opinions and well-being of others as they relate to all academic pursuits at the University.

Academic Misconduct

Academic misconduct is defined as failure to abide by the tenets of the Chatham University Honor Code of excellence in all endeavors, honesty, personal integrity and accountability, and respect for the rights, opinions and well-being of others as they relate to academic pursuits at the University.

Acts of academic misconduct are distinguished by the nature of the act according to the reasonable belief of the instructor and fall into two broad categories – Technical and Substantiated.

Technical acts of academic misconduct are those reasonably believed by an instructor to be purely technical in nature and/or without intent to achieve an academic advantage. Technical acts include, but are not limited to incorrectly citing, paraphrasing, and attributing sources within an academic course or exercise. Technical acts of academic misconduct do not present egregious and blatant attempts to use or share sources or other materials in a manner consistent with substantiated acts of academic misconduct.

Substantiated acts of academic misconduct are those reasonably believed by an instructor to achieve an academic advantage and violate the tenets of the Chatham University Honor Code of excellence in all endeavors, honesty, personal integrity and accountability, and respect for the rights, opinions and well-being of others as they relate to academic pursuits, including research and internships, at or affiliated with the University. Substantiated acts include, but are not limited to the following:

Alteration of University Documents: Forgery of any signatures; submitting an altered transcript of grades to or from another institution or employer; putting one's name on another individual's work; or falsely altering a previously graded exam or assignment.

Cheating: Cheating includes fraud, deceit, or dishonesty in an academic course or exercise in an attempt to meet academic requirements by gaining an unfair advantage and/or using or attempting to use unauthorized materials, information, or study aids on any academic course or exercise.

Examples of cheating include, but are not limited to using any electronic device to copy, transmit, or receive information during an exam; any form of contract cheating such as asking or paying someone to take a test, write a paper, or complete any assignment for you; obtaining a copy of an exam without instructor permission; and sharing copies of exams with students who have yet to take the exam.

Disturbance in the Classroom or Lab: Disturbances in a traditional or online classroom or lab that serve to create an unfair academic advantage for oneself or a disadvantage for another member of the academic community.

Examples of disturbing a classroom or lab include, but are not limited to stealing or damaging lab equipment and/or experiments; pulling the fire alarm to avoid a course or exercise.

Facilitating Academic Misconduct: When an individual helps or attempts to help another individual carry out an act of academic misconduct.

Examples of facilitating academic misconduct include, but are not limited to collusion; any form of contract cheating such as willingly providing or selling a paper, notes, handouts, and/or any other materials in an unapproved manner that provide an academic advantage to another student; agreeing to take a test, write a paper, or complete an assignment for someone else; or falsifying information or forging signatures on course documents.

False Representation, Fabrication or Alteration of Information: The unauthorized falsification or invention of any information or citation in any academic course or exercise.

Examples of false representation, fabrication, or alteration of information include, but are not limited to furnishing false information about oneself or a writer and/or speaker; fabricating or altering information and presenting it as legitimate; providing false or misleading information to an instructor or any other University official.

Plagiarism: Plagiarism is when one represents the organizational design, ideas, phrases, sentences or larger units of discourse from another writer and/or speaker without proper acknowledgement in an academic course or exercise. Plagiarism occurs when one fails to document all the sources of text and ideas that derive from someone else's work.

Examples of plagiarism include, but are not limited to, failure to enclose text copied directly from a source in quotation marks and to identify the source; failure to identify a source of summarized or paraphrased material; failure to identify the source of an idea taken from someone else's work; cutting and pasting from electronic sources without citation; self-plagiarism of one's previous work in an unapproved manner; and failure to acknowledge sources from various formats or mediums, including web pages, television, films, artwork, digital or sound recordings, speeches, and traditional hard copy.

Reporting Acts of Academic Misconduct

Individual Responsibility as a Member of the Chatham University Community

Any member of the Chatham University community who has witnessed an apparent act of academic misconduct (technical or substantiated), or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the Academic Integrity Officer or their designee as soon as possible at academicintegrity@chatham.edu to ensure adherence to the University's academic integrity policy and procedures.

Contacting the Academic Integrity Officer initiates notification of instructors, Chairs/ Program Directors, and/or Deans to apparent acts of academic misconduct in order to comply with this policy and [its procedures](#).

Consequences for Acts of Academic Misconduct

The Honor Code strives to educate students on 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 act of academic misconduct. The determination of sanctions is based upon several factors, including the nature of the academic misconduct, the impact of the academic misconduct on the community, any previous acts of academic misconduct, and any mitigating or aggravating circumstances.

Disciplinary Status

It is expected that Respondents found responsible for an act of academic misconduct will be subjected to at least one of the following disciplinary statuses and may be subject to an accountability and support plan, which is designed to educate and encourage reflection on the student's decisions and provide assistance in gaining skills to avoid and prevent future academic misconduct. 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 is generally used for first-time, technical acts of academic misconduct that fall within the informal resolution process. It indicates that the academic misconduct violated the tenets of the Honor Code and warrants education and modification for the future. A student who is in this status may still complete an accountability and support plan, but this status will typically warrant a discussion and reflection on better decision-making as well as gaining skills to avoid and prevent future academic misconduct. Unlike other sanctions, an educational warning status will not appear in a student's conduct file, but it will be maintained in the Academic Integrity Officer's academic misconduct records and may be taken into consideration if additional academic misconduct occurs.

Disciplinary Warning

An official written notice which conveys that the academic misconduct violated the tenets of the Honor Code and that future acts of academic misconduct 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 VII: Retention of Records

Probation

An official written notice indicating that subsequent acts of academic misconduct will result in a review for suspension or dismissal from the University. The probation will be enacted for a specified duration admonishing a student if they are found responsible for engaging in academic misconduct during this time period more severe disciplinary sanctions will be imposed.

Conditions of probation include, but are not limited to, loss of privileges, fines, and fees. This status is used in the case of substantiated acts of academic misconduct and repeated acts of academic misconduct. 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.

Student and Recognized Student Organization Accountability and Support Plan Options

Respondents may also be subject to an Accountability and Support Plan, which is designed to educate and encourage reflection on the student's decision-making process as well as gaining skills to avoid and prevent future academic misconduct. Accountability and Support plans can be created for individual students, recognized student organizations, athletic teams, and/or groups of students.

An Accountability and Support plan for a technical act of academic misconduct may include, but is not limited to, requiring the student to resubmit the assignment or take a new exam; failing the student on the assignment or exam; lowering the student's grade in the course; requiring an assigned paper or research project related to ethics or academic integrity; scheduling a meeting with the Academic Integrity Officer; requiring the student to participate in a workshop, seminar, or tutorial on ethics, academic integrity, or specific writing mechanics; or the appointment of a writing tutor to assist with writing skills.

An Accountability and Support Plan for a substantiated act of academic misconduct may include, but is not limited to requiring the student to participate in a workshop or seminar on ethics or academic integrity; requiring an assigned paper or research project related to ethics or academic integrity; scheduling a meeting with the Academic Integrity Officer; participation in a credit bearing course on ethics or academic integrity; failure of the course; removal of graduate fellowship or assistantship support; removal of scholarships

or honors; probation; suspension for one or more semesters/terms; or dismissal from the University in addition to any course-based or institutional sanctions recommended by the instructor, Academic Integrity Board and Dean of the appropriate school.

A student who chooses to withdraw from the University rather than participate in the academic integrity process will be classified as having been withdrawn for reasons of academic misconduct and a hold will be placed on the student's account. A student who withdraws under these circumstances is not permitted to re-enroll or participate in any class or program until the pending matter is resolved. A student cannot avoid consequences for violating the University's Academic Integrity Policy by withdrawing from the course in which the violation occurred. The University reserves the right to change any Withdrawal (W) grades to a letter grade based on the outcome of the academic integrity process.

If a student does not complete the sanctions and/or accountability and support plan associated with their act of academic misconduct by the determined deadline, the student will be placed on probation and a hold may be placed on the student's account.

Extenuating circumstances which prevent a student from completing sanctions and/or accountability and support plan by the determined deadline must be documented and will be considered on a case-by- case basis.

Appeals to Decisions on Acts of Academic Misconduct

A student, students, recognized student organization or athletic team that has gone through the Formal Resolution process, has the right to file a written appeal with the Vice President for Academic Affairs (VPAA) within five (5) business days of receiving the Dean's decision for the following reasons only: 1.) a procedural error unfairly and materially affected the outcome of the case 2.) evidence has been discovered that was not reasonably available at the time of the hearing or 3.) there was a clear abuse of discretion on the part of the Honor Code Committee.

The appeal must identify and cite the issues or findings the student is challenging as well as documentation supporting their position.

The VPAA will contact the student who makes an appeal regarding the next steps in the process.

The VPAA's decision will be final and communicated to the student in writing within ten (10) business days.

Further instructions on how to write an appeal will be provided to a student with the Dean's decision. Questions about the appeals process should be directed to the Academic Integrity Officer.

Retention of Records

Chatham University retains outcomes of the Student Honor Code and Academic Integrity proceedings in the student record and student management systems. 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. Records can be released

only with 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 Consequences for Academic Misconduct will become a part of the student conduct file 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.

Amendment/Review of Policy

The Chatham University Honor Code – Policy on Academic Integrity will be reviewed by the Academic Integrity Officer, the Committee on Academic Policy, the Honor Code Committee and the 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.

Forms

Academic Misconduct Form can be found on [myChatham.edu](https://mychatham.edu) > Documents & Forms > [Academic Integrity](#).

Contacts

Questions regarding the interpretation of this policy should be directed to:

Chatham University
Academic Integrity Officer
107 Woodland Rd.
Pittsburgh, PA 15232

academicintegrity@chatham.edu

The Director of Academic Success is the University official responsible for the administration and interpretation of this policy.

Title IX Policy Regarding Sex Discrimination, Sexual Harassment, and Other Forms of Sexual Misconduct

I. Scope of Policy

Chatham University is committed to providing a safe learning and working environment free from discrimination and harassment on the basis of sex. Title IX of the Education Amendments of 1972 prohibits the University from discriminating on the basis of sex in its education program or activities. All University proceedings under this policy are conducted in compliance with the requirements of Title IX, the Clery Act (as amended by VAWA) the Family Educational Rights and Privacy Act (FERPA), Title VI, Title VII, and other state and federal law, as may be applicable. No information shall be released from such proceedings except as required or permitted by law and University policy

Who does this policy apply to?

This policy applies to all employees, students, volunteers, vendors, and visitors of the University.

Where does this policy apply?

This policy applies to reported Sex Discrimination that occurs under the University's education program or activity, against a person in the United States. Such conduct includes but is not limited to reported Sex Discrimination that occurs in any building owned or controlled by a student organization that is officially recognized by the University, and conduct that is subject to the University's disciplinary authority. This policy also applies to address a sex-based hostile environment under the University's education program or activity, even when some conduct reported to be contributing to the hostile environment occurred outside the University's education program or activity or outside the United States.

In situations not covered above, but where the Sex Discrimination undermines the security of the University community or the integrity of the educational process or poses a serious threat to self or others, other applicable University procedures for general misconduct may be applied.

What happens if there is a report that someone violated this policy?

The University reserves the right to take whatever measures it deems necessary in response to an allegation of Sex Discrimination in order to protect the rights and personal safety of students, employees, and other members of the University Community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sex Discrimination will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the Complainant and the Respondent.

When the University has Notice of Prohibited Conduct as defined by this Policy, the University will promptly respond to individuals who experience the Prohibited Conduct by offering supportive measures; follow a fair grievance procedure to resolve Prohibited Conduct allegations when a Complainant requests an investigation or the Title IX Coordinator decides on the University's behalf that an investigation is necessary; and provide remedies to those who experience Prohibited Conduct.

For purposes of the University's process, the subject of the Prohibited Conduct is referred to as the Complainant, and the alleged perpetrator of the Prohibited Conduct is referred to as the Respondent. The Complainant may or may not be the reporter of the Prohibited Conduct. Both the Complainant and the Respondent are referred to as the parties for purposes of this process.

The University will treat Complainants and Respondents equitably. The University presumes that the Respondent is not responsible for the reported Sex Discrimination until a determination is made at the conclusion of its grievance procedures.

Privacy

Information received in connection with the reporting, investigation, and resolution of allegations under this policy will be treated as private and will only involve individuals the University determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate University functions, or when the University is required to provide information under the law. This includes but is not limited to when the University obtains prior written consent from a person with the legal right to consent to the disclosure, disclosure to authorized legal representatives with the legal right to receive disclosures on behalf of the person they represent, and as otherwise required to comply with state and federal law.

The University will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures, including the unauthorized disclosure of information and evidence obtained solely through these grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Maintenance

This policy is managed by the Title IX Coordinator of Chatham University, and may be updated from time to time. The Title IX Coordinator will monitor the University's education program or activity for barriers to reporting Sex Discrimination and will take steps reasonably calculated to address such barriers.

II. Non-Discrimination Notice and Designation of Title IX Coordinator

The University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

The Title IX Coordinator has been designated and authorized to coordinate the University's efforts to address sex discrimination. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person who experienced

the conduct that could constitute sex discrimination or sexual harassment), at any time including non-business hours by contacting the Title IX Coordinator as follows:

Campus Title IX Team

Interim Title IX Coordinator

Joe Hall

TitleIX@chatham.edu or 814-332-3085

Deputy Coordinators for Students

Chris Purcell, Ph.D., Vice-President of Student Affairs and Dean of Students

412-365-1482 or c.purcell@chatham.edu

Deputy Coordinator for Athletics

Leonard Trevino, Vice President of Athletics

412-365-1650 or ltrevino@chatham.edu

Assistant Deputy Coordinator for Athletics

Danielle Pais, Assistant Director of Athletics & Facilities

412-365-1625 or d.pais@chatham.edu

Deputy Coordinator for Faculty and Staff

Kristen Bell, Executive Director of Human Resources

412-365-1680 or K.Bell@Chatham.edu

Inquiries about Title IX may also be directed to the U.S. Department of Education's Office for Civil Rights by contacting 1-800-421-3481 or emailing ocr@ed.gov.

While this Policy concerns discrimination on the basis of sex, gender, gender identity, and sexual orientation, and pregnancy or related conditions, a complete Notice of Non-Discrimination regarding all protected traits can be found on the University's website: <https://www.chatham.edu/legal-and-policies/non-discrimination-policy.html>

III. Prohibited Conduct Under This Policy

A. Sex Discrimination

Sex Discrimination under this policy includes discrimination on the basis of:

- Sex stereotypes;
- Sex characteristics;
- Pregnancy or related conditions;
- Sexual orientation, and;
- Gender identity.

B. Sex Based Harassment – Title IX

There are six types of prohibited conduct that qualify as “sex based harassment” under Title IX, each of which is defined more specifically below: (1) quid pro quo, (2) hostile environment conduct, (3) sexual assault, (4) dating violence, (5) domestic violence, and (6) stalking. The definitions used here are required by federal regulations.

Sex Based Harassment–Title IX is any of the following:

1. **Quid Pro Quo:** Conduct on the basis of sex where a University employee conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;

2. **Hostile Environment Harassment:** Unwelcome, sex-based conduct, that based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the University's program or activity.
 - a. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following: the degree that the conduct affected the Complainant's ability to access the University's educational program or activity; type, frequency, and duration of the conduct; ages, roles, previous interactions and other relevant factors about the parties; location and context of the conduct; and other sex-based harassment in the program or activity.
3. "Sexual Assault" is engaging or attempting to engage in one of the following activities with another individual without consent or where the individual cannot consent because of age or temporary or permanent mental incapacity:
 - a. Sexual penetration (anal, oral, or genital), including penetration with a body part (e.g. penis, finger, hand, or tongue) or an object, however slight;
 - b. Intentional touching of the intimate body parts of another, or intentional touching with one's intimate body parts, for the purpose of sexual gratification. Intimate body parts include but are not limited to, the mouth, neck, buttocks, anus, groin, genitalia, breast, or the clothing covering these parts; however, sexual contact can occur with any part of the body;
 - c. Sexual intercourse (anal, oral, or genital) when prohibited by state law, including sexual intercourse between individuals who are not permitted to marry, and sexual intercourse with a person who is under the statutory age of consent.
4. "Dating violence" means violence committed by a person on the basis of sex:
 - a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship;
 - ii. The type of relationship;
 - iii. The frequency of interaction between the persons involved in the relationship.
5. "Domestic violence," which is defined to include felony or misdemeanor crimes of violence committed on the basis of sex:
 - a. by a current or former spouse or intimate partner of the victim;
 - b. by a person with whom the victim shares a child in common;
 - c. by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - d. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction; or
 - e. 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.
6. "Stalking" means engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to:
 - a. Fear for his or her safety or the safety of others; or
 - b. Suffer substantial emotional distress.

C. Stalking – Non Title IX

Stalking – Non Title IX includes conduct that would meet the definition of Stalking under Section III(B), except that it is not on the basis of sex.

D. Sexual Exploitation

Sexual Exploitation is taking advantage of another’s sexuality in a non-consensual manner. Examples of Sexual Exploitation include, but are not limited to:

- The non-consensual viewing of nudity of another;
- The non-consensual streaming of images of sexual activity;
- The non-consensual sharing or posting of nude images of another;
- The non-consensual recording of individuals in locations in which they have a reasonable expectation of privacy (such as restrooms or locker rooms) even if the images do not capture nudity;
- Intentionally exposing one’s genitals to another person in non-consensual circumstances;
- Knowingly exposing another to a sexually transmitted disease under circumstances that could reasonably lead to transmission of the disease; and
- Inducing incapacitation of another via drugs and/or alcohol for purposes of making that person vulnerable to non-consensual sexual conduct or non-consensual sexual contact.

E. Retaliation

Retaliation means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient’s education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy does not constitute retaliation. A determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

IV. Related Definitions

A. Consent

Consent is a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. It must be given by a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment. Consent may be expressed either by words or actions, as long as those words or actions create a mutually understandable permission regarding the conditions of sexual activity. It is the responsibility of the person who initiates the sexual activity to ensure that consent is obtained from the other person or persons involved in the sexual activity before the activity occurs. If consent of one participant is unclear at any time, it is the responsibility of the other participant(s) to ensure that consent is present before beginning or continuing the activity.

Additional considerations include:

- Lack of protest or resistance is not consent. Nor may silence or inaction, in and of itself, be interpreted as consent.
- Previously consensual sexual activity does not imply consent to future sexual activity.
- Consent must be obtained for every sexual activity. Consent to one form of sexual activity does not constitute consent to all forms of sexual activity.
- To give consent, one must be of legal age.
- Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until consent is reestablished.
- Consent cannot be obtained by the use of physical force, threats of physical force, physically intimidating behavior, or coercion.
- Consent cannot be given by an individual that is incapacitated.

B. Coercion

Coercion is unreasonable pressure for sexual activity that significantly compromises the voluntary nature of an individual's participation. Examples of coercion include but are not limited to threatening to harm oneself if the other person does not engage in sexual activity, or threatening to blackmail an individual if they do not engage in sexual activity.

C. Incapacitation

Incapacitation is a state in which an individual's decision-making ability is impaired to the point that the individual is unable to understand the nature or consequences of their actions. Incapacitation may result from:

- Sleep or unconsciousness
- Temporary or permanent mental or physical disability
- The influence of alcohol, drugs, medication, or a combination of any of these substances.

Incapacitation is more than mere intoxication. An individual is incapacitated if they cannot understand the "who, what, where, when, and how" of the sexual activity.

In circumstances involving an incapacitated Complainant who otherwise appears to have consented, the Respondent will not be held responsible for not obtaining consent unless the Respondent knew or reasonably should have known that the Complainant was incapacitated. The relevant standard is whether a sober, reasonable person in the same position should have known that the Complainant was incapacitated. For purposes of an incapacitation analysis, it is irrelevant whether the Respondent was incapacitated.

V. How To Address Prohibited Conduct: Options and Resources

If you or someone you know has experienced Prohibited Conduct, the first concerns to be addressed should be to make sure the individual is safe and has access to medical care if needed. Chatham University's Campus Safety can provide a safety transport and assist in obtaining emergency medical assistance. Emergency assistance can also be accessed by dialing 911.

- Once the individual is safe, there are three primary considerations that should be addressed:

1. The individual should consider whether they want to access resources, either on campus or off campus, to get assistance. Emergency medical assistance can be reached by dialing 911 or contacting Campus Safety at 412-365-1111 or 911.
2. Evidence should be preserved so that it is available if needed for purposes of a University investigation and/or a criminal investigation.
3. The individual should consider whether to make a report to the University, to law enforcement, both, or neither. Note that employees of the University, unless they have been designated as “Confidential Resources” according to this Policy, are required to report all Prohibited Conduct to the Title IX Coordinator as soon as possible after learning of the incident.

A. Resources To Assist

Individuals who experience Prohibited Conduct may wish to access resources to assist with their personal needs following an incident. There are two primary types of resources: confidential resources and other resources which are not confidential.

1. Confidential Resources

Confidential Resources are not obligated to report Prohibited Conduct to the University.

Confidential Resources include:

On-Campus Confidential Resources

Counseling Services 412-365-1282 (Confidential)

Student Health Services 412-365-1714 (Confidential)

Off-Campus Confidential 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.

Women’s Center and Shelter of Greater Pittsburgh (WC&S)

Open 24 hours, 412-687-8005

WC&S provides an off-campus alternative for Chatham students and employees to receive free and confidential services to address domestic violence, dating violence, stalking and sexual misconduct and other prohibited behavior with the context of domestic and dating violence. Services include:

- Confidential information and support via the 24-hour hotline
- Crisis and long-term counseling
- Support in navigating campus and community reporting options and
- Access to legal assistance, protection from abuse orders, sexual violence protection and protection from intimidation order, crime victims’ compensation and other services.

Note that there are limits to a Confidential Resource’s ability to maintain confidentiality. Confidential Resources are required to report child abuse or neglect to Children’s Services

or local law enforcement. Medical professionals may also have certain legally mandated reporting responsibilities in certain serious cases, although depending on state law, the reporting requirement may only require that the professional share the date, general time, and general location of the incident. Mental health professionals are required to disclose information where there is an imminent threat of harm to self or others. Finally, pursuant to the Clery Act, anonymous statistical information for certain offenses that have been reported as occurring at campus locations must be shared with Campus Safety. The information does not include the names or any other identifying information about the persons involved in such incidents.

In some cases, an individual may not need services through a Confidential Resource immediately following the Prohibited Conduct. However, as time passes, it may be helpful to seek such assistance. Counselors found on-campus at the Counseling Center, Student Health Services, or other service providers listed in this Policy can provide assistance and/or treatment in dealing with physical and emotional concerns as they may arise.

2. Other Resources

Other resources may also provide helpful support in many ways, including assisting individuals with obtaining accommodations or interim protective measures, explaining their options, and connecting them with other appropriate resources. Friends and loved ones may also be important sources of emotional support.

University resources that are not Confidential Resources are expected to handle information in a manner that respects the privacy of those involved in the situation, sharing information only as necessary. However, all employees of the University who are not listed as confidential resources, above, are required to report allegations of Prohibited Conduct to the Title IX Coordinator.

The primary non-confidential resource for all concerns regarding Prohibited Conduct is the Title IX Coordinator. In addition to providing information about this Policy, the Title IX Coordinator can provide information on existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid issues, and other services available for individuals as appropriate, regardless of where the Prohibited Conduct occurred. The Title IX Coordinator can also provide assistance in making changes to academic, working, transportation, and living situations; instituting a no-contact order; and instituting other protective measures as may be appropriate.

In addition to the Title IX Coordinator, other non-confidential resources include:

- Public Safety 412-365-1230
- Office of Student Affairs 412-365-1286
- Office of Residence Life 412-365-1518 Athletic Department 412-365-1519
- Office of Academic & Accessibility Resources (OAAR) 412-365-1611
- Human Resources 412-365-1847

B. Preserving Evidence

If an incident of Prohibited Conduct occurs, it is important to preserve evidence so that if the individual later chooses to file a Title IX complaint, to pursue criminal charges, or both, the evidence is able to be used for purposes of the investigation.

1. Sexual Assault Forensic Exams (SAFE)

Individuals who have experienced sexual assault may choose to seek a medical evaluation by a forensic nurse examiner to collect and preserve evidence. A forensic nurse examiner (FNE) or a Sexual assault nurse examiner (SANE) are specially trained professionals who will provide medical care, document the details of the assault, and collect evidence. The nurse can provide prophylactic treatment for sexually transmitted infections and pregnancy prevention. HIV prophylaxis screening and medication will also be discussed and provided. The individual can have a friend, family member, or crisis counselor present during all or parts of the examination. A community advocate may also be present to assist the individual during or after medical care is complete.

Evidence collection *may* occur in the days after the assault and occurs only with the consent of the victim. The evaluation includes immediate care of any injuries, a medical history, a head to toe examination, evidence collection, forensic photography, and treatment. The individual may opt out of any part of this evaluation at their own discretion. These evaluations can be obtained through the below resources, and they are free regardless of whether the individual chooses to pursue criminal charges:

- Magee Women's Hospital of UPMC: 412-641-4933
- UPMC Mercy Hospital: 412-232-8111

Students may also visit Chatham Student Health Services & Counseling Center: 412-365-1282, for a referral to obtain such exam.

If possible, to prepare for such an evaluation, the individual should not shower, change clothes, bathe, douche, or brush their teeth until the evidence has been collected. Clothing worn during the assault may be collected as evidence; undergarments will be collected as part of the forensic medical examination. New undergarments and clothing are available to victims at on-campus and off-campus service providers free of charge.

It is highly recommended that individuals have a follow-up visit with a healthcare provider within two weeks of the assault. At this visit, the individual will receive follow-up testing, receive treatment if needed, and discuss the recovery process. Additional visits, if necessary, may be recommended by the healthcare provider.

2. Other Evidence Collection

Other physical evidence, such as bedsheets or condom wrappers, may also be important to preserve in case the individual wishes to pursue an investigation. The Title IX Coordinator can facilitate the collection of this evidence through Campus Safety.

Individuals are encouraged to preserve all potentially relevant text messages, emails, voicemails, photographs, videos, social media posts, private messages, letters, and other forms of communication. Assistance with preserving this information can be obtained through the Title IX Coordinator or Campus Safety.

C. Reporting to the Title IX Coordinator and Mandatory Reporting

All University employees, except those exempted by legal privilege of confidentiality or expressly identified below, have an obligation to report allegations of Sex Discrimination or Sex-Based Harassment, including Sexual Assault, Dating Violence, Domestic Violence, and Stalking to the University's Title IX Coordinator. Any employee who receives a disclosure of Sex Discrimination or Sex-Based Harassment or becomes aware of information that would lead a reasonable person to believe that Sex Discrimination or Sex-Based Harassment

may have occurred involving anyone covered under this policy, must report all known information. Employees who have an obligation to report under this policy should still treat this information as private, and only share with individuals as necessary under this policy.

Mandatory Reports to Title IX Coordinator:

Joe Hall, Interim Title IX Coordinator and Consultant

TitleIX@chatham.edu

814-332-3085

Mandatory reporters are not required to report to a Title IX Coordinator incidents that students share during a protest, vigil, "Take Back the Night" event, or other public awareness or advocacy event. If the Title IX Coordinator is notified of information that reasonably may constitute sex-based harassment under this policy, the Title IX Coordinator will use the information to inform the University's efforts to prevent sex-based harassment, including by providing tailored training to address reported sex-based harassment in a particular part of its education program or activity or at a specific location when information indicates there may be multiple incidents of sex-based harassment. The Title IX Coordinator will not initiate the support or complaint process in response to the information received during a protest, vigil, "Take Back the Night" event, or other public awareness or advocacy event, unless it indicates an imminent and serious threat to the health or safety of a Complainant, any students, employees, or other persons.

Confidential Employees: Employees who are considered Confidential Employees and therefore, exempt from Mandatory Reporting when functioning within the scope of their duties to which privilege or confidentiality applies include employees who have legally protected confidentiality and will not share information about a complainant except under certain limited circumstances.

Contact information for confidential employees can be found in this Policy. All confidential employees must notify any individual reporting any reported violation of this policy of their status as a confidential employee and provide information on how to contact the Chatham University Title IX Coordinator and make a complaint of Sex Discrimination. Confidential employees must also provide individuals information about the Title IX Coordinator's ability to provide supportive measures and initiate investigative and information resolution processes under this policy.

Corrective action may be taken against any employee who has a duty to report and who fails to respond in a manner consistent with this policy.

The University encourages all students, volunteers, vendors, and visitors of Chatham University, or any other individual to report an allegation of Sex Discrimination, including Sex-Based Harassment, as set forth below. University employees who are not Confidential Employees acting in their professional capacity are Responsible Employees and must report information about conduct that reasonably may constitute Sex Discrimination.

A person who is both a student and an employee must report conduct that reasonably may constitute Sex Discrimination when the person is informed of such conduct in their capacity as an employee.

Employees who have personally been subject to conduct that reasonably may constitute Sex Discrimination are not required to report such discrimination.

Individuals may also make a report to law enforcement, but it is not required in order to report to the University. Individuals may request assistance from the Title IX Coordinator in reporting to law enforcement.

Anonymous Reporting

Anonymous reporting available through the Complaint reporting form online: Online Incident Report Form.

Note that providing information anonymously may impede the University's ability to respond to and investigate the reported incident(s).

Anonymous Reporting does not satisfy a non-confidential employee's obligations to file a mandatory report.

Law Enforcement

All individuals are encouraged to report criminal conduct to Campus Safety at 412-365-1111 or 911. Campus Safety can connect individuals to the appropriate local law enforcement agency to file a police report, and can assist with securing the scene, providing safety transports, and preserving evidence if needed. Reporting to law enforcement does not require an individual to pursue criminal charges. Reporting to law enforcement does not satisfy a non-confidential employee's obligations to file a mandatory report.

Amnesty for Personal Use of Alcohol or Other Drugs

The University seeks to remove barriers to reporting, including potential concern about policy violations related to underage drinking or the use of prohibited drugs. The University will offer any student who reports or experiences Prohibited Conduct limited immunity from being charged for policy violations related to the personal ingestion of alcohol or other drugs, provided that any such violations did not and do not place the health and safety of any person at risk. The University may choose, however, to pursue educational or therapeutic remedies for those individuals.

VI. Supportive Measures

“Supportive measures” are 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 the University's education program or activity or provide support during the University's Title IX grievance procedures or during informal resolution.

“Supportive measures” may include, but are not limited to:

- Providing access to counseling services and assistance in setting up an initial appointment;
- Issuing and enforcing No Contact Directives, which are usually mutual unless and until a finding of responsibility for a policy violation has been made;
- Providing alternative on-campus housing;
- Assisting with relocation of housing or workspace;
- Providing an escort to ensure safe movement between classes and activities;
- Making changes to behavior, movement on campus, access to buildings or spaces, and/or participation campus activities;

- Modifying academic and extracurricular activities, transportation, and dining arrangements;
- Extending deadlines and assisting with other course-related adjustments;
- Modifying work or class schedules;
- Assisting with obtaining a leave of absence and/or withdrawal from the University;
- Providing alternative course completion options;
- Providing academic support services;
- Assisting in obtaining visa or immigration information;
- Modifying transportation, parking, dining and working situations;
- Implementing access restriction or interim suspension of an individual while a matter is investigated and resolved;
- Imposing other protections or behavioral restrictions as necessary and appropriate.

The University offers supportive measures to both Complainants and Respondents, regardless of whether a complaint is filed.

Throughout any grievance process, the Title IX Coordinator will continually reassess and discuss appropriate supportive measures with the parties as the Title IX Coordinator deems appropriate.

The University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of University to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

A party may challenge Supportive Measures. If a party wishes to challenge the supportive measures, the party shall provide written notice of such challenge, including their reasons, to the Title IX Coordinator within 2 business days of receiving notice of the supportive measure. The Title IX Coordinator shall appoint an impartial individual who did not make the challenged decision and who has authority to modify or reverse the decision. The impartial individual shall meet with the party and an advisor of the party's choice. The purpose of the meeting is to permit the party to request a modification or reversal of the University's decision to provide, deny, modify, or terminate supportive measures applicable to them. The location of the meeting will be determined by the impartial individual and may occur via telephone or video-conference. Within 1 business day of the meeting, the impartial individual shall notify the party and the Title IX Coordinator in writing of the outcome.

VII. The University's Grievance Process for Resolving Complaints of Prohibited Conduct

The Title IX Coordinator reviews all reports of Prohibited Conduct and retaliation under this policy. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution. Upon completion of an initial assessment, the Title IX Coordinator will determine the available options for resolution and will communicate the options to the parties.

A. Initial Assessment

Upon receiving a report of conduct that may be prohibited under this Policy, the Title IX Coordinator will provide information to the Complainant on the availability of supportive measures, the right to file a Complaint, and how to file a Complaint. If the report came from an individual other than the Complainant, the Title IX Coordinator will attempt to contact the Complainant to provide this information. If the Complainant chooses to file a Complaint, the Title IX Coordinator will appoint an Investigator to conduct an investigation.

B. Filing a Complaint

The following people have a right to make a complaint of Sex Discrimination, including complaints of sex-based harassment, requesting that the University investigate and make a determination about reported discrimination under Title IX:

- A Complainant;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a Complainant; or
- The Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are reported to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a Complaint.

The Title IX Coordinator may also file a Complaint if a person entitled to file a Complaint does not wish to do so. In deciding whether to file a Complaint, the Title IX Coordinator will consider factors including, but not limited to:

- The Complainant's request not to proceed with initiation of a Complaint;
- The Complainant's reasonable safety concerns regarding initiation of a Complaint;
- The risk that additional acts of Sex Discrimination would occur if a Complaint is not initiated;
- The severity of the reported Sex Discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the Respondent is an employee of the University;
- The scope of the reported Sex Discrimination, including information suggesting a pattern, ongoing Sex Discrimination, or Sex Discrimination reported to have impacted multiple individuals;
- The availability of evidence to assist a Decision Maker in determining whether Sex Discrimination occurred; and
- Whether the University could end the reported Sex Discrimination and prevent its recurrence without initiating an investigation.

If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as reported presents an imminent and serious threat to the health or safety of the Complainant or other person, or that the conduct as reported prevents the University from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a Complaint.

If the Title IX Coordinator initiates a Complaint, the Title IX Coordinator will notify the Complainant prior to doing so and appropriately address reasonable concerns about the Complainant's safety or the safety of others, including by providing supportive measures.

With respect to Complaints of Sex Discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a Complaint:

- Any student or employee; or
- Any person other than a student or employee who was participating or attempting to participate in the University's education program or activity at the time of the reported Sex Discrimination.

The University may consolidate Complaints of Sex Discrimination against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of Sex Discrimination arise out of the same facts or circumstances. When more than one Complainant or more than one Respondent is involved, references below to a party, Complainant, or Respondent include the plural, as applicable.

The University will complete its initial assessment within 10 days of receipt of a Complaint or, on a case-by-case basis, will provide the parties with written notice of reasonable extension of the timeframe, including the reason for delay.

C. Complaint Dismissal

The University reserves the right in its sole discretion to dismiss the Complaint and stop the investigation if:

- The Complainant notifies the Title IX Coordinator that they wish to withdraw their Complaint, the Title IX Coordinator declines to initiate a Complaint, and the University determines that, without the Complainant's withdrawn allegations, the conduct remains alleged in the Complaint, if any, would not constitute Sex Discrimination even if proven;
- The Respondent is no longer enrolled in or employed by the University;
- The University is unable to identify the Respondent after taking reasonable steps to do so; or
- The reported conduct would not constitute Sex Discrimination, if proven. Before dismissing the Complaint, the University will make reasonable efforts to clarify the allegations with the Complainant.

Complaints that are dismissed may still be resolved through an informal resolution process. If the University dismisses the Complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process. If the dismissal is appealed, the University will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the Decision Maker for the appeal did not take part in an investigation of the allegations or dismissal of the Complaint;
- Ensure that the Decision Maker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and

- Notify the parties of the result of the appeal and the rationale for the result.

When a Complaint is dismissed, the University will, at a minimum:

- Offer supportive measures to the Complainant as appropriate;
- If the Respondent has been notified of the allegations, offer supportive measures to the Respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that Sex Discrimination does not continue or recur within the University's education program or activity.

D. Informal Resolution

Informal resolution may be utilized in some circumstances if the University deems appropriate and both parties agree to it. A formal Complaint is not necessary. Informal resolution cannot occur when such a process would conflict with Federal, State, or local law. Informal resolution can be requested with or without a Complaint being submitted to the Title IX Coordinator. The facilitator of informal resolution may not be the Investigator or Decision Maker.

Before the initiation of an informal resolution process, the Title IX Coordinator will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the University will maintain and whether and how the University could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

E. Formal Resolution

Reports of Sex Discrimination will be resolved through formal resolution when the reported Sex Discrimination, if true, would be prohibited under applicable University policy. In instances when the University determines informal resolution is inappropriate, when the Complainant requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

i. Investigation

If an eligible person under this policy elects to file a Complaint, the Title IX Coordinator will provide written notice to the Respondent within ten (10) calendar days including:

- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct reported to constitute Sex Discrimination, and the date(s) and location(s) of the reported incident(s);

- That there is a presumption they are not responsible for a policy violation;
- That all parties are entitled to an Advisor of their choice;
- That all parties can inspect and review evidence;
- That false statements made in bad faith are prohibited by this policy and could result in disciplinary action;
- The Title IX grievance procedures and any informal resolution process;
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence.

If, in the course of an investigation, the University decides to investigate additional allegations of Sex Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the University will notify the parties of the additional allegations.

Following the filing of a Complaint, the Title IX Coordinator will appoint an Investigator to investigate the allegations. The burden is on the University - not on the parties - to conduct an investigation that gathers sufficient evidence to determine whether Sex Discrimination occurred. During the investigation, the Investigator may interview the Complainant, Respondent, and any relevant witnesses. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case.

Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the Complainant nor the Respondent are required to participate in the investigation process. Multiple Complaints of Sex Discrimination against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, may be consolidated when the allegations arise out of the same facts or circumstances.

During the investigation process, Complainants and Respondents have an equitable right to:

- Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;
- A process with reasonably prompt timeframes, with extensions for good cause, as described in the Procedure section below;
- Present relevant information to the Investigator, including evidence and witnesses;
- Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;
- Have an Advisor of their choosing, who may be an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and
- Investigators who are adequately trained to resolve cases of reported Sex Discrimination, are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.
- Written notice of the date, time, location, participants, and purpose of all hearings,

investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.

- Discuss the allegations under investigation or to gather and present relevant evidence. Parties are advised that discussing investigations publicly may hinder the ability of the Investigator to conduct an impartial investigation.
- Credibility determinations that are not based on a person's status as a Complainant, Respondent, or witness.

Following the completion of the investigation, the Investigator will draft an investigative report on the allegations contained in the Complaint. Before the report is finalized, the Investigator will send to each party and their Advisors an electronic or hard copy of the report. The report must include all evidence directly related to the allegations. The parties will then have ten (10) calendar days to provide a written response, which the Investigator will consider before finalizing the investigative report. Reasonable extensions of the ten (10) day timeframe will be considered on a case-by-case basis. The Final Investigative report will be delivered to the Title IX Coordinator, the Complainant, and the Respondent.. The University aims to complete the investigation within 60 to 120 days of issuance of the notice of investigation or, on a case-by-case basis, will provide the parties with written notice of reasonable extension of the timeframe, including the reason for delay.

The University will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Investigative materials and all information related to the Complaint will be shared with parties and advisors with strict access limitations to prevent unauthorized disclosure of information. Any party or advisor who has been found to have violated confidentiality related to sharing of information and evidence will be subject to disciplinary sanctions.

ii. Determination Regarding Responsibility

After the conclusion of the investigation, The Title IX Coordinator will appoint a Decision Maker to conduct the live hearing process to resolve the Complaint and issue a written determination regarding the Respondent's responsibility under the policy. The purpose of the live hearing is to give parties the opportunity to present their side of the issue, participate in questioning, and for the Decision Maker to determine whether the Respondent is responsible or not responsible for violating this policy. The live hearing will enable the Decision Maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of Sex Discrimination. Hearings are not legal proceedings and do not follow courtroom procedure or formal rules of evidence. Hearings are not open to the public. The University will create an audio recording of all meetings that occur within the hearing process. The Hearing will occur live, in real time, and with the parties physically present in separate locations with technology enabling the Decision Maker and parties to simultaneously see and hear the party or witness while that person is speaking

The character of the Complainant, Respondent, and Witnesses to the case is not relevant in any hearing.

Previous sexual history of the parties, other than with each other, is not relevant.

The University's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions

challenging credibility, will allow the decisionmaker to ask such questions, and the parties respective advisors:

If a party does not have an advisor to ask questions on their behalf, the University will provide the party with an advisor of the University's choice, without charge to the party, for the purpose of advisor-conducted questioning. In those instances, the University will not appoint a confidential employee and may appoint, but is not required to appoint, an attorney to serve as an advisor.

The Decision Maker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The Decision Maker will give a party an opportunity to clarify or revise a question that the Decision Maker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

The Decision Maker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The Decision Maker will not draw an inference about whether Sex Discrimination occurred based solely on a party's or witness's refusal to respond to such questions.

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the University will:

- Use the preponderance of the evidence standard of proof to determine whether Sex Discrimination occurred. The standard of proof requires the Decision Maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Decision Maker is not persuaded under the applicable standard by the evidence that Sex Discrimination occurred, whatever the quantity of the evidence is, the Decision Maker will not determine that Sex Discrimination occurred.
- Notify the parties simultaneously in writing of the determination whether Sex Discrimination occurred under Title IX including:
 - A description of the alleged Sex Discrimination that occurred;
 - Information about the policies and procedures that the University used to evaluate the allegations;
 - The Decision Maker's evaluation of the relevant and not otherwise impermissible evidence and determination whether Sex Discrimination occurred;
 - When the Decision Maker finds that Sex Discrimination occurred, any disciplinary sanctions the University will impose on the Respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by the University to the Complainant, and, to the extent appropriate, other students identified by the University to be experiencing the effects of the Sex Discrimination; and
 - The University's procedures and permissible bases for the Complainant and Respondent to appeal.
- The University will not impose discipline on a Respondent for Sex Discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the Respondent engaged in prohibited Sex Discrimination.
- If there is a determination that Sex Discrimination occurred, as appropriate, the Title IX Coordinator will:

- Coordinate the provision and implementation of remedies to a Complainant and other people the University identifies as having had equal access to the University's education program or activity limited or denied by Sex Discrimination;
 - Coordinate the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions; and
 - Take other appropriate prompt and effective steps to ensure that Sex Discrimination does not continue or recur within the University's education program or activity.
- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a Respondent; and
 - Not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether Sex Discrimination occurred.

The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

The Decision Maker will simultaneously notify parties of their decision in writing within ten (10) calendar days after the conclusion of the hearing. The University will complete the Determination Regarding Responsibility process within 30 days or, on a case-by-case basis, will provide the parties with written notice of reasonable extension of the timeframe, including the reason for delay.

F. Appeals

If either party disagrees with the University's dismissal of a Complaint or the Decision Maker's findings or remedies, they may file a written appeal with the Title IX Coordinator within ten (10) calendar days of receiving the Decision Maker's written decision. Appeals may be filed due to:

- A procedural irregularity that would change the outcome;
- New evidence discovered that would change the outcome and that was not reasonably available at the time of the determination or dismissal;
- The Title IX Coordinator, Investigator, or Decision Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome; or
- The penalty is inadequate or excessive.

Upon timely receipt of a complaint appeal the Title IX Coordinator will notify the parties of any appeal (including notice of allegations if notice was not previously given to Respondent) and will provide the parties with 7 calendar days to make a statement in support of, or challenging, the outcome. The Title IX Coordinator will appoint an Appeal Decision Maker to examine the appeal and all evidence to determine if the appeal has merit. The Appeal Decision Maker must not have taken part in the investigation of the allegations or dismissal of the Complaint. The Appeal Decision Maker will make an unbiased, objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result. The Appeal Decision Maker will provide the written decision simultaneously to both parties. The University will complete the Appeals Process within 20 days of the notice of appeal or, on a case-by-case basis, will provide the parties with written notice of reasonable extension of the timeframe, including the reason for delay.

G. Disciplinary Sanctions

When the University makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the reported Sex Discrimination, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.

When the Respondent is a Student, potential sanctions include formal reprimand, disciplinary probation, withheld suspension, suspension, expulsion, and other appropriate educational sanctions.

When the Respondent is an employee, potential disciplinary corrective actions include coaching, performance improvement plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.

Student employees may be subject to corrective action and sanctions under Student and/or employee policies depending on the nature of the case. For instance, a Student employee who is dismissed from the University may also be subject to termination or other corrective actions. Any corrective actions or sanctions will not take effect until any appeals have been completed.

H. Other Remedial Measures

When the University is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the University may take other remedial measures as appropriate to remedy the effects of the reported Sex Discrimination and/or prevent its recurrence. Remedial measures may also be implemented when it is determined that inappropriate behavior occurred, but that the behavior did not rise to the level of a policy violation. Remedial measures may include, but are not limited to:

- Providing training on Sex Discrimination;
- Increasing security in a designated space;
- Changing policy or procedure; and
- Conducting climate surveys or other climate checks.

During the period of the grievance process if the Respondent is an Employee, they may be placed on Administrative Leave. Employees placed on administrative leave will receive written notice of the conditions of that leave, but will not be able to challenge the administrative leave.

If the Respondent is a Student, they may be removed from educational activities on an emergency basis through a temporary suspension if the Title IX Coordinator, after conducting an individualized safety and risk analysis, determines removal is justified because the Respondent poses an imminent and serious threat to the health or safety of anyone due to the allegations made. Respondents removed by temporary suspension will receive notice and will have the right to challenge the determination of the safety and risk analysis in writing immediately following the removal. All respondents are able to challenge removal from educational activities pursuant to the process to challenge Supportive Measures as explained in this Policy.

VIII. Record Retention

The University will retain all records of each investigation instituted under this Policy for seven (7) years. Records will include all documents, recordings, or transcripts from

investigations, hearings, appeals, and informal resolutions. The first date of the first record created by the University will begin the seven-year retention period. Records will be maintained for all investigations including investigations that have been dismissed, completed, or otherwise resolved.

IX. Training

All Employee Training

All University employees are required to complete annual Title IX training to understand their role and obligations as a Mandatory Reporter and responsible employee, the University's obligation to address Sex Discrimination, the scope of conduct that constitutes Sex Discrimination including Sex-Based Harassment. Training completion will be monitored by the Title IX Coordinator in collaboration with Human Resources and division/department heads. Corrective action may be taken against any employee who fails to complete annual training.

Training for Grievance Process Administrators

All Investigators, Decision Makers, Informal Resolution facilitators, the Title IX Coordinator, and others responsible for implementing the University's grievance procedures or those who have the authority to modify or terminate supportive measures must be trained on topics related to their responsibilities as required under Title IX, the Clery Act, and related regulations.

X. Pregnancy & Parenting

Reasonable Modifications for Students

Students may request reasonable modifications related to pregnancy or related conditions. The Title IX Coordinator will review requests for modifications on a case-by-case basis. A modification that fundamentally alters the education program or activity is not a reasonable modification.

In certain circumstances, when such documentation is necessary and reasonable to determine the reasonable modifications, the Title IX Coordinator may request supporting documentation from the student.

Requests for reasonable modifications may be made to:

Interim Title IX Coordinator

Joe Hall

TitleIX@chatham.edu or 814-332-3085

The University will provide lactation spaces for reasonable breaks for students to express breast milk for one year after the child's birth. The location will be clean, will not be a bathroom, will be shielded from view, and free from intrusion. Students who wish to request a lactation space may contact the Title IX Coordinator.

When an employee of the University is informed of a student's pregnancy or related condition by the student or an individual with the legal right to act on behalf of the student, the employee must notify that individual of the Title IX Coordinator's contact information and inform them that the Title IX Coordinator is available to provide reasonable modifications, comparable treatment to other temporary medical conditions,

access to voluntary leaves of absence, as well as to share information only under certain circumstances as permitted by law.

The University does not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the University's class, program, or extracurricular activity unless:

- The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- The University requires such certification of all students participating in the class, program, or extracurricular activity; and
- The information obtained is not used as a basis for prohibited discrimination.

Reasonable Modifications for Employees

Employees and prospective employees or applicants may request reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions. The University will provide reasonable accommodations for qualified employees for pregnancy, childbirth or related medical conditions, unless the requested accommodation would impose an undue hardship on the University. The University will review the requested accommodation and engage in an interactive process regarding the request. The University will not take retaliatory action against any individuals who requests or receives an accommodation for pregnancy, childbirth, or related medical reasons.

Requests for reasonable accommodation may be made to:

Deputy Coordinator for Faculty and Staff

Kristen Bell, Executive Director of Human Resources

412-365-1680 or K.Bell@Chatham.edu

Appendix A

The following definitions of terms apply to this policy:

I. Adequate Notice

The University's duty to act under Title IX is triggered when it has Adequate Notice of conduct that may be a violation of this policy reported. Chatham University has Adequate Notice when a Responsible Employee has information about conduct that reasonably may constitute Sex Discrimination. Responsible employees are required to report conduct that may constitute sexual discrimination to the University's Title IX Coordinator.

J. Advisor

Both Complainants and Respondents may have an Advisor of their choosing support them through the Title IX process. The University will provide a party with access to a trained Advisor should they request one. An Advisor may, but need not be, an attorney.

K. Appeal Decision Maker

The Appeal Decision Maker is the individual assigned by the Title IX Coordinator to determine the merits of an appeal of the Title IX Coordinator's dismissal of a Complaint or the Decision Maker's determination regarding responsibility.

L. Complainant

A Complainant is an individual who is alleged to have experienced conduct that could constitute Prohibited Conduct under this Policy and who was participating or attempting to participate in the University's education programs or activities at the time of the alleged Prohibited Conduct.

M. Complaint

A Complaint is an oral or written request to the University that can objectively be understood as a request for the University to investigate and make a determination about reported discrimination under this policy.

N. Decision Maker

The Decision Maker is the individual assigned by the Title IX Coordinator who oversees a hearing which takes place as part of the formal resolution process. The Decision Maker determines whether University policy has been violated.

O. Investigator

The Investigator is an individual assigned by the Title IX Coordinator to investigate the reported Sex Discrimination and oversee the investigative hearing.

P. Pregnancy or Related Conditions

Pregnancy or related conditions mean:

1. Pregnancy, childbirth, termination of pregnancy, or lactation;
2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation;
3. Recovery from pregnancy, childbirth, termination of pregnancy, or lactation.

Q. Relevant

Relevant means related to the allegations of Sex Discrimination under investigation as part of the grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the reported Sex Discrimination occurred, and evidence is relevant when it may aid a Decision Maker in determining whether the reported Sex Discrimination occurred.

The University will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the Investigator or Decision Maker to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the University obtains that party's or witness's

- voluntary, written consent for use in its grievance procedures; or
- Evidence that relates to the Complainant’s sexual interests or prior sexual conduct, unless evidence about the Complainant’s prior sexual conduct is offered to prove that someone other than the Respondent committed the reported conduct or is evidence about specific incidents of the Complainant’s prior sexual conduct with the Respondent that is offered to prove consent to the reported sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant’s consent to the reported sex-based harassment or preclude determination that sex-based harassment occurred;

Permissibility of character witnesses and related evidence must be relevant, and relevance of such evidence will depend on the facts and circumstances of a particular complaint.

R. Remedies

Remedies means measures provided, as appropriate, to a Complainant or any other person the recipient identifies as having had their equal access to the recipient’s education program or activity limited or denied by Sex Discrimination. These measures are provided to restore or preserve that person’s access to the recipient’s education program or activity after a recipient determines that Sex Discrimination occurred.

S. Respondent

A Respondent is an individual who is reported to have violated the Policy.

T. Student

A Student is an individual who has gained admission to the University. Admission includes part-time, full-time, special, transfer, exchange or any other type of enrollment, membership or matriculation in or at an education program or activity operated by the University. Student status lasts until an individual graduates, is suspended or expelled, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the University. The University reserves the right to administer this policy and proceed with any process provided by this policy even if the Student withdraws from the University, is no longer enrolled in classes, or subsequently fails to meet the definition of a Student while a disciplinary matter is pending.

U. Title IX Coordinator

The Title IX Coordinator is the designated University official with primary responsibility for coordinating the University’s compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the University responds appropriately, effectively, and equitably to all Title IX issues. Any reference to the Title IX Coordinator in this policy may also include a designee of the Title IX Coordinator to fulfill their role.

Campus Policies and Procedures

Chatham University Notice of Non-Discrimination

(Updated May 2022)

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 complies 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., the Pennsylvania Human Relations Commission, or the Equal Employment Opportunity Commission.

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 (3) 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 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 (2) 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.

Political Activism and Freedom of Expression

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 shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although Chatham greatly values civility, all members of the Chatham community share in the responsibility for maintaining a climate of mutual respect, and concerns about civility 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.

Objections to a Campus Speaker or Event

The preceding policies, read together, embody a clear institutional presumption that individuals ought to be allowed to express their opinion and speak their mind. In light of that presumption, any member of the Chatham community who wishes to object to a speaker or an event may e-mail the sponsoring organization or department with a detailed explanation of their objection. In such cases, the burden shall be on the objector to overcome the presumption in favor of freedom of expression on campus.

Other Political Activism Policies

- [Political Candidate Policy](#)
- [Public Demonstration Guidelines](#)

Health and Safety

Alcohol 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 the accused party 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, 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.

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 & Student Activities 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.

Student Health and Safety Response Protocol for Harm to Self or Others

[Updated June 2023]

The primary intent of the Chatham University Student Health and Safety Response Protocol is to identify at-risk students, including those who need support, and address concerns effectively and safely so they may succeed in their academic and personal endeavors. The protocol is initiated when a student is potentially harmful to themselves or others.

Chatham offers a range of resources, support services, and accommodations to address

the physical and mental health needs of students. However, on rare occasions, a student's needs may require a level of care that exceeds the care the University can appropriately provide. The Vice President of Student Affairs and Dean of Students or their designee has the authority to place a student on a Non-Academic University-Initiated Leave in the following instances: (1) where current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of a member of the University community; (2) where a student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to their own safety; or (3) where a student's behavior severely disrupts the University environment and the student does not want to take a voluntary leave. More information regarding Non-Academic University-Initiated Leaves is available in the University Catalog.

The University recognizes that students may experience situations that significantly limit their ability to function successfully or safely in their role as students. In such circumstances, students should consider a medical schedule cancellation or withdrawal. The medical schedule cancellation or withdrawal permits students to take a break from the University and their studies, so that they may address the issues that led to the need for the leave and, if remedied and approved by Student Affairs, later return to the University with an enhanced opportunity to achieve their educational goals. Students may be given the option to use this process before a decision is made about a Non-Academic University-Initiated Leave. More information regarding the medical schedule cancellation or withdrawal policy is available in the University Catalog.

DEFINITIONS

- Potential Harm to Self is defined as: suicide ideation, suicide attempts, severe substance abuse or eating disorder symptoms, self-injurious behaviors, or any other similar self-directed behavior causing high risk to an individual.
- Potential Harm to Others is defined as: information about an attempted action, potential threat, or threat itself that is consistent, plausible and/or includes detail of a plan. Other lower-level threats can be addressed through mental health support, the University Honor Code, or other means.

PROCEDURES

When a faculty member, staff or student is aware or suspects that another student has engaged in, or intends to engage in, behavior that will cause harm to themselves or others, the incident shall be reported to Student Affairs. Student Affairs may direct the referrer to Counseling Services. If a student is in imminent danger to harm themselves or others, please call Chatham Public Safety. Other important numbers:

- Student Affairs Office Number: 412-365-1286 [M-F, 9am-5pm]
- Counseling Services Number: 412-365-1282 [M-F, 9am-5pm]
- Residence Life Professional Staff On-Call Number: 412-670-6247

For urgent, non-emergency, after-hours support only.

- Student Affairs After-Hours Admin-On-Call Numbers: 412-951-0002
- In cases where harm is suspected, the reporter must provide information that led to their concern. Student Affairs will respond to the incident and, in addition, may prompt the reporting party to fill out a Cougars Care Referral form, found on my.chatham.edu.
- Student Affairs, the Cougars Care Team, and/or the Behavioral Intervention Team, may be assembled to determine what steps are in the best interest of the student and the

campus community. The Cougars Care team is made up of individuals from Student Affairs, Residence Life, Academic Advising Center, and the Office of Academic & Accessibility Resources. The Behavioral Intervention Team is comprised of the Cougars Care Team, with the addition of representatives of Counseling and Wellness, University Police, and the Title IX team.

The possible responses which are determined on a case-by-case basis may include:

- Convening of the Cougars Care Team, Behavioral Intervention Team, and/or referrals to Chatham University Counseling Services, Student Health Services and/or Public Safety. In instances of urgent need, emergency services (e.g., 911) or emergency care (e.g., consultation with Resolve Crisis Services or hospitalization) may be required.
- If deemed appropriate, a support plan may be developed by the Vice President of Student Affairs and Dean of Students or their designee in collaboration with the student. The student will be asked to sign the plan, or respond affirmatively via email to the plan, thereby indicating their awareness of the recommendations included. A member of the Student Affairs team will review and discuss the support plan with the student prior to signature.
- In instances where a student does not follow through with recommendations outlined in the support plan, and that lack of follow through results in continuation of harmful actions, further steps may be required in order ensure the health and safety of the student and community members. In such instances, examples of such steps may include a review of options including a medical schedule cancellation or withdrawal. A member of Student Affairs may implement future steps to be taken for the student to succeed at Chatham.
- In rare instances, the VP of Student Affairs/Dean of Students, or their designee, may initiate the Non-Academic University-Initiated Leaves policy (the “Policy”). The University may require a leave of absence, suspension, or dismissal at any time if it is deemed necessary to protect the student, other students, members of the University community, or the interests of the University itself. A University-Initiated leave of absence is an administrative process; it is not a disciplinary process. These procedures are not intended to be punitive and do not take the place of disciplinary actions that are in response to violations of the University Honor Code. More information regarding Non-Academic University-Initiated Leaves is available in the University Catalog.

Other Health and Safety Policies

- [Anti-Hazing Policy](#)
- [Chatham University Weapons Policy](#)
- [Immunizations and Required Vaccinations](#)

Publicity

- [Drone Policy](#)
- [Photography Practices and Policies](#)
- [Publicity Policy](#)
- [Special Event Policy & Procedures](#)
- [Social Media Usage Guidelines](#)

Residence Life Policies

2-Year Residency Policy

The on-campus living experience is vital to the growth and development of the whole student. All incoming students entering Chatham for the 2024-2025 academic year who have completed less than four terms of college/university are required to reside in on-campus housing for their first two years on campus.

Exceptions to the residency policy include:

- Students who plan to live with parent(s), legal guardians, or adult relatives in the greater Pittsburgh area (within 30 miles of campus).
- Students who are 21 years or older and have been out of school for a year or more living independently from their parent(s) and/or legal guardians.
- Students who transferred from another college or university and have already completed four terms at their previous institution.
- Students who have a prescription for medical marijuana are exempt from the residency requirement pursuant to the University's Medical Marijuana Policy.

Students requesting to be exempt from the residency status based on the criteria listed above must request to register as a commuter by completing the Application for Commuter Student Status. Any student requesting to be exempt for another extenuating reason can submit the formal request through the Application for Commuter Student Status. Please note, exemption requests beyond those listed above are rarely approved and will be reviewed on a case by case basis. If you have any questions, please email reslife@chatham.edu.

Emotional Support Animals Housing Policy

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 housing.

Standards for Approved Emotional Support Animals

Emotional Support Animals (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.

Documentation & Registration: The ESA must have a collar that identifies the name of the student and emergency contact. Resident students are responsible for informing themselves of all City of Pittsburgh Ordinances as it relates to animals within city limits. For ESAs, proof of City registration must be provided upon the initial request (some forms of ESA species are not required to be registered). It is also recommended that ESA owners follow City ordinances.

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. All veterinary costs are the responsibility of the resident.

The animal must be vaccinated against disease and fleas as recommended by a licensed veterinarian. 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. All financial responsibility rests with the resident.

Animals must be spayed or neutered when they reach the appropriate age if they are to reside on Chatham's campus. Documentation should be provided upon request.

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.

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.

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 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.

Other Residence Life Policies

- [Medical Accommodation Policy](#)
 - [Residence Life Policies & Procedures](#)
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University Policies and Procedures

- [Academic Integrity](#)
- [Affirmed Name Policy](#)
- [All Gender Restroom List](#)
- [Chatham ID Policies & Procedures](#)
- [Course Catalog](#)
- [Medical Schedule Cancellation/Withdraw](#)