

Chatham University Honor Code

Policy on Student Behavior and Conduct

POLICY

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 The University reserves the right to continue the Honor Code process even after a student has withdrawn.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(s) on campus. The determination of whether behaviors are subject to the Honor Code will be made by the Dean of Students or their designee.

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

Students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces in the residence halls. All assigned occupants of a room,

suite, or apartment may be subject to the same sanction as the individuals directly responsible for the violation.

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

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

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

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

III. Related Definitions Under This Policy

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

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

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

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

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

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

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

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

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

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

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

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

IV. Prohibited Conduct Under This Policy

The following list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may breach the above expectations outlined in Section I: Overview, exposing a student, students, recognized student organization, or athletic team to disciplinary proceedings and sanctions, regardless of whether the conduct occurred during an academic term, 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, and/or weapons on or off University property including any public arrest by a police department
- Violation of a No Contact Agreement or No Contact Order
- Violation of the [Social Media/Online Guidelines](#)
- Any crime which Chatham must report in the Annual Security Act (ASR) it must file in compliance with the Clery Act (see Section VIII. Related Laws with Respect to This Policy)

Sexual Harassment

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

Allegations of Sexual Harassment must be handled through Chatham's Title IX Office.

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

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

The Title IX Office is required to dismiss complaints of Sexual Harassment that do not meet the criteria stated above. In cases where the facts might not meet the criteria of Sexual Harassment under Title IX, but where the same facts potentially constitute Sexual

Misconduct under the Student Honor Code, the Office of Student Affairs may pursue an action under the latter.

B. Property

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

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

C. Personal Integrity

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

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

D. Information Technology or Virtual Misconduct

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

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

E. University Policy

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

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

V. Amnesty Policy

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

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

VI. Sanctions

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

A. Disciplinary Status

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

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

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

Probation: An official written notice indicating that 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 more severe disciplinary sanctions will be imposed. Conditions of probation include, but are not limited to, loss of privileges and fines and fees. This status is used in the case of high-level and repeat violations. This sanction status will be reflected in the Student's Conduct File and could be reported per Section VII: Retention of Records.

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

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

B. Student and Student Organization Accountability Plan Options

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

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

VII. Retention of Records

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

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

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

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

VIII. Related Laws with Respect to This Policy

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

IX. Amendment/Review of Policy

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