

**CHESTNUT HILL COLLEGE
STUDENT HANDBOOK**

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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...

- 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.
- 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.
- 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.
- 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 Maupus, 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. 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.

Fines for minor violations range from \$10-\$100 or as determined by the judicial hearing officer. Additional sanctions may be issued.

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

Written documentation of an incident triggers the beginning of the judicial hearing process. Students will receive written notification of a hearing at least 48 hours prior to the scheduled hearing; this notification will include the charges being brought against the student. For the purposes of the Student Handbook and all judicial hearing processes, the student being accused of a violating the Student Code of Conduct shall be the respondent and (when applicable), the person reporting the incident shall be the complainant. As a part of this process, complainants and respondents can expect the following:

- Be present throughout the hearing, but not during deliberation
- Read any documentation associated with the incident and be made aware of all evidence involved in the incident
- Present pertinent information, including witnesses of fact, that pertain to the incident
- Waive their 48 hours notice if an expedited hearing is possible and/or available
- Receive support from a member of the College community during the hearing; this person may be present during the entire hearing but is not permitted to speak during the hearing process
- No attorneys or parents are to be present
- Notes may be taken but no tape recording will be allowed

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

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

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

Interim Suspension

Students may be subject to an interim suspension from the College and/or College housing if there is either 1) reasonable cause to believe that the student poses a threat to the safety of

Discipline Records

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

Parental Notification

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

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

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

Community Standards Board

The purpose of the Community Standards Board is to adjudicate student judicial hearings at the request of the accused student or students, except allegations involving sexual misconduct. Students charged with violating a campus policy may have their case adjudicated by the Community Standards Board at the discretion of the Vice President of Student Life or designee. The primary goal of this Board will be to empower students to hold one another accountable to the policies and mission of the College. The Community Standards Board will follow the same hearing process as all designated hearing officers and accused students will have the same expectations as in the administrative hearing process.

The Community Standards Board will be comprised of the following members:

Non-Voting Chair ~ Applications for the position of Chair of the Community Standards Board will be available in the Student Life Office and interviews for this position will be conducted by members of the College community as selected by the Vice President for Student Life. Three non-voting Chairs will be selected and in the event of a hearing one Chair will preside.

The Board ~ Applications for the Community Standards Board will be available in the Student Life

Office and interviews for this position will be conducted by members of the College community. 9 Board members will be selected. When a hearing is necessary, the Advisor will schedule at least 3 members from the pool to serve. Members are expected to excuse themselves from hearing a case when a conflict of interest or bias exists.

The Advisor ~ The advisor of the Community Standards Board will be the Acting Dean of Student Life. The advisor will facilitate necessary paperwork, record keeping, and arrange hearings, including witnesses of fact, the respondent and complainant and any other pertinent individuals, for the Board. The advisor will be present at all hearings to answer questions of procedure, serve as a moderator should it be required and to aid the Board in precedent of sanctions. The advisor will not be a voting member and he/she will not interfere with the Board's decisions and recommendations.

Qualifications & Appointments

- Applicants for both the Board and the Chair position must be in good academic and judicial standing.
- Members must maintain a 2.5 GPA.
- Applicants will take part in an interview process with members of the Student Life staff and student leaders.
- Appointments will be made for one academic year with the option for renewal.
- Members must actively participate in training on the College judicial system and hearing and sanctioning process.
- Members must keep confidential all information from hearings and agree to not discuss with others any aspect of the hearings or sanctions.

Hearing Process

The Community Standards Board will have the power to assign appropriate sanctions, with the exception of suspension or expulsion from College housing and/or the College. In a case where the Board deems suspension or expulsion appropriate, a recommendation will be made by the Board to the President of the College. Hearings are closed and private, only the respondent(s) will be permitted to attend; witnesses of fact will only be brought in for the time of their testimony. All deliberation of the Board is closed and private. The appeal process outlined in the College's Hearing Process applies to cases heard by the Community Standards Board.

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, MySpace, 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. 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.

Smoking Policy

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 and due to close proximity to buildings, 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, The DeSales Center and the Rogers Center. Those in violation of this policy will be fined and/or subject to disciplinary action. When smoking on campus 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.

Policy Prohibiting Sexual Violence

Chestnut Hill College is committed to a community free from sexual violence, intimidation, harassment and exploitation. Chestnut Hill College does not tolerate sex offenses, whether forcible or non-forcible, upon its campus or at officially sanctioned College events. Sex offenses are not only a violation of the law and reprehensible in any context but are also a matter of particular concern in any academic community of students, faculty and staff.

An act of sexual misconduct involves any sexual act directed against another person in which that person does not give consent or is incapable of giving consent. This includes situations where a person is not able to give consent due to consumption of alcohol and/or drugs. The definition of sexual misconduct can take many forms:

Rape/Date Rape/Acquaintance Rape: Sexual intercourse or penetration (vaginal, oral or anal), with any object, accomplished by force or without consent

Non-Consensual Sexual Contact/Sexual Assault: Sexual touching or fondling by force or without consent

Sexual Exploitation: Any act involving sexual behavior which places a person in a degrading, exploitative, abusive or humiliating situation (eg. posting photographs of a sexual nature online)

Reporting Sexual Misconduct

If you have experienced an act of sexual misconduct, you will need to decide upon your desired course of action. You may wish to contact someone you trust to join and support you through the decision making, medical treatment and interviews that follow. This might be a close friend, roommate, Resident Assistant, staff, faculty, family member, etc.

If you have been the victim of a sex offense 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.
- It is important to seek medical care so you can be treated for injuries and tested for pregnancy and sexually transmitted diseases. The following area hospitals have Rape Crisis Centers: Abington Hospital, Thomas Jefferson University Hospital, Episcopal Hospital and Bryn Mawr Hospital. These locations have staff that are specially trained to provide medical attention to victims of sexual assault. If you need transportation it can be arranged through Security or a member of the Student Life staff.
- Avoid showering, bathing, douching or cleaning in any other way to help preserve medical evidence if you chose to prosecute. Any clothes, sheets or other items that may be considered evidence should be stored in paper (not plastic) bags. If you are still wearing the clothes you had on at the time of the assault be sure to bring a change of clothes with you to the hospital.

If you choose to make a report of an act of sexual misconduct on campus you may contact Security, the Vice President for Student Life or seek out another member of the College community with whom you feel comfortable (this may include a coach, advisor, etc.). You may also decide to make a report to the police and can do so by dialing 911. An officer will take a full report and ask you questions, but it is up to you how much you wish to disclose and whether you decide to prosecute. Here are some helpful numbers:

Security: 215.248.7777

Vice President for Student Life: 215.248.7011

Campus Ministry: 215.248.7095

Police: 911

Counseling Center: 215.248.7041

Health Services: 215.248.7011

You may choose to pursue the case judicially on campus, you may choose to prosecute through the police, you may choose to do both or you may choose to file a report and not follow through with any judicial action. This is your decision and you should not feel pressured into any option; you also do not need to decide right away, you can take some time and make a decision later. If you do choose to have the case handled through the campus judicial system you can expect the following things:

- An investigation of fact will be conducted once a report is filed
- A private hearing where you will be treated without prejudice or bias and where you will only be asked to answer questions relevant to the sex offense, this hearing will not be and may not be taped; all parties are expected to keep the information from the hearing confidential or they may face disciplinary action
- Every effort will be made to expedite on campus hearings (pending necessary investigation of fact)
- The respondent may face interim suspension from College housing and/or the College prior to the hearing, during the hearing and during deliberation
- Both parties need to share documentation at least 24 hours prior to the hearing
- At least 48 hours notice will be given to appear at the hearing and a written decision, complete with sanctions, will be received within 3 business days
- The complainant will be permitted to attend the entirety of the hearing
If the respondent fails to appear or declines to participate the hearing will move forward and no adverse inference will be drawn
- With the exception of the aforementioned time table for hearing notification and decision, the Hearing Process section of the Student Handbook can serve as a guide for the College's hearing process and procedures
- The complainant will be notified of the outcome of the hearing
- The hearing process will terminate if the respondent is no longer a student
- 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

Resources

Medical Care for Sexual Assault:

[Abington Hospital](#) Rape Crisis Center 215.481.2000

120 Old York Road
Abington, PA 19001

[Thomas Jefferson University Hospital](#) Rape Crisis Center 215.955.6763

239 Thompson Building
1020 Sansom Street
Philadelphia, PA 10107

[Episcopal Hospital](#) 215.481.2000

100 E. Lehigh Ave.
Philadelphia, PA 19125

[Bryn Mawr Hospital](#) 610.526.3000
130 S. Bryn Mawr Ave.
Bryn Mawr, PA 19010

24 Hour Hotlines:

[Women Organized Against Rape](#) 215.985-3333*

[Women Against Abuse](#) 215.386.7777*

[RAINN](#) (Rape, Abuse & Incest National Network) 800.656.4673*

Sexual Harassment:

[Women's Law Project](#) 215.928.9801

[Philadelphia Commission on Human Relations](#) 215.686.4692

Prosecution:

[Special Victims Unit](#) 215.685.3251

Police Sex Crimes Unit 215.685.1180/81/82

Rape Prosecution Unit 215.686.8083

*These resources are confidential

Substance Abuse Policy

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

POLICY STATEMENT:

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

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

A. ALCOHOL

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

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

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

Pennsylvania Liquor Code Laws

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

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

1. It is a summary offense for a person under 21 years old to purchase, consume, possess or knowingly and intentionally transport any liquor, malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for up to 90 days; for a second offense, suspension of driving privileges for up to one year, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
2. It is a crime intentionally and knowingly to sell or intentionally or 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.
3. It is a crime for any person under 21 years of age to possess an identification card falsely identifying that person as being 21 years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are as stated in (1) above.
4. It is a crime to intentionally, knowingly or recklessly manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another.

Minimum fine of \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to two years for any violation.

5. It is a crime to misrepresent one's age knowingly and falsely in order to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
6. It is a crime to knowingly, willfully, and falsely misrepresent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
7. It is a crime to hire, request or induce any minor to purchase liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. Sales without a license or purchase from an unlicensed source of liquor or malt beverages are prohibited.
9. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control regulations.
10. In addition, a City of Philadelphia ordinance prohibits the consumption of alcoholic beverages in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas or other public property within the City of Philadelphia.

Effects of Alcohol

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

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

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

Sanctions Concerning Alcohol Use/Abuse

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

Sanctions Include but are not limited to the following:

Possession and/or Consumption of Alcohol on Campus, on College Sponsored Trips or

at College Sponsored Events (even if over 21 years of age)

Possession of alcohol includes being present in a location where alcohol is present.

1st Offense ~ Alcohol education, \$50 fine

2nd Offense ~ Alcohol assessment and/or education, parental notification, \$75 fine, disciplinary probation

3rd Offense ~ Possible suspension or expulsion from housing and/or the College, \$100 fine

Hosting an Alcohol Gathering on Campus or in Campus Housing/Furnishing Alcohol

Amount and type of alcohol is factored in the disciplinary sanction. That is, greater amounts of alcohol lead to more serious sanctions. In addition, sanctions are most likely increased when the hard liquor is present (i.e. vodka, rum, etc.).

1st Offense ~ Alcohol education, parental notification, disciplinary probation, \$100 fine

2nd Offense ~ Alcohol assessment, parental notification, possible suspension from College housing, disciplinary probation, \$200 fine

3rd Offense ~ Parental conference, possible suspension or expulsion from the College, \$300 fine

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

1st Offense ~ Alcohol assessment, restitution for damage, parental notification, \$100 fine, disciplinary probation

2nd Offense ~ Possible suspension or expulsion from housing and/or the College, \$200 fine

Hospitalization as a Result of Alcohol

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

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

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

Payment of Fines

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

B. DRUGS

Chestnut Hill College does not condone the violation of any civil statute. **The possession, use or distribution of illicit drugs is prohibited within the College. The College, however, has no intention of usurping the role of civil authority and will notify authorities immediately if the College believes there is possible illegal activity occurring on campus.** The College is concerned with drug use, not only because it is a violation of a civil

statute, but also because it is detrimental to the achievement of institutional goals. The primary role of this community is the intellectual and emotional development of its members. It is generally recognized that the effect of drugs (ex. lysergic acid, mescaline, methadone, heroin and marijuana) is to alter one's judgment and level of awareness. Constant use and/or abuse of drugs can result in permanent physical damage and psychological dependence as well as increasing inability to distinguish illusion from reality. The effects are opposed to the proper functioning of an academic community.

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

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

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

Possession, Personal Use and/or Paraphernalia

1st Offense ~ Parental notification, drug assessment, possible suspension from College housing, disciplinary probation, \$100 fine

2nd Offense ~ Suspension or expulsion from the College

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

1st Offense ~ Suspension or expulsion from College

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

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

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 fine of \$25 may be issued for missing a floor meeting. 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 Application & Agreement is a contractual agreement between the student and the College. Full-time undergraduate students of the College are eligible to apply for housing. The effective dates for the *Application & Agreement* are for Fall and Spring Semesters, beginning August 27, 2010 for new students and August 29, 2010 for returning students. The *Application & Agreement* shall terminate 24 hours after the student's last exam or no later than May 15, 2009. 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

To live in College housing, students must have full-time, undergraduate status, carrying a minimum of 12 credits. Students who lose their eligibility must inform the Office of Residence Life within two (2) business days and are subject to cancellation charges. The Vice President for Student Life must approve exceptions to eligibility in advance. Residents not enrolled in classes by week three must leave housing or may be asked to leave housing.

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 Application & Agreement* must be signed at the time of the Lottery and becomes a binding agreement between the students and the College. Students who apply for housing for the next year and are placed on a waiting list when selection begins, can cancel their application. Current students who wish to apply for housing once a semester has begun can do so by completing a *Housing Application & Agreement*. Assignments will be based on availability.

Incoming Students

Accepted and deposit paid new students can apply for housing by completing a *Housing Application & Agreement*. 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 housing (Cancellation) require a written request to be released from housing, submitted to the Office of Residence Life. A Housing Release Committee will review the request. 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

Commuter students wishing to become resident students must complete a *Change of Status Form* and a *Housing Application* from the Office of Residence Life. A resident who wishes to become a commuter must apply to cancel their *Housing Agreement* and must submit to the Housing Cancellation process listed above.

Assignments

While an effort will be made to accommodate a students' preference, this contract only requests a space in College housing to be determined by the Office of Residence Life. 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.

A. Room Consolidation: Students who occupy rooms below their designated occupancy may be assigned additional roommates or be required to consolidate to fill other vacancies. 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 Changes

Students who have had mediations with residence life staff 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 may request housing during break if leaving the residence halls would create an unjust hardship for the residents and their families or if a student is participating in College athletics. Students requesting to stay on campus over breaks must reside more than four hours or 400 miles away from campus to be considered. Any student interested in break housing must complete a Break Housing Application. Completing the application does not guarantee approval. A fee of \$10 per night will be charged except for athletes, student teachers, credit approved internships or international students.

Before each break, RAs will hold floor meetings to discuss break procedures. These meetings are generally held two weeks prior to a break. Break memos and Break Closing Checklists will be distributed one per room or resident, depending on the break. Students must sign-up for a check-out time with their RA.

RAs and RCs will inspect each room after it has been vacated. Residents receive a Break Closing Checklist to complete and are asked to post it on the outside of their door when the last resident leaves. All residents are required to initial the checklist. During the room/apartment inspections, RAs and RCs will confiscate and document any prohibited items or violations of the Student Handbook. Information is left in the student rooms regarding the violations and the RC will follow up with the student(s) once break concludes. Residents that do not properly check-out with a residence life staff member will be charged a \$50 improper check-out fine.

Thanksgiving Break begins the Tuesday before Thanksgiving and ends the Sunday after Thanksgiving. Residence Halls close on Tuesday at 6:00 pm and re-open on Sunday at 12:00 pm. *Winter Break* is the official end of the Fall Semester for classes and residence hall living. The residence halls officially close at 6:00 pm on the last day of finals. Residents are prohibited from staying on campus during Winter Break, unless participating in a College athletic program. Residents who are doing a room change for the spring semester must stay until their new space has become vacant so that the move is completed prior to the end of the break. As a result, students may be approved to stay until Friday to complete their move. *Spring Break* begins on the final Friday of classes and runs through the following Sunday (10 days). Residence halls close on Friday at 6:00 pm and re-open on Sunday at 12:00 pm. *Easter Break* begins on the Tuesday before Easter and is for one week. Halls close at 6:00 pm on Tuesday and re-open the following Tuesday at 12:00 pm.

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 a key card and a room condition form (RCC). At check in, the resident must note any damages to the room or missing furniture.

Check out procedures require residents to make an appointment with an RA or RC. Residence Life staff will inspect the room, completing the RCC. Once the RCC is signed, the student will turn in his/her key and sign his/her key card. Mailbox keys must be returned to the Mailroom

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 permanently altered or renovated. Furniture may not be arranged for use which is incompatible with its intended design.

Room Decorations

Any substance that would damage the finish on a door or walls may not be used as door decoration. No "sticky squares," adhesive gum, nails, screws, decals, stickers or glow in the dark decals are to be placed on any surfaces. Dartboards are prohibited. No offensive materials may be displayed on a student's door. Failure to comply with these policies will result in a fine.

Room Damages

Students are required to keep their rooms and living areas, including hallways, stairwells, lounges, restrooms and shower rooms presentable at all times. Health & Safety Inspections will be conducted at least once per semester or if there is reason to do so at the discretion of the Director of Residence Life. Students are responsible for damages that occur in their rooms and in the common areas. Charges will be assessed at the end of each semester.

Community Area Damage

Damages that occur in common areas will be billed to all students of that area if no one person(s) is found responsible. Community Damage Alerts will be posted to notify students when such damages occur.

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 will vary, so some of these amounts are estimates. Appeals must be in writing, addressed to the RC, within 5 business days of the charges being levied on the account. Appeals will be heard only if the student has complied with proper check-out procedures.

Check-Out Charges

Late Check-Out	\$25 Breaks	\$50 Fall/Spring Closing
Improper Check-Out	\$50 Breaks	\$50 Fall/\$100 Spring Closing
Break Checklist non-compliance	\$25	
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)
Half Space Prep	\$25	
Items Left Plugged in at Breaks	\$25	

Key Charges

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

Room Charges

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

Common Area Charges

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 4.6 cubic feet in size. **Only one refrigerator per bedroom is permitted**, unless two smaller units do not exceed 4.6 cubic feet. Residents may also bring microwaves but they must not be bigger than .6 cubic feet in size with a maximum of 700W and 300W defrost capability.

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
- ✘ 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
- ✘ Sub woofers/amplifiers
- ✘ Alcohol containers, shot glasses, bong 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:

- ✘ Removing Screens from window; throwing any object out a window

- ✖ Occupying a fire escape except for emergencies; throwing any object from fire escape
- ✖ Using another students ID for any purpose
- ✖ Using another students room key for any purpose

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 the Central Security Station (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 x7777. After 7:00 p.m. and on weekends, students should contact the RA on Duty in their residence hall.

Identification Cards (Campus ID)

If a card is lost, the student should obtain a Campus ID Replacement Form from in the Office of Residence Life and take it to the Main Security Desk in Fournier to get a new ID taken. If a student needs a temporary ID they should report their missing ID to an RA or RC. Residence Life staff have Temporary IDs that can be issued to students 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. Replacement IDs cost \$25 and the charge will be placed on a student's account.

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. St. Joseph's Hall has 24 hour quiet hours.

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 & ID Cards

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

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

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. Resident ID's must be validated, bearing the appropriate hall sticker with the current semester. Residence Life staff will distribute stickers at move-in and during the first week of each semester. 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 an Overnight Guest Request Form from a member of the Residence Life Staff, at the front desk of their residence hall or at http://www.chc.edu/Residence_Life/. Once completed, the request should be turned into the Residence Coordinator of the area in their office or to the RC's email. RC's will share contact information at the beginning of each semester. Guest requests should be turned in at least 48 hours in advance to the date of request. Guests are limited to two consecutive nights at a time and a total of ten nights per semester. All guests must register at the Security desk in the Overnight Guest Log. Male guests are to be hosted overnight (i.e. provided with sleeping accommodations) only in areas for men; female guests may be hosted overnight in areas reserved for women. A guest may be removed for failing to abide by College policy and regulations. The host is responsible for the guest's actions at all times and may lose his/her guest privileges and/or residence status if a guest is involved in violation of college policy.

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 no 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

AIDS Policy

The principal philosophy which will guide Chestnut Hill College's response to persons with AIDS or AIDS-related conditions is that each one's situation or concern must be addressed individually on a case-by-case basis as determined by the medical facts involved and within the established guidelines. The authority for case considerations rests with the President, the Deans, the Director of the College Health Service and others as deemed necessary by the above group.

Because there is neither a vaccine to prevent HIV infection nor curative therapy for persons infected with HIV, it is essential for Chestnut Hill College to implement programs which increase awareness and provide education, information, and counseling concerning the causes, effects, transmissibility and treatment of HIV.

These comprehensive educational programs must address undergraduate and graduate students and should reach not only residents but also commuters and non-traditional students. Furthermore, Chestnut Hill should offer similar educational opportunities for all college personnel.

As medical evidence consistently indicates that no actual safety risks are created in the usual workplace or academic setting, Chestnut Hill College can best render enrollment or employment safe and healthful through effective education and training programs. All persons on campus shall have access to information about AIDS, available in the Health Office in St. Joseph Hall. The formal AIDS policy is on file there and is available for review by all members of the campus community.

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:

- Shirts, shoes or sandals should be worn at all times on campus.
- Hair curlers and/or other visible hair treatments should not be worn in a public place
- Students employed on campus must be dressed appropriately when on duty
- Nightwear should be worn only in the residence hall areas and never in classrooms, dining areas or other places of public access.

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.

Campus Government and Student Dissent

A private college is generally free to determine to its own satisfaction the nature and conditions of the educational services it wishes to offer. In a pluralistic society, the basic value of all these institutions inheres in the fact that they offer alternatives, which remain highly attractive choices to many people.

Correspondingly, the principal obligation of these institutions to those whom they encourage to enroll is primarily one of clear and honest disclosures. Where the institution thus makes clear its own expectations and provides an understanding of what it will attempt to

provide, respect for its own rules may be expected in the conduct of its students, subject to the process of change, the institution has otherwise established.

In practice, however, some private institutions (i.e. a school with a fixed doctrinal or ideological objective) may also need to reflect their special characteristics in their staffing and admissions policies as well as their rules and publications.

Otherwise, some students and faculty may come into the institution in spite of, rather than because of the institution's special characteristics. Their displeasure with policies with which they disagree may result in controversy which may in turn trigger a disruption, despite the institution's attempt to make its policies clear in its rules and publications.

(Statement from The Commission of the American Bar Association)

FAMILY EDUCATIONAL RIGHT 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 Right 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, DC 20202-4605

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:

1. Students should be free to examine and to discuss all questions of interest to them and to express opinions publicly or privately as individuals.
2. Members of the Academic community should be allowed to invite and to hear any person of their own choosing.
3. 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.
4. 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 posted on the bulletin board near the Information Desk. There are other bulletin boards located throughout the College that should be checked frequently.

Students may post approved notices only on the bulletin boards. Thumbtacks and staples should be used only on the bulletin boards. Scotch tape may never be used on wooden or plaster surfaces.

Notices should not be left after the event has passed or longer than one week. Each notice should be dated and signed. Posters advertising events sponsored by off-campus groups are to be reviewed by the Director of Student Activities or the Vice President for Student Life before they are posted. See Posting Policy.

Sexual Harassment Policy

Policy Statement

It is the policy of Chestnut Hill College that no administrator, faculty member, staff member or student shall be subject to sexual harassment by another.

Policy Rationale

Chestnut Hill College values right 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. In recognition of and respect for the dignity of all at Chestnut Hill College, sexual harassment in any form, cannot 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 Sexual Harassment.

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

The purpose of this policy is:

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

Legal Definition

Harassment on the bias of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Action and Title IX of the Educational Amendments of 1972. Unwelcome sexual advancements, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitutes 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.

Scope of Policy

This policy and the procedures set forth herein apply to and cover all members of the College community without exception. The College community includes all administrators, faculty, staff, and students. 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.

To Report a Complaint

All members of the College community, as defined above under Scope of Policy, who believe they may have been subject to sexual harassment, herein Complainants, shall submit their complaint to a Designated Complaint Recipient. Designated Complaint Recipients, herein Recipient(s), are:

- The Assistant to the President for Administration and Special Projects,
- The Vice President for Financial Affairs
- The Vice President for Academic Affairs.

The recipient will notify the President of all complaints. The President will confidentially contact the College's attorney and, with the Recipient, determine the appropriate procedure to follow to ensure timely and confidential resolution to the complaint.

Responsibilities

All members of the College community are responsible for ensuring that their conduct does not sexually harass any other member of the College community. This same responsibility extends to employees of third parties who are either doing business with the College or are on the College campus and to other campus visitors. Further, all members of the College have the responsibility of preventing and eliminating sexual harassment. If administrators and supervisors know sexual harassment is occurring, receive a complaint of sexual harassment or obtain other information indicating possible sexual harassment, they must take immediate steps to inform a Designated Complaint Recipient to ensure the matter is addressed even if the problem or alleged problem is not within their area of oversight. Faculty, staff, and students likewise must

inform a Designated Complaint Recipient if they have reason to believe sexual harassment, as defined above, is occurring. Individuals who believe that they have been subject to sexual harassment are responsible for informing a Designated Complaint Recipient in a prompt and timely manner. The effective investigation of possible incidents and early resolution of complaints cannot be effectively accomplished when individuals fail to come forward with their complaint within a reasonable time period. It is the responsibility of each member of the campus community to ensure that such incidents do not go unreported. In internal proceedings, the College in general will not be sympathetic to a defense based on consent when the situation is such that the Accused had the power to affect the Complainant's employment status or future prospects.

Confidentiality

Chestnut Hill College requires that, in all cases, claims of harassment be kept confidential by the person bringing the claim, by a witness interviewed, as well as the person alleged to be the harasser. In all cases, we will advise the complaining employee or student and the accused of the outcome of the investigation.

STUDENTS WITH DISABILITIES

Chestnut Hill College is in compliance with the Section 504 of the Americans With Disabilities Act, and provides reasonable accommodations to students with disabilities. Students requesting special accommodations are required to submit substantive and current documentation indicating the need for such accommodations. This documentation should be submitted to the Director of Academic Advising, St. Joseph Hall, 3rd floor, Room #65.

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.

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.

ACADEMIC SERVICES

Academic Advising

St. Joseph/3

215.248.7141

[Logue Library](#) houses 130,000 volumes on three floors of open stacks. In addition to the circulating materials there are over 750 paper journals as well as an extensive e-journal collection. 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 Elite, ERIC, FirstSearch, Jstor, Lexis-Nexis, MLA, Project Muse and PsycNet. Remote access to the catalog and electronic resources is available at www.chc.edu/library by using the bar code number on the reverse of the student ID as a 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.
- There is a charge of \$50.00 for any lost book.

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 FirstSearch and EBSCO.
- Students may keep the articles.
- Books need to be returned by the due date on the book band.
- The fine for an overdue interlibrary loan book is \$1.00 per day.



Office of the Registrar

St. Joseph/3

215.248.7005

The [Office of the Registrar](#) provides a variety of services including transcripts, verification of enrollment, registration assistance, independent study, credit/no credit forms and anything pertaining to students' academic records. All second semester Juniors are required to make an appointment in the Spring for a graduation exit interview; please call 215.248.7177 to make an exit interview appointment.

Registrar Office Hours:

Monday, Thursday, Friday	8:30 a.m. - 5:00 p.m.
Tuesday, Wednesday:	8:30 a.m. - 7:00 p.m.

Withdrawal/Leave of Absence

Students who are requesting a Leave of Absence or who are Withdrawing from Chestnut Hill College must make an appointment with the Director of Academic Advising in order to complete the required paper work. The forms will then be sent to the appropriate offices.

College Facilities

Academic Computer Center

St. Joseph/G

215.248.7195

The Academic Computer Center is located on the ground floor of Saint Joseph Hall. IBM-compatible PCs are available for student use on a walk-in basis, during posted daytime and evening hours. Students may take advantage of major state-of-the-art software for purposes such as word processing, statistical analysis, graphics, desktop publication, database manipulation, web page editing, web browsing over the Internet and e-mail. Laser printers are available for high quality printed work related to academics. However, there are some restrictions to the use of the printers:

- Users must log onto the computer from which they are printing using their personal CHC userid.
- Users printing materials for personal use outside academics should restrict printing to less than 10 pages.
- The printers are not to be used in lieu of copiers.
- Large print jobs (over 25 pages) should be coordinated with the Academic Computer Center staff to ensure that other people in the lab are not 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	9:00 a.m. to 11:00 p.m.
Friday	9:00 a.m. to 5:00 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. The College store carries all required textbooks and materials, a selection of general trade books, reference and study aid books, stationery, school supplies, greeting cards, health and beauty aids, candy and snacks, novelties including clothing, gifts, electronics, and Sprint calling cards.

College rings, academic gowns and diploma frames are ordered and purchased in the college store. In addition, the College store also offers FedEx shipping.

College Bookstore Hours:

Monday & Thursday	9:00 a.m. – 6:00 p.m.
Tuesday & Wednesday	9:00 a.m. – 7:00 p.m.
Friday	9:00 a.m. – 2:00 p.m.
Saturday & Sunday	Closed

Hours are extended for the first week of each semester. We accept all major credit cards, checks and check cards. Additional store information and online ordering is available on our website at www.chc.bkstr.com.

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 Government Association Executive Board 2010-2011

President	Leslie Zemnick '11
Vice Presidents	
Executive Vice President.....	Max Kaplan '11
Academic Affairs.....	Gabrielle While '13
Student Life.....	Pat Curtin '11
Community Service.....	TBA
Financial Affairs.....	Brooke Reitz '11
Communications.....	Michael Wenz '13



Student Government Class Officers:

Senior Class of 2011

Nicolina Corrado, President
TBA, Vice President

Junior Class of 2012

Alyssa Miller, President
Anna St. Hilaire, Vice President

Sophomore Class of 2013

Mary Frances Cavallaro, President
Donald J. Lynch, Vice President

First Year Class of 2014

Elections are held in early Fall.

THE COMMITTEES OF THE STUDENT GOVERNMENT ASSOCIATION

To maintain the traditions and standards of student life the Student Government Association has three branches: Academic, Student Affairs, and Community Service.

The *ACADEMIC COMMITTEE* is composed of the SGA Vice-President for Academic Affairs who serves as Chair, the Dean of the School for Undergraduate Studies, and students elected according to SGA procedures. This committee provides a medium for student involvement in the academic character of the college, but it is not a policy-making body. It meets as necessary.

The *STUDENT LIFE COMMITTEE* is composed of the SGA Vice-President for Student Life, who serves as Chair, a Student Life staff member, a resident student and a commuter student elected by SGA procedures and two faculty members nominated by SGA and appointed by Vice President for Student Life. It meets as necessary.

The *COMMUNITY SERVICE COMMITTEE*, chaired by the SGA Vice President for Community Service and is composed of students elected according to SGA procedures. This committee meets as necessary and is responsible for researching community service opportunities and coordinating all service projects performed by campus organizations.

Student Activities

Involvement in Student Activities

All undergraduate students may be eligible to:

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

Get Involved @ CHC Join or start your own! Call 215-753-3648.

Student Organizations and Clubs

- | | |
|---|--|
| ✘ African-American Awareness Society | ✘ Griffin Club |
| ✘ History Club | ✘ Students Political Science Association |
| ✘ CHAT (Chestnut Hill Activities Team) | ✘ Commuter Appreciation Club |
| ✘ International Society | ✘ Crown the Kin Chess Club |
| ✘ Computer Club | ✘ Dance Club |
| ✘ Council for Exceptional Children | ✘ Griffins for Paws |
| ✘ Ecology Club | ✘ GRN (Griffin Radio Network) |
| ✘ Phi Beta Lambda (Business Club) | ✘ Japanese Culture Club |
| ✘ Poetry Club | ✘ La Voz Latina |
| ✘ FADD (Fighting Against Destructive Decisions) | ✘ Link |
| ✘ Psychology Club | ✘ Mock Trial Club |
| ✘ GSA (Gay Straight Alliance) | ✘ Photography Club |

STUDENT PERFORMING GROUPS

- ✦ Chamber Singers
- ✦ Griffin Dance Team
- ✦ Gospel Choir
- ✦ Instrumental Ensemble
- ✦ Mask & Foil Drama Club

- ✦ APA (Associate for Performing Arts)

STUDENT PUBLICATIONS

- ✦ Yearbook *Aurelian*
- ✦ Newspaper *The Griffin*
- ✦ Literary Magazine *The Grackle*

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
- Winter: Women: Basketball
 Men: Basketball
- Spring: Women: Softball, Lacrosse, Golf
 Men: Tennis, Golf, Baseball, Lacrosse

Only full time enrolled students (carrying a minimum of twelve credits per semester) who maintained a 2.0 semester average in the preceding semester may participate in intercollegiate competition.

Intramurals will be scheduled periodically throughout the year.

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 posted.

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.

Rules and Policies

1. Hours may depend upon staff availability; hours will be posted. No users are permitted in facility without a monitor on duty.
2. Use of the Fitness Center is restricted to current students, full-time faculty, staff and administration of the College. No guests are permitted.
3. All students will use an access card to gain entry to facility.
4. All users must sign a release and hold harmless agreement in order to use the facility. This agreement will be kept on file.
5. All users must sign in and sign out of the Fitness Center.
6. Observe Fitness Center etiquette and demonstrate courtesy towards others.
7. No foul language or horseplay.
8. TV volume will be kept at an acceptable level. No other video/music sources except for personal music devices are permitted.
9. Wear proper training attire, particularly shirts and athletic shoes at all times.
10. Use a spotter when performing maximum lifts or lifting weights over the head/face.
11. Show respect for equipment and facilities at all times; do not throw or drop weights.
12. Keep equipment off floor; remove plates from bars and return them and dumbbells to the proper racks.
13. Wipe down cardio equipment and weights with cleaning solution when finished working out.
14. Tobacco, food, chewing gum, glass bottles and cans are not allowed in the Fitness Center; plastic water bottles are acceptable.
15. No equipment is to leave the Center.
16. Showers and locker rooms are located in Fournier Hall, adjacent to the Pool.
17. The on-duty monitor has authority over all room conduct and use of equipment.
18. Failure to follow rules or direction of on-duty monitor may result in being expelled from the Fitness Center. Habitual disregard for rules or instruction may result in permanent expulsion from the Fitness Center and/or College disciplinary action.
19. In case of emergency, the on-duty monitor will call Security.

Students, staff and faculty members with official CHC photo ID may use the pool during posted pool hours. All others, including adult family members, community members and friends must pay the lifeguard on duty. Swimming is permitted only when a lifeguard is on duty.

Student Life Services

Vice President for Student Life **Fournier/I** **215.248.7011**

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. Noon 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 Manager of Employer Relations. 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, 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/I** **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!

Dining Policies

Meal Plan

Resident students are required to participate in the Chestnut Hill College meal plan: 19 meals per week for all campus residents; all students also receive \$50 in flex dollars. No variations are available.

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. To purchase see a member of the Dining Management team or visit www.dineoncampus.com/chc.

Dining Room Hours of Operation:

Breakfast	7:30 am - 9:30 am
Lunch	11:00 am - 1:30 pm
Dinner	4:30 pm - 8:30 pm
Brunch	10:30 am - 1:00 pm - Saturday and Sunday
Dinner	4:30 pm - 6:00 pm - Friday, Saturday and Sunday

Note: Dine In Only – No Take Out

If your schedule does not allow you to obtain a meal during regular dining hours, your meal plan can be used for an equivalent amount in the Griffin's Den at the following times:

Continental Breakfast	9:00 am - 10:45 am
Lunch	12:00 pm - 3:00 pm
Dinner	6:30 pm - 10:00 pm
Friday Dinner	6:30 pm - 7:30 pm

Purchases during other hours than listed above are on a cash basis only.

Griffin's Den Hours of Operation:

Monday – Thursday	7:30 am - 12:00 am
Friday	7:30 am - 9:00 pm

Piazza Perk - Serving Seattle's Best Coffee, located in Fitzsimmons Hall:

Monday -Thursday	7:00 pm - Midnight
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Cellular Phone Use: Use of cellular phones is discouraged in the dining room and other public areas as a courtesy to others.

Attire: Both casual and professional clothes are appropriate for the dining room and other public areas on campus, however, nightwear, including bedroom slippers, are not to be worn in public areas. Shirts and shoes are to be worn at all times. Anyone who is inappropriately, offensively or immodestly dressed will not be served and will be asked to leave the area.

Chestnut Hill College [Health Office](#) 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 registration hold. They may register for the spring semester as soon as this form is submitted. 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 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: Proof of health insurance is compulsory for all full-time students. The College has made arrangements for a health insurance plan for all students of the college who do not provide proof of coverage under any health insurance policy. The college will charge each student for the cost of the Chestnut Hill College health insurance plan provided, unless the student is covered under another plan. Students must complete an insurance waiver online to avoid this charge.

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.

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. Late or replacement ID cards may be obtained through the Office of Student 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.

International Student Services **Fournier/G** **215.242.7989**

The Office of International Student Services 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 academic 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** **215.248.7011**

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:

1. Go to the Student Life Office to sign out a locker. A locker number and a combination lock will be issued at this time.
2. All students will be required to sign for their locker, acknowledging that the College's Search Policy (Student Handbook, pg. 11) applies to lockers.
3. 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.
4. 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 are billed a deposit of \$10, which will be refunded upon return of the key at the end of the spring term or when a student leaves Chestnut Hill College. However, there is a charge of \$10 for any lost, damaged or unreturned key. Packages may be picked up in the

mailroom during the hours posted. It is imperative that all students check their mailboxes every day for important information.

Security and Campus Safety Fournier/G 215.248.7090

[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. There is a security station located at the Information Desk in the main foyer of Fournier Hall, in parking lot #4, near the tennis courts, and on the ground floor of St. Joseph Hall.

Communication can be made directly with a security officer or through the Information Desk (215-248-7090) via a walkie-talkie.

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 (10) emergency phones on campus that connect directly to the Central Security Desk.

Parking

All vehicles on campus must display a valid Parking Permit. Parking Permits are available online through www.thepermitstore.com. Regulations related to parking are available on the [Parking](#) section of the CHC webpage. All individuals are responsible for compliance with parking regulations. Please remember that no one can give you permission to park illegally.

Student Financial Services

Student Accounts Office St. Joseph/I 215.248.7116

The Student Accounts Office provides one-stop shopping for billing and payments. Located on the first floor of St. Joseph Hall, next to the Financial Aid Office, the usual hours are as follows:

Business Office

Monday	9:00 a.m. to 5:00 p.m.
Tuesday	9:00 a.m. to 7:00 p.m.
Wednesday	9:00 a.m. to 7:00 p.m.
Thursday	9:00 a.m. to 5:00 p.m.
Friday	9:00 a.m. to 4:00 p.m.
Summer Evening Hours, Tuesday & Wednesday	9:00 a.m. – 6:00 p.m.

Payment of Bills

By act of registration, students accept responsibility to pay the charges for the entire semester, regardless of the method or source of payment. In general, all monies due to Chestnut Hill College for a specific semester must be paid according to the following schedule:

Payment Due Date

Fall Semester	August 1
Spring Semester	January 1
Summer	May 1

Chestnut Hill College accepts cash, check, money order, Visa, MasterCard, Discover and American Express as forms of payment. Payments may be mailed to: Chestnut Hill College, PO Box 8500 #9986, Philadelphia, PA 19178-9986. Please include the student ID number on all payments. If a student is unable to make payment in full by the stated due date, they must enter into a satisfactory agreement as determined by the Student Accounts Office. You can also email us at accounts@chc.edu. A Late Payment Charge of 1.5% will automatically be charged to all students who have not paid in full by the due date. Chestnut Hill College offers a Monthly Payment Plan which is available at the Student Accounts Office. Please contact the Student Accounts Office for more information regarding the alternative payment options available. Students who do not pay or make suitable payment arrangements for their semester bill will be placed on Business Hold and are not allowed to attend class until payment in full or satisfactory arrangements have been made at the Student Accounts Office.

Chestnut Hill College reserves the right to withhold registration materials, transcripts, diplomas and all other information regarding the record of any student who is in arrears in the payment of tuition, fees or any other amounts due the college. A student may be dismissed from the College for continued delinquency of financial obligations. Unpaid bills will be turned over to a collection agency. Collection and/or other finance charges must be paid by the student in addition to the unpaid amount before Chestnut Hill College can release information as described in the preceding paragraph.

Business Hold

A student placed on Business Hold is prevented from doing certain things until she/he has contacted the Students Accounts Office to make satisfactory financial arrangements. Students on Business Hold should contact the Student Accounts Office immediately to resolve the situation.

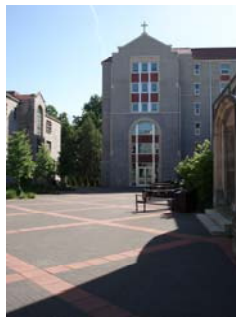
A student may be placed on Business Hold for two reasons:

- I. Beginning of Semester - For failure to make payment in full or to make satisfactory arrangements to pay the semester bill. Students in this category cannot obtain their

room key, dining hall pass or attend classes until the Student Accounts Office approves their financial arrangements for the semester.

2. During Semester - For failure to make payment and/or for defaulted or late payment on terms arranged at the beginning of the semester. Students in this category cannot register for the following semester, participate in the Residence Hall Housing Lottery, receive grades or transcripts and may be prevented from taking tests, attending classes or graduate. Students should contact the Student Accounts Office immediately if they have not met their financial obligations as agreed upon at the beginning of the semester.

Students will be removed from Business Hold when their bill is paid or addressed in a satisfactory manner as approved by the Student Accounts Office.



Enrollment and Room Reservation Deposits

When accepted, all new students are required to make an enrollment deposit. The enrollment deposit reserves the new student's place for the upcoming academic year. Enrollment Deposits will be refunded if the new student notifies the Admissions Office in writing by May 1st, that she/he intends to withdraw from the upcoming year; after May 1st the deposit is non-refundable. The enrollment deposit is applied to the student's account during the first semester of enrollment. Students planning to attend full-time should submit a \$300 enrollment deposit. Students planning to reside in Chestnut Hill College's residence halls are required to send an additional \$200 non-refundable room reservation deposit, for a total of \$500. Part-time students should submit a \$35 enrollment deposit.

Health Insurance

Each student is covered by an accident insurance policy. Chestnut Hill College also requires that all full-time students be covered by health insurance. The college has made arrangements for a health insurance plan for all students of the college who do not provide proof of coverage under any health insurance policy. The college will charge each student \$300 for the cost of the Chestnut Hill College health insurance plan. Students must complete an insurance waiver online at www.bollingercolleges.com/chestnuthill.

Parking Permits

Effective Fall 2006, first and second year students are not permitted to have a vehicle on campus. All eligible undergraduate students attending classes, workshops, seminars and special sessions are required to display a valid parking permit while parking on the campus of Chestnut Hill College. Each parking permit runs from September 1 through August 31 of the following year. The purchase of a parking permit does not guarantee a parking space on campus, but it does permit students to park in authorized areas on a first-come, first-served basis.

The Parking Permit is available to eligible undergraduate students at no cost. Permits are available at the Information Desk located in the Foyer of Fournier Hall. Simply provide a completed Vehicle Registration Form and show your validated ID card to obtain your permit. You will be provided with a parking brochure along with your permit sticker.

Students are responsible to be aware of and comply with all parking policies and procedures as reflected in the parking brochure. Students are responsible for any and all fines that result from parking in an unauthorized area, as defined by the parking brochure, or from not displaying or obtaining a parking permit.

The College reserves the right to withhold registration materials, transcripts, diplomas and all other information regarding the record of any student who is in arrears in the payment of tuition, fees or any other amounts due the Chestnut Hill College. This includes unpaid parking fines.

Room Damage Deposit

Students residing in the College's residence halls are charged a \$250 room damage deposit in the first semester in College housing. The deposit will be refunded, less any charges for damages to their room or residence hall common areas, when they move out of College housing. Contact the Director of Residence Life for more information on damage charges.

Financial Aid Office	St. Joseph/I	215.248.7182
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Although the primary responsibility for meeting your college costs rests with you and your family, the [Financial Aid Office](#) can help you come up with a financial strategy that will make your degree from Chestnut Hill College affordable. The Financial Aid Office will develop a personalized financial aid package that will offer assistance with your educational expenses. Your financial aid package may consist of grants, scholarships, loans and federal work study. With a combination of financial aid from federal, state and institutional sources, we hope to help you take advantage of Chestnut Hill College's high quality academic experience.

Applying for Financial Aid

Applying for financial aid is easy at Chestnut Hill College. The process is simple, as long as you know the steps to take and the deadlines to meet. Students interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) each

academic year by April 15. You can submit the FAFSA by completing a paper FAFSA, FAFSA Renewal Application or through the Internet by using FAFSA on the web (www.fafsa.ed.gov). Make sure you indicate Chestnut Hill College's federal school code (003245) on the FAFSA to ensure proper disclosure of your FAFSA information to the Financial Aid Office.

Types of Financial Aid Available at Chestnut Hill College

Grants - This is money given to a student to supplement their educational costs and does not have to be paid back. Grants are usually determined based on demonstrated financial need.

Scholarships - Another form of a grant is often referred to as a scholarship. Scholarships are usually awarded on a competitive basis and reflect academic achievement.

Loans - This is money borrowed by a student (Stafford Loan) or parent (PLUS Loan) to help pay for educational expenses. Like any other loan, it is an obligation that must be repaid with interest over a period of time.

Federal Work Study – Federal Work Study provides jobs for students with financial need. It allows a student to earn money to help pay for educational related expenses. The money that a student earns will be paid directly to them via a bi-weekly paycheck throughout the academic year, as it is earned.

Sources of Financial Aid Available at Chestnut Hill College

Federal - Federal financial aid, also known as Title IV aid, includes Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Perkins Loans, Federal Stafford Loans and Federal PLUS Loans. Students must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for federal financial aid.

State - Pennsylvania Higher Education Assistance Authority (PHEAA) sponsors a need-based state grant program for undergraduate Pennsylvania residents who will be enrolled at least half time. No separate application is required. Pennsylvania residents who complete the FAFSA will automatically have their FAFSA information forwarded to PHEAA for determination of award eligibility. Some students from outside of Pennsylvania may receive funds from their scholarship programs that can be used at Chestnut Hill College. Students living in the following states may use their state scholarship at Chestnut Hill College: Connecticut, Delaware, District of Columbia, Maine, Massachusetts, New Hampshire, Ohio, Rhode Island, Vermont and West Virginia.

Institutional Monies - Chestnut Hill College offers grants based on demonstrated financial need (as determined by the FAFSA) and scholarships based on academic achievement. The Financial Aid Office awards need-based grants and the Admission Office determines academic scholarships based on several factors that may include transcripts, SAT scores and extra curricular activities.

Private - Many private and local organizations have grants and scholarships available to students that meet certain criteria. We encourage all students to perform their own scholarship search. The library is an excellent source for information on scholarships. The Internet has also become a good place to search for additional funding to help with educational

Return of Unearned Federal Financial Aid (Title IV Refund)

A student who received federal Title IV financial aid, as defined previously, and who withdraws from all classes at Chestnut Hill College, will be required to return some or all of the federal Title IV funds. The amount of federal financial aid to be returned will be the largest amount as determined by using the Federal Refund Policy, which is calculated by dividing the total Title IV monies (less work-study earnings) by the student's total aid package (less work-study earnings) and applying this fraction to the Chestnut Hill College refund. The resulting amount is the amount of funds to be returned to the Title IV programs. Charges are pro-rated depending on the student's date of withdrawal.

Returning money to the Title IV programs will be made in the following order:

- 1) Federal Unsubsidized Stafford Loan
- 2) Federal Subsidized Stafford Loan
- 3) Federal PLUS Loan
- 4) Federal Perkins Loan
- 5) Federal Pell Grant
- 6) Federal SEOG
- 7) Other Title IV aid programs
- 8) Other federal sources of aid
- 9) Other state, private or institutional aid
- 10) The student.

Academic Progress Policy for Continuation of Federal Financial Aid

To be eligible for Federal and Institutional financial aid, a student must make satisfactory academic progress each year. This means that a student must complete a certain number of credits each year and maintain a minimum cumulative Grade Point Average (GPA) after completing a total of 30 college credits. This policy ensures the student's intention of completing his/her program of study and moving toward the goal of graduation.

Standards of Academic Progress

In order to continue to receive Federal and Institutional financial aid, all students must successfully complete 66% of all credits attempted. In addition, all students are required to maintain a minimum cumulative GPA. See chart below:

CREDITS EARNED	REQUIRED CUMULATIVE GPA
30 - 59	1.75
60 and up	2.00

Maximum Time Frame

The maximum time frame for completion of undergraduate programs cannot exceed 150% of the published program length for a full-time student. For undergraduate students the minimum credits needed for graduation is 120. Therefore, a student would have a maximum time frame of 180 attempted credits to complete the program before the student would lose their eligibility for financial aid.

Measurement of Progress

Academic progress for each student will be measured at the end of each academic year. If a student does not meet the satisfactory standards of academic progress, they will be notified in writing regarding the cancellation of financial aid funding.

Appeals

Appeals may be based on extenuating circumstances. The student must be able to demonstrate that the extenuating circumstance had a direct impact on the student's academic performance. The student must put their request in writing and submit it to the Director of Financial Aid. The student may be asked to provide supporting documentation of the situation. If an appeal is approved, an academic waiver will be granted. This will allow the student's financial aid to be reinstated for one academic year only (except the PHEAA state grant). The student must comply with any and all conditions attached to the waiver of the academic policy.

Standards of Academic Progress for the PHEAA State Grant Program

Pennsylvania Higher Education Assistance Authority (PHEAA) requires recipients of the PHEAA state grant to complete a minimum of 24 credits for every two semesters of full-time grant assistance received or a minimum of 12 credits for every two semesters of half-time grant assistance received. No academic waivers will be granted for the PHEAA state grant program by Chestnut Hill College. A student may appeal directly to PHEAA concerning extenuating circumstances.

Financial Aid Office Hours:

Monday	9:00 a.m. to 5:00 p.m.
Tuesday	9:00 a.m. to 7:00 p.m.
Wednesday	9:00 a.m. to 7:00 p.m.
Thursday	9:00 a.m. to 5:00 p.m.
Friday	9:00 a.m. to 4:00 p.m.

If you would like to schedule an appointment with the Financial Aid Office, please call 215-248-7182.

FYI

Emergency Cancellation of Classes

In the event that adverse weather or other conditions should force the cancellation of classes the Code Number for classes are as follows:

Day classes	126
Evening classes	2126
LaSalle University Day classes	105
LaSalle University Evening classes	2105
School of Continuing and Professional Studies	1094
School of Graduate Studies classes	2155

For School Closing Announcements - 215-248-7009 or listen to [KYW](http://www.kyw.com) News Radio 1060 AM or www.chc.edu.

