



**CHESTNUT HILL COLLEGE
STUDENT HANDBOOK**

2017-2018

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Mission Statement of Chestnut Hill College

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.

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.

True to its Catholic heritage, Chestnut Hill College espouses the beliefs and values inherent in the Judeo-Christian tradition while it respects the contributions made by other faith traditions in the development of the whole person. The College nurtures a sense of integrity, spirituality, and social justice in all.

The College community dedicates itself to four purposes in fulfilling this mission. It seeks...

1. to provide avenues for students to achieve academic excellence and to pursue research in their major field or in interdisciplinary studies. The College encourages students to explore and experience diverse curricula and to participate in exchange programs with other institutions of higher education.
2. to initiate links between the world of learning and the world of work through curricular planning, technological opportunities, and career preparation. The College guides students in applying theoretical learning through experiential learning designed collectively by faculty and students.
3. to uphold an atmosphere of communal respect in which all may clarify and articulate personal values and beliefs while exploring the ethical and moral dimensions underlying all relationships. The College encourages inter-faith opportunities by acquainting all students with Catholicism, its theology and its Judeo-Christian roots, and by engaging in dialogue with women and men of other beliefs.
4. to create local and global connections that enable students to respond to the needs of others through service-oriented enterprises. The College educates students to identify and to address issues of social justice and to work toward systemic change.

In this spirit, and with a commitment to life-long learning, the Chestnut Hill College community has adopted these learning outcomes to promote, guide and assess learning in all the College's programs. While addressing students, the College's founder, Sister Maria Kostka Logue, once famously remarked that "Chestnut Hill will prepare you to learn how to earn a living because you must. But you are here to learn how to live." Embracing this belief, we set forth these outcomes as standards in all academic and co-curricular areas.

Information Literacy
Communication
Critical and Creative Inquiry
Leadership and Collaboration
Integrative Learning

Civic Responsibility and Practice
Ethical Responsibility
Knowledge of Self and Others
Intentional Learning
Spiritual Growth



History of Chestnut Hill College

Located at the northwestern edge of Philadelphia on 45 acres overlooking the Wissahickon Creek, Chestnut Hill College opened in 1924 as a Catholic, four-year, liberal arts College for women. Founded as Mount Saint Joseph College by the Sisters of Saint Joseph, the College was renamed in 1938 as Chestnut Hill College.

Since its inception, the College has offered a rigorous liberal arts education that provides students with a broad background in the humanities, social sciences and natural sciences. The goal of Chestnut Hill College has been to prepare students for life's challenges by helping them to grow intellectually, spiritually, emotionally and socially.

In keeping with the spirit of the Sisters of Saint Joseph, the curriculum has been modified over time to meet the ever-changing needs of higher education and society. The College originally awarded only the Bachelor of Arts and Bachelor of Science degrees to young women of traditional college age. In 1972, a Continuing Education department extended opportunities for undergraduate study to mature women and men. With the addition of a coeducational graduate program in 1980 the College began to offer master's degrees and, in 1997, added its first doctoral program. Today, students may earn master's degrees in six fields and a doctorate in clinical psychology.

Academic changes also included expanding beyond the physical limits of the campus. As a member of [SEPCHE](#) (Southeastern Pennsylvania Consortium for Higher Education), Chestnut Hill pursues a collaborative approach to higher education with seven other local institutions. Through membership in the [ACSSJ](#) (Association of College of Sisters of St. Joseph) Chestnut Hill is able to offer its students opportunities to enrich their educational experiences by studying at seven other colleges in the United States. Study-abroad programs further extend

the reach of a Chestnut Hill education and help to prepare students for life in a global society.

November 2001 proved to be an historic time for Chestnut Hill College. The announcement that men would be admitted to the traditional-age, full-time undergraduate program in Fall 2003 marked the end of the 78-year-old College for Women. In choosing to pursue this new direction, the College makes a tradition of excellence and a history of success available to a wider audience.

The Chestnut Hill campus provides an atmosphere conducive to teaching, learning and reflection for the entire College community. The decades of expansion in academic programs were matched by corresponding growth and change in the campus, which is listed on the National Register of Historic Places. For many years the main buildings were St. Joseph Hall, with its six-story Greco-Roman rotunda and French Gothic exterior, Fournier Hall, a jewel of Italian Romanesque architecture, and Clement Hall, with its classrooms and modest athletic facilities, including a swimming pool. The additions of the Science Building, Logue Library, Fontbonne Hall, Barbara D'Iorio Martino Hall and, most recently, Fitzsimmons Hall meet the needs of a growing college community. In 2006 the College acquired the SugarLoaf property, which opens up room for growth and development into the future.

Each new structure was carefully designed to preserve the architectural integrity of the campus while addressing specific educational or student life needs. The last decade has seen an emphasis on providing the technology that is essential to today's students. Renovated science facilities and computer laboratories helped to create a teaching/learning environment appropriate for the 21st century. Martino Hall includes "smart" classrooms and seminar rooms that are part of the campus-wide interactive network. Visitors to the grounds have long enjoyed the grotto with its charming fountain, the House of Loretto, and the elegant main chapel that was inspired by Sainte Chapelle in Paris.

More than 10,000 individuals have earned degrees from Chestnut Hill College since 1924. The list of accomplished graduates includes numerous representatives in medicine, law, research, education, business and social service workers. The alumnae/i are also well known for their commitment to volunteerism in countless civic, cultural, educational and religious organizations. Their spirit continues to animate the campus through the generous support of and dedication to their alma mater that they loyally demonstrate.

Faithful to its rich history, Chestnut Hill College will continue to meet the challenges of a changing society while maintaining its commitment to values-oriented education and its Catholic heritage. Future graduates of the College will continue to be people who use their education to transform the world as they join their predecessors in dedicating themselves to the College motto of Fides, Caritas, Scientia.

THE COLLEGE SONG

We love thee in the sunset
We love thee in the dawn,
Thy walls to us are hallowed
With memory of days ago.

CHORUS:

Oh, college and teachers and we,
A loyal trinity,
Our hearts' deep fealty,
Is pledged unto thee,
Is pledged unto thee,
Our loved Chestnut Hill.

Oh, through life's hurt or heal,
In the going of the years,
Thy Wisdom shine aloft
To banish doubts and fears.

We love the nooks and dells
By Wissahickon's stream,
Thy stately portals grey,
Thy lawns in dew-bright gleam.

We love the calm and peace
Of thy academic halls
When stirring day has gone
And the dusk of evening falls.

THE COLLEGE SEAL

The College Seal, chosen May 1928, was adapted from the ancient family coat-of-arms of Henri de Maupas, Bishop of LePuy, France, the first ecclesiastical superior of the Sisters of Saint Joseph, who canonically approved the order March 10, 1651.

To the Maupas shield, a gold griffin on a scarlet background have been added a silver carpenter's square, a symbol of St. Joseph, and a heraldic mount to symbolize the consecration of the Congregation of the Sisters of Saint Joseph to the Most Holy Trinity.

In the "chief" (upper portion) are the lilies of Our Lady and St. Joseph, and in the center, a book and a traditional heraldic emblem of a seat of learning. On its open pages is the college motto: Fides-Caritas-Scientia.

The griffin is a fabulous heraldic animal, a combination of eagle and lion. In ecclesiastical heraldry, the eagle is a symbol of St. John; the lion, a symbol of St. Mark.



STUDENT CODE OF CONDUCT

STUDENT/INSTITUTION RELATIONSHIP

A student's enrollment at Chestnut Hill College is a voluntary decision, which involves acceptance of the responsibility to meet academic requirements and to behave in ways consistent with the mission and values of the College, as well as, with civil law. The regulations stated in this handbook are designed to establish guidelines from which the Chestnut Hill student and community can grow. The harmony of day-to-day life depends on the integrity and responsibility of each individual.

College discipline is limited to student misconduct, which adversely affects the College community's pursuit of educational objectives. Behavior violating standards as set forth in the Student Handbook, the College Catalog, room/board contracts, appropriate organizational constitutions and by-laws, and other official college bulletins is subject to disciplinary action by Chestnut Hill College. College disciplinary action is distinct from and not dependent upon the outcome of any legal proceedings involving a student, although conduct that forms the basis for legal proceedings may also warrant disciplinary action by the College, and conviction of a crime may in itself justify disciplinary action.

General Regulations

Flagrant disrespect for persons, common standards of decency, conduct unbecoming of a Chestnut Hill College student or behavior that demonstrates contempt for the mission and generally accepted values of the College community may result in disciplinary action.

1. Respect for Persons and Property
 2. Respect for the Educational Function of the College
 3. Respect for College Officials
 4. Respect for College Property
- a. College Facilities
 - b. Library Resources
 - c. College Store
 - d. College Equipment
 - f. Dining Facilities Property
 - g. Disposition of College
 - h. Vandalism and Physical Damage
 - i. Theft of Services

Students should be advised that theft or destruction of College property might constitute a criminal offense, as well as a violation of College regulations.

MINOR VIOLATIONS

The following actions by a student or group constitute minor violations. Examples include but are not limited to:

1. Violating noise policy or quiet hours.
2. Violating the visitation policy.
3. Littering.
4. Failing to identify oneself to College staff acting in their official capacity.
5. Smoking in unauthorized locations.
6. Children and/or babysitting in the residence halls.
7. Possessing and/or burning of candles and/or incense.
8. Furniture damage or removal (from room or lounge).
9. Unauthorized room change.
10. Keeping of pets in the residence halls.
11. Improper use of meal card.
12. Improper use of room keys or access card.
13. Solicitation of good and/or services.
14. Inappropriate dress as defined in the dress policy.
15. Violation of posting policy.
16. Violation of acceptable use policies.
17. Offensive language or behavior.
18. Congregating outside on campus property except for activities and programs authorized by College officials; loitering.

MAJOR VIOLATIONS

The following infractions will constitute major violations of the Student Code of Conduct of Chestnut Hill College:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
2. Forgery, alteration or use of College documents, records or instruments of identification with intent to defraud.
3. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities.
4. Conduct which threatens or endangers the health or safety of any person.
5. Using, possessing or selling illegal narcotics or drugs.
6. Using, possessing or selling fireworks, firearms or other dangerous weapons.
7. Assaulting or battering another person.
8. Threatening another person.
9. Harassing verbally.
10. Harassing physically.
11. Harassing sexually.
12. Making ethnic, discriminatory or racial remarks verbally or in writing.
13. Violation of the alcohol policy.

14. Initiating, without basis or causing the initiation of a false report, a warning or threat of fire, explosion or emergency on College premises or at College sponsored activities.
15. Noncompliance with fire drills and regulations.
16. Theft from College premises or to the property of a member of the College community.
17. Damage to College premises or to the property of a member of the College community.
18. Violation of published College regulations including regulations relating to entry and exit and use of College facilities and any regulations, which may from time to time be enacted.
19. Failure to comply with directions of College officials acting in performance of their duties.
20. Violation of published rules governing College residence halls.
21. Violation of law on College premises in a way that adversely affects the College community's pursuit of its proper educational purposes.
22. Lewd, indecent, immoral or obscene conduct including but not limited to violations of any law, regulation or ordinance.
23. Gambling.
24. Hazing: The College prohibits hazing activities, whether by an individual or an organization. Conduct may be considered hazing if it
 - (a) Endangers the mental health, physical well-being, safety, or rights of any individual;
 - (b) Is intended to or is reasonably likely to result in humiliation, physical or emotional injury; or
 - (c) Leads to a violation of state law or Chestnut Hill College policies.

Conduct is still hazing even if the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Examples of prohibited individual/group activities include but are not limited to the following:

- (a) Requiring participation in activities that by design do not allow adequate time for study;
- (b) Requiring the use of alcohol in any process or activity;
- (c) Requiring nudity at any time;
- (d) Throwing substances or objects at individuals with intent to harm;
- (e) Vandalizing, defacing, or stealing any property;
- (f) Verbal abuse or threatening physical harm;
- (g) Assigning unreasonable chores;
- (h) Forcing a person to eat something against his or her will; or
- (i) Requiring excessive exercise.

Hazing activity may lead to disciplinary proceedings with penalties up to and including suspension or expulsion. Hazing may also lead to the termination of a student organization. Infractions will result in a judicial hearing after which sanctions will be determined.

ADMINISTRATIVE HEARING PROCESS

**Please note: The process outlined below is for hearings NOT related to violations of the Policy on Sex Discrimination, Sexual Harassment and Sexual Violence. In an incident that involves allegations of sexual discrimination, harassment or violence, the procedures outlined in the Policy on Sex Discrimination, Sexual Harassment and Sexual Violence (as found on page 19) will be followed. Please review this policy for specifics.*

Written documentation of an incident triggers the beginning of the judicial hearing process. Students will receive written notification of a hearing, via email, 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, the Vice President for Student Life or her designee.

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.

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.

Appeals may only be submitted on the following grounds:

- evidence of improper or inadequate procedure;
- prejudicial conduct;
- disproportionate penalty;
- new evidence, not available at the time of the hearing.

An appeal based on new evidence, not available at the time of the hearing will be referred back to the original hearing officer for a second hearing.

Upon receipt of an appeal for improper or inadequate procedure, prejudicial conduct or disproportionate penalty, the Vice President for Student Life will notify the Chair of the Appeal's Board. The respondent's letter of appeal, the hearing officer's decision letter, and all other documents used in the hearing will comprise the official file to be used by the 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 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 to 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:

- To College officials (including third parties under contract) with legitimate educational interests
- To comply with a judicial order or lawfully issued subpoena
- To appropriate parties in a health or safety emergency in order to protect the student or others
- To parents in cases of drug or alcohol violation when the student is under the age of 21
- To the provider or creator of a record to verify the validity of that record (e.g. in cases of suspected fraud)
- To organizations conducting research studies on behalf of the University, provided there is a written agreement between the College and the research organization.
- To officials at an institution in which the student seeks or intends to enroll or is currently enrolled.

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.

Student Life Policies

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.

Electronic Responsibility

The use of the internet and other forms of electronic communications (which includes, but is not limited to Instant Messenger, e-mail, Facebook, Twitter, Instagram, Snapchat, etc.) is a freedom and a privilege that comes with a level of personal responsibility. Students are reminded that all policies listed in the Student Code of Conduct also apply to the virtual environment. Student use of computers and the College network will be subject to review and possible discipline by the College if it is determined that their use is inappropriate or harmful.

Safety Inspection Policy

In the spirit of campus safety, the College reserves the right to inspect the personal belongings of individuals (including those of faculty, staff, students and their guests) on campus or in campus buildings if there is reasonable basis to believe there is a violation of federal, state or local laws or College policies. Additionally, the College reserves the right to inspect all bags when there is a concern for campus safety and/or at large scale campus events such as, but not limited to, a concert or sporting event. Inspections will be conducted by Security and may include, but is not necessarily limited to, backpacks, sport bags, purses, laundry baskets, coats, containers and boxes. Any items confiscated during an inspection will be taken to the Security Office where they will be photographed and inventoried. When necessary, the College reserves the right to contact the police and/or pursue College disciplinary action when confiscated items appear to be in violation of federal, local or state laws or College policies. Those who refuse to comply with a requested inspection may be detained for further investigation.

Search Policy

Residence hall rooms, lockers, and student offices are the property of the College. Therefore, in the event there is believed to be an alleged incident of prohibited activity or prohibited or stolen items in one of these locations, security and/or College personnel may search a student's room, locker or student office. Requests for a search must be made to and approved by the Vice President for Student Life or her designee. Efforts will be made to contact the students prior to beginning the search process. However, a student need not be present for a search to be conducted. The results of a search process may result in disciplinary action. The College reserves the right to contact the police in any situation where it believes a crime may have been committed.

Room Entry Policy

College personnel and contracted vendors may enter student rooms to complete repairs or to respond to emergencies. Personnel will knock and identify themselves before entering. In a situation where it is believed that an alleged violation of College policy is occurring in a student room, but a student is refusing to open the door, Residence Life staff and/or Security have permission to key into the student room.

Skateboarding Guidelines

Skateboarding is not permitted on College property due to the risk for personal injury to pedestrians and the potential for property damage.

Tobacco Policy

Chestnut Hill College is committed to the health and wellness of its students, faculty, staff and visitors. Tobacco use is only permitted in designated tobacco areas. Tobacco use includes any lighted tobacco product (e.g., cigarettes, cigars, clove cigarettes, pipes), any oral tobacco product (e.g., smokeless tobacco, dip, chew), vaping, or the use of electronic cigarettes. Please be mindful that this includes classrooms, Logue Library, athletic facilities and all College owned vehicles.

In compliance with Pennsylvania State law and Philadelphia City ordinance, Chestnut Hill College prohibits smoking in all buildings and within 20 feet of all entrances and egresses. In keeping with this law, due to close proximity of buildings and out of respect for our campus community and grounds, no smoking is permitted in the Piazza, on the terrace, in the courtyards or in the area near the back of St. Joseph Hall, the Medaille Center, Martino Hall, The DeSales Center, the Fournier Circle or near the buildings (including Loyola Lodge and the Commonwealth Chateau) on SugarLoaf. Those in violation of this policy will be fined and/or subject to disciplinary action. When using tobacco in designated areas, please use proper receptacles and be respectful of campus property.

College Policy on Greek Life

The Student Handbook states, "To be recognized as a club on campus, the purpose, intent and sponsored activities, including the behavior of guests at sponsored events, must be congruent with Chestnut Hill policies, values and the College Mission."

The mission of Chestnut Hill College is grounded in the spirit of inclusivity. The College provides academic learning communities, residence hall housing options, campus ministry experiences and a variety of student organizations that foster community, service and leadership. For this reason, fraternities and sororities are neither endorsed by the College, nor recognized as student organizations.

This policy does not apply to academic honor societies bearing Greek letters.

Civil Unrest

Most campus demonstrations, marches, meetings and rallies tend to be peaceful and non-disruptive. A student demonstration should not be stopped unless one or more of the following conditions exist:

- Inference with normal operations of the College
- Blocked access to offices, buildings or other College facilities
- Threat of physical harm to persons
- Threat of damage to College facilities

If any of these conditions exist please notify Campus Safety. Depending on the nature of the demonstration, the following procedures should be followed:

Peaceful, Non-Obstructive Demonstrations

In the event of a peaceful, non-obstructive demonstration, the situation will be monitored. Should the situation change and become obstructive, please follow the protocol below.

Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to College facilities or interferes with College operations:

- Demonstrators will be asked to terminate the disruptive activity by the Director of Campus Safety or a Campus Safety Shift Supervisor
- Key College personnel and student leaders will ask the demonstrators to desist.
- If demonstrators fail to desist, they will be informed that failure to terminate the activity may result in disciplinary action or police involvement.
- After consultation with the President the police may be contacted if necessary.

Violent, Disruptive Demonstrations

In the event that a violent demonstration results in injury to persons or damage to College property, the President and other College officials will be notified. The Director of Campus Safety will call the Philadelphia Police (if necessary). A campus alert will be issued which may call for evacuation or shelter in place.

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.

Resident students will be able to designate a confidential contact when they complete their Emergency Contact Card at check-in; 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.

Campus Communications

In cases involving missing students, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing student. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the College's Office of Communications.

Prior to providing the Chestnut Hill College community with any information about a missing student, the Office of Communications shall consult with law enforcement authorities to ensure that communications do not hinder the investigation.

Policy on 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 and August 2015 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. This policy is reviewed and updated annually in order to ensure compliance with federal guidance and to best support members of our College community.

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 or sexual 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. For the purposes of this policy, sex discrimination, sexual harassment and sexual violence all fall under the category of sexual misconduct.

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 misconduct 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 purpose of this policy is:

- To educate the community on the definitions of sexual misconduct,
- To outline the steps necessary to deal most effectively with cases involving allegations of sexual misconduct, 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.
- The College also contracts a number of vendors on campus. These individuals are also protected from all forms of discrimination and are held accountable to policies and procedures outlined by their respective employers. If a vendor is accused of misconduct against a member of the College community, the College will work collaboratively with the individual's employer. At the request of the College these individuals may also be subject to interim measures (outlined below) while an incident is investigated and resolved.
- 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 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 Act 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.

Title IX Coordinator

Chestnut Hill College designates Krista Bailey Murphy, Ph.D., Dean of Student Life, as the Title IX Coordinator. Dr. Murphy can be reached at 215-248-7142 or via email at murphyk@chc.edu. Dr. Murphy's office is located in Fournier, Room 144.

The Title IX Coordinator oversees the College's centralized review, investigation, and resolution of reports of sexual misconduct. The coordinator also coordinates the College's compliance with Title IX. The Title IX coordinator is:

- responsible for oversight of the investigation and resolution of all reports of sexual misconduct;
- knowledgeable and trained in relevant state and federal laws and College policy and procedure;
- available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the College, both informally and formally;
- available to provide assistance to any College community member regarding how to respond appropriately to reports of sexual misconduct;
- responsible for monitoring full compliance with all requirements and timelines specified in the complaint procedures; and
- responsible for compiling annual and semi-annual reports.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- **Sexual Harassment**
- **Sexual Assault**
 - **Non-Consensual Sexual Contact (or attempts to commit same)**
 - **Non-Consensual Sexual Intercourse (or attempts to commit same)**
- **Sexual Exploitation**
- **Stalking**
- **Intimate Partner Violence: Domestic Violence or Dating Violence**
- **Bullying or Intimidation**

Detailed definitions and examples of these forms of misconduct are included in the Supplemental Materials section of this Policy.

Reporting Sexual Misconduct in Any Form

If you have been subjected to an act of sexual misconduct, you are urged to report the incident immediately. 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 report the incident to the police immediately.

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.
 - This could include a Resident Assistant (RA), Campus Safety and Security, the Title IX Coordinator, or another individual whom you trust.
- If you were a victim of sexual violence and wish to contact the police, you may do so by calling 911.
- If you were a victim of sexual violence, it is important to seek medical care so you can be treated for injuries and tested for pregnancy and sexually transmitted diseases. Philadelphia has created the Philadelphia Sexual Assault Response Center (PSARC). PSARC is located at 300 E. Hunting Park Avenue, Philadelphia, PA 19124 and can be reached via phone at 215-685-3251.
 - PSARC has specially trained and certified Sexual Assault Nurse Examiners (SANE) to assist in the medical process related to forensic exams. Forensic evidence can be collected up to 96 hours after an assault has occurred.
 - A forensic exam, completed by a medical practitioner, is the process through which physical evidence is collected. This evidence could be used in a judicial case, if the victim chooses to pursue charges. Physical evidence can include photo documentation of injuries, collection of fluids (blood, semen, urine, saliva) and other identifiable objects (hair, clothing with potential DNA). Forensic exams are free of charge to victims of assault and will not be billed to the victim or the insurance company.
- Avoid showering, bathing, douching or cleaning in any other way to help preserve medical evidence if you choose 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 File A Complaint with the College

To make a report of an act of sexual misconduct, 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.). Campus Security (215-242-7777) can be reached 24 hours a day should you wish to file a complaint or need immediate assistance. Campus Security can also assist you in contacting the police if you would like to file a report with the police. All reports of sexual discrimination, harassment and violence will be reported to Krista Bailey Murphy, the College's Title IX Coordinator. Individuals should be advised that the Title IX Coordinator is obligated to act on any report of sexual misconduct. The College does not limit the timeframe for filing a report of misconduct. Reports can be submitted at any time following an incident, although the College's ability to take any action may be negatively affected by the length of time between the alleged incident and the report.

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

- Some individuals are required to maintain complete confidentiality; talking to them is sometimes called a “privileged communication.” These individuals have a legal and professional obligation not to reveal information shared with them in the scope of performing their duties.
- Other employees may talk to a complainant in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information, such as the complainant’s name. Disclosures to these employees will not trigger a College investigation into an incident against the complainant’s wishes.
- All other College employees are designated as responsible employees and are required to report all the details of an incident (including the identities of both the complainant and alleged respondent) to the Title IX coordinator. A report to these employees constitutes a report to the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.
 - By virtue of their responsibilities in the residence halls, Resident Assistants (RAs) and Resident Coordinators (RCs) are considered responsible employees.

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) and nurses in the Health Center are not required to report any information about an incident to the Title IX coordinator without a complainant’s permission.

Sheila Kennedy, SSJ, Ph.D.	Director, Counseling Center Psychologist	215-248-7104	SJ 345
Barbara Dougherty, CRNP	Director, Health Center	215-248-7111	FZ Lobby
Sandy Bumgardner, Psy.D.	Psychologist	215-248-7104	SJ 341
Lisa Johnson, Psy.D.	Therapist	215-248-7104	SJ 343

B. Non-Professional Counselors and Advocates

Individuals who work in Campus Ministry can generally talk to a complainant without revealing any personally identifying information about an incident to the College. A complainant can seek assistance and support from these individuals without triggering a College investigation that could reveal the complainant's identity or that the complainant has disclosed the incident. While maintaining a complainant'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 complainant – 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 complainant to ensure that no personally identifying details are shared with the Title IX Coordinator. The Title IX Coordinator will report this information to the Director of Security for inclusion in the Daily Crime Log and Annual Campus Crime Statistics.

Joannie Cassidy, SSJ	Director of Campus Ministry	215-248-7095	SJ 348
Lacie Michaelson	Assistant Director of Campus Ministry	215-248-7107	SJ 337
Robert Mulligan, OSFS	Chaplain	215-248-7058	SJ 330

A complainant who speaks to a professional or non-professional counselor or advocate must understand that, if the complainant wants to maintain confidentiality, the College may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the respondent. Even so, these counselors and advocates will still assist the complainant 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 complainant 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.

C. Reporting to Responsible Employees

Unless specifically listed above, all other College employees are considered 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. Resident Assistants and Resident Coordinators are also considered responsible employees.

When a complainant tells a responsible employee about an incident of sexual violence, the complainant 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 incident shared by the complainant so that the College can determine what happened – including the names of the complainant and respondent(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 complainant's consent or unless the complainant has also reported the incident to law enforcement. Before a complainant reveals any information to a responsible employee, the employee should ensure that the complainant understands the employee's reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

If the complainant wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complainant 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 complainant's request for confidentiality.

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

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

If a complainant 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 complainant.

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

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

When weighing a complainant's request for confidentiality or determining that no investigation or discipline will be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the respondent will commit additional acts of sexual or other violence, such as:
 - whether there have been other sexual violence complaints about the same respondent;
 - whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
 - whether the respondent threatened further sexual violence or other violence against the complainant or others;
 - whether the sexual violence was committed by multiple respondents;
 - whether the sexual violence was perpetrated with a weapon;
 - whether the complainant 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 complainant'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 complainant's confidentiality, the College will inform the complainant 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 complainant's well-being, and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students or College employees, will not be tolerated. The College will also:

- assist the complainant 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 respondent pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the complainant of the right to report a crime to campus or local law enforcement – and provide the complainant with assistance if the complainant wishes to do so.

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 complainant's request for confidentiality, the College will also take immediate action as necessary to protect and assist the complainant.

Investigation, Hearing and Resolution

In order to assure a prompt and equitable resolution to the complaint, complainants will be asked to provide details of the reported incident, either verbally or in writing, detailing the specifics of the incident, names of individuals, date, time, place, specifics which occurred, witnesses to the events described, etc. This complaint will start the College's investigation of the events reported.

- An investigation will be conducted once a complaint is filed. Complaints may be filed by the complainant, by a parent, or by a third party.
- The person who makes the report is the complainant and the individual named in the report is the respondent.
- 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 be limited should the complainant not want his or her name or any identifiable information shared.

- 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 or from College housing 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 to continue his/her course of study online.
- The respondent will be given the opportunity to provide his/her version of the reported incident. This can occur either verbally or in writing by the respondent to the investigator; the respondent has the right to decline this option.
- The complainant’s statement will be shared with the respondent.
- The respondent’s statement (if provided) will be shared with the complainant.
- At the conclusion of the investigation, the investigator(s) will prepare an Investigative Report to be used by the Title IX Coordinator and hearing panel (if applicable).
- 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 Title IX Coordinator 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 Title IX Coordinator 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.
- A specially trained hearing panel will be convened to adjudicate allegations of sexual misconduct. New members of this hearing panel receive extensive training on Title IX, current guidance from OCR and the College’s judicial process; additionally, refresher trainings are held for the full panel each semester.
 - The hearing panel will contain between 3-5 members for each hearing. These members are drawn from a pool of between 10-20 trained members. Panel members may recuse themselves from any hearing due to conflict of interest or other inability to fully participate in a complete hearing.
 - The Title IX Coordinator will provide oversight to the hearing panel as it relates to policies and procedures. The Title IX Coordinator has no decision making responsibility and is not a voting member of the hearing panel.
- The College will use its best efforts to complete its investigation within 14 business days of the date it receives the complaint and to schedule a disciplinary hearing within another 7 business days.
 - At times, a thorough investigation may take longer than 14 days. In instances where extra time is needed, both parties will be notified of the reasons and an expected completion date.
- 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.
- Every effort is made to collect all information during the investigation. In the event that additional information is presented, both parties need to submit this additional documentation to the Title IX Coordinator at least 48 hours prior to the hearing; the Title IX Coordinator 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.
 - Additional information presented at this point may result in the investigation being reopened.
- At least 72 hours notice will be given to both complainant and respondent to appear at the hearing.
- If desired, the complainant will be permitted to attend the entire hearing. If the complainant 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.
- During the hearing, both the complainant and the respondent have the right to be assisted by an advisor of their choice. The advisor may be any person, including an attorney engaged at the party's expense, who is not otherwise a party or witness in the investigation. The advisor may confer quietly with the complainant or respondent to provide advice or support, the advisor may not speak on behalf of the complainant or respondent or otherwise actively participate in, or in any manner disrupt, the hearing. To serve as an advisor, the individual will be required to meet with the Title IX Coordinator in advance of participating in the hearing to understand the expectations of the role, privacy, and appropriate decorum. The Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. No copies of written materials or any other evidence will be given to an advisor.
- Once the original complaint 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 a 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.

- A written decision, complete with sanctions, if any, will be received within 10 business days after the hearing.
- 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.
 - Please note that the College will still provide appropriate accommodations to the complainant 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.

Sanctions for Students

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.

- **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:** including counseling, reflection papers, research papers, 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.

Appeals

- Both parties have the right to appeal. A letter of appeal should be addressed to the Title IX Coordinator within 3 business days of receipt of the decision. Appeals may only be submitted on the following grounds:
 - evidence of improper or inadequate procedure;
 - prejudicial conduct;
 - disproportionate penalty;
 - new evidence, not available at the time of the investigation.
- An appeal based on new evidence, not available at the time of the hearing will be referred back to the investigative process. Following the completion of the new evidence, the original hearing panel will reconvene for a second hearing.
- Upon receipt of an appeal for improper or inadequate procedure, the Title IX Coordinator will review the case from initial complaint to resolution to determine if there was improper or inadequate procedure.
- Upon receipt of an appeal for prejudicial conduct or disproportionate penalty, the Title IX Coordinator will convene a specially trained appeals board
- If an appeal meets none of the above criteria, the complainant and/or respondent will be notified that the appeal does not meet the criteria to move forward.
- The respondent's and/or complainant's letter(s) of appeal, the hearing panel's decision letter, and all other documents used in the hearing will comprise the official file to be used by the Appeal's Board.
- The parties will receive written notice of an appeal decision within 10 business days.
- Appeals will go a specially trained appeals board. While the College Appeals 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 non-appealing party will be notified that the appeal has been filed. Once it is formed, the Appeals 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 Title IX Coordinator 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.

Procedures for Faculty and Staff

Any person who believes he or she has experienced sexual misconduct, as defined in the College's Policy on Sexual Discrimination, Sexual Harassment and Sexual Violence, may file a complaint against the Chestnut Hill College faculty, staff, or administration member (the person filing a complaint is referred to as a "complainant"). The procedures outlined below are designed to create a fair and confidential process for the complainant and respondent, while also ensuring a community built on appropriate relationships and respect for all. As acts of sexual misconduct present a threat to the community, the President is kept apprised of all training and prevention efforts, as well as allegations of sexual misconduct.

Interim Measures

Upon the filing of a complaint, the Title IX Coordinator will review the allegations and determine the necessity and scope of any interim measures to prevent further acts of harassment, misconduct, or retaliation and to provide a safe educational and work environment. The range of interim measures may include, but not be limited to:

- Adjusting the complainant's or respondent's work schedule, assignment, or location for employment.
- Changing the complainant's or respondent's academic schedule, allowing the complainant to take an incomplete in one or more courses, allowing the complainant to drop (or retake) a course without penalty, or complete course work via alternate delivery methods.
- Providing an escort to ensure safe movement between classes, work sites, and other activities.
- Allowing the complainant to withdraw from or retake a class without penalty, or extending deadlines for examinations or other assignments.
- Providing access to tutoring or other academic support.
- Putting the respondent on paid administrative leave until the conclusion of the investigation.
- Issuing a no contact order.

An individual's failure to comply with restrictions imposed by interim measures is a violation of this policy and a basis for disciplinary action, up to and including termination of employment.

Investigation of a Complaint

Investigator

The Title IX Coordinator will designate an Investigator (ordinarily a member of Human Resources, the Office of the President, or when necessary, an outside third party investigator) specifically trained in sexual misconduct investigations to conduct a prompt, thorough, and fair

investigation of any sexual misconduct complaint against a College faculty or staff member. Every effort will be made to eliminate any possible or perceived bias in the selection of an investigator.

Investigation Findings

At the conclusion of the investigation, the Investigator will prepare a report summarizing and analyzing the relevant facts determined through the investigation, with reference to any supporting documentation or statements.

The final Investigative Report will provide a summary of the Investigator's impressions, including context for the evidence, and will make a determination as to whether the respondent's conduct violated Policy on Sexual Discrimination, Sexual Harassment and Sexual Violence. The Investigative Report will then be provided to the Title IX Coordinator who will convene a hearing panel to determine if a violation has been found. Members of the hearing panel are drawn from a slate appointed by the President and are specially trained in handling cases of sexual misconduct. All proceedings are confidential.

If there is no finding of responsibility, all materials will be returned to the Title IX Coordinator for inclusion in records (please see Preservation of Records for additional information).

If there is a finding of responsibility, the hearing panel will submit a report to the Vice President for Academic Affairs (if the respondent is full-time faculty), the Dean of the respective college (if the respondent is adjunct faculty) or the Senior Vice President for Financial Affairs (if the respondent is staff) to make a final determination as to the appropriate disciplinary sanction, per policies outlined in the Faculty Manual and Staff Handbook, for the respondent's violation of the Policy. In the event that the respondent is a tenured faculty member, procedures outlined in the Termination of Contract and Dismissal policy (Faculty Manual Policy F301.1) will be followed. If a conflict of interest exists that could create real or perceived bias against either the complainant or the respondent, another Vice President may be appointed. All decisions related to suspension or termination of employment are made by the President.

Imposition of Sanctions

Suspension or Termination of Faculty.

Any disciplinary sanction that involves the suspension or termination of a faculty member will be conducted pursuant to the procedures outlined in the Faculty Handbook.

Disciplinary Actions against Staff.

Disciplinary sanctions involving staff will be consistent with any applicable policies outlined in the Staff Handbook.

Appeals

The respondent has the right to appeal the investigative determination and the sanction imposed. Appeals will be submitted to the Title IX Coordinator and will be handled by a third party contracted service.

The College's determination as to whether the respondent's conduct violated the Policy will be presumed to have been reached reasonably and appropriately, by a preponderance of the evidence. Therefore, an appeal is available only on the following grounds:

- evidence of improper or inadequate procedure;
- prejudicial conduct;
- disproportionate penalty;
- new evidence, not available at the time of the hearing.

Any appeal must be in writing and should be filed with the Title IX Coordinator within ten (10) calendar days of the date of receipt of the relevant Vice President's final decision.

Preservation of Records

A confidential record of all complaints, including their disposition, will be maintained by the Title IX Coordinator.

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.

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>.

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

Definitions of Sexual Misconduct

- 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.

- 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 below:

○ 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.

○ 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:

- i. 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.

• Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of 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 individual;
 - 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/D or HIV to another individual;
 - 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
- 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/unsolicited written communication, including letters, cards, emails, instant messages, and activity through social media or other online mediums;
 - unwelcome/unsolicited communications about a person, their family, friends, or co-workers;
 - or
 - sending/posting unwelcome/ unsolicited messages with an assumed identity; or
 - implicitly threatening physical contact;
 - or any combination of these behaviors directed toward an individual person.
- 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.

- Bullying or Intimidation

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts directed at another individual or individuals 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. The lack of a "no" 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.
 - The College affirms a "yes means yes" standard for consent; by this standard, consent is an affirmative, conscious and voluntary agreement to engage in sexual activity
- **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, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another individual is a violation of this policy. More information on these drugs can be found at <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/HTML/18/00.031..HTM>.

External Resources

Medical Care for Sexual Assault:

Philadelphia Sexual Assault Response Center (PSARC)

300 E. Hunting Park Avenue
 Philadelphia, PA 19124
 215-685-3251
 Hotline: 215-425-1625

24 Hour Hotlines:

Women Organized Against Rape 215.985-3333*
 National Sexual Assault Hotline: 800-656-HOPE*
 Philadelphia Domestic Violence Hotline: 866-SAFE-041

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:

Type of Program	Examples
Lectures & Workshops	Escalation Workshop “DUI: A Powerful Lesson” – Mark Sterner Women Organized Against Rape Workshop
Awareness Programs	It’s On Us Week of Action Alcohol 101 (in first year seminars and for policy violators) Denim Day Sobriety/Safe Drinking Pledge It’s On Us Pledge DUI Simulator Virtual Bar Various Residence Hall Programs National Collegiate Alcohol Awareness Week Day of Silence
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 with Faculty, Staff, Resident Assistants and other paraprofessional staff Sexual Harassment Training
Electronic	Social Media campaigns It’s On Us Campaign 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.

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 of 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:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. **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.
4. 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.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. 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.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. 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.

Examples

- 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 11:00 pm until 3:00 am, 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.

- 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 the 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.

- Sam and Chris are at a party. Sam is not sure how much Chris has been drinking, but is pretty sure it's a lot. After the party, Sam walks Chris to Chris' room, and Chris comes on to Sam, initiating sexual activity. Sam asks if Chris is really up to this, and Chris says yes. Clothes go flying, and they end up in Chris' bed. Suddenly, Chris runs for the bathroom. When Chris returns, Chris' face is pale, and Sam thinks Chris may have thrown up. Chris gets back into bed, and they begin to have sexual intercourse. Sam is having a good time, though

Sam can't help but notice that Chris seems pretty groggy and passive, and Sam thinks Chris may have even passed out briefly during the sex, but Sam does not let that stop him. When Sam runs into Chris the next day, Sam thanks Chris for the wild night. Chris remembers nothing, and decides to make a complaint to the Dean.

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

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.

- 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.
- It is a crime intentionally and knowingly to sell or intentionally or knowingly 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 one year.
- 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.
- 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.
- 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.
- 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.
- 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.

- Sales without a license or purchase from an unlicensed source of liquor or malt beverages are prohibited.
- 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.

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 developmental delays. 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)

Please note: *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:

Paraphernalia

1st Offense: \$50 fine; educational module

2nd Offense: \$75 fine; probation

Possession of /Personal Use

1st Offense: \$100 fine; probation; educational task

2nd Offense: Possible loss of housing; drug assessment/education*; parental notification

3rd Offense: Suspension or expulsion from the College

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

1st Offense: Suspension or expulsion from the College

*Drug assessment or education as determined by the hearing officer

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).

The Office of Residence Life

The Office of Residence Life is dedicated to providing environments to residential students that are compatible with students' needs and consistent with the mission of the College. The residence life staff is crucial to the success of these goals. The residence hall community is dependent on each individual living in accordance with the Student Code of Conduct and Residence Life policies.

Residence Coordinators

The Residence Coordinator (RC) position is a graduate, live-in position. RCs supervise undergraduate Resident Assistants (RA) and manage the operations in one or more residence facilities. Their responsibilities include supervising an RA staff, community programming and development, student discipline, duty coverage and facility management. RCs are responsible for the overall daily management of their hall(s). They have office hours posted on their office doors; students should see their RC for any concerns they are experiencing in the hall. There is an RC on duty every night during the academic year; duty schedules can be found at the front desk and on all Residence Life Staff member doors.

Resident Assistants

Resident Assistants (RAs) are full-time undergraduate students selected to advise a residential area in the halls. These staff members are the College's representatives to resident students and consequently, have broad responsibilities extending to all areas of the students' physical, social, academic and emotional well-being. RAs conduct monthly floor meetings that are mandatory for all residents. RAs will report any facility or housekeeping concerns on your behalf. RAs are also able to assist with roommate conflict, academic and personal referrals and the overall community building in their area. There is an RA on duty in every area every night during the academic year. Duty schedules can be found at the front desk and on all Residence Life Staff member doors. RA Duty hours are: Weekdays (Sunday - Friday) 7:00 p.m. - 8:00 a.m. Weekends (Friday & Saturday) 7:00 p.m. - 7:00 p.m.

Floor/Hall Meetings

Attendance at all residence hall or floor meetings is required. At least 48 hours notice will be given to residents unless it is an emergency. A student who needs to be excused from a meeting must notify the RA or RC at least 24 hours prior to the meeting. Only in cases of extreme circumstances will a student be excused.

Housing

The Housing Agreement is a contractual agreement between the student and the College that is completed online. Full-time undergraduate students of the College are eligible to apply for housing. The *Agreement* shall terminate 24 hours after the student's last exam or no later than Commencement Day. Housing is not included for the periods defined as Fall, Thanksgiving, Winter Spring and Easter Breaks. Housing is not available during the Winter Break. Summer housing options vary from year to year.

Eligibility

Resident students must be an enrolled full-time undergraduate student, carrying a minimum of 12 credits per semester. Residents who have outstanding balances on their student account or have not submitted their health forms and vaccination records will not be permitted to check-in to their residence hall space. A student that has already checked into their housing space and

is found to be not registered full-time and/or has an outstanding balance will be required to vacate their room immediately and be responsible for any accrued charges.

Returning Students

Returning students interested in housing for the following academic year must participate in the Housing Selection Process. During the process, students must make a \$100 non-refundable deposit to secure a lottery number. A deposit does not guarantee that a space will be available. A *Housing Agreement* must be electronically signed on housing selection day and becomes a binding agreement between the students and the College. Current students who wish to apply for housing once a semester has begun can do so by completing a *Housing Agreement*. Assignments will be based on availability.

Incoming Students

Accepted and deposit paid new students can apply for housing by completing a *Housing Agreement* online and completing the *Housing Questionnaire*. Once received by the Office of Residence Life, a housing assignment will be made. All enrolled and deposited students by May 1st will be equally and randomly considered for housing assignments. In cases where overflow housing is necessary, students with the latest deposits will be considered.

Cancellation

Requests to be released from the Housing Agreement require a written request for cancellation. This is submitted to the Office of Residence Life and is reviewed by the Housing Release Committee. The release, if approved, will be effective the date the student is notified by the committee. The student must move out of his/her space within 48 hours. There will be a \$500 cancellation fee. Having another contractual obligation for another housing arrangement will not be honored as a valid reason for release from this agreement. A student removed from housing through the judicial process will not receive a refund. See the College Refund Policy for more details. Failure to occupy your assigned space does not constitute cancellation of the *Housing Application & Agreement*.

Change of Status

RELEASE FROM HOUSING AGREEMENT

The effective dates for this agreement begin the date it is signed and is for the full 2016-2017 academic year. By signing this agreement, you accept financial responsibility for all room and board charges for the academic year (fall and spring semesters). You are automatically released from this agreement upon graduation, acceptance into a study abroad program or your formal withdraw from the college. If a request for cancellation is received by June 1, 2016, the student will not be charged a termination fee and will be released from housing. Once a student checks into their residence hall space, they are financially obligated. Any student seeking early termination of the Housing Agreement can submit an appeal in writing to the Housing Release Committee. Only the most exceptional circumstances will be considered. Balance of housing fees, upon withdrawal from the College or approved release, shall follow the normal refund structure established by the College; within the first calendar week: 80% refund, within the second calendar week: 60% refund, within the third calendar week: 40% refund, weeks thereafter: No refund. This include room and board charges. The housing release committee has 10 business days to render its decision in writing to the student. If a release is granted, the student has 48 hours to properly check out of their

residence hall space with a Residence Life Staff member. Failure to do so may result in additional charges. This Agreement may be terminated by the College as a result of a disciplinary sanction or breach by the student of this Agreement and in that case, the student is not eligible for refunds for room and board charges.

Commuter students wishing to become resident students must complete a *Housing Agreement* on the portal and contact the Office of Residence Life for availability.

Assignments

The College reserves the right to make assignments and reassignments of a room for each student/resident and will do so without regard to age, color, disability, marital status, national origin, race, religion or sexual orientation. The College reserves the right to change assignments in case of emergency or if it is otherwise deemed necessary and to eliminate future housing privileges where a student has violated Residence Life policies or College regulations. The Director of Residence Life or designee must approve all room changes. Students who move rooms without permission face disciplinary action. Students may not sublet their residence hall rooms.

A. Room Consolidation/Capacity: Students who occupy rooms below their designated occupancy may be assigned additional roommates or be required to consolidate to fill other vacancies. Half occupied spaces are not considered “single” rooms. Rooms occupied at half capacity must be kept clear for a new student at all times; failure to do so may result in disciplinary action. If demand for College housing exceeds capacity, some rooms may be used at increased capacity until other spaces become available.

B. New Roommates: Any actions to deter the assignment of new roommates may constitute a violation of the Student Code of Conduct with penalties including, but not limited to, termination of this Agreement.

Room Buyout Policy

The Double Room Buyout option has been created to better utilize campus space. Residents who find themselves in double rooms without a roommate may opt to buy out the second bed in the room, alleviating them from the chance of having another individual assigned to that space for that current semester. This option comes at an additional cost. The buyout option may or may not be available each year as its offering is dependent on current occupancy levels as determined by Office of Residence Life (ORL).

Residents who opt to not participate in the program are required to keep their room in such a condition that another resident may take immediate occupancy.

Eligibility

- The Double Room Buyout option is available for the spring semester only.
- If a resident is in a double room and wants to request the room as a single for the spring semester, the resident must complete a Double Room Buyout Request Form by December 8th.

Guidelines

- Residents who have bought out the room will be permitted to arrange furniture to their liking. However, no college-issued furniture may be removed from the room
- Double rooms will default back to doubles at the end of each semester.

- A student in a suite can buyout the double within the suite, but there is no option for residents to buy out the second bedroom of a suite if it is fully vacant.

Costs

- The cost for a Double Room Buyout for a full semester is \$1,000.
- In the event a Double Room Buyout occurs mid-semester, the cost will be pro-rated based on the weeks remaining in the semester.
- Payment in full must be received by Student Financial Services by Thursday, December 8th at 3pm or the buyout option request shall be cancelled.

Conditions

- The second set of furniture from the resident's room will not be removed.
- Students who make the decision to leave the room open for a roommate, must keep half of the room in such a condition that another resident can take immediate occupancy. This includes a completely cleared bed, dresser, closet and desk. If the room is found to be blocked at any time, the student will be billed a \$100 blocked room fee for blocking the room.

Room Changes

There is a two week “room freeze” at the beginning of each semester. After this time, a student who has had a roommate meeting with a Residence Life staff member may then request a room change. *The Room Change Form* can be obtained through an RA or RC. The Office of Residence Life maintains a list of current vacancies. It is the responsibility of the student to contact the people in these rooms, visit with them and decide whether or not to live there. Once a room has been selected, both the new roommate and former roommate must sign the *Room Change Form*. When the request is approved, the student will receive notification from the Office of Residence Life granting permission for the move. Students must wait until they have received proper notification from the Office of Residence Life so that proper paperwork and notification can occur.

Break Housing

Housing during break is provided during times when the College is closed for a short term period. Students requesting to stay on campus over breaks must reside more than four hours or 400 miles away from campus, be approved by Athletics to stay, be working at an internship, or be student teaching for credit in order to be considered. Any student interested in break housing must complete a Break Housing Application on the portal. Please note that meals are not included as part of break housing; students are responsible for their own meals.

Completing the application does not guarantee approval. Before each break, RAs will hold floor meetings to discuss break procedures. Break memos and checklists will be distributed to residents; students must sign-up for a check-out time with their RA. Residents that do not properly check-out with a residence life staff member will be charged a \$25 improper check-out fine. Dates and times for break check-outs can be found on the Residence Life page at www.chc.edu.

Check In/Check out

All residents must officially check into the residence halls through the established procedures published by the Office of Residence Life. In order to move into a room, the resident must sign room condition form (RCC). At check in, the resident must note any damages to the room or missing furniture and have it approved by a residence life staff member. Students will be issued a room key and asked to sign the key log.

Check-outs for breaks during the semester require residents to complete the break checklist emailed to them, then sign out at the front desk.. Residence Life staff will inspect all rooms for each break,

If a student is making a room change or moving out of their space permanently, they must make an appointment with their RA. The RA will inspect the room and have the student sign the RCC. Once the RCC is signed, the student will turn in his/her key Mailbox keys must be returned to the Mailroom and not turned in to any residence life staff member.

Residence Hall Policies

Room & Common Area Furniture

Reasonable care of College property and furniture is expected of all students. Property provided by the College is to remain in student rooms; no furniture may be moved into hallways. Mattresses may not be removed or placed directly on the floor. In the interest of safety, use of cinder blocks or other bed raisers is not permitted nor are beds to be lofted unless done by college staff with approved college materials. Furniture from student lounge areas may not be moved into an individual's room. Water beds and tanning beds are not permitted. Lounge or public area furniture that is damaged or goes missing will be replaced at the charge of the residents of the floor/area. Furniture may not be altered or renovated. Furniture may not be arranged for use which is incompatible with its intended design; for example, common rooms in Fitzsimmons may not be made into bedrooms.

Room Decorations

Any substance that would damage the finish on a door or walls may not be used as door decoration. It is recommended that students use 3M or similar products to hang items on walls. No "sticky squares," adhesive gum, nails, screws, decals, stickers or glow in the dark decals are to be placed on any surfaces. Any damage caused by the removal of such hangings will be charged to the student. Dartboards are prohibited. No offensive materials may be displayed on a student's room door.

Health & Safety Check-Ups & Room Damages

Students are responsible for the condition of their room, including regular cleaning of their space. Health & Safety Inspections will be conducted at least once per semester or if there is reason to do so at the discretion of the Residence Life Staff. Students are responsible for damages that occur in their rooms. Fines will be placed on a student's account. See "Charges & Fines."

Community Area Damage

Community Damage Alerts (CAD) will be posted in locations where damage has occurred in common areas. Damages that occur in common areas will be billed to all students of that area if no one person(s) is found responsible.

Storage

The College does not provide storage for students at any time. Any summer storage should be arranged by the student on his/her own. The Office of Residence Life can provide information about local storage companies.

Charges & Fines

The following is a list of general billing charges for resident students. Some charges may also be accompanied by a judicial hearing. Due to the varied nature of our buildings, charges may vary, so some of these amounts are estimates. Appeals will be heard only if the student has complied with proper check-out procedures. A respondent wishing to appeal a residence life fine in writing within 5 business days of the fine being posted to their account. A letter of appeal should be addressed to the Director of Residence Life. Since fines are based on factual evidence, an appeal may only be submitted if the incorrect amount was billed (per the student handbook), or the student fined was misidentified and there is evidence or admission to support that. The appeal will be reviewed and the student will be notified within five business days.

Check-Out Charges

Late Check-Out	\$10	Breaks	
Improper Check-Out	\$25	Breaks/\$50 Semester Closings	
Room Cleaning-Light	\$25		(includes trash in room)
Room Cleaning-Heavy	\$50		(includes trash in room)
Items Left Behind	\$25-\$100		(depending on number/size of items)

Key Charges

Lost Key/Core Change	\$50	Lounge Furniture in Room	\$50
Lost Closet Key (New Hall)	\$25		

Room Charges

Smoke Detector Damage	\$300		
Missing Screen	\$75		
Broken Window	\$150		
Damaged/Missing Furniture	\$50-\$500		
Missing Peep Hole	\$50		
Holes in Wall	\$50-\$200		
Paint Chipped/Torn	\$50-\$200		
Sticky Tape on Walls	\$50-\$100		
Front Door - Tape/Holes/Chips	\$50-\$100		
		Common Area Charges	
		Missing/Damaged Furniture	\$50-\$600
		Damaged Exit Signs	\$100
		Holes/Nails/Hooks in Wall	\$10/per hole, up to \$200
		Paint Torn from Walls	\$25-\$100
		Propped Doors	\$100
		Carpet Damage	\$50-\$300
		Food in Fountains/Sinks	\$25
		Sinks/Toilets/Drains Clogged	\$50-\$300
		Prohibited Items in Trash/Hallway	\$25-\$100
		Smoke Odor/Residue	\$100

Refrigerators, Microwaves & the Microfridge Program

During the summer months, students receive rental information for the refrigerator/microwave combination unit through a non-College vendor. A combination unit containing a refrigerator, freezer and microwave is available for yearly rental. Residents also have the option to bring their own refrigerator unit up to 5.2 cubic feet in size. **Only one refrigerator per bedroom is permitted**, unless two smaller units do not exceed a combined 5.2 cubic feet. Residents may also bring microwaves but they must not be bigger than .9 cubic feet in size with a maximum of 700W and 300W defrost capability. Lincoln Woods residents may not have any additional refrigerators in their apartment.

Prohibited Items

The following are additional items that are not permitted in the residence halls:

- ✘ Cooking appliances, including but not limited to blenders, toaster ovens, hot plates and George Foreman grills.
- ✘ Coffee makers are permitted as long as they have an automatic shut-off function.
- ✘ Halogen lamps, lava lamps, strand/string lights

- ✘ Deep freezers or any refrigeration unit more than .5.2 cubic feet; additional refrigerators/freezers are not permitted in Lincoln Woods apartments (only the one in the kitchen is permitted)
- ✘ Air conditioners and portable heaters
- ✘ Extension cords; only power strips or Energy Star extensions permitted
- ✘ Candles (even as decoration), incense or any item meant to be burned
- ✘ Live greens, such as wreaths and Christmas trees (as these present a fire hazard); house plants and flowers are permitted
- ✘ Sub woofers/amplifiers
- ✘ Alcohol containers, shot glasses, bongos, hookahs or anything used for alcohol or drug consumption
- ✘ Pets or animals of any kind, including fish.

Prohibited Activities

The following are **additional** activities that are not permitted in the residence halls:

- ✘ Smoking, vaping, or use of electronic cigarettes
- ✘ Removing Screens from window; throwing any object out a window; entering or exiting a residence hall through a window
- ✘ Throwing any object from a window
- ✘ Occupying a fire escape except for emergencies; throwing any object from fire escape
- ✘ Using another student's ID for any purpose
- ✘ Using another student's room key for any purpose
- ✘ Misuse/abuse of an elevator (for example, Fournier elevator is not for general student use; medical accommodations are made as necessary)

Personal Property

Chestnut Hill College assumes no responsibility at any time for the loss, theft, damage or destruction of personal property. Restitution for such destruction or loss should be made through the student's or his/her parents'/guardians' personal property insurance. Premises occupied by students and lockers are considered property of the College. In such cases that a search is deemed necessary, an attempt will be made to contact the student and inform him/her of the reason for the search in order that he/she may be present. The ordinary regulations for a lawful search will be followed if federal, state or local authorities search the premises.

Maintenance & Housekeeping

General maintenance is provided by the College, Monday through Friday until 3:00 pm. Residents must request any needed maintenance or repairs to their RA or RC. All repairs and maintenance in the residence halls are made only by the College through its authorized personnel. Emergencies may be reported at any time to Security Headquarters (215-242-7777) or to the Information Desk (215-248-7090).

Entry of a student's room for maintenance will take place either at the request of the resident(s) of a room or the residence life staff, or if a condition exists that could either result in damage to the room or negatively impact the health, safety and quality of life of the residents of the building. The Office of Residence Life will make every effort to contact the resident before the room is entered in an emergency, or if the student cannot be contacted, the resident will be notified after the fact.

Housekeeping provides general cleaning of common areas in the halls, including public bathrooms, Monday-Friday.

Lock Outs

Students who inadvertently lock themselves out of their rooms between 8:00 a.m. – 7:00 p.m. should contact the Security Officer at their hall desk or at 215-242-7777. After 7:00 p.m. and on weekends, students should contact the RA on Duty in their residence hall.

Student ID

If a student loses their ID card, they should report it to Security Headquarters on the ground floor of Fontbonne Hall. Residence Life staff have Temporary IDs that can be issued to students, when IDs are not being made, so that they can maintain safe access to the residence halls until a new ID is obtained. Students have 48 hours to return a temporary ID and get a new one. Replacement IDs cost \$25 and the charge will be placed on a student's account. Students who do not obtain a new ID within 48 hours may face disciplinary action.

Fire Safety

To avoid fire hazards, the College must comply with all relevant civil laws as well as declare additional regulations recommended by the township fire marshal. The halls, stairways and common areas are to be clear of any obstructions and free of any flammable material as well as any personal property.

Candles, incense, potpourri burners or any item with an open heating element can be a fire hazard and are therefore prohibited in the residence halls. Failure to comply with these regulations will result in monetary fines and/or judicial action. Tampering with fire equipment is forbidden. If a false alarm is sounded and the fire company answers the call unnecessarily, a fine will be imposed upon the College.

Upon discovering a fire, no matter how small, the alarm should be pulled. It is essential that all students learn at once the location of fire alarm boxes, exits and the designated meeting place outside the building. Residents should not attempt to extinguish the fire themselves.

Fire Drills & Alarms

Fire drills, both announced and unannounced, are conducted periodically. All students, staff, faculty members and visitors should become completely familiar with the written evacuation plans which are posted in each residential area. Specific fire drill instructions are posted in each resident student's room. Failure to comply with fire drills & alarms may result in disciplinary action.

Noise & Quiet Hours

The role of the residence hall is to support the student's academic efforts in the context of a living-learning community. In every case, all other activities are subordinate to a resident's desire to study. Each community will discuss acceptable levels of noise and the expectations of one another while discussing the Community Living Agreement each semester. Residence Life staff will address any noise concerns at floor/building meetings. It is at the discretion of Residence Life staff if noise is at an acceptable level.

Quiet Hours

Quiet Hours are from 11:00 p.m. to 9:00 a.m. To achieve this, residents are expected to refrain from noisy activity in hallways, to keep noise in their own rooms to a minimum, and to keep room doors closed if stereos, radios or televisions, etc. are in use.

Courtesy Hours

The residence halls are a place for students to live to ensure their personal and academic success. Students are entitled to a living environment that supports rest, socialization and academic study at any hour. If there is a noise disturbance that disrupts this success, students are encouraged to communicate with one another. Residence Life staff will assist students with that effort. Residents who do not comply with requests that ensure a tolerable noise environment will be considered in violation of the Noise Policy.

Outdoor Noise

Students are expected to keep noise outside the residence halls at a respectful level. Complaints regarding outside noise or disruptions should be reported to Campus Security. Because the Piazza borders the Library and two residence halls, students are expected to conduct themselves in a respectful manner at all times. The Piazza is subject to the same quiet hours beginning at 11:00pm each evening.

Entering and Exiting Residence Halls

The security of the residence halls is of primary importance. Therefore, students are expected not to jeopardize the security of a building by any of the following: failing to lock a door properly, propping open a door, tampering with the security system, etc. All College residences are equipped with monitoring of the building entrance. Access/egress for guests is gained only through front entrances. All other doors are locked for security purposes.

The following guidelines are highly recommended to ensure a safe & educational environment within the residential community:

- ✘ Lock room and closet door and always carry the key.
- ✘ Leave valuables at home. Keep money with you or locked in the closet.
- ✘ Do not lend keys or ID cards.
- ✘ Report lost keys and/or cards immediately to the Office of Residence Life (x7118).
- ✘ Report strangers or suspicious behavior of unfamiliar persons in the building to Security.
- ✘ Use a “buddy” system at all times.
- ✘ Do not admit anyone into the residence halls that does not live there, is not swiped in or is not signed in.
- ✘ Do not prop doors.

Keys & Student IDs

Residents gain access to each residence hall with their student ID. Residents must have their ID on them at all times. Residents gain access to their rooms with their room key or a programmed student ID. At no time may resident students share or loan their keys or ID to anyone. This is a major violation. The following are against College policy and are subject to fines and/or judicial action:

- Not having or displaying your ID card upon entering a residence hall
- 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

Guest & Visitation Policy

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. 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 they have 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 and submit an Overnight Guest Request Form on the portal at my.chc.edu. Guest requests should be submitted at least 48 hours in advance of 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.

Sexual Activity Policy

In keeping with the mission and core values of Chestnut Hill College, the environment of the residence community must be one that supports individual rights and fosters mutual respect. A college education is primarily academic and intellectual in nature, but also includes the development of the whole person; particularly attitudes and value that enhance mature responsible behavior in all areas of life. Non-marital sexual relations, including but not limited to sexual intercourse and physical contact of a sexual nature on campus at anytime, is behavior unacceptable to the College. Students involved in activity of this nature will be subject to disciplinary action.

College Policies

HIV/AIDS Policy and Guidelines

Introduction: Chestnut Hill College has this published policy on HIV (Human Immunodeficiency Virus) and AIDS (Acquired Immunodeficiency Virus) to promote the well-being of its students, faculty and staff. The aims of this policy are:

1. To inform, educate and maintain awareness of HIV infection and AIDS.
2. To state clearly the position of the College with respect to any student, faculty or staff member infected with HIV or AIDS.

Any issues regarding HIV/AIDS disclosed by an employee, student or faculty member will be addressed in a manner consistent with the College's Disability Policy and in a manner consistent with the Americans With Disabilities Act and state and local law.

General Information:

AIDS is a serious condition caused by the human immunodeficiency virus causing the body's immune system to stop functioning properly. Most persons with HIV are healthy but are carriers of the virus that can cause them to develop AIDS.

Transmission:

HIV is often transmitted through infected blood and some body fluids (such as breast milk and genital tract fluid). It is NOT transmitted through feces, saliva, urine, sweat or vomit unless these fluids also contain blood. Extensive medical research indicates that HIV is not transmitted through casual contact. Transmission requires either intimate sexual contact or exposure to needles (such as through drug sharing) or from infected mother to infant. Sharing of rooms, showers or bathrooms will not put others at risk.

Occupational Transmission:

HIV transmission in normal work situations is extremely low, and there is no necessity to know who may have HIV infection. Chestnut Hill College personnel on campus should follow universal precautions and safety procedures whenever dealing with handling any blood or bodily fluids.

Chestnut Hill College Health Services is committed to providing education, information and counseling concerning the causes, effects, transmissibility and treatment of HIV and AIDS. Information is available at the Health Services Office in Fitzsimmons Hall.

Specific Guidelines:

- Admission and Employment:
Consideration of a positive HIV test or the existence of AIDS will not be part of the decision for admission or employment. New students will be encouraged to inform Health Services if they have HIV/AIDS, but they are not obligated to do so. This information will be kept strictly confidential.
- Special Needs of those with HIV/AIDS:
Chestnut Hill College will comply with the requirements of applicable federal laws, (Cf. Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992), as well as any state laws relating to HIV.
- Residential Housing:
Students with HIV/AIDS shall be permitted to live in Residence Halls. Under some circumstances, there may be reasonable concern for the health of a student with a weakened immune system (of any origin) and exposure to contagious diseases. These situations will be reviewed on a case by case basis by the Disabilities Committee.
- Care:
Students and employees with HIV/AIDS are strongly encouraged to inform Health Services so that the College can provide appropriate accommodations. The Chestnut Hill College Health Services is not equipped to treat HIV/AIDS infected persons, but it can make referrals to appropriate sources for medical, psychological

and related support services. Health Services can offer sources for reduced cost/free testing for HIV. The Counseling Center and can also offer support or referrals.

- Confidentiality:
It is the policy of the College that all student and employee health records are strictly confidential. No specific or detailed information about such records will be provided to faculty, administrators, or even parents unless in compliance with applicable federal, state and local laws.
- Amendments:
The College will continue to monitor new information about the HIV infection and AIDS and reserves the rights to modify these guidelines.

Attire on Campus and at Campus Functions

Dress is a form of self-expression entailing certain social responsibilities. Chestnut Hill College encourages this freedom and responsibility, as well as, respect for others. Both casual and professional clothes are appropriate on campus, however, inappropriate, offensive, or immodest dress is not acceptable in the Chestnut Hill College community.

The following guidelines must be observed:

1. Shirts, shoes or sandals should be worn at all times on campus.
2. Students employed on campus must be dressed appropriately when on duty

Campus Disorders/Violent Behavior

Chestnut Hill College is committed to the pursuit of knowledge and truth, to the education of the whole person. Violent behavior in all forms and manner of display are unacceptable and considered a major violation of college regulations. Violent acts include physical and emotional attacks against persons, damage to property, threats of attack against persons and/or damage to property and use or possession of a weapon. The College reserves the right to deny/revoke scholarships and loans to students deemed to be involved in campus disruption and/or violent behavior. The College may dismiss/suspend, or impose one or a combination of sanctions listed above on a student or a group who provoke, initiate or participate in campus disorders and/or violent behavior. This is not to deny our students the use of legitimate means of communicating dissent; it merely guards against the violation of other's rights and/or the obstruction of the normal operation of this college.

Equal Opportunity Policy

Chestnut Hill College does not discriminate on the basis of race, color, sexual orientation, national or ethnic origin, or physical handicap in the educational programs which it conducts or in its employment policies, practices and procedures.

Family Educational Rights and Privacy Act (FERPA)

In compliance with the Family Educational Rights and Privacy Act, Chestnut Hill College will not release a student's educational records without the written consent of the student except to authorities within and outside of the College, in accordance with the law.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC20202-4605

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to authorities within and outside the college, in accordance with the law.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Chestnut Hill College to comply with the requirements of FERPA.

Copies of the College's policy governing the Family Educational Rights and Privacy Act are available in the Office of the Registrar.

Release of "Directory Information"

Chestnut Hill College hereby designates the following information as public or "Directory Information." Such information may be disclosed without a student's previous consent by the institution for any purpose, at its discretion.

1. Name
2. Address (local and permanent and e-mail)
3. Telephone Number (local and permanent)
4. Date and place of birth
5. Program concentration(s) and minor(s)
6. Student activities, including athletics
7. Dates of Attendance, Degrees and Awards
8. Date of graduation
9. Most recent previous school attended
10. Academic Awards/Scholarships
11. Number of credits (full or part-time) for which a student is registered.

Currently enrolled students have the opportunity to withhold disclosure of all 11 categories above under the Family Educational Rights and privacy Act of 1974. The College will not partially withhold this information, so students are advised to think carefully before withholding disclosure. To withhold disclosures, written notification must be received in the Registrar's Office, Chestnut Hill College, 9601 Germantown Avenue, Philadelphia, PA 19118-2693 prior to the end of the second week each semester/summer session. Chestnut Hill College assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosures.

Lectures and Academic Events Policy

Concerning the sponsoring of lectures, presentation, and other academic events on campus, Chestnut Hill College, a private Catholic liberal arts college, sees it consistent with its mission to provide a forum for the free and responsible exchange of ideas. The policy is implemented by the President of the College. Sponsorship of guest speakers does not

necessarily imply approval or endorsement of the views expressed, whether by the sponsoring group or by the institution. A request to invite an outside or off-campus speaker or group must be submitted in writing to the Vice President for Academic Affairs.

In accordance with the Joint Statement on the Rights and Freedoms of Students, Part IV, Sec. B, 1-2, recognizes the following rights:

- Students should be free to examine and to discuss all questions of interest to them and to express opinions publicly or privately as individuals.
- Members of the Academic community should be allowed to invite and to hear any person of their own choosing.
- The orderly scheduling of facilities requires the observance of routine procedures before a guest speaker is invited to appear on campus, but institutional control of campus facilities will never be used as a device of censorship.
- It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, whether by the sponsoring group or by the institution.

Media Contact

While the College welcomes inquiries from representatives of the news media concerning its mission and services, each inquiry needs to be responded to officially, accurately, and consistently. It is the responsibility of the College President, as the official institutional spokesperson, to represent Chestnut Hill College to all news media.

College policy requires that all faculty, staff, and students refer media representatives to the Public Relations Office. Inquiries seeking information and comments from any press source (newspaper, magazine, radio, television, etc.) should be directed to the Public Relations Director. Do not give comments or information to media contacts.

Suggested response to a media inquiry:

“Our policy is to direct all questions to the College’s Public Relations Office. Please call the Public Relations Director, at 215.248.7025.”

Official Notices

Students are responsible to read all information distributed through the college email system (@chc.edu).

Photography and Videography Policy

At Chestnut Hill College, photography and videography (including capturing audio) are a regular part of how we communicate to the world and to our own College community. College personnel photograph and take videos in the classroom, at public events and in a wide range of other venues. Photos and videos are used for various purposes such as education, news and

feature stories as well as for promotional or commercial purposes. As questions of rights, permissions and privacy have been raised in connection with photography and videography practices at CHC, we are providing this guidance to the College community.

In general, authorized College personnel (and the contractors they hire) may videotape and photograph events and people in public areas on CHC's campus. How such materials may be used or distributed however is highly context sensitive, usually requiring an understanding and evaluation of how public or private the environment is (for example, a locker room or dormitory versus a street corner), the individuals involved (for example, students versus administrators), how identifiable those individuals are, and the intended use. There are no "one size fits all" rules regarding use of photographs or video. Instead, it is important for College personnel to understand and consider the following principles, applying (1) a respect for individual's privacy, (2) an understanding of CHC's legal rights in the photos and videos, and (3) best professional judgment:

I. PUBLIC SPACES, PUBLIC FIGURES AND NEWSWORTHY USES

In general, permissions or photo releases are not required to take a photograph or videotape of individuals in public spaces because there is a minimal expectation of privacy in such spaces. Without a full release, however, the use of the materials may be limited. Examples of public spaces at CHC are sporting events, the College campus, Commencement and even at times non-sensitive invited events. The interior of a dorm room would generally not be considered a public space.

Newsworthy or informational uses of photos or videos in general do not require permissions or photo releases from subjects depicted.

Public figures, such as elected officials, celebrities, and prominent speakers have a more limited expectation of privacy than members of the general public, providing even greater latitude in using photographs or video recording of such individuals for news reporting or informational purposes.

Even in newsworthy photographs, care should be used in describing those depicted to avoid creating a misleading impression. For example, the caption of a photograph of a crowd at a demonstration should probably not describe those depicted as "participants" in the demonstration.

II. PERMISSION AND RELEASES

There are a number of scenarios where it is appropriate and often required to obtain permission and/or photo authorization releases to take and use photographs and videography. There are many forms and methods for obtaining agreement from an individual to take and use a photograph or video. One may announce to a group verbally that photos or videos will be taken and how they will be used. One may post a sign indicating the same. One may obtain a written signature on an approved consent form. One may simply ask a subject and get his or her verbal "OK." The best approach will usually depend on circumstances, context, practicability and risk.

- ❖ Students and FERPA. Certain photos of students are considered “education records” under the Federal Student Privacy Law (FERPA), and cannot be shared publicly without the written consent of the student. Consent is particularly important where:
 - Photos prominently show one or a few students, and/or
 - Photo images are part of CHC’s official functions (such as CHC photo IDs) and/or depict students in their educational or academic environment.

- ❖ Commercial Use. Because liability risks tend to be higher with commercial and/or advertising use, it is advisable to obtain written consent when photos or videos may be used to promote a product or service – and sometimes the College itself. If there is potential commercial use of photos or videos of public figures, there is even greater exposure to liability. The issue of what constitutes “commercial use” is often not clear. The following distinctions may be helpful. Using the image of an individual to market or sell a product, such as a college academic degree program, would likely qualify as a “commercial use.” However, a departmental website showing photos of activities undertaken by people in that department, would likely qualify as an informative, non-commercial use.

- ❖ Minor Children and Other Special Circumstances. It is always important to use professional judgment in taking and using photographs and videos. If the image captured is of a minor child, it is very important to obtain a written photo release of a parent, particularly if the photo is of only a few children (as compared to a very large crowd), and particularly if the photo will be displayed or published broadly. Use judgment and obtain photo releases with other vulnerable populations. Further, obtain photo releases in highly sensitive contexts, such as events where political, identity, or health concerns are central.

- ❖ Sensitive Topic Large Gatherings. In most cases, attendance at large gatherings is not controversial and privacy interests are low. In such cases, permission may not be needed at all. However, if the event is about a topic that may raise privacy issues (for example relating to substance abuse, mental health, identity issues) it is recommended to post a sign or otherwise announce that photos or video will be taken and provide participants an area where they may be without being photographed or video recorded.

III. TEACHING, CLASSROOMS, AND STUDENTS

Class recordings may raise concerns about freedom of expression, academic freedom, copyright and privacy and FERPA. All recordings of classes must comply with College policies and should follow the guidelines below:

Class Recordings with Limited (Class) Availability. In cases where the videos are made accessible only to the students and instructors in the class and academic administrators, students should be informed of the video recording in advance.

Public Posting of Class Recordings. If photos or videos will be posted publicly, or otherwise made available beyond the individuals in the class and academic administrators, the College must inform students of that fact and should make available areas of the classroom where students who do not wish to appear will not be photographed or video recorded. Pursuant to

FERPA, in this situation the College may not condition enrollment in the class on the student's agreement that photos or video recordings of them may be publicly distributed.

Students in Other Environments. As described above, even outside of the classroom, if a student or students are identifiable in a photograph or video, FERPA may apply and require that permission be obtained before the photo or video is shared publicly.

IV. EMPLOYMENT USES, FACULTY AND STAFF

Communications officials often take photographs of faculty and staff in their work settings. While there is greater latitude to photograph CHC personnel than students in many contexts, it is still important to be respectful of privacy concerns. Inform faculty and staff that photos or videos are being taken and ensure there are no significant, unaddressed privacy concerns. Further, get permission before using images of identifiable employees for explicit marketing or expressly commercial purposes. In the case of photos or videography of faculty in the classroom, as described in Section III, ensure this is being conducted in accordance with College policies.

V. SOCIAL MEDIA

In keeping with the Guidelines on the Use of Social Media at CHC, it is important to recognize that when conducting CHC business – online and off – one must comply with CHC policies. Because of the powerful ability of social media to broadcast information worldwide, make sure to protect all confidential personal information – only posting what you have permission to post by law, policy, or explicitly by the person(s) in the photo.

VI. COPYRIGHT AND DIGITAL PHOTO MANAGEMENT SYSTEMS

In addition to privacy issues relating to the individuals depicted in photos and videos, communications professionals need to be mindful of potential copyright issues related to the images. Typically, CHC owns the copyright in photos and videos taken by CHC employees as part of their employment duties. Absent a written agreement, however, CHC may not own the copyright to images taken by independent photographers who have been hired to shoot events or campus scenes. Payment to the photographer is not sufficient in itself to convey all rights to CHC. Without a written contract, CHC's use rights may be limited to those purposes CHC can prove were specifically communicated at the time the photographer was hired. For this reason, it is important to have a written agreement with the contractor that states what ownership or use rights CHC will have with respect to the photos or videos produced by the contractor and what rights, if any, the contractor will retain.

Because digital photos and videos may readily be used repeatedly and for different purposes, it is important at the time the material is acquired to understand and document CHC's right in the photos and videos themselves and the nature and scope of releases or permissions from those depicted. It is a best practice to have a digital photo management system that records at a minimum: (1) basic information about the photo (2) any restrictions on publication and (3) any consents or permissions obtained.

Service and Assistance Animals

Guidelines

In accordance with Section 504 of the Rehabilitation Act of 1973, Titles II and III of the Americans with Disabilities Act of 1990 (ADA), and the Fair Housing Act (FHA), Chestnut Hill College seeks to accommodate persons with disabilities requiring the assistance of a qualified service or assistance animal. Students should make requests regarding service or assistance animals to:

Kristin Tracy, Director of the Disability Resource Center
Chestnut Hill College
9601 Germantown Avenue
Philadelphia, Pa 19118

Requests should be made at least 30 days prior to the start of the semester for which the animal will be used. Determinations will be made on a case by case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. Where it is not readily apparent that an animal is a service animal as defined by ADA, or an assistance animal under the FHA, The Disability Resource Center (DRC) may require sufficient documentation to determine whether the animal qualifies. This process may include additional documentation and /or conversation between the DRC and the requesting student.

Definition: Disability

A disability is a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.

Definition: Service Animal

Under Title II of the ADA, a public accommodation shall modify policies, practices, or procedures to permit the use of service animals by an individual with a disability. ADA defines a service animal as a dog individually trained to work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether trained or untrained, are not considered service animals (with the exception of, and under special circumstances, miniature horses). The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting during a seizure, alerting to the presence of allergens, and preventing or interrupting impulsive or destructive behaviors. **Animals whose sole function is to provide emotional support, comfort, or companionship do not qualify as Service Animals.**

Documentation and Inquiries regarding Service Animals:

The College is able to make the following inquiries to determine whether an animal qualifies as a service animal:

1. Is the animal required because of a disability?
2. What work or tasks has the animal been trained to perform?

When it is not readily apparent the individual has a disability or an animal is a service animal, the college may require the student to submit documentation, on letterhead, from the treating health care or mental health care provider with the following information in order to make a determination:

1. The student has a disability for which the animal is necessary
2. How the animal assists the student, including what training the animal has undergone
3. The relationship between the student's disability and the assistance that the animal provides

Responsibilities of the Student with the Service Animal:

The service animal must be under the control of its handler. A harness, leash, or other tether must be used unless the handler is unable because of the disability to use a harness, leash, or other tether, or if the use of a harness, leash, or other tether interferes with the service animal's safe, effective performance of the work or task. In such cases, the service animal must remain under the student's control, such as voice control.

It is the handler's responsibility to ensure that the service animal is in good health, clean, free of fleas and ticks, and is at all times in compliance with all Pennsylvania State laws and requirements associated with licensing, vaccinations, and other health regulations.

The student must provide care and supervision of the service animal. The College is not responsible for the animal's care or supervision. All students are responsible to clean up after and properly dispose of their animal's feces while on campus. All animal waste must be placed in a sturdy plastic bag and securely tied up before being disposed of in the appropriately labeled outside trash containers. All bathing/washing care of Service Animals must take place off campus.

Areas off Limits to Service Animals:

The College may prohibit the use of Service Animals in certain locations because of health and safety restrictions (e.g. where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, rooms with heavy machinery, and areas outlined in state law as being inaccessible to animals. The animal must not be placed in a location blocking access for others.

Exceptions: Removal of a Service Animal

The College may exclude/remove a Service Animal if 1) the animal poses a direct threat to the health or safety of others, 2) the animal's presence results in a fundamental alteration of the

College's programming, 3) the Owner fails to adhere to this policy, or 4) the animal or its presence creates an unmanageable disturbance in or interference with the College community. For example, Chestnut Hill College may ask a student with a disability to remove a service animal from the premises if the animal is out of control and the student does not take effective action to control it, or if the animal is not housebroken. If Chestnut Hill College properly excludes a service animal, it must give the student the opportunity to obtain goods, services, and accommodations without having the service animal on college property.

Damage:

Owners of Service Animals are solely responsible for any damage to persons or property caused by their animals.

Service Animals in College Housing:

1. It is best practice that an individual with a Service Animal with intention of residing in College housing also reach out to The Office of Residence Life. The College will be able to assign the student to the most appropriate housing location.
2. Upon awareness of a Service Animal, residential building staff will be notified as appropriate.
3. In the event that one or more roommates do not approve of residing with a Service Animal, either the Owner and Service Animal or the non-approving roommates, as determined by The Office of Residence Life, may be moved to a different location.
4. It is best practice that the Service Animal be registered so that residential building staff as well as staff in facilities are aware of in case of an emergency or work needing to be done to the room.

Conflicting Health Conditions:

Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the DRC if they have a health or safety related concern about exposure to a Service Animal. The College is prepared to also reasonably accommodate individuals with disabilities who will be impacted when living in proximity to Service Animals.

Owner's Responsibilities in College Housing:

1. The Owner is responsible for ensuring that the Service Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
2. The Owner is financially responsible for the actions of the Service Animal including bodily injury or property damage (e.g., replacement of furniture, carpet,

window and wall coverings etc.). The Owner will be required to reimburse the College for these costs, as well as any expenses incurred by the College for cleaning required as a result of the Service Animal. The College may bill the Owner's student account for these costs.

3. Service Animals may travel freely with their owner throughout College Housing and most other areas of the College (**please see Areas off Limits to Service Animals**).
4. Service Animals may not be left overnight in College Housing to be cared for by another student. An Owner leaving campus for a prolonged period must remove the Service Animal from campus.
5. The College is not responsible for a Service Animal during a fire alarm, fire drill, or natural disaster.
6. The Office of Residence Life may relocate Owners and Service Animals to other housing consistent with College policy.
7. Owners must continue to abide by all other residential policies.
8. Any violation of this policy may result in immediate removal of the Service Animal from the College
9. Should the Service Animal be removed from the College for any reason, the Owner is expected to fulfill the housing obligations for the remainder of the academic year.
10. The Owner must comply with animal health and wellbeing requirements.

Definition: Assistance Animals (Therapy/Emotional Support Animals):

While only service animals are recognized under the Rehabilitation Act and ADA, the FHA provides for a broader range of Assistance (therapy or emotional support) animals in campus housing. An Assistance (therapy or emotional support) animal is a category of animals that may work, provide assistance, or perform physical tasks, for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under the ADA or the College's Service Animal Policy. Federal law does not give Assistance animals access to the campus as a whole. While an institution may be required to reasonably accommodate a therapy animal in a residence hall or campus apartment, the institution is not required to allow that student to bring the animal to other areas or buildings on campus unless the animal also qualifies as a service animal under ADA and section 504 of the Rehabilitation Act. In accordance with Pennsylvania law, Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with activities of daily living.

Documentation and Inquiries regarding Assistance Animals:

Students requesting an assistance animal as a reasonable accommodation under FHA should submit documentation on letterhead from the treating health care or mental health care provider with the following information so the college can make a determination. This documentation must come from a provider in Pennsylvania or from the student's home state and contain the following information:

1. The person has a disability
2. The animal is necessary to afford the person with a disability equal opportunity to use and enjoy the dwelling, and
3. There is an identifiable relationship or nexus between the disability and the assistance the animal provides.

Responsibilities of the Student with an Assistance Animal:

As with service animals, the student is responsible for the care and supervision of an Assistance animal. The college is not responsible for the animal's care or supervision. The student is responsible to clean up after and properly dispose of their animal's feces while on campus. It is the student's responsibility to ensure the animal is in good health, clean, free of fleas and ticks, and is at all times in compliance with all Pennsylvania State laws and requirements associated with licensing, vaccinations, and other health regulations. See all Responsibilities under Service Animals.

Exceptions:

Chestnut Hill College may ask an individual with a disability to remove an assistance animal from the premises if the animal is out of control and the handler does not take effective action to control it, or if the animal is not housebroken. If Chestnut Hill College properly excludes an assistance animal, it must give the individual with the disability the opportunity to obtain goods, services, and accommodations without having the assistance animal on college property. See all Exceptions, Removal, and Damage sections under Service Animal

Requirements for Faculty, Staff, Students and Other Members of the College Community:

1. They are to allow a Service Animal to accompany its owner at all times and in all places on campus, except where specifically prohibited (please see Areas off Limits to Service Animals).
2. They are to allow an Assistance Animal to accompany its owner in housing areas as indicated above (please see Definition of Assistance Animals and Areas Off Limits to Service Animals).
3. They are not to touch or pet a Service/Assistance Animal unless invited to do so.
4. They are not to feed a Service/Assistance Animal.
5. They are not to deliberately startle or otherwise taunt a Service/Assistance Animal.
6. They are not to separate or to attempt to separate an Owner from his or her Service/Assistance Animal.
7. They are not to inquire regarding the nature of the Owner's disability.

Grievance Procedures:

If the decision is made to deny a request or remove a Service or Assistance animal, the owner may, within 10 ten days of the decision, submit a written appeal of the decision in writing to the Vice President for Student Life (in the case of assistance animals) and to the Vice President for Academic Affairs (in the case of service animals). Appeal requests must state specific reasons for rescinding the decision. Appeals will be reviewed by an ad hoc committee of three individuals appointed by the Vice President for Student Life or the Vice President for Academic Affairs. The committee may request additional information before making its decision. All material reviewed by the Committee will be available to the parties before a decision is made. The decision of the ad hoc committee is final.

Weapons Policy

Chestnut Hill College is committed to providing educational services in a safe and secure environment.

All members of the College community, including faculty, staff, students, contracted employees, contractors and vendors, as well as visitors to Chestnut Hill College, are prohibited from possessing firearms, explosives or Weapons (hereafter collectively referred to as “Weapons”) on the premises of the College or in any building under College control or at any College–sponsored event without the explicit authorization of Chestnut Hill College, whether or not a federal or state license to possess the same has been issued to the possessor.

Policy/Procedures

It is prohibited to possess Weapons on property owned or controlled by Chestnut Hill College or at any College-sponsored event without the explicit written authorization of the College, whether or not a federal or state license to possess the same has been issued to the possessor.

This policy prohibiting firearms does not apply to law enforcement officials in pursuit of official duty when authorized by federal or state law.

Anyone possessing a weapon in violation of this policy will be asked to remove it from the campus or event immediately. They may also be subject to arrest and/or disciplinary action as discussed below. Any faculty or staff member violating this policy shall be subject to a full range of disciplinary action, up to and including termination, as noted in the Staff Handbook and Faculty Manual.

A contracted employee, contractor or vendor possessing a weapon will be asked to remove them from the campus or event immediately. The College may require the temporary or permanent removal of any contracted employee, contractor or vendor from the campus by the company in question.

Additionally, possession of unlicensed firearms or weapons may lead to criminal prosecution by the appropriate jurisdiction.

Definitions

Firearm: Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by pressurized gas. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc, and any ammunition for any such device.

Weapon: Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, num-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of Pennsylvania.

Explosives: Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, of any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, fireworks, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

Academic Policies

All students are bound by the content of the Catalog of the School of Undergraduate Studies published in the year in which they entered the College. Students are bound by policies and curriculum requirements as outlined in the Catalog. The Catalog is available in the Registrar's Office, in the Office of Academic Affairs and online by clicking [here](#). Information about Academic Integrity, Class Attendance, Athlete Attendance and Honoraries is also available by visiting the Catalog.

STUDENTS WITH DISABILITIES

Chestnut Hill College does not discriminate against applicants for admission or against students with regard to its educational programs. Consistent with federal, state and local laws, especially Section 504 of the Rehabilitation Act, the ADA of 1990 and the ADAAA of 2008, Chestnut Hill College provides reasonable accommodations to qualified students with disabilities. Disclosure of a disability is voluntary and confidential. To access services, students should contact the Disability Resource Center, <http://www.chc.edu/Disability/>, specifically Kristin Tracy. She can be reached at tracyk@chc.edu or 215-753-3655. Upon receipt of appropriate documentation, the Disability Committee will make an individualized determination of the accommodations requested. The website for the Disability Resource Center outlines the procedures to be followed and will permit you to access the forms that need to be submitted as part of the request for reasonable accommodations.

ACADEMIC SERVICES

Academic Support Services

The goal of Academic Support Services is to provide students with assistance in specific subject areas and to offer students help with writing tasks.

Foreign Language Resource Center	Fournier, Third Floor	(215) 242-7951
Math Center	St. Joseph, Third Floor	(215) 248-7088
Writing and Tutoring Center	St. Joseph, Third Floor	(215) 248-7114

Admissions Office **Fournier/I** **215.248.7001**

The [Admissions Office](#) is responsible for recruiting new first year and transfer students to the School for Undergraduate Studies.

Admissions Office hours are:

Monday through Friday	8:30 a.m. - 4:30 p.m.
Saturday	By appointment only

Several Visitation Events are held throughout the year. Please encourage friends and relatives to consider attending Chestnut Hill!

Logue Library **Fournier Circle** **215.248.7052**

[Logue Library](#) houses 130,000 items on three floors of open stacks. In addition to the circulating materials there are magazines and paper journals that can be read in the library as well as an extensive collection of e-journals and e-books. The Alumnae Reference Room houses a reference collection on the main floor. There is availability of extensive electronic research material as well. Among the electronic resources are Ebscohost, ERIC, Jstor, Lexis-Nexis, MLA, Project Muse PsycNet and World Cat. Remote access to the catalog and electronic resources is available at www.chc.edu/library by using the barcode number on the reverse of the student ID as a password or CHC email username and password.

- Along with a collection of rare books that features British literary works and early Catholic liturgical music, Logue Library houses an Irish Collection specializing in Irish history and the Regina Maria Brimmer, SSJ Children's Collection holds children's literature and curriculum materials for grades K-12.
- There is wireless connectivity for laptop computers.
- The main collection is classified according to the Library of Congress Classification System, while the Brimmer Library uses the Dewey Decimal System.
- Use of and borrowing privileges from the 8 SEPCHE Libraries is available to any Chestnut Hill student who shows a valid ID bearing a library bar code.

Logue Library Hours:

Monday to Thursday	8:00 a.m. to midnight
Friday	8:00 a.m. to 9:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	10:00 a.m. to midnight

Library hours during the summer sessions and breaks are subject to change. They are posted on the library door, the library website, and announced on voice mail 215-248-7050.

Borrowing

- ✿ To borrow, all students MUST have a valid CHC ID with a library bar code. Bar codes are obtained at the circulation desk.
- ✿ Reference books and periodicals do not circulate. They must be used in the library.
- ✿ Students are responsible for materials borrowed on their cards; therefore, they are advised not to lend their cards to others.
- ✿ Overdue books are subject to a fine of 15 cents per day.
- ✿ Reserve books may be borrowed for overnight loan at 5:00 p.m. (commuters) and 9:30 p.m. (residents). Overnight reserves must be returned by 9:00 a.m. the following morning.
- ✿ The fine for overdue reserve books is \$1.00 per half day.
- ✿ Report the loss of any book immediately to the Circulation Librarian.
- ✿ The replacement cost for a lost book would be whatever Amazon charges plus \$15.00 processing fee.

General Library Policies

- ✿ No smoking or cell phone use permitted in the library.
- ✿ No food or beverages are permitted in the Reference Room, stacks or Electronic Resource Center.
- ✿ Students who bring children to the library are responsible for their safety and behavior. No child under the age of 16 may use the computers.

Interlibrary Loan

Because no library can own everything, libraries share. Through the interlibrary loan service our students can get books and articles from other libraries.

- There is a \$2.00 charge for this service payable when materials are picked up.
- It may take 7-10 days for materials to arrive, so allow enough time.
- Students are responsible for materials they order.
- Interlibrary loan requests are available online through the library webpage or through databases like World Cat and EBSCO.
- Students may keep the articles.
- Books need to be returned by the due date on the book band.



inconvenienced by any delays with printing large jobs.

The Video Production Studio in Martino Hall is an extension of the Computer Center and houses state-of-the-art video editing systems and a fully equipped television studio. Students may also sign out camcorders and tripods for various classes as needed. Several laptop computers are also available for students to borrow.

The Academic Computer Center also maintains four teaching labs, three for IBM-compatible PCs and one primarily for Macintoshes. The computer labs are available for classroom instruction ranging from computer software application basics to sophisticated programming languages. The computer labs are also available for use by faculty for the integration of technology in education.

The Academic Computer Center is open to members of the Chestnut Hill College community only with students getting preference. Matriculated students receive a personal account on the College network, giving them an Internet e-mail address and access to the Internet. All students requesting personal accounts are required to agree to the College's acceptable use policy and to the rules and policies regulating the use of College computer resources.

Computer Center Hours:

Monday through Thursday	7:30 a.m. to 11:00 p.m.
Friday	9:00 a.m. to 6:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 11:00 p.m.

Hours are subject to change due to holidays and other scheduling considerations. For the latest, most up-to-date lab schedule information as well as other questions regarding the Computer Center:

- (1) Send e-mail to helpdesk@chc.edu
- (2) Call the main Computer Center phone number 215-248-7195 or
- (3) Check the schedule posted at the door of the Academic Computer Center

College Bookstore **St. Joseph/G** **215.248.7150**

The College [bookstore](#) is located in the basement of St. Joseph Hall. They have stock of textbooks, school supplies and a large selection of CHC gifts and clothing. You can visit the bookstore website at chc.bncollege.com.

College Bookstore Hours:

Monday-Thursday	9am-5pm
Friday	9am-4pm
Saturday and Sunday	CLOSED

These are also posted on the door of the bookstore.

Special hours at the beginning of each semester will be posted approximately a week before the start of classes via the bookstore website.

TEXTBOOK PURCHASES

Textbooks are available for purchase two weeks before the start of each semester. The store carries as many used books as possible, which cost approximately 25 percent less than new books.

Textbook returns must be made within one week after classes begin from the first day of each semester to receive a full refund. A receipt must accompany returns.

A Book Buyback Program is available at the end of the fall, spring and summer semesters in which many titles may be purchased back up to 50% of what the student paid. All students who wish to sell back their books at the end of the semester may bring them to the bookstore. A school ID is required to sell your books. Please call 215-248-7150 for further assistance or information.

TEXTBOOK RENTALS

The bookstore offers rental books to students. Certain book titles are rented for the entire semester and are due back the week after finals week. The due date will also be stated on the receipt at the time of purchase. An email will be sent near the due date to remind the student to return their rentals.

Book rentals prices are about 50% less than the new price of books. They can be treated as a normally purchased book (such as written in, highlighted in, etc.), normal wear or tear, but no damage (such as water damage, spine damage, missing pages, etc.) can be done to the book. You may not sell the rented book back to the store, only return it back to the bookstore.

At the time of purchasing a rental, a credit card must be used simply to secure the rental. A student may pay for the book any way they desire once the rental is secured with the card. The reason we ask for a credit to secure it is because if books are not returned, a replacement fee will be charged to the card. The replacement fee is the full price of the book plus some interest.

If you have any questions, please call the Bookstore at 215-248-7150.

Student Government Association

The Student Government Association is the official representative of the undergraduate student body. Its purpose is to implement the aims and purposes of the Chestnut Hill College mission, foster cooperation in inter-student relationships, promote harmonious relations among all members of the CHC community, encourage personal responsibility for a mature and intelligent system of student self-government, support the social, athletic and cultural efforts of the college and establish and maintain traditions and standards of student life. Student Activities is a resource to this Association.

Student Government Association Mission Statement

The Student Government Association commits itself to actively representing the student body. The SGA strives to serve the school community with dedication, loyalty, responsibility, and to lead with equality. Moreover, by



preserving the tradition of the college, SGA will encourage appreciation and awareness for the college and the world at large.



Student Activities

Involvement in Student Activities

All undergraduate students may be eligible to:

1. Be nominated or elected to any class, club, organization office or college committee
2. Be nominated or elected to the staff of any publication
3. Participate in any class, club, organization or activity.

Get Involved @ CHC Join or start your own! Call 215-248-7083.

Student Organizations and Clubs

- ✦ Anime Club
- ✦ Black Student Union (BSU)
- ✦ History Club
- ✦ CHAT (Chestnut Hill Activities Team)
- ✦ International Society
- ✦ Computer Club
- ✦ Council for Exceptional Children
- ✦ Ecology Club
- ✦ Phi Beta Lambda (Business Club)
- ✦ Poetry Club
- ✦ FADD (Fighting Against Destructive Decisions)
- ✦ Psychology Club
- ✦ HERO (Helping Educate Regarding Orientation)
- ✦ Students Political Science Association
- ✦ Commuter Club

- ✦ Crown the King Chess Club
- ✦ Dance Club
- ✦ Griffins for Paws
- ✦ GRN (Griffin Radio Network)
- ✦ Japanese Culture Club
- ✦ La Voz Latina
- ✦ Photography Club

STUDENT PERFORMING GROUPS

- ✦ Chamber Singers
- ✦ Instrumental Ensemble
- ✦ Mask & Foil Drama Club

STUDENT PUBLICATIONS

- ✦ Yearbook
- ✦ Newspaper
- ✦ Literary Magazine

For more information on starting a club, getting involved or planning a campus event please visit the Student Activities Office on the 3rd Floor of Saint Joseph's Hall. To find out what is happening around campus please visit our [Student Activities Calendar](#).

Athletics

Intercollegiate Competition

[Chestnut Hill College Athletics](#) competes in the [National Collegiate Athletic Association-Division II](#), and the [Central Atlantic Collegiate Conference \(CACC\)](#)

Fall: Women: Tennis, Volleyball, Soccer, Cross Country
 Men: Soccer, Cross Country, Sprint Football
Winter: Women: Basketball, Bowling
 Men: Basketball
Spring: Women: Softball, Lacrosse, Golf, Track and Field
 Men: Tennis, Golf, Baseball, Lacrosse ([East Coast Conference](#)), Track and Field

Intramurals will be scheduled periodically throughout the year. Please visit www.griffinathletics.com for more information about athletics, including schedules, scores and rosters. Please click [here](#) to learn more about Fitness & Recreation, including intramurals and the Griffin Adventure Program.

Athletic and Recreational Facilities

Registered students, faculty and staff members are encouraged to use the gymnasium, fitness center, swimming pool, tennis courts, volleyball pit, and fields during free time. Showers and lockers are available in the locker room located next to the pool entrance and in Sorgenti Arena. Policies and hours are available in the [Fitness & Recreation Handbook](#).

Bicycles are available for recreation upon request for up to three hours use; bicycles are available in the Griffin's Den. Wear a helmet and use caution at all times. Skateboards, roller blades, bicycles and scooters are not permitted inside campus buildings or on campus property other than macadam surfaces.

Fitness Center	Fournier/G	215.242.7744
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The Chestnut Hill College Fitness and Recreation component strives to provide a variety of opportunities that contribute to and promote the six dimensions of wellness; physical, emotional, social, spiritual, intellectual, and environmental. We are dedicated to making Recreation activity and intramurals a vibrant part of campus life. Our goal is to continuously create and provide a competitive, safe, and enjoyable atmosphere that encourages civility, teamwork and leadership development, as well as, a lifelong pattern of positive recreational activity regardless of physical ability.

The [Fitness & Recreation Handbook](#) includes contact information, hours of operation, policies and information about other recreation opportunities on campus.

Student Life Services

Vice President for Student Life **Fournier/I** **215.248.7030**

The Vice President for Student Life has the primary responsibility for the general welfare of students in the School for Undergraduate Studies in maintaining and enhancing undergraduate student life. The Vice President's particular areas of responsibility include resident and commuter life, student concerns, judicial matters, and undergraduate activities, Career Development, and Health Services.

Office of Residence Life **Fitzsimmons Hall/G** **215.248.7118**

The Director and Assistant Director of [Residence Life](#) are assisted by four Residence Coordinators. The Office of Residence Life is responsible for the overall management of campus housing and the successful provision of programs and services in five residence halls.

Office of Student Activities **St. Joseph/3** **215.753.3648**

[Student Activities](#) sponsors on-campus programs and performances including comedy shows, concerts, guest speakers, movie nights, game shows and leadership development opportunities. They also arrange trips to New York, Baltimore and other destinations in and around Philadelphia. Student Activities serves as the home for many academic interest groups, drama and music groups, cultural organizations and community action groups.

Campus Ministry **St. Joseph/3** **215.248.7095**

Rooted in the mission of Chestnut Hill College, the office of [Campus Ministry](#) welcomes all. The function of this office is to minister and to empower others to minister on the Chestnut Hill Campus and beyond. Campus Ministry encourages a faith community through liturgical worship, various prayer forms, retreats, spiritual counseling and sacramental preparation. It upholds the ideals of social justice by providing opportunities for service to the poor, the elderly and the disadvantaged.

There is daily and Sunday Mass in the chapel of Fournier Hall. Times are posted on the door of the Chapel. Liturgical services are open to all. Likewise this chapel is at the disposal of all seeking a place of quiet for personal prayer. 11:45 am Mass is available every weekday unless otherwise posted.

Career Development **St. Joseph/3** **215.248.7109**

[Career Development](#) is staffed by a Director, an Assistant Director, and a Director of Service-Learning. It is an on-campus resource available to all full-time students and all matriculating part-time students.

Programs enable students to obtain knowledge and skills needed to plan careers and develop an effective job search. Personal interviews, special seminars, and career planning workshops assist the student in assessing abilities, choosing an occupational field and selecting an entry position. Services include Job Fairs, Career Connections, individual counseling, resume reviews, alumni networking, newsletters and skill workshops in resume writing, interviewing, and job search techniques.

Career Connections provides students the opportunity to visit with alums in the workplace. Career Development coordinates the college's Experiential Education Program. This program affords students the opportunity to gain experience in the world of work via an internship or a co-op. All students have access to full-time, part-time and summer job listings as well as graduate school information.

Counseling Center **St. Joseph/3** **215.248.7104**

The [Counseling Center](#) offers free, short and long-term individual therapy to students in the School of Undergraduate Studies, School of Continuing Studies, and School of Graduate Studies. Counseling staff can also see couples, roommates, or friends, and meet with students and members of their families. Workshops and other outreach activities are offered to address students' interests and needs.

The Counseling Center is completely confidential, except in cases of a life-threatening emergency (the threat of suicide, for example). Concerned, trained clinicians work under the supervision of a licensed psychologist.

Students may seek counseling for a wide variety of reasons and should feel free to schedule a preliminary appointment to determine if therapy would be helpful for a particular issue. Students who have received treatment in the past are also welcome. Office hours are posted at the Counseling Center, as well as in central locations on campus. Appointments can be arranged by calling the office, or stopping by and scheduling in person.

Dining Services **Fournier/1** **215.248.7015**

[Dining Services](#) are provided by Chartwells, College and University Dining Services. Chartwells was formed in 1996 as part of Compass Group, North America to provide quality food and specialized services to the education marketplace. Eat, Learn, Live. Visit the Dining Website at www.dineoncampus.com/chc for ALL your dining needs!

Meal Plan

Resident students are required to participate in one of the two options the Chestnut Hill College meal plan: 1.) 19 meals per week for all campus residents; all students also receive \$50 in flex dollars or 2.) 14 meals per week for all campus residents; all students also receive \$150 in flex dollars.

Dining Access Card (CHC issued Identification Card) must be presented at the Main entrance of the Dining Hall in order to obtain a meal. Entering from the West side is prohibited; alarm will sound when door is used.

Transfer or sharing of Access Cards is not permitted. A student who presents a Dining Access Card belonging to another student will not be served and risks the possibility of losing dining room privileges with no refund.

Commuters have the option of purchasing the Freedom 25 Meal Plan with 25 meals per semester and \$50 Dining Dollars. All students can add flex/dining dollars to their account.

Please be aware that only those who purchase (or use their meal card) a meal are permitted in the dining hall.

For the most up to date information on Dining Services please visit www.dineoncampus.com/chc.

Health Services **Fitzsimmons Hall/G** **215.248.7111**

Chestnut Hill College's [Health Services](#) is an integral part of the college community providing care to students during illness, making recommendations for health maintenance and providing programs throughout the year on health related issues. The Health Office is open daily during the week for consultation and treatment. Students may seek medical guidance from a nurse and will be assisted as necessary in making an appointment with a local physician. Office hours are posted on the office door. In the event of an emergency, Chestnut Hill Hospital, located minutes away, offers excellent medical and surgical services.

Health Forms: All students must submit a health form to the Health Office to complete the enrollment process. Students who do not have a completed Health Form on record in the Health Office by October will be placed on hold. Resident students may be required to move out of the residence halls if they have not completed their health forms. The Pennsylvania Department of Health recommends that all students born after 1957 show proof of immunity to measles, mumps, rubella and Hepatitis B. A new Pennsylvania law states that students who live in college residence halls must be vaccinated against meningococcal meningitis or sign a waiver form declining vaccination. This information must be kept on file in the Health Office. Please contact the Health Office for more information about meningitis and vaccination.

Health Insurance: Students are responsible for providing their own health insurance, whether by parent/guardian's health coverage or their own election into a plan. The College does not require students to provide proof of health insurance coverage regardless of whether students are living on campus or commuting. Additionally, the College does not provide health insurance coverage to students. The Health Office on campus is equipped to treat minor illnesses and injuries and is available to undergraduate students through the Health Services Fee.

Please review healthcare.gov for more information about health insurance resources. When deciding whether or not to purchase health insurance, students should consider the potential costs of an unexpected visit to the ER or a doctor. Pulling information from a Medical Expenditures Panel Survey, done by the National Institutes of Health, data shows that an average charge for a “simple” ER visit is \$1,233. To view an article on this study, please click [here](#). When making an important financial decision such as purchasing health insurance, students are encouraged to consider possible long and short term consequences. Students should consider consulting with family and/or trusted individuals when making this important decision.

Health Providers: The Health Office recommends students carry their health insurance card or a photocopy of their card, should this be needed during their college career. Students who are covered by an HMO should contact their insurance carriers for acceptable providers in the Philadelphia area.

Identification Cards **Fontbonne/G** **215.242.7777**

All CHC students are required to carry and produce upon request by a college official a valid photo identification card issued to enable use in the college library, for admittance to campus buildings and events and for presentation upon request of a college official or security at any time. A validated ID card must be presented by residents for meals in the Dining Room. An identification card is made for each new student. This card serves for the entire time the student is officially enrolled at the college. New students may obtain their new card free during the first two weeks of the semester. Replacement ID cards may be obtained through the Office of Residence Life office for a fee of \$20. Once a replacement card has been made, the student must pay for it even if the lost card is found.

ID cards are not transferable and may be used only by the student to whom it was issued. Misuse of the ID card is cause for disciplinary action by the college.

Global Education Office **Fournier/I** **215.242.7989**

Chestnut Hill College’s [Global Education Office](#) provides leadership and organizational focus for the College’s globalization efforts. The Global Education Office serves in the role of international affairs center for Chestnut Hill College faculty and visiting scholars, the home of International Student Services, a resource hub for study abroad and international short-term excursions, and special programs.

The Global Education Office also coordinates the college’s international contacts and seeks to provide assistance to all international students speakers of other languages on campus (The School of Undergraduate Studies, School of Continuing and Professional Studies and School of Graduate Studies). Students are advised about admissions procedures as well as expectations and requirements of Chestnut Hill College. Assistance is provided on U.S. Immigration regulations, such as visa requirements, work permission, U.S. Tax Laws, extension

of stay and transfer of schools. Information about health care and medical insurance is also offered.

Lockers **Fournier/G** **215.248.7083**

Lockers on the ground floor of Fournier Hall shall be available on a first-come, first-serve basis at the beginning of each academic year. Lockers will be available to commuter students in a designated student locker space. To obtain a locker, the following procedure should be followed:

- Go to the Student Activities Office to sign out a locker. A locker number and a combination lock will be issued at this time.
- All students will be required to sign for their locker, acknowledging that the College's Search Policy (Student Handbook, pg. 11) applies to lockers.
- All lockers must be emptied at the winter semester break (within 24 hours of a student's last final) and at the end of the academic year (within 24 hours of a student's last final). Items left in lockers beyond this point become property of the College and will be discarded.
- Students who fail to follow the procedure for emptying lockers will be fined \$50 (the same fine as resident students are fined for improper check-out).

Students should familiarize themselves with items prohibited on campus (including but not limited to alcohol, illegal drugs, firearms, fireworks and other dangerous weapons) as these are prohibited from storage in lockers. Use of lockers is at the risk of each individual and the College assumes no responsibility for their contents.

Lost and Found **Security** **215.248.7090**

Students are personally responsible for the safekeeping of their valuables and belongings. Therefore, necessary precautions should be taken to guard against loss. All found articles are to be turned over to Security. For Lost and Found inquiries, check with the Information Desk located on the first floor of Fournier. All articles will be kept for a period of 30 days. If not claimed, the articles will be disposed of.

Mailboxes **Fournier/G** **(in house only) 6118**

Mailboxes for all full-time undergraduate students are located in the Student Life Center. Students have 5 (five) days from moving out of the residence halls to return their mailbox key. If the key is not returned to the mailroom, a student's account will be put on a Dean's Hold until the key is returned or \$25 is paid to replace the key. The \$25 payment can be made to Student Accounts.

[Security and Campus](#) Safety Officers provide service on a 24-hour basis. Security offers escort service for students, faculty and staff traveling alone on campus in isolated areas, after dark, or during times of low activity and is available upon request.

EMERGENCY CALL: 215-242-7777
From On-Campus Phones (EMERGENCY ONLY) 7777

Emergency Phones

In-House emergency phones are located throughout the buildings. Should any emergency arise, these phones will give direct contact with the Information Desk and Security to obtain help or assistance. There are also blue light emergency phones on campus that connect directly to the Central Security Desk.

Parking

parking@chc.edu

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:

1. Student permits are valid from September 1st – August 31st of each year. Faculty/Staff permits do not expire but individuals are required to register new vehicles.
2. Permits must be paid for before they are distributed.
3. Resident first-year and sophomore students who are granted appeals must park at SugarLoaf.
4. Permits can be obtained online. Permits are not available for sale on campus.
5. The purchase of a parking permit does not guarantee a parking space.
6. 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 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.

Parking Violations

- Campus Safety and Security patrols the parking lots and issues parking tickets. Violations and their corresponding fines are outlined below:

Violation	Fine
Blocking Traffic Lanes	\$35.00
Driving Around Barricade	\$50.00
Failure to Display Permit	\$15.00
Facing the Wrong Way	\$15.00
Moving Traffic Cones	\$30.00
Non-Registered Vehicle	\$25.00
Occupying Multiple Spaces	\$15.00
Illegally Parking in Disabled Zone (1 st Offense)	\$50.00
Illegally Parking in Disabled Zone (2 nd Offense)	\$100.00
Illegally Parking in Disabled Zone (3 rd Offense)	\$200.00
Parking within 15 feet of Fire Hydrant	\$50.00
Parking in Fire Lane	\$50.00
SugarLoaf Permit on Main Campus	\$100.00
Speeding or Reckless Driving (1 st Offense)	\$50.00
Speeding or Reckless Driving (2 nd Offense)	\$100.00
Tearing Up or Discarding Violations	\$50.00
Unauthorized Parking	\$20.00
Boot Fee	\$50.00

- All tickets must be paid online at chc.thepermitstore.com. Tickets not paid within ten (10) days will be assessed a late fee of \$20.
- Tickets believed to be received in error may be appealed online at chc.thepermitstore.com. Tickets can only be appealed for seven (7) days. Following this period, tickets cannot be appealed and must be paid.
- Three (3) outstanding tickets may result in a boot being placed on your vehicle. Once a boot is applied, the boot fee cannot be appealed. All outstanding tickets must be paid (including the boot fee) in order to have the boot removed. Tickets must be paid online and the receipt brought to Campus Safety & Security (Fontbonne G).
- Failure to pay a boot for 48 hours will result in a vehicle being towed at the owner's expense. This towing fee will be on top of all other outstanding tickets and the boot fee.
- The College reserves the right to place a hold on a student's account for continued violation of parking policies and/or failure to pay tickets.

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.

Emergency Cancellation of Classes (Weather)

As Chestnut Hill College is a residential campus, every effort will be made to keep the business of the College running as close to a normal schedule as possible; however, if weather factors are unfavorable and not expected to improve, classes normally will be cancelled for the day. If there is a good chance that conditions will be acceptable by mid-morning, the opening of the College will be delayed.

*One-Hour Delay **

A "one-hour delay" means that the College offices will open at 9:30 AM and classes will begin at 9:30 AM.

*Two-Hour Delay **

A "two-hour delay" means that the College offices will open at 11:00 AM and classes scheduled to begin at 11:00 AM and after will meet. Classes scheduled to meet prior to 11:00 a.m. are cancelled. The exception is graduate classes and undergraduate students scheduled for science

labs, classes that begin prior to 11:00 AM and continue to at least 12:00 PM will meet at 11:00 AM to minimize missed class time.

*Noon Delay **

A "noon delay" means that the College offices will open at noon and classes will begin at noon. Classes that begin prior to noon and continue at least 1:00 PM will meet at noon to minimize missed class time.

Delays are based upon the standard block schedule (Click here to view the block schedule)*
Classes held outside of the standard block will receive directions from instructors. At times, it may be appropriate for classes held outside of the standard block* to begin late.

In the case of an announced delayed opening, if the situation should worsen and if a subsequent decision is made to cancel classes and close the College, an announcement will be made as soon as possible. Chestnut Hill College faculty, staff and students are therefore advised to recheck the announcements frequently, prior to departing for school or work and while in transit.

This information will be made available through the College's Emergency Notification System and will also be announced on the College's website.

If the College is open, faculty, staff and students are expected to report to campus. However, due to regional differences in weather conditions, your safety and welfare are paramount. Please take appropriate precautions, when necessary.

Campus Student Activities Programming

At times, previously scheduled on-campus student life activities and events will continue to be held even when the College is closed. Chestnut Hill College students, faculty and staff should check the Calendar for campus programming updates.