



**2006-2007**  
chatham college/student handbook

## **Alumnae Memorial Window**

Created in 1889 by Louis Comfort Tiffany, America's premiere glass artist, the Alumnae Memorial Window was a gift from alumnae to honor the College's first fifteen graduating classes of 1873 through 1888.

A committee of alumnae solicited donations and concepts, selecting Tiffany's design based on the Erythraean sibyl from Michelangelo's Sistine Chapel, here transformed into a symbol of knowledgeable womanhood. She sits before a book inscribed with the College motto and winged attendant lighting the lamp of knowledge, and is surrounded by the names of artists, writers, and scientists significant to women's education in 1889.

The window, eight feet by ten feet, is one of Tiffany's largest early commissions, and is believed to be the earliest Tiffany window in Western Pennsylvania. Created during his most experimental period, the embroidery of the tablecloth includes some of the earliest extant favrile glass, the multi-colored opalescent glass that Tiffany patented in 1894.

In 2000 the window, restored to its original brilliance after 70 years in storage, was reinstalled to honor Chatham's alumnae, and to embody the College's commitment to educating women in the arts, humanities and sciences.

The Alumnae Memorial Window was restored through the generosity of Marion Swannie Rand, Class of 1945 and installed in the atrium of Buhl Hall in April of 2000.

### **Statement of Non-Discrimination**

Chatham College does not discriminate on the basis of sex, race, national origin, color, age, or handicap status in its educational programs and policies, co-curricular activities, scholarships, and loan programs and policies, and practices. Chatham College grants bachelors degrees to women only; graduate programs are coeducational. Inquiries may be directed to the Vice President for Student Affairs/Dean of Students, First Floor Mellon Center, 412-365-1286.

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Dear Students,

It is with great pleasure that I welcome you to Chatham College. The Office of Student Affairs fosters the development of a relationship between our student's curricular and co-curricular experience by providing opportunities for both personal growth and professional development. Our staff helps to facilitate students self-awareness, encourage social responsibility, enhance cultural awareness, develop leadership abilities, establish a lifestyle of wellness and discover connections with others, as our students endeavor to serve in the societies of today and lead in the world of tomorrow.

### **Student Affairs Vision**

- **Increase Self-Awareness:** Chatham expects that students will be open to learning more about themselves, thus creating opportunities to explore their talents, abilities and gifts.
- **Encourage Social Responsibility:** Chatham challenges students to increase their awareness of how one's behavior impacts other people, organizations and the natural world around us.
- **Enhance Cultural & Global Awareness:** Chatham celebrates cultural diversity through programs and services that prepare students to understand the importance of globalization in today's society.
- **Develop Leadership Ability:** Chatham offers innovative and creative programs which develop and enhance students' leadership skills in order to compete in an ever changing world.
- **Establish a Lifestyle of Wellness:** Chatham provides programs, resources and services to help students lead healthy and balanced lifestyles as they make informed choices about their educational, social, fitness, recreational, spiritual, professional and intellectual pursuits.
- **Make Connections:** Chatham students have many opportunities to network with peers, faculty, staff, alumnae, professionals, and community service providers in both informal and formal settings.

I hope that you will consider Student Affairs as your campus life resource during your academic career. It is our pleasure and commitment to serve you.

Sincerely,  
Janice M. Edwards-Armstrong, Ed.D.  
Vice President for Student Affairs and  
Dean of Students



# about chatham

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## History of the College

Chatham College was chartered on December 11, 1869, under the name Pennsylvania Female College. The college was founded to provide women with an education comparable to that which men could receive at the time at “colleges of the first class.”

The Reverend William Trimble Beatty, pastor of the Shadyside Presbyterian Church, led a group of like-minded Pittsburghers in making the dream of solid academic training for women a reality. These founders were somewhat ahead of their time: 1869 was the year that the National Association of Women’s Suffrage was established, as well as the year John Stuart Mill published *The Subjection of Women*. The early Chatham College occupied the largest private residence in Allegheny County, the George Berry mansion atop Fifth Avenue in Shadyside. Fifteen faculty and just more than 100 students occupied the 11-acre campus.

Chatham is one of the earliest liberal arts colleges for women established originally as a college rather than as a seminary. It is one of four original eastern colleges founded for women that still limit granting of baccalaureate degrees to women. In 1890 the name was changed to Pennsylvania College for Women and in 1955 to Chatham College.

Shortly after the turn of the century, the progressive social service certification program – which uniquely blended classroom teaching with service works in the community – was developed. This program was the pioneer for Chatham’s service learning initiatives of today, highlighting the understanding and need for continued social service work among students and alumnae for decades to come.

## Chatham Today

Chatham’s 35 acre park-like campus is situated on historic Woodland Road in the Shadyside area of Pittsburgh, Pennsylvania. The College’s 1,200 undergraduate and graduate students have easy access to Pittsburgh’s dynamic career, cultural, and entertainment opportunities and can share in the educational and social offerings of the nine other area colleges and universities.

Chatham limits the granting of baccalaureate degrees to women, but graduate, post baccalaureate certificate programs, and post baccalaureate teacher certification programs at Chatham are open to both women and men.

As Chatham enters its 137th year of educating women for the future, the College prepares its students for a lifetime of personal and professional achievements – unprecedented opportunities, challenges, and leadership roles that Chatham’s founders scarcely could have imagined in 1869. Chatham proudly continues to build its history and tradition of excellence in women’s education, liberal arts education, and meeting society’s changing needs.



# directory of college offices and services

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## Key

AA = Academic Affairs

IA = Institutional Advancement

SA = Student Affairs

FA = Finance and Administration

A = Admissions

SCE = Continuing Education

## Office of the President

Location: Mellon Center, second floor

Telephone: 412-365-1160

Hours: Monday through Friday: 8:30 a.m.-5:30 p.m.

The president is the chief executive officer of the College and a member of the Board of Trustees. The president provides overall direction for the institution and is the main communicator of the vision of the College, both on campus and in the community at large.

## Office of Academic Affairs (AA)

Location: Mellon Center, second floor

Telephone: 412-365-1157

Hours: Monday through Friday: 8:30 a.m.-5:30 p.m.

The vice president for academic affairs is the chief academic officer of the College and oversees all matters pertaining to educational policies and procedures, the curriculum, academic divisions and programs, and the faculty. Under the jurisdiction of the Office for Academic Affairs are the PACE Center, Library Services, Media Center, International Programs, the Registrar, the Rachel Carson Institute, the Pennsylvania Center for Women, Politics, and Public Policy, and the Chatham Center for Women's Entrepreneurship.

## Chatham College Center for Women's Entrepreneurship

Location: Braun Hall, second floor

Telephone: 412-365-1253

E-mail: [womens-entrepreneurship@chatham.edu](mailto:womens-entrepreneurship@chatham.edu)

Hours: Monday through Friday, 9 a.m.-5 p.m.

Web Address: [www.chatham.edu/ccwe](http://www.chatham.edu/ccwe)

The Chatham College Center for Women's Entrepreneurship was established in 2005 to provide greater support for women entrepreneurs in the Pittsburgh region. One of Chatham College's Centers of Excellence, a recognized pioneer in creating educational and innovative programs for women since 1869, our center for women entrepreneurs focuses on shortening the learning curve to success by providing hands-on, cutting edge practical programs specifically for women business owners. The Center is designed to assist both current and future women business owners. The Chatham College Center for Women's Entrepreneurship is funded in part through grants from the Claude Worthington Benedum Foundation and the Lois Tack Thompson Fund of The Pittsburgh Foundation.

## Library (AA)

Location: Jennie King Mellon Library  
Telephone: 412-365-1245  
Reference Librarian: 412-365-1670  
Hours: Monday through Thursday: 7:45 a.m.-12 a.m.  
Friday: 7:45 a.m.-5 p.m.  
Saturday: 11 a.m.-7 p.m.  
Sunday: 12:00 p.m.-12:00 a.m.

Regular library services include reference, interlibrary loan, online databases, research consultations, and library instruction classes. Chatham ID and computer account may be necessary for some services.

## Office of International Programs (AA)

Location: Mellon Center, first floor  
Telephone: 412-365-2714  
412-365-1159  
Hours: Monday through Friday: 9 a.m.-5 p.m.

The Office of International Programs, located on the first floor of Mellon Center (across from the Office of Student Affairs), acts as a “one-stop shop” – serving all international students at the College as well as preparing U.S. students for overseas study. In the Office of International Programs the Primary Designated School Official will advise students on all issues related to immigrations and visas. This office also provides assistance and information to students desiring to study abroad through Chatham’s programs or through programs of other institutions. In addition, this office coordinates the Global Focus Program and the Chatham Abroad Program.

## PACE Center (AA)

Location: Jennie King Mellon Library, third floor  
Telephone: 412-365-1523  
Hours: **Fall and spring terms:** Monday through Thursday: 9 a.m.-7 p.m.  
Friday: 9 a.m.-5 p.m.; Sunday: 6 p.m.-8 p.m.  
**Maymester and summer terms:** Monday through Friday: 9 a.m.-5 p.m.  
Additional hours are available by appointment; call to schedule

The College’s PACE Center, including the programs for Academic Advising, Career Development, and Educational Enrichment/Learning Center, is located on the third floor of the Jennie King Mellon Library. PACE offers students a comprehensive approach to academic and career planning as well as an academic support network designed to maximize each student’s academic success at the College.

## Pennsylvania Center for Women, Politics, and Public Policy

Location: Braun Hall, second floor  
Telephone: 412-365-1878  
Hours: Monday through Friday, 9 a.m.-5 p.m.  
Web Address: [www.chatham.edu/pcwppp](http://www.chatham.edu/pcwppp)

The Pennsylvania Center for Women, Politics, and Public Policy was established at Chatham College in 1998 through the generosity of The Hillman Foundation, Inc. The Center is the only institute to focus specifically on women's political involvement in Pennsylvania. The Center seeks to increase the level of political participation of women in Pennsylvania through its mission of education, public service and research. Under the umbrella of the Center students can get involved with political action from voter registration drives to participating at the national Model United Nations in New York. The Center's participation in the Public Leadership Education Network (PLEN), a national consortium of women's colleges, offers preparation for young women interested in policy political leadership, including Washington DC-based seminars and internships. The Center is also home to the National Education for Women's (NEW) Leadership program – a weeklong residential institute that prepares students for public leadership through the study of politics, public policy and the experiences of women in politics. Other core programs of the Center include the Regional Women's Initiative, the E-merging Leaders electronic mentoring program and the Conversations with Women in Public Policy lecture series.

## Rachel Carson Institute (AA)

Location: 120 Coolidge  
E-mail: [rci@chatham.edu](mailto:rci@chatham.edu)  
Web Address: [www.chatham.edu/rci](http://www.chatham.edu/rci)  
Hours: Monday through Friday: 9 a.m.-5 p.m.

The Rachel Carson Institute was established at Chatham College in 1989 to continue the legacy of Chatham's most distinguished alumna, Rachel Carson '29, by promoting the awareness and understanding of significant and current environmental issues through national and regional conferences, debates, lecture series, seminars, panel discussions and other educational programs. Carson, through her publication of *Silent Spring*, alerted the world to the dangers of chemical contamination of biological systems – both in the natural world and in humans. Her work led to the establishment of the United States Environmental Protection Agency, the banning of DDT, and the groundswell of public opinion that formed the modern day environmental movement. The Institute's programming has three focal points: 1) research, public education, and policy on the role of women as environmental leaders and the impact of environmental issues on women worldwide; 2) campus-based curricular and co-curricular programming in environmental studies, including a campus greening project called "Chatham eCollege"; 3) environmental education programming for area schools.

## Registrar's Office (AA)

For information regarding the Registrar's services, please refer to the Student Support Services section under the Office of Finance and Administration.

## Office of Admissions and Financial Aid (A)

Location: Berry Hall  
Telephone: 412-365-1290  
Hours: Monday through Friday: 9 a.m.-5 p.m.  
Selected Saturdays during the academic year: 9 a.m.-Noon  
Other hours are available upon request year round

The Office of Admissions oversees activities related to the recruitment, selection and enrollment of incoming degree seeking students in both undergraduate and graduate programs. Students will become an integral part of the office by conducting tours of campus to prospective students and their families, and hosting prospective student overnights. Undergraduates are encouraged to apply to be an Ambassador in the Office of Admissions. Student Ambassadors are considered members of the Admissions staff and will also be asked to perform a wide range of office activities which will include data entry, retrieving mail from the campus post office, some receptionist responsibilities, and making calls to prospective students.

## Office of Finance and Administration (FA)

### Bookstore (FA)

Location: Carriage House  
Telephone: 412-365-1661  
Hours: Monday through Thursday: 9 a.m.-6 p.m.  
Friday: 9 a.m.-4 p.m.

The bookstore sells textbooks, school supplies, clothing, and gift items. The bookstore also has a website ([www.chatham.bkstr.com](http://www.chatham.bkstr.com)) where you are able to order textbooks and merchandise online. The staff special orders books and computer software at educational prices. The bookstore is open to the public. *(Note: Hours may vary when classes are not in session. There are extended hours at the beginning of each term.)*

### Central Services/Copy Center (FA)

Location: Falk Hall, basement level  
Telephone: 412-365-1108  
Hours: Monday through Thursday: 8 a.m.-6 p.m.  
Friday: 8 a.m.-5 p.m.

The copy center is available to all students for a variety of presentation or duplication goods and services. Copy center services include black and white or color printing and reproduction. They also offer printer and fax supplies, as well as laminating, binding and other finishing services. Please consult the copy center for specific needs or their rates at extension 1108.

### Chatham Telephone Service (FA)

Location: Jennie King Mellon Library (computer center)  
Telephone: 412-365-1112  
Hours: Monday through Thursday: 8 a.m.-6:00 p.m.  
Friday: 8 a.m.-5 p.m.

Please dial x1112 on-campus for any telephone problems. To reach the College's main call processing menu, please dial 412-365-1100 from off-campus. If you know the four-digit extension of the person you are calling please dial the extension instead of the operator. Most campus employees have phone mail that will take a message if they are not available.

## Food Services (FA)

Location: Mellon Center, first floor  
 Telephone: 412-365-1506  
 Menu Line: 412-365-1512  
 Catering: 412-365-1277

The primary concern of the dining service at Chatham is the delivery of high quality food and good service at a reasonable cost for students, faculty and staff. Your suggestions are always welcome. Commuter meal plans and guest passes are available. Information on guest prices and student meal plans are available in Anderson Dining Hall or by calling extension 1506 or 1659.

## Human Resources Office (FA)

Location: Mellon Center, third floor  
 Telephone: 412-365-1680  
 Hours: Monday through Friday: 9 a.m.-5 p.m.

Human Resources administers employee benefits: medical, dental, workers' compensation, long term disability, and life insurance; unemployment compensation, regulatory compliance; employee recruitment; employee orientation; employee recognition; performance evaluation; employee training and development; employee relations and tuition exchange program. Frank M. Greco manages this area.

## Information Technology (FA)

Location: Jennie King Mellon Library  
 Telephone: 412-365-1112  
 Lab Hours: Monday through Thursday: 8 a.m.-11 p.m.  
 Friday: 8 a.m.-5 p.m.  
 Saturday: 9 a.m.-5 p.m.  
 Sunday: 1 p.m.-11 p.m.

Help Desk Hours: Monday through Thursday: 8:00 a.m.-6:00 p.m.  
 Friday: 8:00 a.m.-5 p.m.

Services at the Library location include public computer labs and instructional classrooms. They are open during regular library hours.

The Help Desk, located on the first floor of the Library is available for user support, training, services related to computer accounts, application programs, and network use at Chatham.

## Maintenance and Housing Services (FA)

Location: Rea Garage  
 Telephone: 412-365-1273  
 E-mail: workorder@chatham.edu  
 Hours: Monday through Friday: 8 a.m.-4 p.m.

The Facilities Management office consists of the maintenance and housekeeping divisions. Maintenance personnel are responsible for the upkeep of 25 major buildings, 32 acres of ground, and 3 miles of roads and major walkways that make up our campus. Painting, heating, electrical, plumbing, carpentry, lock-smithing, and general maintenance repairs to residence halls are requested through your resident director or resident assistant. All immediate health or safety concerns can be called into the Facilities Management work order center at exten-

sion 1273 during normal business hours. Housekeeping personnel are responsible for the cleaning of all office, classroom, residence hall common areas, and auxiliary facilities (library, theaters, etc.). They are also in charge of the recycling efforts on the campus.

For after hour emergencies concerning Facilities Management, call campus police, extension 1111.

## Post Office (FA)

Location: Carriage House  
Telephone: 412-365-1270  
Hours: *P.O. operations:* Monday through Friday: 9 a.m.-5 p.m.  
*Mailbox Access:* Daily: 8 a.m.-9 p.m.

The Chatham post office distributes the campus mail daily and prepares outgoing mail each afternoon for pickup by the U. S. Postal Service. Express Mail packages can be mailed by the campus post office and may be charged to your student account. The post office also sells stamps, mails packages, and distributes intercampus mail. Students are assigned a box number and mail should be addressed as follows:

Chatham College  
Student Name  
Box #  
Woodland Road  
Pittsburgh, PA 15232

A stamp machine is accessible in the lobby. Mail is not distributed on Saturdays, Sundays, or holidays.

## Public Safety (FA)

Location: Reas Garage  
Telephone: 412-365-1111 (Emergency)  
412-365-1230 (Non-emergency)  
412-365-1274 (Secretary)  
E-mail: [safety@chatham.edu](mailto:safety@chatham.edu)  
Hours: Officers are on duty 24/7  
Secretary's hours: Weekdays (except Wednesdays): 9 a.m.-1 p.m.  
Wednesdays: 9 a.m.-noon

Your safety as a member of the Chatham community is one of the college's primary concerns. Chatham College Public Safety is in charge of all aspects of campus safety and security. The officers are sworn in by Allegheny County, and have arrest powers as granted by Pennsylvania Act 501: The Private Police Act. The officers are responsible for the enforcement of federal, state and local laws, as well as college policies. Public Safety has several certified crime prevention officers. We provide training and distribute information about the Public Safety department, including parking information, safety programs, crime statistics (Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act). Other services we provide are available from our Web site at [www.chatham.edu/publicsafety](http://www.chatham.edu/publicsafety) or link from the Chatham College home page. Shuttle and Saferider information is available at [www.pts.pitt.edu](http://www.pts.pitt.edu).

## Student Support Services (AA, A, FA)

Office: Braun Hall, first floor  
 Telephone: 412-365-1777  
 Hours: Monday through Thursday: 9 a.m.-6 p.m.  
 Friday: 9 a.m.-5 p.m.

Student Support Services is Chatham's enrollment services center where information is available regarding billing, registration, or financial aid. Please stop by to speak to an associate. Examples of things you can do in Student Support Services include: declare your major, obtain your ID card, request official and unofficial transcripts, change your address, make account payments or arrangements, and pick up financial aid forms and loan applications. You can also inquire about an interest-free tuition payment plan, or check our website: [www.chatham.edu/ecsi](http://www.chatham.edu/ecsi). Many Student Support Services forms are available on the web at [www.chatham.edu/hub](http://www.chatham.edu/hub).

Be sure to save all Student Support Services receipts for your records, especially paperwork that confirms your registration, scholarships, loans, payments, and changes to your financial or academic records.

## Office of Institutional Advancement (IA)

Location: Beatty House  
 Telephone: 412-365-1516  
 Hours: Monday through Friday: 8:30 a.m.-5 p.m.

### Alumnae Affairs (IA)

Location: Beatty House , first floor  
 Telephone: 412-365-1517  
 E-mail: [alumnae@chatham.edu](mailto:alumnae@chatham.edu)  
 Hours: Monday through Friday: 9 a.m.-5 p.m.

The Office of Alumnae Affairs serves as a liaison between the alumnae and graduate alumni and the College and supports the work of the Alumnae Association and its governing board. The goal of the Office of Alumnae Affairs is to engage alumnae and graduate alumni in the life of the College through regular communication, campus events, regional clubs across the country, and volunteer opportunities. The staff of the office maintains files on the alumnae and graduate alumni; helps alumni groups maintain contact with one another and with the College; organizes special alumni programs; and orchestrates the annual undergraduate and graduate reunions that bring approximately 400 alumnae and graduate alumni to campus each year.

The office promotes involvement of its alumnae and graduate alumni with the College through programs, publications, volunteer opportunities, and networking.

### *Chatham College Alumnae Association (IA)*

Upon graduation all undergraduate and graduate students become members of the Chatham College Alumnae Association. The Association is an active part of the community and exists to serve alumnae, graduate alumni and current students of Chatham, as well as the Chatham community as a whole.

The Alumnae Association includes the College's more than 8,000 alumnae and graduate alumni and is governed by a 23-member Alumnae Board. Seniors are inducted into the

Alumnae Association at closing convocation. Graduate students are welcomed following the successful conclusion of their program at the summer closing ceremonies.

Alumnae and alumni participate in many ways, including: as mentors in professional development, as financial supporters of the College, assisting with student recruitment, as volunteers for College-related events, and as participants in other campus events. *Regional Clubs (IA)*

Alumnae and graduate alumni in areas around the country have formed and are forming regional clubs in order to network for their own interests and to advance the interests of the college in areas of recruiting, career services and fundraising, as well as providing support to students participating in Alternative Spring Break and professional conferences. All alumnae and graduate alumni, regardless of where they live, are welcome to attend any events held by these clubs.

Clubs that maintain an active schedule include: Pittsburgh, Westmoreland County, Washington, D.C., New England, Seattle, Baltimore, Houston, and NYC. In addition alumnae meet from time to time in central Ohio, Chicago, Philadelphia, southeastern Virginia, and various locations in both southern California and Florida.

#### *Young Alumnae Programs (IA)*

Young alumnae, those who graduated from 1996 to the present, are being involved in programs in the Pittsburgh area in addition to cities across the country. The overall goal is to strengthen and build relationships with alumnae after graduation. Through the process of reengagement and development, the young alumna will become aware of College activities that will keep her involved. Furthermore, their active participation will influence classmates, strengthening the alumnae community.

#### *Graduate Alumni Programs (IA)*

The Office of Alumnae Affairs is building a framework to increase graduate alumni involvement at the College. Alumnae Affairs is hoping to establish a connection that will propel future classes to become engaged and remain active in the life of the College. The process of reengagement and development will strengthen and build relationships with alumni after graduation.

#### *Volunteer Opportunities*

The Office of Alumnae Affairs helps to coordinate alumnae and alumni involvement in supporting the College to meet current objectives and establish new goals. Priority volunteer activities include Admissions, Career Services, the Learning Center and Fundraising. Additional volunteer opportunities include Alumnae Affairs (e.g. Reunion Planning and Regional Club organization), the Pennsylvania Center for Women, Politics, and Public Policy, and the Arboretum.

## College Communications (IA)

Location: Beatty House, third floor  
 Telephone: 412-365-1140 or 412-365-1125  
 Hours: Monday through Friday: 9 a.m.-5 p.m.

The Office of College Communications is responsible for the College's internal and external communications, including advertising, media relations, publications and Web content. These programs are important tools for admissions, alumnae and graduate alumni relations, campus events, fund-raising activities and visibility. College Communications also publishes the *Alumnae Recorder* – Chatham's alumnae magazine and the country's oldest alumnae magazine, continuously published since 1883.

College Communications announces news regarding the College and its faculty, staff, and students to local, regional and national media. Students are sometimes interviewed and photographed for articles about their major accomplishments and activities at the College, primarily for their respective hometown newspapers. Students should complete a PR Information Sheet to give College Communications permission to release this information. If you need to complete or update this form, please e-mail [akennedy@chatham.edu](mailto:akennedy@chatham.edu).

Chatham College and its representatives on occasion take photographs for the College's use in print and electronic publications. The PR Information Sheet and the Student Handbook serve as public notice of the College's intent to do so and to use such images as necessary. If you should object to the use of your photograph, you have the right to withhold its release by contacting the Office of College Communications at x1125 or via e-mail at [akennedy@chatham.edu](mailto:akennedy@chatham.edu).

## Development (IA)

Location: Beatty House  
 Telephone: 412-365-1516  
 Website: [www.chatham.edu](http://www.chatham.edu) – link to Giving at Chatham  
 Hours: Monday through Friday: 8:30 a.m.-5 p.m.

The Development Office is responsible for raising restricted and unrestricted support for the College from individuals and institutions each year while developing opportunities for future funding. Current development priorities, which are supported by a corps of active volunteers, include the 2006-2007 Annual Fund, endowment growth, and funding for the development of undergraduate and graduate programs.

## Office of Student Affairs (SA)

Location: Mellon Center, first floor  
 Telephone: 412-365-1286  
 Fax: 412-365-1620  
 Hours: Monday through Friday: 9 a.m.-5 p.m.

The vice president for student affairs and dean of students is the senior Student Affairs officer directly concerned with all co-curricular aspects of student life. The vice president for student affairs and dean of students is responsible for Athletics and Recreation, the Athletic and Fitness Center, Residence Life, Student Activities, Health Services, and Counseling Services. Students are encouraged to drop by the office to visit with the dean. Appointments are made upon request.

## **Athletics and Recreation (SA)**

Location:	Athletic and Fitness Center
Telephone:	412-365-1519 (Control desk) 412-365-1625 (Events and facility coordinator) 412-365-1650 (Athletic director)
Office Hours:	Monday through Friday: 9 a.m.-5 p.m.
Gym Hours:	Monday through Thursday: 7 a.m.-11 p.m. Friday: 7 a.m.-9 p.m. Saturday: 10 a.m.-7 p.m. Sunday: 11 a.m.-10 p.m.
Pool Hours:	Vary by semester Gym and pool hours vary when class is not in session

Chatham College, a member of the National Collegiate Athletic Association (NCAA) Division III, Eastern College Athletics Conference (ECAC), Atlantic Women's Colleges Conference (AWCC), and Allegheny Mountain Collegiate Conference (AMCC), fields inter-collegiate varsity athletic teams in basketball, ice hockey, soccer, softball, swimming, tennis, and volleyball. The department of Athletics and Recreation offers a variety of intramural programs, outdoor adventure programs, and fitness opportunities for all students to enjoy. The Athletic and Fitness Center offers a variety of activities. AFC highlights: swimming pool, whirlpool, sauna, steam room, squash courts, rock climbing wall, treadmills, elliptical trainers, stationary bikes, dance studio, strength training equipment, gymnasium, jogging track, smoothie bar and much more. Be sure to bring a personal radio with headphones so you can listen to one of the seven televisions while you exercise in the cardio room.

## **Campus Ministry – Interfaith Council (SA, AA)**

Staff Liaison:	Angela Lusk
Telephone:	412-365-1527

Chatham College is committed to addressing the spiritual needs of students in an atmosphere of acceptance and with an appreciation for diversity. The Chatham Interfaith Council is made up of local clergy representing a variety of religious traditions. The position of the Chatham Interfaith Council is that religious sensitivity is a personal matter and should be treated with due regard, keeping sacred the principal of free will. Members of the Interfaith Council periodically hold interfaith worship services on campus that are open to all, and provide programs throughout the year to meet the spiritual needs of the campus community. Contact information for members of the Chatham Interfaith Council is available on the Chatham web page in the on-line directory.

## **Counseling Services (SA)**

Location:	Woodland Hall, ground level
Telephone:	412-365-1282
Hours:	Monday through Friday by appointment: 9 a.m.-5 p.m.

Confidential short-term individual counseling sessions are provided to full-time Chatham students. Assessment and referrals are provided to part time students. Specific theme-oriented therapeutic support groups for students are offered (per request only) during the fall and spring semesters. Psycho educational workshops on a variety of topics are offered through the Counseling Services to students living in the residence halls, and in-class-training mode. A full-time Doctor in Counseling Psychology, and a part-time Doctor in Clinical Psychology,

licensed by the Commonwealth of Pennsylvania, as well as graduate level clinical psychology and counseling psychology doctoral interns from Duquesne University, Indiana University of Pennsylvania, and West Virginia University, and masters level in social work from the University of Pittsburgh help students to deal with issues and difficulties in some areas of their lives. Such issues may be personal, social, family, or academic. All are treated in a **completely confidential** manner. When appropriate, external referrals are made to consulting psychiatrists, private therapists or to a mental health community agency. Please call extension 1282 to contact the Counseling Services for an appointment. You can leave a confidential message; a counselor will be assigned to meet with you as soon as possible. If an emergency occurs after office hours, please contact your Residence Life staff on call, or Public Safety at x1111. Counseling services are free of charge. Appointments are necessary.

## Health Services (SA)

Location: Woodland Hall, ground floor  
 Telephone: 412-365-1238  
 Hours: Monday through Friday: 8 a.m.-4 p.m.  
 Closed Saturdays and Sundays

Health Services operates under the direction of a registered nurse in cooperation with board certified physicians in family practice and is available to *all* students. The office has an open door policy for nurse visits, but an appointment is necessary to be evaluated by a physician. In general, services provided include assessment and treatment of illness and injuries, physical exams, gynecological care, contraception, and health and wellness counseling and workshops. Some over the counter medications are available free of charge; some medications prescribed by physicians may also be available for a nominal fee. Fees for physician services and medications are posted in the health services office. Public Safety and the Residence Life staff facilitate emergency care after office hours.

## Residence Life and Residential Space (SA)

Location: Mellon Hall, first floor  
 Telephone: 412-365-1518  
 Fax: 412-365-1620

Chatham College provides a variety of safe and secure living environments that are conducive to academic success, personal growth and development. We are committed to providing students with opportunities for co-curricular involvement, leadership and civic responsibility while fostering a respect for our diverse community. Chatham has four residence halls on campus and three apartment complexes offering residential living to just over 400 students. The director of residence life and residential space and a team of graduate resident directors (GRDs) work closely with residential students to provide connections to campus activities and resources that meet their individual needs and interests. In addition, resident advisors (RAs) are a group of specially selected and trained students who serve as peer resources and work as educators through residential programming. Chatham's residences have become an arena in which a variety of interactive opportunities to learn and grow together are available. The Office of Residence Life also maintains information about off-campus housing options and provides housing information to Gateway and graduate students new to the Pittsburgh area. For more information about residence life, please stop by the Office of Residence Life or talk with a staff member.

## Student Activities (SA)

Location:	Director: Athletic and Fitness Center Coordinator: Carriage House, first floor
Telephone:	Director: 412-365-1527 Coordinator: 412-365-1281
Fax:	Director: 412-365-1724 Coordinator: 412-365-1646
Hours:	Monday through Friday: 9 a.m.-5 p.m.

The director of student activities coordinates campus events such as Family Weekend, Senior Salute, and Closing Convocation. The director is the primary Student Affairs liaison to graduate students and Gateway students as well as the advisor to the Chatham Student Government.

The coordinator of student activities works closely with students, faculty and staff to create an active campus life. The coordinator advises the campus activities board (CAB), the *Communiqué* (newspaper) and the *Cornerstone* (yearbook). Traditional campus events as well as special events, programs, and speakers are organized through this office.

## School of Continuing Education (SCE)

Location:	James Laughlin Music Center, West Wing (under arch)
Telephone:	412-365-1148
Hours:	Monday through Friday: 8 a.m.-5 p.m., or by appointment

Chatham's School of Continuing Education was founded in the spring of 2005 on the firm foundation of the College's long tradition of lifelong learning, adult education, and community programs. The realignment of these programs and the subsequent emergence of a School of Continuing Education (SCE) reflect Chatham's renewed commitment to responsive, effective and timely programs specifically directed at and built for non-traditional students.

SCE programs are designed to address the current and evolving needs of our constituents for meaningful educational experiences that promote and enhance professional and/or personal development.

SCE *Adult Education* programs provide undergraduate and graduate degree programs offered at night, on weekends, and in other flexible formats to meet the needs of adult students who choose not to pursue a traditional education. These programs are open entry and self-directed, meaning that success is based on the student's actual work in the program and that the program of study is shaped largely by the student's needs and interests. Through our *ChathamOnline* program, SCE offers full degree programs wholly online and in hybrid models. Each term, SCE also offers a variety of *Non-Credit and Community Programs*, including evening and weekend non-credit courses for adults in such areas as history and philosophy, politics and civics, the social and behavioral sciences, literature, art and design, the natural and biological sciences, education and ethics, even cooking and culinary history – among others – taught by distinguished teachers and professionals – teachers who not only teach what they know best but also what they are passionate about. Finally, SCE offers a variety of *fitness, recreation and summer programs* designed to benefit and engage the wider community – including a schedule of athletic courses in the College's stunning new Athletic and Fitness Center and Chatham's annual (for over 50 years) Summer Music and Arts Day Camp and other youth programs.

# campus life

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## Traditions

Traditions are an integral part of life at Chatham College. Familiarity with the traditions is important to fully understand life on Chatham's campus. Most traditional events involve not only the students, but the faculty, staff and alumnae as well.

**College Motto:** Filiae Nostrae Sicut Antari Lapides (Our daughters are as cornerstones.)

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

**College Colors:** Purple and White

**Class Colors:** '07 Rose, '08 Green, '09 Red, '10 Yellow

## Opening Convocation

Opening Convocation marks the traditional opening of the school year. Seniors and faculty members, dressed in full regalia, begin the ceremony with a procession into the chapel. A different speaker provides a keynote address each year.

## Fall Serenade

Started in 2001, Fall Serenade is performed the on a select night the first week of classes. The first year class gathers on the lawn of Gregg House and serenades the president with the alma mater.

## Fallfest Weekend

Fallfest Weekend is one of Chatham's newer traditions. Fallfest is a weekend full of various activities with an Octoberfest theme, including special meals and entertainment. This event usually occurs late in September or early in October.

## Family Weekend

Family Weekend is a time for families to spend time with their students, to meet with faculty and staff, and to get to know other families. Weekend activities include information sessions, trips into the city, service opportunities, a formal dinner, and entertainment.

## Harvest Fun Fest

This event, formally called Haunted Hayride, is coordinated by the Traditions Committee. It includes a wide variety of activities and crafts for kids of all ages. Student groups are encouraged to set up carnival style booths and local community members are invited to bring their families for an afternoon of entertainment.

## Halloween Dinner

The Halloween Dinner is a chance for students, faculty, staff and their families to compete for prizes in a costume contest, and participate in other Halloween activities. Food Services prepares a special Halloween theme dinner and Residence Life hosts a door decorating contest.

## Battle of the Classes

Battle of the Classes is a weeklong event that has each class competing in several events. The Chatham Activities Board (CAB) is responsible for planning and facilitating Battle of the Classes. In the past, CAB has planned activities such as window painting, karaoke, tug-o-war, and scavenger hunts. Battle of the Classes culminates with Song Contest.

## Song Contest

Song Contest has been a tradition at Chatham for more than 70 years. During Song Contest, the classes compete against each other in the traditional and original song categories. The first involves each class performing a song chosen from a past Song Contest. The second category involves each class writing its own original Chatham song and performing it. The panel of judges, comprised of Chatham faculty and staff, chooses a winner.

## Thanksgiving Dinner

Thanksgiving Dinner is held the week before students leave for Thanksgiving vacation. Each table of eight or ten is served a traditional Thanksgiving Day meal is provided. The entire Chatham community participates in this family style dinner and students often invite family and friends from off campus to participate.

## Candlelight/Fickes Egnog/Holiday Ball

Candlelight, Fickes Egnog, and the Holiday Ball are held the first Friday after Thanksgiving Break. A favorite among students, this is a semiformal event. Students have the opportunity to invite guests, although some choose to attend the event with a group of friends.

The evening begins with Candlelight in the beautifully decorated Chapel. The Choir performs several musical selections, members of the Chatham community share selected readings, and the entire campus joins in the singing of seasonal songs. Candlelight ends with a traditional candlelight ceremony.

Next, students, faculty, and staff move to Fickes Hall for Fickes Egnog. This is a chance for students to mingle and enjoy hors d'oeuvres, fondue and, of course, eggnog. Fickes Hall is decorated by the Traditions Committee and is always especially beautiful.

Following Fickes Egnog, a Holiday Ball is held on campus. A DJ provides music, and the dance lasts well into the night. The Entertainment Committee sponsors the Holiday Ball.

The evening of Candlelight, Fickes Egnog, and Holiday Ball also marks the end of "parietals" (guest restriction) for the first year students.

## Spring Fling

Spring Fling is an extended weekend full of activities. Events begin Thursday night with an Airband Contest. Students lip-synch to their favorite songs in hopes of winning cash prizes. The panel of judges is comprised of faculty and staff members. As the scores are tabulated, the junior class performs the senior skit to honor the soon to be graduates. The senior skit, formerly performed at Closing Convocation, became part of Airband in 2000.

The Tutorial Bonfire follows Airband. Seniors celebrate the completion of their tutorials by throwing copies of their tutorials into the fire. A DJ provides music, and all students get a chance to dance and relax before final exams.

The Friday of Spring Fling weekend is known as Toe Dabbling Day. No classes are held and students, faculty and staff enjoy activities on the quad. The morning of Toe Dabbling Day is known as Bucket and Blossom Day. Faculty, staff, and students gather to do community service. Projects consist of cleaning up the campus, planting flowers, mulching, watering, etc. In the afternoon, students enjoy a carnival atmosphere called Spring Fling. Student organizations and classes have a booth on the quad offering an activity or refreshments. Bands provide music during the afternoon, and a variety of entertainers and vendors create a whirlwind of activity. Members of the Chatham Community and residents of the surrounding neighborhoods are welcome to come and enjoy the day.

### **May Day Tradition**

The first-year class presents a flower to each member of the Senior class towards the end of the spring term. By this time Tutorials are completed, and the flowers are a way to congratulate seniors on their upcoming graduation.

### **Closing Convocation**

Closing Convocation is the traditional closing of the school year. Held in April, it is much less formal than Opening Convocation. The seniors wear their academic gowns and also wear hats, decorated to represent either a personality trait or their tutorial topic. Awards are presented to outstanding students as a part of the program and the Alumnae Association welcomes the seniors into their ranks, pinning them with purple and white ribbons. A Moving Up Ceremony marks the end of convocation when each of the classes moves to their assigned seating area in the Chapel for the next year. The seniors move to the balcony, symbolizing their move to the world outside the campus.

### **Community Hour**

Formally "Chapel Hour," Community Hour refers to the time set aside each Tuesday and Thursday during lunch for community gatherings, special programs, and student government meetings. If you have a suggestion for a Community Hour program, please contact the Office of Student Activities at 412-365-1527.

### **Student Activities**

The staff in Student Affairs believes that each experience at Chatham College is an integral part of your education. As a significant portion of your college experience will take place outside the classroom, we recognize the importance of a student's involvement in co-curricular activities. Your involvement in campus activities will allow you to develop skills that you will utilize throughout your personal and professional life. Therefore, the coordinator of student activities as well as the rest of the staff works cooperatively with faculty, staff, and students to provide a wide array of student activities.

In addition to sponsoring special events, Student Activities serves as a resource center for student organizations that need assistance in programming - how to plan, what to plan, when to plan, publicity suggestions, where to contact film and entertainment agencies, etc.

The Office of Student Activities also maintains a calendar of campus events and provides information concerning off campus activities at other colleges and events around the city. Any questions regarding student organizations and programming, or suggestions for student activities are welcome. The director of student activities is located in the Athletic and Fitness Center and can be reached at 412-365-1527 and the coordinator of student activities is located in the Carriage House and can be reached at 412-365-1281.

## **Student Groups (Graduate)**

### **Chatham Graduate Student Council**

The Chatham Graduate Student Council (CGSC) is the governing board for graduate student related issues and the official representative of the graduate student body. All Chatham graduate students are members of CGSC, and all graduate committees fall within the responsibility of CGSC, including a social/entertainment committee, an orientation committee, a faculty/staff relations committee and a new initiatives committee. In addition, many graduate programs have created interest groups or aligned with national organizations for additional opportunities to engage in the field of study outside of the classroom. Check with your program chair for more details. For more information on graduate co-curricular life, please contact the director of student activities at 412-365-1527.

## **Student Groups (Undergraduate)**

Recognized undergraduate student organizations represent a wide array of interests. Student organizations include honor societies, social clubs, cultural, religious, literary and fitness groups. Membership and participation in any of these campus-programming organizations is open to all members of the Chatham community.

### **Chatham Student Government**

The Chatham Student Government (CSG) is the official governing board for undergraduate student related issues. The Chatham Student Government provides leadership for all Chatham undergraduates through policy development, work with student organizations and programming efforts. Although each Chatham undergraduate is considered a member, representatives to the governing board are elected annually. The executive board members include the offices of president, and vice presidents of administration, campus life, finance, and communications. Elected representatives to the governing board include three representatives from each class and one representative from each student organization. CSG appoints undergraduate student representatives to a number of faculty-student committees, and creates its own ad hoc committees throughout the year to deal with various campus issues as they arise. All undergraduate student representatives are eligible to serve on these committees regardless of their status within CSG.

The mandatory campus fee, paid by all undergraduate students each year provides CSG with funds to support student organizations and their activities. Budget monies are allocated each semester by CSG to support organizational needs. Biweekly CSG meeting are publicized and open to all students and everyone is encouraged to attend.

## Chatham Activities Board

The Chatham Activities Board (CAB) offers entertainment for the Chatham community through a variety of exciting programs and events. CAB is chaired by the CSG vice president for campus life and serves as a forum for all campus programming organizations to exchange and share ideas. By bringing together representatives from various groups, the opportunity for cooperating on cosponsored programs is made possible. CAB is comprised of the following:

The Chatham Recreation Association (CRA) is responsible for planning a variety of recreational activities. Such events include tournaments, outdoor activities, faculty-student competition, and intramurals. CRA works cooperatively with the athletic and recreation staff.

The Entertainment Committee is responsible for a variety of special events that include concerts, game shows, comedians, films and general interest entertainment. The Entertainment Committee strives to present a balanced selection of programs for the Chatham community.

The Traditions Committee is responsible for the planning and programming of the established traditional events that take place on campus. Traditional events contribute to the unique Chatham experience and link today's Chatham students with our sister alumnae.

## Student Clubs and Organizations

The Black Student Union (BSU) provides an opportunity for students at Chatham to come together as a unit and to celebrate that unity. This organization provides programs to meet the academic, cultural, political and social needs of black students. The BSU also sponsors programs that promote diversity and cultural awareness.

The Chatham College Choir is comprised of 30-35 women who have an interest in music and enjoy singing. The Choir enriches the College community life through such activities as joint performances with a men's glee club, Opening and Closing Convocations, and Candlelight Service. Spring and fall tours have taken the choir to such places as New York, Washington DC, and Toronto, Canada. Another feature of the choir is the Hemi-Demi-Semi-Quavers (The 64th Notes), a select group that performs a wide range of music both on and off campus. Auditions for the Choir and for the Hemi-Demi-Semi-Quavers are held at the start of the fall semester.

The Chatham College Progressives represent progressive social and political viewpoints. This student organization gathers regularly to discuss political and social topics. They are active participants in community events and have traveled to Washington D.C. and Philadelphia to participate in workshops and conferences.

The Chatham College Republicans promote diversity of thought by educating the Chatham College community about issues relevant to the Republican party. The organization develops political skills and leadership abilities among women in preparation for future service to the political process in the United States and in the global community.

Chatham Christian Fellowship (CCF) and Chatham Catholic Club are two groups that aim to provide fellowship among those who share a common faith. Several smaller groups offer Bible studies, prayer groups, discussion programs, and occasional trips off campus.

Chatham's Feminist Collective (CFC) establishes an open forum environment for students regarding women's issues, as well as providing educational and enjoyable programs/activities for the student body. Sample events include lectures, participation in off campus confer-

ences, national marches, womanhood celebrations, and programs during Women's History Month.

The Chatham Forensics Club is Chatham's newest Student Government organizations. They provide opportunities to explore various fields that constitute modern forensics, which encompass natural and social science application of law and legal services at the local, national and global levels. They host on campus events and participate in community service projects in the Pittsburgh area.

Chatham Jewish Organization (CJO) increases knowledge of Jewish traditions, culture and religion on campus and around the world while providing a bridge for Jews and non-Jews to connect through campus-wide activities. CJO has open membership to all Chatham students.

The Chemistry Society strives to enhance the formal education received by students at the College by exposing Chatham women to the field of chemistry through activities, lectures, and service projects. The Chemistry society promotes interest in the sciences.

The *Communiqué* is Chatham's student newspaper. It contains campus news, information on events and activities, and local and national news of interest to the Chatham community.

The Cornerstone produces an annual yearbook for the Chatham community and its alumnae. Participation offers students opportunities to gain experience in layout and design, writing, photography, sales and marketing. Membership is open to all students regardless of academic major.

The Gateway Student Association (GSA) is an official campus organization that represents all Gateway students. Students meet to discuss common needs of the non-traditional student population and to provide support to one another.

The environmental concerns group, Green Horizons, encourages students to become involved and discuss environmental issues. It also offers opportunities for advocacy and action. This group works cooperatively with the Rachel Carson Institute.

The International Student Association (ISA) serves to support international students through programs, orientation, etc. The ISA plans and implements social, educational, and cultural activities for the entire campus. The ISA has open membership to all Chatham students.

Math Club of Chatham College (MC<sup>3</sup>) provides students with an increased knowledge of and greater interest in the mathematical sciences, including pure and applied mathematics, statistics, and their applications. In addition, it offers a greater understanding of the contributions of women in the mathematical sciences; and mentors and encourages women as they prepare for careers in the mathematical sciences. MC<sup>3</sup> is affiliated with the Association for Women in Mathematics (AWM).

Under the direction of the director of student activities, the Orientation Leaders (OLs) serve as paraprofessionals assisting the College with the implementation of fall and spring orientation programs. The Orientation Leaders arrive before new students to participate in training and preparation activities. Orientation Leaders help to ease the new students' transition to College.

PEACHes (Peer Educators At Chatham in Health) are student leaders that are trained peer educators to inform the Chatham community about health and wellness issues. PEACH members conduct programs on a variety of wellness and health related topics.

The Rea Coffeehouse organization manages and coordinates entertainment in the Rea Coffeehouse. This group serves students interested in the performing arts, publicity, and communication fields.

Chatham's literary magazine, *Minor Bird*, is a creative effort intended to function as a channel for an individual's literary and artistic expressions. Selections submitted by members of the student body include short stories, essays, poetry, drawings, prints, and photographs.

Students Against Sexual Oppression (SASO) provides support for lesbian, bi-sexual, and transgender students, and attempts to increase awareness of diversity through educational programs for the campus community. These efforts include a celebration of National Coming Out Week during the fall semester and programming during Women's History Month. SASO membership is open to all Chatham students, including allies.

The Student Conduct Board is responsible for administering the Chatham College discipline system in cooperation with the Office of Student Affairs. The duties of the Board are to review cases involving student violations of conduct, rules, and regulations, which are outlined in the Student Handbook. The Student Conduct Board formulates recommendations pertaining to conduct policy. The student body elects Student Conduct Board members, including the president and secretary, annually during campus elections. Each class elects two representatives.

Social Work is Real Life (SWIRL) was created to increase awareness of the social work profession and to provide an opportunity to apply the knowledge, ethics, and values of social work. The organization accomplishes its mission through various projects throughout the year including: bringing speakers to campus to discuss their work; cosponsoring events such as the Hunger Banquet that create awareness of social and economic injustices and what can be done, and participating in projects that serve the local community.

## Honor Societies

Beta Beta Beta is a national biology honor society. Chatham's chapter, Lambda Eta, provides programming on current issues in science throughout the year.

The Golden Z Club unites outstanding college students from around the world in the spirit of service and leadership. Students participate in campus, community, and international service projects, explore career opportunities, and develop leadership skills.

Mortar Board is a national collegiate association honoring outstanding seniors. Students are elected to membership by the existing campus members on the basis of distinguished ability and achievement in scholarship, leadership and service to both the College and the community. Chatham's Hood and Tassel chapter of Mortar Board received its charter in 1957.

Chartered by Chatham Student Government in 1981, Omicron Delta Epsilon is an international economics honorary organization. The objectives of this society are to confer distinction for scholastic achievement in economics, to stimulate and promote student interest in all aspects of economics, and to uphold and complement the interest of Chatham College.

Phi Alpha is the national undergraduate social work honor society. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. The Lambda Kappa chapter was established at Chatham in 2002.

Phi Beta Kappa, a national liberal arts honor society, recognizes outstanding intellectual accomplishment and encourages future achievement. In addition to a high grade point average, a candidate should have a broad liberal arts education, with a major or concentration in one or more of the liberal arts or sciences and should show some promise of further distinction. Chatham's Omicron chapter of Phi Beta Kappa recognizes that it is the individual's responsibility to distribute her work to reflect a broadly based liberal approach to learning and commitment to future scholarship.

Phi Sigma Iota, an international foreign language honor society, recognizes the study and teaching of foreign languages and promotes cultural enrichment and international understanding. This honor society was started in 2002, and established the Gamma Lambda chapter.

Pi Gamma Mu is a national honor society that encourages excellence in the social sciences. Chatham's chapter was started in the spring of 2003, and promotes awareness of the broad range of social sciences on campus.

Psi Chi is a national honor society of psychology and related majors such as human services. Psi Chi members participate in a wide range of educational and service related opportunities throughout the academic year.

Sigma Tau Delta is the national honor society for English majors. Chatham members plan activities for students during the year.

## **Residence Life**

Chatham's residence life philosophy is predicated upon the belief that a student's living environment has a great impact on learning and personal development. The residential environment at Chatham is directed at supporting residents in their academic pursuits and also at actively contributing to their personal growth and development in extracurricular activities. Detailed information about residential life at Chatham is available in the Residence Life section of the handbook or by contacting the director of residence life and residential space at 412-365-1518.

### **Resident Student Association**

The Resident Student Association (RSA) is the residence hall governance system at Chatham. ERSA functions as a committee under the Chatham Student Government and provides recreational, informational, and social programs to the benefit of all resident students.

In addition to providing student development opportunities and services to the Chatham community, the RSA provides formal input to various campus offices regarding residential issues that impact students living in the residence hall. RSA members are also asked to provide input on issues relevant to residence hall life such as policy changes, facilities management, food service, and staff selection. A primary concern of the RSA is to promote the welfare of residential students at Chatham College. The RSA actively encourages a sense of interest and responsibility in residence hall and apartment life.

## Commuter Life

The Student Affairs staff seeks to provide services and programs for commuter students to assure that commuter students are active members within the campus community. The staff recognizes that commuter students face different challenges in becoming involved in campus activities. Programs to connect commuter students more directly to the life of the campus are created by the director of student activities (412-365-1527). These programs are designed to meet the needs of commuter students in order to provide an inviting educational environment.

### Commuter Student Association

All commuting students are automatically members of the Commuter Student Association (CSA). CSA is a body of commuting students whose purpose is to integrate commuting students into campus activities. The CSA works closely with the assistant director of student activities to identify areas for improvement with commuter student services and work to address those needs.

## Leadership and Service

Students can develop leadership skills through volunteering for long- or short-term periods with a variety of community service agencies. All student organizations are required to do fall and spring service projects, and many student organizations have elected officers whose primary responsibility is to organize these events. Additionally, students may consider living in the Woodland Service Wing which offers service and leadership opportunities through a residential program. For more information about Community Service opportunities, please contact the coordinator of student activities at 412-365-1281.

### Public Leadership Education Network

One special opportunity for public leadership experience comes through programs offered by the Public Leadership Education Network (PLEN). The Public Leadership Education Network (PLEN) is a national consortium of women's colleges working together to prepare women for public leadership. In Washington, DC and abroad, PLEN offers seminars, conferences, and internships on public policy process to women students from across the United States. Chatham is a PLEN member, and over time several Chatham students have participated in PLEN activities in order to develop their public leadership skills. PLEN programs occur throughout the academic year. For more information, please stop by the Center for Women in Politics in Pennsylvania Braun Hall, 2<sup>nd</sup> floor.

## Counseling Services

Confidential short-term individual counseling and specific educational workshops are available to every Chatham student experiencing personal, social, or family concerns. Students may seek counseling for a variety of reasons, such as difficulties in personal relationships with family members or peers, emotional or social difficulties, stress, concerns about academic progress and career direction. Counseling is viewed as enhancing a student's personal growth and development so that the maximum benefit can be derived for the college experience. When appropriate, referrals are made to consulting psychiatrists or to a community agency. Appointments can be made by calling or by leaving a confidential message at x1282. Calls are returned as soon as possible.

We strongly encourage students with a previous history of involvement with mental health professionals (psychiatrist, psychologist, therapist, etc.) to remain in treatment with those professionals or obtain comparable treatment within the Pittsburgh community.

## Health Services

Chatham College realizes the importance of providing students with the necessary information, motivation and life-skills needed to empower them to make healthy life-style choices. As part of a holistic approach to student development, the Health Service offers a variety of educational programs in health and wellness for the campus community in cooperation with the Student Affairs staff and various other departments on campus. In addition, wellness information and resources are available through the director of Health Services.

The staff of Health Services is committed to providing care in an atmosphere of confidentiality and respect. RNs see students on a walk-in basis unless an appointment is required. An appointment for a physician is mandatory. A nominal fee is charged to the student's account for physician visits and available testing.

**Note:** In some instances the College may require a Leave of Absence or Withdrawal for reasons that would supersede a voluntary Leave of Absence or Withdrawal. Upon the recommendation of the vice president for student affairs/dean of students, the College may require a Leave of Absence or Withdrawal at any time it is deemed reasonably necessary to protect the student, other students, members of the College community, or the interests of the College itself. When a student who has been on a required leave wishes to return to the College, she/he must apply in writing to the vice president for student affairs/dean of students at least one month in advance of their return. The student will not be permitted to return to the College until the appropriate staff members provide validation. If the student is approved to return, staff members may make recommendations to the vice president regarding conditions of return and/or continued enrollment.

## Athletics and Recreation

Chatham sponsors intercollegiate teams in basketball, ice hockey, soccer, softball, swimming, tennis, and volleyball as a member of the National Collegiate Athletic Association (NCAA) Division III, Eastern College Athletic Conference, and the Atlantic Women's College Conference (AWCC). Students interested in joining a varsity team should contact the athletic director at x1650.

The department of Athletics and Recreation offers a variety of intramural programs outdoor adventure programs, and fitness opportunities for all students to enjoy. The Athletic and Fitness Center (AFC) offers facilities for many different athletic activities including squash, strength training, rock climbing, jogging, basketball, volleyball, and aerobics.

### Intramurals

Intramural tournaments are organized throughout the year, including: badminton, floor hockey, volleyball, ultimate frisbee, and softball, among others.

### Outdoor Adventure Activities

Recreational opportunities are made available to Chatham students through a series of outdoor adventure based activities. The outdoor adventure program at Chatham seeks to foster self-growth and risk taking, to encourage creative and independent thinking, to develop

leadership skills and to promote group interaction. Students gain a sense of self-confidence through involvement in outdoor adventure activities. Activities include canoeing, whitewater rafting, climbing, and backpacking. For additional information, contact the coordinator of recreational activities at x1649.

## Career Development

Career Development offers the following services for students of all class levels and majors. Appointments can be scheduled in the PACE Center (JK Mellon Library, 3rd floor) or by calling 412-365-1209.

### Career Counseling

Individual career counseling is available to assist students explore their interests, skills, values and personality in relation to choosing college majors and careers. This career planning process assists students in career exploration and decision-making. Inventories, such as the Strong Interest Inventory and Myers-Briggs Type Indicator are often used to facilitate the career planning process. Career decision-making assistance is also available to students through workshops sponsored by Career Development or requested through student organizations.

### Career Business Center

Located at Career Development, the Career Business Center is a one-stop center that houses career library and technical resources to assist students in exploring career options, making informed decisions, and conducting their job, internship, and graduate school searches in a timely and professional manner. Students have access to books, print resources and guidelines, computers, and printing and faxing services during professional business hours.

### Online Job and Internship Postings

Twenty-four hour access to postings for full-time, internship, cooperative education, volunteer, part-time student employment and seasonal opportunities are available online at [www.collegecentral.com/chatham](http://www.collegecentral.com/chatham). This website allows students to conveniently search for positions by the areas of job target and job type. Students may network with Chatham Alumnae through this website. Students should also check out [www.monstertrak.com](http://www.monstertrak.com) for local and national opportunities.

### Student Employment

Campus and off-campus student employment opportunities are posted online for students at [www.collegecentral.com/chatham](http://www.collegecentral.com/chatham). Student Employment Directories are also available in Career Development, the HUB, Library, and Mellon (Information Desk). Students may also register for the *Babysitting Referral Service* in Career Development. Career Development will provide registered student referrals to people in the local neighborhoods requesting babysitters. *A Student Employment Job Fair is held annually during the first week of classes in the fall term.*

### Service-Learning and Community Service

Service-Learning and Community Service are integral parts of student life at Chatham. Career Development is the campus clearinghouse for information on service-learning opportunities, while the Office of Student Activities coordinates community service opportunities. Resources on local, national and international service opportunities are available for individuals, student organizations and academic classes in a variety of on- and off-campus

settings. Students can volunteer for long- or short-term periods or for numerous one-time events. Federal student employment positions are available in off-campus community service agencies, which includes tutoring in the America Reads and America Counts programs. Annual events include: the Day of Service for fall orientation, Family Weekend service project, Girl Scouts mentoring program, the Martin Luther King Day service event, Alternative Spring Break, Race for the Cure, and fall/spring blood drives. Additional resources are available to help with special student-initiated and student organization service projects.

## **Internships and Cooperative Education**

Students with a 2.0 or higher GPA are eligible to complete up to 17 credits for academic internships and cooperative education experiences. Students may earn one, two, or three approved internship credits during a semester or 4-12 approved co-op credits for one semester or more (40 hours practical learning for each credit earned). Visit Career Development to start the internship/co-op search process. Check out [www.collegecentral.com/chatham](http://www.collegecentral.com/chatham) for listings of internship and co-op opportunities. *An Internship and Volunteer Fair is held annually the first Thursday of every February.*

## **Graduate and Professional School Advising**

As a complement to faculty advising, Career Development assist students in clarifying goals for further education, identifying graduate programs, applying for admissions test, reviewing graduate application essays, and locating sources of scholarships. Students are encouraged to begin this process during the spring of one's junior year. A special handout of resources and web sites for the graduate admissions process is available from Career Development.

## **Professional Employment**

Career Development assists graduating student in refining their resumes, cover letters, interview skills, and job search strategies. In addition to the hundreds of full-time job postings through the Chatham College Central web site, students are invited to over 30 job fair and networking events throughout the academic year. An annual Job Fair and Networking Calendar of Events is available for all students (Career Development website and office – JK Mellon Library, third floor).

## **Intercultural Growth and Development**

### **Intercultural Opportunities at Chatham College**

Chatham College believes that providing every student with a strong global perspective and an appreciation of intercultural values is imperative as we face new challenges in the world. In fulfilling this mission, the College provides a mix of programs, experiences and opportunities on campus and abroad to enhance awareness and understanding of cultural differences and to provide essential skills for the global marketplace. Whether a Chatham student chooses to live in the intercultural residence hall, participate in a study abroad experience or engage in a service learning program, she will be encouraged to think critically about the world we live in and to celebrate differences in religion, culture, ethnicity, and values. Below are some of the opportunities available to all Chatham students regardless of major or discipline. Chatham's across the curriculum approach to internationalizing the campus has received national recognition and attention.

## Global Focus Program

Initiated in 1995, the Global Focus Program highlights a specific country, theme, or region of the world each year to enable our students to explore the world through their course work, campus events, and student activities.

In the inaugural year of the Global Focus Program (1995-1996), the College focused on Africa – allowing our community to learn more about African politics, social concerns, literature, culture, history, and art as well as the African Diaspora and the experiences of African Americans living in the United States.

Since then, the College Community has focused on Central America, Japan, Eastern Europe, South Asia, Ireland, South America, and the communities of Islam. In response to the ongoing global challenges, Chatham will focus on Latin America during the 2004- 2005 academic year.

## Chatham Interim Abroad Program

Chatham abroad program offers eligible Chatham students the experience of international study and travel as an integral part of their Chatham degree program. Groups of 20-25 students travel with Chatham faculty to a variety of countries each year. Recent sites have included Belize, France, Great Britain, India, Ireland, Morocco, Turkey and others.

Students must meet the spring deadline for participation in the following January term. There is a one-page application where students are asked to list their preferred destination.

In addition to full-time tuition, students pay an administrative fee that covers most travel and related expenses. Out of pocket expenses are additional.

For additional information, students may speak with their advisors or contact the Office of Academic Affairs, 2nd floor Mellon Center.

## Chatham College-Hospital Albert Schweitzer Service Program in Haiti (Maymester Term)

Chatham College participates in a unique service-learning program at the Hospital Albert Schweitzer in Deschapelles, Haiti. The program allows students to develop a true sense of self and respect for life through service work at the hospital. Chatham College, in partnership with Hospital Albert Schweitzer, offers students an opportunity to travel as a part of a group of students, faculty and staff to Haiti for approximately a two-week period. Information regarding the Haiti program can be obtained in the Office of International Programs, 1st floor Mellon Hall.

## Japanese Studies Program (Fall Term)

In partnership with Doshisha Women's College in Kyoto, Japan, Chatham offers students a unique opportunity to participate in the Japanese Studies program at Doshisha each fall term. The program offers Chatham women a cultural immersion experience and provides both introductory language courses and courses in Japanese culture and society, all taught in English. Students not only study in the classroom but also take field trips and experience life through home stays. A limited number of scholarships are available from Doshisha. Students pay the regular Chatham tuition for the term and all financial aid will apply. More information is available through the Office of International Programs, 1st floor Mellon Hall.

## Costa Rica: Institute for Central American Development Studies (ICADS) (Spring Term)

Established in 1998, the ICADS program combines academic, language training and service learning and in field opportunities. It is a for-credit, full time program offered each spring term.

*“The ICADS study abroad program is great... the staff was extremely helpful and understood problems and desires and worked hand in hand with each other to develop a personal program that was both suitable, enjoyable, and educational for the student. The semester program included a month of intensive Spanish training and classes in Anthropology and Women’s Studies, among others. The program ended with a field trip to Nicaragua and is followed by papers and presentations on individual internship experiences.” (From a past participant)*

There is a two-part application process. First, students participate in a competitive Chatham application process. Second, a student applies to ICADS directly in a selective process. Students pay the current Chatham College tuition, and room and board, while participating in ICADS and all financial aid will apply.

For more information contact Karen Goldman, associate professor of languages or the International Programs Office.

## France: French Study in Angers, Centre International des Etudes Francaises (CIDEF)

Established in 1994, the CIDEF program offers total cultural and language immersion; students are taught in French by French professors. One or two Chatham upper class women have regularly participated in this program since it began. It is a full-time, for-credit program offered in the spring term.

*“I learned more French in four months than I did in the seven years that I studied in the US. My trip to France was the best thing I have ever done in my life so far. Not only did I improve my French speaking skills, I matured as an individual and gained self-confidence that I brought back with me to Pittsburgh and continue to use.” (From a past participant)*

A student must have at least one year of college-level French to apply. There is a two-part application process. First, a student participates in a competitive Chatham application process. Second, a student applies to CIDEF directly. Students pay the current Chatham College tuition, and room and board, while participating in CIDEF and all financial aid will apply.

For more information contact Janet Walker, professor of modern languages, or the International Programs Office.

## London, England: Hansard Scholars Program

Organized in association with the London School of Economics and Political Science, the Hansard Scholars Program combines academic class work, individual research, and an internship in the British House of Commons or House of Lords or for a politically related organization. This is a for-credit, one term program. This is a for-credit, one term program.

*“As a Hansard Scholar, students have a phenomenal opportunity to intern with Member of Parliament or at corporations, like the BBC.” (From a past participant)*

Students apply directly to the Hansard Scholars Office. Applications may be obtained on line at [www.hansardsociety.org.uk](http://www.hansardsociety.org.uk) or by contacting the Pennsylvania Center for Women, Politics, and Public Policy.

Students pay tuition costs set by this institution. For current costs, please contact the Pennsylvania Center for Women, Politics, and Public Policy, Braun Hall 2nd floor.

### **Korea: Seoul Women's University, Seoul, Korea**

The sister school relationship was established in 1998 offering a one-month summer program conducted in English. The program focuses on Korean cultures, politics, history and economics.

*"I liked the mix of classroom and interactive learning. It was interesting to see a modern Asian city thriving in the midst of ancient ruins all around the city. The program exposed us to a wide array of cultural areas."* (From a past participant)

Students are notified of application procedures and deadlines in January for the following summer. Chatham Colleges nominates qualified students to Seoul Women's University.

The registration fee of about \$200, airfare (estimated \$1,000-1,2000 round trip) and incidental expenses are the responsibility of the student. Other costs are covered by a scholarship from Seoul Women's University. For more information contact the International Programs Office, first floor Mellon Center.

### **Italy: The American University in Rome**

Students can participate in this study abroad program for a semester (fall or spring) or for an entire academic year in a variety of liberal arts fields, including the languages. Courses are taught in English by European and American professors. Only minutes from the city center, the university is located on the highest hill of Rome, the Janiculum, and is across from a public park, Villa Sciarra. Student housing in apartment buildings around the city is arranged by the university.

Students apply through the Office of International Programs by March for the fall term or academic year and by the end of September for the Spring term.

Tuition and housing costs are the same as a semester at Chatham (students are responsible for their own meals). All financial aid will apply to this program. Additional costs include airfare (estimated at \$700), books, daily transportation, insurance and some of the fieldtrips.

### **Bulgaria: The American University in Bulgaria at Blagoevgrad**

The university combines the traditions of European higher education with the vitality of an American liberal arts curriculum for visiting students to study for a semester or an academic year. This study abroad program is most appropriate for students with a specific interest in the Southeast European region, history or political science. Courses are taught in English by European and American professors. The university was founded in 191 and is located in Blagoevgrad, a cultural and economic center close to the Rila and Pirin Mountains, 60 miles south of Sofia, the capital city.

Students may apply to the American University of Bulgaria through the Office of International Programs at Chatham. Final admission to this study abroad program will be determined by AUBG.

Tuition is around \$6,000 per term; students are responsible for housing, meals, and additional costs of insurance and books. Students' financial aid from federal and state sources will apply.

## Food Services

The goal of Parkhurst Dining Services at Chatham is to provide the highest quality food and service at a reasonable cost for students, faculty and staff. The student board program is arranged on a cash equivalency program to provide longer meal hours and more flexible options for meals. Three board plans are available to students: 19 meals a week with \$50.00 in flex dollars, 14 meals a week with \$100.00 in flex dollars, or 10 meals a week with \$200.00 in flex dollars. Chatham College also offers alternative dining in the snack bar. A cash equivalency amount is available for lunch and dinner and is posted in the facility.

Meals are planned weekly with set menu cycles to ensure variety and include suggestions and requests from food committee meetings and dinners with the general manager. Weekly menus and food service news are announced on the menu line at extension 1512.

Occasionally you may have a question or concern regarding your dining service. Feel free to come and see us. Your suggestions are always welcome. The general manager can be reached at x1659.

### Methods of Service and Mealtime Regulations

All meals at Chatham College are served cafeteria style, and students are requested to take their dishes to the dish room window after all meals.

There is an unlimited seconds policy on all entrees, with the exception of certain special meals.

Your selected meal plan is enclosed on your ID card. ID cards or valid picture ID must be presented at every meal.

No food, dishes, or silverware are to be taken out of the dining hall.

Shoes must be worn in the dining hall and service area at all times.

### Guest Prices

Information on guest prices is available at the sign-in desk outside the cafeteria or by calling extension 1277 or 1279.

### Catering Special Events

Catering for special events is available. Please contact the catering manager at x1277 to obtain a catering handbook, which contains all policies and procedures related to catering and special events.

# residence life

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## **Our Mission**

Chatham's residence life mission is predicated upon the belief that a student's living environment has a great impact on learning and personal development. The residential environment at Chatham is directed at supporting residents in their academic pursuits and also at actively contributing to their personal growth and development in extracurricular activities.

Living in the residence areas will be unlike any other experience you have had to this point in your life. You will have a significant level of autonomy in your activities, and you will also need to take responsibility for the choices you make and the behavior you exhibit. Living with a roommate and being part of a residential community of peers, while at times challenging, contributes to enhanced interpersonal skills and leads to lifetime memories. The residence life staff is here to support you throughout your time at Chatham. The staff will challenge you to grow socially, intellectually, emotionally, physically, and culturally through active participation in your residence community.

The campus has four residence halls and three apartment buildings, which provide residence for just over 400 students. Fickes Hall is home to just over 100 students living in singles, double, triples, and quads. Laughlin House, the Intercultural Residence Hall, is a special housing option available to all students. The community of students that choose to live in Laughlin come together to explore the world through programs, field trips, etc. that focus on intercultural and international topics. Laughlin is an historic mansion, which houses 30 students. Rea House, also an historic mansion, provides a home to over 25 students during the academic year. Woodland Hall houses just over 100 upper class students in traditional style arrangements. Chatham Apartments offer apartment-style living to upper class and graduate students. Our newest residential communities, Linzer and Chung Apartments, are designed to provide an independent living option for graduate or Gateway students. There are 24 one-bedroom, unfurnished apartments in Linzer and 19 spacious two-bedroom unfurnished apartments in Chung. Graduate students may also reside in designated towers of the Chatham Apartments

All the residence halls have common space for community gathering and for watching cable TV. Vending machines can be found in each hall as well as washers and dryers for laundry. While telephone service is arranged through the Business Office for the residence halls and Chatham Apartments, students must provide a telephone unit for personal use and need to dial and need to dial a toll free number to make off-campus phone calls. Each hall is also equipped with a 24-hour computer lab.

## **Residence Life Staff**

The director of residence life and residential space manages the residential program with the assistance of the professional and paraprofessional staff. The professional staff is comprised of the director of residence life and residential spaces and graduate resident director staff, who live in the residence halls sharing responsibility for the well being of all residents. Each residence hall is managed by a graduate resident director (GRD), who is available to provide counseling and advice, to supervise the resident advisors (RA's) within a building, to manage facilities, to enforce community standards, and to provide emergency coverage to address other major

issues within the residence areas. Professional staff members work cooperatively with Public Safety as well as Facilities Management to provide a safe and secure living environment for all residents and maintain their apartments as private residences throughout the year (as such, they are not subject to the same residence policies as undergraduate students.)

Resident advisors (RAs) are undergraduate student leaders who have a strong interest in helping other students and would like to assist you in having a successful year in your room and residence hall. Resident advisors play an important role in the residence life program at Chatham. Your RA is your guide to residence hall living. These upper class students will make every effort to work with you and your community to establish guidelines and living agreements that are comfortable for everyone. RAs are trained to arrange activities, maintain community standards, act as an educator in the hall, and provide advice and support. For instance, if you have a roommate concern, seek your RA for assistance. If she is unable to assist you in the best way possible, she will help you find the assistance you need. These leaders play a vital role in helping to ensure that students can sleep, study and live in a respectful environment.

## **Resident Student Association**

The Resident Student Association (RSA) is the residence hall governance system at Chatham. RSA functions as a committee under the Chatham Student Government and provides recreational, informational, and social programs to the benefit of all resident students.

In addition to providing student development opportunities and services to the Chatham community, the RSA provides formal input to various campus offices regarding residential issues that impact students living in the residence hall. RSA members are also asked to provide input on issues relevant to residence hall life such as policy changes, facilities management, food service, and staff selection. A primary concern of the RSA is to promote the welfare of residential students at Chatham College. The RSA actively encourages a sense of interest and responsibility in residence hall and apartment life. The director of residence life works closely with the RSA. Any suggestions, concerns, or questions regarding residence life should be addressed to a graduate residence director or the director of residence life.

## **House Olympics Committees**

A House Olympics Committee (HOC) is found in each living area and is comprised of residents interested in providing leadership for their house participation in numerous competitions throughout the year. Any resident with enthusiasm and house spirit is invited to serve on their HOC. Please see you GRD or RA for more information on getting involved.

## **Residence Hall Policies and Procedures**

As with any community, certain standards of behavior and living exist to assure the safety and welfare of all community members. As an educational institution, Chatham is committed to providing a learning environment that respects individuality as well as community purpose. Clearly, the primary purpose shared by all community members is the pursuit of knowledge through education.

Chatham College recognizes the value of the residential experience in a college education. Therefore, Chatham prides itself on providing students with an opportunity for personal, academic and professional development in an interesting living and learning environment.

Membership in this community has many benefits, which you will come to know through your time at Chatham. One such benefit is the unique balance a residence environment allows for one to express individuality on the one hand while enjoying the camaraderie of a diverse community on the other. Such benefits can only be gained with the cooperation of all members of the community. As with any other community, certain customs, practices and norms have been adopted for the Chatham residence population to ensure a friendly, safe and secure environment, which is conducive to learning. All members of the Chatham community have a responsibility to themselves and to others for upholding the College's policies and procedures.

On the following pages you will find the outlined practices that are observed by all community members. Students must abide by any and all established Residence Life and College policies. Students will be held accountable for knowing and following the policies, regulations and guidelines of the Office of Residence Life. Violation of these policies will result in either a disciplinary meeting with a GRD and/or an appropriate sanction, including a possible monetary fine (designated as a "Residence Life fine" charged to students' accounts), or full conduct hearing through the student-led Student Conduct Board (depending on the seriousness of the violation).

## Alcohol Policy

Educating students is the main goal of academic institutions. Education is a process, which occurs both inside and outside the classroom setting. A student's social habits should not detract from this most basic goal. At Chatham College, we assume students are individual adults responsible for their own actions. As students, you must share a concern for the welfare of those around you and a respect for the laws that govern the Commonwealth of Pennsylvania.

Chatham College supports the Pennsylvania State Laws concerning drinking and acknowledges the responsibility to inform each student of her/his obligation to abide by these laws; any infraction makes her/him liable to punitive action from the State. The College is not responsible for, and will offer no protection for violators of these laws.

Drinking to excess is also dangerous to one's health and may be detrimental to one's academic endeavor and enjoyable social activity. For these reasons, Chatham College prohibits excessive drinking and disturbing behaviors that result from excessive alcohol use and has developed guidelines to promote responsible alcohol use.

In brief, the law prohibits the purchase, consumption, possession, or transportation of intoxicating liquors or malt or brewed beverages by a minor (under age 21), and prohibits any other person to sell, furnish or give any such beverages, or to permit any of these beverages to be sold, furnished or given to any minor. The law also prohibits any person or group from selling alcoholic beverages without an appropriate license from the State.

All alleged violations of the alcohol policy will be processed through the Student Conduct Board for peer review. The following regulations govern the campus community both at large and specifically in the residence areas:

1. Chatham College adheres to the Pennsylvania State laws regarding the purchase, possession, consumption, or transportation of alcoholic beverages by minors.
2. Resident students 21 years or older are permitted to transport, possess and consume alcoholic beverages in their private rooms in the residence hall or in the apartment. Resident students, 21 years or older, are not permitted to serve alcohol in their rooms to residents under the legal age.

3. Alcohol is prohibited in public areas including bathrooms, hallways, student lounges, TV rooms, kitchens, public College grounds, etc.
4. Kegs, party balls, and any other similar sources of large quantities of alcohol are prohibited in all residence areas.
5. Residents are responsible for the behavior of their guests. Guests must adhere to all residence hall policies that pertain to their host. For example, if the Resident student is not 21 years of age, their guest (regardless of age) may not consume alcohol in Chatham Residence communities, all other policies apply. Also, if a guest of a Chatham student violates the campus alcohol policy or other policies while intoxicated, their Chatham student host will also be charged with the policy violation.
6. Alcoholic beverages are not permitted at any student function sponsored by an undergraduate student group or organization. Unless specifically authorized by the president of the College, no College funds, including student activities fees, are to be spent for alcohol by groups, organizations or their representatives, unless authorized by the Office of the President.
7. Students, as members of the college community, represent Chatham by their actions. Therefore, students shall not attend College events (on or off campus) while intoxicated and a student's behavior shall not be disruptive to the community. Students who return to the residence campus intoxicated, whether 21 or not 21 years of age, and violate other policies (including but not limited to quiet hours, escort policy, etc.) will be sent to Student Conduct Board for an alcohol violation and other policy violations.
8. An underage student who is in the presence of alcohol with underage students who are found to be drinking or with a significant quantity of alcohol that is out of proportion with the number of students over the age of 21 can be found in violation of the alcohol policy. Students should use their best judgement and not partake in situations that involve underage drinking of any sort or large quantities of alcohol.

## **Drug Policy**

Chatham College supports the Federal, State and municipal laws governing the illegal use, possession or transferring of any narcotic drug, such as, but not limited to, marijuana or heroin, or other drugs such as LSD, barbiturates, or amphetamines. The College will not be responsible for, nor offer protection to, any student violating these laws. In addition, the College requires students to refrain from involving themselves and other students in any violation of these laws.

Students are not permitted to use, possess, distribute, sell or be under the influence of narcotics, hallucinogens, dangerous drugs, or other controlled substances. All violations of the drug policy will be processed through the Student Conduct Board and also through the local court system if appropriate.

## **Visitation/Guest Policy**

Guest: A residence hall guest is considered to be any male or female 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.

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

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

2. All guests must be signed in and signed out of the residence halls, including Chatham students not residing in the hall they are visiting.
  - a. Residents are responsible for signing in and signing out their non-Chatham guest. Residents failing to sign in guests are subject to disciplinary action, including an initial fine of \$25 residential fine. Residents shall not sign in guest(s) for other Chatham residents. Guests visiting the Chatham, Chung or Linzer Apartments are not required to sign in and out. Nonetheless, guests on these premises must be escorted at all times while inside the apartment building.
  - c. A Chatham residential student guest may sign herself 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 lounge. This privilege will be revoked if the student displays disruptive behavior in the residence areas.
  - c. Non-Chatham resident guests must be escorted **at all times** by their host. This includes Chatham students who do not reside in campus housing. No exceptions.
3. Guests must abide by all residence hall regulations. Failure to do so will result in disciplinary action against their hostess and also the guest(s).
4. Residents are responsible for the action of their guest(s), including policy violations.
5. Resident students may have no more than 5 guests at any given time.
6. 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 Fickes Eggnog. Please see First-Year Guest Policy)
  - a. Resident students may have no more than two overnight guests at one time.
  - b. 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.
  - c. Cohabitation is not permitted. Visitation is a privilege that can be taken away if abused.
  - d. Guests are not permitted individual access to the College's facilities, including laundry machine and kitchens. They may only use these facilities in conjunction with their student host but never for their personal usage.
  - e. 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 hostesses are in class). Such action leaves guests unescorted.
7. Resident students must have permission from a graduate resident director to have a guest under the age of ten.
8. Residence halls or apartments shall not be used for baby-sitting.
9. Paid entertainment is not permitted in residence hall rooms unless approved by the director of residence life.
10. Exceptions to the Guest Policy can be made through a building's GRD with advance notice/requests.

## Two Year Residence Campus Policy

Students must live on-campus for their first two years in college. First and second year students are only allowed to live off-campus if they are living with family in the Pittsburgh area. Documentation must be provided to the Office of Residence Life. Students found to not be residing with family will face disciplinary review and fines up to the cost of housing.

## First-Year Student Guest Policy

1. Fall-term first-year students are not permitted to have overnight male and/or female guests until the evening of the traditional Fickes Eggnog (the first Friday of December). This includes family members. This policy is firm unless there are unusual circumstances, which are approved by the building's GRD. This includes Chatham students sleeping over in other students' rooms and family members.
2. 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.
3. All other visitation regulations apply to first-year students.

## Key Policy

At the beginning of the year during move-in, resident students will receive a key for their residence hall room. Keys will only be distributed directly to the resident student who must sign for the key. Each member of the residence community assumes responsibility for the safety and security of the residence building by locking her/his room door and by adhering to the following guidelines for the use of residence area keys. Chatham College ID Cards allow access into a resident's area 24 hours a day. Resident access to other residence areas is granted from 9:00 a.m. – 10:30 p.m. Please see Guest Policy for sign-in policy.

1. All keys and ID Cards are the property of the College and may not be duplicated at any time or used by anyone but the student who signs out the key. Students shall not lend her key or ID Card to anyone. If a student is found in violation of this policy, she will be subject to disciplinary action, which may include residential fines.
2. If a key or ID Card is lost or stolen, contact the Office of Residence Life immediately. Residence Life will contact the appropriate personnel to change the lock, if necessary, and to provide the student with a new key, for which a charge will be applied to the student's account.

Once an order is placed to replace a lost/stolen key, the student will be responsible for the following charges:

Replacement of room key:	\$10.00
Change of room lock:	\$25.00
*Replacement of ID Card	\$15.00

*\*Any lost ID Card must be reported to Public Safety immediately the card can be deactivated. Please go to the HUB to receive a Replacement ID Card and to pay the card replacement fee.*

3. If a student changes rooms, she must return her original key to her GRD within 48 hours of the start of the room change. Failure to do so will result in a lock change fine.
4. All keys must be returned to the GRD at the end of the academic year or at the time that a student moves out. Failure to do so will result in a replacement room key and change of room lock fine.

## Lockout Policy and Procedure

If you get locked out of your room, you will need to follow the lockout procedure in order to gain entry to your residence hall room. A resident student is expected to assume a sense of responsibility for herself and her belongings and, therefore, the lockout privilege is not to be used in an inappropriate way. Residents should not abuse this service and will be fined each time a residence life or public safety staff member needs to let the student into her locked room. Students who are abusing this service will be subject to possible disciplinary action, including fines.

1. If locked out of her room during the workday (from 8:00 a.m. to 8:00 p.m. Monday through Friday,) a student should first contact any building staff member. If no staff are available, then contact the Public Safety Office using the x1230 extension. A Public Safety officer will meet the student at the designated room to allow the student entrance to her room. If locked out of her room during a weekday evening (between 8:00 p.m. and midnight Monday through Friday) or anytime on a weekend, a student should first contact the resident advisor on duty in order to gain access to her room. Signs noting who the RA on duty is are posted in the lobby entrance of each residence building. In the event that the resident advisor on duty is not available (which will mean she is doing duty rounds or responding to another student need), a student should then contact the graduate resident director on call to gain access to her room. Signs posted in the lobby of each residence also note who the GRD on call is. If the student is locked out 12 midnight to 8 a.m., she should first contact any staff residing in their hall or apartment. If those staff members are not available, contact the RA on duty.
2. A resident advisor/graduate resident director or a Public Safety Officer will ask a student to present a student identification card (if knowledge of residency is not certain) and sign a lockout form upon entry to her room in order to verify residency.
3. A resident advisor/graduate resident director or a Public Safety Officer will require a student to present a room key upon entry to her room.
4. A student will be charged \$5.00 for each lockout performed by residence life staff and \$10.00 for each lockout performed by a public safety officer. This charge will be applied to the student account. Students will not be charged for lockouts during the first week of fall classes.
5. A resident student will only be permitted to access her own residence hall room. Under no circumstances will non-residents be permitted access to a student's room/apartment without approval from the residential staff.
6. In the event that a student has lost her key, she should contact the Office of Residence Life at x1518 immediately to report the lost key and to receive a new key. New keys will be issued to the student, and the Office of Residence Life will assess the appropriate fines. Students may check out a "loaner key" if they didn't lose their key but left it in a safe location. They will have three days to retrieve their keys and return the loaned key. After three days, they will be charged for a lock change.
7. If a resident is locked out of Linzer Apartments, she/he must contact the Public Safety Office to receive access to their apartment. The charge for Linzer Lockouts is \$10.00.

## Quiet Hours Policy

As members of a 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 at 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.

1. Minimum Quiet Hours in all residences are:  
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 their community agreements, but may not agree to shorter quiet hours.

2. 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.
3. 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.
4. Respectful interactions are expected within the residence hall communities regarding Quiet Hours and Courtesy Hours. Any student who is not respectful to fellow residents and/or residence life staff will need to have an disciplinary meeting regarding the confrontation.

## Pet Policy

1. Students are not permitted to have pets in the residence halls with the exception of aquarium fish in an aquarium no larger than 25 gallons. Any pets besides fish are **not** permitted (this includes turtles, frogs, etc.).
2. 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 \$25 residential fine.
3. An additional charge of \$25.00 per day will be charged for each day after the College has requested that the pet be removed while the pet is still in residence.
4. A Linzer Apartment resident may have **one small** cat (under 25 pounds). Other pets are not allowed.

## Fire Escape Policy

Fire escapes are not to be used other than in the case of an emergency. Students and/or guests are not permitted to:

1. Open fire escape doors other than in an emergency.
2. Walk/sit/stand on a fire escape.
3. Place plants, chairs, clothes, or other belongings on the fire escape.
4. Use the fire escape as a means of exiting and/or entering the residence hall.

A student will be subject to disciplinary action and a \$50 residential fine for the inappropriate use of a fire escape and for using a fire escape door.

## Activities and Articles 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 Honor Code. 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 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 a student leaves campus upon the student's request. Failure of the student to claim a confiscated item by the end of the term will lead to disposal of the item.

Articles and activities prohibited in the residence halls include:

1. Bicycles, except when stored in 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.
2. Waterbeds, lofts, or stacking of furniture. Bed lifts no higher than 12 inches can be used to elevate bed height but only when lifts are purchased at a store and made for

- this specific purpose. Under no circumstances can bricks, blocks of wood, etc., be used to elevate furniture.
3. Possession of or use of explosives, ammunition, flares, or other dangerous weapons or substances.
  4. Storage of any flammable liquids or gases.
  5. Possession of halogen lamps, hot plates, toasters, toaster ovens, large refrigerators (larger than hip-height), 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.
  6. Possession and/or use of candles (decorative or otherwise), incense, potpourri burners, space heaters (unless provided by the College), or anything with an open flame.
  7. Tampering with, or misuse of fire and safety equipment or elevators (e.g. fire alarms, fire extinguishers, exit signs, fire doors, smoke or heat sensors).
  8. Failure to evacuate the residence hall area during fire alarms.
  9. Propping open residence hall entrance and exit doors as well as fire doors. Building alarms will sound if residence hall entrance doors are propped.
  10. Engaging in any other activity determined to be in violation of health, fire, safety and/or maintenance codes.
  11. 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 College furniture from student rooms/apartments without approval from their GRD.
  12. Throwing or suspension of articles, objects or persons from residence hall windows. This includes sitting on window ledges.
  13. Presence on building roof areas, window ledges, fire escapes, or in other unauthorized areas.
  14. Theft or unauthorized possession of College property or property that belongs to another individual or group. This includes moving public lounge furniture items to student rooms/apartments.
  15. Failure to comply with the directions of any residence life staff member or College official performing her/his 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 her/his duties.
  16. Sleeping in common areas of residence hall spaces is not allowed unless approved by the Office of Residence Life.
  17. Watching pornography or other commonly offensive materials on College provided televisions or in common areas. This is not limited to multimedia played through a VCR or DVD player.

## Room Selection

Chatham College Residence Life program offers a choice of several campus residential options, each with its own special features. The room selection process, based upon seniority and a random lottery number, gives students the opportunity to select a room assignment in the living area that best suits her needs and preferences. No guarantee is made, however, that students will be housed in their area of preference. Specific information will be distributed to students during the spring term that further explains the Room Selection process. As always, students should be more concerned with whom they live with, instead of simply where they live.

Students needing special housing based on dietary or medical needs must submit proper documentation as soon as there is a problem for the College to be aware and before the time of room selection. The director of health services, director of counseling services and/or the director of residence life will jointly approve these requests. Students should allow up to one month for a final decision to be made for special needs.

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 College 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.

## Roommate Tips

Living in a residence hall is an important and exciting part of college life. Chatham, like most residential colleges, require students to live in campus housing for their first two years and ask first-year students to share a room with one, two or three roommates. Learning to share a space with a roommate is a huge step in your personal growth and development while in college. You will learn to be considerate of your roommate(s) needs in addition to your own, to communicate honestly and respectfully about your concerns and room needs, and to seek assistance from residence life staff when needed. A big part of the college experience is learning interpersonal skills and initiating communication. These are also essential skills that you will need to possess to be successful as a Chatham graduate (as an employee, a partner, and a parent). Living with a roommate in college will help you to establish successful, mutually respectful and courteous relationship throughout your life. We do our best in matching roommates based on information gathered on your housing forms prior to your start at Chatham.

As you experience living with a roommate, below are some tips to keep in mind to get off to a good start and to obtain a healthy relationship:

- **Call or e-mail your roommate(s) before school starts** to get to know each other and to see who is bringing what (microwave, TV, refrigerator) to conserve space. Make an effort to accommodate your roommate's needs.
- **Have realistic expectations of your roommate(s).** Your roommate(s) will not necessarily be your best friend(s) on campus, but you can still be great roommates. Finding a life-long friend in your roommate is a bonus; finding someone who you can live with in an atmosphere of mutual respect is most important.
- **Remember that first-impressions can be deceiving.** Avoid making snap decisions during your initial conversations with your roommate(s). Relationships take time to develop. It's not fair for you to conclude that you and your roommate(s) will not be successful in sharing a space before you both have an opportunity to give it try. Roommate change requests prior to your arrival in the fall will not be granted.
- **Communicate.** A key to successful roommate adjustment is open, honest and respectful communication – it's vital to *any* relationship.
- **Keep a balance of rights and compromise.** Be flexible, but not at the expense of your studies or health. Honor your roommates' rights to guests and socializing; after all, they are paying for the room, too. Separate your "wants" from "needs" and don't insist on having everything in your room operate according to your preferences.

## Room Change Policy and Procedures

The Office of Residence Life is dedicated to fostering an environment where students may grow and learn. Many resident students have one or more roommates, and most find their roommate situations to be very positive. If you experience a concern with a roommate(s) relationship, speaking to her honestly about it usually resolves the concern. The residence life staff is available to assist and is committed to taking a proactive role in developing a positive living situation among roommates in the residence halls.

The following guidelines have been established regarding room assignments, occupancy and room changes:

1. Changes in room and/or roommate assignments will not be made during the first four weeks of the academic year. Students cannot move without the permission of the Office of Residence Life.
2. Rooms designated as doubles, triples and quads will remain as such throughout the academic year unless otherwise determined by the College.
3. The director of residence life establishes room assignments for new students who enter the College.
4. Any room with fewer occupants than is designated to accommodate will be considered as having available space for additional occupants. Students who occupy a room that is not at capacity may, at any time during the term, be assigned a roommate(s). The director of residence life will assign new students as needed to vacant spaces at the beginning of the second term or at any other time during the academic year. Before a vacancy is filled, a residence life staff member will notify the current resident(s) of the room about the change via e-mail and/or voicemail as timing allows.
5. Room change requests will be permitted only if one of the following conditions is present\*:
  - a. Medical problems
  - b. Personal extenuating circumstances
  - c. Conflict between roommates which cannot be resolved (GRD and director of residence life discretion). A roommate mediation with an RA or GRD must occur before a room change is granted for this reason. No exceptions.
  - d. One to one change (see details below)

*\*Due to housing constraints, room changes or special requests may not always be possible.*

6. The room change procedure is as follows:
  - a. A resident student must discuss with her resident advisor the reason she desires a room change. If the reason is (a) a medical problem or (b) a personal extenuating circumstance, the RA should refer the student to meet with the graduate resident director. If there is a conflict between roommates, the resident student(s) will be required to meet first with the RA who will attempt to assist the resident students in resolving the conflict.
  - b. If a conflict resolution meeting with the RA and the residents does not resolve the problem, the students will meet with their graduate resident director to attempt to work through the conflict.
  - c. Only after these steps have been completed, all residents have made an effort to resolve the concern, and a graduate resident director believes that the concern is one that cannot be resolved, will a room change be granted contingent upon available spaces. Residents are responsible for making time for the appropriate roommate meetings to occur with residential life staff. Students failing to make time for these important conversations will either not be approved for a room change or may have a final decision made by the Office of Residence Life without their input.

- d. A graduate resident director will initiate a room change if she determines that it is in order. At this time, the director of residence life and residential space will work with the graduate resident director and resident moving and place her in an available space as soon as possible.
7. A one-to-one room change is a room switch where a student finds another student who is willing to switch rooms. As long as all students involved in the room change (and their roommates) agree to the proposed switch, a one-to-one move may take place between individuals living in the residence halls. However, the four-week room change freeze does apply to one-to-one room changes as well. Students who would like to complete a one-to-one switch must meet with their GRD for an approved room change. Students with open spaces may also pull another student into that space after the four-week room change freeze, with the permission of the Office of Residence Life.
8. If a sophomore, junior or senior would like to move into an available single room, she must inform her roommates and then meet with her graduate resident director who will complete with her a room change request form. The GRD will then make sure that the student is placed on the singles list with the director of residence life. The singles list operates on a “first come, first served” basis; a student will be notified when a single becomes available for her. If a student chooses to decline the single available to her, she will be taken off the singles list for the rest of the academic year. First-year students are not permitted to sign up for the singles list without a medically or psychologically approved reason.
9. Unauthorized room changes are not permitted. All changes must have prior approval of the graduate resident director and the director of residence life.
10. All residents who move rooms at their request will be assessed a \$25 administrative fee.
11. Room changes will not be approved during the month of December so proper planning can occur for new residents for the spring term.

## Medical Singles Policy

Chatham College students are encouraged to take full advantage of the residential experience by sharing rooms with other Chatham women and first-year students living on campus are required to live with a roommate. However, Chatham does recognize that rare occasions do exist in which students may be faced with extreme conditions that make sharing a room a hazard to their health. In these cases, students can request to be assigned or moved to a “medical single” – that is a single room reserved on campus for students with unique needs. Because cases which warrant medical singles are rare and extreme, students will need to follow specific procedures to request a medical single and will need to plan well ahead of their arrival to Chatham College. The following procedure is in place for students who face life-threatening conditions that require their assignment to a medical single during their study at Chatham College:

1. The student needs to provide a written request for a medical single, addressed to the director of residence life.
2. The students must make an appointment with health or counseling staff at Chatham College to review her request for a medical single.

**Medical conditions:** In addition to submitting the necessary paperwork, students must make an appointment with a physician on staff at Chatham College for a medical single evaluation. It is the students’ responsibility to make this appointment early and to arrange for transportation to campus for their medical evaluation.

**Psychiatric conditions:** In addition to submitting the necessary paperwork, students must give consent for Dr. Elsa Arce, director of counseling services to consult with the students' treatment team(s) (psychiatrist, psychologist, therapist or counselor). Dr Arce will then assess the students' need for a medical single.

3. The student needs to provide written documentation to health or counseling staff from the student's treatment team that details the condition. Documentation must include a consent form signed by the student that would allow health and counseling staff at Chatham College to consult with the student's treatment team.

Upon complete review, the director of health services or the director of counseling services in conjunction with the director of residence life and the vice president for student affairs will decide if a student's condition warrants need for a medical single room on campus. Questions regarding Chatham's revised Medical Singles Policy can be addressed to the director of residence life at 412-365-1518.

## College Break Periods

The College observes several break periods throughout the year. Fickes, Rea, Laughlin and Woodland Halls are officially closed after final exams at the end of Fall term and reopen for the January term after the New Year holiday. The Chatham Apartments, Linzer Apartments, and Chung Apartments will remain open during the Winter Break and residents of Rea and Laughlin Houses with approval for Winter Break Housing may remain in their houses. (International students only.) Dining services are not provided to students remaining on campus during Winter Break, so students should plan accordingly.

### *Early Arrivals*

Students may not return to campus early in August or January without permission of the Office of Residence Life. Only students restricted by travel arrangements and pre-approved students who have a significant and critical role in the opening of the academic term will be allowed to return to campus prior to opening day. 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 College officials. Students and their families are expected to plan work schedules, vacations, etc., around the College move-in dates and times.

### *Late Stays*

Students are required to vacate their rooms within 24 hours after their last final exam. Failure to leave within this timeframe will result in disciplinary action and being asked to vacate the premises by College officials. Travel plans should be made well in advance; exceptions will not be made because of poor planning. In extreme circumstances, students may request a contract extension to stay after the halls officially close at the end of each term. Such requests must be made in writing to the Office of Residence Life at least two weeks ahead of time and will result in an additional occupancy charge of \$25 per day. Approved students may be asked to move to a different room if necessary, if Facilities staff need access to that space to carry out their duties.

### *Winter Break*

Chatham's residence halls (excluding the Chatham Apartments) only close during the academic year during Winter Break. During this time Fickes and Woodland Halls are closed to all students and Rea and Laughlin Houses remain open only to International residents who can not go home for the break and do not have alternative housing available to them. If you think you may need housing *at any time* during Winter Break, please contact the Office of Residence Life by December 1 at 412-365-1518. Students approved for Winter

Break housing will need to reside in Laughlin or Rea House during the entire academic year or to temporarily relocate to Rea or Laughlin House during Winter Break. Failure to request Winter Break housing before students move into fall housing will likely result in future requests being declined due to lack of living space available. Food service and residence life staff may not be available during winter break and students are responsible for making their own provisions.

## Room Furniture Policies

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 Room Furniture Policies will result in appropriate charges for missing furniture, repair or replacement.

1. Students are not permitted to bring their own bed unless needed for medical reasons. In the case of a medical exception, a student will be required to submit documentation from her doctor explaining the medical need to the director of residence life and residential space in advance of moving in.
2. Lofts are not allowed and may not be constructed in residence hall rooms or apartments.
3. All furniture must remain in its assigned room/apartment throughout the year. Furniture missing from rooms when the resident vacates will result in fines, up to the full replacement cost.
4. No College 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.
5. 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 \$100 assembling fine for any room furniture found disassembled after a student moves out.

## Air Conditioner Policy

Students are not permitted to have window air conditioners. If a student requires air conditioning for a medically accepted reason, the student must submit a letter to the director of residence life and documentation from her doctor explaining the medical need to the director of residence life. Students should allow up to two weeks for a decision to be made after all documentation is submitted. Upon approval for the air conditioning unit, a student requiring an air conditioner for medical reasons must:

1. Provide the air condition unit, a small unit of about 8000 BTUs. Notify the director of residence life of the specifications of the unit for approval from facilities.
2. Once the unit is approved, it will be installed by a facilities management staff member. The director of residence life will facilitate this process and a one-time \$50 installation/removal fee will be charged to the students' account.
3. Pay an additional charge for electricity at \$25 per month which will be billed to the student's account.

## Electrical Equipment and Appliances

Electrical equipment and appliances can pose serious hazards and problems in the residence halls. Outlets in individual rooms and overall electrical capacity can easily be overloaded if students are not cautious-potentially leading to a serious electrical fire. The Office of Residence Life and Public Safety conduct annual safety inspections during the fall term. Keep in mind the following when using electrical equipment and/or appliances in the residence halls:

1. All electrical items shall be in good operating condition.
2. In rooms, the use of appliances is limited to a radio, stereo, small portable television, personal computer, clock, portable hair dryer, curling iron or hot curlers, small microwave, a small refrigerator (no larger than hip-sized), and a small fan. Also permissible are appliances that have both 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 new on the market.
3. Irons shall only be used in laundry rooms to assure no room/carpet damage. Irons are permitted in Chatham and Linzer Apartments.
4. Halogen lamps, hot plates, toasters, toaster ovens, electric blankets, space heaters (unless provided by the College), and sun or heat lamps are prohibited in the residence hall rooms. Toasters, toaster ovens, and hot plates are permitted in Chatham, Linzer, and Chung Apartments.
5. 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 Chatham, Linzer, and Chung Apartments, as they are equipped with kitchen facilities.
6. Students should use surge strips on heavy appliances such as computers, microwaves, etc.
7. Refrigerators must be plugged directly into wall electrical sockets. Under no circumstances should they be plugged into surge strips or extension cords.

The College has the right to limit or expand use of appliances given new technologies

## 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 for the students' use. 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 Carriage House has a fully equipped kitchen that is open to student use. The use of approved electrical appliances must be restricted to the kitchen area(s). As members of a community, students should remember the following when using a kitchen area:

1. 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.
2. Refrigerators are for all residents to use. Residents should mark their food in some way and should remove old food appropriately. Refrigerators will be cleaned at the end of each term and unmarked and spoiled food will be thrown out.
3. The College does not accept responsibility for food left in 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 belongings from the kitchen area(s).

4. 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.
5. 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 cooktop on after food preparation is completed or failing to clean up spills.

## **Personal Bathrooms**

Rooms that have a private bathroom are a privilege. Students are expected to maintain their own bathroom in an appropriate way throughout the year. Students are subject to an excess cleaning charge if the bath area is not maintained appropriately. Students with private bathrooms need to provide their own soap/paper products and need to establish expectations for usage with all students with access to the bathroom.

## **Damage/Vandalism Policy**

All campus residents should be concerned with the safety and handling of College property—both in individual rooms and public areas. Residents should do their best to see that College 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 College property that occurs in your residence hall room. You must pay replacement, reassembly, or repair cost for any missing or damaged property.

## **Individual Room Damage Policy**

At the beginning of each academic year, a Room Condition Report is completed by the resident advisor and given to the residents to review, edit, sign, and turn in. Residents failing to return their signed RCR back to their RA within a week of their move-in will be held responsible for any additional damages incurred during their residency. Upon vacating a room, a student must conduct a room inspection with a Residence Life staff member using the original Room Condition Report as a basis for assessing any missing or damaged furnishings or property of the College. Once the inspection has been conducted, the GRD 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. Students who move out without setting up a time for a room inspection with an RA will be fined for damages in their absence during the actual inspection.

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 any 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 reasonably 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 graduate resident director 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 cost per person that will be charged to their student account. Common area damage may not be appealed.

## Vaccination Policy

All students living in campus housing are required by Pennsylvania law to receive a one-time vaccination against meningococcal disease. In compliance with this law, Chatham College will grant an exemption (for religious and other reasons) provided that a signed waiver is presented to the Office of Health Services. If you have already received the vaccine, you must provide proof to the Office of Health Services at Chatham College. Students not abiding by this policy may be asked to leave campus housing immediately.

## Insurance

The College is not responsible for theft or destruction of personal property. It is **highly** recommended that valuables are covered by homeowner's insurance policy or renter's insurance.

## Indoor Sports

No sports or sport-like activities are permitted in the College apartments, residence rooms, lounges, corridors, stairwells, etc. Indoor sports infringe on the rights of others, can lead to damage of College 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.

## Room Personalization/Decoration

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

1. 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.
2. Furniture must not obstruct smoke detectors or sprinklers, block heating vents, damage pipe coverings, or impair quick exit from the room or window in case of emergency.
3. Decorative hangings are largely restricted to the inside of the residence hall room.
  - a. 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/item that is deemed inappropriate or offensive to others.
  - b. Students are prohibited from hanging decorations of any kind on hallway walls, ceilings, etc.
  - c. Students are prohibited from leaving furniture in the hallway. If any room furniture is lost during the course of a student's stay in the room, the student will be charged a replacement fee.
  - d. Students are prohibited from hanging any items from sprinklers or near sprinklers that may interfere with sprinkler function.
4. 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. Adhesives 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.

5. Holiday candles are not permitted in College owned student residences. Students seeking to honor religious observations should contact the director of residence life for approved locations and guidelines.
6. Natural trees are not permitted in student rooms/apartments (including Linzer Apartments). Non-UL approved lights are prohibited from being used. Only UL approved lights can be used. All decorations must be removed prior to the semester break.
7. Underage students are not permitted to display alcohol bottles in their residence hall room. Displays of drug paraphernalia are prohibited for all students.
8. 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 and bodily harm to others or self and any items that may create a civil disturbance.)
9. Students in Linzer or Chung Apartments are not allowed to renovate, paint or their apartment. Only small nails should be used when hanging pictures on walls. Linzer Residents are not allowed to drill or hang any large items on the walls.

## **Solicitation and Advertising Policy**

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

Posters and signs which are not offensive to community members and approved through the Office of Student Activities may be hung in public areas of the campus with the exception of front doors of buildings. Signs hung on residence areas bulletin boards must have the approval of the area GRD. The student government requires organizations advertising by chalking to notify the coordinator of student activities in advance of chalking sidewalks. The coordinator of student activities will provide for any group the guidelines for chalking. In addition, in order to keep a clean environment and to promote current events, each community member is asked to remove any 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.

## **Storage Policy and Procedure**

Chatham College does not offer storage to students during the academic year. However, a limited amount of storage space is available for summer storage for students who live only within flying distance to Pittsburgh. The following guidelines have been established in order to provide a safe and secure summer storage option:

1. Only those students who have extenuating circumstances and are authorized by the director of residence life will be permitted to store any personal belongings in summer storage. Students are asked to provide written documentation for their reasons for requesting on-campus storage.
2. Summer storage space has been designated in Laughlin and Rea Houses, Fickes Hall, and Linzer Apartments. Storage space is very limited.
3. The College suggests that students do not store any electronic appliances including, but not limited to TVs, radios, stereos, refrigerators, computers, etc.

4. Students will only be allowed to store items contained in a sealed box labelled with student's permanent mailing address.
5. Students will be responsible for moving all boxes to the summer storage area in their respective residence hall during designated hours set by the building GRD Storage items can also be arranged on an individual basis. In addition, students will be required to transport their personal belongings from summer storage to their new place of residence when the fall term begins. A schedule of hours will be designated for this purpose. Students may reserve College vehicles through the Office of Residence Life to transport items to or from storage but they must provide their own College-approved driver.
6. Facilities Management personnel and residence life staff will not move items to or from summer storage for students. Students are responsible for finding others to assist them.
7. Chatham College accepts no responsibility of liability for loss or damage to any student belongings placed in summer storage. Additional details regarding the summer storage policy will be provided to students during the spring term.

## 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. Students and guests who smoke outside the residence areas must be at least five feet away from entry doors while smoking and properly dispose of cigarettes. Students found throwing their cigarette butts on the ground will be fined \$25 and possibly face more serious disciplinary action. Cigarette butts contain fibers that are not biodegradable, toxins that are harmful to the environment, and can cause fires. If cigarette smoke drifts into students' rooms/apartment windows and cause a disturbance to residents, the smoker will need to smoke elsewhere to limit the disturbance.

## Work Order Requests

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

1. Graduate resident directors, the director of residence life, and facilities management workers may complete work order requests on behalf of residents.
2. Students must contact their graduate resident director 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.
3. Graduate resident directors should complete requests for repairs in the common areas of the residence halls.
4. All pertinent data must be given to the GRD before submitting the request. Please be as specific in your request as possible to ensure prompt response. Graduate resident directors will submit student requests on a daily basis Monday through Friday.
5. When Work Order Requests are submitted, Facilities will assign each Work Order Request an "ID number". This number is used for tracking purposes.
6. Each Work Order Request will be completed as promptly as possible according to work needed and available personnel and materials.
7. Students should check with their graduate resident director as to the progress of a Work Order Request.

8. In case of a maintenance emergency (e.g. smell of gas, water leaks, or other immediate safety hazard(s) contact Physical Plant (x1273) or the office of Student Affairs during normal working hours (9:00 a.m. to 5:00 p.m.). For emergencies that occur during the evening or weekend hours, contact the GRD on duty or Public Safety (x1111).

## Personal Safety

While Chatham College has been relatively free from incidents of violent crime, it is always advisable to employ safety precautions. Avoid walking alone. **Be sure to lock the door to your room at all times.** Report any suspicious persons on campus immediately to Public Safety. Emergency phones, marked by blue lights, are located strategically around campus. These will connect you directly to Public Safety.

Students are not allowed to possess or use any handguns, chemical weapons (including mace), BB guns, paintball guns, slingshot devices, or any other substance or device designed to harm or incapacitate in or outside of College residences.

## Fire Drills and General Evacuation Guidelines for Residents

The alarm system will be used to indicate a life-threatening situation (such as a fire, bomb threat, or explosion), which requires evacuation from the hall. Residents should know and follow the emergency evacuation procedures for the residence hall. Evacuation drills are held in each residence hall once per term to familiarize residents with proper evacuation procedures and to test safety equipment and will be generally advertised in advance. Residents and staff members should follow established emergency procedures to ensure a quick and orderly building evacuation. **Residence Life and Public Safety staff will key into each room/apartment during fire drills to make sure residents have evacuated. Any prohibited items seen in clear view will be confiscated and residents subject to disciplinary action.** All residents hearing an alarm should immediately:

1. Touch the room door before opening.
2. If the door is hot, do not exit. Phone for help, seal off the room by stuffing door cracks and vents, test (but do not break) the window, hang a sheet from the window to alert rescue personnel, and breathe through a cloth or towel to reduce smoke inhalation.
3. If the door is cool, put on a coat and shoes, close the window, breathe through a towel or cloth to reduce smoke inhalation, close and lock the room door, and leave immediately. Remember—take your room keys with you.
4. Move quickly but calmly to the stairwells and exit the building. Know the alternate exits in advance in case the primary route is obstructed. Never use elevators during an alarm.
5. Assemble with other residents and staff outside and away from the building.
6. Await instructions from emergency personnel; do not reenter the building until cleared to do so. Remember that Public Safety, City Fire or other emergency personnel are in charge once they arrive on the scene.
7. Residents who do not leave the building when an alarm has been sounded are subject to fines and/or disciplinary actions.

# chatham college honor code and policies

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## **Chatham College Honor Code**

Honor is that principle by which we at Chatham form our code of living, working, and studying together. The standards of honor at Chatham require that all Chatham students residing on Chatham's campus act with intellectual independence, personal integrity, honesty in all relationships, and consideration for the rights and well being of others. As citizens of the campus community focused on education, students must accept certain obligations that accrue by virtue of such citizenship. Individual rights are ensured to the degree that these rights require a respect for the rights of all within the community to the same extent. In accepting admission to Chatham College, 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 College 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 College 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 College 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 wellbeing of the campus community.

Further, any action that is harmful to oneself including significant/severe self-injurious behavior, suicide attempts 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.

## Presidential Interim Suspension

When the actions of a student threaten the order of the College, the president reserves the right to impose an interim suspension of the student, pursuant to the Chatham College Code of Conduct, pending a prompt hearing by the Student Conduct Board, criminal proceedings or medical evaluation.

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

1. The vice president for student affairs/dean of students initiates a presidential interim suspension by providing the president with information of: a) the events causing the threat to exist; b) the name of the student and actions allegedly violating the college code of conduct; and c) a statement of the colleges' code of conduct allegedly violated by the student.
2. The vice president for student affairs /dean of students will immediately notify the student of the presidential interim suspension. The student conduct board advisor and president of the Student Conduct Board will subsequently notify the student of the need to schedule a preliminary conference and the regular student conduct process will proceed while the student is on interim suspension.
3. The student has the right to appeal a Presidential Interim Suspension in accordance with the Chatham College Code of Conduct Appeals process.

## Conduct Standing

Any students with an active conduct file through the Student Conduct Board is not in "good conduct standing." Students who have been charged with Honor Code violations and who have participated in a Conduct Board Hearing, and satisfactorily completed assigned sanctions will be in good conduct standing.

Students going through the Conduct Board process and in process of completing sanctions are not in good conduct standing. Students not in good conduct standing may be prohibited from participating in normal campus processes, such as future course registration, future housing selection, and applying for or running for a campus leadership position.

Students who fail to meet with the Student Conduct Board after charges have been filed against her/him or who fail to complete sanctions by the designated deadline will have an indefinite conduct hold placed against their student account by the Office of Student Affairs. Such students will not be able to resume normal College processes until they complete their conduct process.

## Chatham College Community Standards

In a community such as Chatham College it is important to have standards, which all members of the community are responsible for upholding. The Honor Code guides students' academic and social conduct on campus. Any action that violates the academic, social or residential standards shall be considered a violation of the Honor Code and shall be grounds for an inquiry and appropriate follow up. Students are expected to conduct themselves as responsible members of the College community by adhering to the academic, social, and residential standards in accordance with the Honor Code at Chatham College. A student or student organization found to have violated any of the following types of offenses will

be subject to the full range of sanctions possible through College officials and the Student Conduct Board. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Honor Code. In its entirety, all campus publications outlining rules and regulations are part of the Honor Code. The following actions shall be considered in violation of the Honor Code.

## Code A Offenses: Academic Community Standards

1. **Dishonesty impeding the academic process**, including, but not limited to cheating, lying, and plagiarism.

### *Academic Integrity Policy*

#### **Definitions**

**Cheating** is the attempt, successful or not, to give or receive aid and/or information by illicit means in order to meet academic requirements. Examples of cheating include, but are not limited to: falsifying reports and documents; using any electronic device to transmit or receive information during an exam; taking information into an exam without permission; asking someone to take a test, write a paper, or complete any assignment for you, or agreeing to such a request; buying a paper and presenting it as your own; giving someone else a paper or providing other materials in an unapproved manner; obtaining a copy of an exam without faculty permission, and sharing copies of exams with students who have yet to take the exam.

**Plagiarism** is one form of cheating. Plagiarism is the use of the organizational design, ideas, phrases, sentences or larger units of discourse from another writer or speaker without proper acknowledgment. In order to avoid plagiarism, you must document all sources of text and ideas that derive from someone else's work. This includes, but is not limited to: enclosing in quotation marks text copied directly from a source and identifying that source; identifying a source of summarized or paraphrased material; identifying the source of an idea taken from someone else's work; and acknowledging sources in all formats, including web pages, television, sound recordings, speeches, and traditional hard copy.

**Lying** includes, but is not limited to: not being honest with a faculty or staff member when questioned about cheating or plagiarism; providing false information to college officials; or intentionally lodging false accusations of cheating or plagiarism against another student.

#### **Procedures for Handling Cheating and Plagiarism**

Faculty members must make a responsible effort to confront the student with the evidence of dishonesty within five working days of discovering a case of suspected cheating or plagiarism. Three possible scenarios follow:

1. If, after talking with the student, the faculty member is satisfied that no offense occurred, no further action is warranted.
2. If the student admits to wrongdoing, the faculty member must send an Academic Dishonesty Form to the Office of Student Affairs for inclusion in the student's conduct file. In general, if this is the student's first incident of academic dishonesty, the faculty member may decide what penalties will apply and the student will not be called before the Student Conduct Board. However, there may be instances when a first incident is serious enough to warrant sending the student to the Student Conduct Board; this decision is at the faculty member's discretion.
3. If the student denies responsibility and the faculty member continues to believe academic dishonesty has occurred, the faculty member must send an Academic Dishonesty Form to the Office of Student Affairs to inform the Student Conduct Board (SCB) of the

incident and that the issue has not been resolved. SCB will then convene a hearing to determine responsibility and the appropriate sanction(s) if the student is found responsible for the violation. Procedures for convening and conducting a Student Conduct Board hearing are available in the Student Handbook (Chapter 4).

### **Sanctions/Penalties for Cheating/Plagiarism**

Faculty members may decide on the penalty for the first incident of academic dishonesty. Penalties should reflect the severity of the offense. Typical penalties include:

1. requiring the student to resubmit the assignment or take a new examination
2. failing the student on the assignment or examination
3. lowering the student's grade for the course
4. failing the student for the course

Regardless of the penalty decided upon, the faculty member must report the incident to the Office of Student Affairs by filing an Academic Dishonesty Form (available on the Chatham College intranet).

For a second or subsequent incident, the student must also go before the Student Conduct Board which will determine the appropriate course of action over and above the course-specific actions decided on by the course instructor. In addition to the above penalties, sanctions may include academic probation, suspension or expulsion from the College.

The student may appeal the above decisions in writing to the Office of Academic Affairs within seven working days.

If the student has admitted to or been found responsible for academic dishonesty, the vice president for student affairs / dean of students will maintain the first Academic Dishonesty Form in the student's file. If no further incidents of academic dishonesty occur, the record will be destroyed upon graduation or separation from the college. If the student has committed two or more offenses, the Academic Dishonesty Forms and their disposition become part of the student's permanent college record.

### **Responsibilities of the Faculty**

At the beginning of each course and in writing on the course syllabus, faculty should explain plagiarism and cheating and the penalties for such behavior. They should refer students to the Student Handbook for a more detailed outline of policies and procedures.

### **Responsibilities of Students**

Students are responsible for knowing the policies regarding academic dishonesty and the penalties for such behavior. Failure of an individual faculty member to remind students of what constitutes cheating and plagiarism does not relieve the student of this responsibility.

As required by the Honor Code, students should inform the faculty members of incidents of academic dishonesty taking place in their courses. If a student reports an honor code violation to a staff member, the staff member should direct the student to report the incident to the appropriate faculty.

### **Code B Offenses: Social Community Standards**

1. **Dishonesty directed toward a College official.** This includes but is limited to lying, cheating, or providing false information.
2. **Forgery, theft, misuse, or alteration or duplication without college permission, of any college 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 College will not shield students from such action and will comply with proper subpoenas.

3. **Unauthorized entry into college facilities or use of college 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 College 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 College.
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 included violations that occur via the internet, such as through instant messenger, on websites, via e-mail, or through online communities.

6. **Mental or bodily harm to self.** This includes behavior that is harmful to oneself including danger of suicide, self mutilation, intentionally inflicting mental or bodily harm on one's self, taking reckless, but not accidental, action from which mental or bodily harm could result to oneself (e.g., abuse of alcohol or other drugs) or behavior that suggests a disorder, such as an eating disorder, which is likely to deteriorate to the point of permanent disability, disfigurement, impairment, or dysfunction without assessment and treatment. When standard assessment is impossible because of the student's resistance, conduct review may proceed.
7. **Discrimination.** Civily, 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 College or of any of its members.** This includes property of external vendors, guests or neighbors of the College; or the "borrowing" of common property for personal use. This includes unauthorized use of the College computer server and College e-mail addresses when used in a manner that violates the Chatham College 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 College property or at College 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 College buildings.** This includes being present on the roofs of any College 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 College officials.** This includes directions of staff, faculty, public safety officers, and other law enforcement officers acting in performance of their duties. This includes, but is not limited to, the failure to identify oneself to any such persons when requested to do so and repeat traffic violations. This also includes staff at studying abroad programs for which the student receives academic credit.
16. **Failure to comply with College 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**, whether lawful or not.
19. **Misrepresenting oneself as a Chatham College 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 Code A, Code B or Code C 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 College 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 College official.
  - e. Disruption or interference with the orderly conduct of student conduct proceedings.
  - f. Instituting of student conduct proceeding knowingly without adequate cause.
  - g. Violation of disciplinary probation resulting in the violation of the Honor Code while on disciplinary probation or the violation of the term's of one's probation.
  - h. Failure to comply with the directives of the Student Conduct Board including failure to complete assigned sanctions.

## Code C Offenses: Residential Community Standards

1. **Failure to comply with Residence Area Policies or Procedures while in or around the residence areas either as a student or a guest.** Authority for discipline for residence hall violations is given to the Graduate Residence Director staff and sanctions, including discretionary residential fines, assigned as are appropriate. Repeat violators or those refusing to meet with residence life staff will be sent for review by the Student Conduct Board and may face Residence Hall Suspension or Expulsion. Below is a summary list of common residence policy violations and minimal fines:
  - a. Visitation and guest. Fine = \$25
  - b. Two year campus residence. Fine = up to full cost of on campus housing.
  - c. Lending a room key or ID card to another person. Fine = up to \$10

- d. Quiet hours. Fine = up to \$10
- e. Pets. Fine = \$25
- f. Fire escape. Fine = \$25
- g. Engaging in a prohibited activity or possessing a prohibited article.
- h. Room change. Fine = \$25
- i. Room furniture. Fine = TBD
- j. Air conditioner. Fine = TBD
- k. Improper usage of common kitchen facilities or failing to maintain safety in kitchen facilities. Fine = up to \$25
- l. Damage and vandalism. Fine = full cost of repair.
- m. Indoor sports. Fine = up to \$10
- n. Solicitation and advertising. Fine = up to \$10
- o. Smoking. Fine = \$25
- p. Failure to evacuate during a fire alarm. Fine = \$25
- q. Possession of items prohibited in the residence areas. Fine = minimum \$25
- r. Creating a safety hazard that jeopardizes the safety of the residential community.  
Fine = TBD

**For a detailed explanation of the above policies, please refer to the Residence Life section of the Student Handbook.**

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 college regulation.

## Definitions

1. The term “College” means Chatham College.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate or continuing studies and studying on-campus or off-campus through abroad programs. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered “students.” Any persons not enrolled at Chatham College but residing in Chatham’s residences are also considered “students” and must abide by the honor code.
3. The term “College Official” includes any person employed by the College, performing assigned administrative or professional duties.
4. The term “member of the College community” includes any person who is a Chatham student, or residing on campus, faculty member, College official or any other person employed by the College. The vice president for student affairs / dean of students shall determine a person’s status in a particular situation.
5. The term “Student Conduct Board” refers to the student conduct body responsible for overseeing and monitoring all student conduct proceedings within its jurisdiction. The Student Conduct Board shall conduct hearings, make findings of facts, recommend educational sanctions where appropriate, and provide process that protects the rights of all members of the College community. In addition to monitoring the student conduct proceedings within its jurisdiction, the Student Conduct Board is the body responsible for overseeing campus elections.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.
7. The term “student organization” means any number of persons who have complied with the formal requirements of the College to become a recognized student organization.

8. The terms “policy,” “rules,” and “regulations” refers to community standards defined within any current College publication and are synonymous.
9. The term “preponderance of evidence” refers to evidence which is (even minimally) of greater weight or more convincing than the evidence which is offered in opposition to it. This is the standard by which a respondent must prove his/her position in relation of charges filed against him/her.

## Authority for Student Discipline

The vice president for student affairs/dean of students is responsible for the overall coordination of the Student Conduct System on behalf of the college. The vice president authorizes the director of residence life or a graduate residence director working closely with and under the supervision of the director of residence life as the Student Conduct Board Advisor and directly manage the student conduct system. In this role the duties of the student conduct board advisor include:

1. Oversight of the elected Student Conduct Board president and the annual establishment of the Student Conduct Board whether through election or by appointment of members. All previous members will hold over until new members are elected or appointed.
2. Educating and advising members of the College community of the College’s rules, regulations, and procedures including the policies and procedures which govern the College.
3. Providing advice and assistance to the Student Conduct Board and other appropriate College officials regarding student conduct matters.

## Student Participation

Students are asked to assume positions of significant responsibility in the Student Conduct System in order that they might contribute their skills and insights to the resolution of conduct cases. The hearing process outlined below requires significant student involvement in the form of class representatives, commuter and resident student representatives, Gateway student representatives, graduate student representatives, secretary/treasurer of the Student Conduct Board, and president of the Student Conduct Board. While most of these positions are filled during the campus-wide elections process in the spring semester, others are appointed by the appropriate student organization group.

## Adjudicating Alleged Violations of the Honor Code

The College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Such action may include pursuing disciplinary action for any violation of commonwealth or federal law – on or off campus – that affects the College’s educational interests.

1. Case Referrals:
  - a. Any person may refer a student or a student group or organization suspected of violating the Honor Code to the student conduct board advisor by completing an Incident Report Form, a Conduct Complaint Form, or an Academic Dishonesty Form. In some cases, immediate conduct action will not commence against the accused if investigation into the charges are not found to be valid. In these cases, a copy of the referral will be kept on file.
  - b. Those referring cases are normally expected to serve as the complainant, and to present relevant information in student conduct hearings or conferences. The complainant may request the assistance of an advocate/advisor as outlined in the hearing procedures.

- c. If the person making the complaint is not a member of the College community, an appropriate member of the College community will serve as the complainant.
2. Student Conduct Conference and Hearing Board Referrals:
    - a. The student conduct board advisor will refer valid complaints to the president of the Student Conduct Board for action.
    - b. The president of the Student Conduct Board will notify the charged students of the alleged policy violation in writing and she will organize an initial student conduct conference with charged student and the student conduct board advisor (if scheduling permits). Students charged with the same policy violation as a result of the same incident will be invited to attend the same initial conference if they prefer.
    - c. Electronic and campus mail are means through which the Student Conduct Board will communicate with students involved in the conduct process. Students are responsible for reading e-mails from the Conduct Board and receiving mail from the US post office in a timely manner. Students who ignore such correspondence will be placed on Conduct Hold.
    - d. Students charged with a policy violation who are not registered for classes at the time the conduct complaint is filed will be given two options for resolution:
      1. Proceed with the conduct board process although the student is not currently registered for classes.
      2. Elect to postpone conduct board proceedings until they return to the College as a registered student, in which case their case files will remain open and the registrar's office will be notified of a disciplinary hold on their college record.
    - d. At the initial meeting, the respondent will be informed of the alleged charges against him/her, informed in detail about the student conduct process, and schedule a date/time for a Student Conduct Board hearing. Students may elect to have their case resolved through a student conduct conference in their absence. Such an election must be in writing (electronic mail will constitute a written notice), affirming that the student is aware that she/he is waiving their opportunity for a Student Conduct Board hearing and that the full range of sanctions may be imposed, including suspension or expulsion from the College. If more than one student is involved, the student conduct board advisor will determine whether that matter will be resolved by conference after considering all involved students' input. Students charged with the same policy violation as a result of the same incident and without prior violations can elect to have a joint Conduct Board Hearing.
3. Process:
    - a. The purpose of campus student conduct proceedings is to provide a fair evaluation of an accused student's (respondent's) responsibility for violating the Honor Code. Formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless, in the judgment of the vice president for student affairs, significant prejudice to a student respondent or the College may result.
    - b. All previous offenses for which a student has been found "responsible" before the Student Conduct Board during their time at the College will be taken into consideration. Previous charges for which a student has been found "not responsible" will not be taken into consideration.

#### 4. Pending Criminal Charges:

Students may be accountable to both civil authorities and the College for acts that constitute violations of law as well as the Honor Code. Disciplinary action at the College will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident are pending, have been dismissed, or have been reduced.

On campus hearings are separate processes from off-campus criminal proceedings. Information about cases heard through the Student Conduct Board will only be shared via a court subpoena, in which case College legal counsel will be sought.

## Student Conduct Conferences

The following procedural guidelines shall apply to student conduct conferences.

1. Written notice to the student of the alleged violation will occur within five working days of the first written report of the incident to the Conduct Board Advisor. Electronic mail shall constitute written notice.
2. The respondent student will schedule an appointment as instructed by the deadline stated in the written notice. Failure to schedule an appointment as instructed may result in a resolution by the president of the Student Conduct Board and student conduct board advisor without the input of the respondent.
3. The responding student will be given reasonable access to the case file during and after the initial meeting. The case file consists of materials which are “educational records” as defined by the Family Educational Rights and Privacy Act of 1974 and do not include College staff members or complainants personal notes.
4. The respondent will have an opportunity to respond to the information and to plead “not responsible” or “responsible” to the charges. A Student Conduct Board hearing will then be set up, at which time the respondent will have an opportunity to make a statement to the Student Conduct Board, ask relevant witnesses to be available for questioning, and answer questions of the members of the Student Conduct Board. When students plead “responsible” the hearing will be held to determine appropriate sanctions. When students plead “not responsible” the hearing will be held to determine responsibility and sanctions, if any.
5. At the student conduct hearing, the responding student may be accompanied by an advisor or advocate who may be a College faculty or staff member, a student, or personal acquaintance. Legal counsel will not be permitted. The role of an advisor is limited to 1) providing confidential advice, 2) providing emotional support, 3) suggesting in writing or quietly to the respondent possible questions or statements.
6. After all the information is obtained, the Student Conduct Board will deliberate and determine by majority vote if the respondent is “not responsible” or “responsible” for the charges. Members of the Conduct Board will make their decision based upon the preponderance of evidence they receive; that is, board members will decide if it’s more likely than not that the Honor Code has been violated by the responding student. If found responsible, the Student Conduct Board will assign an appropriate sanction. The respondent will be verbally informed of the Student Conduct Board’s decision and sanctions, if any, at the end of the hearing and will receive a written notice within 5 working days of the hearing date. Under extenuating conditions, the Student Conduct Board can elect to continue a hearing at a later date or postpone a final decision until more information can be obtained or due to time restrictions. In these circumstances, a new date will be set for completing the hearing.

7. Appeals of student conduct conference outcomes and sanctions must be made in writing by the student within one week of the receipt of the written notice of the board's decision. Written appeals should be addressed to the vice president of student affairs for social community standard matters and the vice president for academic affairs for academic integrity matters of the honor code and a copy be sent to the president of the Conduct Board.

## Student Conduct Review Appeals Committee

The Student Conduct Review Appeals Committee is responsible for ensuring consistency and fairness in the student conduct conference.

1. The committee shall be the appellate body for student conduct conference cases. Upon receipt of a written appeal by a student the committee will:
  - a. convene within 10 working days to consider the appeal
  - b. review the case file and the written appeal by the student
  - c. determine whether to uphold the decision, alter the decision, or over turn the decision
2. The Student Conduct Review Appeals Committee will consist of the appropriate College vice president, a faculty member, and a CSG executive officer. Members of the Conduct Board do not participate in the appeals process. The committee may request all individuals involved in the original case including the respondent, the complainant or relevant witnesses to appear for questioning. Cases involving academic integrity will also include the vice president for academic affairs.

## Student Conduct Board

The Student Conduct Board is the student conduct body responsible for overseeing and reviewing all cases involving alleged Code A academic and Code B social community standards violations of the Honor Code. Repeat or very serious first-time Code C residential violations will also be referred to the Student Conduct Board by the responding residence life staff).

### *Student Conduct Board Composition*

The Student Conduct Board will consist of the representatives listed below. The student conduct board advisor may suspend members of the Student Conduct Board who are charged with a violation of the Honor Code or with a criminal offense from their positions during the pending of the charges against them. Members found responsible of any such violation or offense may be disqualified from any further participation in the Student Conduct Board.

1. The student elected president shall preside over all hearings and shall;
  - a. review all student conduct complaints received by the Student Conduct Board through the Advisor
  - b. notify the respondent student in writing of the charges brought against them
  - c. conduct an initial meeting with the respondent at least one week prior to the hearing to review the process
  - d. organize and convene hearings when the Secretary/Treasurer is unable to do so
  - e. moderate Student Conduct Board hearings according to the outlined procedures.
  - f. maintain records of all meetings and hearings
  - g. notify the respondent of the outcome of the hearing including recommended sanctions
  - h. provide the student conduct board advisor the written and recorded outcomes of all Student Conduct Board cases
  - i. serve on the Student Conduct Review Appeals Committee as outlined above

- j. coordinate fall and spring student elections in cooperation with the Secretary/Treasurer. If either is running for a campus position, the student conduct board advisor will coordinate the election in their absence.
2. The student elected secretary/treasurer shall provide administrative support to the president and shall;
  - a. preside over hearings or meetings in the absence of the president
  - b. manage the budget of the Student Conduct Board
  - c. organize and convene members of the Conduct Board for Conduct Hearings
  - d. ensure that all hearings are tape recorded, that tapes are locked in a secure location, and prepare hearing transcripts as is needed.
  - e. file hearing documentation
  - f. serve on the Student Conduct Review Appeals Committee as outlined above
  - g. coordinate fall and spring student elections in cooperation with the president. If either is running for a campus position, the student conduct board advisor will coordinate the election in their absence.
3. Two elected class representatives from each class, one commuting student elected by the Commuter Student Association, one Gateway student elected by the Gateway Student Association and one graduate student representative elected by the Graduate Student Council.
4. Three faculty appointed representatives.
5. The student conduct board advisor will serve as advisor to the Student Conduct Board and as such is not a voting member but may participate in Board discussions and deliberations.

### *Hearing Procedures*

The following procedural guidelines shall be applicable in hearings conducted by the Student conduct Board.

1. The president of the Student Conduct Board shall moderate and preside over all hearings and may participate in Board deliberations and discussions but shall not vote. In the absence of the president, the secretary/treasurer shall serve in this role.
2. Written notice to the student of the alleged violation will occur within five working days of the written receipt of report of the incident. Electronic mail shall constitute written notice.
3. The respondent student will schedule an appointment as instructed in the written notice within three days of receipt of the notice. Failure to schedule an appointment as instructed constitutes a violation of the Honor Code and may result in additional charges.
4. The president of the Student Conduct Board shall conduct an initial meeting with the respondent student(s). Charges and hearing procedures will be reviewed at this meeting and a hearing date will be set, no sooner than 7 days after the initial meeting. The respondent student shall be accorded reasonable access to the case file at the time of the initial meeting. Respondents will also be given an opportunity at this meeting to review the list of Student Conduct Board members and to state any concerns with potential bias. This meeting will be documented and may also be attended by Secretary/Treasurer and the student conduct board advisor.
5. At least five voting members of the Student Conduct Board as well as the student conduct board advisor must be present to hear a case, with at least three of the five being students and at least one of the five being a faculty member.
6. The complainant and respondent involved in a case may opt to have an advisor or advocate present throughout the Student Conduct Board hearing. Hearings do not require the presence of advisors and the un-availability of an advisor is not reason for

the delay of a hearing. Detailed information about the role of an advisor is provided in the “Advisor/Advocate” section below.

7. The respondent student will be afforded the opportunity to present relevant witnesses at the hearing. The respondent will be responsible for securing factual or character witnesses and the Student Conduct Board will determine witness relevance at the time of the hearing. The respondent will be afforded an opportunity to explain the relevance of individual witnesses. The Student Conduct Board is not required to hear testimony of witnesses that they have determined to be irrelevant or redundant.
8. The Student Conduct Board president may also request the participation of students, faculty or staff as witnesses. Chatham community members are expected to comply with the request of the Student Conduct Board president to participate unless doing so would result in significant and unavoidable personal hardship or substantial interference with normal College activities, as determined by the vice president for student affairs/dean of students. In cases of witnesses being called in by the president, the respondent student may be asked to leave the room during the witness testimony if the respondent acts in an uncivil manner toward the witness, or if previous acts of hostility between the respondent and witness have taken place that may impact the witnesses’ testimony if she were in they were in the same room. If the respondent is allowed to remain in the room during witness testimony, she may not question the witness, unless agreed upon prior to the hearing by the board president, in which case the respondent must provide the board president with a list of his/her questions for the board witness prior to the hearing. The questions need to be approved by the board advisor before being allowed.
9. Witnesses shall be asked to affirm that their testimony is truthful, and may be subject to charges of violating the Honor Code by intentionally providing false information to a Student Conduct Board or College official.
10. Prospective witnesses will typically not be present during the hearing and will only be invited in to the hearing upon the request of the Student Conduct Board and for the duration of their testimony.
11. Formal rules of evidence, such as might apply in a civil or criminal court, shall not be applicable in these proceedings. The Student Conduct Board will determine the appropriateness or relevance of information presented.
12. Respondent students who fail to appear after proper notice will be deemed to have pled “not responsible” to the charges pending against them. The Student Conduct Board may conduct a hearing in their absence as deemed appropriate.
13. Hearings will be closed to the public except for the immediate members of the respondent student’s family. Family members may attend the hearing as silent observers and may be permitted by the board to testify as witnesses if deemed relevant. The student conduct board advisor must be notified at least three working days prior to the hearing date if any family members plan to attend so that appropriate seating can be arranged. Family members will not be seated at the hearing table during the hearing but will be in the room.
14. The Student Conduct Board president shall exercise control over the proceedings to avoid needless delay and to achieve orderly completion of the hearing. The Student Conduct Board president may exclude any person, including the respondent student, who disrupts a hearing, from the hearing.
15. Hearings will generally follow a standard transcript and shall be tape recorded for the official record. Tape recordings or transcripts of the hearings are the property of the College and may only be used to aid the appropriate decision maker or decision-making body in the event of appeal.

16. The charges against the respondent must be established by a preponderance of evidence.
17. Board deliberations and discussions of sanctions shall not be recorded or transcribed although a written record of the outcome of these discussions will be maintained.
18. Prior violations will not be shared with the board members subsequent to a finding of “not responsible”. Exceptions to this guideline will be made at the discretion of the student conduct board advisor. Examples of situations where prior violations may be relevant during the hearing include repeat academic integrity charges or cases involving patterns or alleged patterns of behavior.
19. Prior violations may be shared with the board members subsequent to a finding of “responsible.” As such, prior violations may be considered by the Board in assigning appropriate sanctions.

### *Advisor/Advocate*

Complainants and respondents may be assisted by an advisor or advocate who may be a Chatham faculty or staff member or student or a member of the respondent’s immediate family. Legal counsel will not be permitted for either the complainant or respondent. Each student may bring one person to the hearing to act as his or her advisor. The role of an advisor will be limited to:

1. Providing confidential advice to the student
2. Providing emotional support to the student
3. Suggesting in writing or quietly, as not to disturb the hearing process, to the student possible questions or statements

The advisor will not be permitted to testify or speak on behalf of the student.

Even if accompanied by an advisor, the respondent must respond to inquiries from the Student Conduct Board and Student Conduct Board president. In consideration of the limited role of the advisor and of the compelling interest of the College to handle student conduct cases expeditiously, the work of the Student Conduct Board will not – in general – be delayed due to the unavailability of an advisor.

### *Confidentiality*

The confidentiality expectations of Student Conduct Board hearings are of the highest degree. All participants are expected to maintain the confidentiality of the hearing proceedings and the students involved. Students who fail to uphold the confidentiality expectations may be charged with a violation of the Honor Code. Student Conduct Board members pledge in writing to uphold the stringent standards of confidentiality and will be excused from their responsibility as board members by the student conduct board advisor as well as face student conduct charges if found in violation of these expectations.

### *Waiver of Confidentiality*

Membership on the executive board of the Chatham Student Government and participation in intercollegiate athletics are privileges. CSG executive board members and student athletes who engage in conduct that violates Chatham College policies or NCAA rules (if applicable) respectively may be suspended from their campus leadership positions and athletics participation. In order for the athletics department to investigate possible violations of the spirit or letter of NCAA rules and principles, student-athletes are required to waive their right to confidentiality before the Chatham College Conduct Board as a condition of participation. CSG Executive Board members are also asked to waive their rights as students in the highest leadership positions on campus. These waivers are limited in scope to any Code A or Code B offenses of the Chatham College Community Standards and will be signed by student

athletes prior to their participation in athletics and CSG executive board members prior to the start of their first semester in office.

#### *Student Conduct Board Hearing Format*

At the time, date, and location scheduled, the Student Conduct Board president in accordance with procedural fairness shall moderate the hearing. Each hearing follows a prescribed transcript and shall include:

1. Introduction of all parties
2. Review of confidentiality expectations
3. Review of the charges
4. Brief opening statement by the complainant (if applicable)
5. Questions by the Board and respondent
6. Brief opening statement by the respondent
7. Questions by the Board and complainant
8. Presentation of witnesses and/or information to the Board (if applicable)
9. Questioning of witnesses by the Board, complainant, and respondent
10. Closing statement by the complainant including recommendations for action (if applicable)
11. Closing statement by the respondent including recommendations for action
12. Private deliberation of the Student Conduct Board (not tape recorded)
13. Review of the findings of “responsible” or “not responsible”
14. Sharing of prior violations if the student is found responsible and priors exist
15. Private deliberation, if necessary, to determine appropriate sanctions.
16. Review of the Conduct Board findings and sanctions if applicable.

#### *Communicating Student Conduct Board Outcomes*

The written findings of the Student Conduct Board and recommended sanction(s), if any, will be documented in a formal letter from the president of Student Conduct Board to the respondent within 5 working days of the hearing. Records of the outcomes of hearings will be maintained in accordance with the guidelines printed in the “Files and Records” section.

#### *Appealing a Student Conduct Board Decision*

A decision reached or a sanction imposed by the Student Conduct Board may be appealed by the accused student(s) to the vice president for student affairs for non-academic matters and the vice president for academic affairs for academic matters. Such appeals shall be in writing and must be filed within seven days of written notification of the Student Conduct Board decision. A student shall have the right to appeal to the appropriate vice president of the College if she/he believes:

1. Procedures of fairness were not complied with in the student conduct review.
2. The sanction imposed was not in proportion to the seriousness of the offense.
3. The demonstration of new information not available at the time of the hearing.
4. The case involves suspension and/or expulsion from the College.

In the students’ appeal letter he/she should specify under which of the above conditions he/she is appealing and provide detailed information for his/her appeal.

The president of the College, the vice president for student affairs, or the vice president for academic affairs may also request an appeal for review. In addition, the president of the College reserves the right to grant a final appeal after all other appropriate administrative remedies have been utilized.

### *Student Organizations*

Student groups or organizations may be charged with violations of the Honor Code. A student organization and its officers may be held collectively and individually responsible when violations of the Honor Code occur. The president of a student organization or a designee appointed by the president will be responsible for representing the organization in any campus student conduct proceedings. A student being charged with violations of the Honor Code in connection with an organization will be responsible for representing her/himself.

### *Off Campus Activities*

Off campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the College, and the larger community. In the interest of protecting students from harm and when the College's interests as an academic community are clearly involved, the College will exercise its right to take appropriate action as it pertains to College rules violations that occur off-campus, including but not limited to study abroad programs.

### *Transcript Encumbrances*

In pending cases that could result in suspension or expulsion, the student conduct board advisor will normally place a temporary encumbrance on a student's records.

### *Final Exam and Break Periods*

Alleged violations of the Honor Code which occur during the final exam period and all break periods defined by the academic calendar may be reviewed and adjudicated by the student conduct board advisor following the student conduct conference model of adjudication. Appeals of the outcome of these cases will be heard by the appropriate vice president and president of the College if requested. An appeal must be submitted in writing to the appropriate vice president within seven days of the written notification of the outcome of the student conduct conference. The student conduct board advisor may also refer the case to the Student Conduct Board for immediate review upon reconvening of the nearest academic semester.

### *Procedural Protections Afforded to Students*

Students accused of Honor Code violations are entitled to the following procedural protections:

1. To be informed of the charge and alleged misconduct upon which the charge is based
2. To be informed of the hearing process and format prior to the hearing.
3. To have the case resolved through a student conduct conference.
4. To be allowed reasonable time to prepare a defense (minimally, within one week of the initial meeting).
5. To be informed of the information upon which a charge is based and accorded an opportunity to offer a response.
6. To call and question their witnesses.
7. To be assured confidentiality in accordance with the Family Educational Rights and Privacy Act of 1974. Students with membership in certain groups (primarily student athletes and Chatham Student Government officers) may elect to waive other's rights to notification of alleged conduct offenses.
8. To request that individuals with potential personal bias be excused from participating in the hearing as part of the Student Conduct Board. Such requests must be made during the initial conduct conference and be reasonable given the small nature of the Chatham community and limited membership on the Student Conduct Board.

9. To be considered innocent of the charges until proven responsible by a preponderance of evidence.
10. To be advised by a person of their choice, as it outlined above.
11. To appeal a decision as outlined in section 7 above.
12. IF the board recommends suspension, the student will automatically be granted a private meeting with the appropriate vice president before the recommendation for suspension is upheld.

### *Educational Sanctions*

Upon a final determination that a student or organization has violated the Honor Code, the Student Conduct Board and/or the appropriate College official may impose the following educational sanctions, either individually or in combination for any Code A, B, or C offense.

1. **Written warning:** The appropriate institutional official issues written notification to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
2. **Probation:** A written reprimand for violation of specified regulation(s). Probation is imposed for a designated period of time in cases of serious violations of the Honor Code and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Probation can be restriction from participation in an activity on campus and can lead to recommended suspension or expulsion from the college if violated.
3. **Loss of Privileges:** The restriction of a student's or student organization's privileges for a specified period of time. This restriction may include, but is not limited to, denial of the ability to participate in campus events or traditions, denial of the use of facilities, denial of parking or visitation privileges, or denial of student organization privileges such as funding.
4. **Restitution:** The compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. **Monetary Fine:** Fines may be assessed at times when appropriate with the fine amount being determined by the board or appropriate institutional official. Fines may also be assessed for failure to complete sanctions.
6. **Discretionary Sanctions:** Work assignments, service to the College or other related discretionary assignments. Specific educational objectives are to be identified prior to imposing such a sanction.
7. **Attendance or Participation:** this requires that an individual attend or participate in an educational endeavor such as a workshop, series of educational sessions, mediation or counseling.
8. **Residence Area Suspension:** This requires a separation of the student from resident living for a specified period of time. This is imposed when it is determined that a student(s) has been disruptive or destructive to herself or the larger residential community. Conditions for readmission to residency may be specified.
9. **Residence Area Expulsion:** This imposes permanent separation of the student from resident living at the College. Such a sanction should be utilized when it is determined that a student will continue to be disruptive to the residential community or when a violation is so severe that it merits permanent removal so as to offer a safe and secure living environment.
10. **Interim Residence Area Suspension:** If at any time a residential student's presence in the residence halls or apartments is considered to present an issue of safety to the individual or the larger community, an immediate determination may be made by

the vice president for student affairs to remove the student from residency pending a student conduct review.

11. **Suspension:** This requires the separation of the student from the College for a specific period of time, after which the student is eligible to return. Conditions for readmission may be specified. The Student Conduct Board can recommend suspension to the appropriate vice president who will then meet individually with the student and make the final decision in the best interest of the College.
12. **Expulsion:** This entails a permanent separation of the student from the College. The imposition of such a sanction must occur only in the most extreme situations, as this constitutes a permanent dismissal of a student. The Student Conduct Board can recommend expulsion to the appropriate vice president who will then meet individually with the student and make the final decision in the best interest of the College.
13. **Creative Sanction:** The Student Conduct Board or College official may determine an alternate sanction as long as the severity of the sanction is, in its view, commensurate with the severity of the Honor Code violation.
14. **Behavioral Contract:** This details a contractual agreement between the student and the Student Conduct Board that outlines conditions for his/her behavior while involved in a specific area of campus life. This can include mandatory professional assessments, restriction of use of college facilities and parental notification. Should a behavioral contract be broken, the board may recommend more severe sanctions.

## Student Files and Records

Case referrals will result in the development of a disciplinary file in the name of the accused student, which shall be voided if the student is found not responsible for the charges. Voided files will be so marked and will normally be destroyed after one year. The files of students found responsible of any violation of the Honor Code will normally be retained as a disciplinary record for three years past their date of commencement or separation from the College. Files will be maintained in the Office of Student Affairs and will not be released to anyone other than appropriate College officials without the written consent of the student or otherwise in accordance with law.

The College considers it its right under the law, but not its obligation, to share certain information with parents of students who are “dependent”, whenever a College official, in her/his professional capacity, considers this to be warranted. Disciplinary actions may be communicated to a dependent student’s parents. The College considers all students to be “dependent” unless otherwise notified by an individual student of her/his status. The vice president for student affairs/Vice President for Student Affairs / Dean of Students is responsible for establishing a student’s independence, in compliance with FERPA.

No degree shall be awarded to a student while a student conduct matter is pending, including sanctions not yet completed.

## Revocation of Degrees

The College reserves the right to revoke an awarded degree for fraud in receipt of the degree, or for serious disciplinary violations committed by a student prior to the student’s graduation. Such decisions shall be decided by the vice president for student affairs.

# Campus Policies

## Family Educational Rights and Privacy Act (FERPA)

### Access to Student Records

The Family Educational Rights and Privacy Act of 1974 (“FERPA”) was enacted to protect the privacy of a student’s educational records, to establish the rights of students to inspect and review their educational records, and to provide procedures for the correction of inaccurate or misleading data through informal and formal hearings.

Chatham College has adopted an institutional policy regarding FERPA. Copies of this policy may be found in the Registrar’s Office. The Registrar’s Office also maintains a Record Retention policy that lists the types of education records maintained by the College.

FERPA affords students certain rights with respect to their educational records. Those rights are:

1. The right to inspect and review the student’s educational records within 45 days after the College receives a request for access.

Students should submit to the Registrar or other appropriate College official a written request that identifies the record(s) they wish to inspect. Forms for such a request are available from the Registrar’s Office. The Registrar or other appropriate official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student to whom the request should be addressed.

2. The right to request the amendment of the student’s educational record(s) that the student believes to be inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. Forms for such a request are available from the Registrar’s Office.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee; or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the College may disclose education records without consent to officials of another school in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Chatham College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

Another exception in FERPA which permits disclosure without consent pertains to disclosure of “directory information” unless the student has taken steps to withhold “directory information” from disclosure. Directory information is defined by Chatham College to include the following:

Name, local address, permanent address, Chatham e-mail address, local telephone number, permanent telephone number, date and place of birth, major field of study, honors and awards (e.g. Dean’s List recognition), participation in officially recognized activities and sports, height and weight of members of athletic teams, photograph, class year, enrollment status (including current enrollment, dates of attendance, full-time/part-time, withdrawn), degrees conferred, dates of conferral, graduation distinctions, and the institution attended immediately prior to admission to Chatham.

Please contact the Registrar’s Office for more information concerning the release and/or withholding of “directory information.”

The following documentation is provided by Chatham so that a student may ascertain his/her progress:

1. Student grades can be accessed via the Web. This grading page is considered an official document from Chatham College from our secure website that is password protected. Students who are not currently enrolled and whose student accounts are past due will NOT be able to access the grading page.
2. The student’s advisor has access to the student’s academic record via the Web. This academic record page is from our secure website that is password protected. Access is granted for advising purposes only, and the record is not to be released to a third party.

Under unique circumstances, the disclosure of a student’s educational or health information is permissible and protected by FERPA, including to the following:

- To persons in an emergency if necessary to protect the health or safety of the student or other persons.
- To college officials with a “legitimate educational interest.”
- To parents, if the student is dependent under the Internal Revenue Code
- To parents, regarding a student’s use or possession of alcohol or controlled substance if the student is under 21, and has committed a disciplinary violation due to such use possession or being present when underage drinking is taking place.
- To victims of a crime of violence or sex offense, the final results of an internal disciplinary proceeding relating to such crime or offense.

Treatment records and privileged communications with doctors, psychologists, or counselors may be disclosed if:

- The patient or client presents a serious and imminent danger to himself or herself.
- The patient or client has explicitly threatened to kill or inflict serious bodily injury upon another person and has the apparent intent and ability to carry out the threat.
- The physical or emotional abuse or neglect of a child under the age 18, or an elderly or handicapped person is suspected.

## **Policy on Non-Discrimination on Basis of Handicap**

Chatham College fully supports all Federal legislation prohibiting discrimination on the basis of handicap. In accordance with this position, Chatham has taken the following actions to insure equal opportunity for all handicapped students and employees.

1. A statement of policy on nondiscrimination on the basis of handicap, passed by the Board of Trustees on February 7, 1978;
2. A self-evaluation report that details Chatham's plan for assuring accessibility for handicapped persons to all programs and activities offered by the college;
3. A grievance procedure that enables any handicapped student or employee to appeal a decision or action that he or she feels might be discriminatory. This procedure also applies to any student or employee who feels that she or he has been discriminated against on the basis of sex, race, religion, national origin, or age.

Except for the limiting of the granting of undergraduate degrees to women students, Chatham College does not discriminate on the basis of sex, race, national origin, color, age, or handicap status in its educational programs and policies, co-curricular activities, scholarships and loan programs and employment practices.

The vice president for student affairs/dean of students is the person responsible for the implementation of all aspects of this policy under Section 504 of the Rehabilitation Act of 1973, and can provide information pertaining to any of the policy statements listed above.

## **Alcohol and Drug Policy**

### *Alcohol Policy*

Chatham College supports the laws of the Commonwealth of Pennsylvania concerning alcohol and acknowledges the responsibility to inform each student of her obligation to abide by these laws; any infraction makes her liable to punitive action from the state. The College is not responsible for and will offer no protection for violators of these laws.

In brief, the law prohibits the purchase, consumption, possession or transportation of intoxicating liquors or malt or brewed beverages by minors (under age 21), and prohibits any other person to sell, furnish or give any such beverages, or to permit any of these beverages to be sold, furnished or given to any minor. The law also prohibits any person or group from selling alcoholic beverages without an appropriate license from the Liquor Control Enforcement agency.

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

Alcohol may only be consumed in college residences when at least one resident of the room or apartment is of legal drinking age. If the amount of alcohol found in such a residence area is an unreasonable amount (based on the number of legal drinking students who are

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

### *Drug Policy*

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

### *Drug Free Schools and Communities Act*

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

### *Effects of Drug and Alcohol Abuse*

The facts about alcohol and other drugs are well documented; drugs are harmful. They injure the body and alter an individual's ability to think clearly. Drugs and alcohol have been used by people to alter moods, change perceptions, speed themselves up or slow themselves down. Some use them to relieve boredom or to escape reality. Whatever the desired effect, substance abuse is not without cost. A person's health can be affected through the side effects of the drug or alcohol use. The increased risk of accidents, overdoses, contracting sexually transmitted diseases, etc. is heightened when one is under the influence of these substances.

### **What are the risks associated with use of alcohol?**

Alcohol-related accidents are the leading cause of death for young adults. Alcohol slows reaction time and impairs memory, perception, muscle coordination, and vision. Possible hazards of excessive alcohol use and abuse include heart and liver damage, death from overdose, brain damage, cancer of mouth and esophagus, pancreatic, birth defects, and increased risk of breast cancer. Prolonged excessive drinking can shorten an individual's life span by 10-12 years.

### What are the health risks associated with the use of drugs?

*Marijuana:* Memory impairment, interference with psychological maturation, chronic Bronchitis, risk of lung cancer, loss of motivation and interests.

*Stimulants/Amphetamines:* Excessive activity, malnutrition, irritability, mood-swings, confusions, paranoia and hallucinations.

*Depressants:* Confusion, impaired judgment, drowsiness, loss of coordination, severe withdrawal, and possible fatalities when mixed with alcohol.

*Hallucinogens:* Panic, irrational behaviors, anxiety, depression, loss of coordination, aggression and agitation, and death from accidents and over dose.

*Narcotics:* Loss of judgment and self-control, malnutrition, and hepatitis through the sharing of needles.

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

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

To demonstrate its commitment to provide a drug-free environment for its students, faculty and staff, Chatham College has established the following policy:

Chatham College prohibits the illegal manufacture, possession, distribution, dispensation or use of a controlled substance on College property or as a part of any College-sponsored activity. Faculty, staff and students of the College must also comply with the laws of the Commonwealth of Pennsylvania regarding the possession and consumption of alcohol that reads:

**Section 6308(a):** A person commits a summary offense if she/he being less than 21 years of age, attempts to purchase, purchases, consumes, possesses, or knowingly and intentionally transports any (alcohol), liquor, or malt beverages within the Commonwealth.

Violation: Maximum penalty of 90 days imprisonment.  
Additional penalty for subsequent offense is a \$500 fine.  
Police required to notify parents.

Immediate suspension of operator's license for 90 days for first offense and up to 1 year suspension of operator's license for subsequent offenses.

**Section 6039(a):** A person is guilty of a misdemeanor of the third degree if she/he knowingly, willfully, and falsely represents to any licensed dealer, or other person, any minor to be of full age, for the purpose of inducing any such licensed dealer or other person, to sell or to furnish any intoxicating liquors to a minor.

Violation: Maximum penalty of one year imprisonment.  
Minimum penalty of \$300 fine.  
No suspended sentences.

Immediate suspension of operator's license for 90 days for first offense and up to 1 year suspension of operator's license for subsequent offenses.

**Section 6310(a):** a person commits a misdemeanor of the third degree if she/he intentionally and knowingly sells or intentionally and knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt beverages to a person who is less than 21 years of age.

Violation: Maximum penalty of one year imprisonment.  
 Minimum penalty of \$1,000 fine for first violation and a \$2,500 for subsequent violations.  
 No suspended sentences.

Chatham College seeks to uphold the laws of the City of Pittsburgh, Allegheny County, the Commonwealth of Pennsylvania, and the United States of America. Chatham College will apply sanctions that will lead to a student being disciplined, fined, suspended, expelled, or referred for prosecution, or an employee being disciplined, suspended, dismissed or referred for prosecution for violations of the College standards of conduct or violations of laws concerning unlawful possession, use, or distribution of drugs and alcohol.

Chatham College supports the Pennsylvania laws regarding alcohol consumption and acknowledges its responsibility to inform each student of the obligation to abide by these laws. Any infraction makes her/him liable to punitive action for violation of these laws. The College is not responsible for and will offer no protection to violators of these laws.

The following regulations govern the campus community, both at large, and specifically, in the residence halls:

1. Resident students 21 years of age or older are permitted to transport, possess, and consume alcoholic beverages in their private rooms in the residence halls.
2. Alcohol is prohibited in public areas including bathrooms, hallways, student lounges, TV rooms, kitchens, etc.
3. Kegs, party balls, and any other common sources of alcohol are prohibited in the residence areas.
4. Residents are responsible for the behavior of their guests at all times.
5. Alcoholic beverages are not permitted at any student function sponsored by any Chatham student group or organization, unless authorized by the Office of the President. No College funds, including student activities fees, are to be used for the purchase of alcohol by groups or organizations or their representatives, unless authorized by the Office of the President.
6. As members of the College community, students represent Chatham by their actions. It is, therefore, expected that students will not attend College events and/or functions while intoxicated and that a student's behavior will not be disruptive to the community.

The penalties and sanctions for illegal possession of a controlled substance are as follows:

**21U.S.C.844(a)**

First conviction: Up to one year imprisonment and a fine of at least \$1,000, but not more than \$100,000, or both.

After one prior drug conviction: a minimum of fifteen days in prison, not to exceed two years and a fine of at least \$2,500, but not more than \$250,000, or both.

After two or more convictions: A minimum of ninety days in prison, but not to exceed three years and a fine of at least \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory five years (minimum) in prison, not to exceed three years and a fine of at least \$5,000, but not more than \$25,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory five year (minimum) in prison, not to exceed twenty years and a fine of \$25,000, or both if:

1. First conviction and amount of crack exceeds five grams
2. Second crack conviction and the amount possessed exceeds three grams
3. Third and subsequent crack conviction and the amount of crack exceeds one gram

**21 U.S.C.853 (a) (2) and 881 (a)(7)**

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.

**21 U.S.C.881 (a)(4)**

Forfeiture of vehicle, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

**21 U.S.C. 844a**

Civil fine of up to \$10,000.

**21U.S.C. 853A**

Denial of federal benefits, such as a student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

**18 U.S.C. 922(g)**

Ineligible to receive or purchase a firearm.

*Pennsylvania Penalties and Sanctions*

**Misdemeanors**

1. Misrepresentation: It is unlawful for any person to acquire or obtain possession of a controlled substance by misrepresentation fraud, forgery, deception, or subterfuge.  
*Penalty:* Imprisonment for one year, a fine of \$5,000, or both.
2. Possession: It is unlawful for any person to knowingly or intentionally possess a controlled substance unless she/he is registered under The Controlled Substance Act, or obtains it by use of a valid prescription.  
*Penalty:* Imprisonment for one year, a fine of \$5,000 or both in the case of the first offense. Imprisonment for three years, or a fine of \$25,000 or both penalties are applied in the case of a second offense.
3. Possession and Distribution: of a small amount of marijuana (30 grams of marijuana or 8 grams of hashish): it is unlawful for a person to possess a small amount of marijuana for personal use or possess it with the intent to distribute, or to distribute the drug.  
*Penalty:* Imprisonment for thirty days, a fine of \$500 or both.
4. Use and Delivery of paraphernalia: it is unlawful for a person to use, to deliver, or to possess with the intent of using or delivering paraphernalia (such as grow kits, pipes, needles, and roach clips to grow, conceal or ingest drugs).  
*Penalty:* imprisonment up to one year, a fine of \$2,500, or both.

## Whom Can I Talk to...Where Can I Go?

Counseling Services, Director – Elsa Arce, PhD .....	412-365-1282
Health Services, Director – Joanne Kurtz, RN.....	412-365-1238

### *Pittsburgh-Area Resources*

Alcoholics Anonymous.....	412-471-7472
Al-Anon .....	412-572-5141
Adult Children of Alcoholics.....	412-441-6862
Gateway Rehabilitation Center.....	412-766-8700
Ligonier Valley Treatment Center.....	1-800-342-0855
St. Francis Chemical Dependency .....	412-622-4685
Narcotics Anonymous .....	412-391-5247
Center for Overcoming Problem Eating (COPE) .....	412-624-0227
Eating Disorders Awareness and Prevention .....	412-922-5922
Overeaters Anonymous .....	412-765-3004
YWCA of Greater Pittsburgh .....	412-391-5100
Sojourner House .....	412-441-7783
Rational Recovery .....	412-343-9458
Regional Task Force on Women and Addiction .....	412-766-8700 x127
Directory of Services for Women at Risk of Substance Abuse is available from the United Way Helpline .....	412-255-1155

## Sexual Harassment

The subjection of a person to inappropriate verbal or physical sexual attention, the coercion of a person into a sexual relationship, or retaliation for a refusal to comply with sexual demands, are examples of behavior that constitutes sexual harassment. Sexual harassment within the community is an especially serious problem in an institution depending, as a college does, upon mutual respect among its members.

While there is no reason to believe that this form of behavior is at all common at Chatham, there is concern that the College be sensitive to existing or potential difficulties. Chatham College, therefore, affirms the principle that the College community should be a place of work and learning, free of all forms of sexual harassment, intimidation, and exploitation. All members of the College community should be aware that the College is prepared to take action to prevent and correct such behavior.

## Sexual Misconduct

Chatham College will not tolerate any acts of sexual misconduct against another person, nor will it tolerate any act that harms the mental and/or physical well being of another person. Any person found guilty of such acts will be subject to disciplinary and/or legal action.

## Grievance Procedure

Chatham College 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 college has instituted the following grievance procedures. Any student or employee of the college 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 the Affirmative Action Officers of the College, the vice president for student affairs for the students, the vice president for academic affairs for the faculty, the vice president for administration and finance for 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 Affirmative Action Officer 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 Affirmative Action Officer, she or he may appeal to the Grievance Committee within two weeks. This committee will be appointed annually by the president in consultation with the appropriate representative bodies, and will be composed of one member from each of the following groups: faculty, administration, students, clerical staff, and service staff. At a first meeting, the committee would elect a chair, and select appropriate methods of meeting and operation. Within two weeks of receiving a request for appeal, the committee will consider both sides of the grievance including any written or oral evidence and witnesses produced by either party. The committee shall put its decision into writing, forwarding copies to the grievant, the respondent, and the president. The committee must reach a decision no later than two weeks after its first hearing of the case.
4. If the grievant is not satisfied with the decision of the Grievance Committee, she or he may appeal, within one week, to the president and the Board of Trustees, who will review the grievance and make a final determination within one week of the request for appeal.

## Smoking Policy

To protect the health of College students and employees from the negative effects of second-hand smoke, the College strongly discourages the use of tobacco products and prohibits its use in all indoor areas of the College. This includes, but is not limited to, auditoriums, theaters, library, computer labs, classrooms, conference and meeting spaces, lounges, dining facilities (Anderson dining hall, snack bar), reception areas, residence buildings, and offices. Smoking is also prohibited in College vehicles.

Smoking in College owned, student residences is prohibited in all the residence halls and the Chatham Apartments. Persons in violation of this policy will be subjected to College disciplinary action as well as the penalties specified in the smoking pollution control ordinance of the City of Pittsburgh.

## Computing Ethics Statement

It is expected that all users of the College's computing resources, including personal computers, campus e-mail system, public access systems, and student management system users will use the resources in a reasonable ethical and legal manner in accord with Chatham's Honor Code. Following are some general guidelines to which all users are expected to adhere:

- On shared computer systems every user is assigned a user account. Use of an account is not transferable to another person. The owner of an account will be held accountable for all actions issuing from that account. Computer accounts must be requested in writing.
- The use of the college server or e-mail addresses in manners that violate the Chatham College Honor Code are not permissible. These include but are not limited to harassment, forgery, e-mail 'spamming,' and propagation of chain e-mail and virus hoaxes.
- Files should be assumed to be private and confidential unless the owner has explicitly made them available to others. Users may not access, copy, rename, change, or delete files belonging to someone else without authorization.
- No user may copy, or attempt to copy, any proprietary or licensed software provider installed by Chatham College.
- You may not install your personal copies of software on any college-owned computer, unless you can document ownership of the software. Stolen or bootleg copies of software are not allowed on any Chatham College computing system.
- All messages sent to other users should identify the sender. Obscenities should not be sent by computer mail or used on college owned computers.
- No one may deliberately attempt to degrade or disrupt system performance or to interfere with the work of others.
- All personal computers connected to the campus network must be running virus protection software. Circumvention of the virus protection will cause loss of access to computing resources.
- It is contrary to College policies to use a College computer for non-college work. Any use of computing for commercial purposes or personal financial gain must be authorized in advance.
- On rare occasions, computing staff may access others' files, but only when strictly necessary for the maintenance of a system. Records relating to the use of computing the information resources are confidential.
- Any question as to the interpretation of these guidelines is to be directed to the Director of the Information Technology. As with most matters of law and ethics, ignorance of the rules does not excuse violations. Failure to comply with these guidelines may lead to disciplinary action.

## Student Accident and Sickness Insurance

Chatham College requires all full-time students to have health insurance. The coverage can be provided by the College-sponsored plan or through a student's own comparable health insurance plan. To purchase the Chatham Student Accident and Sickness Insurance plan, visit <http://oak.chatham.edu> and select the Update Health Insurance Information button. To use the College website, students need their student ID and pin numbers. A charge of \$570 will be placed on the student's fall term student account and the balance of \$570

will appear on the spring term student account. Students should work with the HUB to ensure that the cost of the plan is included in the calculation of overall cost of attendance for student financial aid packaging.

Full-time students that have alternate coverage may waive enrollment in the Chatham College Accident and Sickness Insurance Plan by visiting <http://oak.chatham.edu> and completing the waiver form.

Any full-time student who does not complete either the enrollment or waiver process online by August 20 (January 1 for new spring term students) will automatically be enrolled in the Chatham College Accident and Sickness plan, and the cost of this plan will be billed to their student account.

If you have questions about:

1. Premium payment, call the HUB at 412-365-1777
2. Claim forms, call Health Services at 412-365-1238
3. Student Accident and Sickness Insurance Plan, for benefits and coverage questions, call Special Risk Consultants, Inc., at 610-489-6100 or access them online at [www.visitSRC.com](http://www.visitSRC.com).

## Financial Aid

Chatham College believes that financing an education is a partnership involving the student, her family, and the College. The primary purpose of the Financial Aid Program at Chatham College is to provide financial aid to qualified students who would be unable to attend Chatham without such assistance. Through this program the College enriches its student body with representatives of all economic, educational, social and cultural backgrounds. In recent years, more than 85% of the student body has received some form of financial aid administered by the college.

### *Student Eligibility for Financial Aid*

A student must meet the following minimal requirements in order to be considered for financial aid:

1. Be enrolled in a degree- seeking program at Chatham on at least a half- time basis of six (6) or more credits.
2. Be a U.S. citizen, permanent resident, or eligible noncitizen (with appropriate INS documentation).
3. Maintain “Satisfactory Academic Progress” as defined by the College.
4. Demonstrate financial need as defined by the college and specific aid program requirements.

### *Application Procedure*

Financial aid is awarded on an annual basis. Students must re-apply for financial aid each year.

Students applying for need based financial aid at Chatham must complete and submit the following documents:

1. File the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. The FAFSA may require four weeks processing time. Continuing students should submit their completed FAFSA by March 15. Failure to submit by this date will delay registration for the following fall term. New students should submit their completed FAFSA as soon as possible to expedite processing and fall registration.

2. Appropriate state grant applications, if from a state offering grants that can be used for study at Pennsylvania colleges. (Ex: Arkansas, Connecticut, Delaware, Maine, Massachusetts, Ohio, Rhode Island, Vermont, and West Virginia.)
3. A Master Promissory Note with a participating lender (applies only to students awarded a Stafford Loan.)

All students whose files are selected for verification also will be required to provide:

1. A completed Verification Form
2. Verification of all nontaxable income, if applicable, and
3. Signed copies of the student's (and spouses, if married, or parents, if dependent) federal income tax return(s) used to file the FASFA.

### *Employment Opportunities*

The Federal Student Employment Program is a federally sponsored financial aid program which provides on and off-campus employment and is facilitated through Career Services. Students work approximately 10 to 15 hours a week. Students can learn of open jobs through Career Services. Once a student interviews and accepts a job offer, a job contract must be completed through Career Services.

A student may choose not to accept the work-study portion of her aid package, and should indicate as such in writing to The HUB or Career Services. However, the student will not receive additional aid to cover this difference.

### *Chatham College Standards of Satisfactory Academic Progress for Undergraduate Students Receiving Financial Aid*

In accordance with federal regulations, students must meet the following satisfactory academic progress requirements in order to maintain eligibility for Pell Grants, SEOG, Perkins Loans, Federal Family Educational Loans (Stafford and PLUS), Federal Student Employment, and Chatham College funded grants and scholarships. (Continued eligibility for state grants is governed by the appropriate state agencies – for example, \*\*PA State Grant recipients must earn a minimum of 24 credits for every two terms of full time state grant assistance.)

This policy sets forth the minimum requirements for academic progress. These requirements include both quantitative and qualitative measures. The quantitative measure establishes the minimum number of credits that must be completed each year in order to progress satisfactorily toward degree completion and the maximum time frame for which a student can receive financial aid toward the completion of a degree. The qualitative measures establish a minimum required grade point average.

Students should be aware that their entire academic record will be considered in the determination of their continued eligibility for financial assistance.

Quantitative Measures: The chart below designates the maximum number of terms of aid eligibility and the minimum number of credits a full time student must successfully accomplish upon the completion of the designated term (part-time students must successfully complete at least 75% of the credits attempted).

<b>Term</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Credits required</b>	<b>12</b>	<b>24</b>	<b>36</b>	<b>48</b>	<b>60</b>	<b>72</b>	<b>84</b>	<b>96</b>	<b>108</b>	<b>120</b>

Grades of “W” and “F” are not considered as successful completion of attempted credits. In addition, while incomplete grades (“I”) are not considered as successful completion of credits attempted, the student can request that her progress be reviewed attain once she

completes the necessary coursework. Repeat courses will impact the student's cumulative GPA, but will not impact cumulative credits earned. Non-credit remedial courses are not counted toward credits earned or cumulative GPA.

Full time students pursuing a four-year degree have a maximum of 5 years in which they can receive aid toward the completion of their degrees. Degreed students pursuing Teacher Certification have a maximum period of 2 years in which they can receive aid toward completion of their requirements.

Qualitative Measure: All students whether full or part-time, must maintain a cumulative grade point average of 2.0.

#### *Evaluation of Continued Aid Eligibility*

- The academic progress of financial aid recipients will be monitored at least once per academic year. Students will be notified, in writing, of their status.
- Students failing to meet the standards set forth will be permitted to receive financial aid for up to two probationary terms so that they can re-establish satisfactory progress.
- At the end of the first probationary term, the student's academic record will be reviewed. If progress has not been re-established, the student will be placed on Final financial aid probation.
- At the end of the final probationary term, the student's academic record will again be reviewed. Failure to re-establish progress will result in financial aid suspension (termination).

The suspension (termination) of financial aid may not prohibit students from continued enrollment at Chatham College. However, until academic progress is re-established, students must provide their own financing.

#### *The Appeal Process*

A student whose aid has been terminated may appeal the decision by:

1. Providing a statement explaining the basis for the appeal – outlining the extenuating circumstances that led to the failure to meet Satisfactory Academic Progress Standards. (Please provide supporting documentation from physicians, parents, etc.)
2. Providing a statement regarding how she will be able to re-establish Satisfactory Academic Progress.

All statements must be submitted to: Chatham College, Director of Financial Aid/Appeal Committee, Woodland Road, Pittsburgh, PA 15232

Upon review of the letter, the student will be notified, in writing, of the decision.



# pittsburgh resources

Student Guide to Pittsburgh.....	www.studentguidetopittsburgh.com
Pittsburgh Information and Search Engine .....	www.wpxi.com/pittsburgh/ www.pittsburghfirst.com
Pittsburgh Chamber of Commerce.....	www.pittsburghchamber.com

## Shopping

Monroeville Mall.....	412-373-0374
Monday through Saturday, 10 a.m. - 9:30 p.m.; Sunday, Noon - 6 p.m.	
Century III Mall .....	412-653-1220
Eastland Mall & Marketplace.....	412-678-8050
Galleria at Pittsburgh Mills	
Monday through saturday, 10 a.m. - 9:30 p.m.; Sunday, 11 a.m. - 7 p.m	
North Hills Village Mall.....	412-366-2250
Parkway Center Mall.....	412-922-1741
Robinson Town Centre .....	412-391-7887
Monday through Saturday, 10 a.m. - 9:30 p.m.; Sunday, 11 a.m. - 6 p.m.	
Ross Park Mall .....	412-369-4400
Grove City Outlet Mall.....	888-545-7221
Monday through Saturday, 10 a.m. - 9 p.m.; Sunday, 11 a.m. - 6 p.m.	
Shadyside Shopping – Walnut Street .....	<a href="http://www.shadysideshops.com">http://www.shadysideshops.com</a>

## Museums

The Andy Warhol Museum.....	412-237-8300
Tuesday through Sunday, 10 a.m.-5 p.m.; Friday, 10 a.m.-10 p.m.	
Student Admission: \$4; Friday from 5 p.m. - 10 p.m.: \$3	
Mattress Factory.....	412-231-3169
Tuesday through Friday 10 a.m.-5 p.m.; Saturday, 10 a.m.-7 p.m.;	
Sunday 1 p.m.-5 p.m.	
Student Admission: \$4; Thursdays are free	
Closed the month of August	
Carnegie Museum of Art/Carnegie Museum of Natural History .....	412-622-3131
Tuesday through Saturday: 10 a.m-5 p.m.; Sundays, 1-5 p.m.	
Student Admission: \$5	
Frick Art and Historical Center .....	412-371-0600
Tuesday through Saturday 10 a.m.-5 p.m.; Sundays, Noon-6 p.m.	
Student Admission: \$8 for tours	

## Local Attractions

- Carnegie Science Center.....412-237- 3400  
 Sunday through Thursday: 10 a.m.-5 p.m.; Friday-Saturday, 10 a.m.-7 p.m.  
 Closed Thanksgiving, Christmas, New Year's Day
- Heinz Pittsburgh Regional History Center  
 1212 Smallman Street (Strip District) .....412-454-6000  
 Monday through Sunday: 10 a.m.-5 p.m.  
 Student Admission: \$4
- Phipps Conservatory and Botanical Gardens .....412-622-6914  
 Tuesday through Sunday: 9 a.m.-5 p.m; Friday, 9 a.m.-9 p.m..  
 Student Admission: \$4
- National Aviary in Pittsburgh.....412-323-7235  
 Monday through Sunday: 9 a.m.-5 p.m., Closed Christmas Day  
 Admission: \$5
- Pittsburgh Zoo and Aquarium..... 412-665-3640 or 1-800-474-4Zoo  
 Winter hours: (Labor Day thru Memorial Day) 9 a.m.-5 p.m.  
 Admission: \$6  
 Summer hours: 10 a.m.-6 p.m.  
 Admission: \$8
- Sandcastle Water Park.....412-462- 6666  
 100 Sandcastle Drive, Homestead, PA 15120
- Kennywood Amusement Park .....412-461-0500  
 4800 Kennywood Blvd., West Mifflin, PA 15122

## TV Stations

Network	Local call letters	Station (cable equivalent)
CBS	KDKA	2 (6)
ABC	WTAE	4 (8)
NBC	WPXI	11 (12)
PBS	WQED	13 (9)
UPN		22 (15)
FOX	WPGH	53 (7)
Cornerstone	WPCB	40
Pittsburgh Community	PCTV	21

## FM Radio Stations

89.3	Classical	96.1	Pop/Rock
90.5	Jazz/ NPR	96.9	Classic Rock
91.3	Independent Public Radio	99.7	Soft Rock
92.9	Lite Music	100.7	80's, 90's, and today
93.7	Rock	102.5	Classic Rock
94.5	Oldies	105.9	Alternative

## Local College Broadcast Stations

670 AM	Point Park College
92.1 FM	University of Pittsburgh
88.3 FM	Carnegie Mellon University

## Theatres *(may have student discounts for tickets)*

Byham Theater.....	412-456-2570
Fort Duquesne Boulevard & Sixth Street, Pittsburgh, PA 15222 (Downtown)	
City Theatre.....	412-431-2489
1300 Bingham and 13th Street, Pittsburgh, PA 152xx (South Side)	
The Benedum Center for the Performing Arts.....	412-456-2670
719 Liberty Ave., Pittsburgh, PA 15222 (Downtown)	
Pittsburgh Public Theatre.....	412-316-1600
O'Reilly Theatre, 621 Penn Avenue, Pittsburgh, PA 15222 (Downtown)	
Heinz Hall/ Pittsburgh Symphony.....	412-392-4900
600 Penn Ave., Pittsburgh, PA 15222 (Downtown)	
Pittsburgh Opera.....	412-281-0912
711 Penn Ave., Pittsburgh, PA 15222 (Downtown)	
Kuntu Repertory Theatre.....	412-624-7298
230 S. Bouquet St., Pittsburgh, PA 15213 (Oakland)	
Pittsburgh Ballet Theatre.....	412-281-0360
2900 Liberty Ave., Pittsburgh, PA 15222 (Downtown)	

## Local College Theatres

University of Pittsburgh.....	412-624-PLAY
Stephen Foster Memorial Theatre, Forbes Avenue, Pittsburgh, PA 15260 (Oakland)	
Point Park College Theatre Company.....	412-621-4445
Pittsburgh Playhouse Center, 222 Craft Ave., Pittsburgh, PA 15213 (Oakland)	
Carnegie Mellon Drama.....	412-268-2392
Kresge Theatre, Purnell Center, Pittsburgh, PA 15213 (Oakland)	
Carlow College.....	412-578-6000
Antonian Theatre, 3333 Fifth Ave., Pittsburgh, PA 15213 (Oakland)	

## Parks

Mellon Park .....	412-361-0873
Fifth and Penn Avenues	
Frick Park .....	412-422-6536
S. Braddock and Forbes Avenues	
Schenley Park .....	412-422-6547
Schenley Drive	
Schenley Park Ice Rink .....	412-422-6523
November through March	
College ID Nights: \$2.50	
Tuesday, 9:30 - 11:30 p.m.; Wednesday, 1:30 - 3:30 p.m.; Sunday, 7 - 9 p.m.	

## Transportation

Port Authority Transit (PAT) – public bus .....	412-422-2000
www.ridegold.com	
Schedules available at the Info center by Anderson Dining Hall	
Adult one-way fare: \$1.60 ( <i>Discounted passes available for students at the bookstore</i> )	
Taxi Service	
Yellow Cab Company .....	412-665-8100
Checker Cab Company.....	412-381-5600
Greyhound .....	412-392-6513
Pittsburgh station: Liberty Avenue, Downtown	
Fare and schedule information .....	800-231-2222
Amtrak Train.....	412-471-6172
Pittsburgh station: Liberty Avenue, Downtown	
Fare and schedule information .....	800-872-7245
Major Airlines	
American Airlines .....	800-433-7300
Continental.....	800-525-0280
Delta.....	800-221-1212
United .....	800-241-6522
US Airways .....	800-428-4322
Duquesne and Monongahela Inclines.....	412-442-2000
Station Square, Mt. Washington	
Monday through Saturday, 5:30 p.m. - 12:45 a.m.	
Sunday and holidays, 8:45 - 12 a.m.	
Adult one-way fare: \$1.60 ( <i>Student discounts given</i> )	

## Movie Theatres

- Loews Waterfront Theatre .....412-462-6384  
 300 Waterfront Drive W, Homestead, PA 15120  
<http://enjoytheshow.com/waterfront/>
- Cinemagic Squirrel Hill Theatre.....412-421-7900  
 5824 Forward Ave., Pittsburgh, PA 15217 (Squirrel Hill)
- Cinemagic Manor Theatres .....412-422-7729  
 1729 Murray Ave., Pittsburgh, PA 15217 (Squirrel Hill)

## Bookstores

- Barnes & Noble  
 1723 Murray Avenue, Pittsburgh, PA 15217 (Squirrel Hill).....412-521-1151  
 Waterfront, 100 West Bridge Street, Homestead, PA .....412-462-5743  
[www.bn.com](http://www.bn.com)
- The Book Center, The University of Pittsburgh .....412-648-1455  
 4000 Fifth Avenue, Pittsburgh, PA 15213 (Oakland)  
 Monday through Thursday, 8:30 a.m.-8 p.m.;  
 Friday and Saturday, 9 a.m.-5 p.m.
- Jay's Bookstall.....412-683-2644  
 3604 Fifth Avenue, Pittsburgh, PA 15213 (Oakland)

## Pharmacies

- Giant Eagle Pharmacy .....412-421-2896  
 1901 Murray Avenue, Squirrel Hill  
 Monday through Friday, 9 a.m.-10 p.m.; Saturday, 9 a.m.-8 p.m.;  
 Sunday, 9 a.m.-6 p.m.
- CVS .....412-521-5690  
 5600 Wilkins Avenue, Squirrel Hill  
 Monday through Saturday, 8 a.m.-8 p.m.; Sunday, 9 a.m.-5 p.m.
- Eckerd.....412-521-3288  
 1936 Murray Avenue, Squirrel Hill
- Rite-Aid .....412-521-3900  
 1912 Murray Avenue, Squirrel Hill  
 Monday through Saturday, 9 a.m.-9 p.m.; Sunday and holidays, 9 a.m.-5 p.m.
- Rite-Aid .....412-681-5144  
 5504 Walnut Street, Shadyside  
 Monday through Saturday, 9 a.m.-9 p.m.; Sunday and holidays, 9 a.m.-5 p.m.

## Places of Worship

### Baptist

Bethany Baptist Church .....412-242-3255  
 7734 Tioga Street, Homewood  
 Sunday: 7:30 a.m., 9:30 a.m., 11:30 a.m.

Mt. Ararat Baptist Church .....412-441-1800  
 271 Paulson Avenue, East Liberty

### Catholic (Byzantine Rite)

Holy Spirit Byzantine Church .....412-687-1220  
 4815 Fifth Avenue, Oakland  
 Sunday: 10 a.m.

### Catholic (Roman)

Sacred Heart Catholic Church .....412-661-0187  
 Shady Avenue and Walnut Street, Shadyside  
 Saturday: 6 p.m.; Sunday: 8 a.m., 9:30 a.m., 11:30 a.m., 7:45 p.m.

### Episcopal

Calvary Episcopal Church .....412-661-0120  
 314 Shady Avenue, Shadyside  
 Sunday: 8 a.m., 10 a.m., 12:15 p.m.

### Greek Orthodox

St. Nicholas Greek Orthodox Church .....412-682-3866  
 419 S. Dithridge, Oakland  
 Sunday: 9:30 a.m.

### Interdenominational/Interracial

Community of Reconciliation .....412-682-2751  
 100 N. Bellefield (corner of Fifth Avenue)

### Islamic

Islamic Center .....412-682-5555  
 4100 Bigelow Blvd., Oakland  
 Friday: 1 p.m.

### Jewish, Conservative

Tree of Life .....412-521-6788  
 5898 Wilkins Avenues, Squirrel Hill  
 Monday through Thursday: 7:30 a.m.; Friday: 8:15 a.m.  
 Saturday: 9:45 a.m., 5:30 p.m.; Sunday, 9 a.m., 7:30 p.m.

### Jewish, Orthodox

Poale Zedeck .....412-421-9786  
 6318 Phillips Avenue, Squirrel Hill  
 Monday through Thursday: 6 a.m., 8 a.m.; Friday: 1 p.m., 7 p.m.;  
 Sunday: 7:30 a.m., 8:30 a.m., 7:40 p.m.

**Jewish, Reformed**

Temple Sinai .....412-421-9715  
 5505 Forbes Avenue, Squirrel Hill  
 Monday, 5:30 p.m.; Thursday, 7:15 p.m.; Friday, 9 p.m.  
 Saturday, 8:30 a.m., 10:30 a.m.

**Lutheran**

Lutheran University Center.....412-682-6886  
 Heinz Chapel, Forbes Avenue, Oakland  
 Sunday: 8:30 p.m., 11:00 a.m.

**Mennonite**

Pittsburgh Mennonite Church .....412-421-8007  
 4005 Murray Avenue, Greenfield  
 Sunday: 10:30 a.m.

**Methodist**

First United Methodist Church .....412-681-4222  
 Center and S. Aiken Avenues, Shadyside  
 Sunday: 9 a.m., 11 a.m.

**Pentecostal**

Pentecostal Temple Church of God .....412-361-7000  
 6300 East Liberty Boulevard, East Liberty  
 Tuesday: 7:30 p.m., Sunday: 10 a.m., 7:30 p.m.

**Presbyterian**

Shadyside Presbyterian .....412-682-4300  
 5121 Westminister Place., Shadyside  
 Sunday: 11 a.m.

Third Presbyterian Church.....412-661-4710  
 Fifth and S. Negley Avenues, Shadyside  
 Sunday: 10 a.m.

**Quaker**

Friends Meeting House .....412-683-2669  
 4836 Ellsworth Avenue, Oakland  
 Sunday: 10:30 a.m.

**Unitarian**

*First Unitarian Church*.....412-621-8008  
 Morewood and Ellsworth Avenues, Oakland  
 Sunday: 10 a.m.

In addition, reference Chatham's online directory at <http://www.chatham.edu/general/directory/>.

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### **Statement of Non-Discrimination**

Chatham College does not discriminate on the basis of sex, race, national origin, color, age, or handicap status in its educational programs and policies, co-curricular activities, scholarships, and loan programs and policies, and practices. Chatham College grants bachelors degrees to women only; graduate programs are coeducational. Inquiries may be directed to the Vice President for Student Affairs/Dean of Students, First Floor Mellon Center, 412-365-1286.