

**chatham** UNIVERSITY

2023-2024

# **Student Handbook**

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**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 ChathamU!

We're delighted you are joining us here at Chatham University, a very special place that we encourage you to explore fully. The college experience, whether for undergraduate or graduate pursuits, is a journey and your start at Chatham will enable you to make the most of what will surely be a transformative and exciting educational experience.

As you know, Chatham has a long history having been established in 1869. From those humble beginnings, we've grown and changed in many positive ways to provide you with an exceptional educational experience that meets the challenges and opportunities of today and tomorrow. Our strong foundations and ethos of leadership, sustainability and well-being are evident across the university. Our faculty, staff and alums will support you in this journey and help make this the place you'll relish as your new collegiate home.

I encourage you to engage with and explore our three locations, including historic Shadyside Campus, a nationally recognized arboretum and 39-acre park tucked within the bustling city of Pittsburgh. We offer nearly 40 majors, minors, certificates, and graduate programs across a range of disciplines and interdisciplinary areas of study. You will also find plenty to do outside of the classroom with vibrant cocurricular activities and top-notch NCAA Division III and intramural sports. Located minutes from Shadyside near the vibrant Bakery Square area is Chatham Eastside. Eastside is home to our School of Health Sciences, our interior architecture program, and the Center for Women's Entrepreneurship (CWE). Plus, did you know that CWE has a maker's space lab with 3D printing open to all students and that Eastside is home to one of the largest physician's assistant graduate programs by degrees conferred in Pennsylvania? Chatham's Eden Hall Campus is a short shuttle ride away to the beautiful rolling hills north of the city. This state-of-the art and stunning 388-acre campus is home for the Falk School of Sustainability & Environment. Did I mention in addition to fascinating courses and events offered at Eden Hall that the campus also has demonstration gardens, walking trails, hammocks, and goats? I encourage you to take advantage of all the classes and cultural, social, and sporting events offered at all three campuses and fully embrace the Chatham experience.

Finally, let me encourage you to connect with your peers, take the time to get to know your classmates and our dedicated and knowledgeable staff and faculty members. We are here to ensure your journey is the best possible experience to help you achieve your educational goals. Enjoy and best wishes for a fantastic year of learning 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 2023-2024 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

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

## 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 2023-2024

First-year (Class of 2027), Rose  
Sophomore (Class of 2026), Yellow  
Junior (Class of 2025), Red  
Senior (Class of 2024), Green

## Chatham Lingo

- **First-year:** Freshman students at Chatham
- **AFC:** Athletic and Fitness Center
- **ADC:** Art and Design Center
- **Eddy:** Eddy Theatre
- **Quad:** Space between Eddy Theatre, Woodland Hall, and Braun, Falk, & Coolidge
- **Old Quad:** Space between Laughlin Music 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 23	.....	New Student Move In for Fall
August 26	.....	Returning Student Move In for Fall
August 28	.....	First Day of Classes for Fall
September 5	.....	Labor Day (holiday, no classes)
September 29-October 1	.....	Family & Friends Weekend
October 7-10	.....	Long Weekend
November 22-26	.....	Thanksgiving Break
December 15	.....	Last Day of Classes for Fall Residence Halls and Apartments close at 9:00 p.m.
January 7	.....	Residence Halls & Apartments open for Spring
January 8	.....	First Day of Classes for Spring
January 15	.....	Martin Luther King Day (holiday, no classes)
March 3-10	.....	Spring Break
April 26	.....	Last Day of Classes for Spring
April 27	.....	Residence Halls & Apartments close for non-graduating students
April 28	.....	Commencement
April 29	.....	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

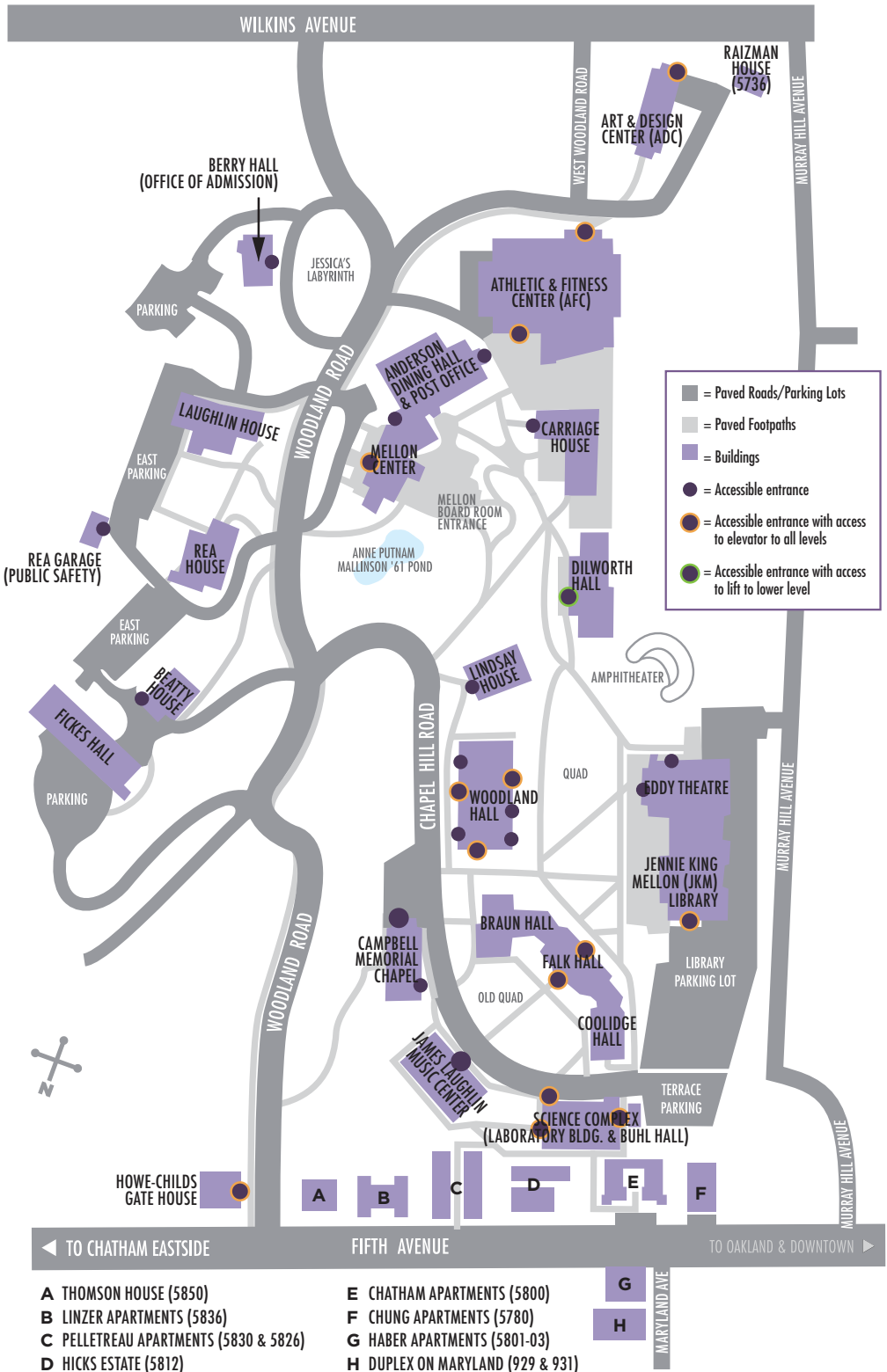
Academic Affairs	.....	412-365-1157
Academic Deans		
School of Health Sciences		
<i>Salvador Bondoc, OTD</i>	.....	412-365-1199
School of Arts, Science & Business		
<i>Edith Barrett, Ph.D.</i>	.....	412-365-2970
Falk School of Sustainability & Environment		
<i>Lou Leonard, J.D.</i>	.....	412-365-1842
Administration and Finance	.....	412-365-1105
Admission	.....	412-365-1290
Athletic and Fitness Center		
Front Desk	.....	412-365-1519
Intramurals & Outdoor Recreation	.....	412-365-1625
Pool	.....	412-365-2495
Alumni Relations	.....	412-365-1256
Athletics	.....	412-365-1625

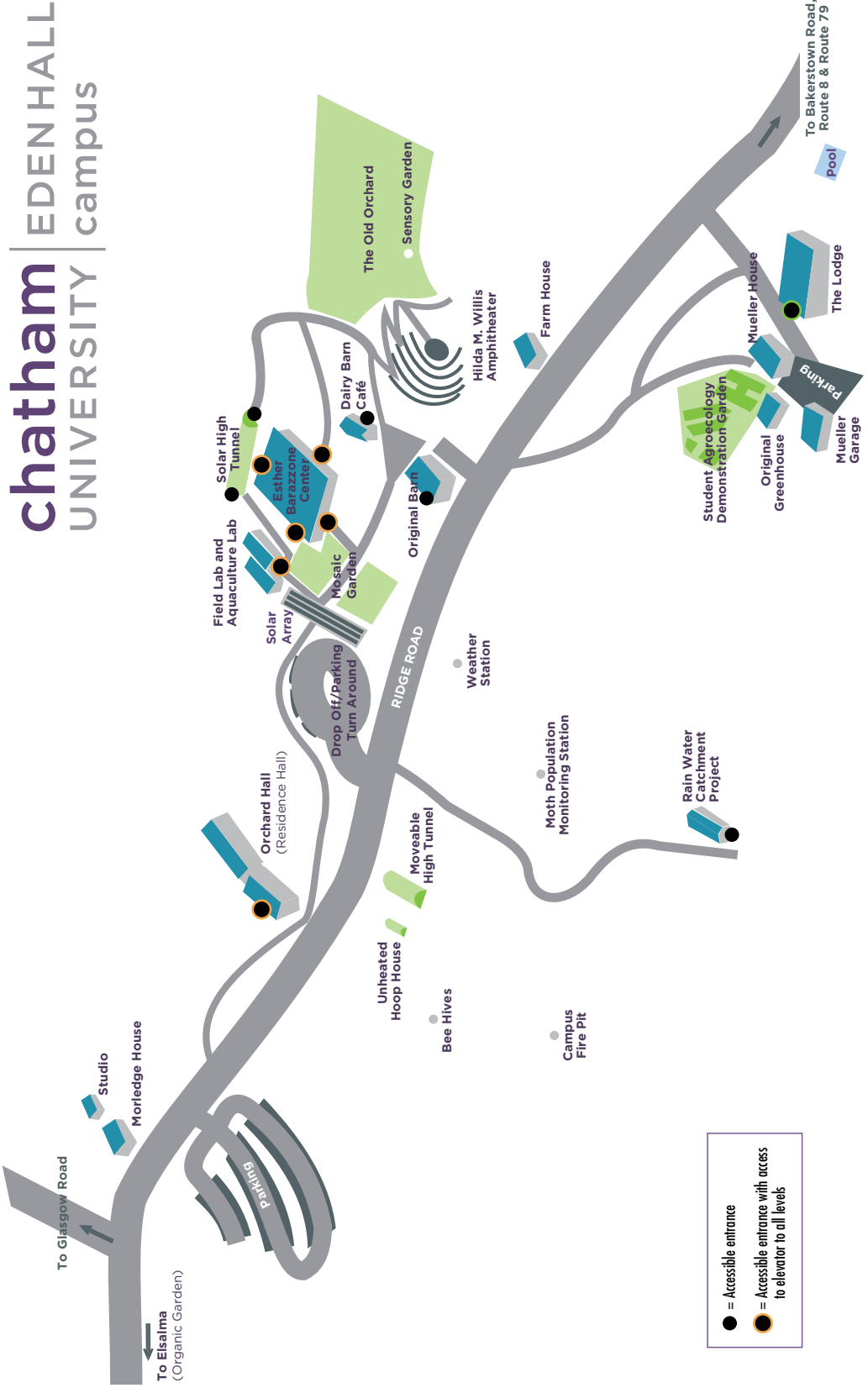
Bookstore . . . . .	412-365-1661
Business Office . . . . .	412-365-1229
Café Rachel . . . . .	412-365-1124
Career Development . . . . .	412-365-1209
Center for Women's Entrepreneurship . . . . .	412-365-1253
Chatham Undergraduate Student Government. . . . .	412-365-1261
Communiqué (Student Newspaper). . . . .	412-365-1622
Community Programs . . . . .	412-365-1147
Copy Center . . . . .	412-365-1108
Counseling Center . . . . .	412-365-1282
Dining Services, Office Manager . . . . .	412-365-1506
Eden Hall Campus Facilities . . . . .	412-365-1183
Falk School of Sustainability & Environment . . . . .	412-365-1347
Food Studies . . . . .	412-365-1637
Facilities Management. . . . .	412-365-1273
Financial Aid. . . . .	412-365-2781
Health Services . . . . .	412-365-1714
Howe-Childs Gate House . . . . .	412-365-2906
Human Resources . . . . .	412-365-1847
Information Technology . . . . .	412-365-1112
International Affairs . . . . .	412-365-1388
Library . . . . .	412-365-1670
Office of Sustainability . . . . .	412-365-1686
Office of Academic & Accessibility Resources (OAAR). . . . .	412-365-1523
Payroll . . . . .	412-365-1603
Pennsylvania Center for Women and Politics. . . . .	412-365-1878
Post Office . . . . .	412-365-1270
President's Office . . . . .	412-365-1160
Public Safety	
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
Linzer and Pelletreau Apartments . . . . .	412-670-6379
Registrar . . . . .	412-365-2797
Residence Life . . . . .	412-365-1518

School of Health Sciences.....	412-365-1711
School of Arts, Science & Business.....	412-365-2920
Student Accounts.....	412-365-2719
Student Engagement.....	412-365-1281
Student Affairs and Dean of Students.....	412-365-1286
Study Abroad.....	412-365-2714
Transcripts.....	412-365-2963
Tutoring.....	412-365-1523
University Advancement.....	412-365-1514
University Marketing and Communications.....	412-365-1140
Women's Institute.....	412-365-1578

# chatham | SHADYSIDE UNIVERSITY

## campus



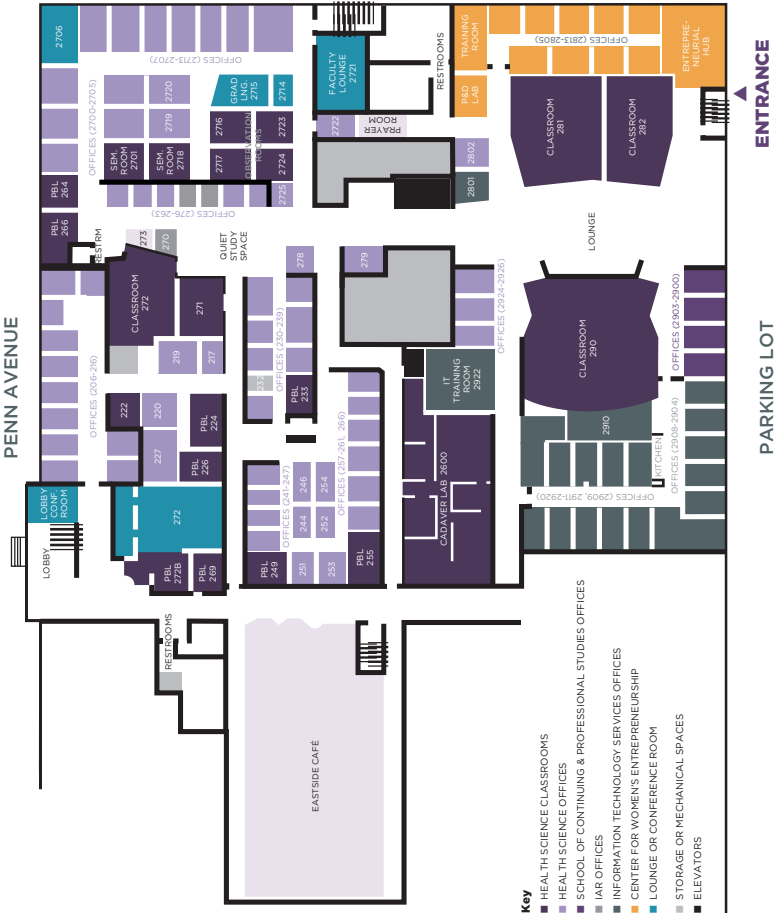


# CHATHAM EASTSIDE

## Mezzanine Level



## Upper Level



ADA Accessible entrance is to the left of the main entrance up the switchback ramp.



# Departments & Services

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## Academic Advising Center

[advising@chatham.edu](mailto:advising@chatham.edu) • 412-365-1217

The Academic Advising Center assists new and returning students with questions about transfer credit, AP/IB test scores or Dual enrollment courses for credit, and questions regarding course schedules. We also support faculty in their capacity as academic advisors to ensure that University policy is applied accurately toward a student's academic progression toward graduation. You can reach the Academic Advising Center via email at [advising@chatham.edu](mailto:advising@chatham.edu) or visit the Academic Advising Center webpage on myChatham.

## Athletics and Recreation

[AFC@chatham.edu](mailto: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. During the academic year, free fitness classes are offered to help promote health and wellness to all Chatham University community members.

## Bookstore

[chatham@bkstr.com](mailto:chatham@bkstr.com) • 412-365-1271

The Bookstore is located toward the southern end of campus, next to the Post Office and near Mellon Center. It is run by Follett College Stores. The store provides textbooks, supplies, snacks, and College memorabilia.

## Career Development

[careerdevelopment@chatham.edu](mailto:careerdevelopment@chatham.edu) • 412-365-1209

Undecided about your career? Know exactly what you want to do? Either way, the consultants in Career Development are here to help you prepare for your future. Career Development offers a broad range of services, programs, and resources to aid in career exploration and professional development.

## Center for Women's Entrepreneurship

[womens-entrepreneurship@chatham.edu](mailto:womens-entrepreneurship@chatham.edu) • 412-365-1253

The Center for Women's Entrepreneurship at Chatham University (CWE) creates economic opportunities through entrepreneurial counseling, education and training. Since 2005, the Center has provided high quality education and training to entrepreneurs at all stages of business. The Center for Women's Entrepreneurship at Chatham University (CWE) is funded in part by a cooperative agreement with the U.S. Small Business Administration (SBA) to provide services to entrepreneurs and underserved populations, minority entrepreneurs and veterans throughout Western Pennsylvania.

## Copy Center

[copy@chatham.edu](mailto:copy@chatham.edu) • 412-365-1108

The Copy Center services include printing and copying in black & white and color. The Copy Center can also assist with scanning, faxing, and other administrative services. 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](mailto:craft@chatham.edu) • 412-365-1118

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

## **Counseling Center**

[counselingcenter@chatham.edu](mailto:counselingcenter@chatham.edu) • 412-365-1282

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

## **Dean of Students Office**

[OSA@chatham.edu](mailto:OSA@chatham.edu) • 412-365-1286

The Dean of Students Office is a primary resource for connecting students to resources and services that promote a student's holistic growth and development. This office is directly responsible for overseeing the student success coach program, emergency and essential needs program, 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](mailto:odei@chatham.edu) • 412-365-1100

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.

## **Education Abroad**

[InternationalAffairs@chatham.edu](mailto:InternationalAffairs@chatham.edu) • 412-365-1388

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.

## **English Language Program**

[InternationalAffairs@chatham.edu](mailto:InternationalAffairs@chatham.edu) • 412-365-1146

English Language Program provides high quality instruction and services in English as a Second Language (ESL) to Chatham undergraduate and graduate students and individuals who wish to improve their English proficiency for academic, professional, and social purposes.

## **Facilities Management**

[facilities@chatham.edu](mailto:facilities@chatham.edu) • 412-365-1274

## Financial Aid

[financialaid@chatham.edu](mailto: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!

## Information Technology Support Services

[support@chatham.edu](mailto: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 at <https://services.chatham.edu/TDClient/78/Portal/Home/>.

## Jennie King Mellon Library

[jkmref@chatham.edu](mailto:jkmref@chatham.edu) • 412-365-1245

The JKM Library is the primary source for students' research needs. Librarians provide resources—print and digital, reference—in person and via chat, research consultations, library instruction sessions, detailed subject guides, How To videos, and access to group and individual study rooms. Through EZBorrow and ILLiad services, we can obtain needed resources from other libraries.

## Office of Academic & Accessibility Resources (OAAR)

[OAAR@chatham.edu](mailto:OAAR@chatham.edu) • 412-365-1523

OAAR provides academic and disability support services to help students maximize their academic potential at Chatham. This office provides services that include but are not limited to tutoring, writing support, and academic coaching. OAAR will work with students with disabilities to provide reasonable accommodations to their educational environment. All OAAR services are free to current Chatham students.

## Office of Alumni Engagement

[alumni@chatham.edu](mailto: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](mailto: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 International Affairs

[InternationalAffairs@chatham.edu](mailto:InternationalAffairs@chatham.edu) • 412-365-1388

The Office of International Affairs prepares students and fosters respect for diverse cultures, identities, and opinions locally and internationally. The Office of International Affairs includes Education Abroad, the Chatham University English Language Program, International Student and Scholar Services, and the Global Focus Program.

International Student and Scholar Services assists in meeting the educational and professional goals of international students and scholars through immigration advising, cross-cultural programming, advocacy on campus, and information on engaging in the campus and local community. This office arranges new international student orientation, ongoing cultural programs, international student employment sessions, advising on CPT, OPT, and Academic Training, and acts as a liaison with other campus offices.

## Office of Residence Life

[reslife@chatham.edu](mailto: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](mailto: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](mailto: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.

## Payroll

[payroll@chatham.edu](mailto:payroll@chatham.edu) • 412-365-1229

## Pennsylvania Center for Women and Politics (PCWP)

[pcwp@chatham.edu](mailto: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, NEW Leadership Summer Institute, Elsie Hillman Chair in Women and Politics, Ready to Run Campaign Training for Women, and current events programming.

## Parkhurst Dining

[parkhurst@chatham.edu](mailto: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](mailto:parking@chatham.edu) • 412-365-1274

## Public Safety

[PublicSafety@Chatham.edu](mailto: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](mailto:postoffice@chatham.edu) • 412-365-1270

The Chatham University Post Office, located in Mellon Center below Anderson Dining Hall, receives incoming mail and packages daily. When you arrive on campus, please visit the post office to be assigned a mailbox. The Post Office stocks all UPS supplies such as boxes, air bills, envelopes and packs, and USPS stamps and supplies. Post Office hours are Monday-Friday 8:30 a.m.-5:00 p.m.

## President's Office

[presidentsoffice@chatham.edu](mailto: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](mailto: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](mailto:studentemployment@chatham.edu) • 412-365-1209

Student Employment opportunities at Chatham allow you to engage with and develop professional competencies; gain and apply knowledge; and build 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](mailto: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 50+ 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](mailto:studenthealth@chatham.edu) • 412-365-1714

The office of Student Health Services offers free COVID-19 testing for students who are displaying symptoms of COVID-19 or who have been exposed. 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](mailto: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, and organizes several lecture, film, and student grant programs. Stop by the second floor of Braun Hall to visit the drop-in center, open to students of all genders and providing intersectional resources.

# Chatham Student Experience

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# 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](mailto: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](mailto:studentengagement@chatham.edu)) or the Office of Student Affairs & Dean of Students Office ([OSA@chatham.edu](mailto: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](mailto: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](mailto: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](mailto: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](http://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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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, and Student Affairs staff from various departments serve as SDE101 instructors and Student Success Coaches.

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

# Student Resources & Amenities

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## 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 (ADAAA) of 2008. Reasonable accommodations are determined on a case-by-case basis after a review of the student's documentation and a personal interview.

Accommodations may include, but are not limited to:

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

Any questions or request for additional information about the academic accommodations should be directed to OAAR at [OAAR@chatham.edu](mailto: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 related 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](mailto: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](mailto:afc@chatham.edu) • 412-365-1519

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

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

## Bookstore

[chatham@bkstr.com](mailto:chatham@bkstr.com) • 412-365-1661

The Chatham University Bookstore, run by Follett College Store is the official on-campus destination for textbooks, apparel, fan gear, snacks, commencement regalia, and more. The bookstore is located on the ground floor of Woodland Hall. The bookstore provides a textbook buyback and text rental programs. Further information about the bookstore can be found on the bookstore website at [www.bkstr.com/chathamstore](http://www.bkstr.com/chathamstore).

## Bulletin Boards

412-365-1286

There are several bulletin boards located around campus for promoting events and activities at Chatham and the surrounding community. If an on or off campus organization is interested in hanging flyers on a bulletin board on campus, please see 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 most circumstances, a replacement fee of \$25.00 will be charged, which can be paid via cash, check, credit card, or charged to their student account.

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

### 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 note/e-mail from their faculty member or respective supervisor to access special spaces.

#### Access to Residence Halls

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

#### 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, faculty and staff 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.

*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](mailto: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

## 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'll have to associate it to your myChatham account by entering your login information. After this one-time process, simply tap and follow the on-screen instructions to release your print job.

## Dining and Food Services

[Parkhurst@chatham.edu](mailto: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 can provide.

- **Resources for Access to Food:** For students experiencing food insecurity or lacking access to food, services include short-term assistance with meal vouchers or connection to long

term resources such as community food banks and Supplemental Nutrition Assistance Program (SNAP).

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

To discuss the services above, visit the Office of Student Affairs, located on the 1st floor of Woodland Hall, e-mail [osa@Chatham.edu](mailto: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 costs related to medical care
- Assistance with rent or utilities due to an emergency situation
- Travel arrangements to attend funeral services
- Books, fees or other school-related expenses
- Safety related needs (i.e. changing a lock on vehicle or home)

- Replacement of personal belongings due to theft, robbery, accidents, fire or natural disaster
- Vouchers for temporary food assistance

### Eligibility Requirements

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

### Application Procedure

Contact the Office of Student Affairs for more information and to set up an appointment with a professorial staff member, Woodland Hall, 1st Floor, [osa@chatham.edu](mailto: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](mailto: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](#).

## Howe-Childs Gate House

412-365-2906 • [gatehouse@chatham.edu](mailto:gatehouse@chatham.edu)

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

## 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 wifi access, including residence halls, which also include network drops (one drop per pillow).
- **Network Printing:** Each student is given 300 pages of paper per term.

- **Computer Labs** are located in the following areas:
  - Buhl 236
  - Coolidge 42
  - Library
  - Eden Hall Campus Lodge
  - Chatham Eastside: Mezzanine
  - Chatham Eastside: 2nd floor CAD Lab (interior architecture students only)
- **MyChatham:** My.Chatham.edu, the University intranet, is the gateway to your Chatham information needs. The intranet is a web site that allows you enhanced access to web-based information and to facilitate communication within the Chatham community. MyChatham also provides you with secure login access to many Chatham tools and resources.
- **Brightspace:** Brightspace is a web-based Learning Management System for courses offered at Chatham. Professors upload materials for their courses on Brightspace for students to view, download, submit, or discuss information. Use your regular Chatham username and password to login to Brightspace. To access Brightspace, log onto myChatham or 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 portal.chatham.edu to access the campus portal. The same username and password used to log in to the campus network and e-mail should be used to log in to the campus portal. If you have any problems accessing the portal, please contact 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:** As soon as your student account is created, you have a Chatham e-mail account. This account is your firstname.lastname@chatham.edu and you can access this from any computer that has Internet. We recommend that you check your e-mail often, as all information from Chatham will go through this e-mail account.

*If your assigned Chatham e-mail does not match your Affirmed Name, please see [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:** Users wishing to purchase term locker privileges may do so on a first-come, first-serve basis. The cost is \$40 per term for a full locker and \$20 per term for a small locker. The user will be issued a lock from the Assistant Director of the AFC. Personal locks may not be used for term pass. Students, faculty, and staff may use the designated day lockers at no cost. Locks may not be left on day lockers overnight. All lockers must be cleaned and locks turned into the Assistant Director of the AFC at the conclusion of the academic year. Any remaining items will be discarded.
- **Falk Hall and Woodland Hall Lockers:** Lockers are located in the Falk Student Lounge and in Woodland Hall, by Student Affairs and the Help Desk; these are designated for commuter students to lighten the load of items they need to carry back and forth to

campus. These lockers are free of charge on a first-come first-serve and term-term basis. All students must supply their own lock and will be designated a specific locker to use for the remainder of the term. We do request that at the end of each term all personal items (including the lock) be removed from the locker. Any remaining items will be discarded. If you are a commuter student and would like to use a locker, please contact Student Affairs at 412-365-1286 or [osa@chatham.edu](mailto: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](mailto: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#  
Woodland Rd  
Pittsburgh, PA 15232

Please double check the address before finalizing online orders. If the service you order from online requires a number, please only use 0 Woodland Road. Any other number will result in a delay in your mail delivery.

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

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

## 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](mailto:ODEI@chatham.edu).

## Public Safety & Security

412-365-1230 • [police@chatham.edu](mailto: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 to maintain 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](#).

## SafeRider for Students, Faculty and Staff

SafeRider provides complimentary transportation (through the University of Pittsburgh) during the evening and early morning hours when special non-emergency needs arise for Chatham students, faculty, and staff.

- Call 412-648-CALL (2255) for your safe ride.
- You can request SafeRider from your phone with the TransLoc app.

## Using SafeRider

Call SafeRider for travel after 9:00 p.m.:

- Within the SafeRider travel boundaries
- Between campus buildings, from local residences to campus buildings, and from campus to local residences
- When you're not along an established bus or shuttle route, or
- From Pittsburgh's Greyhound, Amtrack and MegaBus stations:
  - On Sundays
  - On days the University shuttle system operates on a Holiday Schedule
  - The day before classes resume after a break or recess
  - The first day classes resume after a break or recess

Each rider is permitted (1) round trip per night, and a maximum of (25) trips per term.

**Note:** If your origin and destination are on a campus shuttle or Pittsburgh Regional Transit bus route, you must use those services. SafeRider is a supplement to those transportation options. If your origin is not on a regular shuttle or bus route but your destination is,

SafeRider will take you to the Transportation Center at the Cathedral of Learning. You can continue to your destination from there.

SafeRider is NOT for:

- Travel on an established bus or shuttle route
- Meal runs or shopping trips
- Pick-up from establishments that serve alcoholic beverages
- Travel to or from the South Side Sports Complex and the McGowan Center on the South Side
- Emergency calls. Contact the Chatham University Police Department by calling 412-365-1111 for emergencies

### SafeRider Hours

Sunday–Saturday: 9:00 p.m.-3:00 a.m.

No service is provided during fall break, winter break, and spring break.

### Requesting a Ride

During SafeRider’s operating hours, call 412-648-CALL (2255) to request a ride.

Be prepared to provide the following information to the dispatcher:

- Name
- Pick-up location
- Destination
- Number of guests (maximum of two non-University persons)
- Call-back number

Upon boarding the SafeRider vehicle: Present a valid ID to the driver. The driver will swipe the ID card and hand the card back to you. ALL riders must present a valid ID.

### Amount of Use

SafeRider has a 25-trip maximum per term. This helps ensure that all persons who need SafeRider are able to access the service and that our response time is reasonable.

SafeRider is for use in special cases on routes where no buses or shuttles are running. It is very unlikely that a person who is using SafeRider in the manner that it is intended will need the service more than 25 times in one term.

### Wait Times

The dispatcher will give you an approximate pickup time when you place your call. Wait times can vary.

The dispatcher will call you back when SafeRider is approaching the pickup location. It is your responsibility to wait for the dispatcher to call back. If the dispatcher receives no answer, a busy signal, or a voicemail, SafeRider will still be sent to your location.

SafeRider will wait a maximum of five minutes. If you fail to arrive, SafeRider will proceed to the next pickup location and you will be considered a “no-show.”

If you call back, you will be placed at the bottom of the waiting list. Combining of pickups is arranged when possible to expedite service response.

SafeRider does not accept reservations. Service is always on a first-come, first-serve basis.



## Guests

You may have up to two non-University guests, provided that there is space available and they are going to the same location as you. You are responsible for the conduct of your guests. Guests must also provide a valid ID to the driver.

## Valid ID

If you don't have your Chatham ID, you must provide another form of photo identification. SafeRider will provide service without a valid ID on a one-time basis, but you will be denied future service until you obtain a valid ID to show the driver.

**Note:** You may be subject to disciplinary action if you falsify information or use an ID that isn't yours.

## Canceling

If you fail to cancel and are not there when SafeRider arrives to pick you up, you are considered a "no-show." If you are a no-show three times in one semester, you will be placed on probation. A probation letter will be sent to you from the University of Pittsburgh's Department of Parking, Transportation and Services informing you that your right to use SafeRider will be denied for the remainder of the semester if one additional violation occurs within 30 days of the date on the letter.

A fourth no-show within 30 days of the date on the letter will result in you losing your SafeRider privileges for the remainder of the semester, and may result in a judicial complaint being filed against you.

## Students with Disabilities

SafeRider is accessible to passengers with disabilities.

## SafeRider Boundaries

SafeRider boundaries are Baum Boulevard on the north, Carnegie Mellon University on the east, the Center for Biotechnology and Bioengineering on the south, and Trees Hall/Robinson Street on the west. We also serve Chatham University.

## More Questions?

You can review the SafeRider brochure, e-mail [pittshuttles@pitt.edu](mailto:pittshuttles@pitt.edu), or call at 412-624-8801 if you have additional questions regarding SafeRider.

## ChathamAlert Emergency Notification System

ChathamAlert is an emergency notification system that provides Chatham University students, faculty, staff, and others important information during an emergency. The system sends alerts and informational updates via e-mail and text messages. Register for ChathamAlert at [Chatham.omnalert.net](https://chatham.omnalert.net). The Chatham University Chapel carillon also uses an audible alert system in case of emergency.

## 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](http://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](mailto: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](mailto: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 \$25.00 application fee, which is due at time of enrollment into the plan. Chatham University uses [ECSI](#) 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](mailto: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 the 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; a listing and description of courses; and faculty information. 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

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## Office of Diversity, Equity & Inclusion

[odei@chatham.edu](mailto:odei@chatham.edu) • 412-365-2499

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](mailto:ODEI@chatham.edu).

## Diversity and Inclusion Council

[DiversityInclusion@chatham.edu](mailto:DiversityInclusion@chatham.edu)

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

The Diversity & Inclusion Council at Chatham University acts as a catalyst to create an environment centered around respect, acceptance, personal responsibility, and recognition of the value of all individuals. Our motto is, "Leveraging Diversity and Cultivating Inclusion."

### Mission Statement

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

### Vision Statement

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

### Function/Goals

The Diversity & Inclusion Council is a primarily an advisory committee composed of administrators, faculty, staff, and students with the essential function of promoting and supporting diversity, equity, and inclusion initiatives at Chatham University. The Diversity & Inclusion Council has the following responsibilities:

- Raise diversity, equity, and inclusion to the forefront of the University's priorities and be vocal about its importance.
- Review and monitor trends in the University's climate and culture surrounding diversity, equity, and inclusion

- Review issues related to diversity, equity, and inclusion at the University brought forward by members of the campus community
- Make policy recommendations to promote diversity, inclusion, and equity to appropriate governing bodies or offices
- Review, monitor, and provide input regarding diversity, inclusion, and equity in the University's strategic plan
- Promote multicultural/intercultural awareness and understanding

## Membership

The Diversity and Inclusion Council consists of:

- Chief Diversity Officer and Vice President of Diversity, Equity & Inclusion or a designee as a representative of the Executive Leadership Team
- At least one nominated, elected, or appointed faculty representative from each School when feasible.
- At least one nominated, elected, or appointed staff representative from each School when feasible.
- Two graduate student representatives nominated, elected, or appointed by Graduate Student Assembly.
- Chatham Undergraduate Student Government Vice President for Student Diversity and Inclusion and one additional undergraduate student representatives nominated, elected, or appointed by Chatham Undergraduate Student Government.
- Faculty and staff members of the Diversity and Inclusion Council have a term of two years, staggered. Appointed members are chosen through their representative committee/group.
- The Diversity & Inclusion Council will be co-chaired by the Chief Diversity Officer and a faculty or staff representative on the committee. The faculty or staff co-chair shall be elected annually by the members of the Council.
- Subcommittees and their membership shall be determined by priorities established by the Council.

## 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](mailto: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.

## Intergroup Dialogue Program

This initiative facilitates campus-wide dialogues about social justice topics and offers academic courses for students pertaining to a variety of social identities.

## Queer Family Dinner

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

## Queering Leadership Program

This workshop series engages queer students in identity-based leadership frameworks that affirm and celebrate queer identity.

## RISE Retreat

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

## Social Justice Aspiring Allyship Training (SJAAT)

This two-part workshop for faculty, staff, and students explores the “isms” of social justice, social identity, privilege, and oppression.

# 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 omniseual 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

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# Policy on Student Behavior and Conduct

## I. Overview

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

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

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

## II. Scope and Jurisdiction

This Policy applies to Prohibited Conduct committed by Chatham students, from the moment they accept admission until the moment they graduate or withdraw from the university. Accepting admission is defined as depositing for the upcoming term. A student who chooses to withdraw from the University rather than participate in the Honor Code’s judicial process will still be held accountable for prohibited conduct. The University reserves the right to continue the Honor Code process even after a student has withdrawn. Outcomes could include placing a hold on the student’s account. This policy also applies to recognized student organizations and athletic teams. In addition, students are responsible and held accountable for the actions of their guest on campus. The determination of whether behaviors are subject to the Honor Code will be made by the 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 and their shared living/common spaces in the residence halls and apartments. All assigned occupants of a room, suite, apartment, or house may be subject to the same sanction as the individuals directly responsible for the violation.

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



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

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

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

### III. Related Definitions Under This Policy

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

**Advisor:** An advisor is here defined as a University 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 then 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](mailto:honorcode@chatham.edu).

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

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

**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 with one another. This involves

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

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

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

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

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

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

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

**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, 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.

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

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

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

##### A. Welfare of Others

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

- Assault
- Bullying or cyberbullying

- Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the University or surrounding community, breaches the peace or violates the rights of others
- Discriminatory harassment and/or hate crimes
- Hate speech
- Endangering the physical, emotional and/or mental welfare of others
- Failure to adhere/comply to the University's Health and Safety policies, including new policies enacted during a pandemic or other emergency situations
- Hazing or coercing another to engage in an act of membership
- Intimidation
- Threats of physical violence and emotional abuse
- Violation of local, state and federal laws on drugs, alcohol, weapons on or off University property including any public arrest by a police department
- Violation of a No Contact Agreement or No Contact Order
- Violation of the [Social Media/Online Guidelines](#)
- Any crime which Chatham must report in the Annual Security Act (ASR) it must file in compliance with the Clery Act (see Section VIII. Related Laws with Respect to This Policy)

### *Sexual Harassment*

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

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

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

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

### **B. Property**

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

- Improper placement of posters/banners
- Improper possession, unauthorized use, or willful destruction and damage of property or services
- Operation of vehicles or use of scooters, skates, skateboards or bicycles in restricted or unauthorized university spaces
- Propping open doors that are kept locked for security purposes
- Theft or burglary

- Trespassing
- Unauthorized possession or use of keys or access cards
- Use of tobacco-based products and e-cigarettes on campus
- Vandalism

### C. Personal Integrity

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

- Aiding and abetting, helping, procuring, or encouraging another person to engage in a violation of any offense.
- Altering, falsifying, misrepresentation, or misuse of university documents or data
- Destruction of another person's work outside of an academic exercise, including through the use of computer facilities
- Other acts that compromise the integrity of the academic process outside of academic misconduct
- Providing false information to a University official
- Failure to report off-campus 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 webinar platforms (i.e. Zoom, Microsoft Teams) to disrupt group meetings (i.e. Zoom bombing or uploading inappropriate content)
- Violation of copyright laws including computing or Web-related documentation
- Violation of the Chatham University IT Policy

### E. University Policy

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

- Disorderly or disruptive behavior
- Failure to comply with a reasonable request of a university official including to produce identification
- Failure to evacuate for fire drills and alarms
- Harboring of an unauthorized animal(s)
- Improper storage of chemicals, gases, or hazardous materials

- Installation of a private locking system in university residential spaces.
- Possession or use of false identification or failure to provide valid identification
- Tampering with or misuse of fire safety or other safety equipment
- Unauthorized and/or unlawful recording
- Unauthorized entry into secured spaces
- Unauthorized use of appliances (ex. mini-fridges, air conditioners, etc.)
- Use of pyrotechnics, fireworks or hazardous devices
- Misuse of safety equipment
- Violation of the Non-Discrimination Policy
- Violation of the Chatham University Residence Life, Library, or other policies

## V. Amnesty Policy

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

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

## VI. Sanctions

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

### A. Disciplinary Status

It is expected that Respondents found responsible for a violation of the Honor Code will be subjected to at least one of the following disciplinary statuses and may be subject to an accountability 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 process and sanctions. Disciplinary statuses will also be reported to the Academic Integrity Officer.

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

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

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

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

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

## B. Student and Student Organization Accountability Plan Options

Respondents may also be subject to an Accountability Plan, which is designed to educate and encourage reflection on the student's 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 except without the prior written consent of the current/former student or as otherwise required or authorized by law, court order or University policy.

Records pertaining to student conduct and academic integrity proceedings generally do not result in a notation on the student transcript unless the student is suspended or dismissed as a result of these proceedings. Educational Warning statuses are not included in the student's conduct file. All other statuses outlined in Sanctions will become a part of the student's disciplinary record and will be retained for either the period of time required under the federal Clery Act (which in most cases is six to seven years after the date the incident was reported to the University), or seven years after final separation of the student from the university, whichever is longer.

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

## VIII. Related Laws with Respect to this Policy

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

## IX. Amendment/Review Policy

The Honor Code on Student Behavior and Conduct will be reviewed by the 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 or their designee will provide appropriate interim measures when necessary for the protection of other students involved. These measures can include, but are not limited to:

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

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



## 2. What Happens After a Report is Received?

### A. Preliminary Review/Investigation

When an allegation of Prohibited Conduct has been brought to the attention of the 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 or student organization or athletic team who have been offered Informal Resolution may at any time in the process request that the matter be referred to an Administrative Hearing. As part of the informal process, the student, students, or student organization or athletic team must take responsibility for their actions. If they are unwilling to do so, then the matter would be referred to a Formal Resolution. A student, students, or student organization or athletic team who have participated in the informal process have no grounds for appeal.

- **Formal Resolution:**

- **Scope:** Formal Resolution is typically reserved for students with multiple violations, repeated offenses, 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 conduct standing, and faculty members and administrators serving as a Judicial Board Member shall have taught or worked, respectively, for at least three (3) years at Chatham or another higher education institution.

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

It is the responsibility of the 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 addition 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).

i. 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).

## 1. 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 interviewing period by the Dean or their Designee; the specific Prohibited Conduct under the Code in which the Respondent is alleged to have engaged; and a summary of any past disciplinary history of the Respondent (only to be used for sanctioning purposes).

The Chair of the Judicial Board or the AHO, in consultation with the 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.

**a. *Recording and Note-Keeping During Hearings***

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

Judicial Boards and Administrative Hearings will also be audio recorded. In Judicial Boards, the Chair shall operate the audio recording device. In Administrative Hearings, the AHO shall operate the audio recording device. Audio recording will stop at the end of the Hearing and will not include any deliberations.

**a. *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.

**a. *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 the hearing. 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.

## 1. 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.

#### **a. 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);
- a. disagreement with the allegation(s); and/or
- a. 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.

**a. Opportunity for Testimony and Questions**

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

**a. 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).

**a. 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.

## **1. 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).

**a. 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.



### **a. *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 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.

## **1. 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:

2. There is previously unavailable relevant evidence that likely would have significantly impacted the outcome of the hearing.
3. There was procedural error that likely would have significantly impacted the outcome of the hearing.
4. 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.

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# 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, 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](mailto: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 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 act of academic misconduct. The determination of sanctions is based upon several factors, including the nature of the act of academic misconduct, the impact of the act of 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 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 that if the student is 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 and 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 reenroll 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 review of the appeal.

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 in the student management system. Records of the proceedings are maintained by the Dean of Students and/or Academic Integrity Officer.

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

Records pertaining to student conduct and academic integrity proceedings generally do not result in a notation on the student transcript unless the student is suspended or dismissed as a result of these proceedings. Educational Warning statuses are not included in the student's conduct file.

All other statuses outlined in 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](http://myChatham.edu) > Documents & Forms > Academic Integrity.

## **Contacts**

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

Academic Integrity Officer

Chatham University

0 Woodland Rd.

Pittsburgh, PA 15232

[academicintegrity@chatham.edu](mailto:academicintegrity@chatham.edu)

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

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# Title IX Policy

## I. Introduction

### 1. What is Title IX?

Title IX of the Higher Education Act of 1972 generally states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. 20 U.S.C. 1681(a). As a recipient of federal financial assistance (e.g., from federal student loan programs), Chatham University (hereinafter “Chatham”) is a Recipient or School as defined by, and is thereby subject to, Title IX.

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

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

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

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

### 3. Policy Prohibiting Discrimination Based on Sex

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

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

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

### 4. Non-Discrimination Policy

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



those who file complaints about discrimination or who participate in the investigation of such complaints.

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

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

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

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

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

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

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

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

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

*Non-Discrimination Policy Effective Date: May 1, 2016*

*Updated: 4-16-18*

## II. What is Sexual Harassment Under Title IX?

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

- a. A school employee conditioning education benefits on participation in unwelcome sexual conduct (“quid pro quo”); or
- b. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
- c. Any of the following four crimes:
  - i. Sexual Assault: An offense that meets the following definitions of Rape, Fondling, Incest, or Statutory Rape from the FBI’s Uniform Crime Reporting Program:
    1. Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This includes the rape of both males and females. \*
    2. Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity. \*
    3. Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    4. Statutory Rape: sexual intercourse with a person who is under the age of consent.  
*In Pennsylvania, a person under the age of 16 years old cannot consent to sexual activity with an individual who is four or more years older, and a person under the age of 13 cannot consent to sexual activity regardless of the other person’s age. Therefore, sexual contact with a person younger than 16 years old may be a crime under state law as well as a violation of this Policy. In addition, certain incidents of sexual conduct involving individuals under the age of 16 will be reported to Childline at 1-800-932-0313 as required by law.*
  - ii. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting Party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - iii. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.
  - iv. Domestic Violence: A felony or misdemeanor crime of violence committed:
    1. By a current or former spouse or intimate partner of the victim;
    2. By a person with whom the victim shares a child in common;
    3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

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

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

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

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

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

*\*\* The VAWA Reauthorization of March 2022, which becomes effective on October 1, 2022, revised the definition of Domestic Violence which Recipients must use in their Title IX policies and for Clery Act reporting purposes. Unless the DoE issues further clarification on Domestic Violence before October 1, 2022, after that date Chatham will use the following definition of Domestic Violence (as well as the definitions of Economic Abuse and Technological Abuse) for purposes of the University's Title IX Policy and Clery Act reporting*

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

#### **a. How and to Whom to Report Sexual Harassment**

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

i. Who can make a report?

Any member of the Chatham community may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

ii. How can a report be made?

A report of sexual harassment may be made in person, by phone, e-mail, or letter; or through Chatham's online reporting format (see below) which goes directly to Chatham's Title IX Coordinator.

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

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

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

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

iii. How to contact (1) Chatham's Title IX Coordinator, (2) a Responsible Employee, or (3) file an online report:

1. Contact Chatham's Title IX Coordinator:

Kristen Dukes – Title IX Coordinator

One Woodland Road

Pittsburgh, PA 15232

412-302-6734

k.dukes@chatham.edu or TitleIX@chatham.edu

2. Contact a Chatham official in authority to institute corrective measures or a Responsible Employee: see the Chatham Directory on my.Chatham.edu.

3. Utilize the Online anonymous reporting form found here: Submit an online Incident Report \*

*\*The online Incident Report may be submitted anonymously. If doing so, however, please bear in mind that reports which include greater specificity and facts generally are more helpful in achieving the Title IX Office's goals of stopping Sexual Harassment, preventing it from happening again, and helping those who*

have experienced it. Online Incident Reports are received by the Title IX Office and accessed by the Title IX Coordinator who will share them only with other Title IX staff, only as necessary.

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

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

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

The following Campus and External Resources are recommended:

- i. Campus Resources:

### **Campus Title IX Team**

#### *Title IX Coordinator*

Kristen Dukes, Ph.D.

412-365-2499 or k.dukes@chatham.edu

Woodland Hall

#### *Deputy Coordinator for Athletics*

Leonard Trevino, vice president for athletics

412-365-1650 or ltrevino@chatham.edu

Athletics & Fitness Center, 2nd Floor

*Assistant Deputy Coordinator for Athletics*

Danielle Pais, assistant director of athletics & facilities  
412-365-1625 or d.pais@chatham.edu  
Athletics & Fitness Center, 2nd Floor

*Deputy Coordinator for Faculty and Staff*

Frank Greco, assistant vice president for human resources  
412-365-1680 or greco@chatham.edu  
Braun Hall, 2nd floor

*Decision Makers*

Dr. Jeff Bukowski, director of academic success  
Betsy Warren, head coach, women’s soccer

*Investigators*

Kristen Dukes, Title IX coordinator  
Kathleen Emory, Office of International Student and Scholar Services  
Cindy Kerr, director, Office of Academic and Accessibility Resources (OAAAR)

**Other Campus Contacts**

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

**Advocate Services**

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

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

ii. Community Resources:

**Pittsburgh Action Against Rape (PAAR)**

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

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

### **Abuse, Sexual Violence, Domestic Violence Contacts & Resources**

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

### **Crisis and Suicide Resources**

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

### **Health and Safety**

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

### **Homelessness Services**

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

### **LGBTQ Resources**

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

### **Pregnancy and Family Planning**

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

## **d. Pursuing a Criminal Complaint**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

- i. The Parties' Rights During the Grievance Process
  - Complainants and Respondents must be treated equitably by providing Remedies to a Complainant where a determination of Responsibility for Sexual Harassment has been made against the Respondent, and by following a Grievance Process before the imposition of any Disciplinary Sanctions or other actions that are not Supportive Measures against a Respondent.
  - The Complainant and the Respondent must be offered Supportive Measures - non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available - and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where

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

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

## ii. The Grievance Process

### 1. General Provisions

#### a. The Grievance Process at Chatham:

- Requires an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provides that credibility determinations may not be based on a person's status as a Complainant, Respondent, or Witness.
- Requires that any individual designated by Chatham as a Title IX Coordinator, Investigator, or Decision-Maker not have a Conflict of Interest or Bias for or against complainants or respondents generally or an individual Complainant or Respondent.
- Includes reasonably prompt time frames for conclusion of the Grievance Process, including reasonably prompt time frames for filing and resolving appeals, and a process that allows for the temporary delay of the Grievance Process or the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a Party, a Party's Advisor, or a Witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Ordinarily, where there are no good cause delays as specified above, Chatham will endeavor to complete the Grievance Process within 60-90 days from receipt of a Formal Complaint.

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

b. Consolidation of Formal Complaints

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

c. Dismissal of Formal Complaint

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

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

d. Informal Resolution

The Final Rule does not require Chatham to offer Informal Resolution when a Complainant has filed a Formal Complaint alleging Sexual Harassment, including Sexual Assault. The Final Rule does state that Informal Resolution may not be utilized where a Formal Complaint alleges that a Chatham employee sexually harassed a Chatham student.

## 2. Notice of Allegations

### *General*

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

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

### *New allegations*

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

## 3. Ground Rules for Advisors and Support Persons

### a. Advisors

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

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

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

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

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

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

b. Support Persons

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

4. Investigation

a. General

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

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Chatham and not on the Parties, provided that Chatham cannot access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the recipient obtains that Party's voluntary, written consent to do so for the Grievance Process. If a Party is not an "eligible student," as defined in 34 CFR 99.3, then Chatham must obtain the

voluntary, written consent of a “parent,” as defined in 34 CFR 99.3.

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

##### 5. Dismissal of a Formal Complaint

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

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

## 6. Hearing

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

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

of any Hearing and make it available to the Parties for inspection and review.

## 7. Determination of Responsibility

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

The written determination must include:

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

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

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

## 8. Appeals

### *Bases for Appeal*

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

- a. Procedural irregularity that affected the outcome of the matter;
- b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

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



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

#### *Process on Appeal*

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

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

Appeal from a Decision-Maker's Final Determination:

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

## VIII. How to Report Retaliation

### *Prohibition of Retaliation*

The Final Rule expressly prohibits retaliation against any individual for exercising Title IX rights. The Final Rule states “No school or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made

a report or a complaint, testified, assisted, or participated in any manner in a Title IX investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.” The Final Rule also provides that the exercise of rights protected under the First Amendment does not constitute Retaliation.

#### *How to Report Retaliation*

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

#### *Procedure for Resolving Reports of Retaliation*

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

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

## **IX. Other Elements of the Policy**

### a. Definitions Used in This Policy

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

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

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

**Advisor:** Both the Complainant and the Respondent are permitted to have an Advisor, who may or may not be an attorney, present during the Title IX Grievance Process. During the live hearing, a Party’s Advisor has the right to cross-examine the other Party and any witnesses on the Party’s behalf. During an interview, meeting or proceeding other than a hearing, the Advisor may confer quietly with the Complainant or Respondent to provide advice or support, but the Advisor may not speak on behalf of the Complainant or Respondent, testify, address any other participant, interject or otherwise actively participate in, or in any manner disrupt, the interview, meeting or proceeding.

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

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

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

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

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

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

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

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

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

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

Additional clarification:

Consent is active, not passive.

Silence, in and of itself, cannot be interpreted as consent.

Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

Previous relationships or prior consent cannot imply consent to future sexual acts.

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

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

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

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

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

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

**Emergency Removal:** Nothing in the Final Rule precludes a Recipient from removing a Respondent from its education program or activity on an emergency basis, provided that the Recipient undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

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

**Final Rule:** Issued on May 6, 2020, the U.S. Department of Justice's Final Rule recognized for the first time that sexual harassment, including sexual assault,

is unlawful sex discrimination and provided the rules by which recipients of federal financial assistance, such as Chatham, must implement Title IX on their campuses.

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

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

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

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

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

**Investigator:** An employee of Chatham who is trained to conduct investigations during the Title IX Grievance Process.

**Party:** The Complainant or the Respondent in a Title IX case.

**Preponderance of the Evidence:** The standard that Chatham uses to determine whether a Respondent is responsible for the conduct alleged in a Formal Complaint. Preponderance of Evidence means “more likely than not” - that there is a greater than 50% chance that a claim is true.

**Privileged:** Certain evidence, even if relevant, is “privileged” under the law and the holder of the privilege cannot generally be compelled to disclose it. Examples include The Attorney-Client Privilege, medical provider/records privilege. and spousal privilege. The Grievance Process may not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information proffered under a legal privilege, unless the person holding the privilege has waived it in writing.

**Rape Shield Bar (RSB):** A modified version of a legal rule that bars the consideration of evidence, offered as substantive evidence or for impeachment, of past sexual history or predisposition. The purpose of the RSB is to safeguard against the invasion of privacy, embarrassment, and sexual stereotypes, and to encourage victims to come forward. The RSB covers Complainants only.

**Recipient (Interchangeable with School):** any secondary or postsecondary school that receives federal financial assistance. Chatham University is a Recipient for purposes of Title IX.

**Relevance or Relevant:** Only relevant evidence can impact a finding of a violation of this Policy. Relevant evidence “has a significant and demonstrable bearing on the matter at hand” or “tends to prove or disprove the matter at hand.” Parties also may provide evidence that is not relevant but is directly related to the allegations in a Formal Complaint.

**Remedy:** After a determination of responsibility has been made, Chatham may provide the Complainant with remedies designed to restore or preserve equal access to Chatham’s education program or activity. Examples of remedies include: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, No-Contact or Persona Non Grata orders against the Respondent, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

**Responsible:** If at the conclusion of the Grievance Process the Decision-Maker finds that it is more likely than not that the Respondent committed Sexual Harassment against the Complainant, the Decision-Maker will determine the Respondent to be “responsible” for the conduct alleged in the Formal Complaint.

**Responsible Employees** have an obligation to promptly report incidents of Sexual Harassment that have been reported to them to the Title IX Coordinator or to one of the Deputy Title IX Coordinators. Responsible Employees include all Chatham employees except the professional counselors in the Counseling Center or Health Services staff. The following are Responsible Employee for purposes of Chatham’s Policy Prohibiting Sexual Harassment: all Faculty, including Adjunct Faculty and Teaching Assistants; all Administrators, including Vice Presidents, Assistant Vice Presidents, Program Directors, Department Chairs, Deputy Title IX Coordinators, and Intern Assistant Administrators; all Head Coaches, Assistant Coaches, and Intern Assistant Coaches; and all Residence Life staff, including Resident Assistants and Graduate Resident Directors.

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

report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, or as required by law, or to carry out the purposes of the Final Rule, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

**School (Interchangeable with Recipient):** refers to a secondary school or a postsecondary institution such as a college or university.

**Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:

- An employee of a school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C 122291 (a)(10), "domestic violence" as defined in 34 U.S.C. 12291 (a)(8), or "stalking" as defined in 34 U.S.C. 12291 (a)(30).

**Standard of Evidence:** The standard by which evidence in the Title IX Grievance Process is weighed in determining Responsibility or an appeal from a determination of Responsibility. Chatham uses the Preponderance of the Evidence Standard of Evidence in the Title IX Grievance Process.

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

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



provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

**Title IX Coordinator:** The Chatham employee whom Chatham has designated and authorized to coordinate its efforts to comply with its Title IX responsibilities.

**Witness:** Someone who testifies and/or presents evidence during a Title IX investigation or live hearing.

b. What Governs How a Recipient Must Administer its Policy Prohibiting Sexual Harassment?

Guidance on how Recipients implement Title IX come principally from two sources: (1) the United States Department of Education (DoE) and its Office of Civil Rights (OCR), in the form of regulations or guidance, and (2) federal courts (case law).

In 1975, the DoE's predecessor, the Department of Health, Education and Welfare (HEW), first promulgated implementing regulations governing Title IX. Among other things, the 1975 regulations require recipients of federal financial assistance to create and disseminate a policy of non-discrimination based on sex, designate a Title IX Coordinator, and adopt and publish grievance procedures.

In a series of decisions following the 1975 regulations, the US Supreme Court addressed the obligations of recipients to address sexual harassment as a form of discrimination. However, no Title IX regulations were promulgated after 1975 to address sexual harassment as a form of sex discrimination. Instead, this subject was addressed through a series of guidance documents from the DoE, including: Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, 62 Fed. Reg. 12034 (March 13, 1997); Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students and Third Parties (January 19, 2001)(2001 Guidance); Dear Colleague Letter: Sexual Violence (issued April 4, 2011)(2011 Dear Colleague Letter); and Questions and Answers on Title IX and Sexual Violence (issued April 29, 2014)(2014 Q&A).

In September 2017, the DoE rescinded the two Obama administration guidance documents (2011 Dear Colleague Letter and the 2014 Q&A), left in place the 2001 Guidance, and issued Question and Answers on Campus Sexual Misconduct (2017 Q&A) as an interim question and answer document to identify Recipients' obligations under Title IX. The DoE then undertook a period of notice and comment rulemaking, including a public comment period on proposed new regulations which generated over 100,000 public comments.

In May 2020, the DoE issued its Final Rule (the "new regulations") which stated for the first time that sexual harassment is discrimination based on sex under Title IX and provided rules by which Recipients must implement Title IX on their campuses. The Final Rule required all Recipients to begin implementing the Final Rule on August 14, 2020.

c. Record Keeping

Recipients are required to maintain for a period of seven years records of:

- Any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, a Recipient must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Recipient's education program or activity. If the Recipient does not provide a Complainant with Supportive Measures, then the Recipient must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit a Recipient in the future from providing additional explanations or detailing additional measures taken.
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. A Recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website the recipient must make these materials available upon request for inspection by members of the public.

d. Training

Chatham's Title IX Coordinator, Decision-Makers, and Investigators received training in preparation to implement the Final Rule. The training was commissioned by the Pittsburgh Council on Higher Education (PCHE), the consortium of higher education institutions in the Pittsburgh area, including Chatham. Participants were required to attend three sessions:

- A 1-hour webinar by the Department of Education, Office of Civil Rights;
- A 3-hour webinar conducted by attorney Pam Connelly of Strassburger McKenna Gutnick & Gefsky; and
- a 2-hour webinar by Pittsburgh Action Against Rape (PAAR) on trauma-informed practice.

Material presented at each of the three sessions may be found below.

**PCHE Title IX Education 2020 Sessions:**

Session #1 - OCR Webinar: Title IX Regulations Addressing Sexual Harassment

Session #2 - PCHE Summer 2020 Training Session 2

[Session #3 - PCHE Summer 2020 Training Session 3](#)

# Campus Policies and Procedures

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# 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 wishes to comply with recent federal regulations contained in Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Executive Order 11246, which deals with Affirmative Action.

Chatham pledges to uphold and protect the rights of its students and employees with regards to these laws. To this end, the University has instituted the following grievance procedures. Any student or employee of the University who feels that discrimination has occurred should use the following procedures for a fair and equitable resolution of the grievances. Any grievant also has the right to file a complaint with the Office of Civil Rights, U.S. Department of Education, in Washington D.C., 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 weeks after the occurrence of the alleged grievance.
2. If the grievant is not satisfied with the outcome of the informal grievance procedure, they may appeal to the Vice President for Student Affairs for students or the Assistant Vice President for Human Resources for faculty and staff.
3. For this appeal, the grievance will be written. The respondent will also submit a written statement detailing the events of the informal procedure and their response to the grievance. These materials should be submitted within two weeks following the informal procedure. After review of the written materials and conferences with each of the involved parties, the appropriate administrator will render a decision on the matter within one week of receipt of these materials.
4. If the grievant is not satisfied with the decision of the administrator, they may appeal, within one week, to the President of the University, who will review the grievance and make a final determination within one week of the request for appeal.

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

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# 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 attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although Chatham greatly values civility, and although all members of the Chatham community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

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

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

As a corollary to Chatham's commitment to protect and promote free expression, members of the Chatham community must also act in conformity with the principle of free expression. Although members of the Chatham community are free to criticize and contest

the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, Chatham has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

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

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## 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 her obligation to abide by these laws; any infraction makes her liable to punitive action from the state. The University is not responsible for and will offer no protection for violators of these laws. In brief, the law prohibits the purchase, consumption, possession or transportation of intoxicating liquors or malt or brewed beverages by minors (under age 21), and prohibits any other person to sell, furnish or give any such beverages, or to permit any of these beverages to be sold, furnished or given to any minor. The law also prohibits any person or group from selling alcoholic beverages without an appropriate license from the Liquor Control Enforcement agency.

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

Alcohol may only be consumed in University residences when at least one resident of the room or apartment is of legal drinking age. If the amount of alcohol found in such a residence area is an unreasonable amount (based on the number of legal drinking students who are present), underage residents and guests may be charged with a violation of the alcohol policy. Likewise, underage students who are in the presence of alcohol being

consumed by other underage community members and/or who are in the presence of a disproportionately large quantity of alcohol found in the living area of a student of legal drinking age, are subject to being charged with a violation of the alcohol policy. It is suggested and expected that underage students exercise appropriate and sensible judgment at all times, especially when they find themselves in the presence of alcohol.

## **Drug Policy**

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

## **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 assist in identifying 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](http://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, 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](#)

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# Publicity

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

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# 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 2023-2024 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. Falk School students are required to reside one year at the ShadySide Campus and another at the Eden Hall Campus. The exact year Falk School students reside at Eden Hall is based on their academic program. Sustainability and Environmental Science majors reside at Eden Hall their second year, and Food Studies majors reside within their third year.

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 complete 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](mailto: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 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](#)