Here at Chatham, your well-being is our priority. We pride ourselves on providing our students with a compassionate, protective community that allows for personal growth and development alongside strong educational programs that prepare you for life after college. So much of this is due to our vibrant student community who devote themselves to creating a safe and welcoming space on our campus.

We believe in promoting a holistic approach to our students’ well-being by keeping them engaged and informed and addressing the seven dimensions of wellness. Whether through programs like AlcoholEdu and Haven, civic engagement and community service, or the variety of events we offer throughout the year, our students take advantage of numerous opportunities to stay educated and aware in a changing world.

Here, you’ll find more information on campus policies and procedures as well as your rights under Title IX. I hope you’ll make the most of this information and continue your development as a world-ready member of the Chatham community. And if you’re new to Chatham, consider this your roadmap toward helping to create a space where all community members can be safe, healthy, and valued.

Know that you can find student advocates wherever you turn – from the Office of Student Affairs to student leaders, student athletes and the various faculty and staff members on campus. We pledge to keep you safe and healthy during your time here and to give you the tools to build the best college experience you can envision. Together, we can continue to build an inclusive and ethical global community that prizes its members’ potential and well-being.

Zauyah Waite, Ph.D., Vice President for Student Affairs and Dean of Students
Your safety is important to us. We're proud to maintain a safe campus community in a diverse metropolitan setting, mostly due to strong connections between the Department of Public Safety, other campus departments, and our students.

In order to uphold our shared commitment to safety, we ask that you please become familiar with the policies and procedures in this booklet. A healthy community is built of engaged members sharing a responsibility to each other’s safety and security.

Get to know your campus resources and advocates. Never be afraid to come to us when you need help, or if you have a question about how things work. The members of the Public Safety staff, as well as many other campus advocates, are here to ensure that your time at Chatham is safe and enjoyable. We hope that you'll do your part to help us in accomplishing that mission.

Donald Aubrect, Chief of Public Safety

Table of Contents

Department of Public Safety .......................................................... 4
Office of Student Health and Wellness ........................................ 4
What is Title IX? ................................................................. 7
What Does it Cover? ............................................................. 7
Who Implements Title IX? .................................................. 8
Other Laws Working in Tandem with Title IX ......................... 8
Notice of Non-Discrimination ........................................... 9
Sexual Harassment ............................................................... 10
Sexual Violence ................................................................. 11
Chatham’s Policy on Sexual Harassment & Sexual Violence ........ 12
Complainant Rights ............................................................. 14
Pregnant and Parenting Students ........................................ 16
International Students ......................................................... 16
Important Steps for Reporting ........................................... 17
Eliminating a Hostile Environment .................................... 17
Student Advocates ............................................................... 18
The Importance of Bystander Intervention .......................... 19
Campus and Community Resources ................................ 20
General Procedures for Grievances ..................................... 21
Residence Hall Policies ......................................................... 22
Student Honor Code: Authority for Student Discipline .......... 34
Academic Integrity Procedures ............................................. 43
Public Safety
412-365-1273

The Chatham University Public Safety Department 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.

Office of Student Health & Wellness
412-365-1625

The Office of Student Health and Wellness is responsible for coordinating the mental health (emotional), physical health (health and wellness lifestyle), social (support services on campus). The departments under Student Health and Wellness consist of Athletics 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.

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 and a part-time Doctor in Clinical Psychology. 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. If long-term care is needed, the student will be referred to an external mental health professional.

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.

**Student Health Services**
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 at 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.

How Student Health Services works for you while you are enrolled

During the academic year, students have the option to visit the campus nurse (Monday through Friday) at no charge to them. As a student, you have access to the following valuable services from the Chatham University Student Health Services.

• First aid intervention
• Illness and injury assessment
• Starter doses of over the counter medications
• Various health screenings
• Blood pressure checks
• Height and weight measurements
• Community health referrals
• Physical and psychological counseling appointments
• Updating and maintaining student health and immunization records
• Health education resource materials and activities

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.

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

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
What is Title IX?

It’s generally known that Title IX was an instrumental law in equalizing school athletics programs for female students. More than that, Title IX of the Educational Amendments of 1972, and any regulations resulting from it, prohibits discrimination on the basis of sex in educational programs or activities that receive Federal funding. In other words, Title IX protects all students at an institution from sex discrimination, including sexual violence.

In a time when the issues college students face are increasingly complicated, Title IX provides guidance to universities on how to best remedy sex discrimination. For example, a report from the National Institute of Justice found that roughly 1 in 5 women are victims of completed or attempted sexual assault while in college. The report also found that about 6 percent of men are victims of completed or attempted sexual assault while in college. Meanwhile, 2013 statistics from the Department of Education show that education rates have shifted over the past few decades: women now attain higher degrees at a rate higher than men, leading by 7 percent in the amount of completed bachelor’s degrees and 3 percent in the amount of completed master’s or postsecondary degrees. There can be no one priority issue for either sex. Rather, Title IX protects all university students - male and female students; straight, gay, lesbian, bisexual and transgender students; part-time and full-time students; students with and without disabilities; and students of different races and national origins – from sex discrimination.

If you or someone you know is experiencing sexual harassment or sexual violence, reach out to someone on campus or a member of the Student Affairs staff. We’ll put you in touch with a Title IX coordinator and other resources right away! We’re all here to deter discrimination and make the Chatham community a safe, welcoming space for our students and staff.


What Does it Cover?

Title IX covers all instances of sex discrimination, including sexual harassment and sexual violence. An umbrella term, sexual violence may include acts such as rape, sexual assault, sexual battery, and sexual coercion. Title IX also has extraterritorial reach, meaning that instances of cyber-harassment and sexual harassment that occurs at off-campus college events are also covered. Schools may also be obligated to respond to instances of student-on-student sexual harassment that occur off-campus outside of an educational program or activity.
Who Implements Title IX?

All University officials and campus constituents are responsible for ensuring that students receive and are made aware of proper treatment under Title IX, but Chatham has four Title IX coordinators who are available to answer any specific inquiries you might have. Those coordinators are:

• Title IX Coordinator
  - Vice President for Student Affairs and Dean of Students, 412-365-2794
  Mellon Center, 1st floor
• Deputy Coordinators for Students
  - Director of Athletics, 412-365-1650
  Athletic and Fitness Center, 2nd floor
  - Assistant Dean of the Programs for Academic Confidence and Excellence (PACE) Center, 412-365-1611
  Jennie King Mellon Library, 3rd floor
• Deputy Coordinator for Faculty and Staff
  - Assistant Vice president for Human Resources, 412-365-1680
  Mellon Center, 1st floor

Other Laws Working in Tandem with Title IX

**Clery Act:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was enacted by the U.S. Department of Education and has been amended multiple times since 1992. It is the federal law that requires campus security departments to disclose information about crime on their campuses. The act requires colleges and universities to publish an annual security report, have a public crime log, disclose crime statistics for incidents that occur on or around campus, issue warnings about potential crimes that pose a threat to students and faculty, devise an emergency response plan, compile and report fire data, and enact policies and procedures to handle reports of missing students.

In light of amendments to the Violence Against Women Act in 2013, the Clery Act has been updated and improved in terms of responding to incidents of dating violence, domestic violence, stalking, and sexual assault. Campuses must report all incidents of the above issues, provide all students who report the above with a notice of their rights and all related institutional policies, advocate for victims by maintaining a transparent system of disciplinary procedures, provide ongoing training for all staff members involved in such procedures, and add gender identity and national origin to the categories of bias that serve as the basis of determination for hate crimes.

**Campus SaVE Act:** The Campus Sexual Violence Elimination (SaVE) Act was enacted by the U.S. Department of Education’s Office for Civil Rights. The act looks to address the violence that students face on college campuses across the United States; this includes (but is not limited to) stalking, intimate partner violence, rape, and attempted rape. It requires that incidents of such violence be included in annual campus crime reports, defines minimum standards for institutional disciplinary procedures for abusers,
instructs colleges and universities to provide programming that addresses such violence, and establishes collaboration between the U.S. Departments of Justice, Education, and Health and Human Services to outline practices for preventing and responding to such violence.

**Violence Against Women Act:** Originally signed in 1994 under the leadership of then-Senator Joe Biden, the goal of the Violence Against Women Act was to hold offenders accountable for their actions as well as to provide services for the victims of domestic and sexual violence. The act provides programs and services including community violence prevention programs, funding for victim assistance services like rape crisis centers and hotlines, programs to meet the needs of immigrant women and women of different races or ethnicities, programs and services for victims with disabilities, and legal aid for survivors of domestic violence. In 2013, the VAWA was reauthorized and expanded to provide services for all victims of domestic violence, sexual assault, dating violence, and stalking, including LGBT victims, college students and youth, and public housing residents.

**Pennsylvania Act 153:** In 2014, The Pennsylvania General Assembly amended the Child Protective Services Law through Act 153, which also goes by the name of “Certification for Clearances for Volunteers/School Employees.” The act requires all potential and current employees, independent contractors, and volunteers who will come into direct contact with children under the age of 18 to participate in additional criminal background checks and child abuse clearances that are to be renewed on a three-year cycle. Direct contact is defined by the act as “the care, guidance, supervision or control of children or routine interaction with children.”

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**Notice of Non-Discrimination**

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.

In summary, under Title IX:

- We do not discriminate on the basis of sex in any of our educational programs, activities, or policies.
- We employ personnel who serve as Title IX coordinators. Your inquiries about our application of Title IX may be directed to any of our Title IX coordinators or to the U.S. Department of Education’s Office for Civil Rights at ocr@ed.gov or (800) 421-3481.

- We prohibit all forms of sexual harassment and sexual violence.
- We promise to take immediate, impartial action to eliminate sexual harassment and violence while also providing the necessary remedies to affected students.

The following sections are meant to give you a general overview of your rights under Title IX so that you, as a Chatham community member, can be an empowered, world-ready leader engaged fully with the Chatham University community.

Sexual Harassment

According to the Department of Education’s Office for Civil Rights, sexual harassment is unwelcome sexual conduct that denies or limits a student’s ability to participate in or benefit from a school’s educational or co-curricular programs.

Always remember:
• Sexual harassment can take a variety of forms depending on the harasser and the nature of the harassment.
• College or university employees, other students, and non-employed third parties, such as visiting speakers, can all be the ones to carry out this conduct.
• Harassment can be verbal, nonverbal, or physical, and all students, regardless of sex, can be victims. The harasser and the victim may be of the same sex.
• Harassment may occur at any school program or activity on or off campus.

Some examples of sexual conduct include:
• Making sexual propositions or pressuring students for sexual favors
• Unwelcome sexual advances
• Writing graffiti of a sexual nature
• Displaying or distributing sexually explicit drawings, pictures, or other materials
• Performing sexual gestures or touching oneself sexually in front of others
• Telling sexual or dirty jokes
• Spreading sexual rumors or rating other students as to sexual activity or performance
• Circulating or showing e-mails or websites of a sexual nature

Sexual harassment can take two forms: quid pro quo and hostile environment.


**Quid pro quo harassment:** Occurs when the harasser causes a student to believe s/he must submit to unwelcome advances in order to participate in a school program or activity, or causes the student to believe educational decisions will be made on the basis of their response to the harassment.

For example: A faculty member threatens to fail a student unless the student submits to their sexual advances.

**Hostile environment harassment:** Occurs when unwelcome sexual conduct is so severe, persistent, or pervasive that it affects a student’s ability to participate in or benefit from an education program or activity, or creates an educational environment that is intimidating, threatening, and abusive.

For example: Someone repeatedly makes unwelcome sexually suggestive comments to a student at campus social events.
Sexual Violence

Sexual violence is a form of sexual harassment prohibited by Title IX and includes conduct that is criminal in nature. Not all forms of sexual violence are physical; the term also applies to sexual harassment, threats, sexually motivated stalking, and peeping.

Physical forms of sexual violence include:
- Rape
- Sexual assault
- Sexual battery
- Unwanted touching
- Dating violence

Sexual coercion is also a form of sexual violence. Sexual coercion is the act of using pressure, force, alcohol or other drugs, etc. to have sexual contact with someone against his or her will.

Sexual violence refers to acts: that are perpetrated against the victim’s will, where consent is not obtained, and/or where a person is incapable of giving consent due to being under the influence of alcohol or other drugs.

Did You Know? 90% of new Chatham students do not drink alcohol, or make healthy decisions when it comes to drinking.

Did You Know? 85% of new Chatham students used the online AlcoholEdu curriculum to establish a plan for responsible decisions around alcohol.

Sources: CDC’s National Center for Injury Prevention and Control, Division of Violence Prevention, “Understanding Sexual Violence” fact sheet, 2011; and Office of Student Affairs, Students and Alcohol Use at Chatham University: Summary Report 2013-2014, Pittsburgh, PA, 6/24/14

Making Safe Decisions About Alcohol

At least 50% of campus sexual assaults involve alcohol. Keep in mind the following when making decisions about drinking:
- Alcohol impairs judgment, leading perpetrators to disregard a lack of consent and leading victims to miss risk cues.
- Alcohol is often used by perpetrators as an excuse for their actions.
- Others may use drinking as an excuse to blame the victim for not being careful enough or seeming sexually available, but sexual violence is never the victim’s fault.
Chatham’s Policy on Sexual Harassment and Sexual Violence

According to Title IX, every school must have and make known the procedures by which students can file a complaint regarding sex discrimination, including sexual harassment and sexual violence. Below are highlights from Chatham’s official policy on these matters. Our wording refers to sexual violence using the term “sexual assault.”

Chatham University prohibits members of the Chatham University community or anyone on the University campus to commit acts of sexual assault. The University reaffirms the principle that students, faculty, and staff have a right to be free from any form of sexual offense, both forcible and non-forcible. Sexual offenses are unacceptable and will not be tolerated. They are also unlawful.

Sexual assault is defined as threats or deliberate physical contact of a sexual nature, which is forced, coerced and/or without consent. Such consent may be withdrawn at any time; without regard to activity proceeding the withdrawal of consent. This includes but is not limited to rape, involuntary deviant sexual intercourse, aggravated indecent assault, indecent assault, sexual touching, or any conduct of a sexual nature which threatens or endangers a person’s mental or physical health or safety, or the well-being of any person by a person(s) known or unknown to the victim.

Did You Know? After completing the Haven sexual assault online education program, 90% of new Chatham students said they had a good understanding of the definitions of sexual assault.

The University is committed to addressing the issue of sexual assault on campus in both a proactive and reactive manner. The University has adopted the following policy statement regarding sexual assault procedures to be employed once a sex offense has occurred:

Anyone who believes a sexual offense may have occurred is strongly encouraged to report the matter promptly and preserve any evidence intact. Students who believe they have been sexually assaulted may seek assistance by contacting any of the following: the Department of Public Safety, Residence Life staff members, Office of Student Affairs, and/or any hospital or other medical facility. Employees should contact the Assistant Vice President of Human Resources or the Office of the Vice President for Finance and Administration.

Community members also have the option to notify the Pittsburgh Police Department regardless of any other action taken or anticipated on campus. The police officers from the Public Safety Department or the professional staff from the Office of Student Affairs will, upon the student’s request, assist in reporting an incident to the Pittsburgh Police Department.

By reporting the assault immediately and preserving evidence, the assaulted person will have the foundation in place for prosecution if s/he chooses to press charges. If the assaulted person decides to prosecute, the report may be helpful to authorities in identifying the offender.

Visit chatham.edu/campuslife/services/publicsafety/policies.cfm#sexualassault for the full policy on sexual harassment and sexual violence.
Programming: Sexual assault awareness and prevention programming will be conducted throughout the academic year. The programming will be conducted in conjunction with the Office of Student Affairs and the Department of Public Safety.

Procedures: All sexual assault incidents must be reported to the Department of Public Safety; however, the confidentiality of the victim is always our primary concern. The reporting of the incident does not necessitate that either internal or external judicial proceedings occur, but reporting the incident meets the requirements of existing laws.

Process: In the event of an internal judicial procedure:
• the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding;
• the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense; and
• a victim cannot be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case.

In the event of an alleged sexual assault on campus, the party the complainant should contact differs depending on the complainant’s status at Chatham (as in student, employee, or community member). For more information on who to contact, access the Department of Public Safety’s full Sexual Assault policy at: http://www.chatham.edu/campuslife/services/publicsafety/policies.cfm#sexualassault

Complaints of sexual assault will be responded to promptly and equitably. The right to confidentiality of all members of the University community will be respected, insofar as possible. Retaliation against individuals bringing complaints of sexual assault is specifically prohibited.

Possible sanctions for students found guilty of sexual assault including rape, acquaintance rape, or other forcible or non-forcible sex offenses may include: possible transfer of residence, removal of residence privileges on campus, restricted access to specified buildings, events or areas of the campus, and/or suspension or dismissal from the University.

Possible sanctions for a faculty or staff member found guilty of sexual assault may include transfer of position, restricted access to specific buildings, events or areas of campus, suspension without pay, and/or termination of employment.

After a reported sexual assault, Chatham will change a student victim’s academic or living situation due to the alleged sexual offense if the changes are requested by the victim and are reasonably available. The student may seek assistance from the Vice President of Student Affairs or the assistant to the Dean of Academic Affairs.

It should also be understood that (as with any crime) if charges of sexual offense are
prosecuted, criminal penalties could result in addition to sanctions imposed by the University. In any campus disciplinary proceeding, all parties are informed of the outcome of their case, including any University sanctions.

Any individual who feels that a sexual assault complaint did not receive prompt and equitable response after pursing the procedures previously described, should contact the Office of the President.

Students will be notified of existing on and off-campus counseling, mental health, or other student services that are available for sex offense victims. You can find more information regarding these resources on page 20.

**Complainant Rights**

Any student, other campus constituent, or community member reporting an act of sexual harassment or violence is referred to as the complainant. The following is a list of complainant rights under Title IX:

- You have the right to present your case. This includes: the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes, for both parties.

- You have the right to be notified of the time frame within which: (a) the school will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file an appeal, if applicable.

- You have the right to have your complaint decided by a preponderance of evidence standard, i.e. with the assumption that it’s more likely than not that sexual harassment or violence occurred.

- You have the right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings:
  - Schools must disclose to you information about the sanction imposed on the perpetrator when the sanction directly relates to you. This includes a protective order, the fact that the harasser has been transferred from a class, or the fact that the harasser has been transferred to a new residence hall.
  - You can’t be required to abide by a non-disclosure agreement, in writing or otherwise.

- The grievance procedures may include voluntary informal methods (e.g., mediation)


*Students may also contact the U.S. Department of Education, Office for Civil Rights, at ocr@ed.gov or 800-421-3481.*
for resolving some types of sexual harassment complaints. However, you must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is never an appropriate resolution.

Please be aware that, if the perpetrator of an alleged sexual assault is not affiliated with the school, the school’s appropriate response will vary depending on the level of control the school has over the perpetrator. For instance, if the perpetrator is a student at another institution, the school should encourage the perpetrator’s institution to conduct an investigation. All other actions taken by the school, from conducting its own inquiry into what happened and providing the best possible remedies to the complainant and the broader student population, should remain the same as in any other case of sexual harassment or violence.

**Sources:** U.S. Department of Education, Office for Civil Rights, “Know Your Rights: Title IX Prohibits Sexual Harassment and Sexual Violence Where You Go to School” fact sheet and *Questions and Answers on Title IX and Sexual Violence*, Washington, D.C., 4/29/14

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**The Title IX Coordinator is responsible for evaluating student requests for confidentiality.**

Our promise to you is that we will ensure your confidentiality whenever possible, we will respond to your complaint swiftly and appropriately, we will provide any protective interim measures that are possible, and we will refer you to any necessary support services. On-campus employees, such as those working in Counseling Services, can talk with a survivor in confidence. We will create a safe, compassionate environment for you to ensure that your rights are retained and any proper remedies are made available.

If ever there comes a time when we can’t ensure your confidentiality, we’ll be up front with you – for instance, if the safety of others in the community might be at risk, the good of the campus community may outweigh a student’s confidentiality request. If a student requests confidentiality and decides not to press charges, we’ll still be required to file an anonymous report of the incident in order to comply with the Clery Act for campus crime reporting.
Pregnant and Parenting Students

As an inclusive university, Chatham strives to meet the needs of all of our students.

Under Title IX, you must have equal rights to school and activities, and are eligible for any special services provided to temporarily disabled students; you cannot be required to attend a separate program for pregnant or parenting students but, if you choose to do so, any such program provided by the school must be equal to the general student experience; you must be granted any excused absences due to pregnancy or childbirth that your doctor deems necessary; and you are not required to turn in a doctor’s note to continue attending school or activities (unless a doctor’s note is a required criterion of attendance for all students).

For more information on pregnant and parenting students’ rights, you can contact the National Women’s Law Center at info@nwlc.org, or go to www.nwlc.org/pregnantstudents.

International Students

Chatham is proud to have a large international student population. Title IX covers all students, regardless of national origin. Your rights under Title IX are as follows:

“Title IX protects all students at recipient institutions in the United States regardless of national origin, immigration status, or citizenship status... A school must also ensure that any school reporting forms, information, or training about sexual violence be provided in a manner accessible to students who are English language learners.”

• In the event that you are recovering from the immediate effects of sexual violence and are required to take a full-time course load, you may wish to seek approval from the Office of International Affairs to drop below full-time student status. You also have the right to have a student advocate – a counselor, advisor, or other administrative member – to intervene on your behalf and make this request. You can contact the Office of International Affairs at 412-365-1388 or internationalaffairs@chatham.edu.

• You may not be threatened with deportation or in regard to your immigration status as an attempt to defer you from filing a Title IX complaint. This is unlawful and violates Title IX’s protection against retaliation.

For further information regarding the rights of specific student groups, feel free to contact one of Chatham’s Title IX coordinators or access the Title IX FAQ page at http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf.

Sources: National Women’s Law Center, “Pregnant and Parenting Students’ Rights” fact sheet, Washington, D.C., 6/12; and U.S. Department of Education, Office for Civil Rights, Questions and Answers on Title IX and Sexual Violence, Washington, D.C., 4/29/14
Important Steps for Reporting

If you or a friend has experienced sexual assault, please be sure to do the following:
• Get to a safe place.
• Seek out assistance from a person you trust.
• Try your best to maintain any physical evidence:
  – Try not to shower, bathe any part of your body, use medications, or brush your teeth. Stay in the clothes you were wearing or wrap them and anything else you came into contact with (bedsheets, etc.) in a clean sheet. If you choose to put these items in a bag, make sure it’s a paper bag.
  – Don’t touch anything the accused may have touched or left behind.
• Get medical help. Doctors can assist with potential internal injuries you’re unaware of, treat any external injuries, treat for certain STDs, and give you information on HIV/AIDS and pregnancy prevention.
• Consider going to the hospital for an evidence collection kit. These can be administered up until 72 hours after the event and will be important if you decide to press charges later.
• Seek counseling support.
• Consider your legal options. You can ask questions of any Title IX coordinator for clarification.
• If you’re reporting, we suggest you do so both with the Campus Police and the local police department. Sexual assault is both a violation of university policy and criminal law, and you have the right to a criminal investigation of the assault in addition to a university investigation and Title IX complaint.

Eliminating a Hostile Environment

In the event of sexual harassment or sexual violence, we’ll work with you to create a safe environment. In order to prevent the recurrence of harassment or sexual assault, you are entitled to remedies including, but not limited to:
• Being assured that you and the accused will not attend the same classes
• Alternate housing arrangements in a different residence hall or apartment, if possible
• Access to a Title IX coordinator or other on-campus advocate
• “No contact” orders or blocking e-mails
• On-campus counseling services
• Medical services
• Academic support services, like tutoring
• Arrangements to retake or withdraw from a course without penalty
• The review of any disciplinary action taken against you to see if there’s a connection between the harassment and the misconduct – for instance, if you skipped class because the accused was enrolled and you wanted to avoid contact
• Assistance from campus staff in contacting local law enforcement at any time
Student Advocates

If you are a victim of sexual harassment or sexual violence, many campus constituents can serve as your advocate. Feel free to seek help and guidance from your coach, advisor, members of the Student Affairs and Residence Life staff, Counseling Services, and other staff members.

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

Under Title IX, you are protected from any form of retaliation that follows your reporting of an act of sexual harassment or sexual violence. Your student advocates take such retaliation very seriously. Report any intimidation, threats, or other retaliation you may receive immediately, and they will take strong, swift action.

If you are a friend or significant other to a victim of sexual harassment or sexual violence, do your best to be empathetic and compassionate, but don’t feel that you need to have all the answers. Referring your friend to a student advocate or reaching out if they are afraid to will ensure that they receive the proper care and services.

Sources: Student Advocates Office, Indiana University Bloomington, http://studentaffairs.iub.edu/advocates/assault-cases/; Loyola University’s (IL) Coordinated Community Response Team, http://www.luc.edu/ccrt/resources/sexualassault/
The Importance of Bystander Intervention

When all students come together to intervene in moments of sex discrimination and potential sexual harassment or violence, we can create a safe, accountable, and healthy campus community. Here are some ways you can promote healthy relationships and student safety at Chatham:

By being proactive, you can help prevent acts of sexual harassment or sexual violence before they happen:
- Let other people know that you find sexual harassment and violence unacceptable
- Be a respectful, compassionate community member
- Make arrangements to travel with friends and look out for each other
- Don’t hesitate to trust your intuition and call for help if you feel uncomfortable
- Call out sexist jokes, remarks, and verbal sexual harassment
- Be a good listener to your friends and encourage them to trust their intuition
- Be aware of campus and community resources for sexual assault survivors

By being reactive, you can intervene in acts of sexual harassment and sexual violence or help a survivor:
- Give them options, but let them decide what to do
- Make them aware of campus and community resources
- Help them regain control of the situation
- Believe them and let them know this was not their fault; never blame the victim
- Reach out to a student advocate if the survivor feels they cannot
- Notify campus police or other authorities
- Remain a positive support system, but be sure to take care of yourself as well

Did You Know? 82% of Chatham students would be willing to intervene to prevent sexual harassment or sexual violence.

Did You Know? 94% of Chatham students would respect someone who intervened to prevent sexual harassment or sexual violence.

Sources: The Transformation Project/Green Dot, The University of Tennessee Chattanooga, http://www.utc.edu/womens-center/transformation-project/, Office of Student Affairs, , Pittsburgh, PA, 9/24/14
Title IX Complaint/Grievance Policy and Procedure

The following outlined procedure applies to any instance of sex discrimination (such as being treated differently due to one’s sex or due to pregnancy, whether in the classroom, an athletics setting, a professional setting, or otherwise; sexual harassment; sexual violence; relationship violence; or stalking) experienced by a Chatham student, staff member, or faculty member. As a Chatham community member, you are protected against discrimination from students, staff, faculty members, and third parties external to the University. The specific grievance procedure may vary depending on the status of the accused party, as seen below.

1. The Complainant will report their complaint. Depending on the specific situation, a student may choose to first contact their coach or advisor, or a staff member may choose to first contact their supervisor. These first contacts may serve as advocates for the Complainant by notifying a Title IX coordinator of the complaint. Student-related complaints filed by students or made on their behalf should be made or referred to the Title IX Coordinator, Vice President of Student Affairs and Dean of Students. Complaints involving faculty and staff should be made or referred to the Deputy Title IX Coordinator, Assistant Vice President of Human Resources. Eventually, the Complainant will be asked to file a formal complaint with the appropriate Title IX coordinator. In order to facilitate the investigation, a complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Even if a formal complaint is not filed, if Chatham has notice - either direct or indirect - of a possible incident of sex discrimination, sex-based harassment or sexual assault/violence or other sexual misconduct or retaliation against a member of its community, it will take immediate and appropriate steps to evaluate what occurred and determine if further action is required as well as prevent any further recurrence.

2. If the Complainant requests confidentiality, this request will be evaluated by the Title IX coordinator receiving the complaint. The coordinator cannot guarantee confidentiality, but can ensure that complaints will be handled on a need-to-know basis.

3. The Complainant will be informed of their rights under Title IX, including their right to simultaneously file a complaint with the local authorities or press formal charges in addition to the campus reporting and judicial procedure for Title IX complaints.

4. The Complainant will be able to request and receive any changes that are reasonably available. These may include a change of residence, change of academic schedule, transfer of position, or other changes requested by the aggrieved party and deemed reasonably available by the Title IX Coordinator.

5. The level of appropriate response will vary depending on the accused party’s status. If the accused party is a student or staff member from another institution, the Title IX Coordinator will need to contact that institution and encourage them to conduct their own investigation. Chatham’s Title IX Coordinator would still be required in this case to proceed with conducting their own inquiry and working to provide the best possible remedy.

6. Title IX complaints and appeals will be reviewed by the hearing panel convened for any violations of Chatham University’s Code of Conduct.
7. Both the Complainant and the accused will have equal rights throughout the investigation process, including: an equal right to the adequate, reliable, and impartial investigation of complaints; an equal opportunity to present their case, including witnesses and evidence; an equal right to request legal counsel; and the right to the same appeals processes.

8. The preponderance of the evidence standard will apply to investigations, meaning Chatham will evaluate whether it is more likely than not that the alleged conduct occurred.

9. Both the Complainant and the accused will be informed of the following timelines: a) the time in which the school will conduct a full investigation of the complaint; b) the time in which both parties will be notified of the outcome of the complaint; and c) the time in which either party may file an appeal, if necessary. The time necessary to conduct an investigation will vary based on complexity and other factors but will generally be completed within sixty (60) days of receipt of the complaint. If an investigation cannot be completed within sixty (60) days of receipt of the complaint, then the complainant and respondent will be notified of that fact and will be provided a timeframe for completing the investigation. Either party may appeal this decision within five (5) business days of receiving the written outcome. For more information on the appeals process, see item 13 below.

10. During the investigation, Chatham will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved. For example, Chatham may change a student victim’s academic or living situation due to the alleged sexual offense if the changes are requested by the victim and are reasonably available.

11. Upon conclusion of the investigation, the hearing panel shall make a determination as to whether the alleged violations occurred. Both parties will be notified, in writing, of the outcome of the complaint. The Complainant will be notified of the chosen sanction if the sanction relates to them; for instance, if the accused has been transferred from a shared class or faculty department. Neither party may be required to abide by a non-disclosure agreement.

12. If Chatham determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Chatham will take steps to prevent the recurrence of any harassment or discrimination. The possible sanctions for students, faculty and staff members determined by Chatham to be responsible for unlawful harassment or discrimination are described earlier in this booklet.

13. Any individual who feels that a sexual assault complaint did not receive prompt and equitable response after pursuing the procedures previously described, should contact the Office of the President. Either party has the right to appeal the hearing panel’s written outcome; appeals must be filed in writing within five (5) business days of receiving the written outcome of the school’s investigation. The receipt of the appeal will be confirmed in writing, at which point each party will have the option of responding in writing to the other party’s appeal. This response must be received in writing within three (3) business days of the receipt of the appeal. Appeals documents received from both parties will be reviewed in a single review process. If the case exists that an appeal is requested on any of the following grounds: 1) procedural error, 2) where previously unavailable relevant evidence could significantly impact the outcome of a
case, or 3) where a sanction is substantially disproportionate to the findings, the President can recommend that the case be brought before the hearing panel a second time. This is not meant to be a full rehearing of the original complaint, but instead a consideration of the nature of the appeal and any pertinent appeal documentation.* Once the hearing panel has reached a conclusion regarding the appeal, they will render a decision. All written decisions on an appeal are final, and will be released to the Complainant and the accused party within fifteen (15) business days from the submission of all appeals documents.

14. Chatham will not retaliate against an individual for filing a complaint, and will not tolerate retaliation by students, faculty or staff members. Any acts of retaliation or threatened retaliation should be reported immediately to a supervisor, Human Resources or the Title IX Coordinator.

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**Title IX Accommodations Procedure**

As noted in the section on Pregnant and Parenting Students, no student may be discriminated against due to pregnancy or because they are a parent. In the event that a student must apply for necessary medical accommodations, such as absence from class due to pregnancy, students may contact the PACE Center at 412-365-1523 or by e-mail at pace@chatham.edu. Students applying for these accommodations will be asked to provide necessary documentation in a process similar to that of requesting short-term disability accommodations.

* In the rare case that an error cannot be cured by the original hearing panel, the President can ask that a new hearing panel be formed to hear the complaint a second time. In all other cases (new evidence, disproportionate sanction, etc.), the appeal will go before the original hearing panel.
Campus and Community Resources

In compliance with Title IX, Chatham University does not deny or limit any student or employee the ability to participate in or benefit from any educational or co-curricular activity, scholarship or financial aid benefit, or any other program on the basis of sex or gender.

For additional information on your rights under Title IX, visit
• http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html
• http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf
• http://www2.ed.gov/about/offices/list/ocr/docs/know-rights-201404-title-ix.pdf

How to File a Title IX Complaint
• Call the 24-hour emergency Public Safety hotline at 412-365-1111.
• File in person with a Title IX coordinator

On- and Off-Campus Contacts
• Public Safety .................... 412-365-1230
• Pittsburgh Police .............. 412-323-7800
• Pittsburgh Action Against Rape (PAAR) ........ 866-363-7273
• Pittsburgh Center for Victims 24-Hour Crisis Hotline ........ 866-644-2882
• Office of Student Affairs .... 412-365-1286
• Office of Residence Life ....... 412-365-1518
• Counseling Services .......... 412-365-1282
• Student Health Services ...... 412-365-1714
• Athletic Department ......... 412-365-1519
• Office of Academic Affairs .... 412-365-1157
• PACE Center and Disability Services ........ 412-365-1660
• Women’s Institute ............. 412-365-xxxx

Title IX Coordinators at Chatham University
• Title IX Coordinator
  - Vice President for Student Affairs and Dean of Students, 412-365-2794
  Mellon Center, 1st floor
• Deputy Coordinators for Students
  - Director of Athletics, 412-365-1650
  Athletic and Fitness Center, 2nd floor
  - Assistant Dean of the Programs for Academic Confidence and Excellence (PACE) Center,
  412-365-1611
  Jennie King Mellon Library, 3rd floor
• Deputy Coordinator for Faculty and Staff
  - Assistant Vice president for Human Resources, 412-365-1680
  Mellon Center, 1st floor
General Procedure for Grievances

Below is the official policy for grievances at Chatham University. Please note that Title IX complaints follow a more specific set of procedures and guidelines which have been outlined previously in this booklet.

Chatham University continues to affirm its commitment to a policy of nondiscrimination on the basis of sex, race, religion, national origin, age, sexual orientation or handicap. 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.

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 one of the University Title IX coordinators: 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 Title IX coordinator 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 Title IX coordinator, 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.
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 submit a letter to the Director of Residence Life and documentation from a doctor explaining the medical need. Upon approval for the air conditioning unit, a student requiring an air conditioner for medical reasons must:
- Provide the air conditioner unit, a small unit of about 8000 BTUs.
- Once the unit is approved, it will be installed by a Facilities Management Staff member. Residence life will facilitate this 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 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 activities and articles 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, AC, AD, or DRL 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 mode for this specific purpose. Under no circumstances can bricks, blocks of wood, etc., be used to elevate furniture.
- Possession 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 or 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, and Fickes Hall also have stove tops and ovens in the house kitchens and Woodland Hall has a stove top available. 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 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. 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 documentation from a doctor explaining the medical need to the Director of Residence Life in advance of moving in.
• 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. 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 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 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.

Lockouts
Students are expected to have their room key and ID card with them at all times. Should a student become accidently
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 at 412-365-1518. If the lockout occurs between 8:00 p.m. and 8:00 a.m., the student should contact the Upper Campus RA (412-670-6379) or Lower Campus RA (412-670-8818). If the lockout occurs at any other time, students should contact ResLife On-Call (412-951-0003). All lockouts result in a $10.00 charge.

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, SMB #
0 Woodland Road
Pittsburgh, PA 15232

Medical Accommodations
To receive housing that accommodates your disability or medical situation the Office of Residence Life and Programs for Academic Confidence and Excellence (PACE Center) requires that you submit appropriate medical documentation that confirms you are an individual with a disability or specific medical condition. The following information is an outline of factors that Residence Life and the PACE Center and/or an appropriate medical professional will consider when determining if your request for housing accommodation is reasonable due to a disability or medical issue.

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 live in on-campus residence halls?

Practicality, Availability, and Timing
- Is the space available that meets the student’s needs?
- Are there other effective methods or housing configurations that would achieve similar benefits as the requested accommodation?
- Does the requested accommodation create a safety hazard (i.e. electrical overload, emergency exit, etc.)?
- Was the request made within a reasonable time frame relative to the housing application deadline?

Requests for a need-based housing accommodation must be accompanied by supporting, professional medical documentation. Please note: We will not accept documentation from the student’s family member, regardless if they are a medical professional. The directors of the Office of Student Affairs and Residence Life and/or the PACE Center will make a recommendation based on the documentation received. Decisions regarding an appropriate housing assignment will be made in consultation with the Director of Student Health and Wellness, General Manager of Dining Services, Vice President of Student Affairs and Dean of Students, and the Assistant Dean of Students.

The following procedure is in place for students who want to request a need-based housing accommodation.

1. You will need to submit a letter to the Office of Residence Life (attn. Assistant Director of Residence Life) and the PACE Center (attn.: Janet James, Director of the PACE Center) detailing your medical request, along with medical documentation from a physician. Please note: We will not accept documentation from the student’s family member, regardless if they are a medical professional.
2. The Assistant Dean of Students will consult with the PACE Center and a few other departments on campus about whether or not a student’s medical condition
warrants the need for a medical single or other special housing.

3. The Assistant Dean of Students will then contact the student to notify them regarding the decision.

Please note, need-based housing 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 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. 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**
Residence Life 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 room change period ends on October 11 for the fall 2014 term and February 11 for the spring 2015 term. The Office of Residence Life 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 or Vice President for Student Affairs.

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 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 personalized 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 reserves the right to deny any decoration that is deemed inappropriate or offensive to others.
- Students are prohibited from hanging any kind of 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 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 $50.00 for a core change and two replacement keys. Students may incur additional charges for each additional key needed for the room (i.e. cost for a triple room would be $100.00).

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, tox-ins 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 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 (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. 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.

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, AC, or AD will forward the completed form to the Director of Residence Life. 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 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 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. (Except for fall term first-year students who cannot host overnight guest(s) until the evening of Chatham Eggnog). 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, CRL, or AD to have a guest under the age of ten.
- Residence halls or apartments shall not be used for babysitting.
- Paid entertainment is not permitted in residence hall rooms unless approved by the Director of Residence Life.
- Exceptions to the Guest Policy can be made through a building’s GRD, AC, CRL, or AD with advance notice.
First-Year Student Guest Policy

Fall term first-year students are not permitted to have overnight guests until the evening of the traditional Chatham Eggnog (the first Friday of December). This policy is firm unless there are unusual circumstances, which are approved by the building’s CRL, AD, or GRD. This includes Chatham students sleeping over in other students’ rooms.

Guests of fall term, first-year students must leave the residence hall by midnight on Sunday night through Thursday night and by 2:00 a.m. on Friday and Saturday nights. Guests may not return to campus until at least 8:00 a.m. the following day. All other visitation regulations apply to first-year students.

Work Order Requests

Guidelines for maintenance, housekeeping, and facilities requests for any residence hall area:

- Students must contact their RA or GRD with a work order request as soon as the problem comes to their attention. Any staff member in Facilities, Student Affairs, etc. may request work to be completed in a residence area by submitting a work order request via e-mail or phone. Requests should be as specific as possible to ensure timely follow up.

- All pertinent dates must be given to the RA or GRD before submitting the request. Please be as specific in your request as possible to ensure prompt response. GRDs will submit student requests on a daily basis Monday through Friday.

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 ResLife 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 on the roommate questionnaire. By hand matching roommates and not using an automated system like larger schools, we are able to match the reported living styles and to find compatible interests. After their first year, residents find their own roommates and pick their rooms through Room Draw in early April.

Newly admitted students should pay a $150 advanced 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 the New Student Information Packet at their mailing address. Students need to complete the Residential Student Survey through the Campus Vue portal to be assigned to campus housing. Students submitting their application by June 1 will be assigned a room and roommate by the end of June.

Students are notified of their housing assignment and roommate(s) via e-mail to their Chatham University e-mail account. Students requesting housing after June 1 will be assigned as spaces are available. Any questions about housing assignments should be addressed directly to the Office of Residence Life. 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 Room 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

Room 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 to choose their assignment for them.

The housing reservation fee of $150 is due to Student Accounts in order to participate. Afterwards, students should log in to myChatham to pick a lottery number. Please note: the student’s account must be current in order to pick a lottery number.

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 Residence Life 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. 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 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.
Student Honor Code: Authority for Student Discipline

The Vice President for Student Affairs and Dean of Students is responsible for the overall coordination of the Student Conduct System on behalf of the University. For full details on honor code policies and procedures, please visit www.chatham.edu/campuslife/osa/honorcode/.

Honor is the 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, and 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. Individual rights are ensured to the degree that these rights require a respect for the rights of all within the community to the same extents.

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. Upholding the tenets of the Honor Code is essential in promoting a safe and secure living and learning community for which students, faculty and staff share responsibility. The Chatham University Honor Code is reviewed every four academic years with student input.

The Honor Pledge
During Orientation, each new member of the Chatham student community will be required to sign 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.

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.

Further, any action that is harmful to oneself including significant/severe self-injurious behavior, suicide attempt and/or threats will 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 code of conduct.

Social Community Standards
1. Dishonesty directed toward a University official. This includes but is not limited to lying, cheating, or providing false 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. Disruption or obstruction of the use of University facilities. 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. 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. Any act which demeans, degrades, disgraces any person;
   g. 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 through instant messenger, on websites, via e-mail, or through online communities and social networks.

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 a point of permanent disability, disfigurement, impairment, or dysfunction without assessment is impossible because of the student’s resistance, conduct review may proceed.

7. Discrimination. Civilly, criminally, or administratively prohibited unequal treatment of a person on the basis of race, age, gender, creed, religion, national origin, ability, veteran status, or sexual orientation.

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 codes.

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 as study abroad programs for which the student receives academic credit.

16. Failure to comply with University regulations and/or 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

17. Possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic.

18. Possession of a weapon on campus, whether lawful or not.

19. 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.

20. Aiding and Abetting. Helping, procuring, or encouraging another person to engage in a violation of any offense.

21. Abuse of the Student Conduct System, which includes:
   a. Failure to respond to a summons of the Student Conduct Board or an appropriate University official.
   b. Attempts to discourage an individual’s participation in, or use of, the Student Conduct System by means of intimidation, coercion, or influence.
   c. Attempts to influence the impartiality of any person involved in a student conduct review of a matter prior to such student conduct review.
   d. Falsification, distortion, or misrepresentation of information before the Student Conduct Board or to any University official.
   e. Disruption or interference with the orderly conduct of student conduct proceedings.
   f. Institution of student conduct proceeding knowingly without adequate cause.
   g. Violation of disciplinary probation resulting in the violation of the terms of one’s probation.
   h. Failure to comply with the directives of the Student Conduct Board including failure to complete assigned sanctions.

The purpose of listing and publishing disciplinary regulations is to give students general notice of prohibited behavior. 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.

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.

Important Policies

Full details on the following policies and more can be found on our website at www.chatham.edu.

- Student Honor Code
- Drug & Alcohol
- Parking
- Residence Life
- Solicitation
- Sexual Harassment
- Bulletin Board
- E-mail
- Facility Usage
- Damage/Vandalism
- Cancellation of Classes
- Immunization
- Smoking
- Storage
Office of Residence Life Documentation Process

Any interaction with a member of the Residence Life staff (RA, GRD, CRL, DRL) 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 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.

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 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 of 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 Residence Life 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.

Sanctions

All sanctions, which are assigned by professional Residence Life staff members, are fully supported by the Office of Residence Life - 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 Student Affairs & Residence Life. The Office of Residence Life - 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.

- 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. Please note: 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 Student Affairs & Residence Life.

- 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 Student Affairs & Residence Life.

- Within one week of the meeting, the student will be sent a decision letter via Chatham e-mail which will indicate if he or she has 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.
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 an Office of 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 Student Affairs and Residence Life. To appeal a sanction, the following must be completed and submitted in writing to the Director of Student Affairs and Residence Life 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 Student Affairs and Residence Life 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’s basic judicial process. The Office of Residence Life reserves the right to amend the process and sanctions as determined necessary by the Office of Residence Life.

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

Terms & Conditions of Residency, 2014-2015

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.

- All undergraduate students living in the residence halls and the undergraduate apartment complex must use one of the residence hall meal board plans offered by the University.
- 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 Student Affairs and Residence Life.
- 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.
- 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 Student Affairs & Residence Life or Vice President of 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 Student Affairs and Residence Life.

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 terms only.

a. 2014 Fall Term Housing opens to first year and transfer students at 10:00 a.m. on AUGUST 20, 2014 and to returning students at 9:00 a.m. on AUGUST 23, 2014. All residence halls and undergraduate apartments close for the fall semester at 8:00 p.m. on DECEMBER 11, 2014. Students are not allowed to enter or occupy the residence halls after this time.

b. 2014 Spring Term Housing opens to all undergraduate students at 9:00 a.m. on JANUARY 4, 2015. All residence halls and undergraduate apartments close for the academic year at 5:00 p.m. on APRIL 25, 2015 unless student is enrolled in a Maymester course. Then the residence halls and undergraduate apartments close on MAY 16, 2015. Students are not allowed to enter or occupy the residence halls after this time.

c. Housing for the winter break, DECEMBER 11, 2015 to JANUARY 4, 2015 may be available via registration on an as needed basis.

d. All graduate housing residents who plan to no longer occupy housing in the spring 2015 term, fall move-out occurs on DECEMBER 15, 2014. Your key card access will no longer work after 5:00 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 2015 extension, spring move-out occurs on May 22, 2015. Your key access will no longer work after 5:00 p.m. on the corresponding move-out day.
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 Student Affairs and Residence Life or Vice President of Student Affairs.

**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 Student Affairs and Residence Life.

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 Student Affairs and Residence Life.

**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.

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 December 5, 2014). 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.

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 privacy disturbed.

For detailed information on housing and residence life policies and procedures, please visit www.chatham.edu/campuslife/osa/residencelife.
Academic Integrity Procedure

Violations of academic integrity may be categorized as minor or major offenses. Violations are considered to be major or minor based on several criteria including: the nature and importance of the work; the academic experience of the student; the extent of malicious intent and the degree of premeditation; and whether the violation is a first-time or repeat offense. The resolution of all major and repeat minor offenses will be resolved through the formation of the Academic Integrity Council and the procedures described below.

Minor offenses include improper citation without dishonest intent; plagiarism (submitting another’s work or ideas as one’s own) on a minor assignment or a very limited portion of a major assignment; citing a source that does not exist or that one hasn’t read on a minor assignment; submitting identical work to two classes without permission; collaborating with others to complete a project without permission; and unpremeditated cheating on a quiz or minor examination.

Major offenses include a second minor offense; substantial plagiarism on a major assignment, signing your name to a paper that is not your own; failure to receive IRB approval before starting research; making up or falsifying evidence, data, or other source materials for a major assignment, including falsification by selectively omitting or altering data that do not support one’s claims or conclusions; cheating during exams; intentionally destroying or obstructing another student’s work; copying or collaborating on a major exam; and any violation involving potentially criminal activity.

Three undergraduate and three graduate faculty members will be appointed by the Office of Academic Affairs to serve on the Academic Integrity Council. Student members will be nominated by the Vice President for Student Affairs and Dean of Students and will be selected by the faculty serving on the committee. A maximum of six students, three undergraduate and three graduate, can be selected.

The judicial process will involve the formation of a subcommittee of the Academic Integrity Council, consisting of two faculty members and two students chosen by the appropriate academic dean’s office, and a representative from the dean’s office. Faculty and students chosen to serve on any given academic integrity case may not be members of the department in which the alleged infraction occurred. Undergraduate faculty and students will sit on the Council in cases dealing with undergraduate students. Graduate faculty and students will sit on the Council in cases dealing with graduate students.

When an alleged violation of the Academic Integrity Policy has been identified, all faculty must implement the following procedure:

1. If the violation is classified as minor, the faculty, department chair/program director, and student may work together to achieve resolution. Resolution can be reached if the student accepts responsibility for the incident or the faculty member is convinced that a violation has not occurred. If it is determined that a violation has occurred and the student accepts responsibility for the incident, the faculty member and chair/program director will recommend appropriate course-based sanctions in writing to the appropriate academic dean.

2. After receiving a copy of the incident report and the recommended course-based sanctions, the dean will determine if it is the student’s first offense. If it is the first offense, the dean will confirm the sanctions and inform the faculty member, department chair/program director, and student of the outcome in writing within ten (10) business days of receiving the report. A copy of the incident will be maintained in the student’s file. Appropriate sanctions for a minor offense include 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; failing...
the student for the course; requiring the student to participate in a noncredit workshop or seminar on ethics or academic integrity; or an assigned paper or research project related to ethics or academic integrity.

3. If the offense is not the student’s first offense, an informal resolution is not reached, or the student or faculty member requests a judicial hearing, the dean’s representative will convene a meeting of the Academic Integrity Council subcommittee to review the case within 10 (ten) business days of receiving the faculty members report.

4. If the violation is classified as major, the faculty member will file a report, including recommended course-based sanctions, with the appropriate academic dean’s office within 5 (five) business days of becoming aware of the violation. The dean’s representative will convene a meeting with the Academic Integrity Council to review the case within 10 (ten) business days of receiving the faculty members report.

5. It is the responsibility of the both the student and the faculty member to present his or her case before the Council. Faculty members may ask the dean’s office to appoint a representative to present the case on their behalf. Both parties will have an opportunity to make a statement to the Academic Integrity Council, ask relevant witnesses to be available for questioning, and answer questions of the members of the Academic Integrity Council. All evidence must be presented and all witness must be present at the hearing. If one or more of the relevant parties or witnesses are unable to attend at the scheduled time, they must inform the dean’s representative five (5) days prior to the scheduled hearing. The dean’s representative will then work to reschedule the hearing within the next ten (10) days. Attorneys and other associates of the student or of the university are not permitted to participate in this hearing.

6. After hearing the case, the Academic Integrity Council will recommend sanctions in writing to the appropriate academic dean. Appropriate sanctions for a major offense or two minor offenses include requiring the student to participate in a noncredit workshop or seminar on ethics or academic integrity; disciplinary probation; removal of graduate fellowship or assistantship support; suspension for one or more semesters; or expulsion from the University in addition to any course-based sanctions recommended by the faculty member. 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 sanction. Prior violations or informal resolutions of violations may be considered only in recommending sanctions, not in determining guilt or innocence. The dean will relay the decision in writing to the student and faculty member within five (5) business days of receiving the Council’s recommendation.

7. The student has the right to file an appeal with the Vice President for Academic Affairs within three (3) business days of receiving the dean’s decision. The appeal must identify the issues or findings the student is challenging as well as documentation supporting their position. The VPAA’s decision will be final.

A student who chooses to withdraw from the University rather than participate in the judicial process will be classified as having been withdrawn for academic integrity reasons. A student who withdraws under these circumstances is not permitted to reenroll or participate in any class or program until the pending matter is resolved. A student cannot avoid consequences for violating the University’s Academic Integrity Policy by withdrawing from the course in which the violation occurred.

The first academic dishonesty form will be maintained in the student’s file by the appropriate academic dean’s office and destroyed upon graduation or separation from the University if no further incidents of academic dishonesty occur. If the student has committed two or more offenses, the academic dishonesty forms and their disposition become part of the student’s permanent academic record. A copy of all incident reports will also be sent to the Dean of Students.

For more information on all Chatham University academic policies and procedures, please visit our website at www.chatham.edu.