

chatham<sup>®</sup>UNIVERSITY

2017-2018

# Student Handbook

This handbook is for all Chatham University undergraduate and graduate students.

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# 2017-18 Student Handbook

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*Welcome*

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

As I begin my second year as president at Chatham, that feeling is once again fresh in my mind! It's yet another reason why, as I reflected on my own experiences as an undergraduate and graduate student, I was so pleased to discover all the things that Chatham University does, like providing this Student Handbook, to help students sustain that initial excitement throughout the year, make great strides in their personal and professional growth, and lead healthy and happy lives while doing so.

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

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

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

David Finegold, DPhil  
President

**UNIVERSITY ADMINISTRATIVE LEADERSHIP**

*President, David L. Finegold, Ph.D., 412-365-1160*



*Vice President for Planning,  
Title IX Coordinator, and  
Secretary to the Board of Trustees*  
Sean Coleman  
412-365-1164



*Executive Secretary  
to the President*  
Jean Kociela  
412-365-1160



*Senior Vice President  
of Administration and Finance*  
Walt Fowler  
412-365-1105



*Vice President for  
Academic Affairs*  
Jenna Templeton, Ed.D.  
412-365-1168



*Vice President for Student Affairs  
and Dean of Student*  
Zauyah Waite, Ph.D.  
412-365-2794



*Vice President of Marketing  
and Communications*  
Bill Campbell  
412-365-1140



*Vice President for  
University Advancement*  
Carrie Miller  
412-365-1516



*Vice President for  
Enrollment Management*  
Amy Becher  
412-365-1139



Dear Chatham Student,

I'm proud to welcome and cheer you on as you begin the 2017-18 academic year at our dynamic institution! Our goal is to prepare you – graduate and undergraduate students – with the skills and perspectives to be influential, world-ready citizens.

One of my goals as your vice president for student affairs and dean of students is to bring you, your fellow students, and other campus constituents together to share in the Chatham experience. I hope to do so by personally advocating for the building of community through involvement in the vast number of intellectual, social, recreational, athletic, leadership, service, civic, and wellness related activities offered by this fine institution. My wish is that you will join me in this endeavor.

Our Student Affairs offices are much more than great facilities. They are full of committed, able staff ready to help make great things happen for you in Cougar country. You often hear people say that college is one of the best times of your life; I happen to believe it is. Chatham is a truly a unique institution with many opportunities to offer. My advice? Get out of your comfort zone and enjoy yourself. Be smart, be safe, be respectful, and remember to be accountable for your actions. Put forth the effort to be creative and make a difference. Some of the best learning at college takes place outside the classroom – I hope you'll take the time to get to know all aspects of this great university and connect yourself to all we have to offer.

I feel fortunate to call Chatham my home and hope you will as well. Please feel free to contact me directly should you need anything. Stop by the Office of Student Affairs on the first floor of Woodland Hall or stay connected via the social media accounts listed below.

Sincerely,

twitter & instagram: @zwaite  
blogs.chatham.edu/deanwaite/  
www.facebook.com/StudentAffairs.ChathamU

## STUDENT AFFAIRS STAFF

### *Office of Student Affairs and Dean of Students*

- **VP for Student Affairs & Dean of Students**, Zauyah Waite, Ph.D., 412-365-2794, zwaite@chatham.edu
- **Assistant Dean of Students**, Heather Black, 412-365-2726, hblack@chatham.edu
- **Assistant Dean of Students**, Mary Utter, Ph.D., 412-365-1482, mutter@chatham.edu
- **Director of Multicultural Affairs**, Randi Congleton, Ph.D., 412-365-xxxx, rcongleton@chatham.edu
- **Assistant Director for Student Leadership and Civic Engagement**, Emily Fidago, 412-365-1527, efidago@chatham.edu
- **Assistant to the VPSA and Dean of Students**, Chelsea McGraw, 412-365-1286, c.mcgraw@chatham.edu

### *Career Development*

- **Director of Career Development**, Crystal Vietmeier, 412-365-1525, cvietmeier@chatham.edu
- **Associate Director of Career Development – FSSE & Student Employment**, Kate Sheridan, 412-365-2762, k.sheridan@chatham.edu
- **Assistant Director of Career Development – Internship Programs and Outreach**, Lesli Somerset, 412-365-1593, l.somerset@chatham.edu
- **Assistant Director of Career Development – Programs and Alumni Relations**, Lauren Tudor, 412-365-1280, l.tudor@chatham.edu
- **Assistant Director of Career Development – Employer Relation Manager**, Vacant

### *Office of Residence Life and Student Activities*

- **Director of Residence Life & Student Activities**, Shawn McQuillan, 412-365-15916, s.mcquillan@chatham.edu
- **Assoc. Director of Student Activities & Residence Life**, Stephanie Alvarez Poe, 412-365-1281, salvarezpoe@chatham.edu
- **Assistant Director of Residence Life & Student Activities**, Shadyside, Devin Fabian, 412-365-1224, dfabian@chatham.edu
- **Assistant Director of Residence Life & Student Activities**, Shadyside, Simone Bell, 412-365-1225, s.bell@chatham.edu
- **Coordinator of Campus and Residence Life**, Eden Hall, Jessica Bartko, 412-365-xxxx, j.bartko@chatham.edu
- **Assistant for Campus and Residence Life**, Eden Hall, Allie Frownfelter, 412-365-xxxx, a.frownfelter@chatham.edu

### *Student Health and Wellness*

- **Director of Student Health and Wellness**, Dr. Ron Giles, 412-365-1269, rgiles@chatham.edu
- **Director of Counseling Services**, Elsa Arce, Ph.D., 412-365-1282, arce@chatham.edu
- **Licensed Psychologist**, Ryan Mest, Ph.D., 412-365-2973, r.mest@chatham.edu
- **Medical Administrative Assistant**, Valerie Martincek, 412-365-1714, v.martincek@chatham.edu
- **Administrative Assistant**, Bill Jones, 412-365-2973, wjones@chatham.edu

## ABOUT CHATHAM

### Alma Mater

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

### Colors

Purple with accents of grey and green

### Undergraduate Class Colors

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

#### *Class Colors for the 2017-2018 Academic Year*

First Year (Class of 2021): *Red*      Junior (Class of 2019): *Rose*  
Sophomore (Class of 2020): *Green*      Senior (Class of 2018): *Yellow*

### Motto

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

### 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 academic and residence halls and administrative buildings. The campus architecture includes historic structures – such as the c.1861 Howe-Childs Gate House – and modern amenities, including the Science Complex and the Athletic and Fitness Center. With elements designed for the original Andrew Mellon estate by the renowned Olmsted Brothers, the Chatham University campus is one of the most idyllic locations in the City of Pittsburgh. Designated an arboretum in 1998 by the American Association of Botanical Gardens and Arboreta (now known as the American Public Garden Association), Chatham's 39-acre campus features 125 different varieties of species, including Japanese Flowering Crabapple, River Birch and Kentucky Coffee Tree.
- **Shadyside Campus, Chatham Eastside:** Because of rapid growth in several of the University's graduate programs, Chatham University in September 2008 acquired 6585 Penn Avenue, a large office building at the corner of Penn Avenue and Washington Blvd in Pittsburgh's fast-growing East End. The 250,000 square foot building, less than a mile from the University's historic Woodland Road location, satisfies several programming space needs and provides the University with enhanced space flexibility and capacity. The University's interior architecture, occupational therapy, physical therapy and physician assistant studies degree programs moved into more than 50,000 square feet in summer 2009. Expansion to Chatham Eastside allows the University to accommodate enrollment growth, which has quadrupled since 1994, while helping to preserve the beauty and special qualities of the Woodland Road location that have captivated generations of students and community members alike.
- **Eden Hall Campus:** Chatham's Eden Hall Campus is way 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 147-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 both men and women 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 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 men, ensured that Chatham can meet the educational needs of its students and the region for the future, and ensured the continuation of Chatham's 145-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. In fall 2017, men's ice hockey and women's and men's lacrosse were 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.

## University Vision

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

## University Mission

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

## Values

- Sustainability
- Health and Wellness
- Global and Critical Thinking
- Active and Lifelong Learning
- Diversity, Inclusion, and Respect
- Women's Leadership and Gender Equity
- Culture of Collaboration and Innovation
- Community and Public Engagement

## Chatham Lingo

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

## Campus Climate Committee

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

### *Bike Works: Shadyside and Eden Hall campuses*

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

## Zipcar

Zipcar provides its members with all of the freedom of having a car, without all of the negative aspects of vehicle ownership like maintenance or paying for car payments, gas and insurance costs. Members enjoy 24/7 self-service access to the two cars located on Woodland Road and at Chatham Eastside, as well as the 40 cars in Pittsburgh and the 6,000 cars worldwide. As a member of the Chatham community you have access to a discounted membership rate to Zipcar. Find out more at [www.zipcar.com/cmuchat](http://www.zipcar.com/cmuchat).

## Student Green Fund

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

## Diversity and Inclusion Council

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

### *Motto*

Leveraging Diversity and Cultivating Inclusion

### *Mission Statement*

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

### *Vision Statement*

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

### *Code of Conduct*

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

### *Members & Committees*

Current membership of the Diversity and Inclusion Council is:

Faculty	Staff	Students
Nichole Bayliss, Ph.D.	Dana Brown, Ph.D.	Diarra Clarke
Greg Galford	Randi Congleton, Ph.D.	Danielle Lewis
Tyra Good, Ph.D.	Frank Greco	Sabreen Megherhi
Mary Jo Loughran, Ph.D.	Toi Kenney	Fernando Soriano
Sharon Novalis, Ph.D.	Linh Phung, Ph.D.	David Williams

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

- Best Practices/Integrating Diversity & Inclusion (chaired by Darlene Motley)
- Campus Accessibility & Awareness of Disabilities & Mental Health (chaired by Sharon Novalis)
- Gender & Sexual Violence Prevention (chaired by Nichole Bayliss)
- Hiring & Promotion/Development and HR Policies (co-chaired by Tyra Good and Frank Greco)

- Intergroup Dialogues (chaired by David Williams)
- Internal Council Assessment (chaired by Linh Phung)
- Race/Ethnicity Awareness (chair TBD)
- Research on Campus Climate (chaired by Nichole Bayliss)
- Synchronization with diversity events/Campus groups liaison (chaired by Randi Congleton)
- Training & Professional Development (chaired by Zauyah Waite)
- Website Management & PR (chaired by Darlene Motley)

### Co-chairs

- Darlene Motley, Ph.D., Dean & Professor, School of Arts, Science & Business and Chatham Undergraduate College
- Zauyah Waite, Ph.D., Vice President for Student Affairs and Dean of Students

## STUDENT LIFE STATEMENT

Students at Chatham University immerse themselves in academics, service, co-curricular activities, and civic life in the Pittsburgh metropolitan area. At Chatham, you'll find an academic and social environment where everyone – from professors to strong alumnae/alumni networks to fellow students – cares about your future. The Office of Student Affairs at Chatham is committed to assisting students in becoming active, engaged members of our campus community, through a variety of programs and services, as well as our surrounding communities, via a number of civic learning and democratic engagement initiatives. The Student Affairs staff, in partnership with many campus constituents, is here to help Chatham students stretch their imaginations, learn about themselves, discover the world, achieve their aspirations, and have fun! Chatham University has a lot in store for students outside of the classroom.

### 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 experience the traditions and create new ones that make Chatham such a special place to be.

- **Fall Serenade (August)** is when the new and transfer students learn the alma mater and serenade the president.
- **Opening Convocation & Global Focus Picnic (August)** marks the traditional opening of the academic year. We celebrate by welcoming the incoming class, returning students, and faculty and staff while kicking off our Global Focus program.
- **New Student Ice Cream Social (August/September)** is a time for new students to connect with alumni and learn about the many experiences that await them as students and future alumni.
- **Battle of the Classes (September/October)** is a weeklong event that has each class competing in several activities across campus. This student favorite is sure to build class and school spirit!
- **Song Contest (September/October)** is a more than 70-year old tradition where classes rewrite lyrics to popular songs and perform for their classmates competition style. This is a favorite that is talked about all year long!
- **Harvest Fun Fest (October)** is a community-based tradition which includes fall-themed family fun activities like face painting, a pumpkin patch and great treats. Each student organization participates and sets up an activity for the Chatham and surrounding community to enjoy.
- **Mocktails (October)** is a chance for student organizations to get creative by devising a non-alcoholic beverage. This event is sometimes featured during Harvest Fun Fest or as part of Alcohol Awareness Week.
- **Halloween Dinner (October)** is a chance for students, faculty, staff, and their families to enjoy a Halloween themed meal while they compete for prizes in our costume contest.

- **Harvest Dinner (November)** is a time for the entire campus to come together in celebration of the Thanksgiving season. This family style dinner allows students, alumni, and faculty and staff to connect and celebrate.
- **Candlelight, Chatham Eggnog, and Holiday Ball (December)** is one of the most festive nights of the year. The candlelight service is hosted by the Chatham Choir with traditional music and songs. Following the service, the entire campus celebrates with a formal gathering over eggnog and a holiday dance celebration sponsored by Chatham Activities Board (CAB).
- **Moonlight Breakfast (December/April)** is a chance for students to take a break from studying for finals while faculty and staff serve a late night breakfast!
- **Sledding on Chapel Hill** is a tradition based entirely in the snow. Students celebrate snowy weather by sledding down the steep hill.
- **House Olympics (April)** is a time for the Residence Halls to show which Hall is the best! This week-long competition helps build community among residents with a little healthy competition.
- **Spring Formal (April)** is a chance to celebrate the end of the spring semester with dinner and a night of dancing. This off campus dance allows students the chance to celebrate the coming end of the semester.
- **Airband & Senior Skits (April)** is a time for the Chatham rock stars to come out! Students lip-synch and perform choreography or skits to their favorite songs.
- **Closing Convocation (April)** is the traditional close of the academic year, which is much less formal the Opening Convocation. Seniors wear their gowns and tutorial hats that they decorate to represent their personality and/or tutorial topic.
- **Senior Week (April)** is a weeklong celebration to honor the graduating seniors. The week includes traditional events like Senior Dinner and Senior Toast, but seniors will also have a chance to vote on other events for the week.
- **Senior Dinner (April)** is a night for the graduating seniors to reminisce with their family, fellow Chatham family, faculty, and staff that enriched their college experience.
- **Senior Gift (May)** is a gift given to the institution by the graduating class. The gift is selected by the seniors and they spend the entire academic year fundraising.
- **University Day – Bucket & Blossom and University Picnic (late April or May)** On May 1, 2007, Chatham was granted university status by the Commonwealth of Pennsylvania. This date marks Chatham's newest tradition. This day-long event begins with Bucket & Blossom, where the entire campus community comes together to participate in activities including planting flowers and cleaning up the Chatham campus, followed by a cook-out for all students, faculty, and staff, and the traditional Maypole dance.



## Seven Dimensions of Wellness

When most people hear the word wellness, they think of taking a trip to the doctor's office or eating healthy meals and exercising regularly. However, true wellness involves much more than your physical well-being. Wellness is a way of life that requires you to intentionally take responsibility for your thoughts, emotions, and behaviors in hopes of finding true balance. The Office of Student Affairs recognizes this need to support the growth and development of wellness and balance in the lives of our students. Therefore, programs and events throughout the year will target Ann Boyd Austin's *Seven Dimensions of Wellness* to help broaden the experiences and personal health of our student body.



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

## Professional Competencies

Skill development is important to the Chatham undergraduate and graduate student experience. We want to prepare our students to be world ready. All of our activities and programs aim to holistically develop the student while helping them gain critical skills through experiential, educational, and vibrant campus programming.

### Foundational Skills

- Critical thinking and analytic skills
- Problem-solving in diverse settings
- Ethics, civics, and social responsibility
- Effective Communication
- Planning, organizing, and prioritizing work

### Personal and Social Skills

- Teamwork and collaboration
- Capacity for innovation
- Intercultural competence
- Identity development and values clarification
- Excellence and proactivity in self-assessment, attitude and effort

### Content Knowledge

- Mission driven knowledge in the liberal arts and sciences
- Applied knowledge in real-world settings
- Civic knowledge, skills, and judgment essential for community participation

## Business Essentials

- Adaptability and flexibility
- Appropriate and timely workplace communication
- Professional attire, grooming, and behavior
- Dependability and punctuality

## Co-Curricular Transcript

The Co-Curricular Transcript is a useful tool that serves as a record of your leadership experiences and campus involvement while you're at Chatham University. You can use it when you're preparing your resume and can even share it with prospective employers and graduate or professional school admissions committees. The Co-Curricular Transcript helps you tell the story of what you learned outside the classroom and how it helped prepare you for future success. Contact the Office of Career Development.

## 140 Things To Do at Chatham Before You Graduate

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

### It's a Great Day to Be a Cougar

We care about your college experience, so we're prepared to give you a little incentive for completing the items on this list. Come to the Office of Student Affairs in Woodland Hall with proof that you've completed the following and win some great prizes!

- 35 activities: Win a Chatham sweatshirt.
- 70 activities: Win a Chatham blanket.
- 105 activities: Win a Chatham bookstore basket, including apparel, supplies, and drinkware.
- All 140 activities: Win \$75 Cougar Dollars, on us!

## Chatham Traditions

- 1. Raise your voice at Fall Serenade.
- 2. Get inspired at Opening Convocation
- 3. Grab a plate at the Global Focus picnic.
- 4. Mix with alumni at the New Student Ice Cream Social.
- 5. Get scared experiencing Halloween Dinner.
- 6. Create a unique concoction at Mocktails.
- 7. Put on your Chatham sweatshirt for the Harvest Fun Fest and Family & Friends Weekend.
- 8. Dream about beating the Seniors in the Battle of the Classes.
- 9. Take up the challenge of Song Contest.
- 10. Break bread with your neighbor and show gratitude at Thanksgiving Dinner.
- 11. Go sledding down Chapel Hill.
- 12. Get into the season with Candlelight, Chatham Eggnog, and the Holiday Ball.
- 13. Cut the rug at the Spring Formal.
- 14. Release your inner rock star at Airband.
- 15. Celebrate the end of the academic year at Closing Convocation.
- 16. Volunteer for Bucket and Blossom Day and take in the Maypole Dance at University Day.
- 17. Join your friends and classmates at the Moonlight Breakfast.
- 18. Celebrate your accomplishments at Senior Dinner and during Senior Week.
- 19. Don't get bad luck – wave at Andrew Mellon's picture before midterms and finals to do well!

## Explore Pittsburgh

- 20. Use your Chatham ID to ride the Port Authority Transportation system for free. Even if you get lost, you'll be sure to find something new!
- 21. Wake up early and eat at Pamela's for breakfast.
- 22. Eat at Primanti Brothers restaurant (slaw and fries on a sandwich – a must have!)
- 23. Go back in time to visit the dinosaurs at the Carnegie Art and Natural History Museum.
- 24. Fly a kite, watch a summer movie, or go ice-skating at Schenley Park.
- 25. Craving a late night meal during the week or weekend? We dare you to finish a large order of fries at the O!
- 26. Go around the world by experiencing the nationality rooms at the Cathedral of Learning.
- 27. Have your 15 minutes of fame at the Andy Warhol Museum.
- 28. Check out the Greek Food Festival.
- 29. Go see classic movies and grab a Mexican Coke at the Row House Cinema in Lawrenceville! There is a different theme for the movies each week, so don't miss them!
- 30. Scope out the Strip District – wake up early on a Saturday morning for a Farmer's Market run or enjoy an evening of nightlife fun.
- 31. Get lost in the art exhibitions at the Mattress Factory.
- 32. Pick a park, any park: Frick, Highland, North, or Schenley, and relive your favorite childhood activities.
- 33. Take a moment to stop and smell the roses (and a ton of other amazing flowers) at Phipps Conservatory.
- 34. Build your own time machine and go back in history! Or just go visit the Heinz History Center.
- 35. Tour Italy locally and feast at Little Italy Days in Bloomfield or your favorite local pizza place.
- 36. Head to PPG Place every winter to learn about holiday traditions from around the world.
- 37. Grab a friend and your thinking cap to explore the Carnegie Science Center.
- 38. Visit Point State Park and see the fountain.
- 39. Drive to Station Square and board the Just Ducky boat tour to enjoy a city adventure.
- 40. Show your Chatham ID and ride the Incline at Station Square for free.
- 41. Get dressed to the nines and see a play or musical downtown in the Cultural District.
- 42. Experience the rides at Kennywood or splash splash at Sandcastle.
- 43. Capture the Black & Gold spirit at a Steelers, Pirates, or Penguins game!

## Live the Good Life – keeping your personal wellness in check is a snap when you get involved!

### Be Inclusive (Diversity and Social Justice)

- 44. Participate in a Global Mixer.
- 45. Attend a cultural event at Dean Waite's home.
- 46. Help to plan a celebration during one of the many multicultural awareness months (Hispanic, Native American Indian, Black History, Jewish, or Asian Pacific).
- 47. Go to a LGBTQ History Month event.
- 48. Experience a women's monthly celebration event (Women of Color HERstory or Women's History).
- 49. Even if you are not a business major, there are plenty of reasons to visit the Center for Women and Entrepreneurship and learn about a program or activity to get involved in.
- 50. Have a dream! Attend the MLK Breakfast and participate in the MLK Day of Service.

- 51. Think globally by experiencing a Global Focus event.
- 52. Attend the Vagina Monologues or donate to their sponsored cause of the year.
- 53. Share and hear stories of personal triumph by attending Take Back the Night.
- 54. Do you care about your campus and your school in general? Attend a Chatham University Student Government, Graduate Student Assembly, or Chatham Activities Board meeting! Voice your opinion and be heard.
- 55. Join in on conversation hours with our international students.
- 56. Attend a cultural festival in Pittsburgh.
- 57. Do something for someone else by participating in Community Service Day. You never know how it will help you in return.
- 58. Cultivate your civic identity by taking part in E.L.I. (Emerging Leaders Institute) to learn more about yourself, your community, and the issues that matter most.
- 59. Be a part of the solution by participating in the W.O.W. (Women of the World) Leadership Retreat at Eden Hall Campus.
- 60. Be counted and let your voice be heard by voting in campus, local, state, and national elections.
- 61. Run for office in Chatham Student Government or another student organization you love!
- 62. Utilize Chatham to master a foreign language.
- 63. Dust off your passport and get ready to Study Abroad.

### Be Grateful (Emotional)

- 64. Say hello to everyone you see.
- 65. Give one of the many Chatham kids a high five.
- 66. Grab a blanket, homework, or your guitar and lay out at the Quad or Chapel Hill.
- 67. Call a friend or family member and say, "I love you!" They would love to hear from you!
- 68. Promote and participate in Therapy Dogs.
- 69. Thank the heroes and heroines who work behind the scenes in Facilities, housekeeping, and landscaping.
- 70. Center yourself and prepare to reflect on your life's journey thus far by walking through Jessica's Labyrinth.
- 71. Save a life – donate blood in between classes at the Chatham University Blood Drive.
- 72. Not always a fun event, but always an experience – do one thing that scares you.
- 73. Now this is a real challenge – stop using your cell phone for one day and enjoy the differences that day brings you.

### Be Green (Environmental)

- 74. Use a Chatham water bottle and eliminate plastic water bottles from your life.
- 75. Attend a GREEN event at Woodland Hall.
- 76. Rent a bicycle from Chatham Bike Works.
- 77. Donate to the Green Fund to bring Chatham one step closer to being entirely carbon-neutral.
- 78. Carpool, bike, or walk to campus.
- 79. Walk on the Rachel Carson Bridge at Ninth Street.
- 80. Enjoy a meal by Slow Food US and learn what the international Slow Food movement is all about.
- 81. Participate in Recyclemania.
- 82. Take part in a sustainability workshop or program at Eden Hall Campus.
- 83. Drive the Zip Car.
- 84. Participate in the Work and Pick program over the summer at Eden Hall Campus.

- ❑ 85. Bike or walk the Eliza Furnace Trail.
- ❑ 86. Visit the Rachel Carson Homestead.
- ❑ 87. Visit the East End Food Co-Op, Pittsburgh's only consumer-owned natural food store.
- ❑ 88. Learn what Biophilia is and discover One Planet Living and the Cascadia Living Building Challenge.

### **Be Inquisitive (Intellectual)**

- ❑ 89. Really get to know your surroundings by reading up on and learning the history and backgrounds of a couple of the Chatham buildings.
- ❑ 90. Did you know we have a beautiful Art Gallery right on campus? Scout out the next opening!
- ❑ 91. Need to know the real story about what's going on at Chatham instead of the rumors? Read the *Communiqué!*
- ❑ 92. With over 91,000 titles available, stop by the Jennie King Mellon Library and check out a book!
- ❑ 93. Grab your resume and your smile to participate in a career fair.
- ❑ 94. Take the first steps to becoming truly world ready by attending the Student Activities Fair and joining a group.
- ❑ 95. Participate in the many personal and leadership development programs we provide, such as the Financial Wellness workshop.
- ❑ 96. Do more than just come by and say hello; share a campus life issue and a solution with your Dean of Students.
- ❑ 97. Better yourself academically and personally by attending a counseling, library, or PACE Center program.
- ❑ 98. Practice the art of networking and invest yourself in the city through meeting a local Pittsburgh leader or entrepreneur.
- ❑ 99. Take the extra step to prepare for your life after Chatham by visiting Career Development before your senior year.
- ❑ 100. Schedule a meal with a campus administrator and learn from their life experiences.
- ❑ 101. Expand your mind and your transferrable skill set at an internship.
- ❑ 102. Don't just pay Chatham, let Chatham pay you by becoming an official employee through student employment.
- ❑ 103. Get the most out of your education and take an elective with a professor just because you heard they're amazing.
- ❑ 104. Take a course that has nothing to do with your major. It might change your life – and your major!
- ❑ 105. Enjoy starting and completing your integrated capstone seminar, a true rite of passage!

### **Be Fit (Physical)**

- ❑ 106. Wake up early and enjoy a healthy brunch at Anderson.
- ❑ 107. Take the Chatham Shuttle to Chatham Eastside if for no other reason than to have lunch in the Café.
- ❑ 108. Get familiar with the great outdoors of Chatham University by walking or running the Chatham Mile Loop.
- ❑ 109. Spend a day taking advantage of what the Athletic and Fitness Center has to offer. With our track, swimming pool, basketball court, and rock wall, there is something for everyone to enjoy!
- ❑ 110. Eat something different every week. Who knows, you may like it!
- ❑ 111. Attend a Hip Hop or yoga fitness class.
- ❑ 112. Experience our outdoor pool by swimming at Eden Hall Campus. There are even shuttles that will take you and your friends on Saturdays during the summer!
- ❑ 113. Show off your athletic and competitive side by participating in an intramural event.
- ❑ 114. Go old school and enjoy vintage duckpin bowling at Eden Hall Campus. Don't forget to pick up the pins after each roll.
- ❑ 115. Create/join a Chatham team to walk, run, or bike for a cause in a charity race.

- ❑ 116. Move towards a healthier lifestyle by taking a wellness course.

### **Be In Touch (Social)**

- ❑ 117. Follow the University, Dean of Students, and Athletics Department on Twitter, Instagram, and Snapchat! @ChathamU, @ZWaite, @ChathamCougar, @Chathamusnaps
- ❑ 118. Grab your camera and submit a photo of the week to myChatham for everyone to see.
- ❑ 119. If you need a little push and fun to make it to the weekend, attend a Chatham After Hours or Student Organization Night event.
- ❑ 120. Have you seen your professor in the dining hall, the gym, or even off campus? Well, say hi and have a conversation with them!
- ❑ 121. Fill out an e-mail survey for your chance to suggest cool new campus events and win fabulous prizes!
- ❑ 122. Say thank you to as many Chatham student-athletes as possible for representing Chatham Athletics.
- ❑ 123. Invite the important people you miss most during the school year to attend and enjoy Family and Friends Weekend.
- ❑ 124. Drop by to say hello and introduce yourself to your academic dean.
- ❑ 125. Cheer on the Cougars at an athletic event!
- ❑ 126. Do the next best thing to participating in a Chatham sport – go to a tailgate!
- ❑ 127. Support your fellow actors and actresses by attending a Drama Club event.
- ❑ 128. Become a Chatham idol – be a regular at Open Mic Night or the Talent Show.
- ❑ 129. Personify the Chatham spirit of Cougars past and present by wearing the Carson costume at a Chatham event.

### **Be Centered (Spiritual)**

- ❑ 130. Learn more about the beliefs of other members of the Chatham community.
- ❑ 131. Attend a Multi Faith Council lunch to learn more about the spiritual organizations Chatham partners with to provide events.
- ❑ 132. Let all your troubles melt away during a yoga session with Hallie.
- ❑ 133. Party in the Sukkot hut with Chabad at Chatham to learn more about this Jewish tradition!
- ❑ 134. Learn more about the beliefs and traditions of Islam over a delicious meal by attending the Muslim Student Association's annual Eid dinner.
- ❑ 135. Try meditation (for free!) by visiting Open Night Mondays at the Pittsburgh Shambhala Center on North Highland Ave.
- ❑ 136. Hear stories from the many different faiths represented on Chatham's campus at our annual Candlelight ceremony.
- ❑ 137. Visit St. Anthony Chapel in Troy Hill to see their life-size statues and what some call the largest public reliquary in the world.
- ❑ 138. Enroll in a philosophy class to take a deeper look at your personal ethics and values.
- ❑ 139. Commune with the peace and quiet of nature on the wooded hiking trails at Eden Hall Campus.

### **And don't forget...**

- ❑ 140. Enjoy the many events Chatham and Pittsburgh have to offer, then report your activities for the Co-Curricular Transcript.

### ***Purple Power Fridays – T-shirt Swap***

It's time to show your Cougar Pride on Purple Power Fridays! Wear your official Purple Power shirt every Friday! Need a purple power shirt? Stop by the Office of Student Affairs to swap out an old t-shirt (preferably from another school) for your official Purple Power shirt. Swapped shirts will be donated. Contact [osa@chatham.edu](mailto:osa@chatham.edu) for more info.

## GETTING STARTED

### Enrollment Management

#### *Offices of Admission . . . . . 412-365-1290*

The Office of Enrollment Management oversees activities related to the recruitment, selection, and enrollment of incoming degree seeking students in both undergraduate and graduate admissions and financial aid. For additional information please visit [www.chatham.edu/admissions](http://www.chatham.edu/admissions).

Students interested in continuing education (online) and professional studies may contact the College of Continuing and Professional Studies at 412-365-1147 or visit [www.chatham.edu/ccps](http://www.chatham.edu/ccps).

#### *Office of Financial Aid . . . . . 412-365-2797*

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

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

### Orientation and Welcome

#### *Office of Student Affairs . . . . . 412-365-1286*

New Student Orientation is your opportunity to find out about the academic and community expectations for students. New students will be assigned an upper class mentor known as their Orientation Leader. The Orientation Leader will help connect new students with resources and programming opportunities on campus over the first six weeks of the fall term. In addition, keys will be distributed to all residential students and all new students will receive their Chatham I.D. A free shuttle service is provided to local shopping districts to purchase essential items (i.e. linens, towels, bath items) for students who are unable to pack all of the necessities. New Student Orientation is also where undergraduate students receive their MacBook Pro computer.

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

### Chatham Identification (ID) Cards

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

The Office of Student Affairs is located on the first floor of Woodland Hall and issues IDs during regular business hours, Monday-Friday, 9:00 a.m.-5:00 p.m.

### Access

#### **Access to Campus Buildings**

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

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

#### **Access to Chatham Eastside**

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

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

#### **Access to Specific Buildings and Rooms**

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

#### **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 all undergraduate residence halls from 10:00 a.m. to 10:00 p.m.

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

#### **Access Issues**

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

#### *Emergency and after-hours situations:*

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

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

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

#### **Access to Shuttles and Private Buses**

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

- The Chatham Eastside, Oakland, 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)

Note: Schedules and information relating to shuttle, private bus services, and SafeRider can be found in the Transportation section of the Chatham University Student Academic Planner and Handbook.

## *Public Transportation*

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

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

## **Technical Issues**

In the rare occurrence of a technical glitch leading to declined public transportation access, a rider can do the following depending upon the circumstance:

- Notify the driver that Chatham University has an active agreement with Port Authority and show the driver their valid Chatham ID card with valid expiration date, and permission to stay on the ride should be granted.
- Visit the OSA during regular business hours to have their Chatham ID card replaced. \*

## **Lost or stolen cards**

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

Note: Newly issued ID cards can take up to 24 hours to be activated in the PAT system.

## **Emergency Access**

Chatham ID cardholders who need immediate access to the bus system should do the following if this issue arises:

- **After-hours:** Call the Office of Residence Life's On-Call at 412-951-0003 to sign-out an active temporary ID card, which will provide temporary public transport access until the Chatham ID card is activated. Temporary ID cards must be returned once regular ID cards are working.
- **During normal business hours:** Visit the OSA or call 412-365-1286 to arrange to sign-out an active temporary ID card, which will provide temporary access until the Chatham ID card is activated.

## *Meal Plans*

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

- Replaced ID Issue - When Chatham ID cardholders who previously had a meal plan on their lost, stolen or expired ID card obtain a new ID card, Dining Services needs to be notified in order for dining funds to be manually moved over.  
– A paper voucher\* should be given to them in this case. When they give this voucher at Anderson for their next meal, the Dining Services staff can then give it to the Dining Services Office Administrator, who will manually update the information in the system. The meal received for that voucher will simply be deducted from the Chatham ID cardholder's existing meal plan.

\*Note: The paper vouchers will be template forms that are housed at the Office of Student Affairs. They will list the person's full name, ID number, and card proxy number.

## **ID Card Replacement**

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

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

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

## *Benefits Around Town*

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

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

## **Theater and Performance**

### *Pittsburgh CLO\**

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

### *Pittsburgh Cultural Trust Student Discounts*

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

### *Pittsburgh Symphony Orchestra*

Students can purchase discount tickets for select performances, starting at \$15, by using the promo code [chathamstudent](https://www.pittsburghsymphony.org/psos_home/web/subscriptions/group-student/university-discount/chatham). Access the eligible performances at [https://www.pittsburghsymphony.org/psos\\_home/web/subscriptions/group-student/university-discount/chatham](https://www.pittsburghsymphony.org/psos_home/web/subscriptions/group-student/university-discount/chatham)

Student Subscriptions are available in the Gallery seating section for the BNY Mellon Grand Classic series for only \$12 / concert. As a subscriber, you'll enjoy benefits such as personalized service and ticket exchange flexibility. To subscribe or for more information, please call, 412.392.4819.

### *Pittsburgh Opera*

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

Groups of six or more students can call ahead for group discounts: Contact Randy Adams at [radams@pittsburghopera.org](mailto:radams@pittsburghopera.org)

### *Music In A Great Space Provided Through Shadyside Presbyterian Church*

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

## **Museums and Nature Exhibits**

### *Carnegie Museums\**

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

### *The Frick Art & Historical Center*

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

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

*Senator John Heinz History Center in association with the Smithsonian Institution*

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

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

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

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

*The Mattress Factory*

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

*Allegheny Observatory*

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

*Phipps Conservatory*

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

**Sightseeing**

*The Duquesne Incline\**

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

**Professional Sports**

*Pittsburgh Penguins*

Through GNC Student Rush, students can purchase up to three tickets at a discounted rate.

All tickets (limited number) are sold via online pre-sale. More info can be found at

<http://penguins.nhl.com/club/page.htm?id=56565>

*Pittsburgh Pirates*

Students with a valid college e-mail address can save up to \$10 on advance ticket sale prices for select games – each promotional code is valid for up to 14 tickets. More info can be found at

[https://secure.mlb.com/pit/ticketing/student\\_verification\\_form.jsp](https://secure.mlb.com/pit/ticketing/student_verification_form.jsp)

# Live the Good Life!

## ► Carson's 13 Steps Toward Cougar Success

- 1. Learn to be resilient!** Resilient people are able to deal with or recover from tough circumstances. For most Chatham students, earning your degree is one of the most difficult challenges in your life. There will be hurdles to overcome. Your attitude, healthy behaviors and support systems will help you make it through and contribute to Chatham's mission of preparing you to be world-ready.
- 2. Seek help ASAP regardless of the issue.** There are many challenges in college but we have resources to assist you. Your deans are a great resource to start:
  - **Vice President for Student Affairs and Dean of Students:** Zauyah Waite, Ph.D., 412-365-2794, zwaite@chatham.edu, twitter & instagram: @zwaite
  - **Academic Dean, School of Arts, Science, & Business:** Darlene Motley, Ph.D., 412-365-2467, dmotley@chatham.edu
  - **Academic Dean, Falk School of Sustainability & Environment:** Peter Walker, Ph.D., 412-365-2705, pwalker@chatham.edu
  - **Academic Dean, School of Health Sciences:** Patricia Downey, Ph.D., 412-365-1711, downey@chatham.edu
- 3. Participate in a respectful community and lead with character** by demonstrating integrity in both conduct and academics.
- 4. Commit to your Chatham experience.** The old saying goes: "as you sow...so shall you reap." The more time, energy and passion you invest, the more you'll receive. Generally, plan out your time in college - may it be two, three, or four years. Think of things like scholarly endeavors, student employment, internships, study abroad opportunities and campus engagement.
- 5. Creating a safer community is all of our jobs.** Pay attention to any Public Safety announcements and sign up for E2Campus to receive critical updates (we promise not to send unnecessary messages - only emergencies like school closings). It's easy to sign up and will only take a minute of your time. Simply log on to my.Chatham.edu and click the box/logo on the home page that says "e2Campus Chatham alert system." Fill out the provided prompts, then you're all set!
- 6. Visit Student Accounts & Financial Aid once a financial issue is identified.** Twenty percent of college students in our country don't finish their degree and the majority of these students claim financial reasons derail their academic path. Have a plan that lands you on the stage at graduation.
- 7. Introduce yourself on the first day of class, visit faculty during their office hours, and spend time with your academic advisor.** One of the strongest predictors of college success is a meaningful partnership with a faculty member. One of the marquee benefits to a Chatham education is your access to faculty and advisors in a variety of venues including the tutorial and small class sizes.
- 8. Invest in out-of-classroom activities:** Participate in co-curricular activities & Chatham traditions such as "140 Things to Do Before You Graduate from Chatham."
- 9. Work even if you do not need to;** you might make an important professional connection. Future employers value work ethic, even if you are delivering pizza.
- 10. Study abroad:** see and serve the world.
- 11. Get used to checking your Chatham e-mail a few times a day;** you don't want to miss out on the action!
- 12. Develop and update your resume/ curriculum vitae/co-curricular transcript on a regular basis.** You never know when an opportunity will pop up. It's also an excellent way to keep tabs on your experiences. And don't forget - ask your professors and administrators for letters of recommendation at least two weeks in advance!
- 13. Practice civility:** Say please, sorry, and thank you



## ► Carson's 11 Steps Toward Health & Wellness

- 1. Be active!** Physical activity has tons of benefits for the mind and body such as reducing the risk of heart disease and some cancers, strengthening bones and muscles, and improving mental health. Being active also helps students avoid the First Year 15lbs. Try one of Chatham's many amenities such as OR, IM, the AFC, and more.
- 2. Get checkups!** Regular health exams and tests can help find problems before they start. Early detection improves treatment and outcomes. By receiving the right health services, screenings, and treatments, you're improving your chances for living a longer and healthier life.
- 3. Practice good personal hygiene.** Many diseases and conditions can be prevented or controlled through frequent hand washing. It's one of the most effective ways to prevent the spread of many types of infection and illness.
- 4. Get your flu shot.** The CDC recommends a yearly flu vaccine for everyone six months of age and older as the first and most important step in protecting against flu viruses.
- 5. SLEEP.** Insufficient sleep is associated with a number of chronic diseases and conditions, such as diabetes, cardiovascular diseases, obesity, and depression. Students who are working or studying long hours may experience episodes of sleep deprivation.
- 6. Eat a balanced diet.** Before you eat, think about what goes on your plate or in your cup. Parkhurst provides many healthy food options like vegetables, fruits, whole grains, low-fat dairy products, and lean protein. Also try your best to drink eight cups of water a day.
- 7. Let's talk about SEX!** College is a place where many students choose to explore their sexuality. Students can do this safely by getting tested, using protection, discussing important issues with your partner and talking with Student Health Services to become educated.
- 8. Control your stress levels.** Stress can hit you when you least expect it – before a test, after an accident, or during conflict in a relationship. While everyone experiences stress at times, a prolonged bout of it can affect your health and ability to cope with life. Be sure to seek out campus resources like Counseling Services in times of need.
- 9. Develop a social network.** Develop a support network of friends. Campus and co-curricular involvements such as playing on an intramural team, joining a student organization, or serving in student government, are great ways to meet new friends. Having a social network is a great outlet to improve one's resiliency.
- 10. Many college social situations involve alcohol.** Be mindful of strategies for being safe and preventing impairment: go out with friends, eat a good meal, stay hydrated, don't take from strangers and always be aware of your surroundings.
- 11. Have additional questions** about your student health and wellness? The following offices are a great resource for all your concerns:
  - Asst. Director of Counseling and Health Services: Nicole Marinacci-Magee, 412-365-1714, nmagee@chatham.edu
  - Asst. Director of Athletic and Fitness Center: Dani Pais, 412-365-1625, dpais@chatham.edu
  - Director of Counseling Services: Dr. Elsa Arce, 412-365-1282, arce@chatham.edu
  - Director of Student Health and Wellness: Dr. Ron Giles, 412-365-1269, rgiles@chatham.edu

## ► Carson's 9 Tips for Sustainable Living

- 1. Recycle.** Carson likes to take advantage of all recycling bins in the academic buildings and residence halls to support a more sustainable lifestyle.
- 2. Composting.** Parkhurst composts all food waste on campus when it is put in the proper bins. Want to know more about composting? Reach out to our Eden Hall Campus staff – they'd be happy to show you how!
- 3. Switch off your lights.** Conserve the energy for a more balanced lifestyle.
- 4. No car necessary.** Take public transportation for free with your Chatham ID, walk, ride a bicycle, or rent the ZipCar. One of Carson's favorite activities to do in Pittsburgh is rent a bike from Healthy Ride in Shadyside and zip around.
- 5. Service.** Get involved in environmental efforts in the local community. This is why Carson loves "Buckets and Blossom" – it's a campus-wide opportunity to take care of Chatham's environment!
- 6. No bottled water.** Chatham does not sell bottled water on campus. Instead, water stations are set up around campus to fill your personal container. Is your water bottle BPA-free? Be mindful not only of what you drink, but what holds your drink.
- 7.** To support sustainability, **Chatham is a trayless university** (unless you're looking to go sledding in the winter down Chapel Hill, of course – Carson's favorite tradition)!
- 8. Conserve water** as you do daily activities – keep track of every time you turn on a spigot, like Carson does, and try to reduce the time the water is running. You'd be surprised by how many times you rely on water in a given day!
- 9. Food.** Go local! Shadyside, Squirrel Hill, the Strip Farmer's Markets are Carson's favorite spots to purchase fresh, locally grown produce.



# ► Carson Says, “Be an Active Citizen!”

## *What Chatham students need to know about voting in elections.*

### *What do I need to vote in elections?*

In order to vote in any election, you must first be a registered voter. You must be registered at least 30 days before the next primary, special, municipal, or general election.

### *How do I register to vote in Pennsylvania?*

In order to vote you must be:

- A citizen of the United States for at least one month before the next primary, special, municipal, or general election.
- A resident of Pennsylvania and the election district in which you want to register and vote for at least 30 days before the next primary, special, municipal, or general election.
- At least 18 years of age on or before the day of the next primary, special, municipal, or general election.

### *You can register to vote the following ways:*

#### **• Register to Vote in Person**

You can register to vote at a County Voter Registration Office or other designated sites.

#### **• Register to Vote by Mail**

– Get a Voter Registration Mail Application form from the state or federal government. The Secretary of the Commonwealth and all county registration commissions supply Voter Registration Mail Applications to all persons and organizations who request them, including candidates, political parties and political bodies and other federal, state and municipal offices.

– or download the form on the PA Department of State website

#### **• Register to Vote at PennDOT or other PA government agency offices**

Register to vote at a PA Department of Transportation photo license center when you obtain or update your driver’s license.

### *Do I need to register for every election?*

Once you have registered to vote, you are not required to register again unless you change your residence, name, or political party affiliation.

However, if you wish to vote in elections surrounding the Chatham community you will need to change your registration from your home address to your mailing address at Chatham.

### *Not sure if you are registered to vote?*

You can find out by searching Pennsylvania’s voter registration database. (<https://www.pavoterservices.state.pa.us/Pages/VoterRegistrationStatus.aspx>) You also can confirm your registration by contacting your County Board of Elections or by calling 1-877-VOTESPA.

### *What about Primary Elections?*

A primary election is an election in which a political party nominates its candidates for an upcoming general election. The rules for voting in primary elections vary from state to state. In Pennsylvania:

You must be registered and enrolled in a political party to vote in

that party’s primary.

All registered voters are entitled to vote on Constitutional amendments, ballot questions and in all special elections that might be held at the same time as a primary election.

### *How do I vote?*

Voting is easy. As long as you are registered, you will be able to vote on Election Day. You’ll want to make sure to:

- Know the location of your polling place. If you’re registered using your Chatham address, Chatham is a polling place
- Familiarize yourself with the voting system at your polling place by viewing the voting system demonstration.

In Pennsylvania, polls are open from 7:00 a.m. to 8:00 p.m. The busiest times of day to vote are before and after normal working hours. If you can, try going at less-busy times. If you are in line by the time the polls close, you must be allowed to cast your vote.

### *What if I’m registered at home and not at Chatham?*

You can still vote! But, you must request an absentee ballot. To vote by absentee ballot, a voter must apply to the County Board of Elections for an absentee ballot. The County Board of Elections will send a paper absentee ballot to the voter. The voter then completes the ballot and returns it to the County Board of Elections.

In Pennsylvania, the County Board of Elections must receive your application for absentee ballot no later than 5:00 p.m. on the Tuesday before the election. In emergency situations (such as an unexpected illness or disability) you can submit an Emergency Application for Absentee Ballot, which must be submitted no later than 5:00 p.m. on the Friday before Election Day. Completed non-emergency absentee ballots must be received by 5:00 p.m. on the Friday before Election Day. In presidential election years, absentee ballots received by the close of the polls on Election Day will be counted for the offices of president and vice president.

### *What if I’m studying abroad?*

You can still vote! If you will be out of the country, the Federal Voting Assistance Program will guide you through the process.

### *Where is my polling place?*

If you know that you are registered, but not sure where your polling place is, the Pennsylvania Department of State can help. Please visit [www.votespa.com](http://www.votespa.com) and click on “where to vote.” All you need to do is enter your address!

### *TurboVote*

TurboVote is an application that makes voting easy. When you sign up it keeps track of your elections, local and national. And if you need to get registered, update your voter registration, or request an absentee ballot, they’ll get you all the forms and information you need, when you need them. It’s an easy way to stay informed during your time at Chatham and afterwards. Sign up at [chatham.turbovote.org](http://chatham.turbovote.org).

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Questions on campus can be directed to the Pennsylvania Center for Women and Politics at 412-365-1878 or [pcwp@chatham.edu](mailto:pcwp@chatham.edu)

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Questions or complaints about voting in PA elections can be directed to 1-877-VOTESPA (1-877-868-3772) or [ST-VOTERREG@state.pa.us](mailto:ST-VOTERREG@state.pa.us)

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## ► Carson's 12 Steps Toward Financial Wellness

- 1. Take the Financial Wellness course.** Finances are the second-most stressful influence on college students, but they don't have to be! This 10-week series explores the "personal" in personal finance: how your relationship, habits and attitudes about money, credit, debt, spending, and saving can shape your future. Sign up on myChatham.
- 2. Organize your files.** Creating a filing system will make paying your bills on time and meeting payment deadlines easier. You'll also want to keep records for tax purposes.
- 3. If you are unsure about an aspect of your student account or financial aid ask questions now!** The following offices are a great resource for all students to use:
  - Student Accounts Coordinator: Kathleen Jodzis  
412-365-1356, kjodzis@chatham.edu
  - Director of Financial Aid: Dr. Jennifer Burns,  
412-365-1849, jburns@chatham.edu
- 4. Pay your bill on time.** It's important to monitor your student account via the Student Portal on a regular basis. Pay your bill on time. Set up a payment plan if necessary.
- 5. Make a budget and stick to it.** Making a budget is an important step to managing your spending. You will be amazed at how much farther your money goes when you have a budget.
- 6. Avoid using credit cards** as a supplement for items you don't need.
- 7. Buy used books.** Many students are shocked to learn how much textbooks cost. The campus bookstore sells used books and offers a Rent a Textbook program for all students.
- 8. Leave your car at home.** Walk, use public transportation, or ride a bike. The Port Authority bus or Chatham Shuttle is **free** with your Student ID.
- 9. Save on snacks.** If you can, avoid buying snacks at vending machines or convenience stores. Stock up by utilizing all of your Cougar Dollars and Flex Dollars instead of shopping off campus.
- 10. Use student discounts to your advantage.** It's common for movie theaters, concert halls, restaurants, insurance, and travel companies to offer steep discounts with a student I.D. Just ask!
- 11. Start saving.** A few dollars can make a big difference later in life. Saving and investing your money puts your money to work for you.
- 12. Keep life in balance.** Money management is important, but it's only a means to get you where you want to be in life. Strong values, good friends, and a solid education should all be part of your plan for success.

## ► Carson's 13 Steps for Safety

- 1. Be informed.** Sign up for the e2Campus Alert System. Just click on the logo on the myChatham home page. We'll send a text alert (we promise, no spam) if there is a critical emergency on campus or if school is closed due to inclement weather. You should also stay abreast of the following initiatives we provide information about: AlcoholEdu and Haven - the alcohol education and relationship wellness modules we participate in through the educational service EverFi, Title IX Policies and Procedures (The full booklet can be found on the web at LINK or in the Office of Student Affairs), and the Clery Act Report (this informs you of campus crime statistics, and is found on the Office of Public Safety's website at [www.chatham.edu/campuslife/services/publicsafety/crimestats.cfm](http://www.chatham.edu/campuslife/services/publicsafety/crimestats.cfm)).
- 2. Know the digits.** Plug the Chatham University Emergency Number in to your cell phone: 412-365-1111. Our officers are here 24 hours a day
- 3. Stay with the pack.** Walk with friends when traveling after dark. Go with a group if you are going to socialize in Oakland. Look out for your friends and make sure everyone comes back to campus safely.
- 4. Tip us off.** If you see something suspicious, call campus police. (412-365-1111)
- 5. Stay S.H.A.R.P.** Check out our self-defense class instructed by our fabulous public safety officers. (**Sexual Harassment, Assault, Rape Prevention**)
- 6. Safe Rides.** Travel to Oakland on the Chatham Shuttle and call the Safe Rider Program for late night transportation (412-648-2255).
- 7. Call us!** If your friend has had too much to drink, tell the campus police or a residence life staff member. It's better for them to receive help than to worry if they are going to be in trouble. (412-365-1111)
- 8. Net Safety.** Be aware of your on-line profile. Don't post vital information including your class schedule or your room number.
- 9. Lock it up.** The number one crime on college campuses nationwide is theft (almost 80% of all reported crimes). Lock your room every time you leave and make sure your roommate does too. Keep your car and your bike locked as well.
- 10. Cover yourself!** Buy renters insurance if you live on or off campus (or, check to see if you're covered under your parents' homeowner's insurance). Our residence halls and off campus rentals don't cover your "contents" in an emergency. For a few bucks a month, you could save yourself lots of cash if there's a fire or flood.
- 11. Don't "Tailgate."** The residence halls are locked for your safety. As you enter using your ID card, don't let strangers in to the hall behind you (called "tailgating.") Tell them to call their host to let them in.
- 12. Stop the Prop.** Close all doors to the residence halls and never leave a door propped open.
- 13. No Candles!** Follow all the fire safety policies in the residence halls - no candles, smoking or unapproved appliances.

# ► Carson's Tips for Preparing for Cold Weather

Soon the summer season will come to an end and a beautiful fall will emerge at Chatham, bringing with it mild temperatures and absolutely gorgeous colors.

Then ... winter hits.

The autumn and winter seasons bring a variety of festivities to the city and on campus, and it also brings a big change of weather that is important to be prepared for.

As we come together to celebrate this season, Carson would like to remind everyone of the following tips and resources to stay well, safe and healthy.

1. **Be aware that the weather will be COLD.** Do keep in mind that the temperatures in Pittsburgh can be quite cold, and the weather is at times icy, snowy, rainy, and windy.
  - Some Weather Facts:  
Average Temperature:  
November: 21° to 37° F (-6° to 2.7° C)  
December: 25° to 40 °F (-3° to 4° C)  
January: 20° to 35°F (-6° to 2°C)
  - Light and heavy snowfall is common throughout the winter season.
  - Wind chill temperatures are usually MUCH lower than the air temperature.
2. **Act for the weather.** Be sure to be ready to face any challenges that might come along with the winter weather, and with winter activities.
  - If you have a car on campus, make sure you purchase a snow shovel in preparation to remove snow.
  - If leaving your room for an extended period of time, please make sure you close your windows. In frigid temperatures an open window can lead to freezing pipes, which can be problematic.
  - Sledding on Chapel Hill is a popular campus tradition that everyone looks forward to each year. To make the most of your sledding experience please make sure you dress in warm clothes and use a sled. Sleds can be purchased at local department stores.

3. **Dress for the weather.** Make sure you dress appropriately as the weather changes.

- Must-have clothing items:  
**Snow boots:** Between snow and ice the sidewalks and stairs on campus can be slippery.

- **Gloves:** Protect your fingers from cold and frostbite with proper gloves. Like texting, get text-friendly gloves at most locations, even the Chatham Bookstore has some!

- **Thermal Hat:** Walking around and waiting for the bus can leave you outside for a long amount of time. Maintain your body heat by keeping your head and ears covered.

- **Winter coat:** Down-filled jackets, parkas, and wool coats are the best items to look for when planning to stay safe and warm this winter!

- **Thermal underwear:** For extra cold days, and snowy day activities, thermal items (worn under everyday clothing) are strongly recommended.

- \* Shopping for winter clothing items:

- Burlington, 339 Sixth Avenue, Pittsburgh, PA 15222
- Marshall's, 460 E Waterfront Dr, Homestead, PA 15120
- TJMaxx, 580 E Waterfront Dr, Homestead, PA 15120
- Walmart, Waterworks Mall, 877 Freeport Rd, Pittsburgh, PA 15238
- Target, 6231 Penn Ave, Pittsburgh, PA 15206
- Macy's, 162 East Bridge St, Homestead, PA 15120

4. **Transportation.** Know how you are getting to and from events and activities. Remember to have your Chatham I.D. with you so you are able to use the Port Authority buses. Also, do check out the Chatham shuttle schedule and route on [www.mychatham.edu](http://www.mychatham.edu) so you can utilize this service. Also, during the evenings, be aware of the Safe Ride Program. Safe Ride is provided to you by University of Pittsburgh in partnership with Chatham's Public Safety Department. Safe Ride hours are Fall and Spring: Sunday through Wednesday and holidays, 7:00 p.m. – 3:00 a.m.; Thursday through Saturday, 7:00 p.m. – 5:00 a.m. Contact Number: 412-658-2255. Do check the Safe Ride website for updated information, [www.pc.pitt.edu/transportation/saferider.html](http://www.pc.pitt.edu/transportation/saferider.html)

5. **Important phone numbers to have available on your phones.**

Please do not hesitate to call if you need any assistance.

- Chatham Public Safety: 412-365-1111
- Residence Life Administrative On Call: 412-951-0003
- Dean of Students Administrative On Call: 412-951-0002

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## Attention Undergraduate and Graduate Students

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# Office of Career Development - Student Affairs

If the following questions sound familiar, **come see us!**

- How do I begin to figure out what I should do with my life?
- What kinds of jobs are available to someone in my major?
- How do I overcome my shyness so that I can network myself into a job?
- What kind of internship or experiential learning is going to advance my career goals?
- How do I handle the fact that all of my experience is in something I don't want to do?
- My resume is a mess – how can I fix it?
- I've never interviewed before – how am I going to ace my upcoming interview?
- I've never written a cover letter before – what should I put in it?
- What's my next step for getting on my career path?
- Check us out 24/7 at <http://careers.chatham.edu>

**Visit us in the basement of the JKM Library or e-mail [careers@chatham.edu](mailto:careers@chatham.edu).**

**Career Development staff will conduct special sessions at Eden Hall Campus by appointment.**

### *Staff*

- Crystal Vietmeier, *Director of Career Development*
- Kate Sheridan, *Associate Director of Career Development – FSSE & Student Employment*
- Lesli Somerset, *Assistant Director of Career Development – Internship Programs and Outreach*
- Lauren Tudor, *Assistant Director of Career Development – Programs and Alumni Relations*
- Vacant, *Assistant Director of Career Development – Employer Relation Manager*

### *Services*

- One-on-one career advising
- Job and internship postings at Chatham CareerLinks
- Job shadowing and internship assistance
- Networking opportunities
- Interview Strategy Coaching
- Career modules and inventories172
- Professional mentors
- Job fairs like West PACS, the largest career fair in Western PA!
- Print resources
- Programs and workshops
- In-class presentations
- SDE 310 Pro-Career Preparation Course



## Student Services

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

### *Office of Student Accounts . . . . . 412-365-2719*

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

- **Billing:** The Office of Student Accounts will mail term invoices to all registered students approximately one month prior to the start of each term. Invoices will be in the student's name and sent to their permanent home address on file. Important financial and payment information will be included in the invoice. A late fee will be assessed to accounts not paid by the payment due date which will generally be one week before the start of the term.
- **Payment:** Chatham University accepts payment by cash, check, credit card, and money order. Payments may be made in person at the Office of Student Accounts, by mail, phone at 412-365-2719 or fax at 412-365-1834. To ease the burden of paying for college we offer the Chatham University Tuition Payment Plan, a term-based payment program that allows students to finance tuition and fees over the duration of each term. Complete information as well as an application form will be included with your term invoice. Please be aware there is a 2% processing fee on all credit card and debit card transactions.
- **Charges:** Students may elect to have the cost of books and cab fare charged to their student account. Other items, such as room damage fines and health service fees, are charged automatically if fees are incurred. Any questions about charges on your student account may be directed to the Office of Student Accounts.

### *Office of the Registrar . . . . . 412-365-2963*

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

- **FERPA:** The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of a student's educational records to establish the rights of students to inspect and review their educational records, and to provide procedures for the correction of inaccurate or misleading data through informal and formal hearings. Non-directory information may not be released without the student's consent. Students must complete the FERPA form (available on myChatham/Documents & Forms/Registrar) to give the University permission to release non-directory information to a third party, including parents, spouses, family, friends and employers.
- **Registering for Classes:** Students register for classes via the CampusVue student portal at <http://portal.chatham.edu/>. Students must register for classes on the dates indicated on the University calendar. Registration after these dates may significantly reduce the availability of classes open for enrollment. Students may add or drop courses, with the approval of their advisors, until the end of the add/drop period for that term. If a course is closed or special permission is required to take the course, the student must obtain the instructor's signature on an add/drop form. The length of the add/drop period depends on the length of the term.
- **Transcripts:** Current students whose student accounts are in good standing may request an official copy of their University record. All orders must be submitted through Transcripts on Demand ([www.iwantmytranscript.com](http://www.iwantmytranscript.com)). A consent form must be completed and returned to Transcripts on Demand if a student is not authenticated through MyChatham. Requests will be processed within three business days. A fee is charge per transcript ordered, and additional processing fees are charged for each address. Students whose accounts are delinquent cannot receive official transcripts until the accounts are paid in full, including possible late fees and collections costs.
- **Verifications of Enrollment:** After the start of the semester, general enrollment information can be verified via the National Student Clearinghouse Self-Service portal. Student Self Service saves you a trip to the University Registrar's Office by providing you with the ability to verify enrollment securely via the Web, 24/7. Student Self Service is provided through the National Student Clearinghouse, a nonprofit organization serving the higher education community. The enrollment certificate obtained via this service serves in place of an issued letter or completed form. The student may also utilize their personal schedule as additional verification of enrollment. This can be accessed and printed via myChatham/MySchedule.

## STUDENT SERVICES & AMENITIES

### *ATM*

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

### *Bookstore . . . . . 412-365-1661*

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

- **Textbook Buyback:** Book buyback time is during fall and spring finals. Students receive 50% of the purchase price unless the title isn't being used on campus next term, or the bookstore has excess. Books will then be sold to a national used book wholesaler as a convenience to students.

- **Text Rental:** Textbook rental offers students the option of renting course materials at large savings – on average over 50% of up-front savings over the cost of purchasing a new book. Not all course materials will be available for rental. Register for text rental at [www.rent-a-text.com](http://www.rent-a-text.com), [www.facebook.com/rentatext](https://www.facebook.com/rentatext), or click on the link on the bookstore's website: [www.chatham.bkstr.com](http://www.chatham.bkstr.com).

### *Bulletin Boards . . . . . 412-365-1286*

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

**Campus Room Reservation. . . . . 412-361-1281**

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

**Dining Services . . . . . 412-365-1506**

Chatham University Dining Service's goal is to match students with the meal plan that meets and exceeds their expectations. These plans give diners control and flexibility along with the best value for the dollar. Students can use their Chatham ID for the safety and convenience of cashless dining. Please be aware that meal plans do not work during Thanksgiving, Winter, and Spring Breaks, but flex and Cougar dollars are available for use.

If you are living in one of the Upper Campus housing options, then you must pick one of the "Chatham" meal plans.

- **Chatham Platinum:** Unlimited meals per week and \$35 in flex dollars per term included. This plan is for the student who wants to come and go from Anderson and grab a bite at any time of the day or evening.
- **Chatham Gold:** 19 meals per week and \$65 in flex dollars per term included. This plan is the best value for the dollar.
- **Chatham Silver:** 14 meals per week and \$120 in flex dollars per term included. This plan is structured to offer more flexibility.
- **Chatham Bronze:** 10 meals per week and \$230 in flex dollars per term included. The additional flex dollars allow for "stocking up" retail items or having a few more smoothies or mochas at Café Rachel.
- **Chatham Steel:** 200 meals that can be used at any time during the term and \$210 in flex dollars per term. This plan is not available to first-year students.

If you are a traditional undergraduate living in one of the Chatham-owned apartments or a graduate student living on the Eden Hall Campus, you must pick one of the "Cougar" meal plans.

- **Cougar Platinum:** five meals per week and \$230 in flex per term.
- **Cougar Gold:** 100 meals and \$210 in flex dollars per term
- **Cougar Silver:** 50 meals and \$210 in flex per term
- **Cougar Commuter:** 25 meals and \$210 in flex per term
- **Cougar Dollars:** For those who want to add extra dining dollars to their cards, these are sold in blocks of \$50. For every \$50 in Cougar Dollars you purchase, you receive \$55.00 to spend. Cougar Dollars can be purchased if you do not have a meal plan.

Unused block plans expire at the end of each term and the meals in the traditional plans expire at the end of each week. Flex dollars roll over from fall to spring terms only with the purchase of a spring meal plan. Cougar dollars also roll over from term to term and year to year as long as you are a member of the Chatham community.

Students may use meal plans, flex or Cougar Dollars at the following locations (Please visit myChatham to see menus and daily specials):

- **Anderson:** Mellon Hall, First Floor, 412-365-1506  
Traditional all you care to eat dining hall. Meal plans, flex, and Cougar Dollars accepted at all meals.
- **Café Rachel:** Woodland Hall, First Floor, 412-365-1124  
Espresso bar offering light bites. Flex and Cougar Dollars accepted at all times; meal exchange offered at breakfast, lunch, and dinner.
- **Carriage House: Smoothie & Raw Bar,** 412-365-1723  
Fresh smoothies, juice, and vegan food offerings. Flex and Cougar Dollars accepted at all times; meal exchange offered at lunch, and dinner.

- **Eastside Café:** Chatham Eastside, Second Floor, 412-365-2710  
Full service retail café. Meal plans, flex, Cougar Dollars accepted during all operating hours.
- **Eden Hall Dining Commons**  
Traditional all you care to eat dining hall. Meal plans, flex, and Cougar Dollars accepted during operating hours.

**Commuter and Graduate Student, Faculty and Staff Dining Plans**

Parkhurst Dining Services in partnership with Chatham University is looking to match non-traditional students, faculty and staff with a dining plan that will take care of all on-campus dining needs. These plans give our diners control and flexibility along with a great value for the dollar. Meals, meal exchanges, flex and Cougar dollars can be used at Café Rachel, Anderson Dining Hall, the Eastside Café, and the Eden Hall Dining Commons.

- **Cougar Dollars:** Same as above
- **Cougar Platinum:** five meals per week and \$230 in flex dollars per term. This plan is designed for the diner that is on campus every day for classes, work, or study.
- **Cougar Gold:** 100 meals and \$210 in flex dollars per term. This plan is for the diner that is on campus often but not always on a regular basis and is looking for the most flexibility in a meal plan.
- **Cougar Silver:** 50 meals and \$210 in flex dollars per term. This plan is designed to accommodate the diner who is on campus less often and not on a regular basis.
- **Cougar Bronze:** 25 meals and \$210 in flex dollars per term. This plan is the minimum required plan for undergraduate students that live in the Chatham-owned apartments. It is designed for anyone who is on campus only occasionally or who packs a lunch or dinner most days and is looking for the ability to have a meal or snack without worrying about carrying cash.

**All-Gender Bathrooms**

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

**Howe-Childs Gate House. . . . . 412-365-2906**

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

**Information Technology (IT) & Network Resources . . . . . 412-365-1112**

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

- **Laptop:** All incoming first-years receive a new MacBook Pro laptop computer. Use of the laptop will be integrated into the curriculum and enable the students to access the Chatham network via Wi-Fi areas throughout campus.

- **Network Access:** All campus buildings are equipped with wifi access including residence halls which also include network drops (one drop per pillow).
- **Network Printing:** Each student is given 300 pages of paper per term.
- **Computer Labs** are located in the following areas:  
 Buhl 236  
 Eden Hall Campus Lodge  
 Coolidge 42  
 Library  
 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.
- **Moodle:** Moodle is a web-based Learning Management System for courses offered at Chatham. Professors upload materials for their courses on Moodle for students to view, download, submit, or discuss information. Use your regular Chatham username and password to login to Moodle. To access Moodle, log onto myChatham or <http://moodle.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 <http://portal.chatham.edu> to access the campus portal. The same username and password used to log on to the campus network and e-mail should be used to log on to the campus portal. If you have any problems accessing the portal, please contact the Helpdesk at 412-365-1112. If you encounter errors in your student information, please contact Student Accounts at 412-365-2797.
- **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](mailto: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.
- **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, Moodle 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 coordinator 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 director of the AFC at the conclusion of the academic year. Any remaining items will be discarded.
- **Carriage House, Falk Hall and Woodland Hall Lockers:** Lockers are located in the Carriage House, Falk Student Lounge, and in Woodland Hall, by Student Affairs and the Help Desk; these are designated for commuter students to lighten the load of items they need to carry back and forth to campus. These lockers are free of charge on a first-come first-serve and term-term basis. All students must supply their own lock and will be designated a specific locker to use for the remainder of the term. We do request that at the end of each term all personal items (including the lock) be removed from the locker. Any remaining items will be discarded. If you are a commuter student and would like to use a locker, please contact the Office of Student Affairs at 412-365-1286 or [osa@chatham.edu](mailto:osa@chatham.edu)

**Lost and Found**

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

**Ricoh Copy Center. . . . . 412-365-1108**

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

**Copy Center Locations**

- Library First Floor: Pay Machine
- Library Basement: Pay Machine
- Library First Floor Lab 101
- Library First Floor Lab 103
- Carriage House (pay machine)
- Coolidge Basement
- Chatham Eastside Second Floor
- Quiet Lounge

**Post Office. . . . . 412-365-1270**

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

To ensure efficient delivery of your mail, please use this address for mailings to your Student Mailbox Number (SMB#):  
 Chatham University Mailroom  
 Your Name, SMB#  
 0 Woodland Rd  
 Pittsburgh, PA 15232

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

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

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

**Public Safety . . . . . 412-365-1230**

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

- **E2 Campus Alerts** is a mass-notification system that allows the University to instantly reach students, parents, faculty, and staff via their mobile phone, pagers, e-mail, web browser and other wireless data devices. This voluntary service allows Chatham to provide instant text messages to campus constituents in case of emergency, class cancellation or traffic alert. Sign up for this service on myChatham at <http://my.chatham.edu/mymenu/e2c/index.cfm>. The Chapel carillon also uses an audible alert system in case of emergency. For more information visit the Public Safety section on myChatham.

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

### *Student Health Insurance* . . . . . 412-365-2797

Chatham University requires all full time students to carry health insurance. Students may choose to enroll in the Student Health Insurance Plan by the end of the add/drop period of the term. The University partners with UPMC Health Plan, providing students with network coverage at those medical facilities closest to the campus. Student Health Insurance is handled through the Office of Student Accounts in Braun Hall.

The Student Health insurance that is offered is not only affordable and easy to use but includes:

- Preventative care
- Coverage for all types of injuries, including sports and exercise injuries
- My Health, an online health promotion program
- eBenefits for online management
- Out-of-area coverage while traveling

Information about the Student Health Insurance Plan will be mailed out to students and families with the first term invoice. Students registered at full time status who would like to enroll in the Student Health Insurance Plan may do so by accessing the “Student Health Insurance” link on myChatham and completing the online enrollment process. Health insurance cards will be mailed to all enrolled students following the completion of this process.

### *Student Activities Spaces* . . . . . 412-365-1286

#### **Carriage House**

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

#### **Café Rachel**

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

#### **Campbell Memorial Chapel**

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

#### **Eden Hall Campus**

EHC is full of a variety of indoor and outdoor spaces for students to enjoy – from the Hida M. Willis Amphitheater to the Dairy Barn Café to a number of walking trails to the brand new Esther Barazzone Center. Be sure to utilize the student hangout space and exercise equipment in the Lodge!

#### **Eddy Theatre**

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

#### **Gateway Student Lounge**

The Gateway Student Lounge is located in the basement of Mellon and is accessible during normal business hours. This lounge has a desktop computer, couches, study tables, and a refrigerator. This is a great place to

relax between classes or meet with your study group. This lounge is open to all Chatham Students. This is a great place to relax between classes – it’s even got a zen garden! – or meet with your study group.

#### **Falk Student Lounge**

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

#### **Rea Coffeehouse**

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

### *Transportation*

#### **Parking at Chatham**

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

**Note:** First-year students residing on campus enter a lottery for a parking pass, but it is not guaranteed. There are a limited number of permits issued for Chatham Eastside students.

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



### Shuttle Service

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

- **The Chatham Eastside Shuttle** loops approximately every 20 minutes from 7:00 a.m. to 11:00 p.m., Monday through Friday. Stops are located at the Howe-Childs Gate House, Chapel Hill & Woodland Road, and the Chapel turnaround.
- **The Eden Hall Shuttle** will transport students to and from Eden Hall Campus for classes and other events. For more information and a detailed schedule of the Eden Hall Shuttle, students can contact the Office of Public Safety at 412-365-1274.
- **The Oakland Shuttle** stops at Bigelow Blvd. near the Cathedral of Learning and at the CMU turnaround on Forbes, and loops from 7:00 a.m. to 3:00 p.m. Monday through Friday. Stops are located at the Howe-Childs Gate House, Chapel Hill & Woodland Road, and the Chapel turnaround.
- **Pitt Shuttle Access:** With your Chatham ID you can access any of the Pitt shuttle with service throughout Oakland and the South Side. For the most up-to-date schedules check online at [www.pc.pitt.edu/transportation/routes.html](http://www.pc.pitt.edu/transportation/routes.html).
- **Shuttle Service to Grocery Stores and Shopping Centers:** Working in partnership, the Office of Student Affairs and Public Safety sometimes provide students with the opportunity to take the Chatham Shuttle to a variety of shopping centers, malls, and local stores. Contact Student Activities at 412-365-1281 for a current schedule.
- **Live Shuttle Tracker:** Access [www.chathamshuttles.com](http://www.chathamshuttles.com) for a live-time update on the location of any active Chatham shuttles. iOS and Android apps are also available for download.

### Bike Works: Shadyside and Eden Hall campuses

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

### Port Authority

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

### SafeRider

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

### Zipcar

Zipcar provides its members with all of the freedom of having a car, without all of the negative aspects of vehicle ownership like maintenance or paying for car payments, gas and insurance costs. Members enjoy 24/7 self-service access to the cars located on Woodland Road and at Eden Hall Campus, as well as the 40 cars in Pittsburgh and the 6,000 cars worldwide. As a member of the Chatham community you have access to a discounted membership rate to Zipcar. Find out more at [www.zipcar.com/universities/chatham-university](http://www.zipcar.com/universities/chatham-university).

## ACADEMICS

### Academic Affairs . . . . . 412-365-1157

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

### Academic Calendar

#### Fall Term 2017

Sunday, August 27	Opening Convocation
Monday, August 28	First day of classes
Monday, September 4	Labor Day - HOLIDAY, no classes
Tuesday, September 5	Add/drop period ends: <i>14-week session, first 7-week session</i>
Mon-Tues, October 9-10	Long Weekend
Wednesday, October 18	First day of classes: <i>second 7-week session</i>
Wednesday, October 25	Add/drop period ends: <i>second 7-week session</i>
Wed-Tues, November 1-14	Registration for spring and Maymester 2018
Wednesday, November 8	Last day to withdraw: <i>14-week session</i>
TBD	Family & Friends Weekend
Tuesday, November 21	Last day to withdraw: <i>second 7-week session</i>
Wed-Sun, Nov 22-Nov 26	Thanksgiving Break
Friday, December 8	Last day of classes
Mon-Thurs, Dec. 11-14	Final Exams
Friday, December 15	Commencement, 3:00 p.m.

#### Spring Term 2017

Wednesday, January 3	First day of classes
Wednesday, January 10	Add/drop period ends: <i>14-week session, first 7-week session</i>
Monday, January 15	Martin Luther King Day: <i>no classes</i>
Friday, February 2	Registration for summer 2018
Tuesday, February 20	Last day of classes: <i>first 7-week session</i>
Thursday, February 22	First day of classes: <i>second 7-week session</i>
Sun-Sun, March 4-11	Spring Break
Tue-Tues, March 13-27	Registration for fall 2018
Tuesday, March 20	Last day to withdraw: <i>14-week session</i>
Friday, April 6	Last day to withdraw: <i>second 7-week session</i>
TBD	Closing Convocation
Friday, April 20	Last Day of Classes: <i>14-week session, second 7-week session</i>
Mon-Thurs, April 23-26	Final Exams
TBD	University Day and Bucket & Blossoms
Sunday, April 29	Commencement Ceremony, 1:00 pm

#### Maymester 2017

Monday, April 30	First day of classes
Wednesday, May 2	Add/drop period ends
Friday, May 4	Last day to withdraw
Friday, May 18	Last day of classes

## Academic Resources

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

### *JKM Library* . . . . . 412-365-1670

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

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

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

### *Programs for Academic Access, Confidence, and Excellence (PACE Center)* . . . . . 412-365-1523

#### Academic Support Services and Services for Students with Disabilities

The University's PACE Center – Programs for Academic Access, Confidence, and Excellence – is located on the third floor of the Jennie King Mellon Library. PACE provides academic support services that help students maximize their academic achievement at Chatham. A comprehensive network of individualized and interactive services is designed to help students facing academic challenges. All PACE services are available at no additional cost to students.

#### *Academic Support Services*

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

#### *Services for Students with Disabilities*

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

Accommodations may include, but are not limited to:

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

PACE offices are conveniently located on the third floor of the Jennie King Mellon Library. Students are welcome to drop by or to contact us by phone or by e-mail at PACE@chatham.edu.

### *Office of International Affairs* . . . . . 412-365-2714

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

The Office of International Affairs provides learning opportunities and services that foster cross-cultural awareness, facilitate intercultural communications, and enhance knowledge of world cultures and societies.

- **Study Abroad:** The Chatham Abroad program offers eligible Chatham sophomores the experience of international study and travel as an integral part of their Chatham degree program. Chatham Abroad includes a series of academic courses focused on interdisciplinary topics, taught by Chatham faculty during the Maymester term. The courses, topics, and foreign sites vary from year to year, depending on faculty interests and experiences, the global economy, and current international political conditions.
- **Global Focus program:** The Global Focus program at Chatham University concentrates on one region of the world each year to enable the University community to engage in a comprehensive study of the region through coursework, class assignments, campus events, community activities, co-curricular programs and service learning projects. For more information call 412-365-2924 or visit [www.chatham.edu/globalfocus](http://www.chatham.edu/globalfocus).

## Chatham Outreach Centers

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

- **Chatham University Women's Institute**, in keeping with the University's leadership and historic commitment to women and women's issues, was established in 2014. The mission of the Institute is to help overcome and eradicate the social inequalities facing women, and to advance women's excellence through education, research, and outreach in areas of modern-day social concerns. Its purpose on campus is to ensure the thoughtful continuation of the resources and expertise we have – and will continue to have – in enhancing education for women and gender equity in all aspects of campus life and academics. The Institute will assist in coordinating the efforts of the Center for Women's Entrepreneurship at Chatham, the Pennsylvania Center for Women and Politics, and other campus events. 412-365-1578, [womens-institute@chatham.edu](mailto:womens-institute@chatham.edu)
- **Center for Women's Entrepreneurship at Chatham (CWE)** focuses on shortening the learning curve to success by providing hands-on, cutting edge practical programs specifically for women business owners. 412-365-1253, [womens-entrepreneurship@chatham.edu](mailto:womens-entrepreneurship@chatham.edu)
- **Pennsylvania Center for Women and Politics (PCWP)** is the first to focus specifically on women's political involvement in Pennsylvania through its mission of education, public service, and research. 412-365-1878, [pcwp@chatham.edu](mailto:pcwp@chatham.edu)

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

412-365-1686, sustainability@chatham.edu

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

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

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

<http://fourthriver.com>

## CO-CURRICULAR EXPERIENCES AND ACTIVITIES

### Office of Student Affairs, Dean of Students, and Multicultural Affairs . . . . . 412-365-1286

The Office of Student Affairs coordinates co-curricular aspects of both undergraduate and graduate student life. The objective of this office is to provide a cohesive program of activities and services to enhance the overall quality of campus life across our three University locations – Woodland Road, Chatham Eastside, and Eden Hall Campus. The Office of the Vice President of Student Affairs and 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 Vice President of Student Affairs and Dean of Students on the first floor of Woodland Hall.

#### *Vision Statement*

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

#### *Mission Statement*

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

#### *Community Core Values*

##### **We Value . . .**

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

##### **We Offer . . .**

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

##### **We Strive . . .**

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

### Co-curricular Experiences and Activities

The campus life program of the University is designed to offer students a variety of social, cultural, educational, recreational, and civic engagement opportunities to enrich each student's collegiate experience. We engage students with activities that build their world-readiness, highlight potential career pathways, present new opportunities for professionalization, and teach civic-mindedness and democratic responsibility. Staff members provide support for all student-sponsored organizations and activities, encouraging students to assume leadership in the out-of-classroom setting.

We don't just expect you to live the mission – we do, too! We are proud to note that our campus efforts have been nationally recognized by a number of external organizations – we have been named a NASPA LEAD Institute for our civic learning and democratic engagement efforts, granted membership on the President's Community Service Honor Roll for the past five years, been recognized as a Military Friendly School by Victory Media and a Top Military-Friendly University by Military Advanced Education (MAE), and recently received a second NCAA CHOICES grant to help educate our students and foster a safe, healthy, campus community. We hope you view these honors with pride and, as we do, allow them to motivate you to become even more involved in your campus and surrounding communities.

### The Office of Student Affairs' Deans of Students and Director of Multicultural Affairs advise the following student organizations:

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

for chairing one committee and holding four office hours a week. Each president works with class officers to plan class events and Battle of the Classes (BOTC) activities. Class Presidents may be called to speak at and attend campus-wide events representing their respective classes.

- **Vice President:** In addition to serving as a Senator in CSG, the Class VP is responsible for aiding the president's plan and executes all class events and BOTC activities.
- **Secretary/Treasurer:** In addition to serving as a Senator in CSG, the Class Secretary/Treasurer is responsible for maintaining communication within their class and keeping all monetary records.
- **CSG Representatives:** Each Class Representative expresses their classes' voice and opinion to the Student Senate as a Senator.

• **Graduate Student Assembly (GSA)** - The Graduate Student Assembly is the governing board for the graduate student body. GSA strives to work with student representatives from each graduate program to represent graduate students with the University administration, initiate social and educational programs, and oversee a GSA budget.

- **Socials:** Once a term, GSA sponsors an off-campus social somewhere in the city of Pittsburgh. These socials are open to all graduate students and are a great opportunity to meet students from other programs over food, drinks, and fun!
- **Mug Club:** A monthly social event held at the Chatham Eastside for graduate students to relax and enjoy pizza and beverages. It's a great way to meet other students and take a break between classes.

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

- Blue Key Honor Society
- Graduate Student Assembly
- Master of Fine Arts (MFA) Writing Council
- Omicron Delta Kappa Honor Society
- Psychology for Gender Student Research Team
- Student Chapter of American Society of Landscape Architects (ASLA)
- United States Green Building Council (USGBC) Student Chapter

**The Office of Student Affairs' Deans of Students and Director of Multicultural Affairs coordinate the following programs and services:**

### *Career Pathways Speaker Series (CPSS)*

Bringing you in touch with some of the most dynamic and innovative experts to visit the Pittsburgh area, CPSS is a program that shows you new ways to think about your chosen career path. The series runs from October to April and highlights one speaker per month – Student Affairs staff will nominate students to attend each lecture based on their major of study and areas of interest. If chosen, you can pick up your complimentary ticket from the Office of Student Affairs in Woodland Hall. Once you've attended the lecture, meet up with the Assistant Dean for Career Development to get some one-on-one career coaching and talk about any thoughts that the lecture inspired.

### *Co-Curricular Transcript*



The Co-Curricular Transcript is a comprehensive record of a student's leadership experiences, and campus involvement while a student at Chatham University. It is a supplement to their academic transcript. The Co-Curricular Transcript is a valuable tool for preparing a resume and can be shared with prospective employers and graduate or professional school admissions committees. Also, it is a good document for students to use in reviewing co-curricular activity goals throughout the college experience. Work with the Office of Career Development for contents of your co-curricular transcripts.

### *Explore Pittsburgh, Cultural and Diversity Programming*

- **Awareness Months:** Awareness Months offer a series of Diversity Awareness and Celebratory months which generate awareness and appreciation of diverse cultures, challenge stereotypical perceptions of diverse populations, and assist Chatham University in embracing the diversity of its campus community.
- **Chatham at the Cultural District Series:** This series provides students with the opportunity to experience and enjoy the rich culture of Pittsburgh. Each term a variety of events are organized to visit art museums, see shows and performances and take part in other cultural events throughout the city and surrounding area.
- **Fine Arts with the Finegold's** is a year-long series where all students are invited to attend a variety of fine arts programs. Fine Arts events range from the ballet or contemporary dance to musical theatre to touring Carnegie Museum after-hours. Chatham's very own President, Dr. David Finegold, his wife, Sue, or both, join students at these events when their schedules allow. The series kicks off with an introductory reception hosted by Student Affairs, and concludes with a reflection dinner with Dr. Finegold and Sue at their home.
- **Explore Pittsburgh with the Dean of Students** is an annual themed series to introduce students to the hidden treasures of Pittsburgh. Events vary from having lunch at one of the top 100 places to eat in the U.S. to horseback riding to checking out local artists' topsy-turvy creations. Chatham's Vice President of Student Affairs and Dean of Students, Dean Waite, joins students on this adventure, exploring the best gems that Pittsburgh has to offer!
- **Beyond Campus:** There are a variety of attractions, and services in the local and surrounding Pittsburgh area such as shopping, museums, theatres, parks, bookstores, groceries, pharmacies and churches. For a complete listing and contact information go to [www.chatham.edu/campuslife/beyond.cfm](http://www.chatham.edu/campuslife/beyond.cfm).
- **Pittsburgh Resources:** We encourage students to explore Pittsburgh on their own outside of off-campus events and activities hosted by the University. Feel free to stop by the Office of Student Affairs for information on bus routes, city attractions and sightseeing, and more! There are also some great resources online for finding fun activities on a budget – try [livingpittsburgh.com](http://livingpittsburgh.com) or [visitpittsburgh.com](http://visitpittsburgh.com) today.

### *Family & Friends Services*

Research has shown that parental involvement in a student's college experience directly affects their academic and personal success. At Chatham we offer several opportunities for parents to get involved and stay connected with their student throughout the year. For information on any of the Family and Friends services offered at Chatham, please visit [www.chatham.edu/family/](http://www.chatham.edu/family/).

- **Chatham University Parents' Council** is a volunteer organization that promotes goodwill and communication between the University and among parents and families. Members of the Parents' Council serve as Chatham ambassadors to promote the University mission and enrich the student experience. We are looking for parents who are enthusiastic about Chatham and are willing to commit their time to working with Chatham administration to make the best university for all of our students. For more information on the Parents' Council or how to get involved, please contact the Office of Student Affairs at 412-365-1286 or [osa@chatham.edu](mailto:osa@chatham.edu).
- **Family and Friends Weekend**, traditionally held in October, provides an opportunity for family and friends to visit their students and experience the social, cultural, and recreational opportunities that Chatham and the Pittsburgh area have to offer. Information about Family & Friends Weekend is available at [www.chatham.edu/family/weekend](http://www.chatham.edu/family/weekend).
- **Family & Friends Newsletter**: This monthly e-newsletter provides family and friends with a glimpse of the events and activities that are available to their student at Chatham as well as information regarding important campus dates, tips, and advice.

### *Multi-Faith Council (MFC)*

The Multi-Faith Council consists of representatives from spiritual and religious organizations in the Pittsburgh area that advise and assist Chatham University in serving the spiritual and religious needs of its student community. Membership in MFC is at the invitation of Chatham University.

#### **MFC Members**

- Chabad on Campus, Shmuel Weinstein, [shmuel@chabadpgh.org](mailto:shmuel@chabadpgh.org); Sara Weinstein, [sara@chabadpgh.org](mailto:sara@chabadpgh.org)
- East Liberty Presbyterian Church, Wil Forrest, [wil@coh.net](mailto:wil@coh.net)
- First Trinity Lutheran Church & Lutheran Student Fellowship (LCMS), Rev. Eric Andrae, [EricAndrae@gmail.com](mailto:EricAndrae@gmail.com)
- F.O.C.U.S. and Ryan Catholic Newman Center, Father Joshua Kibler, [frjoshua@pittsburghratory.org](mailto:frjoshua@pittsburghratory.org)
- Islamic Center of Pittsburgh, Imam AbduSemih Tadese, [putreach@icp-pgh.org](mailto:putreach@icp-pgh.org)
- Lutheran Campus Ministry in Greater Pittsburgh Evangelical Lutheran Church in America, Brian Bennett, [rev.bbennett@gmail.com](mailto:rev.bbennett@gmail.com)
- Shadyside Presbyterian Church and Coalition for Christian Outreach (CCO), Katherine Ey, [key@ccojubilee.org](mailto:key@ccojubilee.org)
- Third Church, associate paster, Karie Charlton, [karie\\_charlton@yahoo.com](mailto:karie_charlton@yahoo.com)

#### **Other Spiritual Opportunities in Pittsburgh**

- Episcopal Church of the Redeemer Pittsburgh
- First United Methodist Church • Pittsburgh Buddhist Center
- Hindu Jain Temple • The Religious Society of Friends
- Hillel Jewish University Center of

#### **Prayer Room**

On the lower level of Braun Hall (Room 004), there is a multid denominational prayer room open 24 hours. The space was established in 2011 and features prayer mats and religious texts. For more information contact the Office of Student Affairs.

### *Student Leadership Programs*

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

- **Financial Wellness Workshop**: Finances are the second-most stressful influence on college students, but they don't have to be! This 10-week series explores the "personal" in personal finance: how your relationship, habits and attitudes about money, credit, debt, spending, and saving can shape your future.
- **Wilderness Expedition**: Students attend a guided wilderness adventure that teaches leadership and group development. Students are challenged to work as a team to accomplish tasks and to learn the practice of environmental stewardship.
- **E.L.I. (Emerging Leaders Institute)**: Learn. Serve. Lead. Make the most of your time at Chatham! Learn how you can make a real difference in the world no matter what your interest or talents. We will build up your leadership skills particularly in the area of service, civic learning, and democratic engagement so that you are more productive, effective and influential. Then, we will enhance your skills to make an impact on issues that matter to you. There is no better time than now to participate in ELI!
- **W.O.W. (Women of the World) Leadership Retreat**: W.O.W. is an annual leadership retreat developed by the Office of Student Affairs for all undergraduate and graduate women of Chatham University. Each year a different theme is chosen. Students are presented with educational sessions, teambuilding, and discussion in large and small groups, and the opportunity to improve the campus through using what they learn to make changes within the campus community.

### *Student Mentorship Programs*

- **R.I.S.E. (Retain. Involve. Strengthen. Excel.)**: A retention program designed to increase the academic success, professionalism and leadership skills of students of color at Chatham University. This program provides new (first year, transfer, and Gateway) students of color with a mentor, institutional support, and a series of co-curricular activities. Through regular monthly meetings, special events as well as semester retreats, members of R.I.S.E. will have the opportunity to learn and grow as contributing members of the Chatham community.
- **Chatham Mentorship Program**: The Chatham Mentorship Program is offered by the Office of Career Development to help prepare our students for the professional world. The Chatham Mentorship Program offers students – like you! – the chance to be matched with a professional mentor who will be a guide as you take the next step in developing your career path. The program is available to students at any phase of their college career, whether you're looking to explore your interests, gain experience, or commit to and pursue professional goals.
- **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.

### *Student Newspaper (Communiqué) . . . . . 412-365-1622*

The Communiqué is Chatham's student newspaper which contains campus news, information on events and activities, and local and national news of interest to the Chatham community. Members of the Communiqué staff can be reached at [communiqué@chatham.edu](mailto:communiqué@chatham.edu).

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

## Connecting with Students

The Office of Student Affairs has assigned particular staff members to serve as a liaison between particular student groups and the University in an effort to reach out and serve these students in the best way possible through regular communication and targeted programming and events. If students have any questions or need more information, contact the Assistant Dean of Students at [mutter@chatham.edu](mailto:mutter@chatham.edu) or 412-365-1482.

### Targeted Student Groups

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

## Student Activities . . . . . 412-365-1281

The Office of Student Activities at Chatham University is committed to student involvement on Chatham's campus and in the community. The office provides quality programming, leadership, and community service opportunities to enrich students' out-of-classroom experience, and advises Chatham's 66 student organizations.

**The following is a list of current student organizations. If you don't see what you're looking for, contact the Office of Student Activities for more information on how to start a new student club or organization.**

The Office of Student Activities coordinates the advisement of Chatham's 66 recognized student organizations:

- **Chatham Activities Board (CAB):** The Chatham Activities Board is composed of students from across campus. CAB plans many campus traditions and activities, such as Battle of the Classes, Holiday Ball, and Spring Formal. Any student can join CAB at any time!
- **Student Clubs, Organizations and Honor Societies:** Chatham University recognizes that much learning is accomplished beyond the formality of the classroom in organized academic activities and that much of this learning takes place through the activities of student organizations. Hence, the University provides opportunities for students to organize and participate in group activities intended to broaden the scope of general learning, extend knowledge of specialized areas, or to serve their professional, cultural, social or recreational interests. Student Organizations are a great way to get involved on campus and are constantly changing. The following is a list of current student organizations. If you don't see what you're looking for, contact the Office of Student Activities for more information on how to start a new student club or organization.
- **Chatham University Current Student Organizations:**
  - Accounting Club of Chatham University
  - Alpha Beta Alpha (Lambda Pi Eta Chapter)
  - Alpha Sigma Lambda
  - American Society of Interior Designers (ASID)
  - Artist Collective
  - Asian Culture Association
  - Beta Beta Beta
  - Beyond the Page - An Unconventional Book Club
  - Black Student Union (BSU)
  - Blue Key Honor Society
  - Business & Entrepreneurship Club
  - CC - Connecting Children with Champions
  - Chabad House at Chatham
  - Chatham Activities Board
  - Chatham Chinese Scholar Student Association (CSSA)

- Chatham Christian Fellowship
- Chatham Criminology (Forensics) Club
- Chatham Marketing Association
- Chatham Undegraduate Student Government
- Chatham University Bowling Club
- Chatham University Dance Team: The Cougars
- Chatham University Drama Club
- Chatham University Nursing Honor Society
- Chatham University Outing Club
- Chatham University Student Occupational Therapy Association
- Communiqué
- Creative Writing Club
- CSG Class of 2018
- CSG Class of 2019
- CSG Class of 2020
- Education Major Club
- Exercise Science Club
- Feminist Activists Creating Equality (FACE)
- Fermentation Club
- Fickes Residence Hall Council
- French Club
- Girl Up
- Graduate Student Assembly
- Graduate Pre-Health Science Club
- Her Campus Chatham
- International Interior Design Association
- International Students Club
- Knitting Club
- League of Student Voters
- MFA Writing Council
- Minor Bird
- Mortar Board
- Multiple Sclerosis Awareness Group
- Muslim Student Association
- Naturality
- Net Impact
- Omicron Delta Kappa
- Phi Alpha
- Phi Beta Kappa
- Pre-Law Club
- Pre-PA Club
- Psi Chi
- Psychology of Gender Research Team
- Rea & Laughlin Residence Hall Council
- Relay for Life Association
- Sigma Tau Delta
- Social Work is Real Life (SWiRL)
- Society for the Human Resource Management (SHRM)
- Student Academy of the American Academy of Physician Assistants Chatham University Chapter (SAAAPA)
- Student Athletic Advisory Committee (SAAC)
- Student Chapter of American Society of Landscape Architects (ASLA)
- Student Pennsylvania State Education Association (SPSEA)
- Students Against Sexual Oppression (SASO)
- The Ukulele Club
- This is Me! Gay-Straight Alliance
- Undergraduate Pre-Med Club
- U.S. Green Building Council Student Chapter (USGBC)
- Woodland Hall Residence Hall Council

### *Community Service. . . . . 412-365-1527*

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

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

### *Series*

- **Social & Recreational Activities:** Chatham After Hours, Student Organization Nights, and Outdoor Adventures are just a few of the many social events planned throughout the year for students at Chatham. Check out the happenings page on myChatham daily for the most up-to-date listings.
- **Fitness Classes:** From Hip Hop Dancing to Yoga, a variety of fitness classes are offered on campus and are open to all students. These weekly classes are offered in series throughout the semester and feature Crossfit, Kam Jamz, kayak rolling, and much more!
- **Coffeehouse Series:** Chatham hosts a variety of events in both Café Rachel (the fully functioning coffee shop) and Rea Coffeehouse (the unique underground event space in the Rea House). Students have the opportunity to win fabulous prizes at trivia nights, BINGO nights, and more! Chatham also invites comedians, bands, and singer-songwriters to perform in these spaces for the students.
- **In the House (Carriage House) Series:** Head to the Carriage House to enjoy video game tournaments, karaoke, performers, movie screenings, popular TV viewing parties like TGIT & Empire, and much more.

### *Publications*

The University's campus newspaper, the *Communiqué*, is open to all who have an interest in journalism or layout and design. Chatham also offers an annual literary magazine, *Minor Bird*.

### *Staying Informed and Updated*

There are many ways to stay up-to-date on news and happenings at Chatham. **Chatham Happenings** goes out by e-mail every Thursday reminding students, faculty and staff of events and activities for the coming week. **Grad News & Updates** is a weekly e-mail informing graduate students of events specially designed with them in mind. Students are always able to access event information through myChatham and flyers displayed on bulletin boards around campus.

### **Residence Life & Student Activities. . . 412-365-1518**

The mission of the Office of Residence Life & Student Activities is to create a living-learning environment for residential and commuter students that is focused on student success. We do this by providing dynamic programming and resources that foster opportunities for student engagement and development.

The Office of Residence Life & Student Activities - Student Affairs is located on Woodland Hall 1st Floor (across from the IT Help Desk).

### **Office of Career Development. . . . . 412-365-1209**

Career Development is located in Dilworth Hall. Our mission is to support and educate students and alumni as they explore, discover, and build their place in the world. Using our Four Phases to Your Future guide, Career Development advisors provide one-on-one consulting to assist students in developing an achievable plan for career exploration, experiential learning, and goal attainment. We encourage all students to access our programs and services beginning with their first term on campus.

In addition to highly personalized career consulting, we manage the University Internship Program ([careers.chatham.edu/internships](http://careers.chatham.edu/internships)) and the Student Employment Program ([careers.chatham.edu/studentemployment](http://careers.chatham.edu/studentemployment)).

Make an appointment today at [www.careers.chatham.edu](http://www.careers.chatham.edu) or visit our offices for a drop in appointment. ChathamCareerLink is the portal to your future. Log in with your MyChatham credentials to find volunteer, internship, student employment and career opportunities.

- **Director of Career Development**, Crystal Vietmeier, 412-365-1525, [cvietmeier@chatham.edu](mailto:cvietmeier@chatham.edu)
- **Associate Director of Career Development – FSSE & Student Employment**, Kate Sheridan, 412-365-2762, [k.sheridan@chatham.edu](mailto:k.sheridan@chatham.edu)
- **Assistant Director of Career Development – Internship Programs and Outreach**, Lesli Somerset, 412-365-1593, [l.somerset@chatham.edu](mailto:l.somerset@chatham.edu)
- **Assistant Director of Career Development – Programs and Alumni Relations**, Lauren Tudor, 412-365-1280, [l.tudor@chatham.edu](mailto:l.tudor@chatham.edu)
- **Assistant Director of Career Development – Employer Relation Manager**, Vacant

### **Office of Student Health and Wellness 412-365-1625**

The Office of Student Health and Wellness is responsible for coordinating the mental (emotional), physical health (health and wellness lifestyle), and social (support services on campus) health of all students. The departments under Student Health and Wellness consist of the Athletic and Fitness Center, Counseling Services, and Student Health Services. The staff members actively participate in designing policies and practices and developing resources, programs and services that have direct impact on the overall health and wellness of the diverse student population at Chatham University.

### *Athletics and Fitness Center. . . . . 412-365-1519*

In addition to organized athletic activities, the Athletic Fitness Center 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.

- **Guest Policy:** Faculty, staff, and students are permitted to bring guests, age 17 or older into the AFC at anytime. All guests must sign in at the Control Desk with their Chatham host, and must stay with their host while in the AFC.

- **Intramurals:** The Athletic and Fitness Center hosts a variety of intramural events, including kayaking, bowling, basketball, and soccer. The IM staff works with students to develop new programs and intramural opportunities each semester to foster campus-wide health and wellness. Intramural registration is open to all current students, faculty and staff members. Teams may be co-ed unless otherwise noted. All intramural registrations may be completed on myChatham or by e-mailing [afc@chatham.edu](mailto:afc@chatham.edu). Participants may register as a full team or individually. The IM staff will assign individuals to a team. All participants must sign a liability waiver prior to participation.
- **Outdoor Recreation Activities:** OR activities are planned at least once a month and include a wide range of activities. Recent trips include white-water rafting, horseback-riding, overnight camping and hiking trips, and skiing. For information about upcoming recreational activities, check the activities calendar or contact the coordinator of the AFC at [afc@chatham.edu](mailto:afc@chatham.edu)
- **Cougar Spirit Groups**
  - **Cheerleading:** The cheerleading team is highly competitive and performs at a variety of varsity athletic contests and campus wide events! If you would like to try out for this dynamic club, please contact the advisor, Dani Pais at [dpais@chatham.edu](mailto:dpais@chatham.edu) or 412-365-1625.
  - **Dance Team:** The dance team performs at a variety of varsity athletic contests and campus wide events! If you would like to try out for this energetic club, please contact the advisor, Dani Pais at [dpais@chatham.edu](mailto:dpais@chatham.edu) or 412-365-1625.
  - **Pep Band:** We are looking for talented musicians that are interested in joining our newest organization, Chatham Pep Band! If you would like more information about becoming a member, please contact the advisor, Mike Boyd at [mboyd@chatham.edu](mailto:mboyd@chatham.edu) or 412-365-1201.

### **Counseling Services . . . . . 412-365-1282**

Our mission at Counseling Services is to provide Chatham University students with professional treatment in a secure and private manner. Counseling is viewed as an aid to promoting healthy change and personal growth in a student's overall development so that the maximum benefit can be derived from their educational experience.

Counseling services is staffed by a full-time Doctor in Counseling Psychology, a part-time Doctor in Clinical Psychology and a part-time Master of Clinical Social Worker. Both professionals are licensed by the Commonwealth of Pennsylvania. The services are free and consist of confidential counseling/psychotherapy sessions and educational workshops. Individual brief counseling sessions provide students an opportunity to openly explore any personal, social, family, or academic concerns that they may not wish to share with others. When long-term care is needed, the student will be referred to an external mental health professional for appropriate care.

Students seek campus counseling for a variety of reasons, such as difficulties in personal relationships, emotional or social difficulties, stress, concerns about academic progress, or career paths. Theme-oriented psychoeducational workshops are offered on topics such as women's issues, relationships, stress, and assertiveness. These workshops provide students with assistance in learning how to cope with issues that may interfere with their academic work and personal lives. When appropriate, referrals to specialized mental health services and agencies are made for treatment with private therapists, physicians, psychologists, and psychiatrists.

Full-time students are eligible, when appropriate, for short-term counseling and/or external referrals. Part-time students are eligible for assessment and external referrals. Counseling sessions are by appointment only. To schedule an appointment, contact Counseling Services at 412-365-1282.

Students involved in treatment with an external mental health professional are strongly encouraged to remain in treatment or to obtain comparable treatment locally in order to maintain continuity of care. A referral list of mental health professionals in the Pittsburgh area is available at the Counseling Services office.

### **Individual Counseling**

Counseling Services offers free, confidential, short term individual counseling and brief psychotherapy to full-time registered students. Evaluations and external referrals are offered to part-time regular undergraduate and graduate students. We provide a confidential, non-judgmental space to explore and work through personal, social, family, or academic concerns.

### **Referral Services**

Counseling Services provides external referrals for students in need of long-term treatment, specialized care, or medication management. Students currently involved in treatment with an external psychiatrist, psychologist, or therapist are strongly encouraged to continue services with their treatment team or to obtain comparable treatment locally in order to maintain continuity of care.

### **Crisis Walk-in Services**

Normally an appointment is required to meet with a counselor. However, when a student is in distress and needs to speak with a counselor urgently, crisis walk-in services are available during regular office hours. Students who are currently in treatment with an external mental health professional are strongly encouraged to contact their treatment team in times of crisis for continuity of care. In case of emergency while on campus after regular office hours, please contact campus Public Safety at 412-365-1111.

### **Self-help Workshops**

Theme-oriented educational workshops are offered to all registered students.

### **Need Help After Hours? re:solve Crisis Network is available 24/7**

A crisis can be anything from feeling lonely and needing to talk to feeling overwhelmed with life. Our lives are full of stressors — both large and small — but, no matter the complexity, it helps to talk with someone. re:solve Crisis Network provides round-the-clock, mental health crisis intervention and stabilization services for residents of Allegheny County in Pennsylvania.

- Telephone: call any time and speak with a trained counselor at 1-888-7-YOU CAN (1-888-796-8226)
- Mobile: our trained crisis counselors will travel to where you are — anywhere in Allegheny County.
- Walk in: you don't need an appointment when you visit our North Braddock Avenue location, near Pittsburgh, Pa. Just walk in and talk about your concerns or those of a family member or friend.
- Residential services: Residential and/or overnight services are accessible only for individuals, ages 14 and older, whose crisis extends over a period of time. We provide up to 72 hours of residential services at our North Braddock Avenue location. An individual may not admit him or herself for residential services, but rather would be assessed during walk-in and then referred to residential services by a staff member. Individuals must have a diagnosis to be admitted to residential, (but that could happen during a walk-in evaluation).



## *Student Health Services. . . . . 412-365-1714*

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

### **Prior to returning/starting on campus:**

1. Visit your family physician to obtain an updated health record and have several copies made. Keep this document confidential but do bring them to campus.
2. Obtain all necessary immunizations/vaccinations.
  - a. Requirements for Chatham University immunizations prior to arrival include: a meningitis vaccine (Menactra) or a signed meningitis waiver form, two MMR (measles, mumps, and rubella) vaccine dates, three Hepatitis B vaccine dates or a positive blood titre AND a PPD skin test for all international students within one year of arrival to campus.
3. Complete an annual physical exam and make an appointment to get your next annual physical exam. Ideally, your annual physical exam should take place during the term break and by your family physician.
4. Make plans to have your prescriptions refilled. If needed, arrangements should also be made to have your prescription(s) refilled while you are on campus.
5. If applicable, complete your annual gynecological exam.
6. If applicable, students should develop an independently regulated health plan – from being able to take regularly prescribed medication on their own, stay in contact with and make regular appointments with physicians and/or counselors as necessary, and advocate on their own behalf.
7. Ensure that you continue to take any regularly prescribed medication as you would at home.
8. Visit or contact the Offices of Student Health Services or Counseling Services to learn more about the medical services available to you in the Pittsburgh community.

### **For physician visits, Chatham University has successfully partnered with:**

- University of Pittsburgh Medical Center (UPMC) Urgent Care (5231 Centre Ave., 412-623-4114)
- MedExpress (5201 Baum Blvd., 412-687-3627)

Both facilities are full-service, walk-in clinics open 365 days a year from 9:00 a.m.-9:00 p.m. and offer pharmaceutical services as well. Students are able to seek services at either one of these facilities on their own, or utilize campus transportation that will be offered on a daily basis.

### **Information on Student Health Insurance**

*Please refer to page 22 for information on Student Health Insurance.*

### **Education & Programming**

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

- **Choices Peer Leaders:** Student leaders who provide training and outreach on alcohol use, sexual health, and other substance use issues. Choices Peer Leaders play a key role in alcohol and sexual assault education during orientation and throughout the year.

- **Self-help Workshops:** Theme-oriented educational workshops are offered to all registered students. **Health Tips and Advice**

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

- Get regular medical check-ups and vaccinations.
- Get plenty of sleep. Sleep deprivation can lead to bad grades, depressed mood, and difficulty maintaining relationships. It also raises your risk of chronic health problems including diabetes and heart disease.
- Make time for regular exercise
- Eat a healthy diet.
- Don't ignore symptoms of depression.
- Don't abuse drugs or alcohol.
- Take precautions to prevent sexually transmitted disease.

### **Additional Tips**

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

### *Community Resources*

#### **Pharmacies in Squirrel Hill**

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

#### **Family Practice**

- Faculty Practice of UPMC Department of Family Medicine, 5608 Wilkins Ave at Wightman (Squirrel Hill) 412-422-8762
- Shadyside Family Health Center- 5215 Center Ave (Shadyside) 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

## ATHLETICS

### **Athletics-NCAA Division III. . . . . 412-365-1650**

Athletics provides 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), United Collegiate Hockey Conference (UHC), and the Ohio River Lacrosse Conferences, fields intercollegiate varsity athletic teams in baseball, basketball, cross country, ice hockey, lacrosse, soccer, softball, swimming and diving, track and field, and volleyball.

- **Director of Athletics**, Leonard Trevino, 412-365-1650, ltrevino@chatham.edu
- **Assistant Director of Athletics**, Dr. Ron Giles, rgiles@chatham.edu
- **Assistant Director of Athletic and Fitness Center**, Danielle Pais, dpais@chatham.edu
- **Head Coach, Men's Baseball**, Timothy Banner, 412-365-2956, tbanner@chatham.edu
- **Head Coach, Women's Basketball**, Sandra Rectenwald, 412-365-2955, srectenwald@chatham.edu

- **Head Coach, Men's Basketball**, Andrew Garcia, 412-365-1649, agarcia@chatham.edu
- **Head Coach, Women's and Men's Cross Country and Track & Field**, Jon Morrow, 412-365-2954, j.morrow@chatham.edu
- **Head Coach, Women's Ice Hockey**, Jessica Newstrom, 412-365-1265, j.newstrom@chatham.edu
- **Head Coach, Men's Ice Hockey**, Michael Callan, 412-365-1763, m.callan@chatham.edu
- **Head Coach, Women's Lacrosse**, Alyssa Batty, 412-365-1730, a.batty@chatham.edu
- **Head Coach, Men's Lacrosse**, Phil Dodson, 412-365-1745, p.dodson@chatham.edu
- **Head Coach, Women's Soccer**, Betsy Warren, 412-365-2953, bwarren@chatham.edu
- **Head Coach, Women's Softball**, Deann Tritinger, 412-365-2468, d.tritinger@chatham.edu
- **Head Coach, Women's and Men's Swimming & Diving**, Carter Crosby, 412-365-2945, c.crosby@chatham.edu
- **Head Coach, Women's Volleyball**, Dylan Lasher, 412-365-2959, d.lasher@chatham.edu
- **Head Athletic Trainer**, Renee Myers, 412-365-2946, r.myers@chatham.edu
- **Sports Information Director**, Kailin Nelson, 412-365-XXXX, k.nelson@chatham.edu

## OFFICE OF UNIVERSITY ADVANCEMENT

### *Office of Annual Giving . . . . . 412-365-2734*

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

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

### *Office of Alumni Relations . . . . . 412-365-1517*

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

### **Chatham University Alumni Association**

Upon graduation all undergraduate and graduate students become members of the Chatham University Alumni Association. The Association is an active

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

### **Student Alumni Association**

The Student Alumni Association (SAA) at Chatham University is a student organization that works in partnership with the Office of Alumni Relations, Student Affairs and the Alumni Association to enhance the student experience by connecting students to one another, alumni and the University. SAA is dedicated to engaging students and assisting them in their journey to graduation and beyond.

SAA members plan and participate in social, career-oriented and school unifying events. These events offer students valuable opportunities to make new friends, develop service, and leadership skills, network with alumni and become involved on campus.

## UNIVERSITY MARKETING & COMMUNICATIONS

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

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

### **Photography on Campus for University Use**

Chatham University and its representatives on occasion take photographs and/or videos for the University's use in print and electronic publications. This Student Handbook serves as public notice of the University's intent to do so and to use such images as necessary. If you do not want your image published, you have the right to withhold its release by contacting the Office of Marketing and Communications via e-mail at [communications@chatham.edu](mailto:communications@chatham.edu).



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# **Student Honor Code and Honor Code Procedures**

# CHATHAM UNIVERSITY STUDENT HONOR CODE

*Reviewed and Approved October 2016*

Honor is that principle by which we at Chatham form our code of living, working, and studying together. The standards of honor at Chatham require that all Chatham students act with intellectual independence, personal integrity, honesty in all relationships, and consideration for the rights and well-being of others. As citizens of the campus community focused on education, students must accept certain obligations that accrue by virtue of such citizenship. Consequently, students must adhere to community standards in accordance with the University's mission and expectations.

Individual rights are ensured to the degree that these rights require a respect for the rights of all within the community to the same extent. In accepting admission to Chatham University, undergraduate and graduate students automatically agree to be personally responsible in all matters pertaining to honor and pledge to abide by those rules, which are considered by the community, as part of its Honor Code.

While the University articulates specific community standards, both academic and social, the Honor Code is maintained through the acceptance of personal responsibility by each community member in their on and off campus behavior. This code has been established in order to protect a specialized environment conducive to learning which fosters shared responsibility, integrity, academic success, personal and professional growth, and responsible citizenship.

## The Honor Pledge

During Orientation, each new member of the Chatham student community will be required to recite the Honor Pledge. The pledge states: "Realizing the trust placed in me, I affirm my faith in the individual and in personal integrity and I assume the responsibility of maintaining the tenets of the Honor Code in all attendant matters." A copy of the pledge will be provided to each student.

**Jurisdiction of Chatham University** generally shall be limited to conduct which occurs on the Chatham University premises or at University-sponsored or University-supervised functions. However, the University may take appropriate action against students for conduct occurring in other settings, including off campus, online and on social media in order to protect the physical safety of students, faculty, staff, and visitors or if there are effects of the conduct that interfere with or limit students' ability to participate in or benefit from the University's educational programs and activities.

**Zero Tolerance for Violence** Chatham University supports all efforts to prevent violence on campus. Any violation of another person's rights, including but not limited to physical or verbal threats, mental abuse, intentional libel, slander, physical harm or the harassment of another person will result in the campus taking the necessary and appropriate action to protect the safety and well-being of the campus community, which may include the immediate removal of the student from the college setting and potential expulsion. Further, any action that is harmful to oneself including significant/severe self-injurious behavior, suicide attempts and/or threats may result in the immediate removal of the student from the college setting and potential expulsion. Mental health conditions, the influence of drugs or the use of alcohol will not diminish or excuse a violation of the Student Honor Code.

## Presidential Interim Suspension

When the actions of a student threaten the order of the University, the President reserves the right to impose an interim suspension of the student, pursuant to the Chatham University Student Honor Code, pending disciplinary procedures under the Student Honor Code, criminal proceedings or medical

evaluation. The President also reserves the right to determine whether the student may or may not remain on campus property pending the completion of the disciplinary process. The interim suspension shall become immediately effective without prior notice whenever the continued presence of the student at the University poses a substantial and immediate threat to her/himself or to others or to the stability and continuance of normal University functions.

1. The Vice President for Student Affairs/Dean of Students initiates a presidential interim suspension by providing the president with information of: (a) the events causing the threat to exist; (b) the name of the student and actions allegedly violating the University Student Honor Code (c) a statement of the conduct allegedly violated by the student.
2. The Vice President for Student Affairs /Dean of Students will immediately notify the student of the presidential interim suspension. The Vice President for Student Affairs / Dean of Students will subsequently notify the student of the need to schedule a preliminary conference and the regular student conduct process will proceed while the student is on interim suspension.
3. The student has the right to appeal a Presidential Interim Suspension in writing within five (5) business days of receiving the suspension

## Conduct Standing

Any students with an active conduct file is not in "good conduct standing." Students going through the University Student Honor Code process and in process of completing sanctions are not in good conduct standing. Students not in good conduct standing may be prohibited from participating in formal campus processes, such as future course registration, future housing selection, and applying for or running for a campus leadership position. Students who fail to complete sanctions by the designated deadline will have an indefinite conduct hold placed against their student account by the Office of Student Affairs. Such students will not be able to resume formal University processes until they complete their conduct process.

Students who have been charged with Student Honor Code violations and completed assigned sanctions will be in good conduct standing.

**Conduct** for which students are subject to Student Honor Code sanctions falls into the following categories:

1. **Dishonesty directed toward a University official.** This includes but not limited to lying, cheating, or providing false reporting and/or information.
2. **Forgery, theft, misuse, or alteration or duplication without University permission, of any University property.** This includes, but is not limited to documents, records, computer software, keys, or the students' illegal use of copyrighted materials over the internet, in which case additional legal action may be taken against a student by the Recording Industry Association of America or the Motion Picture Association of America. The University will not shield students from such action and will comply with proper subpoenas.
3. **Unauthorized entry into University facilities or use of University facilities/equipment without proper authorization.** This includes entry into faculty or staff offices and other students' residences.
4. **Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.** This includes classrooms, offices and meeting areas or any intentional act to impair or prevent accomplishment of the mission, process, or function of the University.

5. **Mental or bodily harm to others which threatens or endangers the health or safety of any person.** Violation of University Policy on Sexual Harassment and Sexual Violence and violation of another person's rights including but not limited to the following:
    - a. intentionally inflicting mental or bodily harm upon any person;
    - b. attempting to inflict mental or bodily harm upon another person;
    - c. taking any reckless, but not accidental, action from which mental or bodily harm could result to another person;
    - d. causing a person to believe that the offender may cause mental or bodily harm;
    - e. sexual misconduct, including but not limited to sexual assault;
    - f. bullying, repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally;
    - g. stalking, repeated following or engaging in behavior with no legitimate purpose that puts another person reasonably in fear for her or his safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.
    - h. coercing another to engage in an act of membership in a student organization that causes or creates a risk of mental or bodily harm to any person (e.g. hazing);  
This includes violations that occur via the internet, such as but not limited to instant messenger, via websites, via e-mail, or through online communities.
    - i. any act which threatens, intimidates, demeans, degrades, disgraces any person.
  6. **Mental or bodily harm to self.** This includes behavior that is harmful to oneself including danger of suicide, self-mutilation, intentionally inflicting mental or bodily harm on one's self, taking reckless, but not accidental, action from which mental or bodily harm could result to oneself (e.g., abuse of alcohol or other drugs) or behavior that suggests a disorder, such as an eating disorder, which is likely to deteriorate to the point of permanent disability, disfigurement, impairment, or dysfunction without assessment and treatment. When standard assessment is impossible because of the student's resistance, conduct review may proceed.
  7. **Discrimination/Harassment.** Civilly, criminally, or administratively prohibited unequal treatment of a person on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, marital status or any other legally protected status.
  8. **The unauthorized use, or the abuse, destruction, or theft of property of the University or of any of its members.** This includes property of external vendors, guests or neighbors of the University; or the "borrowing" of common property for personal use. This includes unauthorized use of the University computer server and University e-mail addresses when used in a manner that violates the Chatham University Honor Code. (See the "Computing Ethics Statement.")
  9. **Civil disturbance.** This includes conduct which involves disturbing the peace in conjunction with a civil disturbance in a lewd, indecent or disorderly manner on University property or at University sponsored or supervised activity.
  10. **Creation of a fire, safety, or health hazard.** This includes intentionally initiating or causing to be initiated any false report or warning of a fire or other emergency.
  11. **Ejection of any objects from windows, roofs, or balconies of University buildings.** This includes being present on the roofs of any University building.
  12. **Embezzlement or procurement of any money, goods or services under false pretense.**
  13. **Duplicating or tampering with computer access codes, or other such devices without proper authorization.**
  14. **Unauthorized use of office long-distance phone lines, the computer system and/or computer access code.**
  15. **Failure to comply with the written and verbal directions of University officials.** This includes directions of staff, faculty, public safety officers, and other law enforcement officers acting in performance of their duties. This includes, but is not limited to, the failure to identify oneself to any such persons when requested to do so and repeat traffic violations. This also includes staff at studying abroad programs for which the student receives academic credit.
  16. **Failure to comply with University policies, rules or regulations.** This include but not limited to, those governing residence in University-provided housing, or the use of University facilities, of the time, place and manner of public expression.
  17. **Failure to comply with policies, rules or regulations of local, commonwealth, and/or federal laws.**
    - a. Failure to comply with alcohol statutes.
    - b. Failure to comply with drug statutes.
    - c. Public arrest by a police department on or off campus.
  18. **Possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic.**
  19. **Possession or use of weapons, firearms, explosive or hazardous chemicals.**
  20. **Misrepresenting oneself as a Chatham University affiliate at an on or off campus event to falsely solicit services.** This includes but is not limited to obtaining funds for a service project or a student organization fundraiser and using the funds for personal use.
  21. **Aiding and Abetting.** Helping, procuring, or encouraging another person to engage in a violation of any offense.
- The purpose of listing and publishing Conduct for which students are subject to Student Honor Code sanctions is to give students a general notice of prohibited conduct. However this is not meant to be an inclusive list of Honor Code violations as it is a violation to fail to comply with any University regulation.

### Authority for Student Honor Code and Procedures

The Vice President for Student Affairs/Dean of Students is responsible for the overall coordination of the Student Honor Code and Procedures on behalf of the University. The Vice President may authorize a designee to directly manage the Student Honor Code and Procedures. In this role the duties include:

- a. Oversight of the University Student Honor Code Committee and the appointment of members. All previous members will hold over until new members are elected or appointed.
- b. Educating and advising members of the University community of the Student Honor Code and Procedures.
- c. Providing advice and assistance to the University Student Honor Code and other appropriate University officials regarding student honor code matters.

# CHATHAM UNIVERSITY STUDENT HONOR CODE PROCEDURE

*Reviewed and Approved: October 2016*

**I. Preamble.** The following Procedure pertaining to Student Honor Code matters are hereby adopted in order to insure that:

- a. the requirements of procedural due process in student honor code proceedings will be fulfilled by the University
- b. the immediate effectiveness of the student honor code and sanctions may be secured for all students in Chatham University
- c. the procedures shall be definite and determinable within Chatham University. Student conduct involving harassment or discrimination and sexual misconduct are governed by General Procedure for Discrimination and Grievances and Title IX Complaint/ Grievance Policy and Procedure

**II. Confidentiality:** The right to confidentiality of all students will be respected, insofar as possible. Retaliation against individuals bringing complaints of misconduct is specifically prohibited.

**III. Definitions.** As used in these rules, the following definitions shall apply:

- a. **Primary Administrative Officer.** As used in these procedures, the Vice President of Student Affairs and Dean of Students is the Primary Administrative Officer. The Primary Administrative Officer may appoint designee(s) who are responsible for the administration of these student honor code procedures, provided all such appointments are made in writing.
- b. **Student.** A person having once been admitted to the University who has not completed a course of study and who intends to or does continue a course of study in Chatham University. For the purpose of these rules, student status continues whether or not the University's academic programs are in session.
- c. **Faculty, Staff and Student Panel.** A panel of faculty, staff and students appointed by the Vice President for Student Affairs / designee. In making this annual appointment, the Vice President for Student Affairs may utilize student governing boards, academic deans, faculty and students to make recommendations.
- d. Upon the request of the suspected student, a student will be selected from the Faculty, Staff and Student Panel to be a member of the Student Honor Code Committee. Not more than one student will serve on the Student Honor Code Committee.
- e. **Student Honor Code Committee.** Student Honor Code Committee, refers to the body on campus which is authorized to conduct investigations and to make determination as to whether the alleged violations occurred and to recommend sanctions. Faculty, staff and students, selected from the Faculty, Staff and Student Panel, are requested to be on the Student Honor Code Committee.

## **IV. Sanctions for Violations of Student Honor Code**

Upon a final determination that a student or organization has violated the Honor Code, the Student Honor Code Committee and/or the appropriate University official may impose the following sanctions, either individually or in combination for any offense.

1. **Written Warning:** The appropriate institutional official issues written notification to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
2. **Probation:** A written reprimand for violation of specified regulation(s). Probation is imposed for a designated period of time in cases of serious violations of the Honor Code and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Probation can be restriction from participation

in an activity on campus and can lead to recommended suspension or expulsion from the University if violated.

3. **Loss of Privileges:** The restriction of a student's or student organization's privileges for a specified period of time. This restriction may include, but is not limited to, denial of the ability to participate in campus events or traditions, denial of the use of facilities, denial of parking or visitation privileges, or denial of student organization privileges such as funding.
4. **Restitution:** The compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. **Monetary Fine:** Fines may be assessed at times when appropriate with the fine amount being determined by the board or appropriate institutional official. Fines may also be assessed for failure to complete sanctions.
6. **Discretionary Sanctions:** Work assignments, service to the University or other related discretionary assignments. Specific educational objectives are to be identified prior to imposing such a sanction.
7. **Attendance or Participation:** this requires that an individual attend or participate in an educational endeavor such as a workshop, series of educational sessions, mediation or counseling.
8. **Residence Area Suspension:** This requires a separation of the student from resident living for a specified period of time. This is imposed when it is determined that a student(s) has been disruptive or destructive to herself or the larger residential community. Conditions for readmission to residency may be specified.
9. **Residence Area Expulsion:** This imposes permanent separation of the student from resident living at the University. Such a sanction should be utilized when it is determined that a student will continue to be disruptive to the residential community or when a violation is so severe that it merits permanent removal so as to offer a safe and secure living environment.
10. **Interim Residence Area Suspension:** If at any time a residential student's presence in the residence halls or apartments is considered to present an issue of safety to the individual or the larger community, an immediate determination may be made by the vice president for student affairs to remove the student from residency pending a student conduct review.
11. **Creative Sanction:** The Student Honor Code Committee or University official may determine an alternate sanction as long as the severity of the sanction is, in its view, commensurate with the severity of the Honor Code violation.
12. **Behavioral Contract:** This details a contractual agreement between the Student Honor Code Committee or University official that outlines conditions for his/her behavior while involved in a specific area of campus life. This can include mandatory professional assessments, restriction of use of University facilities and parental notification. Should a behavioral contract be broken, more severe sanctions may be recommended.
13. **University Dismissal:** An involuntary separation of the student from the institution for misconduct. It is less than permanent in nature and does not imply or state a minimum separation time.
14. **University Suspension:** Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
15. **University Expulsion:** Permanent separation of the student from the University.



**V. Records Retention.** Student conduct records shall be maintained for five years after University action is completed. Records of students expelled from the University will be maintained permanently.

**VI. Policy and Procedures.**

**a. Preliminary Procedures.** The Primary Administrative Officer/Designee(s) shall investigate any reported student misconduct before initiating formal conduct procedures and give the student the opportunity to present a personal version of the incident or occurrence. The Primary Administrative Officer/Designee(s) shall utilize the preponderance of the evidence standard in deciding whether or not to initiate formal conduct procedures and in deciding whether or not to offer an informal disposition. The Primary Administrative Officer/Designee(s) may discuss with any student such alleged misconduct and the student shall attend such consultation as requested by the Primary Administrative Officer/Designee(s). The Primary Administrative Officer/Designee(s), in making an investigation and disposition, may utilize student governing boards, academic deans, faculty and students to make recommendations.

**b. Informal Disposition.** The Primary Administrative Officer/Designee(s) shall have the authority to make a determination and to impose appropriate sanctions and shall fix a reasonable time within which the student shall accept or reject a proposed informal disposition. Student must receive this in writing. A failure of the student either to accept or reject within the time fixed may be deemed by the University to be an acceptance of the determination. If the student rejects informal disposition it must be in writing and shall be forwarded to the Student Honor Code Committee. The Primary Administrative Officer/Designee(s) may refer cases to the Student Honor Code Committee without first offering informal disposition. This informal procedure should take place no more than three weeks after the occurrence of the alleged misconduct.

**c. Student Honor Code Committee Procedure and Disposition**

1. The Committee shall be appointed by the Vice President for Student Affairs/Designee(s) and shall have the authority to investigate, to make determination as to whether the alleged violations occurred and to recommend sanctions.
2. The Student Honor Code Committee will consist of at least two but not more than three members. A lead member will be selected to convene the committee to investigate, proceed with disposition procedure and recommend sanctions.
3. The Vice President for Student Affairs shall appoint a panel of faculty, staff and students, to be known as the Faculty, Staff and Student Panel. Upon written request of the suspected student before the Student Honor Code Committee, made at least seventy-two (72) hours prior to the investigation, the Chair of the Committee shall appoint from the Faculty, Staff and Student Panel not more than one student to sit with the Student Honor Code Committee. When a student from the Faculty, Staff and Student Panel serve as members of the Committee, they shall have the same rights as other members of the Committee.
4. General Statement of Procedures. A student accused of violating the Student Honor Code is entitled to a written notice and a formal investigation and disposition unless the matter is

disposed of under the rules for informal disposition. Student conduct proceedings are not to be construed as judicial trials and need not wait for legal action before proceeding; but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein.

5. Notice of Investigation. At least seven business days prior to the Student Honor Code Committee Investigation, or as far in advance as is reasonably possible if an accelerated resolution process is scheduled with the consent of the suspected student. The Primary Administrative Officer/Designee(s) will send a letter to the accused student with the following information:
  - a. A description of the alleged violation(s) and applicable policies.
  - b. A description of the applicable procedures.
  - c. A statement of the potential sanctions/remedial actions that could result.
  - d. The time, date and location of the investigation. If any party does not appear at the investigation, the investigation will be held in their absence. For compelling reasons, the investigation may be rescheduled.

This Notice of Charges letter will be made in writing and will be delivered minimally via campus email system.

Any request to reschedule the investigation shall be made in writing to the Primary Administrative Officer, who shall have the authority to reschedule the investigative hearing if the request is timely and made for good cause. The Primary Administrative Officer/Designee(s) and the accused student of the new date for the hearing. If the suspected student fails to appear at the scheduled time, the Committee may hear and determine the matter.

Upon conclusion of the investigation, the Student Honor Code Committee shall make a determination as to whether the alleged violation/s occurred and recommended sanctions. The suspected student will be notified, in writing, of the outcome of the matter. The Student Honor Code Committee must complete this disposition by ten work days, after the date of the investigation.

6. **Right to Appeal** If the student is not satisfied with the decision of the Student Honor Code Committee, she or he may appeal, within one work week, to the President of the University/designee. The student will submit a written statement detailing a personal version of the incident or occurrence, her or his response to the informal procedure, the formal investigation and her or his response to the determination and the recommended sanction/s. These materials should be submitted within ten work days, following the date of notification of the formal investigation. After review of the written materials and possible conferences with involved parties, the President/designee will make a final determination within one week of the request for appeal. This decision is final.

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# **Academic Integrity Policy**

# CHATHAM UNIVERSITY HONOR SYSTEM AND ACADEMIC INTEGRITY POLICY

As an institution, Chatham University expects all members of its community to hold themselves to the highest standards of academic and personal integrity in living, working and studying together. As a member of this community, students agree to abide by the Honor Code, take responsibility for their actions and to be held accountable for the impact and consequences these actions have on themselves and others.

Academic misconduct is a serious and significant violation of the Honor Code which undermines its tenets of intellectual independence, consideration for the rights and wellbeing of others, honesty in all relationships, and personal integrity.

To uphold the tenets of the Honor Code it is necessary to establish standards around academic integrity to ensure that the pursuit of knowledge at the University adheres to the principles of academic honesty and provides guidance for evaluating the quality of student work in a fair manner.

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.

## Honor Code

### *Intellectual Independence*

The academic community at Chatham University is founded on the principle of intellectual independence, which requires each member to conduct herself or himself honestly and with responsibility in scholarly affairs and to respect and acknowledge the ideas of others. Members of the Chatham community will refrain from engaging in any form of dishonesty that impedes the academic process, including cheating, lying, and plagiarism.

### *Consideration for the Rights and Well Being of Others*

Chatham University strives to create a civil community whose members respect one another's voices, dignity, and physical well-being. Violation of another person's rights, including threats, intentional libel, slander, physical harm, or harassment of another person will not be tolerated. Members of the Chatham community will refrain from carrying out any action that is harmful to oneself or another person, including physical, verbal, or mental abuse.

### *Honesty in All Relationships*

Creation of a civil community requires honesty in the relationships binding the community. Honesty in scholarly activities, including coursework, research, and open debate, is the foundation of a thriving and creative academic community. Members of the Chatham community agree to conduct themselves honestly in all academic and social endeavors.

### *Personal Integrity*

All members of the Chatham community are expected to conduct themselves with integrity in personal and academic affairs and to serve the best interests of the entire community. Respect for the people and property around us is a founding principle of our community. Students, faculty, and staff members agree to be personally responsible for upholding local, commonwealth, and federal laws, as well as the academic and social standards set forth for the campus community.

### *Honor Pledge*

Realizing the trust placed in me, I affirm my faith in the individual and in personal integrity, and I assume the responsibility of maintaining the tenets of the Honor Code.

## Academic Integrity and Academic Misconduct

### *Academic Integrity*

Academic Integrity is defined as upholding the tenets of the Chatham University Honor Code of intellectual independence, consideration for the rights and wellbeing of others, honesty in all relationships, and personal integrity 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 intellectual independence, consideration for the rights and wellbeing of others, honesty in all relationships, and personal integrity 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 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 sources 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 intellectual independence, consideration for the rights and well-being of others, honesty in all relationships, and personal integrity as they relate to academic pursuits at 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; taking information into an exam without permission; asking 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; 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; or agreeing to take a test, write a paper, or complete an assignment for someone else.

- **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.

## Procedures for Addressing Acts of Academic Misconduct

### *Identifying the Act of Academic Misconduct*

1. The instructor identifies a technical or substantiated act of academic misconduct.
2. The instructor notifies the Academic Integrity Officer or their designee that they have identified a technical or substantiated act of academic misconduct.
3. The Academic Integrity Officer consults with the instructor about the Academic Integrity Policy and Procedures to begin the process to address the act of academic misconduct with a student and indicates whether or not this is the student's first offense.

If it is not the student's first offense of a technical or substantiated act of academic misconduct, the Academic Integrity Officer in consultation with the Dean of the appropriate school will determine how to proceed based on the procedures outlined in this policy. In addition,

professionally accredited programs may have approved policies in place that students are also bound by and should reference in addition to those outlined here.

Previous acts of academic misconduct committed by a student in the same course, but not discovered and/or reported until the most recent act is identified, may be entered into the Academic Misconduct Form. However, these retroactive notifications will not impact the classification of the offense and/or the appropriate judicial response as outlined in this policy.

Technical and/or substantiated acts of academic misconduct identified after a grade has been submitted for a course or at any other point while the student is still actively enrolled should be reported and proceed through the appropriate disciplinary process. However, in accordance with University policy regarding the changing of grades, acts of academic misconduct reported and adjudicated for a course one year after a grade has been submitted will not result in a grade change, but may result in appropriate sanctions being given to the student.

In those instances where an act of academic misconduct occurs at the end of an academic semester/term before the appropriate disciplinary process can take place, a grade of Incomplete will be given to a student for the course until the case is reviewed, sanctions, if appropriate, are given and completed, and any potential appeals are made which could further determine the student's final grade.

A student subject to an academic action which requires the student to withdraw from the University before the appropriate disciplinary process has occurred will be notified that academic integrity proceedings must take place. The student will receive reasonable accommodations in order to participate in the process. If a student chooses not to respond to these notifications, the appropriate disciplinary process will proceed without the student present. The student will be notified of the outcome of the proceedings and is required to complete any sanctions related to the act of academic misconduct in addition to those requirements associated with the student's academic action in order to return to the University.

Students who commit an act of academic misconduct in their final academic semester/term and intend to graduate will not be permitted to do so until the case has proceeded through the appropriate disciplinary process.

### *Technical Acts of Academic Misconduct*

1. If the act of academic misconduct is categorized as technical and is the student's first offense, the instructor should identify the appropriate course-based and institutional sanctions for the student in consultation with their Department Chair/Program Director or their designee and fill out an Academic Misconduct Form which should include a description and documentation of the technical act.
2. The instructor shall notify the student about a concern regarding academic misconduct and schedule a meeting with the student to discuss the act and review the Academic Misconduct Form.
3. The instructor, with or without the Department Chair/Program Director or their designee shall meet with the student to discuss the technical act of academic misconduct and review the Academic Misconduct Form. The form provides space for a student to sign to 1.) acknowledge they have met with the instructor to discuss the act of academic misconduct and 2.) acknowledge responsibility for the act of academic misconduct. If an informal resolution is not reached, or the student or faculty member requests a hearing, the Academic Integrity Officer will notify

the lead of the appropriate Academic Integrity Council subcommittee to convene a hearing to review the case in a timely manner using the process outlined for adjudicating the substantiated acts of academic misconduct.

4. The Academic Misconduct Form, with or without signatures from a student, outlining appropriate course-based and institutional sanctions, including a description and supporting documentation of the technical act, is sent to the Academic Integrity Officer.  
If the form is signed, the incident continues to follow the process outlined for technical acts of academic misconduct. If the form is not signed and/or a student refuses to acknowledge responsibility, the act is automatically elevated to a substantiated act of academic misconduct.
5. When the Academic Integrity Officer receives a copy of the Academic Misconduct Form for a technical act, the Dean of the appropriate school in which the student is enrolled is notified to review and determine the appropriateness of the sanctions put forth by the instructor. The Dean will confirm the applicability of such sanctions and may reject any finding adverse to the student, but may not make new findings adverse to the student or increase the severity of the sanctions. Prior technical or substantiated acts of academic misconduct may be considered only in recommending sanctions, not in determining guilt or innocence.
6. On behalf of the Dean, the Academic Integrity Officer informs the instructor, department chair/program director, student, the student's advisor, the Vice President for Student Affairs/ Dean of Students, the Vice President for Academic Affairs, and any others who should be notified concerning the sanctions of the Dean's decision. The decision will be communicated in writing in a timely manner and must include the date by which a student must complete any sanctions.
7. A student must complete the required sanctions satisfactorily by the identified deadline and submit verification to the Academic Integrity Officer and any other appropriate individual identified. Failure to complete sanctions will result in additional repercussions.
8. The Academic Integrity Officer informs the instructor, department chair/program director, student, the student's advisor, the Vice President for Student Affairs/Dean of Students, the Vice President for Academic Affairs, and any others who should be notified of the completion of sanctions.
9. The student has the right to file a written appeal with the Vice President for Academic Affairs within five (5) business days.

### ***Substantiated Acts of Academic Misconduct***

1. If the act of academic misconduct is categorized as substantiated and is the student's first offense, the instructor should identify the appropriate course-based and institutional sanctions for the student in consultation with their Department Chair/Program Director or their designee and fill out an Academic Misconduct Form which should include a description and supporting documentation of the substantiated act.
2. The instructor shall notify the student about a concern regarding academic misconduct and schedule a meeting with the student to discuss the act and review the Academic Misconduct Form.
3. The instructor, with or without the Department Chair/Program Director or their designee shall meet with the student to discuss the act of academic misconduct and review the Academic Misconduct Form. The form provides space for a student to sign to 1.) Acknowledge they have met with the instructor to discuss the act of academic misconduct and 2.) acknowledge responsibility for the act of academic misconduct.
4. The Academic Misconduct Form, with or without signatures from a student, outlining appropriate course-based and institutional sanctions, including a description and supporting documentation of the substantiated act, is sent to the Academic Integrity Officer.

5. The Academic Integrity Officer determines if the student who is accused of committing a substantiated act of academic misconduct is an undergraduate or graduate student and contacts the faculty lead of the appropriate subcommittee of the Academic Integrity Council to convene a hearing to review the case at a time convenient for the accused student and the reporting instructor.
6. Hearings will be heard by the appropriate Academic Integrity Council subcommittee and will be divided into four sections - the introduction delivered by the subcommittee lead, the presentation of the case by the student and the instructor, questioning by the subcommittee, and the subcommittee review and deliberation.
7. After the hearing, the lead of the Academic Integrity Council subcommittee presents a written summary of the subcommittee's deliberations and recommendations to the appropriate Dean and the Academic Integrity Officer in a timely manner.
8. The Dean will confirm the applicability of such sanctions and may reject any finding adverse to the student, but may not make new findings adverse to the student or increase the severity of the sanctions. Prior technical or substantiated acts of academic misconduct may be considered only in recommending sanctions, not in determining guilt or innocence.
9. On behalf of the Dean, the Academic Integrity Officer informs the instructor, department chair/program director, student, the student's advisor, the Vice President for Student Affairs/ Dean of Students, the Vice President for Academic Affairs, and any others who should be notified concerning the sanctions of the Dean's decision. The decision will be communicated in writing in a timely manner and must include the date by which a student must complete their sanctions.
10. A student must complete the required sanctions satisfactorily by the identified deadline and submit verification to the Academic Integrity Officer and any other appropriate individual identified. Failure to complete sanctions will result in additional repercussions.
11. The Academic Integrity Officer informs the instructor, department chair/program director, student, the student's advisor, the Vice President for Student Affairs/Dean of Students, the Vice President for Academic Affairs, and any others who should be notified concerning the sanctions that the sanctions.
12. The student has the right to file a written appeal with the Vice President for Academic Affairs (VPAA) within five (5) business days.

### **Consequences for Acts of Academic Misconduct**

Appropriate sanctions for a technical act of academic misconduct may include, but are 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; loss of privileges to complete a faculty course evaluation for the course in which the act was committed; 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.

Appropriate sanctions for a substantiated act of academic misconduct may include, but are 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; loss of privileges to complete a faculty course evaluation for the course in which the act was committed; 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; academic integrity probation; academic

integrity suspension for one or more semesters/terms; or academic integrity dismissal from the University in addition to any course-based or institutional sanctions recommended by the instructor, academic integrity council subcommittee, and Dean of the appropriate school.

A student who chooses to withdraw from the University rather than participate in the judicial process will be classified as having been withdrawn for reasons of academic misconduct. 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.

If a student does not complete the sanctions associated with their act of academic misconduct by the determined deadline, the student will be placed on academic integrity probation and a hold may be placed on the student's account. Extenuating circumstances which prevent a student from completing sanctions 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 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 Academic Integrity Council subcommittee.

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 Information**

Chatham University retains information regarding all acts of academic misconduct for internal institutional purposes. Third party release of this information only occurs when official requests are deemed necessary. If a student is suspended, withdraws from the University or dismissed for an act of academic misconduct, this information becomes a part of the student's transcript documentation.

Student records of technical and/or substantiated acts of academic misconduct are maintained by the Academic Integrity Officer and shared with the Dean's Office of each School, as well as the Vice President of Student Affairs/Dean of Students and the Vice President for Academic Affairs.

chatham<sup>®</sup>UNIVERSITY

# **Important Student Guidelines and Policies and Procedures**

# IMPORTANT STUDENT GUIDELINES AND POLICIES & PROCEDURES

## Safety

### *Anti-Hazing Policy*

Chatham University abides under The Commonwealth of Pennsylvania State Hazing Law. ([http://www.stophazing.org/laws/pa\\_law.htm](http://www.stophazing.org/laws/pa_law.htm)). The Commonwealth of Pennsylvania State Hazing Law defines it in [P.S.] 5352 as:

“Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

Chatham University considers hazing as any subtle, covert or overt action, occurring on or off campus, by an individual or group of students in connection to recruitment, initiation, rite of passage, or membership in a Chatham sport club, group, organization or athletic team that subjects any other member of the university community, voluntarily or involuntarily to activity which creates an atmosphere for potential or actual embarrassment, humiliation, degradation, verbal, emotional or physical distress, abuse or injury; or compromises the academic mission and/or reputation of Chatham University.

### **Procedures:**

1. If an act of hazing occurs on campus and is deliberately intended against a Chatham University student/group of students, a report should be made by phone, electronic mail or in writing to the Vice President for Student Affairs and Dean of Students or designee. All reports of hazing are maintained as confidential.
2. The Vice President for Student Affairs and Dean of Students or designee will call for a meeting on as needed basis to members of a committee whose experience and professional background is relevant to investigate and resolve each hazing situation presented.
3. Penalties for engaging in hazing activities include University sanctions against individuals and organizations, and criminal sanctions under state law.

### *Chatham University Notice of Non-Discrimination (Updated May 2016)*

It is the policy of Chatham University to not discriminate on the basis of race, color, gender, sexual orientation, national origin, age, disability, veteran status, marital status or any other legally protected status in its educational programs and policies, co-curricular activities, scholarship and loan programs, or employment practices. Specific inquiries regarding these

matters may be directed to the assistant vice president of human resources: Chatham University, Woodland Rd, Pittsburgh, PA 15232, 412-365-1847.

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

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

### *General Procedure for Discrimination Grievances*

1. The grievant should first discuss the grievance informally with her or his 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, she or he may appeal to the Vice President for Student Affairs for the students or the Assistant Vice President for Human Resources for faculty and staff.

For this appeal, the grievance will be written. The respondent will also submit a written statement detailing the events of the informal procedure and her or his 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.

3. If the grievant is not satisfied with the decision of the administrator, she or he may appeal, within one week, to the President of the University, who will review the grievance and make a final determination within one week of the request for appeal. If Chatham determines that unlawful discrimination has occurred, immediate and adequate corrective action will be taken in accordance with the circumstances involved to correct its discriminatory effects on the grievant and others, if appropriate. Chatham will also take steps to prevent the recurrence of any discrimination.

### *Responsible Use of Alcohol and Drug-Free Campus 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.

### **Drug Free Schools and Communities Act**

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

### **Specific Standards of Conduct Regarding Illegal Drugs and Alcohol**

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

### ***Chatham University Weapons Policy***

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

The only exceptions to this policy are:

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

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

For the purposes of this policy, "weapons" include;

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

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

## **Advocacy & Politics**

### ***Chatham University Public Demonstration Guidelines***

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

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

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

Participants in the demonstration shall:

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

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

At any demonstration, the appropriate administrator shall make judgment as to whether the guidelines are being observed at the scene. If the administrator at the scene of any demonstration judges that one or more of the guidelines are being breached, he/she will request the participants

to modify their conduct so as to comply with the guidelines, indicating the nature of the adjusted breach of the guidelines and the requested corrective action. All demonstrators, those demonstrated against, and spectators shall comply immediately.

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

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

### *Political Candidate Policy*

#### **General Political Policy**

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

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

1. Use the name or seal of the University or any of its schools or other units on letters or other written materials intended for support of a political campaign on behalf of or in opposition to any candidate for public office, including the solicitation of funds for such purpose or activities. This includes a prohibition on use of University letterhead, envelopes, email accounts, telephone lines, voicemail systems for communication, and social media. This also includes prohibition of soliciting funds in the name of the University (or in the name of a University student organization) to be used in off-campus political intervention or participation.
2. Use University facilities (for purposes of this policy, individual student rooms in University housing facilities are not considered to be "University facilities") to raise funds through admissions, fees, contributions, donations, or sale of materials or services to benefit a political party, campaign, or candidate.
3. Use University funds (including student fees) to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
4. Use University funds (including student fees) to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, or any other costs for candidates for public office or for speakers and presenters at an event on behalf of a candidate.
5. Use University resources, including but not limited to, mail distribution services, the University seal or other identifying marks, stationery and letterhead, facsimile and duplicating machines, email accounts, telephone lines, and voicemail systems for political campaigns or solicitation of endorsement of, or opposition to, candidates for public office.
6. Use University property for the placement of signs (including flyers, banners, posters, stickers, and chalking) of endorsement of, or opposition to, candidates for public office.
7. Host a campaign rally at University facilities.

#### **Additional guidelines for student organization events on behalf of a candidate**

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

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

#### **Guidelines for use of facilities for political forums or debates**

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

1. The agenda for the forum or debate should address a wide range of issues and be of significant interest to members of the University community.
2. A non-partisan individual should serve as moderator and ensure that all ground rules are followed.
3. The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the university, and that sponsorship of the forum is not intended as an endorsement of any particular candidate.
4. Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation must be non-partisan.
5. While all forums should be of a non-biased educational nature, when a primary election serves as the basis for the forum or debate, intra-party debates are permissible. However, where a general election serves as the basis for the forum or debate, sponsorship of an intra-party debate may give the appearance of party favoritism, thereby making such an activity inappropriate.

6. Regarding intra-party debates for a primary election, all candidates for nomination by the party being represented at the forum should be allowed to participate. In such debates, however, sponsors are not required to involve candidates not belonging to the represented party.
7. Where a general election is the underlying contest for a forum or debate, a non-partisan candidate debate is permissible provided that at least two candidates participate, and the forum or debate does not promote or advance one candidate over another. Criteria for determining participation must, likewise, be non-partisan.
8. Political forums or debates need not include every group or party, or individual seeking election. For example, forums or debates limited to mainstream parties are permissible.
9. On occasion, only one candidate in a contested election accepts a debate invitation or a candidate cancels a debate appearance after agreeing to participate. This can leave the debate with only one participant (often referred to as an “empty chair” debate). If only one candidate accepts an initial invitation or when a candidate fails to appear at the event or backs out shortly before the debate, the debate should be canceled. Any debate on campus should include at least two candidates and must not promote or advance one candidate over another. Any request to proceed with an “empty chair” debate must be approved by the Vice President of Academic Affairs.
10. At the beginning of each political forum, candidate speech or debate, a representative of the sponsoring group or organization should deliver the following disclaimer: “This event is sponsored by \_\_\_\_\_. The use of Chatham University facilities for this event does not constitute an endorsement by the University. Chatham University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.”

### **Other Campus Participation by Political Candidates**

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

### **Individual Faculty, Staff, and Student Involvement in Political Activities**

Chatham University encourages active participation of individual faculty, staff, and students in their responsibilities as citizens and voters. Individuals taking political positions for themselves or groups with which they are associated, but not as representatives of the University or any of its Schools, should clearly indicate, by words and actions, that their positions are not those of the institution and are not being taken in an official capacity on behalf of the institution. Employees may not participate in campaign activities during their scheduled working hours. Further, they may not use any University letterhead, support services, or other supplies in connection with campaign activities. Any employee who participates in a political campaign is responsible for notifying the campaign that such participation is in his or her individual capacity. The employee should seek, to the extent possible within the law, to minimize any references to his or her position with Chatham University. Occasional use of private meeting space by faculty whose academic interests include involvement with political groups is permitted so long as the regular University procedures for the rental and use of facilities are followed and so long as such activities are not related in any way, directly or indirectly, to support of or opposition to any and all candidates for elective federal,

state, or local public office. No other University resources may be used to conduct the meetings, and any meeting announcements or invitations must make clear that the University does not support or oppose the group's efforts. University students, faculty, and staff are free to express their individual and collective political views provided they understand and make clear that they are not speaking for or in the name of the Chatham University or any of its schools, departments, or offices. Material containing the name, insignia or proprietary logos or marks of Chatham University may not be used to support a particular candidate.

### **University Publications, Web Sites, and Communications**

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

### **Voter Education and Issue Advocacy**

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

### *Guidelines for Social Media Usage*

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

#### **A Public Platform**

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

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

#### **Personal Responsibility**

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

#### **Copyright & Fair Use Laws**

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

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

## Social Media Platform Terms of Use

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

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

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

## Health & Wellness

### *Housing & Dining Medical Accommodations - Process, Policies, and Procedures*

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

#### **Procedures:**

- I. The Housing and Dining Medical Accommodation committee will meet periodically as accommodation requests are received. Requests for special housing and dining accommodations will be reviewed and acted upon at that time.
- II. Students will be asked to provide the following documentation in order to demonstrate need for accommodations:
  - a. timely housing application that states requested accommodation
  - b. Personal cover letter explaining condition and need
  - c. Documentation from doctor or other appropriate professional explaining each of the following: Documentation must be on letterhead from the practice and include the signature of the professional
    - i. Specific medical diagnosis of the disability
    - ii. Description of how the diagnosis was confirmed
    - iii. Explanation of how disability affects daily life activity
    - iv. Current treatment plan
    - v. Specific recommendations for accommodationsStipulations are provided by ADA.gov  
Please note that hand written documentation on a prescription pad does not meet these criteria.  
(The committee may request an interview with the student and/or relevant professional to further discuss the accommodation.)
- III. The committee will discuss the possibility and appropriateness of accommodation requests

- IV. The Committee Chair will communicate with student
  - a. If accepted: e-mail with description of fulfilled accommodation
  - b. If declined: e-mail expressing decline or altered accommodation
  - c. If unsure: request for more information
- V. Student appeals must be in writing and directed to the VP&SA and Dean of Students or designee
- VI. A copy of all student accommodation files will be stored in the PACE Center for future reference. All medical information will be kept confidential and will only be shared with other parties on campus on a need to know basis.

#### **ADA and the Rehabilitation Act:**

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

ADA defines a disability as one of the following:

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

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

### *Medical Marijuana Policy*

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

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

Students who are registered through the Pennsylvania Department of Health may submit a letter to the Director of Residence Life & 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.

## *Emotional Support Animals Housing Guidelines & Restrictions*

Date: 06-01-2017

### **Policy Statement**

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

### **Emotional Support Animals Request Process**

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

#### *Cover Letter*

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

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

#### *Request for Information RE: Emotional Support Animals (form)*

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

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

1. The Housing Medical Accommodations Committee will determine whether or not a student's medical/psychological condition warrants the need for a medical single or other housing and/or dining accommodations. The Housing Medical Accommodations Committee includes the Assistant Dean of Students, Director of Disability Support Services & PACE Center, Director of Student Health & Wellness, Director of Facilities, Director of Dining Services, and Director of Residence Life & Student Activities
2. The Committee Chair will contact the student via email to notify them regarding the decision.
3. If the student's request is appealed, an additional cover letter may be written for further review.

### **Standards for Approved Emotional Support Animals:**

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.

**Vaccination & Health:** Proof of good health must be provided by a licensed veterinarian upon initial request and on an annual basis. At any time that it is readily apparent that the animal needs veterinary attention, the University may require that the animal receive treatment at the student's expense.

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

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

**Control of Animal:** The ESA must be on a leash, if appropriate for the animal, at all times when outside of the private living area of the person. ESAs must remain under control of the owner at all times and control may not be transferred to another individual, even momentarily.

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

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

Appeals of hearing outcomes and sanctions must be made in writing by the student within one week of the receipt of the written notice of the hearing

decision. Written appeals should be addressed to the Senior Vice President for Finance & Administration and the Vice President for Student Affairs & Dean of Students.

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

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

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

**Waste Disposal for ESAs:** The person benefitting from the ESA is responsible for removing and cleaning all waste both within campus facilities and on campus. Proper cleanup of waste includes, at a minimum, immediate removal of all liquid and solid waste and disposal of waste into an outside waste container. Owners are required to have in their possession appropriate cleaning materials and waste bags when animal is present on university grounds. Within the housing unit, litter boxes and animal habitats must

be cleaned daily and kept free from odor. Waste must be placed into an impermeable container and disposed of in an outside container on a daily basis.

**Areas off Limits to ESAs:** ESAs are not permitted within campus buildings or outside the student's assigned residence halls. Residents are not permitted to bring the ESA into other residence halls or campus buildings when visiting students, faculty, or staff. ESAs are not permitted in indoor public or common areas including but not limited to: recreational areas, laundry rooms, and lobbies. ESAs are not permitted in common area kitchens or living areas except when temporarily necessary as a passageway to the student's private living area.

**Roommates and ESAs:** It is the responsibility of the student requesting an ESA to inform their roommates of the entering ESA. If a roommate is not comfortable with an ESA, the student requesting the ESA will be responsible for finding roommates that 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 & Student Activities.

**Picture of Animal:** The student must provide the Director of Residence Life & Student Activities with a picture of the ESA. This picture should be a fully body image of the ESA.

**Deadline for notification of bringing an ESA:** July 1 (Fall), December 1 (Spring), and May 1 (summer).

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

chatham<sup>®</sup>UNIVERSITY

# **Residence Life Policies & Procedures**

# RESIDENCE LIFE POLICIES AND PROCEDURES

## *Responsibility of the Residence Life Staff*

The University has entrusted the staff of each residence hall/apartment building the responsibility of maintaining a safe and healthy living-learning environment within the residence halls and apartments. At the same time, the staff encourage the students to express individuality and act as a responsible member of the community. Residence Life staff members will educate the community about residential policies and procedures and are be responsible for enforcing those policies and procedures.

**Resident Assistants (RAs)** are student staff members who live alongside the students in each residence hall and serve as a primary resource for students living in the building. RAs are there to listen to students' problems, concerns, and help direct students to the appropriate place to find a resolution. RAs are student leaders that help make living on-campus an enjoyable and healthy experience. Residents never need a specific reason to seek out their RA, but there are common items that an RA can help with:

- To talk about anything! RAs are there to listen and support you.
- To request a work order for something that is broken in your room or building.
- To hang out and form a relationship.
- To help mediate roommate conflicts.
- To check you in and out of your room.
- To suggest campus activities to attend.
- To raise questions, concerns, and comments about anything.
- To seek assistance in resolving a conflict in your building.
- To help students meet new friends and get involved on campus.
- To serve as a resource and guide for referrals.
- To help establish community standards.
- To serve as an academic role model and resource for students.

The paraprofessional staff members who supervise the RAs and each residence hall are called **Graduate Resident Directors (GRDs)**. The GRDs live in your building and help to ensure that the community is healthy and enjoyable for everyone. GRDs hold office hours in the Office of Residence Life & Student Activities – Student Affairs located in the Carriage House (2nd floor) and meet with students on first-level violations of residence hall policy.

The **Assistant Director of Residence Life & Student Activities (ADRLSA)** and the **Coordinator of Residence Life & Student Activities (CRLSA)** are professional staff members who supervise the GRDs, oversee housing, staff training, and meet with students on second-level violations of residence hall policy. The professional staff have open door policies and encourage students to visit the office and see them at any time. Here are some items they can assist you with:

- To say hello, to visit, or talk about anything.
- To suggest campus activities to attend.
- To ask questions about how to become an RA.
- To ask questions about the housing selection process.
- To request a room change.
- To meet about a residence hall policy violation.
- To appeal a damage charge.

The **Director of Residence Life & Student Activities (DRLSA)** provides overall leadership for the office, supervises the professional staff, meets with students on high-level violations of residence hall policy, and serves as a resource for all students. Students are always welcome to visit the director:

- To say hello, to visit, or to talk about anything.
- To help find a resolution when a concern or issue has not reached a conclusion.

- To suggest ideas and offer feedback about the residence halls and living on campus.
- To invite her to a program or residence hall activity.
- To meet about a higher level residence hall policy violation.

## *2017-2018 Office of Residence Life & Student Activities - Student Affairs Important Dates*

August 21 . . . . .	R.I.S.E. & STEM Student Move-In
August 23 . . . . .	New Student Move-In
August 26 . . . . .	Returning Student Move-In
September 5-12 . . . . .	Residence Hall Association Elections
September 29 . . . . .	First-year students allowed to have overnight guests
October 2-13 . . . . .	Undergraduate Health and Safety Inspections
October 20 . . . . .	Winter Break Housing Request Forms available on myChatham
October 23-November 3 . . . . .	Graduate Health & Safety Inspections
October 23 . . . . .	RA Applications Available on myChatham
November 10 . . . . .	Winter Break Housing Request Form Due
December 9-15 . . . . .	24-Hour Quiet Hours
December 15 . . . . .	Residence Halls close for Winter Break @ 8:00 p.m.
December 16 . . . . .	Residence Halls close for graduating seniors @ Noon
January 2 . . . . .	Residence Halls open for spring housing at 9:00 a.m.
January 18 . . . . .	RA Applications Due by 5:00 p.m. (tentative)
January 26 . . . . .	RA Group Process Day (tentative)
January 31 . . . . .	Housing Deposit & Application Due (pay online through housing application)
February 5-9 . . . . .	RA Interviews (tentative)
February 5-16 . . . . .	Graduate Health & Safety Inspections
February 9 . . . . .	Living Learning Community Applications Due (online housing application)
February 15 . . . . .	National RA Appreciation Day
February 19-23 . . . . .	Housing Selection (online)
February 23 . . . . .	Summer Housing Applications Available
February 26-March 2 . . . . .	Undergraduate Health and Safety Inspections
March 23 . . . . .	Summer Housing Applications Due
April 21-27 . . . . .	24-Hour Quiet Hours
April 28 . . . . .	Residence Halls close for student not enrolled in Maymester @ Noon
May 19 . . . . .	Residence Halls close for Maymester @ Noon
May 23 . . . . .	Leases end for graduate housing

*\*Note these dates are subject to change by the Office of Residence Life & Student Activities - Student Affairs. If changes are made, all residents will be notified by email.*

## *2017-2018 Office of Residence Life & Student Activities – Student Affairs Staff*

Director of Residence Life & Student Activities, Shawn McQuillan  
 Associate Director of Student Activities & Residence Life, Stephanie Alvarez Poe  
 Assistant Director of Residence Life & Student Activities, Devin Fabian  
 Coordinator of Residence Life & Student Activities, Simone Bell  
 Graduate Administrative Associate - Student Activities, Hailey Santiago  
 Graduate Administrative Associate - Student Activities, TBD  
 Graduate Administrative Associate - Residence Life, TBD



## Residence Life Office: Eden Hall Campus (Morledge House)

Coordinator for Campus & Residence Life – Eden Hall Campus, Jessica Bartko

### Residence Hall Staff: Shadyside Campus

*Chatham, Chung, Linzer, and Pelletreau Apartments*

GRD Tricia Collins

RA Katelyn Gularski

RA Bailey Creamer

RA Jeremy Wittchell

RA Corey Bulger

RA Molly Slusarick

RA Jacy Clark

*Dilworth Hall*

GRD Connor Fankhauser

RA Sierra Ungerman

RA Ariel Gray

RA Jenna McGreevy

RA Iman Morgan

RA Alexander Ferrer

*Fickes Hall*

GRD Jennifer Desalvo

RA Isaiah Brown

RA Carleigh May

RA Rosemary Quintana

RA Nicole Kovacs

RA Molly McGill

RA Kallie Vento

*Laughlin House & Rea House*

GRD Deondra Benson

RA Madeline Gierchak (Laughlin)

RA Kelly O'Donnell (Laughlin)

RA Shidrokh Ebrahimi (Rea)

RA Robert Walker (Rea)

*Woodland Hall*

GRD Asia Barbosa-Boykin

RA Saron Belay

RA Carlie Klanica

RA Taylore Bickel

RA Elana Ragan

RA Omari Pierre-Louis

RA Lindsey Bost

### Residence Hall Staff: Eden Hall Campus

*Orchard Hall*

GRD Mekala Karthik

### Residence Hall Policies

The following outlines information and policies regarding living on campus at Chatham University.

#### Alcohol

All residents and guests are expected to comply with the alcohol policy as stated in the University Honor Code.

#### Air Conditioners

Students are not permitted to have window air conditioners. If a student requires air conditioning for a medical reason, the student must contact the Director of Residence Life & Student Activities for further information about the medical accommodation request process.

#### Appliances

All electrical appliances must be UL approved and in good working condition. Electrical appliances that are permitted in resident rooms include a radio, stereo, small portable television, personal computer, clock, portable hair dryer, curling iron or hot curlers, small microwave, a small refrigerator (no more than 4 cubic feet), and a small fan. Also permissible are appliances that have automatic shut off buttons and time to brew cycles and do not have warming plates. Such appliances include some brands of hot water dispensers and hot beverage machines that are new on the market.

Electrical appliances that are **not** permitted in the residence halls include:

- Appliances that have exposed heating units or open flames
- Halogen lamps
- Hot plates
- Toaster ovens
- Electric blankets
- Space heaters
- Sun or heat lamps
- Toasters (only permitted in apartments)
- Irons (only permitted in apartments). Residence Hall iron use is restricted to laundry rooms only.

Residence hall rooms shall not be used to prepare hot foods. The equipment and appliances used to prepare food are extreme fire safety hazards because of the heat they generate. Heating coils, electric frying pans, broilers, griddles, standard coffee pots, and any other electrical cooking appliances are not allowed. This policy does not apply to apartments, as they are equipped with kitchen facilities.

Students should use surge protectors on appliances such as computers, microwaves, etc.

Refrigerators must be plugged directly into wall electrical sockets. The University has the right to limit or expand the use of appliances.

The Office of Residence Life & Student Activities – Student Affairs staff has authority to prohibit and/or remove without prior notice all illegal or potentially dangerous appliances/devices for reasons of health and safety.

#### Articles and Activities Prohibited in the Residence Halls

The following articles and activities are prohibited in or around the residence halls. Failure to comply with these regulations is a violation of the residence hall policies. An incident report will be filed against individuals found in violation of such regulations and a residence life disciplinary meeting will be held with a GRD or professional staff member to discuss any necessary disciplinary action, including possible residential fines. Residence Life staff members will confiscate any item found to be in violation of these policies. Confiscated items will be returned at the end of the academic term when the student leaves the campus upon the student's request. Failure of the student to claim the confiscated item by the end of the term will lead to disposal of the item.

Articles and activities prohibited in the residence halls include:

- Bicycles, except when stored in the students' rooms or in designated areas outside of the residence hall where they do not block exit routes. Bicycles cannot be stored in public entryways, hallways, or lounges.
- Waterbeds, lofts, or stacking furniture. Bed lifts no higher than 12 inches can be used to elevate bed height but only when lifts are purchased at a store and made for this specific purpose. Under no circumstances can bricks, blocks of wood, etc., be used to elevate furniture.
- Possession of or use of explosives, ammunition, flares or other dangerous weapons (i.e. pocket knives larger than 2 ½ inches in length) or substances.
- Storage of any flammable liquids or gasses
- Possession of halogen lamps, hot plates, toaster ovens, toasters, large refrigerators (larger than 4 cubic feet), and other expressly prohibited electrical appliances in residence hall rooms as outlined in the electrical appliance policy (see electrical equipment and appliance policy). Toasters, toaster ovens and hot plates are permitted in Chatham Apartments and public residence hall kitchens only.
- Possession and/or use of candles (decorative or otherwise), incense, potpourri burners, space heaters (unless provided by the University), or anything with an open flame.

- Tampering with or misuse of fire and safety equipment or elevators (e.g. fire alarms, fire extinguishers, exit signs, fire doors, smoke or heat sensors).
- Failure to evacuate the residence hall area during fire alarms.
- Propping open residence hall entrance and exit doors as well as fire doors. Building alarms will sound if residence hall entrance doors are propped
- Engaging in any other activity determined to be in violation of health, fire, safety and/or maintenance codes.
- Damaging or misusing residence hall property and/or furniture including the removal, relocation, or disassembling of furniture from individual rooms and/or public areas. Under no circumstances are students permitted to remove University furniture from student rooms/apartments without approval from their GRD.
- Throwing or suspension of articles, objects or persons from residence hall windows. This includes sitting on window ledges.
- Presence on building roof areas, window ledges, fire escapes, or in other unauthorized areas.
- Theft or unauthorized possession of University property or property that belongs to another individual or group. This includes moving public lounge furniture items to student rooms/apartments.
- Sleeping in the common areas of residence hall spaces is not allowed unless approved by the Office of Residence Life.
- Watching pornography or other commonly offensive materials on University provided televisions or in common areas. This is not limited to multimedia played through a VCR or DVD player.
- Failure to comply with residence life staff members or University officials performing his/her duties, including but not limited to the failure to provide proper identification to a staff member upon request or giving misleading or false information to a staff member performing his/her duties.

### **Bicycles**

No bicycles may be left in public areas (i.e. lounges, stairwells, etc.) in any residence hall at any time. Bicycles should be stored on bike racks that are available outside of the residence halls on a seasonal basis. If a bicycle is found in a public area, it may be immediately confiscated.

### **Common Kitchen Facilities**

Each residence hall contains at least one small kitchen area (some residence halls have a kitchen area on each floor) that contains a sink, microwave, and refrigerator. Laughlin House, Rea House, Fickes Hall, and Woodland Hall have either stove tops, ovens, or both. The use of approved electrical appliances must be restricted to kitchen area(s). As members of a community, students should remember the following when using a kitchen area:

- Residents are responsible for cleaning appliances, dishes, etc. that they use. Dishes left dirty in the kitchen or bathrooms for more than 24 hours will be thrown out.
- Refrigerators are for all the residents to use. Residents should mark their food in some way and should remove old food appropriately. Refrigerators will be cleaned out at the end of each term and unmarked and spoiled food will be thrown out.
- The University does not accept responsibility for food left in the refrigerators; therefore, students should respect the personal property of others and refrain from using or taking food left by other resident students without their expressed consent to do so. Students will be subject to disciplinary action if they remove another student's personal belonging from the kitchen area.
- When cooking, students must be present in the kitchen area. Students are not permitted to cook food in the microwave unless present. Disciplinary action, including fines, will be taken if these procedures are not followed.

- A student failing to maintain the safety of the kitchen will be fined \$25.00 and may face additional disciplinary action. This includes leaving an oven or a cook top on after food preparation is completed or failing to clean up spills.

### **Doors**

For the reason of safety, exterior doors of the residence halls are locked 24 hours. They cannot be propped open at any time. Anyone propping open a door is subject to disciplinary action. Students are expected to carry residence hall keys and their ID card at all times. All resident students are reminded that their ID cards will gain them access to the exterior hall doors and should be handled cautiously and responsibly to insure that easy access to the residence halls remains the privilege for resident students only. For reason of safety, lost keys and ID cards must be reported to the Office of Residence Life & Student Activities – Student Affairs immediately. Students must not lend their ID cards and their room keys to anyone.

### **E-mail Communication**

Chatham University e-mail is the official communication for the Office of Residence Life & Student Activities – Student Affairs. Students are responsible for regularly accessing their account for messages. The Office of Residence Life relies on this communication as the official way to communicate with resident students.

### **Fire Safety & Fire Escapes**

Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without permission of the proper authorities or fail to comply with University officials will be subject to disciplinary action and the assessment of fines.

Tampering with fire safety equipment or fire alarms is a violation of state law as well as residence hall policy. Persons found in violation will be subject to disciplinary action

Fire detection units should not be covered or blocked at any time.

For reasons of fire safety, the following items are not permitted in student rooms: irons (may be used in laundry rooms), space heaters, halogen lamps, non-UL rated lamps, any non-UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, candles with wicks, decorative candles, incense, candle warmers, live/cut holiday trees, and wreaths.

Unauthorized possession, storage, or use of hazardous or dangerous weapons, explosive components, or substances including but not limited to, firearms, fireworks, and chemical materials such as gasoline/fuels, kerosene or compressed gasses/air in residence halls is forbidden and subject to disciplinary action.

The roofs and fire escapes of each building are for emergency purposes only. Under no other conditions should these be used. Failure to comply will lead to disciplinary action.

Do not hang anything from the sprinkler heads (Woodland Hall). This will cause damage to the system that will be charged to the occupants of that room.

For reasons of fire safety, the maximum occupancy may not exceed five (5) guests per resident at one time for a residence hall room or apartment.

### **Fire Safety Tips**

- Know where alarm pull stations are in your building
- Know all exits and evacuation plans to your building
- If you discover smoke or fire:
  - Sound the alarm
  - Call Public Safety at x1111 from any phone on campus (412-365-1111) or 911

- If you are in a burning building:
  - Close the window
  - Close the door
  - Go to the nearest exit or stairs (If you are in a smoke filled area, keep low to the floor)
  - Leave the building immediately.

### **Furnishings**

Rooms are furnished with a single bed, dresser, desk, and desk chair for each occupant. Students may provide their own study lamp (note: halogen lamps are not allowed), wastebasket, and a bookcase if desired. Failure to adhere to the following Furnishing Policies will result in appropriate charges for missing furniture, repair, or replacement.

- Students are not permitted to bring their own bed unless needed for medical reasons. In case of a medical exception, a student will be required to submit the request through the medical accommodation request process. Contact the Director of Residence Life & Student Activities for further information about this process.
- Lofts are not permitted and may not be constructed in residence hall rooms or apartments.
- All furniture must remain in its assigned room/apartment throughout the year. Furniture missing from rooms when the then resident vacates will result in fines, up to the full replacement cost.
- No University property may be removed from lounges, conference rooms, or other community areas for use in student rooms. Common furniture is inventoried at the beginning of each term. Missing and damaged furniture will be billed to the community if the responsible person is not found
- Students may not disassemble furniture under any circumstances or remove their room furniture from their room without permission from the Office of Residence Life & Student Activities – Student Affairs. Students will be charged a minimum of a \$100 assembling fine for any room furniture found disassembled after a student moves out.
- The University will not remove furniture from student rooms and apartments.

### **Health and Safety Inspections**

Upon prior notice, the Office of Residence Life & Student Activities – Student Affairs and Public Safety will conduct periodic health and safety inspections of rooms and apartments to help insure that all residents are in compliance with health, fire and safety guidelines. General room/apartment inspections will indicate violations and will advise students on how to correct violations. Any violations which are found and/or not corrected may result in an applicable fine, confiscation of property, and/or disciplinary actions.

### **ID Cards**

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 all undergraduate residence halls from 10:00 a.m.-10:00 p.m. Any lost or missing ID cards should be reported to the Office of Residence Life & Student Activities – Student Affairs immediately.

### **Indoor Sports**

Due to the potential harm to individuals and property, hall sports are not allowed in the residence facilities. Indoor sports infringe on the rights of others, can lead to damage of University property, or may cause harm to oneself or others. Water fights and snowball fights are prohibited inside all residences. Students who violate this policy will be subject to disciplinary action. These behaviors include but are not limited to: riding bikes, rollerblading, Frisbee, any ball related sport, water balloons, wrestling.

### **Insurance**

The University is not responsible for theft or destruction of personal property. It is highly recommended that valuables are covered by a homeowner's insurance policy or renters' insurance. The Office of Residence Life & Student Activities - Student Affairs has information about renters' insurance for college students.

### **Lockouts**

Students are expected to have their room key and ID card with them at all times. Should a student become accidentally locked out; they should contact the RA on duty (schedules are posted on bulletin boards). If the lockout occurs between 9:00 a.m. and 5:00 p.m., students should contact the Office of Residence Life & Student Activities – Student Affairs at 412-365-1518. If the lockout occurs between 8:00 p.m. and 8:00 a.m., the student should contact the RA on call. If the lockout occurs at any other time, students should contact Residence Life staff on-call (412-951-0003). All lockouts result in a charge based on the following fee structure:

1st Lockout - \$10.00

2nd Lockout - \$15.00

3rd Lockout - \$20.00

4th Lock-Out - \$25.00

If a student is locked out more than 4 times they will then be charged \$25.00 for each subsequent lockout.

#### *RA Duty Phone Numbers:*

- Undergraduate Apartments (Chatham, Chung, Linzer, & Pelletreau Apartments): 412-670-8818
- Fickes Hall: 412-670-6379
- Laughlin and Rea Houses: 412-526-9063
- Woodland Hall: 412-526-9353
- Dilworth Hall: 412-925-0014

### **Lounge Furniture**

Furniture placed in all common areas in the residence halls must remain in the common area. Students found in possession of common area furniture will be subject to disciplinary action.

### **Mail Services**

All residential students are assigned a mailbox in the campus post office when they arrive on campus. Students should go to the post office to obtain this number.

The address will be:

Chatham University Mailroom

Student Name, Mailbox #

0 Woodland Road

Pittsburgh, PA 15232

### **Medical Accommodations**

#### *Housing Requests Medical Accommodations*

The housing and residential learning environment and the dining experiences on campus are integral parts of Chatham University programs. Staff and faculty are committed to providing access to these programs for all students. Some students at Chatham University may have medical, psychological, or disability concerns that present challenges in accessing the full benefit of the educational experience on campus. Chatham University has created a process for students seeking accommodations that will help provide them access. This process is separate from the academic accommodation request procedure.

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

#### *Severity of the Disability*

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

#### *Practicality, Availability, and Timing*

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

Requests for a need-based housing or dining accommodation must be accompanied by supporting, professional medical documentation via the Disability Verification Form. The committee will make a recommendation based on the documentation received.

1. The following procedure is in place for students who are requesting medical accommodations: The student will need to submit a cover letter to the Office of Residence Life & Student Activities - Student Affairs (attn: Director of Residence Life & Student Activities) detailing their medical request. The cover letter must be accompanied with the completed Disability Verification Form completed by a medical physician or qualified professional. Please note: We will not accept documentation from a member of the student's family, regardless of their professional status. Please contact the Director of Residence Life & Student Activities if you would like to request a copy of the cover letter format expectations.
  - a. The physician/professional should complete the form and detail the following:
    - i. Specific medical/psychological diagnosis of the disability
    - ii. Description of how the diagnosis was confirmed
    - iii. Explanation of how disability affects daily life activity
    - iv. Actions currently being done to treat disability
    - v. Specific recommendations for accommodations

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

2. The Housing Medical Accommodations Committee will determine whether or not a student's medical/psychological condition warrants the need for a medical single or other housing and/or dining accommodations. The Housing Medical Accommodations Committee includes the Assistant Dean of Students, Director of Disability Support Services & PACE Center, Director of Student Health & Wellness, Director of Facilities, Director of Dining Services, and Director of Residence Life & Student Activities.

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

Please note: Need-based housing/dining must be requested and approved annually.

#### **Personal Bathrooms/Kitchens**

Rooms and apartments that have a private bathroom or kitchen are a privilege. Students are expected to maintain their own kitchen/bathroom in an appropriate way throughout the year. Students will be notified during Health & Safety Inspections if the conditions of these spaces are unacceptable, and will be given the opportunity to rectify the situation. Students are subject to an excess cleaning charge if the kitchen and/or bath area is not maintained appropriately. Students with private kitchens or bathrooms need to provide their own soap/paper products and need to establish expectations for usage with all students with access to the kitchen/bathroom.

#### **Pet Policy**

Students are not permitted to have pets in the residence hall or apartments with the exception of aquarium fish in an aquarium no larger than 25 gallons. Any pets besides fish are not permitted (this includes lobster, turtles, frogs, etc.) However, there are some graduate housing options that allow felines. Contact the Office of Residence Life & Student Activities – Student Affairs for more information.

- A student with a pet in the hall will be subject to disciplinary action and/or fines assessed. In addition, students found in violation of this policy shall be required to remove the pet from the residence hall immediately and will be assessed a residential fine.
- An additional charge per day will be charged for each day after the University has requested that the pet be removed while the pet is still in residence.

#### **Quiet Hours**

As members of the living/learning community, resident students are asked to comply with requests by other residents and/or staff members to maintain reasonable levels of noise within the residence halls and apartments. Specific quiet hours have been established to create an atmosphere conducive to studying and/or sleeping in the residence halls. Each residence hall community with the leadership of the residential staff may elect to designate more restrictive quiet hours than those that have been established, but cannot reduce them. During quiet hours, any noise (e.g., stereos, TVs, radios and verbal interactions) must be kept on a level such that it cannot be heard by neighboring residents. Continual violation of Quiet Hours or Courtesy Hours will result in disciplinary action, including residential fines.

##### **• Minimum Quiet Hours in all residences:**

Sunday-Thursday, 11:00 p.m.-8:00 a.m.

Friday-Saturday, 1:00 a.m.-10:00 a.m.

- Residents are permitted to agree to longer quiet hours through community agreements, but may not agree to shorter quiet hours.
- There will be 24-hour quiet hours during exam periods beginning at the end of the last class through the end of the last final exam.
- Courtesy Hours exist at all times. At all times, students are expected to be courteous and to conduct themselves in a way that does not intrude on the rights and privileges of others.
- Respectful interactions are expected within the residence hall communities regarding Quiet Hours and Courtesy Hours. Any student who is not respectful to fellow and/or Residence Life staff will need to have a disciplinary meeting regarding confrontation.

## Recycling

The Office of Residence Life & Student Activities – Student Affairs is committed to the Chatham University mission initiative of sustainability. There are recycling bins located in each residence hall for bottles, cans, and paper. Please dispose of all approved recycling contents in the appropriate containers.

## Residence Hall Meetings

Residence hall meetings provide opportunities for students to gather and learn about the latest happenings on campus or in the hall, to discuss residence hall concerns, etc. Specifically, students will receive information about openings, closings, room selection, etc. Each student is required to attend and may offer support, ideas and suggestions to other residents and to all the hall staff. Each student is responsible for the information introduced and/or decided at the meeting regarding community standards and other areas of student living. Failure to attend or notify the GRD that you cannot attend may result in a fine or disciplinary action.

## Room Changes

Residents who want to change their housing assignment may complete the Room Change Request Form which can be found on myChatham. Room changes are offered two weeks after the beginning of each term. Students requesting a room change must have already met with their RA in order for the request to be considered. In the cases of a roommate conflict, the RA and/or GRD will require mediation before a room change will be considered. The Office of Residence Life & Student Activities – Student Affairs reserves the right to move students as necessary. If a student loses a roommate during the year, Residence Life reserves the right to assign another student to that space without prior notification. The University also has the right to relocate students at any time for any reason.

## Room Charges and Refunds

The University establishes room charges for the academic year and the housing contract cannot be broken at any point of the academic year, except if the student officially withdraws from the University or is granted a leave of absence. A housing fee of \$150.00 must be made to Student Accounts prior to a room assignment, unless otherwise arranged by the student with the Director of Residence Life and Student Activities or Vice President for Student Affairs & Dean of Students.

If a student gives the University written notice of withdrawal prior to the first day of classes or any time during the term, she will be refunded all advance payments of room and board except for the \$150.00 housing fee. In the event of a leave of absence from the residence halls/apartments after the start of classes, a prorated refund for room and board will be made according to the terms listed in the Student Handbook.

## Room & Holiday Decorations

While every person likes to personalize her space in order to feel at home, the residence hall areas are governed by certain local fire safety ordinances. Since your living space is intended to serve not only you and your roommates, but also the residents who live there in the coming years, certain guidelines for personalizing rooms or apartments are necessary. Additionally, certain adhesives and/or other hanging elements often damage walls and other University furnishings. It is necessary for resident students to be aware of the following guidelines in keeping with local safety codes and with University policy:

- Students are not authorized to paint (including washable paint), renovate or modify their rooms in any way. Glow in the dark paint or markers are not permitted.
- Furniture must not obstruct smoke detectors or sprinklers, block heating vents, damage pipe coverings, or impair a quick exit from the room or window in cases of emergency.

- Decorative hangings are largely restricted to the inside of the residence hall room.
- Students may hang minimal decorations on their room doors. If door hangings are determined to be a fire hazard by a Residence Life staff member, students will be required to remove such decorations. The Office of Residence Life & Student Activities – Student Affairs reserves the right to deny any decoration that is deemed inappropriate or offensive to others.
- Students are prohibited from hanging decorations of any kind on hallway walls, ceilings, etc.
- Students are prohibited from leaving furniture in the hallway. If any room furniture is lost during the course of the student's stay in the room, the student will be charged a replacement fee.
- Students are prohibited from hanging any items from sprinklers or near sprinklers that may interfere with sprinkler function.
- When hanging pictures, posters, etc., do not use the following items on the wall: transparent tape, double stick tape, adhesive stick-on corkboard, nails and screws. Adhesive or nails that damage the wall will be assessed during room inspection. Blue painters tape should be used to tape smaller items to walls in the residence areas. Adhesive poster putty that leaves no residue is also recommended to hang posters. Framed photos should not be hung on walls. Students are responsible for any damage done to walls after they move in.
- Holiday candles are not permitted in University owned student residences. Students seeking to honor religious observations should contact the Director of Residence Life & Student Activities for approved locations and guidelines.
- Live trees and wreaths are prohibited in student rooms/apartments. Non-UL approved lights are prohibited from being used. Only UL approved lights and small non-heat producing lights can be used. All decorations must be removed prior to the term break.
- Underage students are not permitted to display alcohol bottles in their residence hall room. Displays of drug paraphernalia are prohibited for all students.
- While students may use their discretion in postings on the outside of their room/apartment door, any postings must be respectful of community members and cannot violate the Honor Code. (This includes items that may lead to mental or bodily harm to others or self and any items that may create a civil disturbance).
- Students in the Fifth Avenue apartments are not allowed to renovate, or paint their apartment. Only small nails should be used when hanging pictures on walls.

## Room Keys

Upon arrival, each resident student will be given a room key. If a student should lose a key or fail to return it at the end of the year or any other time of checkout, the student will be billed for a core change and two replacement keys. Students may incur additional charges for each additional key needed for the room. Please contact the Office of Residence Life & Student Activities – Student Affairs for the exact cost.

## Roommates

Fostering a positive relationship between roommates is an important piece of residential living. Not all roommates are best friends, but it is imperative that they establish a respectful relationship. The Residence Life staff is available to assist students every step of the way. A roommate relationship can bring out social, cultural and values conflicts. Residents can complete a roommate agreement with their RA in order to help establish communication and to create common guidelines for their room. It is important for roommates to know their expectations for each other.

## **Solicitation and Advertising**

The University prohibits solicitations, sales or door-to-door canvassing by students or non-students on University property. Solicitation and sales of non-University items are prohibited in the residence halls without approval from the appropriate University official. Residents are not permitted to run private businesses from their campus residence.

Posters and signs which are not offensive to the community members and approved through the Office of Student Affairs may be hung in public areas of the campus with the exception of front doors of buildings. The student government requires organizations advertising by chalking to notify the CSG Advisor in advance of chalking sidewalks. The CSG Advisor will provide guidelines for chalking for any group. In addition, in order to keep a clean environment and to promote current events, each community member is asked to remove signage for her/his event within 48 hours of the event. Failure to do so may result in loss of sign hanging privileges in the residence halls.

## **Smoking Policy**

It has been stipulated by Chapter 617 of the Smoking Pollution Control Ordinance that: "The right of smokers to smoke ends where their actions affect the health, well-being, and comfort of others." Smoking is prohibited in all residence areas on campus, including rooms, hallways, lounges, and computer labs. This includes electronic cigarettes (i.e. e-cigarettes or vaping). Students and guests who smoke outside the residence areas must be at least five feet away from entry doors while smoking and properly dispose of cigarettes. Students found throwing their cigarette butts on the ground will be fined \$25 and possibly face more serious disciplinary action. Cigarette butts contain fibers that are not biodegradable, toxins that are harmful to the environment, and can cause fires. If cigarette smoke drifts into students' rooms/apartment windows and cause a disturbance to residents, the smoker will need to smoke elsewhere to limit the disturbance.

## **Storage**

Chatham University does not offer storage to students. The Office of Residence Life & Student Activities – Student Affairs has a brochure with contact information for local storage companies available for students

## **Trash Removal**

Students are expected to assume responsibility for the disposal of all personal trash. Residents who reside in the traditional residence halls (Dilworth, Woodland, Fickes, Laughlin, and Rea) must put trash in the main bins located in the designated areas of each residence hall. Residents who reside in the apartments must place trash in the dumpsters located in the apartment parking lots.

## **Two Year Residency Policy**

The on-campus living experience is vital to the growth and development of the whole student. All students 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. An exception to this is students who may live with parent(s) and/or legal guardians in the greater Pittsburgh area (within 30 miles of campus). Students choosing to live at home must register as a commuter and provide documentation to the Office of Residence Life & Student Activities – Student Affairs. Students found in violation will face disciplinary review and fines up to the cost of housing. Gateway students may request an exemption to the residency requirement by contacting the Office of Residence Life & Student Activities – Student Affairs.

## **Vandalism & Damage to University Property**

All campus residents should be concerned with the safety and handling of University property- both in individual rooms and public areas. Residents should do their best to see that University property is not damaged or stolen.

Respect for the residential environment is crucial to developing a residence hall community in which members can take pride in their environment.

You and your roommate(s) are responsible for any damage, misuse, or theft of University property that occurs in your residence hall room. You must pay a replacement, reassembly, or repair cost for any missing or damaged property.

## **Individual Room Damage Policy**

By taking occupancy of the space, you accept its conditions at such time and assume responsibility to maintain the space and any common areas in which assigned space is located in a clean, safe, and undamaged condition at all times. At the beginning of each academic year, a Room Condition Report (RCR) is completed by the RA and given to the residents to review, edit, sign and turn in.

Residents failing to return their RCR within a week of their move-in will be held responsible for any additional damages incurred during their residency. Upon vacating a room, the Residence Life staff will conduct an inspection using the original RCR as a basis for assessing any missing or damaged furnishings or property of the University. Once the inspection has been conducted, the GRD, CRL, or AD will forward the completed form to the Director of Residence Life & Student Activities. If it is determined that fines for damages or missing property are to be issued, the resident(s) of the room will be billed accordingly. Damage costs will be split evenly among residents unless specified otherwise by the residents.

Billing for individual room damage is completed after residents move out of their room. Students are responsible for the damage costs that are listed in the Terms and Conditions of Residence Living for each year. The Office of Residence Life & Student Activities – Student Affairs must receive appeals to damage charges in writing within two weeks of the issuance of the bill. After that time, appeals will not be granted.

## **Common/Public Area Damage Policy**

When individual responsibility for damage and loss in public areas (e.g., bathrooms, lounges, etc.) cannot be determined, a charge will be made to all students within a responsibly defined area (e.g., room, floor, building, etc). If the individual(s) responsible for damaged or stolen property cannot be identified, the cost of damages to any common/public area of a hall will be assessed and divided among the residents as appropriate. The GRD will work with the students and staff in the residence area to determine, if possible, who is responsible for the damage. If the bill is to be divided among residents, the Residence Life staff will notify those residents of the costs per person that will be charged to their student account. Common area damage may not be appealed.

## **Visitation/Guest Policy**

A residence hall guest is considered to be any person who is not a resident of that hall. Chatham students not residing in the residence area in question are still considered guests of that residence area.

Visitation hours are as follows:

- Sunday through Thursday: 8:00 a.m. to 12:00 midnight
- Friday and Saturday: 8:00 a.m. to 1:00 a.m.

Guests in the building past midnight Sunday through Thursday and 1:00 a.m. Friday and Saturday are considered overnight guests.

The following guidelines have been established to ensure a comfortable and safe community environment in the residence halls:

- Visitation must always be with the mutual consent of all roommates. RA staff is available to assist roommates with establishing a room/apartment visitation agreement upon request or need.

- All guests must be signed in and signed out of the residence halls, including Chatham students not residing in the hall they are visiting. Guests must show picture ID when signing in and should be able to produce picture ID on request of a university staff member.
- Residents are responsible for signing in and signing out their non-Chatham guest. All guests must be signed in with a first and last name. Residents failing to sign in guests are subject to disciplinary action, including a residential fine. Residents shall not sign in guest(s) for other Chatham residents. Guests visiting apartments located on Fifth Avenue are not required to sign in and out. Nonetheless, guests on these premises must be escorted at all times while inside the apartment building and should carry picture ID.
- A Chatham residential student guest may sign into any residence hall as long as she is a guest of a member of that community or restricts her activities to the first floor common area. This privilege will be revoked if the student displays disruptive behavior in the residence areas.
- Guests must be escorted at all times by their host. This includes Chatham students who do not reside in campus housing. No exceptions.
- Guests must abide by all residence hall regulations and community standards. Failure to do so will result in disciplinary action against their hostess and also the guest(s).
- Residents are responsible for the action of their guest(s), including policy violations.
- Resident students may have no more than five guests at any given time.
- Resident students may have overnight guests, but only with roommate consent. (First-year students are not permitted to have overnight guests until the completion of Song Contest at Battle of the Classes). Please see First-Year Guest Policy.
- Resident students may have no more than two overnight guests at one time.
- Overnight guests may stay no more than three consecutive nights in the residence halls and for no more than two weekends each month. Residence Life staff will use disciplinary action if a guest has been in the residence hall beyond the stipulated three consecutive nights and visits overnight for more than two weekends each month.
- Cohabitation is not permitted. Visitation is a privilege that can be taken away if abused.
- Guests are not permitted individual access to University's facilities, including laundry machines and kitchens. They may only use these facilities in conjunction with their student host but never for their personal usage.
- Guests cannot be left alone in their host's room or apartment while their host is away for an extended time (this includes while the hosts are in class). Such action leaves guests unescorted.
- Resident students must have permission from a GRD or Residence Life & Student Activities professional staff member to have a guest under the age of ten.
- Residence halls or apartments shall not be used for baby-sitting.
- Paid entertainment is not permitted in residence hall rooms unless approved by the Director of Residence Life & Student Activities.
- Exceptions to the Guest Policy can be made through a building's GRD or AC with advance notice.

### **First-Year Student Guest Policy**

First-year students are not permitted to have overnight guests until the end of Battle of the Classes on the evening of September 29 after Song Contest. This policy is firm unless there are unusual circumstances, which are approved by the GRD or Residence Life & Student Activities professional staff. This includes Chatham students sleeping over in other students' rooms. All other visitation regulations apply to first-year students.

### **Work Order Requests**

Any resident who needs to submit a maintenance request to get something fixed in their residence hall and/or room have the following options to do so:

- Submitting an online work order request. The link to this request can be found on the Residence Life website, Chatham University mobile app, and will be e-mailed out to students each term. \*\*\*This is the preferred method as residents can provide more details about the maintenance issue\*\*\*
- Submit the request by emailing their RA or GRD. When e-mailing your RA or GRD please provide your name, housing assignment, and details about the maintenance request. Please be as detailed as possible.
- Submit the request by emailing [reslife@chatham.edu](mailto:reslife@chatham.edu). When e-mailing your Residence Life & Student Activities please provide your name, housing assignment, and details about the maintenance request. Please be as detailed as possible.

Maintenance requests are submitted each day by Residence Life & Student Activities staff Monday through Friday. Maintenance requests are prioritized and students are asked to allow 7 to 10 working days for a maintenance request to be completed.

In case of a maintenance emergency (e.g. smell of gas, water leaks, or other immediate safety hazard) contact Facilities Management at 412-365-1273 during normal working hours (9:00 a.m. to 5:00 p.m.). For emergencies that occur during the evening or weekend hours, contact Residence Life staff on-call at 412-365-9003 or Public Safety at 412-365-1230.

### *General Housing Information*

#### **New Students**

First year students are matched based on the information self-reported when they completed their online housing application. After their first year, residents find their own roommates and pick their rooms through Housing Selection in the Spring term.

Newly admitted students must pay the \$150 housing reservation fee shortly after their admission to be assigned to campus housing. After deciding to attend Chatham and paying the initial deposits, students will receive an email with further instructions for completing your online housing application. Students need to complete their housing application in order to be assigned housing. The priority consideration deadline for all incoming students is May 1st. Students who complete their housing application by May 1st will receive their housing assignment by June 1st. Students are notified of their housing assignment and roommate(s) via e-mail to their Chatham University e-mail account. Students who deposit and complete their housing application after May 1st will be assigned as spaces are available, but will not be notified until late July. Any questions about housing assignments should be addressed directly to the Office of Residence Life & Student Activities – Student Affairs. Chatham University Residence Life program offers a choice of several campus residential options, each with its own special features. Only full-time registered students are eligible to participate in Housing Selection and to live on campus. By participating in room selection and signing a housing contract, students agree to abide by all University policies and procedures. The housing contract extends for the full academic year and cannot be broken at any time. Students not in good financial standing, as determined by the Office of Student Accounts, will have their housing assignments deleted.

#### **Returning Students**

Housing selection will occur in the spring term. Students with fewer than four complete undergraduate terms should plan on participating in room selection to live on campus if they are not living in the Pittsburgh area with a parent or legal guardian. Students unable to attend in person should designate a proxy

through the Office of Residence Life & Student Activities – Student Affairs to choose their assignment for them.

The housing reservation deposit of \$150 can only be paid online through your online housing application. Please note: Only students who do not have a financial hold are able to participate in housing selection.

### Summer Housing

Applications for summer housing are made available in conjunction with room selection for the following academic year. A limited number of spaces are available in Laughlin and Rea Houses to house Chatham students during the summer. Degree-seeking, full-time Chatham students who meet the following criteria qualify for summer housing:

- Enrollment in summer classes (including internships) at Chatham or one of the PCHE institutions during one or both of the summer sessions. Chatham credit must be received.
- Working a summer job on Chatham's campus during the summer months. Students will need to specify the department for which they will work in their application.
- Being an international student unable to go home over the summer and without alternative housing available.
- Summer Housing residents move directly from spring into summer housing after the residence halls close for Maymester and move from summer into fall housing during a pre-determined move-in date in August. Flexibility outside of these move-in dates is not possible due to the needs of the Office of Facilities Management, Continuing Education, and Office of Residence Life & Student Activities – Student Affairs in May and August.

### Early Arrivals

Students may not return to campus before published move-in dates in August or January without permission of the Office of Residence Life & Student Activities – Student Affairs. Students who arrive early without permission will not be issued a key, will not be given access to the room, and will be asked to vacate the premises by University officials. Students and their families are expected to plan work schedules, vacations, etc., around the University move-in dates and times.

### Late Stays

Students are required to vacate their rooms within 24 hours after their last final exam or by the time residence halls close. Failure to leave within this timeframe will result in disciplinary action, fines and being asked to vacate the premises by University officials. Travel plans should be made well in advance. **Exceptions will not be made because of poor planning.**

### University Break Periods

The University observes several break periods throughout the year. Please refer to the current year Terms and Conditions of Residency for occupancy dates.

### Spring Break, Long Weekend, Thanksgiving

The residence halls remain open during these University break periods. Students may be asked to register to stay during this time with the Office of Residence Life & Student Activities – Student Affairs to ensure appropriate staffing.

### Winter Break

Chatham's residence halls and apartments only close during the academic year during Winter Break. During this time, the residence halls and apartments are closed. The University restricts who is permitted to remain on campus during breaks to athletes with practices and/or games during the break, international students, students who are cross-registered at another institution that is still conducting class, students who have an on campus job and are needed to work, and students whose permanent address is more

than 350 miles per way. Verification may be required in order to process a request. Students who would like to request permission to stay in the residence halls during winter break must complete a Winter Housing Request form by November 14 to be considered. Not all requests are approved. Food Service and Residence Life staff may not be available during winter break and students are responsible for making their own provisions.

### Chatham University's Living and Learning Communities

Chatham University's mission is dedicated to the growth of women's leadership, sustainability and the environment, foster global citizenship, and innovation & research. The Office of Residence Life & Student Activities – Student Affairs is committed to supporting these initiatives through the implementation of Living-Learning Communities (LLCs). These LLCs will not only strive to encourage the seven dimensions of wellness as a mindset and holistic way of living, but also provide leadership opportunities through programmatic efforts that promote both academic and social interests beyond the traditional classroom. LLCs aim to create a cohesive and supportive living environment that focuses on the particular interests of students.

The Living Learning Communities follow the campus programming model called the Seven Dimensions of Wellness. These dimensions aim to enrich the student and resident experience by meeting the various needs to create a holistically healthy individual.

#### Seven Dimensions of Wellness: The Path to Personal Health

- **Physical Wellness:** fitness/exercise, diet/nutrition, sexual health, and sleep
- **Emotional Wellness:** strong sense of self and ability to share a wide range of feelings constructively
- **Intellectual Wellness:** open to new ideas, think critically, and empowered to seek out new challenges
- **Social Wellness:** interaction with others
- **Spiritual Wellness:** able to find meaning in life, can see your place in the world, and have a sense of individual purpose
- **Environmental Wellness:** reach toward a sustainable lifestyle and promote an environment that supports good health for all
- **Diversity and Social Justice Wellness:** exploring, appreciating, and experiencing various cultural traditions, practices, values, and issues.

Any resident or commuter can choose to participate in the Living Learning Community events. There will be general events focused on the seven dimensions and promoted to all communities/residents. Additionally, students can choose to reside in the focus areas below.

### Global Citizenship LLC

Location: Woodland Hall

*Wellness Dimensions: Intellectual, Social, and Diversity and Social Justice*

The Global Citizenship Living Learning Community fosters an equal exchange of culture among all residents. Special emphasis will be placed on creating intentional connections with international students at Chatham and exploring the cultural offerings on campus and within the Greater Pittsburgh area.

### Rachel Carson Environmental Sustainability LLC

Location: Woodland Hall

*Wellness Dimensions: Intellectual, Social, Environmental, and Diversity and Social Justice*

Named after the 1929 alumna, Rachel Carson, this special housing option is open to all students interested in becoming more environmentally aware. The students who reside in this LLC share an interest in participating in an environment which is focused upon sustainable practices and green living.



## Women's Leadership LLC

Location: Laughlin House

*Wellness Dimensions: Intellectual, Social, and Diversity and Social Justice*

The Women's Leadership Living Learning Community is committed to keeping with the traditions of Chatham's history. This LLC is designed to foster a sense of community among the women of Chatham, work with students to develop a sense of their potential, and demonstrate that women continue to affect change in society and the world.

## Office of Residence Life Documentation Process

Any interaction with a member of the Residence Life staff regarding residential concerns will result in confidential documentation which describes the concern, individual(s) involved, and steps taken to address the concern. All items which are documented are kept confidential and only reviewed by the professional staff in the Office of Residence Life & Student Activities – Student Affairs. Upon reviewing the documentation, a student may be contacted via e-mail to request of a meeting between the student and a professional staff member from the Office of Residence Life & Student Activities – Student Affairs.

## Office of Residence Life & Student Activities - Student Affairs Policy Violation Process

Serious issues or violation of the Residential Student Handbook will result in a meeting with a professional staff member in the Office of Residence Life & Student Activities – Student Affairs. The judicial process is a confidential experience for each student; therefore, the Residence Life Staff member will not disclose information about meetings with other individuals who were present at the time of the incident(s). When multiple students have been involved in a potential policy violation, professional staff members will meet with all students on an individual basis. **Please note:** *One concern may contain multiple violations of the Residential Student Handbook, and will be addressed within the one meeting. If the violation(s) include Honor Code Violations, the list of applicable charges is made and referred to the Vice President for Student Affairs and Dean of Students.*

## General Overview

When a meeting is deemed necessary, the student will be contacted via Chatham e-mail within three (3) business days of the incident/filed report by the Office of Residence Life & Student Activities – Student Affairs staff member to arrange a meeting to discuss the potential policy violation(s). Meetings should be viewed as an opportunity for students to share their experience and input about the potential policy violation.

- The student must respond to the hearing request letter within five (5) business days of the date the e-mail was sent. It is the students' responsibility to check their Chatham e-mail regularly. *Failure to respond to the hearing request letter to schedule a meeting will result in the Residence Life staff member determining whether the student is found responsible based upon the information that is available. Failure to respond to the meeting request means the student waives the right to file an appeal of the decision with the Director of Residence Life & Student Activities.*
- The meeting must be held within ten (10) business days of the original e-mail requesting a meeting. **Please note:** *Failure to attend the meeting will result in the Residence Life Staff member determining whether the student is found responsible based upon the information that is available. Failure to attend the scheduled meeting request will also mean the student waives the right to file an appeal of the decision with the Director of Residence Life & Student Activities.*

- Within one week of the meeting, the student will be sent a decision letter via Chatham e-mail which will indicate if they have been found responsible or found not responsible for the policy violation. If the student is found responsible for the policy violation, the letter will list all sanctions which have been assigned, the deadline for the sanctions, and the information needed to complete the sanctions.

## Sanctions

All sanctions, which are assigned by professional Residence Life staff members, are fully supported by the Office of Student Affairs and are expected to be upheld and respected. Failure to complete an assigned sanction may result in further disciplinary action and a meeting with the Director of Residence Life & Student Affairs. The Office of Residence Life & Student Activities – Student Affairs acknowledges that each policy violation is unique and may result in either of the types of sanctions below or a combination of the two.

## Types of Sanctions

- Monetary Sanctions
  - Violations resulting in monetary sanctions must be paid in full to the Office of Residence Life by the date indicated in the decision letter. Students may pay monetary sanctions via check or cash. All students will receive a receipt to verify the date the payment was received. Students must make the payment to a Residence Life professional staff member.
  - If a student is unable to pay the sanction by the assigned date, it is the student's responsibility to contact the professional staff member who hosted the meeting to request an extension of the deadline or an alternative sanction
- Educational Sanctions
  - Some policy violations may result in educational sanctions in which the student is expected to complete an assignment based on the policy in question
  - On-campus community service may be assigned as a result of a policy violation.
  - If a student is unable to complete the assignment by the deadline in the decision letter, it is the responsibility of the student to contact the professional staff member who hosted the meeting to request an extension of the deadline or an alternative sanction.

## Appealing a Sanction

If a student feels that a sanction is disproportionate to the policy he or she has been found responsible for violating or feels that there is other information that would change the decision, he or she is welcome to appeal the decision with the Director of Residence Life & Student Affairs. To appeal a sanction, the following must be completed and submitted in writing to the Director of Residence Life & Student Activities within seven days (including weekends) of the date you received the decision letter. To make an appeal, please complete the following process:

- Contact the Director of Residence Life & Student Affairs in a formal letter via e-mail or hard copy requesting to meet.
- Include the date of the violation, the location of the violation, and a brief synopsis of why the decision is being appealed. As the decision letter indicates, there are three reasons to file for a new appeal: new information that was not available at the time of the decision, a violation of procedure, or a decision or sanction that is disproportionate to the violation.
- Submit a list of times you are available to meet and discuss the decision

*Please note: The above procedures are meant to inform the students of the Office of Residence Life & Student Activities – Student Affairs' basic judicial process. The Office of Residence Life reserves the right to amend the process and sanctions as determined necessary.*

**All residents are asked to read and sign the Terms and Conditions of Residency during the check-in process.**

***Terms & Conditions of Residency 2017-2018***

This contract is for a bed space in Chatham University owned housing for the academic year (or balance thereof). It becomes legally binding (1) when completed, signed, and returned to the Office of Residence Life & Student Activities – Student Affairs (2) when the resident accepts a room key for a University residence or (3) when the resident signs their lease agreement. By signing this contract or by occupying a room, the student assumes responsibility for payment of the rates established by the University and agrees to all the terms and conditions contained within this document as well as the policies of Chatham University contained in the Student Handbook and Course Catalogue.

Violation of these terms and conditions or any other applicable rules, policies, or procedures incorporated by reference herein, or any other official University publication, such as the Student Handbook (available online), may subject the student to disciplinary action and/or fines; including, but not limited to, termination of the students' occupancy in a residence hall room/apartment and/or suspension or expulsion from the University.

**Eligibility/Assignments**

When concerning Chatham students, only full-time students who have made all required deposits, payments, and are in good academic, conduct and financial standing are eligible for housing. When concerning Non-Chatham residents, only residents who have made all required deposits and are not in delinquency of rent are eligible for housing.

- a) All undergraduate students living in the residence halls and the undergraduate apartment complex must purchase and use one of the residence hall meal board plans offered by the University.
- b) Upon withdrawal from the academic year housing contract, the student must vacate the room within 48 hours or by individual arrangements made with the Director of Residence Life & Student Activities.
- c) The University reserves the right to relocate students should the need arise. The University reserves the right to assign students to any vacant space and without prior notice as necessary.
- d) Room changes are allowed with prior approval only. Only students assigned to a given room may reside in that room.

Roommate preference based upon race, color, religion, sexual orientation, socioeconomic status, physical characteristics, or national origin will not be accommodated; in addition, room changes will not be granted for any of the above reasons.

**Contract Termination And Refunds**

The University establishes room charges for the academic year and the housing contract cannot be broken at any point of the academic year, except if the student officially withdraws from the University, is granted a leave of absence, or is granted specific permission to do so from the Director of Residence Life & Student Activities or Vice President for Student Affairs. A non-refundable housing reservation fee of \$150.00 must be made to Student Accounts prior to room assignment.

If for any reason the student ceases to be eligible for residence, the student must promptly vacate the assigned space within 48 hours and cancel the housing contract with the Director of Residence Life & Student Activities.

If a student gives the University written notice of withdrawal prior to the first day of the fall semester, the student will be refunded all advance payments of room and board except for the \$150.00 housing reservation fee. In the event of a cancelled housing contract after the start of classes, a prorated

refund for room and board will be made according to the terms listed in the University refund policy (available in the Course Catalogue).

**Contract Period/Dates**

The housing contract begins at the time the student takes occupancy of the assigned space and extends for the academic semesters only.

- a) 2017 Fall Term Housing opens to first-year and transfer students at 10 a.m. on AUGUST 23, 2017 and to returning students at 9 a.m. on AUGUST 26, 2017. All residence halls and undergraduate apartments close for the fall semester at 8 p.m. on DECEMBER 15, 2017. Students are not allowed to enter or occupy the residence halls after this time.
- b) 2018 Spring Term Housing opens to all undergraduate students at 9 a.m. on JANUARY 2, 2018. All residence halls and undergraduate apartments close for the academic year at Noon on APRIL 28, 2018 unless student is enrolled in a Maymester course. Then the residence halls and undergraduate apartments close on MAY 19, 2018 at Noon. Students are not allowed to enter or occupy the residence halls after this time.  
\_\_\_\_\_ STUDENT INITIAL
- c) Housing for the winter break, DECEMBER 15, 2017 to JANUARY 2, 2018 may be available via registration on an as needed basis.
- d) For all graduate housing residents who plan to no longer occupy housing in the Spring 2018 term, fall move-out occurs on DECEMBER 17, 2017. Your key card access will no longer work after 12:00 p.m. on the corresponding move-out day.
- e) For all graduate housing residents who plan to no longer occupy or were not approved for housing in the Summer 2018 extension, spring move-out occurs on May 23, 2018. Your key access will no longer work after 12:00 p.m. on the corresponding move-out day.
- f) The student will be billed \$50 per day (or part thereof) for occupancy before or after these published contract dates unless prior arrangements have been made and approval received from the Director of Residence Life & Student Activities or Vice President of Student Affairs & Dean of Students.

**Abandoned Premises**

The University will consider the room to be abandoned if the tenant does not reside in the residence hall room/apartment for more than two weeks without notifying the University. In such cases, the University may enter the room without liability and reassign the room for any portion of the term. The University will make reasonable attempts to contact the student to arrange for the exchange of any possessions left in the room/apartment. In the event that the student cannot be contacted or does not cooperate, the University will treat any possessions left on the premises as abandoned goods and make arrangements to remove said possessions from the abandoned room. The University shall not be obliged to hold the resident's property longer than 7 (seven) days after determining the room to be abandoned before disposing of it, with no liability to the resident. The resident shall assume the expenses for such removal of property and for the amount of time property was stored on campus.

**Condition Of Premises/Damage**

By taking occupancy of the space, the student accepts its condition "as is" at such time and assume responsibility to maintain the space and any common areas in a clean, safe, and undamaged condition at all times. Each student will be required to complete a Room Condition Report (RCR) with a Residence Life Staff member at the beginning of the academic year. Any student who fails to complete the RCR within a week of taking occupancy will forfeit the right to document the condition of their room at the time of occupancy. The student further forfeits the right to appeal end of year damage

or cleaning charges. At the end of occupancy, each room will be inspected and damage beyond normal wear and tear will be charged accordingly.

- a) The student shall reimburse the University upon demand for all damages for expenses which the University may suffer or incur for repair or a room or facility in the residence, for the repair or replacement of University provided furniture, caused by misconduct or neglect of the student or of the student's guest(s).
- b) Common areas, such as kitchens, bathrooms, and lounges, are the responsibility of all residents assigned to that building, apartment, and/ or room. If damages occur to common areas, all residents of that community will equally share damage costs if the responsible party is not found.
- c) When a student vacates the assigned space, the student must remove all personal property and leave the room, any common areas, and any furnishings clean and in the same condition they were in when she commenced occupancy. Any personal property left in the room or the common areas will be promptly removed at the student's expense.
- d) The student shall not alter the room or other facilities of the residence (including but not limited to painting walls, putting nails in wall, and removal of University furnishings) therein in any way without the prior written consent of the Director of Residence Life & Student Activities.
- e) Failure to pay any damage fees may be cause for refusal to permit registration or other such action as may be determined appropriate by the University until fees owed are paid in full.
- f) Furniture in residence hall/apartment rooms may not be removed or altered without the prior permission of the Director of Residence Life & Student Activities.

\*Costs of labor and repair or replacement of damaged items is determined in conjunction with the Director of Facilities and based on actual cost to replace, repair or clean the area or item(s).

Any of the other occupants, furnishings, and features of the room shall be assigned and may be changed only by Chatham University at any time at its discretion.

### **Personal Property: Indemnity**

The University will not be liable, either directly or indirectly, for any loss by theft of personal property by residents or their guests or for any damage or destruction of such property by fire, water, or any other cause. The University advises that students insure personal property against loss, damage, or destruction arising from any cause.

Students shall indemnify, defend and save harmless the University from any claim, loss, damage, liability, or expense (including without limitation reasonable attorney's fees and court costs) arising from a) any breach by student of the University's terms, conditions, or rules, whether contained or otherwise incorporated by reference in these Terms and Conditions and b) any injury to the student or any other person, including but not limited to any guests of the student, or property occurring in, on or around the residence hall/apartment area.

### **Compliance With Applicable Residence**

Students are required to comply with federal, state, and local laws as well as all residential policies and procedures established by the University and the Residence Life staff included in this contract, in other official University publications such as the Student Handbook and assumed under this contract by reference. Such policies and procedures are available from the appropriate University offices. Students are responsible for informing themselves of such policies and procedures.

### *Air Conditioners*

The University prohibits the use of all types of Air Conditioning units. Exceptions are provided by the Medical Accommodations Policy. All accommodation requests must be submitted the Director of Residence Life & Student Activities prior to each academic year. See the Student Handbook for more information.

### *Alcohol and other Drugs*

The University prohibits the use, possession or sale of illegal drugs and the possession or purchase of alcohol by any person less than 21 years of age.

### *Guests*

The student is responsible for the conduct of any guest(s) at all times. All guests must comply with University policies and procedures. No co-habitation is permitted; overnight guests are permitted no more than three consecutive nights (First-year students may not have overnight guests until September 29, 2017). Visitation is only allowed with the consent of any/all roommates.

### *Fire Safety*

No candles and/or incense, decorative, religious, or otherwise, are permitted in student's residences. Failure to evacuate during a fire alarm and theft, tampering, or improper use of fire fighting, detection and/or alarm equipment is strictly prohibited. The University prohibits the use or possession of firearms, fireworks, or any type of weapon.

### *Pets*

No pets are permitted in student residences in the residence halls/ apartments, with the exception of aquarium fish. There is a limited amount of graduate housing that is feline friendly. Contact [reslife@chatham.edu](mailto:reslife@chatham.edu) for more information.

As every community is directed by changing needs, policies, and procedures are subject to periodic change.

The student agrees that they will abide by all residence hall/apartment policies and regulations as they appear in the Student Handbook and any supplements to the handbook that may be issued.

### **University Rights Of Residence**

The University reserves the right to take the necessary and appropriate action to protect the safety and well-being of the residence hall/apartment community. This includes the right to terminate this contract or retake possession of a student's room should the student fail to maintain themselves as a student in good standing with the University regulations, or fail to comply fully with the terms of this agreement.

### **Right To Entry**

The university reserves the right to enter any residence area, room or apartment for any of the following reasons: Maintenance; inspection; repair; in cases of clear emergency; to assume compliance with federal, state, and local laws and University policies; where there is cause to believe violation has occurred or is taking place; or, to aid in the responsibility of the University to maintain an educational atmosphere.

- a. Keys and University Identification cards that have been coded for residence hall access may not be used in a negligent manner. Keys may not be duplicated or transferred to anyone other than the resident student who signs for them.

If the University has cause to believe a violation has occurred or is taking place, the University has the right to conduct a room search (most likely in the case of suspected illegal drug and/or alcohol possession and/or use). The University recognizes its responsibility to respect the right of the residential student not to have her/his privacy disturbed.

# CAMPUS DIRECTORY

Academic Affairs . . . . .	412-365-1157	Fickes Hall Front Desk . . . . .	412-365-1531
Academic Deans		Financial Aid . . . . .	412-365-2781
<i>Patricia Downey, Ph.D., Dean, School of Health Sciences . . . . .</i>	<i>412-365-1199</i>	Global Focus . . . . .	412-365-2924
<i>Darlene G. Motley, Ph.D. Dean, School of Arts,</i>		Health Services . . . . .	412-365-1714
<i>Science &amp; Business . . . . .</i>	<i>412-365-2970</i>	Howe-Childs Gate House . . . . .	412-365-2906
<i>Peter Walker, Ph.D., Dean, Falk School of Sustainability . . . . .</i>	<i>412-365-1842</i>	Human Resources . . . . .	412-365-1847
Administration and Finance . . . . .	412-365-1105	Information Technology . . . . .	412-365-1112
Admission . . . . .	412-365-1290	International Affairs . . . . .	412-365-1388
Athletic and Fitness Center		Library . . . . .	412-365-1670
<i>Front Desk . . . . .</i>	<i>412-365-1519</i>	Laughlin House Front Desk . . . . .	412-365-1441
<i>Intramurals &amp; Outdoor Recreation . . . . .</i>	<i>412-365-1625</i>	Office of Sustainability . . . . .	412-365-1686
<i>Pool . . . . .</i>	<i>412-365-2495</i>	PACE Center . . . . .	412-365-1523
Alumni Relations . . . . .	412-365-1256	Payroll . . . . .	412-365-1603
Athletics . . . . .	412-365-1625	Pennsylvania Center for Women and Politics . . . . .	412-365-1878
Babysitting Referral Service . . . . .	412-365-1507	Post Office . . . . .	412-365-1270
Bookstore . . . . .	412-365-1661	President's Office . . . . .	412-365-1160
Business Office . . . . .	412-365-1229	Public Safety . . . . .	412-365-1230
Café Rachel . . . . .	412-365-1124	Rea House Front Desk . . . . .	412-365-1471
Campus Police . . . . .	412-365-1111	Registrar . . . . .	412-365-2797
Career Development . . . . .	412-365-1209	Residence Life . . . . .	412-365-1518
Center for Women's Entrepreneurship . . . . .	412-365-1253	School of Health Sciences . . . . .	412-365-1711
Chatham Undergraduate Student Government . . . . .	412-365-1261	School of Arts, Science, and Business . . . . .	412-365-2920
Communiqué (Student Newspaper) . . . . .	412-365-1622	Student Accounts . . . . .	412-365-2719
Community Programs . . . . .	412-365-1147	Student Activities . . . . .	412-365-1281
Copy Center (Ricoh) . . . . .	412-365-1108	Student Affairs and Dean of Students . . . . .	412-365-1286
Counseling Services . . . . .	412-365-1282	Study Abroad . . . . .	412-365-2714
Dilworth Hall Front Desk . . . . .		Theatre (Eddy) . . . . .	412-365-1240
Dining Services, Office Manager . . . . .	412-365-1506	Transcripts . . . . .	412-365-2963
Eden Hall Campus		Tutoring . . . . .	412-365-1523
<i>Facilities . . . . .</i>	<i>412-365-1183</i>	University Advancement . . . . .	412-365-1514
<i>Falk School of Sustainability . . . . .</i>	<i>412-365-1347</i>	University Marketing and Communications . . . . .	412-365-1140
<i>Food Studies . . . . .</i>	<i>412-365-1637</i>	Women's Institute . . . . .	412-365-1578
<i>Residence Life and Student Activities . . . . .</i>	<i>412-365-1479</i>	Woodland Hall Front Desk . . . . .	412-365-1657
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