Safety & Campus Security

CHESTNUT HILL COLLEGE
Annual Security & Fire Safety Report
2014
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About Chestnut Hill College

Chestnut Hill College, founded by the Sisters of Saint Joseph in 1924, is an independent, Catholic institution that fosters equality through education. Faithful to its strong liberal arts tradition, Chestnut Hill College offers academic programs of excellence in the area of undergraduate, graduate, and continuing studies.

The Mission of Chestnut Hill College is to provide students with holistic education in an inclusive Catholic community marked by academic excellence, shared responsibility, personal and professional growth, service to one another, to the global community, and concern for the earth.

Safety and Campus Security at Chestnut Hill College

The safety and security of all who live, work, and visit Chestnut Hill College is of paramount importance to the entire College Community. The Department of Safety and Campus Security is primarily concerned with providing the highest reasonable level of security on the 75-acre campus. Members of the community share this responsibility. This shared responsibility is a very important element of our overall safe learning environment.


The Annual Security Report is prepared by the Dean of Student Life, in collaboration with and assistance from The Office of Safety and Campus Security, The Office of Residence Life and the Office of Student Life. Crime statistics are drawn from Security Incident Reports, Residence Life Incident Reports and reports from the Philadelphia Police (if applicable). This includes any incidents reported confidentially. Each year, an e-mail notification is made to all enrolled students and all currently employed faculty and staff. This e-mail provides a web site to access this full report. Copies of the report may also be obtained at the Department of Safety & Campus Security (Ground Floor, Fontbonne Hall). Copies may also be obtained from Undergraduate Admissions (First Floor, Fournier Hall) and Human Resources (Second Floor, Saint Joseph Hall). You may also request a copy by calling the Dean of Student Life at 215-248-7142.

Department of Safety and Campus Security

The Department of Safety and Campus Security reports to the Dean of Student Life, and consists of a Director and 40 full-time Security Officers. Of these 40 officers, one is designated as the Patrol and Training Manager, one is designated as the Crime Prevention Officer, and six are Shift Supervisors. The Director of Safety and Campus Security also manages on campus parking.

Security Officers are both CPR and AED certified and have undergone training in specialized course offerings for higher education. Security officers do not carry firearms and do not have the authority to arrest individuals. Criminal investigations are conducted by the Philadelphia Police Department, which is responsible for coverage at Chestnut Hill College. Chestnut Hill College does not have a memorandum of understanding with the Philadelphia Police Department, but the Philadelphia Police Department assists the College when needed. Victims of campus crimes and other criminal activity are
encouraged to, and readily assisted in, reporting incidents to the local police. The Philadelphia Police do periodic patrols of campus and have partnered with the College for trainings and discussions related to emergency response preparedness.

Buildings and residence halls are monitored by security personnel on a 24-hour basis. The buildings and residence halls are equipped with state-of-the-art security and fire alarm systems. All resident students must swipe in and out of the residence halls at times of entry and egress. Fire safety drills are conducted in compliance with Philadelphia Fire Department regulations. Alarms, sensors and fire equipment are cleaned, inspected and certified annually in compliance with the Philadelphia Fire Code.

Several patrol areas are included in the security operation including vehicle as well as foot and bicycle patrols. Officers utilize an electronic tour watch device which provides accurate documentation on times and locations of their patrols. During these patrols, unsafe conditions discovered are promptly reported and the appropriate campus department is notified for corrective actions to be undertaken. Emergency lighting and phones are surveyed on a scheduled basis.

Chestnut Hill College’s Department of Safety and Campus Security lives by our Mission Statement, and is committed to the high standards of quality in promoting a safe and problem-free educational environment.

We welcome your suggestions and comments on how to make the campus an even safer environment. To share your ideas with the Department of Safety and Campus Security, you can call us at 215.242.7777.

**Chestnut Hill College Department of Safety and Campus Security Mission Statement**

It is the mission of the Department of Campus Safety and Security to fully support the educational mission of the College by creating a safe and secure campus environment for the students, faculty, support staff and administration, predicated on mutual respect and responsibility.

**Values: “SECURE”**

**Safety:** Provide an atmosphere of safety and protection throughout the campus.

**Educate:** Demonstrate the importance of campus safety through student and staff educational programs and seminars.

**Coordination:** Insure that all officers are properly and adequately trained to excel in their positions in campus safety and security.

**Unity:** Develop an ongoing proactive relationship with all College departments assuring quick and deliberate security response actions.

**Responsibility:** Honor our service commitment to the students, staff, faculty and administration of Chestnut Hill College.

**Enforce:** Enforce College safety and security policies and procedures to develop a level of compliance and ensure personal responsibility.

We encourage the students, faculty and staff to be alert, to take precautions, and to report anything suspicious, unusual or of a criminal nature to the Department of Safety and Campus Security by dialing extension 7777 from an on campus phone or 215-242-7777 from off campus or a cell phone. The
Security Office is located in Fontbonne Hall. The number to the information desk, which is also staffed 24 hours a day and located in Fournier Hall, is 215.248.7090. In addition, there are several emergency phones located throughout the campus inside the buildings. Ten emergency blue light phones are located throughout campus.

The Department of Safety & Campus Security regularly publishes safety tips and reminders on the televisions around campus. Additionally, the Director of Campus Security participates in new student orientation and training for Residence Life staff.

**Security Escort Service**

The Safety and Security Office provides a 24-hour escort service that is available to all students, faculty, staff and visitors when traveling alone on campus in isolated areas, after dark, during times of low activity or when there is concern for one’s personal safety.

**To Report a Crime**

Chestnut Hill College encourages the accurate and prompt reporting of all crimes to the Department of Safety and Campus Security. You may report a crime by contacting the Department of Safety and Campus Security at 215.242.7777 or by calling 911 (emergencies only; 9-911 from a campus phone). Additionally, you may choose to report a crime utilizing the following numbers:

<table>
<thead>
<tr>
<th>Director of Safety &amp; Campus Security</th>
<th>Fontbonne G</th>
<th>215.753.3637</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Desk</td>
<td>Fournier 1</td>
<td>215.248.7090</td>
</tr>
<tr>
<td>Security Office</td>
<td>Fontbonne G</td>
<td>215.242.7777</td>
</tr>
</tbody>
</table>

To report crimes anonymously, please call the Department of Safety and Security’s 24 hour Crime Prevention Tip Line by dialing 215-753-3680 (or 3680 from any on campus phone).

In response to a report of a crime, the Department of Safety and Security will take the required action, either by dispatching an officer to the individual’s location or by asking the individual to file an incident report. All incident reports are forwarded to the Vice President for Student Life and the Dean of Student Life for review and disciplinary adjudication (if appropriate). Incident reports that involve incidents in the Residence Halls and/or resident students are also forwarded to the Director of Residence Life. If appropriate, the Director and Assistant Director of Safety and Security will conduct further investigation, including but not limited to conducting interviews, reviewing security camera footage and checking times swiped in/out of halls. Additional information obtained via any investigation will also be forwarded to the Vice President for Student Life and Dean of Student Life. If assistance is required from the Philadelphia Police Department, Safety and Security will contact the appropriate unit. Any person reporting a crime to Safety and Security has the right to report the crime to the Philadelphia Police Department. This right is shared with the individual at the time of reporting and Safety and Security will assist the victim with that process.

If a sexual assault occurs on campus, staff on the scene will offer the victim a wide variety of resources (please see the full Sex Discrimination Policy [Title IX] on page 20 for complete details).
Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Campus Safety Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of you and others. With such information, the college can keep an accurate record of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. The College does not have a policy requiring professional counselors to report incidents confidentially.

Statistical Disclosure of Reported Incidents

Incidents reported to the Department of Safety & Security that fall into one of the required reporting classifications will be disclosed as a statistic in this annual report published by Chestnut Hill College.

Student Conduct off Campus

The Student Code of Conduct is also in effect off campus; therefore, students must display behavior that reflects favorably on them, the College and the community. Students charged with violations of local, state or federal law committed off campus shall be subject to College disciplinary proceedings if the action reflects negatively upon the College community, poses a threat to the mission of the College or to the health and safety of a member or members.

If local police departments are contacted about criminal activity occurring off-campus involving Chestnut Hill College students, they may notify Safety & Security and/or the Office of Student Life. However, there is no official policy requiring such notification. Students in these cases may be subject to arrest by the local law enforcement agency and College disciplinary proceedings through the Office of Student Life (as described above).

Please note that the College does not have any recognized off-campus student organizations.

Timely Warnings to Campus Community

If it is determined that there is an emergency or situation that provides an immediate threat to the health and safety of the College community, a Timely Warning will be issued (these Timely Warnings are labeled as Security Alerts for the campus community). This message may be sent through one or more of the following systems: college email system, emergency text message notification system, campus televisions, website announcement, posted announcements on campus and/or recorded phone message on the College’s School Closing emergency phone number (215-248-7009). Security Alerts will be issued to the entire community.

Security Alerts are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis,
depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have an argument, there may be no ongoing threat to the Chestnut Hill College community and a Security Alert would not be distributed. Security Alerts may also be issued for other crime classifications as deemed necessary.

The Vice President for Student Life, or her designee, writes and issues Security Alerts in consultation with the Director of Campus Safety and Security, the Dean of Student Life and the President of the College.

Daily Crime Log

The Office of Security & Campus Safety maintains a Daily Crime Log that records all crimes and other serious incidents that occur on campus, in a non-campus building or property, or on public property. The Daily Crime Log is available for public inspection at the Campus Safety Office (Fontbonne Hall, Ground Floor) during business hours. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created. Campus Safety posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

Chestnut Hill College Campus Crisis Protocols

GENERAL SCOPE AND PURPOSE

The Chestnut Hill College Crisis Protocol applies to all buildings and grounds on the College’s campus. This plan is designed to help minimize hazards to personal health and the College environment. This plan will be set in motion to:

- Reduce the probably of serious injury or death due to lack of preparedness in an emergency.
- Protect Chestnut Hill College from loss occurring from emergencies.
- To ensure an orderly transition from normal daily operations to emergency operations and a subsequent return to normal daily operations.

This Crisis Protocol is designed to accomplish the following:

1. Create a plan that will be followed in case of emergency.
2. Plan for the safe evacuation of buildings and/or the campus.
3. Plan for safe shut down of equipment.
4. Reduce the risk of fire through training and preventative maintenance.
5. Educate all members of the College community on protocols that will be implemented should an emergency arise.
6. Create a plan for rapid return to normal College operations following an emergency.

COMMUNICATIONS DURING EMERGENCY OPERATIONS

During an emergency it may be necessary to evacuate, or partially evacuate, from the Chestnut Hill College campus. Services such as electricity, water and telephones may not be functioning during
certain emergency conditions. Communication between Campus Safety, Maintenance, Housekeeping and Cabinet may be maintained through radios (and/or cell phone when appropriate). Appropriate campus alerts will be disseminated through the College's website, campus intercom system and the text messaging alert system. Chestnut Hill College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

External dissemination of information related to the emergency will only be provided by individuals given approval by the President.

EMERGENCY EVACUATION PROCEDURES

Fire is only one of the possible emergency conditions which could require the evacuation of a building and/or the College campus. Chemical spills, the release of toxic or corrosive gases, civil unrest or a bomb threat may also result in the need to evacuate. In the event that evacuation is required, the building fire alarm and the campus intercom system will be used to begin evacuations. At the sounding of an alarm or notification over the campus intercom system, all occupants should promptly and calmly evacuate the building. Exit routes are posted on the back of all classroom and residence hall doors. Additionally, exit signs in hallways direct occupants to the nearest exit. If time permits, individuals should turn off any equipment and lights and close doors as they leave. Those individuals who are unable to use the stairs should proceed to the nearest exit (if they are on the ground floor) or fire stairwell. Individuals are asked to look out for each other and assist if possible or appropriate or notify Campus Safety if an individual needs assistance. Please refer to the General Evacuation Protocol for detailed information.

After evacuating a building individuals are asked to report to the designated evacuation area. Assembly areas are located at least 100 yards from the emergency and in a location that will not interfere with emergency response personnel. There are designated outdoor and indoor assembly areas for each area of campus. To the extent reasonable and possible, faculty members should attempt to account for students in their class at the time of evacuation; residence life professional and paraprofessional staff will also help to account for students. If it is suspected that an individual from a department, class or floor is missing please contact Campus Safety. Do not return to an evacuated building unless told to do so by a College official.

There may be situations in which Shelter in Place is preferable to evacuations. In these incidents, the following procedures will be followed:

SHELTER IN PLACE

Shelter in place is the action of seeking immediate shelter indoors, preferably in an interior area. Ideal features of a shelter in place area include:

- A location with minimal windows or vents
- Adequate space for all individuals
- Hallways, conference rooms, restrooms and classrooms can all be used to shelter in place
- Depending on the nature of the incident, access to phone lines, cell phone service and/or
internet is also desirable

Shelter in place may be activated in the event of a hazardous material spill, tornado warning, shooting or act of terrorism. Please note that shelter in place may refer to short-term or long-term situations. At times, shelter in place may occur in a centralized area after an evacuation notice. In this case, please refer to the evacuation procedures and the campus evacuation map.

When sheltering in place:

- Close all doors and windows
- If possible, close or seal air vents
- Close window shades, blinds or curtains
- If possible, seal gaps around doors and windows with wet towels and/or tape
- Move all occupants away from doors and windows
- Remain indoors until an all clear message is received from a campus administrator

The Vice President for Financial Affairs publishes an annual notice requesting that individuals who may need assistance in the event of an evacuation contact the Director of Human Resources to develop an individualized plan. The same notice is made to students by the Director of Disability Services.

In all situations, appropriate follow up with the campus community will occur. This follow up may be dependent upon communication systems available as a result of an emergency and may or may not include activation of the emergency notification service, e-mail, the campus intercom system, mass voicemail and/or personal communication.

Comprehensive information about the College’s crisis protocols and evacuation procedures can be found on the College website at: http://www.chc.edu/undergraduate/services/Campus_Crisis_Protocol/

Emergency Response and Evacuation Testing Procedures

On at least an annual basis, Chestnut Hill College will conduct tests of its emergency response and evacuation procedures. The tests may be announced or unannounced. In conjunction with at least one test per calendar year, the College will publicize its Crisis Protocol documents and test the emergency notification system. Additionally, at least two fire drills are held in each residence hall on an annual basis. The College will document all tests.

Chestnut Hill College Community

In the 2013 fall semester, there were 2,179 students enrolled at Chestnut Hill College, of which 467 undergraduate students resided in residence halls. The College employs 245 full-time and 300 part-time faculty and staff members.

The College community is composed of administrators, faculty, staff and students. Students are enrolled in one of three schools:
- School of Undergraduate Studies—Co-ed resident and commuter populations
- School of Continuing Studies- Undergraduate adult co-ed commuter population
- School of Graduate Studies—Adult co-ed commuter population
**Campus Housing**

On-campus housing, limited to undergraduate students, consists of five residence halls having a variety of room types. Student rooms are equipped with knob locks or night latches on the doors and window locks on all windows. There are 20 Resident Assistants and 4 Residence Coordinators. Security training is part of the week of training required of all residence life staff prior to the opening of classes in the fall. Regular staff meetings for resident assistants update problems and provide solutions.

Housing for upper-classmen is based on lottery, while first-year students are assigned by the Director of Residence Life. Changes are made on a space available basis.

**Access to Residence Halls**

**Guest & Visitation Policy**

Residents gain access to their room with a room key or a programmed CHC ID card. At no time may resident students share or loan their keys or ID to anyone. This is a major violation of the *Student Code of Conduct*. The following are against College policy and are subject to fines and/or judicial action:

- Duplicating any Chestnut Hill College key or ID card
- Lending or giving a College key or ID card to any unauthorized person
- Falsifying information to obtain any College key or ID card
- Unauthorized possession or use of a master key
- Possession of any College key or ID card issued to another person

**Definitions**

For the purposes of the guest & visitation policy, please keep the following definitions in mind:

*CHC Resident* – any student living in College housing

*CHC Commuter* – any Chestnut Hill student who does not reside in College housing

*Guest* – any individual who does not attend Chestnut Hill

*Host* – resident student who has signed in a commuter or guest

CHC residents must use their CHC ID card to swipe into their building at the front desk as they enter. Resident IDs must be validated, bearing the appropriate academic year. Students are required to show their ID if asked by front desk security or residence life staff. Residents are required to swipe their ID when exiting all residence halls. Residents will not be able to swipe into another building if they have not swiped out of the previous building. CHC residents and all guests are required to have a CHC ID or a picture ID to enter or be signed into a residence hall (see Visitation Policy). It is imperative that students follow the directives, as they exist for everyone’s protection. A student who fails to produce ID and/or creates a disturbance about the procedure is subject to judicial action and/or fine. It is a College regulation that each student possesses and carries an ID.

**Visitation & Guest Registration**

In order to ensure the safety of all residents, specific visitation policies are set for
hosting guests. It is expected that all resident students and their guests will respect the policies and consider the well-being of other residents.

CHC residents may enter any residence hall that they are not a resident of during the prescribed visitation hours by swiping their CHC ID at the front desk. CHC residents must swipe out of all buildings when leaving.

As a host, resident students are responsible for the actions of their guest(s) at all times. If a guest violates a campus policy, the guest will be asked to leave campus and the host will be held accountable for the violation. Guests must be escorted at all times and are only permitted in rooms/areas where the host is present.

The term “guest” refers to any individual not currently enrolled at Chestnut Hill College or Chestnut Hill College commuter students. All guests must:

- be 16 years or older (siblings of a younger age can get approval from the Office of Residence Life)
- have a picture ID
- register with the Security Desk

The guest must be registered in the guest log by the hosting residential student, and surrender a photo identification card to the desk officer. Guests who do not have photo identification (such as a driver's license or photo ID from another college or university) cannot be signed into the facility as a guest.

The guest policy permits guests to visit in hallways and rooms in the College residences during the prescribed hours only:

**CHC Residents & Commuters**
Sunday-Saturday  9:00a.m. – 2:00a.m.

**Guests**
Sunday-Thursday  9:00 a.m. - 12:00 a.m. (Midnight)
Friday-Saturday  9:00 a.m. - 2:00 a.m.

**Visitation Policy**

Co-education allows men and women to contribute to one another’s education and form genuine friendships. The mission of Chestnut Hill College, given its Catholic heritage and tradition, dictates that students will adhere to all norms and values associated with Catholic teachings. In the proper context, therefore, hosting a guest is a privilege that can facilitate personal and social development and enhance the quality of life on campus. While the College does recognize the need for opportunities for studying, it does not permit overnight guests of the opposite sex for social purposes.

Rooms are private and the right of a resident to privacy outweighs another’s right to guest privileges. If the presence of a guest is an invasion of a roommate’s privacy, the guest must leave. Each room shall have no more than two (2) additional persons per resident (for example, in a 4 person suite there may be the four (4) residents plus eight (8) other persons.
Privacy extends beyond the student’s room to hallways and restrooms. Men must use restrooms designated for males and women must use restrooms designated for females. Under no circumstances are men to utilize women’s showering facilities and vice-versa.

Violation of the visitation & guest policy will render students subject to College disciplinary action ranging from loss of privileges for a specific time up to and including suspension or dismissal from the residence community depending on the seriousness of the infraction. The College may suspend guest privileges during break periods even when the residence halls are officially open for health and safety concerns. The College reserves the right to remove from campus a guest who has violated College regulations. “Removal” is defined as complete separation from the College grounds, facilities and services. Guest who violate this policy are viewed as trespassers and are subject to arrest. CHC students who are involved in an incident in a residence hall other than their own may also be asked to sign-out and return to their place of residence. Violations of the visitation and guest policy will remain active and accumulate for the duration of a student's matriculation at Chestnut Hill College. Previous violations, regardless of severity, will be taken into consideration when sanctioning present incidents.

Since the residence hall is intended for adult interaction and study, it is an inappropriate setting for entertaining or for supervising young children. Student rooms are crowded and potentially dangerous to the curious restlessness of babies and young children.

**Overnight Guests**

Resident students may have overnight guests of the same gender as long the roommate(s) are notified and do not object. Overnight guests are any visitor who is not a resident of that hall. Residents can obtain an Overnight Guest Request Form from a member of the Residence Life Staff, at the front desk of their residence hall or at [http://www.chc.edu/Residence_Life/](http://www.chc.edu/Residence_Life/). Once completed, the request should be turned into the Residence Coordinator of the area in their office or to the RC’s email. RC's will share contact information at the beginning of each semester. Guest requests should be turned in at least 48 hours in advance to the date of request. Guests are limited to two consecutive nights at a time and a total of ten nights per semester. All guests must register at the Security desk in the Overnight Guest Log. Male guests are to be hosted overnight (i.e. provided with sleeping accommodations) only in areas for men; female guests may be hosted overnight in areas reserved for women. A guest may be removed for failing to abide by College policy and regulations. The host is responsible for the guest's actions at all times and may lose his/her guest privileges and/or residence status if a guest is involved in violation of college policy.

**Administrative Hearing Process**

Written documentation of an incident triggers the beginning of the judicial hearing process. Students will receive written notification of a hearing at least 48 hours prior to the scheduled hearing; this notification will include the charges being brought against the student. For the purposes of the Student Handbook and all judicial hearing processes, the student being accused of a violating the Student Code of Conduct shall be the respondent and (when applicable), the person reporting the incident shall be the complainant. As a part of this process, complainants and respondents can expect the following:
• Be present throughout the hearing, but not during deliberation
• Read any documentation associated with the incident and be made aware of all evidence involved in the incident
• Present pertinent information, including witnesses of fact, that pertain to the incident
• Waive their 48 hours notice if an expedited hearing is possible and/or available
• Receive support from a member of the College community during the hearing; this person may be present during the entire hearing but is not permitted to speak during the hearing process
• No attorneys or parents are to be present
• Notes may be taken but no tape recording will be allowed

Upon receipt of a complaint or Incident Report, the Vice President for Student Life may assign a designee to investigate the matter. Hearings will be adjudicated by the Residence Coordinators, Assistant Director of Residence Life, Director of Residence Life, Dean of Student Life or the Vice President for Student Life. In reports of sex offenses, hearings will be handled by the Dean of Student Life or a designee from the Vice President for Student Life.

Following the conclusion of the hearing, respondents will receive written notice of a decision, including sanctions if applicable, within 10 business days. When determining sanctioning, the following factors will be taken into account: severity of the incident, past judicial record, attitude and willingness to make amends.

Upon request, the College will disclose results of disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim, or the next of kin, if the victim is deceased.

A respondent wishing to appeal a judicial decision must do so in writing within 3 business days of receipt of decision. A letter of appeal should be addressed to the Vice President for Student Life; this letter should include fact based reasoning for appeal, this may include evidence of improper or inadequate procedure, prejudicial conduct and/or disproportionate penalty. Appeals will go to the College Appeal's Board. The College Appeal's Board will consist of faculty, staff, administrators and students as appointed by the President. The complainant may be notified that the respondent has filed an appeal. Respondents will receive written notice of appeal decisions within 10 business days.
Sanctions, such as interim suspension from College housing or the College itself, may be imposed during the appeals process at the decision of the Vice President for Student Life.

**Interim Suspension**

Students may be subject to an interim suspension from the College and/or College housing if there is either 1) reasonable cause to believe that the student poses a threat to the safety of him/herself and/or the community and/or 2) reasonable cause to believe the student violated the alleged policies. Interim suspension is subject to approval by the President or her designee. In this instance the student would be asked to leave campus immediately, pending the outcome of a hearing. The respondent has 24 hours to make a written request for the President or her designee to identify reasons why he/she should not be suspended pending the outcome of the hearing. Response by the
College will be made to the respondent within 24 hours of receipt of the letter. The respondent must remain off-campus pending a decision regarding the respondent’s written request.

**Discipline Records**

Student discipline records are kept for five years after a student has graduated or left the College. These records are kept confidential unless a student requests the release of these records (i.e. background check for further education or employment) or in the event of a subpoena.

**Parental Notification**

The College, in its discretion, may notify parents/guardians, and/or FERPA contacts of dependent students under the following circumstances:

1. Health and safety matter whether or not the dependent student is hospitalized
2. When a dependent student’s housing or student status is in jeopardy
3. Violations in the local community
4. Disciplinary matters

A dependent student is defined as a student who has been listed on one or both of his/her parents’ federal tax returns for the preceding year; parents must provide proof to the College that the child is dependent. The College will notify only that parent or parents on whom the child is dependent except in cases of emergency.

**Sanctions**

Student discipline has been delegated by the President to the Vice President for Student Life. Sanctions such as suspension or expulsion are employed in extreme cases where it seems that continuation at the College would be detrimental to the individual or to the College community as a whole. The President of the College, alone, is empowered to suspend or expel a student. The following factors will be considered in determining sanctions: present attitude, past record, both positive and negative, the severity of the damage, injury, harm or disruption or the potential for such, the student’s or group’s honesty, cooperation and willingness to make amends.

Persons or groups/organizations found responsible for the commission of a major and/or minor violation can expect to receive one or a combination of the following sanctions:

- **Disciplinary Warning:** notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- **Disciplinary Probation:** an official written notice to a student that violation of College policies, regulations, or patterns contrary to College standards or expectations, will not be tolerated. Repeated offenses or violations of any conditions of probation will result in more severe action, including possible suspension or expulsion. Disciplinary probation lasts for a stated time.
- **Educational Sanctions:** include but are not limited to counseling, classes and/or community engagement/service.
- **Fines:** fines range from $10 to $200 for punitive purposes and/or restitution.
• Restitution: the student or group may be required to make payment to the College, or to other persons, groups or organizations for damages to or misappropriation of property.

• Loss of Residency: a student will be required to leave the College residence community and may forfeit any housing costs. The student will be barred from entering all residence halls during the time of removal from the campus. A student who loses residency may be considered for future on-campus accommodations at the discretion of the Vice President for Student Life and the Director of Residence Life.

• Disciplinary Residence Hall Room Change: an action that requires a student to vacate his/her current room and relocate to another room because of the disciplinary process.

• Restrictions of Housing Lottery: an action may exclude a student from participation in a particular housing lottery or affect his/her ranking in a particular lottery.

• Suspension: separation of the student/group from the College for a specified period of time. This could include exclusion from classes and other privileges or College activities.

• Expulsion: termination (after due process) of student status for an indefinite period. The conditions of readmission, if permitted, shall be stated in the order of expulsion.

Note:

• The foregoing examples are illustrative rather than exhaustive.

• Parents of dependent students may be informed of disciplinary sanctions given to those students.

• In cases involving student behavioral problems, which occur off campus, the College reserves the right to take appropriate disciplinary action.

Substance Abuse Policy

This policy shall apply to all students of Chestnut Hill College. This policy applies on the College property as well as at college sponsored activities. This policy embodies the provisions of mandatory federal regulations. The provisions are effective immediately.

POLICY STATEMENT:

In accordance with this, Chestnut Hill College prohibits the unlawful manufacture, distribution, dispensing, possession, sale or use of the following substances or items on College property or at College activities by students: illegal drugs, controlled substance analogues, prohibited drugs and drug related paraphernalia.

Being under the influence of alcohol or drugs is prohibited. In addition, no student is permitted to possess, use, or offer for sale any alcoholic beverage in College housing, on campus or as part of a College activity. Alcoholic beverages may not be served at any College-sponsored function in which students participate with the exception of those designated by the President.

A. ALCOHOL

Chestnut Hill College is, by virtue of its mission, concerned with the development of the student’s mind, body, spirit and personality. As such, the college realizes that given the significant alcohol-related
problems in society, serious efforts must be made to educate students so that they can make responsible choices.

Under third party or Dram laws, commercial sellers of alcoholic beverages are liable for the adverse effects of alcohol consumption. Amid public concern over drunk driving and other alcohol-related social problems, dram laws have been extended beyond commercial sellers of alcohol to social hosts, employers and other unlicensed furnishers of alcoholic beverages.

Because of these emerging legal trends, individuals, groups, and/or organizations that host events where alcohol is served may be held liable for damages and injuries caused by an intoxicated guest. The potential for liability is increased when the alcoholic beverages are being furnished to minors. Thus, social host liability holds ominous implications for colleges and universities; such institutions may be held liable when they provide alcoholic beverages to students, employees, or the public, and the potential for liability is more extreme when alcohol is furnished for minors.

**Pennsylvania Liquor Code Laws**

Members of the Chestnut Hill College community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession, or sale of alcoholic beverages. Students who are cited for violations of such laws or ordinances by state or municipal authorities may also face college disciplinary proceedings and/or be required to pursue counseling or treatment as a condition of continued enrollment at the college.

The following are important Pennsylvania Liquor Code Laws and the sanctions for violating them. They are applicable to every person on the Chestnut Hill College Campus, regardless of his or her state or country of origin. Moreover individuals may face severe financial consequences from a lawsuit arising out of use or misuse of alcohol.

1. It is a summary offense for a person under 21 years old to purchase, consume, possess or knowingly and intentionally transport any liquor, malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for up to 90 days; for a second offense, suspension of driving privileges for up to one year, a fine up to $500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.

2. It is a crime intentionally and knowingly to sell or intentionally or knowing to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under 21). “Furnish” means to supply, give or provide to, or to allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is $1,000; $2,500 for each subsequent violation; imprisonment up to two years for any violation.

3. It is a crime for any person under 21 years of age to possess an identification card falsely identifying that person as being 21 years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are as stated in (1) above.

4. It is a crime to intentionally, knowingly or recklessly manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another. Minimum fine of $1,000 for first violation; $2,500 for subsequent violations; imprisonment for up to two years for any violation.
5. It is a crime to misrepresent one’s age knowingly and falsely in order to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
6. It is a crime to knowingly, willfully, and falsely misrepresent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of $300 and imprisonment for up to one year.
7. It is a crime to hire, request or induce any minor to purchase liquor or malt or brewed beverages. Penalty is a minimum fine of $300 and imprisonment for up to one year.
8. Sales without a license or purchase from an unlicensed source of liquor or malt beverages are prohibited.
9. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control regulations.
10. In addition, a City of Philadelphia ordinance prohibits the consumption of alcoholic beverages in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas or other public property within the City of Philadelphia.

Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required for driving a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments of higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Sanctions Concerning Alcohol Use/Abuse

Violations of the alcohol policy will remain active and accumulate for the duration of a student’s matriculation at Chestnut Hill College. Previous alcohol violations, regardless of severity, will be taken into consideration when sanctioning present incidents.

Sanctions Include but are not limited to the following:

**Possession and/or Consumption of Alcohol on Campus, on College Sponsored Trips or at College Sponsored Events (even if over 21 years of age)**
*Possession of alcohol* includes being present in a location where alcohol is present.
  1st Offense ~ Alcohol education, $50 fine
2nd Offense ~ Alcohol assessment and/or education, parental notification, $75 fine, disciplinary probation
3rd Offense ~ Possible suspension or expulsion from housing and/or the College, $100 fine

Hosting an Alcohol Gathering on Campus or in Campus Housing/Furnishing Alcohol
Amount and type of alcohol is factored in the disciplinary sanction. That is, greater amounts of alcohol lead to more serious sanctions. In addition, sanctions are most likely increased when the hard liquor is present (i.e. vodka, rum, etc.).

1st Offense ~ Alcohol education, parental notification, disciplinary probation, $100 fine
2nd Offense ~ Alcohol assessment, parental notification, possible suspension from College housing, disciplinary probation, $200 fine
3rd Offense ~ Parental conference, possible suspension or expulsion from the College, $300 fine

Use of Alcohol Resulting in Erratic/Abusive/Destructive/Violent Behavior

1st Offense ~ Alcohol assessment, restitution for damage, parental notification, $100 fine, disciplinary probation
2nd Offense ~ Possible suspension or expulsion from housing and/or the College, $200 fine

Hospitalization as a Result of Alcohol

1st Offense ~ Parental conference prior to returning to College and/or housing, alcohol assessment, reflection paper, disciplinary probation

This list of sanctions is not meant to be all inclusive, but it is to be used as a guideline for sanctioning. Examples of an educational sanction assigned for violating the alcohol policy include, but are not limited to bulletin boards, research papers, reflection papers, alcohol education class and community service.

Alcohol assessments will be performed by someone acceptable to the College. The student must execute a waiver to allow the College access to verification of participation in an assessment. Verification of participation in an assessment may be released to parents. Any student who refuses to participate will risk probation and/or loss of housing.

Payment of Fines

Fines will be placed on a student’s account. All moneys collected as a result of fines shall be allocated for Alcohol Education and will be administered by the Vice President for Student Life.

B. DRUGS

Chestnut Hill College does not condone the violation of any civil statute. The possession, use or distribution of illicit drugs is prohibited within the College. The College, however, has no intention of usurping the role of civil authority and will notify authorities immediately if the College believes there is possible illegal activity occurring on campus. The College is concerned with drug use, not only because it is a violation of a civil statute, but also because it is detrimental to the achievement of institutional goals. The primary role of this community is the intellectual and emotional development of its members. It is generally recognized that the effect of drugs (ex. lysergic acid, mescaline, methadone, heroin and marijuana) is to alter one’s judgment and level of awareness. Constant use and/or abuse of drugs can result in permanent physical damage and
psychological dependence as well as increasing inability to distinguish illusion from reality. The effects are opposed to the proper functioning of an academic community.

The College is vitally interested in the well being of all members of its community and therefore, wishes always to offer assistance rather than punishment. The College recognizes that chronic drug usage does not occur in isolation. Rather, it is a symptom of other difficulties that the individual is experiencing. In view of this, the College makes available to all members of its community a counseling office staffed by professionally trained personnel. Counseling is confidential; the Counseling Center can be reached at 215.248.7041 and is located on the 3rd floor of St. Joseph Hall. The College strongly urges its members to take advantage of these services.

For the health and well-being of the community, drug paraphernalia of any kind is also prohibited. This includes any item used in the consumption or storage of drugs. This includes, but is not limited to, pipes, bongs, water bongs, needles, and other homemade items not being used for their intended purpose, but being used to consume drugs.

Students who are found to be possessing or using illegal drugs, or against whom there is strong evidence of possession or use, will face sanctions which include, but are not limited to:

**Possession, Personal Use and/or Paraphernalia**

- 1st Offense ~ Parental notification, drug assessment, possible suspension from College housing, disciplinary probation, $100 fine
- 2nd Offense ~ Suspension or expulsion from the College

**Possession with intent to Manufacture, Sell, Distribute, Share, Traffic**

- 1st Offense ~ Suspension or expulsion from College

Drug assessments will be performed by someone acceptable to the College. The student must execute a waiver to allow the College access to verification of participation in an assessment. Verification of participation in an assessment may be released to parents. Any student who refuses to participate will risk probation and/or loss of housing.

Chestnut Hill College students are subject to prosecution under the Pennsylvania Controlled Substance; Drug, Device and Cosmetic Act for drug abuse and unlawful drug use and unlawful drug sales. The following state and federal laws concerning specific illicit drugs are drawn from the Controlled Substance, Drug, Device and Cosmetic Act, 35 p.s. section 107 708-113 et, seq. of the Commonwealth of Pennsylvania and from the Federal Drug Abuse Prevention and Control Act, 2 U.S.C.A. 801, et, seq., (specifically, the penalties for manufacturing, distributing, dispensing or possessing a controlled substance are found in section 841 of the Act).

In addition to educational sanctioning for violations of the College’s alcohol and/or drug policies, the College offers a number of programs and trainings that are proactive and educational. These initiatives include, but are not limited to, Alcohol 101 Class, participation in National Collegiate Alcohol Awareness Week, speakers (in 2011 these included Brett Sokolow, JD and Mark Sterner), educational programming (DUI simulator, Safe Drinking Pledge, Water Pong, etc.) and alcohol free programming (particularly targeted at high risk times like weekends, Super Bowl, Halloween, St. Patrick’s Day, etc.).
Policy of Sex Discrimination, Sexual Harassment and Sexual Violence

Please Note: This policy was originally modified in April 2011 to ensure that Chestnut Hill College procedures are in compliance with the guidance issued by the Office for Civil Rights on April 4, 2011 relating to college and universities' obligations under Title IX to respond appropriately to allegations of sexual harassment and sexual violence. Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. In addition to sexual violence, this policy addresses any discrimination or harassment based on gender, sexual orientation, gender identity, or gender expression. This policy was subsequently modified in August 2014 to ensure that Chestnut Hill College is in compliance with the VAWA amendments, Campus SaVE Act, the April 2014 Questions and Answers on Title IX and Sexual Violence from the Office for Civil Rights, and guidance issued under The White House Document, Not Alone.

While this policy speaks specifically to harassment based on sexual discrimination, all incidents involving harassment under protected classifications as outlined in the College’s Non-Discrimination Policy, will follow the same procedures for investigation, hearing and appeal.

Policy Statement

It is the policy of Chestnut Hill College that while employed or enrolled at Chestnut Hill College no administrator, faculty member, staff member or student shall be subject to discrimination based upon sex, which can include acts of sexual violence, sexual harassment, domestic violence, dating violence and stalking, by another member of the College community. Chestnut Hill College expects all members of the campus community to conduct themselves in a manner that does not infringe upon the rights of others; the College believes in a zero tolerance policy for gender-based misconduct.

Included within this Policy is the College’s commitment to protect the individuals who are involved in an investigation of a potential violation of this Policy against retaliation from any member of the College community. Such retaliation will be deemed a separate basis for violating the College’s Policy on Sex Discrimination, Sexual Harassment and Sexual Violence.

Policy Rationale

Chestnut Hill College values appropriate relationships, respect for all and shared responsibility. Therefore, Chestnut Hill College is committed to fostering an educational and working environment that is free from sexual harassment and sexual violence. In recognition of and respect for the dignity of all at Chestnut Hill College, sexual discrimination in any form, cannot, and will not, be tolerated. This policy directly supports our mission in the areas of shared responsibility, social justice, and communal respect. The last decade has witnessed a heightened awareness in our society of the various forms of sexual misconduct; and a deep and sincere concern for the entire College Community prompts us to form a Policy on Sex Discrimination, Sexual Harassment and Sexual Violence.

The College is dedicated to compliance and cooperation with applicable laws and programs of the United States of America. The following policy has been adopted to carry out the intent of laws, to inculcate Chestnut Hill College values into daily professional lives and to integrate the Chestnut Hill College Mission Statement into college policy. The purpose of this policy is:

- To educate the community on the definitions of sexual discrimination,
To outline the steps necessary to deal most effectively with cases involving allegations of sexual harassment, and
To define the rights and responsibilities for members of the Chestnut Hill College community.

Scope of Policy

This policy and the procedures set forth herein apply to and cover all members of the College community in all three Schools without exception. The College community includes all administrators, faculty, staff, and students. Title IX protects students from sexual harassment in a school's educational programs and activities. Employees are protected from sexual discrimination in all phases of their employment including applications, job performance, salary and promotions. Members of the College community, who are traveling abroad on College business or due to a College course, are expected to comply with this policy regardless of local laws and/or customs. Title IX also prohibits gender based harassment based upon sex or sex-stereotyping. Members of the College community are protected from being retaliated against for filing a claim or for cooperating in an investigation. This policy and the procedures cover all members of the College community in all three Schools for claims of discrimination, harassment or retaliation under any other protected category as outlined in the College’s Non-Discrimination Policy.

Legal Definition

Discrimination or harassment on the bias of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Action and Title IX of the Educational Amendments of 1972. Unwelcome sexual advancements, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational, living or working environment.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment
2. Sexual Assault
   i. Non-Consensual Sexual Contact (or attempts to commit same)
   ii. Non-Consensual Sexual Intercourse (or attempts to commit same)
3. Sexual Exploitation
4. Stalking
5. Intimate Partner Violence: Domestic Violence or Dating Violence
6. Bullying or Intimidation

1. Sexual Harassment

   Sexual Harassment is:
   - unwelcome, gender-based verbal or physical conduct that is,
   - sufficiently severe, persistent or pervasive that it,
   - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university’s educational program and/or activities, and is
   - based on power differentials (quid pro quo, i.e. where an employee or student is informed their job or academic progress is dependent on their providing sexual favors to someone with authority over them), the creation of a hostile environment, or retaliation.

   Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

   Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

   A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

2. Sexual Assault

   Sexual assault is defined as having sexual intercourse or sexual contact with another individual without consent, including:

   - by the use or threat of force or coercion;
   - without effective consent; or
   - where that individual is incapacitated.

   Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one’s intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.
Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.

It is important to note that a person who is incapacitated cannot consent to sexual activity. Consent to engage in sexual activity must be knowing and voluntary; it must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is active, not passive. Incapacitation may result from the use of alcohol and/or drugs. Incapacitation and consent are further defined at the end of this policy.

Sexual contact and sexual intercourse are defined in additional detail in items i. and ii. below:

i. **NON-CONSENSUAL SEXUAL CONTACT**

Non-Consensual Sexual Contact is:
- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

ii. **NON-CONSENSUAL SEXUAL INTERCOURSE**

Non-Consensual Sexual Intercourse is:
- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

Intercourse includes:

- vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
3. **Sexual Exploitation**

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

4. **Stalking**

Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following:

- place the person in reasonable fear of bodily injury; or
- reasonably cause substantial emotional distress to the person.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Examples of stalking include:

- unwelcome and repeated visual or physical proximity to a person;
- repeated oral or written threats;
- extortion of money or valuables;
- unwelcome/unolicited written communication, including letters, cards, emails, instant messages, and messages on online bulletin boards;
- unwelcome/unauthorized communications about a person, their family, friends, or co-workers; or
- sending/posting unwelcome/unauthorized messages with an assumed identity; or
- implicitly threatening physical contact;
- or any combination of these behaviors directed toward an individual person.
5. **Intimate Partner Violence: Domestic Violence or Dating Violence**

Intimate-partner violence, also referred to as dating violence, domestic violence, and relationship violence, includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior. Intimate-partner violence can encompass a broad range of behavior, including, but not limited to, physical violence, sexual violence, emotional violence, and economic abuse. Intimate-partner violence may take the form of threats, assault, property damage, or violence or threat of violence to one’s self, one’s sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate-partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations and does not discriminate by racial, social, or economic background.

6. **Bullying or Intimidation**

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts directed at another student or students that is severe, persistent, or pervasive and that has the intended effect of doing any of the following: (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the College. Bullying is prohibited, and participating in such acts will result in disciplinary action. Bullying that is based on gender, sexual orientation, gender identity, or gender expression, or based on any other protected classification as outlined in the College’s Non-Discrimination Policy will be handled under this policy.

Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. Intimidation is prohibited and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be in violation of retaliation as described within this policy and will be subject to disciplinary action.

**ADDITIONAL APPLICABLE DEFINITIONS:**

- Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
  - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts. A more comprehensive definition of consent, along with examples, is provided in the Supplemental Materials section at the end of this document.

- **Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).
  - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
  - **NOTE:** There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
  - In order to give effective consent, one must be of legal age.
  - Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
    - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
    - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at [http://www.911rape.org/](http://www.911rape.org/)

- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.
- For reference to the pertinent state statutes on sex offenses, please see [http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/18/00.031..HTM](http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/18/00.031..HTM).
Responsibilities

All members of the College community are responsible for ensuring that their conduct does not sexually harass any other member of the College community. This same responsibility extends to employees of third parties who are either doing business with the College or are on the College campus and to other campus visitors. Further, all members of the College have the responsibility of preventing and eliminating sexual harassment. If administrators and supervisors know sexual harassment is occurring, receive a complaint of sexual harassment or obtain other information indicating possible sexual harassment, they must take immediate steps to inform a Complaint Officer to ensure the matter is addressed even if the problem or alleged problem is not within their area of oversight. Faculty, staff, and students likewise must inform a Complaint Officer if they have reason to believe sexual harassment, in any form, is occurring. Individuals who believe that they have been subject to sexual harassment are responsible for informing a Complaint Officer in a prompt and timely manner. If an individual wants to keep the incident confidential then there are individuals to whom he/she can speak and they will be identified later in this Policy. The effective investigation of possible incidents and early resolution of complaints cannot be effectively accomplished when individuals fail to come forward with their complaint within a reasonable time period. It is the responsibility of each member of the campus community to ensure that such incidents do not go unreported. In internal proceedings, the College in general will not be sympathetic to a defense based on consent when the situation is such that the Accused had the power to affect the Complainant’s employment status or future prospects.

Reporting Sexual Harassment or Violence in Any Form

If you have been subjected to sex discrimination, or an act of sexual misconduct, which includes sexual harassment or sexual violence, you are urged to immediately report the incident. You may also want to discuss the event with a close friend, roommate, Resident Assistant, staff, faculty, family member, etc. who can support you through the initial medical treatment (if necessary) and reporting of the events. If you have been the victim of sexual violence you are urged to immediately report the incident to the police.

If you have been the victim of an act of sexual misconduct you may be wondering what to do next. Here are some of your options:

- Get to a place where you feel physically and emotionally safe.
- Contact someone you trust to stay with you for moral support.
- Immediately report the incident to the appropriate College personnel.
- Immediately report the incident to the police by calling 911.
- It is important to seek medical care so you can be treated for injuries and tested for pregnancy and sexually transmitted diseases. The following are hospitals that have Rape Crisis Centers: Abington Hospital, Thomas Jefferson University Hospital, Episcopal Hospital and Bryn Mawr Hospital. These locations have staff that are specially trained to provide medical attention to victims of sexual assault. If you need transportation it can be arranged through Security (215-242-7777) or a member of the Student Life staff. Addresses and phone numbers are included below.
- Avoid showering, bathing, douching or cleaning in any other way to help preserve medical evidence if you chose to prosecute. Any clothes, sheets or other items that may be considered
evidence should be stored in paper (not plastic) bags. If you are still wearing the clothes you had on at the time of the assault be sure to bring a change of clothes with you to the hospital.

To Report a Complaint

To make a report of an act of sexual discrimination, harassment or violence we encourage you to seek out another member of the College community with whom you feel comfortable (this may include a friend, coach, advisor, etc.). You may also decide to make a report directly to the police and you can do so by dialing 911. You will have to make a decision whether you want to cooperate with the police in their investigation of the incident. Campus Security (215-242-7777) can also be reached 24 hours a day should you wish to file an complaint or need immediate assistance.

Additionally, here are some key numbers should you wish to file a complaint or speak with someone on campus about your options:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauri Strimkovsky</td>
<td>Senior Vice President for Financial Affairs; Title IX Co-Coordinator</td>
<td>215-248-7084</td>
<td>SJ 232C</td>
</tr>
<tr>
<td>Lynn Ortale</td>
<td>Vice President for Student Life</td>
<td>215-248-7030</td>
<td>FR 142</td>
</tr>
<tr>
<td>Kathryn Miller, SSJ</td>
<td>Assistant to the President for Administration and Special Projects</td>
<td>215-248-7167</td>
<td>SJ 232A</td>
</tr>
<tr>
<td>Wolfgang Natter</td>
<td>Vice President of Academic Affairs and Dean of the Faculty</td>
<td>215-248-7120</td>
<td>SJ 334</td>
</tr>
<tr>
<td>Krista Bailey Murphy</td>
<td>Dean of Student Life; Title IX Co-Coordinator</td>
<td>215-248-7142</td>
<td>FR 144</td>
</tr>
<tr>
<td>Nikki Lockhart</td>
<td>Associate Director of Athletics for Academic Success and Community Engagement; Deputy Title IX Coordinator</td>
<td>215-248-7729</td>
<td>FR 12</td>
</tr>
<tr>
<td>Michael Reig</td>
<td>Registrar; Deputy Title IX Coordinator</td>
<td>215-248-7069</td>
<td>SJ 363</td>
</tr>
<tr>
<td>Emily Schademan</td>
<td>Director of Student Activities; Deputy Title IX Coordinator</td>
<td>215-248-7083</td>
<td>SJ 349</td>
</tr>
<tr>
<td>Sharon Dougherty</td>
<td>Director of Human Resources; Deputy Title IX Coordinator</td>
<td>215-248-7036</td>
<td>SJ 224</td>
</tr>
<tr>
<td>Barbara Hogan</td>
<td>Dean of the School of Graduate Studies</td>
<td>215-248-7012</td>
<td>SJ 374</td>
</tr>
</tbody>
</table>
You may choose to pursue the incident through the College’s hearing process, you may choose to prosecute through the police, or you may choose to do both. Once the matter is reported to the College, the College may have a responsibility to investigate the situation even if you chose not to cooperate with the College. You should not feel pressured into any option; you may want to consult with your family before making a decision.

Types of On Campus Reports/ Confidentiality of Reports

The College encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality.

- Some individuals are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Other employees may talk to a victim in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information, such as the victim’s name. Disclosures to these employees will not trigger a College investigation into an incident against the victim’s wishes.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the College – and
generally obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make individuals aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The College encourages victims to talk to someone identified in one or more of these groups.

**The Options**

**A. Privileged and Confidential Communications**

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor), clergy and nurses in the Health Center are not required to report any information about an incident to the Title IX coordinator without a victim’s permission.

<table>
<thead>
<tr>
<th>Sheila Kennedy, SSJ, Ph.D.</th>
<th>Director, Counseling Center</th>
<th>215-248-7104</th>
<th>SJ 345</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Dougherty, CRNP</td>
<td>Director, Health Center</td>
<td>215-248-7111</td>
<td>FZ Lobby</td>
</tr>
</tbody>
</table>

**B. Non-Professional Counselors and Advocates**

Individuals who work in Campus Ministry can generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim’s identity or that the victim has disclosed the incident. While maintaining a victim’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator.

A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.
C. Reporting to Responsible Employees

A responsible employee is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other misconduct, or who is an individual who is reasonably believed to have this authority.

All faculty and staff who are not described above (staff members in the Counseling Center, Health Center and Campus Ministry) are considered responsible employees. Resident Assistants and Resident Coordinators are also considered responsible employees. Faculty members and Deputy Title IX coordinators and Administrators are responsible employees.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the
College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all individuals, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, [name/position] will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
  - whether the sexual violence was perpetrated with a weapon;
  - whether the victim is a minor;
  - whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
  - whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate the alleged incident.

If the College determines that it cannot maintain a victim’s confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College’s response.

The College will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College will not require a victim to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the College determines that it can respect a victim’s request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Procedures

**CAMPUS RESPONSE TO INFORMATION OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE**

In order to assure a prompt and equitable resolution to the complaint, you will be asked to provide an initial Statement reporting the specifics of your incident, names of individuals, date, time, place, specifics which occurred, witnesses to the events described, etc. This Statement will start the College’s investigation of the events reported.

- An investigation will be conducted once a Statement is filed; Statements may be filed by you (the impacted individual), by a parent or by a third party.
- If requested, every effort will be made to investigate the incident confidentially. The College cannot promise complete confidentiality. Information can only be shared within the College if there is a “legitimate educational need.” In order for information to be shared outside of the College, a complainant would need to give explicit permission or that information would need to be subpoenaed. It should be noted that the College’s ability to thoroughly investigate and resolve incidents of sexual misconduct may by limited should the complainant not want his or her name or any identifiable information shared.
- The person who makes the report is the complainant and the individual named in the report is the respondent.
- As a residential educational institution, the College has a responsibility to protect the community from potential harm. As such, the respondent may face interim suspension from the College during an investigation, prior to the hearing, during the hearing, during deliberation or during the appeal process. If appropriate, the College will work with the respondent on electronic coursework.
- The respondent will be asked to provide their version of the events. The complainant’s statement will be shared with the respondent.
- The respondent’s statement will be shared with the complainant.
- In the event there is little or no dispute between the versions of the events and the respondent admits the conduct, the matter may be resolved without a hearing at the discretion of the Complaint officer or designated investigator. The appropriate discipline may be imposed by the
College based upon the facts admitted during the investigation. If the complainant concurs with the College's resolution, the matter is concluded without the need for a hearing.

- Even when there is significant difference in the facts relayed by the complainant and respondent, the College may impose interim measures on the respondent.
- If the facts are in dispute, and the Complaint Officer or investigator concludes there is a basis to move forward, a private disciplinary hearing will be held where the complainant and respondent will each be treated without prejudice or bias and where each will only be asked to answer questions relevant to the specific misconduct under consideration. The hearing officer will be appointed consistent with the Hearing and Appeal Procedures described hereafter.
- The College will use its best efforts to complete its investigation within 14 business days of the date it receives the Statements and to schedule a disciplinary hearing within another 7 business days.
- The parties may mutually agree to extend these time periods.
- This hearing will not be, and may not be, taped. Out of respect for privacy, the College requests that all students keep information from a hearing confidential and that employees exercise discretion regarding the information disclosed in the hearings.
- Both parties need to submit any additional documentation to the hearing officer at least 48 hours prior to the hearing; the hearing officer will share this information with the respective parties. Both parties will be shown a copy of the Statements provided by the other party; this includes Statements from any witnesses of fact.
- At least 72 hours notice will be given to appear at the hearing and a written decision, complete with sanctions, will be received within 10 business days after the hearing.
- If desired, the complainant will be permitted to attend the entire hearing. If the complaint chooses not to attend the hearing, he or she will be offered the opportunity to submit a written statement of fact to be read at the hearing. If the respondent fails to appear he or she may submit a written statement of fact to be read at the hearing. If either party declines to participate, the hearing will move forward and no adverse inference will be drawn.
- Both parties are permitted to bring an advisor or advocate with them to the hearing. This advisor must be a member of the College community. This person will not be permitted to speak during the hearing but can stay for the duration to provide support.
- Once the original Statement has been filed, the College will use its best efforts to process the incident (this includes investigation of facts, hearing notification, the hearing, deliberation, notification of the outcome of the hearing and the appeal process) within 60 business days. Circumstances may arise that require the extension of time frames, including extension beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances. In the event that the investigation and resolution exceed this time frame, the College will notify all parties of the reason for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.
- Character witnesses are not permitted at the hearing. In determining a remedy, the College may take into consideration the prior disciplinary history of the respondent.
- The College utilizes preponderance of evidence as the standard of proof in disciplinary proceedings; this standard is met if the proposition is more likely to be true than not true. Preponderance of evidence is the acceptable standard for civil cases.
The complainant and respondent will be notified of the outcome of the hearing; this notification will be made in writing and will occur as concurrently as possible. 

The process will terminate if the respondent is no longer a student or employee. 

The College will cooperate to the extent permitted by law with criminal proceedings. The College does not condone retaliation towards the respondent or the complainant. 

Any claims of retaliation will be investigated and those individuals will be subject to disciplinary action. Please see the end of this policy for additional information on retaliation. 

Mediation will not be used to resolve sexual violence complaints. 

Both parties have the right to appeal. A letter of appeal should be addressed to the Vice President for Student Life (if the Appellee is a student) or to the Assistant to the President for Administration and Special Projects (if the Appellee is an employee) within 3 business days of receipt of decision. This letter should include fact based reasoning for appeal, such as failure to abide by existing procedures, failure to consider relevant information, etc. The parties will receive written notice of an appeal decision within 10 business days. Additional details about the Appeal Process are described below.

Hearing and Appeal Process

A. Hearings

Upon receipt of a Statement involving a student or students, the Vice President for Student Life may assign a designee to investigate the matter. Hearings will be adjudicated by the Residence Coordinators, Assistant Director of Residence Life, Director of Residence Life, Dean of Student Life or the Vice President for Student Life. In reports of sexual violence, hearings will be handled by the Dean of Student Life or a designee from the Vice President for Student Life.

Upon receipt of a Statement involving faculty members or employees of the College, the Assistant to the President for Administration and Special Projects will investigate the matter or assign a designee to do so. Impartial hearing officer(s) will be appointed by the President to conduct the hearing.

The Complainant or Respondent may request the replacement of any hearing officer if they have reason to believe there is any bias on the part of the hearing officer.

Following the conclusion of the hearing, respondents will receive written notice of a decision, including sanctions if applicable, within 10 business days. The decision will summarize the evidence and the basis for the decision. When determining sanctions, the following factors will be taken into account: severity of the incident, past judicial record, attitude and willingness to make amends.

Suspension or expulsion of a student can only be decided by the President. If the hearing officer recommends that suspension or expulsion is necessary, the matter will go to the President.

An employee may only be suspended or terminated by the President. If the hearing officer recommends suspension or termination, the matter will go to the President.
B. Appeal

A party wishing to appeal a hearing decision must do so in writing within 3 business days of receipt of the decision.

A letter of appeal should be addressed to the Vice President for Student Life; or the Assistant to the President for Administration and Special Projects, as appropriate. As a small institution, there may be situations where the Vice President for Student Life is involved in the immediate care of either the respondent or complainant or takes a role in the investigation. In these cases, a designee to handle the appeal will be appointed by the President. In all cases, changes to this process are implemented to ensure fairness to all parties.

Letters of appeal should include fact based reasoning for appeal; this may include evidence of improper or inadequate procedure, prejudicial conduct and/or disproportionate penalty.

Appeals will go to the College Appeal's Board. While the College Appeal's Board consists of faculty, staff, administrators or students as appointed by the President, no students will serve on appeals related to violations of the Policy on Sexual Discrimination, Sexual Harassment and Sexual Violence. The Appellant or Appellee may request the removal of any Board Member they believe may have a bias against them. The non-appealing party will be notified that the appeal has been filed. Once it is formed, the Appeal's Board will notify the parties if additional documentation is requested and the time period for its submission. All documentation reviewed by the Board will be made available in advance for both parties to review and submit comments; comments will be shared with one another. If evidence is discovered after the conclusion of the hearing, this new evidence will be reviewed by the Appeals Board. Both parties will be made aware of any new evidence.

The Appeals Board will, after reviewing all available evidence and documentation, make a recommendation to the Vice President for Student Life or her designee. In cases involving a recommendation of suspension or expulsion, the recommendation of the Appeals Board will be issued to the President. In cases not involving suspension or expulsion, there is no right for either party to appeal to the President. Both parties will receive written notice of the appeal decisions within 10 business days after the Appeals Board has received any additional documentation it may request.

As stated earlier, the review of the Appeals Board is limited to fact based issues, this includes evidence of improper or inadequate procedure, prejudicial conduct and/or disproportionate penalty.

Sanctions, such as interim suspension from College housing or from the College itself, or from employment may be imposed during the appeals process at the decision of the Vice President for Student Life or the Assistant to the President for Administration and Special Projects.

Sanctions

Individuals found responsible for violating this policy may face one or more of the following sanctions. The severity of the incident, past judicial record, attitude and willingness to make amends will be taken into consideration when determining sanctioning.
**Students**

- Disciplinary Warning: notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- Disciplinary Probation: an official written notice to a student that violation of College policies, regulations, or patterns contrary to College standards or expectations, will not be tolerated. Repeated offenses or violations of any conditions of probation will result in more severe action, including possible suspension or expulsion. Disciplinary probation lasts for a stated time.
- Educational Sanctions: include but are not limited to counseling, classes and/or community engagement/service.
- Fines: fines range from $10 to $200 for punitive purposes and/or restitution.
- Restitution: the student or group may be required to make payment to the College, or to other persons, groups or organizations for damages to or misappropriation of property.
- Loss of Residency: a student will be required to leave the College residence community and may forfeit any housing costs. The student will be barred from entering all residence halls during the time of removal from the campus. A student who loses residency may be considered for future on-campus accommodations at the discretion of the Vice President for Student Life and the Director of Residence Life.
- Disciplinary Residence Hall Room Change: an action that requires a student to vacate his/her current room and relocate to another room because of the disciplinary process.
- Restrictions of Housing Lottery: an action may exclude a student from participation in a particular housing lottery or affect his/her ranking in a particular lottery.
- Suspension: separation of the student/group from the College for a specified period of time. This could include exclusion from classes and other privileges or College activities.
- Expulsion: termination (after due process) of student status for an indefinite period. The conditions of readmission, if permitted, shall be stated in the order of expulsion.

**Faculty and Staff**

Faculty and staff should consult the College Standards of Conduct Policy (available in the Staff Handbook and the Faculty Manual) for full information on corrective action. Specifically, this policy states that the College has a responsibility to respond to concerns about professional conduct and working relationships. Concerns brought to the attention of supervisors will ordinarily be addressed by a series of gradual steps involving strategies to resolve issues that have been identified. For example, the steps may include personal conferences, verbal and written warnings, and opportunities for assistance where applicable. When these steps are not warranted because of the seriousness of a violation, or when they do not result in a satisfactory resolution, individuals may be subject to suspension, probation, and/or dismissal.

**Retaliation**

Chestnut Hill College strictly prohibits retaliation against any individual for reporting, providing information, exercising one’s rights or responsibilities, or otherwise being involved in the process of
responding to, investigating, or addressing allegations of sex discrimination, sexual harassment, and sexual violence. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed in the most serious way by the College, and individuals who engage in such actions are subject to discipline up to and including suspension, exclusion, or dismissal. These behaviors will result in subsequent disciplinary proceedings. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to any Deputy Coordinator, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

**Title IX Coordinator**

The College designates the Senior Vice President for Financial Affairs, Lauri Strimkovsky, (215.248-7168), as its Title IX coordinator. Any questions or complaints regarding the College’s Policy or its implementation should be promptly brought to the attention of the Title IX coordinator. The Title IX Coordinator will maintain a confidential list of the complaints made under this policy, the disposition of these complaints and the timeline for resolution.

**To File a Complaint with the Office of Civil Rights**

Anyone who wishes to file a complaint with the Office of Civil Rights (OCR) may do so through the mail, email or online. Prior to filing a complaint with OCR against an institution, a potential complainant may want to find out about the institution’s grievance process and use that process to have the complaint resolved. However, a complainant is not required by law to use the institutional grievance process before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after completion of the institutional grievance process. For more information on filing a complaint, please visit the OCR website at [http://www2.ed.gov/about/offices/list/ocr](http://www2.ed.gov/about/offices/list/ocr).

**Record Keeping**

After a matter is concluded, the individual who conducted the investigation shall prepare a written summary of the matter. The purpose of the summary is (1) to insure the College is aware of repeat incidents by the same individual and (2) for record keeping purposes so the College can evaluate the effectiveness of its anti-harassment policy and procedures. This summary will be kept in a separate file which may be consulted for the two purposes stated.

**Supplemental Information**

**External Resources**

**Medical Care for Sexual Assault:**

**Abington Hospital Rape Crisis Center**

215.481.2000 120 Old York Road, Abington, PA 19001
Thomas Jefferson University Hospital Rape Crisis Center
215.955.6763 239 Thompson Building1020 Samson Street, Philadelphia, PA 10107

Episcopal Hospital
215.481.2000 100 E. Lehigh Ave., Philadelphia, PA 19125

Bryn Mawr Hospital
610.526.3000 130 S. Bryn Mawr Ave., Bryn Mawr, PA 19010

24 Hour Hotlines:
Women Organized Against Rape 215.985-3333*
Women Against Abuse 215.386.7777*
RAINN (Rape, Abuse & Incest National Network) 800.656.4673*

Sexual Harassment:
Women’s Law Project 215.928.9801
Philadelphia Commission on Human Relations 215.686.4692

Prosecution:
Special Victims Unit 215.685.3251
Police Sex Crimes Unit 215.685.1180/81/82 Rape Prosecution Unit 215.686.8083

Please note that these resources are in Philadelphia. For locations outside of Philadelphia please call 911.

*These resources are confidential

Campus Wide Prevention Efforts

Prevention efforts focus not only on education, but also primary prevention techniques such as bystander intervention, as well as providing alternative programming for individuals. Alternative programming sometimes has an educational component, but sometimes it is purely designed to provide an alcohol and drug free environment for individuals, thus helping to minimize their own risk.

Examples of programs are included in the chart below:

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Lectures        | “Drunk Sex or Date Rape: Can you Tell the Difference” – Brett Sokolow, JD  
|                 | “DUI: A Powerful Lesson” – Mark Sterner  
<p>|                 | Women Organized Against Rape Workshop |</p>
<table>
<thead>
<tr>
<th>Healthy Choices Presentation during Orientation</th>
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</thead>
<tbody>
<tr>
<td><strong>Awareness Programs</strong></td>
</tr>
<tr>
<td>Alcohol 101 (in first year seminars and for policy violators)</td>
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<tr>
<td>Denim Day</td>
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<tr>
<td>Sobriety/Safe Drinking Pledge</td>
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<td>DUI Simulator</td>
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<tr>
<td>Virtual Bar</td>
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<tr>
<td>Various Residence Hall Programs</td>
</tr>
<tr>
<td>National Collegiate Alcohol Awareness Week</td>
</tr>
<tr>
<td>Day of Silence</td>
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</tbody>
</table>

| Alcohol Free Programming                         |
| Fridays After Dark (every Friday after 9 pm), Midnight Madness (funded by an NCAA CHOICES grant, Alternative programming on high risk days (Super Bowl, World Series, Halloween, St. Patrick’s Day, etc.) |

| Training                                         |
| Step UP to be a Dear Neighbor (bystander intervention training) |
| Responsible Employee/Campus Security Authority Training |
| Sexual Harassment Training                       |
| Sexual Assault Response Training with RA Staff   |

| Electronic                                       |
| Social Media campaigns                           |
| Use of campus wide TVs                           |

**Educational Resources**

Our goal is to always prevent an incident from occurring. With this goal in mind, the remaining section includes examples of policy violations and risk reduction tips.

**Examples**

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a "hand job" (hand to genital contact). Amanda would never had done it but for Bill's incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn't want it, she could have left.
Bill is responsible for violating the Non-Consensual or Forced Sexual Contact section of this policy. It is likely that a College hearing would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.

2. Jiang is a junior and Beth is a sophomore. Jiang comes to Beth’s dorm room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation?

Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one’s partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.

3. Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it’s a lot. After the party, he walks Amy to her room, and Amy comes on to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says yes. Clothes go flying, and they end up in Amy’s bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can’t help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean.

This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that Amy was incapable of making a rational, reasonable decision
about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol, and Kevin thought Amy was physically ill, and that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of students.

Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON’T MAKE ASSUMPTIONS about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

**Missing Student Notification Policy and Procedures**

In accordance with the Higher Education Opportunity Act of 2008, Chestnut Hill College has established the following policy and procedures to assist in locating any student living in Chestnut Hill housing, who based upon the facts reasonably known to the College, is determined to be missing.

For purposes of this policy, a student may be considered to be a "missing student" if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Chestnut Hill College strongly recommends all students to register confidential contact information in the event that a student over the age of 18 years is determined missing for a period of 24 hours. Your confidential contact may be your emergency contact individual or someone else. If a student is under the age of 18, and not legally emancipated, the College is required to notify their custodial parent or guardians not later than 24 hours after the time the student is determined to be missing, as set out in the procedures below. If a student is determined to be missing, the College will notify the appropriate law enforcement agency of the student’s status and of their emergency contact.

Students are asked to complete a confidential form at their floor meeting to designate this person; forms are also available from the Office of Student Life. To assist with the administration of this policy, students are encouraged to keep fellow students, residence life staff, and/or their confidential contact informed of their whereabouts and, in particular, when they will not be returning to their residence overnight.

**Reporting Missing Persons**

The following procedure has been established to investigate when, based on the facts and circumstances known to Chestnut Hill College, a resident student is determined to be missing.

To report a missing person dial 7777 from a campus telephone, use one of the blue light emergency telephones on campus or dial (215) 242-7777 from off-campus/cell phones. You may also report a missing student to Campus Safety at the front desk in Fournier, to the Office of Student Life or to Residence Life (an RA, an RC or Residence Life staff in Fitzsimmons).

If a student is reported as missing, Chestnut Hill College will follow these procedures:
• Campus Safety and/or Student Life will conduct a thorough investigation and obtain all necessary information (including, but not limited to, the person’s descriptions, clothes last worn, where the student might be, with whom the student might be, a description of the student’s vehicle or a vehicle in which the student was last seen, information about the student’s physical and mental well-being, class schedule, and a current photograph of the student).

• Upon confirmation that a student is missing and cannot be located, the Vice President for Student Life will be notified. The Vice President for Student Life will notify the President.

• If the missing student resides in on-campus housing, Residence Life will be contacted. Residence Life will contact neighbors and friends in the immediate vicinity of the student’s room and report any findings to the Vice President for Student Life.

• If a resident student has been missing for more than 24 hours, the Vice President for Student Life or designee will notify the student’s confidential contact, which will be maintained in the Student Life database.

• If the student is under 18 years old and not emancipated, the Vice President for Student Life or designee will immediately notify a custodial parent or legal guardian.

• If a student over 18 years old has not designated an emergency contact, the appropriate law enforcement agency will be notified. All notifications as mentioned in this section will be made by the Director of Campus Safety or his/her designee.

• If the student is not located in a reasonable amount of time (no more than 24 hours) or if it is immediately apparent that the student is missing (e.g. a witnessed abduction), Chestnut Hill College will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

• Once the appropriate law enforcement agency or agencies have been notified the College will assist in their investigation.

In conjunction with its investigation, Security may access vehicle registration information, access sign-in logs/swipes and computer access records. The College may also review e-mail logs for recent use of the College’s e-mail system and check social networking sites.

If the missing person is a commuter student, faculty or staff the College will assist the investigating jurisdiction upon request.

Sex Offender Registry and Access to Related Information

The Federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires the sex offender, already registered in a state, provide notice to each institution of higher education in that state, as to where the person is employed, carries on a vocation, or is a student. Presently Pennsylvania State law does not require a sex offender to list the school of higher education of which he or she is a student.

The Commonwealth of Pennsylvania maintains a system for making certain Registry information on violent sex offenders available to the public. Presently the only individuals listed on the 'public disclosure' registry list, are those classified under Megan's Law, as sexual predators or those individuals having moved to Pennsylvania and are on parole/probation for a sexual offense in that state from which
they moved. To obtain this information you must contact the Pennsylvania State Police at Embreeville, PA, at 610.269.5355 or the Philadelphia Police Department of Public Affairs at 215.686.3388.

**Educational Programs**

Education is a key to the prevention of crimes. The Office of Safety and Security participates annually in new student orientation and Residence Life training for Resident Assistants and Residence Coordinators. Additionally, the Office of Student Life offers a wide variety of programs to students. These programs include, but are not limited to lectures, alcohol free programming, awareness programs and the sharing of crime prevention tips via on campus televisions. These programs occur annually, with additional programs scheduled as needed and appropriate. Specific examples are as follows:

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>“Drunk Sex or Date Rape: Can you Tell the Difference” – Brett Sokolow, JD</td>
</tr>
<tr>
<td></td>
<td>“DUI: A Powerful Lesson” – Mark Sterner</td>
</tr>
<tr>
<td></td>
<td>Women Organized Against Rape Workshop</td>
</tr>
<tr>
<td>Awareness Programs</td>
<td>Step Up To Be A Dear Neighbor (Bystander Intervention Training)</td>
</tr>
<tr>
<td></td>
<td>Alcohol 101 (in first year seminars and for policy violators)</td>
</tr>
<tr>
<td></td>
<td>Denim Day</td>
</tr>
<tr>
<td></td>
<td>Sobriety/Safe Drinking Pledge</td>
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<tr>
<td></td>
<td>DUI Simulator</td>
</tr>
<tr>
<td></td>
<td>Virtual Bar</td>
</tr>
<tr>
<td></td>
<td>Various Residence Hall Programs</td>
</tr>
<tr>
<td></td>
<td>National Collegiate Alcohol Awareness Week</td>
</tr>
<tr>
<td></td>
<td>Day of Silence</td>
</tr>
<tr>
<td></td>
<td>BASICS Sessions</td>
</tr>
<tr>
<td>Alcohol Free Programming</td>
<td>Fridays After Dark (every Friday after 9 pm),</td>
</tr>
<tr>
<td></td>
<td>Midnight Madness (funded by an NCAA CHOICES grant, Alternative programming on high risk days (Super Bowl, World Series, Halloween, St. Patrick’s Day, etc.)</td>
</tr>
</tbody>
</table>
Parking on Campus

All vehicles parked on campus must display a valid Chestnut Hill College parking permit and must be parked in the area designated by that permit. Here is some helpful information about parking at CHC:

- Student, Adjunct and Vendor permits are valid from September 1st – August 31st of each year. Full-time Faculty/Staff permits do not expire but individuals are required to register new vehicles.
- Permits must be paid for before they are distributed.
- Resident first-year and sophomore students who are granted appeals must park at SugarLoaf.
- Permits can be obtained online.
- The purchase of a parking permit does not guarantee a parking space.
- Parking is at your own risk. Chestnut Hill College is not responsible for damage to or theft from vehicles parked on campus.

Vehicle Registration

All vehicles operated and parked on College property by full- and part-time students, faculty, staff and vendors must be registered with the College. Students can get their permits online at [http://chc.thepermitstore.com](http://chc.thepermitstore.com). Permits are available 24 hours a day and should be acquired before the beginning of the school year. Parking regulations will be enforced beginning the second full week of school. Registrations must be renewed at the beginning of each academic year starting August 15th.

1. The "registration year" extends from August 15th to August 15th of the following year.
2. Registration stickers must be affixed to the driver's-side rear passenger window or the rear windshield. When registering, click "Get Temporary Permit," print it, and place it in the vehicle’s rear windshield until you can replace it with the permanent permit.
3. Vehicle registration does not guarantee a parking space, but affords the registrant the opportunity to part in authorized areas where sufficient space is available.
4. If you cannot find a legal parking space, please call the public safety department at 215-242-7777 so an officer can assist you with parking.
5. Parking permits may not be shared or transferred.

Undergraduate Resident Students

Parking privileges are not granted to first-year (freshman status) and sophomore resident students for a number of reasons. As a small residential campus, there are many opportunities for student engagement both in and out of class. Student success and satisfaction tend to be significantly higher when a student is actively involved in the community. While cars provide a convenience, the temptation to leave can be counterproductive at this crucial stage in the student’s college career. It would be more beneficial to invest in establishing a solid base at Chestnut Hill, building friendships and becoming involved in campus activities. Also, there is limited parking available on campus. Chestnut Hill operates a shuttle service that allows students to conveniently reach shopping centers and public transportation without the need for a car. Therefore, first year and sophomore resident students are granted parking permits by special permission only and due to extraordinary circumstances.
<table>
<thead>
<tr>
<th>Important Phone Numbers</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Director of Safety &amp; Campus Security</td>
<td>215.753.3637</td>
</tr>
<tr>
<td>Information Desk (Fournier Hall)</td>
<td>215.248.7090</td>
</tr>
<tr>
<td>Security Office (Fontbonne Ground Floor)</td>
<td>215.242.7777</td>
</tr>
<tr>
<td>Residence Hall Emergencies</td>
<td>215.242.7777</td>
</tr>
<tr>
<td>Vice President of Student Life</td>
<td>215.248.7030</td>
</tr>
<tr>
<td>Dean of Student Life</td>
<td>215.248.7142</td>
</tr>
<tr>
<td>Director of Residence Life</td>
<td>215.248.7118</td>
</tr>
<tr>
<td>Associate Director of Residence Life</td>
<td>215.753.3702</td>
</tr>
<tr>
<td>Health Office</td>
<td>215.248.7111</td>
</tr>
<tr>
<td>Counseling Center</td>
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</tr>
<tr>
<td>Police Emergency</td>
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# College Crime Statistics

## Clery Crimes

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<th></th>
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<td>NA</td>
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Note: Crime statistics for domestic violence, dating violence and stalking were not collected prior to 2013. This change was made in compliance with the reauthorization of the Violence Against Women Act.

## Non-Clergy Crimes

<table>
<thead>
<tr>
<th></th>
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<td>Vandalism</td>
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<td>Disorderly Conduct</td>
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## Forcible Sex Offenses

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<td>Forcible Fondling</td>
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### Non-Forcible Sex Offenses

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<thead>
<tr>
<th></th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Area</th>
<th>Residence Halls</th>
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<tbody>
<tr>
<td>Statutory Rape</td>
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### Alcohol, Drugs & Weapons

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<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Area</th>
<th>Residence Halls</th>
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<tr>
<td><strong>Liquor Law Arrests</strong></td>
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<tr>
<td><strong>Liquor Law Referrals</strong></td>
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<td><strong>Drug Arrests</strong></td>
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<td><strong>Drug Referrals</strong></td>
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### Hate Crimes

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<td><strong>Murder</strong></td>
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<td><strong>Manslaughter</strong></td>
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Note: Hate crimes cover the following areas of bias: race, religion, ethnicity/national origin, gender, sexual orientation, disability and gender identity.
THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT

The Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rate is calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the College's Full Time Equivalent (FTE) students and employees. The FTE is calculated using a state required formula. The College's FTE Population was 2,604 in 2011, 2,323 in 2012 and 2,230 in 2013. The statistics reported below reflect the number of incidents reported to the College's Department of Safety & Security (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities or reports from local law enforcement). They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either. Please note that the state crime classifications for which the College is reporting these statistics vary from the crime classifications under federal law, which are also published in this brochure.

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Fire Safety

Reported Fires for 2013 by Building Location for All Chestnut Hill College Residence Halls

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<th>Date</th>
<th>Cause of Fire</th>
<th>Equipped w/ Sprinkler</th>
<th>Fire &amp; Smoke Detectors</th>
<th>Emergency Plans Posted</th>
<th># Annual Evacuation Drills</th>
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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes (formed by the Federal Student Right-to-Know and Campus Security Act) requires the reporting of all crimes and a further breakdown of the crimes into the following geographical locations on campus; A) On-Campus; B) Non-campus; C) In residence halls; and D) Public property.

Further, the Cleary Act mandates the reporting of "Hate Crimes" (motivated by bias or prejudice) and disciplinary actions for alcohol, drugs and weapons that are a violation of law. This disclosure is made in the preceding tables.

**Contact Information**

This report is prepared annually by Krista Bailey Murphy, Ph.D., Dean of Student Life, in collaboration with Campus Safety & Security, The Office of Residence Life and the Office of Student Life. Questions or concerns about campus safety and security at Chestnut Hill College may be directed to:

Krista Bailey Murphy, Ph.D.  
Dean of Student Life  
at 215.248.7142 or e-mail murphyk@chc.edu

Or

Polly Teti  
Director of Safety & Campus Security  
at 215.753.3637 or e-mail tetip@chc.edu