



**CHESTNUT
HILL
COLLEGE**

Student Handbook
2025-2026

Table of Contents

FOR QUESTIONS	4
EMERGENCY NUMBERS.....	5
BUILDINGS	5
MISSION STATEMENT	6
HISTORY OF CHESTNUT HILL COLLEGE.....	8
THE COLLEGE SONG	9
THE COLLEGE SEAL	10
INTRODUCTION.....	10
GENERAL INFORMATION	11
Students with Disabilities.....	11
Student Success	11
Academic Support Services.....	11
Admissions Office	12
Logue Library	12
Registrar	13
College Bookstore.....	13
Attire on Campus and at Campus Functions	15
Student Engagement and Leadership.....	15
Student Government Association	16
Athletics	16
Athletic and Recreational Facilities	16
Fitness Center	17
Student Life	17
Campus Ministry	18
Career Development.....	18
Counseling Center.....	18
Dining Services	19
Health Services	19
Student IDs.....	20
International Student Services	21
Lockers	21
Lost and Found	21
Mailboxes.....	22
Security.....	22
Emergency Phones	22
Parking Information.....	22

Vehicle Registration	23
Parking Violations.....	23
Emergency Cancellation of Classes (Weather).....	25
COLLEGE POLICIES	26
Equal Opportunity Policy.....	26
Academic Policies	26
Student Code Conduct	26
Student Conduct off Campus.....	31
Electronic Responsibility	31
Safety Inspection Policy	31
Search Policy	31
Skateboarding Guidelines	32
Tobacco Free Policy	32
College Policy on Greek Life.....	33
Civil Unrest.....	33
Missing Student Notification Policy	34
Reporting Missing Persons	34
Policy on Sex Discrimination, Sexual Harassment and Sexual Violence.....	36
Substance Abuse Policy	61
Residence Hall Policies.....	65
Bias Incident Policy (Bias-Motivated Misconduct And Criminal Offenses)	77
Anti-Hazing Policy	86
Attire on Campus and at Campus Functions	91
Campus Disorders/Violent Behavior	92
Family Educational Rights and Privacy Act (FERPA)	92
Leave of Absence Policy.....	94
Short-Term Leave of Absence	94
Personal Leave of Absence	95
Medical Leave of Absence	95
Involuntary Leave of Absence	96
Compassionate Leave of Absence	97
Returning from a Leave of Absence	97
Lectures and Academic Events Policy	98
Student Emails	98
Photography and Videography Policy.....	98
Service and Assistance Animal Policy	101
Posting Policy.....	107
Weapons Policy	110

FOR QUESTIONS

ABOUT	CONTACT	IN...	Or CALL...
Career Development	Careerhelp@chc.edu	SJH 342 & 344	215-248-7126
CALS (Center for Accessibility & Learning Services)	cals@chc.edu	SJH 240	215-242-7738
Peer Tutoring Services	Tutoring@chc.edu		
College Bookstore	bookstore@chc.edu	SJH Lower Floor	215-248-7150
Counseling Center	CounselingCenter@chc.edu	SJH 341 - 345	215-248-7104
Diversity, Equity & Inclusion	diversityandinclusion@chc.edu	SJH 204	267-446-5054
Neurodiversity Initiatives	Neurodiversity@chc.edu	SJH 360	215-242-7708
Health Center	studenthealth@chc.edu	Fitz Hall, 1 st Floor	215-248-7111
Help Desk—Information Technology	Helpdesk@chc.edu or ReportSpam@chc.edu	SJH 42	215-248-7195
Foreign Language Center	kashubam@chc.edu	Clement Hall, 2 nd floor	215-248-7124
Logue Library	Librarians@chc.edu	Logue Library	215-248-7050
Literacy Specialist	DunkleL@chc.edu	SJH 240	215-248-7122
Math Resource Center	MathCenter@chc.edu	SJH 355	215-248-7000
Mission & Ministry	Ryan-BenderA@chc.edu	Saint Joseph Hall, Rm 140	215-248-7000
Food Pantry	Food@chc.edu	SJH 1 st Floor	
Residence Life	residencelife@chc.edu	SJH 378	215-248-7056
Residential Learning & Orientation		Fitzs Hall Rm 101	215-248-7065
Security	security@chc.edu	Fontbonne Hall, Basement	215-242-7777
Student Financial Services	Accounts@chc.edu FinAid@chc.edu	SJH 1 st Floor	215-248-7116 215-248-7182
Student Engagement	studentengagement@chc.edu	SJH 371	215-248-7083
Student Life	StudentLife@chc.edu	SJH 373 & 374	215-248-7008
Student Success	Success@chc.edu	SJH 370, 372, 375, 376	215-242-7728
Writing Center	WritingCenter@chc.edu	SJH 333	215-248-7114

EMERGENCY NUMBERS

CAMPUS SECURITY Ext. 7777 or 215-242-7777
Police, Ambulance or Fire Department call 911

VISIT US ON OUR WEBSITE:

www.chc.edu

BUILDINGS

Fournier Hall	Admissions Office, Dining Hall, Student Residence Hall, Chapel, Mailroom, & Griffin's Den
Jack & Rosemary Murphy Gulati Complex	The Gulati Fitness Center & McCaffery Lounge
Logue Library	Gruber Theater & Classrooms
Fitzsimmons Hall	Student Residence Hall, Student Health, Residence Life Offices
Fontbonne Hall	Student Residence Hall & Campus Security Headquarter
Martino Hall	Sorgenti Arena & Classrooms
Saint Joseph Hall	The Rotunda, Administration Offices, Classrooms, Financial Aid, Alumni Development, Faculty Offices, Student Accounts, Registrar, Student Life, Career Development, Campus Ministry, Student Success, CALS, Counseling Center, SAO (Student Activities Office) & Writing and Math Center
Outdoor Space	Garden of Forgiveness, Summerhouse Lawn, Fournier Circle, Courtyard, & Piazza

Chestnut Hill College, founded by the Sisters of Saint Joseph, is committed to an active inclusive love of all people without distinction. Therefore, it is the policy of Chestnut Hill College that no person will be discriminated against by Chestnut Hill College in admission to or participation in any educational program and, moreover, no person will be discriminated against in employment, including recruitment, hiring, promotion, termination or forms of compensation or on any other terms of employment. Discrimination on the basis of any of the following is prohibited: race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, familial status, disability, or status as a veteran. Chestnut Hill College follows the June, 2011, Fair Practices Ordinance of the City of Philadelphia (9-1100) as well as other local, state, and federal laws. Retaliation against complainants, alleged victims or witnesses is also prohibited by this Policy.



CHESTNUT HILL COLLEGE
Brian McCloskey, D.M. MBA
President

MISSION STATEMENT

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

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

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

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

1. to provide avenues for students to achieve academic excellence and to pursue research in their major field or in interdisciplinary studies. The College encourages students to explore and experience diverse curricula and to participate in exchange programs with other institutions of higher education.
2. to initiate links between the world of learning and the world of work through curricular planning, technological opportunities, and career preparation. The College guides students in applying theoretical learning through experiential learning designed collectively by faculty and students.
3. to uphold an atmosphere of communal respect in which all may clarify and articulate personal values and beliefs while exploring the ethical and moral dimensions underlying all

relationships. The College encourages inter-faith opportunities by acquainting all students with Catholicism, its theology and its Judeo-Christian roots, and by engaging in dialogue with women and men of other beliefs.

4. to create local and global connections that enable students to respond to the needs of others through service-oriented enterprises. The College educates students to identify and to address issues of social justice and to work toward systemic change.

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

Information Literacy	Civic Responsibility and Practice
Communication	Ethical Responsibility
Critical and Creative Inquiry	Knowledge of Self and Others
Leadership and Collaboration	Intentional Learning
Integrative 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'Torio 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 myCHCs 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.

INTRODUCTION

The Student Handbook is a supplement of the College Catalogues created to assist you during your time as a Chestnut Hill College student. We recommend all students (undergraduate, graduate, commuter or resident) become familiar with all college policies that impact life on and off campus. It is your responsibility as a student to review handbook, to seek further information as needed, and to abide by the current policies and procedures. **Chestnut Hill College reserves the right to amend these policies, as circumstances require.**

Good luck with your year!

GENERAL INFORMATION

Students with Disabilities

CALS	St. Joseph/240	215.248.7738
-------------	-----------------------	---------------------

If you are a student who has any kind of disability, whether apparent or non-apparent, learning, emotional, physical, or cognitive, and need accommodations to increase access to your college environment, we strive to provide an inclusive college environment and are consistent with federal, state, and local laws (Section 504 and ADAAA) to provide reasonable accommodations. Disclosure of a disability is voluntary and confidential. In order to disclose a disability to receive accommodations under the law, students should contact the Center for Accessibility and Learning Services (CALS), located in St. Joseph Hall, room 240 by emailing the Director of the Center at cals@chc.edu, or by calling 215-242-7738. Students can also visit CALS online at <https://www.chc.edu/learning-and-resource-centers/center-accessibility-and-learning-services>. Students can apply for accommodations at any time during their college career, but please be aware that some accommodations may require time to implement and are not typically retroactive. Informing a faculty or staff member of a health issue or disability is not sufficient to initiate the process of applying for reasonable accommodations under the ADAAA. If you experience barriers to the college environment, whether socially, academically, physically, or emotionally, you are encouraged to contact CALS to discuss your concerns.

Student Success

Student Success	St. Joseph/372	215.248.7199
------------------------	-----------------------	---------------------

The Office of Student Success offers guidance and assistance to help students successfully navigate their college experience through individual attention and support. The staff of the office assists students in the academic advising process, works with students to develop a college success plan, supports students in the process of exploring, evaluating, and choosing an academic program of study, and connects students to valuable campus resources.

Academic Support Services

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

Foreign Language Center	Clement Hall, Second floor	(215) 248-7124
Math Center	St. Joseph, Third Floor	(215) 248-7088
Writing Center	St. Joseph, Third Floor	(215) 248-7114
Peer Tutoring Center	St. Joseph, 2 nd Floor	(215) 242-7738
Literacy Specialist	St. Joseph, 2 nd floor	215-248-7122

Admissions Office

Admissions Office

Fournier/1

215.248.7001

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

Admissions Office hours are:

Monday through Friday

8:30 a.m. - 4:30 p.m.

Saturday

By appointment only

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

Logue Library

Logue Library

Fournier Circle

215.248.7050

Logue Library houses 95,000 print items on three floors of open stacks. In addition to the circulating materials, there is access to over 300,000 e-books and an extensive collection of online journal literature. The Alumnae Reference Room on the main floor and the three study rooms on the second floor offer quiet study opportunities. The study rooms are ideal for teacher/student conferences. Study rooms can be reserved by emailing the library at librarians@chc.edu. Otherwise, study rooms are available for all students at first serve.

Electronic research material such as ERIC, JSTOR, Pro Quest, Westlaw, APA PsycINFO, World CAT and KANOPY are available too. Remote access to the catalog and electronic resources is available at <https://www.chc.edu/academics/logue-library/> by using your CHC username and password. Please follow directions on library page for login.

- 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 on the second floor. The Regina Maria Brimmer, SSJ, Children's Collection is found on the third floor
- There is WIFI connectivity for student devices. There is a computer lab available too.
- The main collection is classified according to the library of Congress System, while the Children's book collection in the Brimmer room uses the Dewey Decimal System.
- Use of and borrowing privileges from the SEPCHE Libraries is available to any Chestnut Hill student who shows a valid ID.

General Library Policies

- Smoking is not permitted in the library.
- Beverages in covered containers are permitted.
- Lost Items are forwarded to the Security Office after a few days of not being claimed.

- Hours of service posted on the front door and on website.

Borrowing

- To borrow all students MUST have a valid CHC ID
- Reference books and some reserve materials do not circulate. They must be used in the library.
- Students are responsible for materials charged to their ID. Therefore, they are advised not to lend their cards to others.
- Reserve books may be borrowed for an overnight loan; Overnight reserves must be returned by 9:00 a.m. the following morning.
- Report the loss of any book to the Circulation Librarian immediately.
- The replacement cost of a lost book is the cost listed on Amazon plus a \$15.00 processing fee.

Interlibrary Loan

- It may take a few days for some materials to arrive, so allow enough time.
- Students are responsible for caring for the materials they order.
- Interlibrary loan requests are available online through the [library webpage](#) or through databases like World CAT. Students may use the Commonwealth of PA Interlibrary Loan system known as Access PA / Share IT / Power Library.
- Students may keep the articles they request.
- Books need to be returned by the due date stamped on slip in the back of the book.

Registrar

<u>Office of the Registrar</u>	<u>St. Joseph/365</u>	<u>215.248.7005</u>
---------------------------------------	------------------------------	----------------------------

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 (degree audit); please call 215.248.7117 or email registrar@chc.edu to make an exit interview appointment. Students may access degree audit information and unofficial transcripts on the [myCHC](#).

College Bookstore

<u>College Bookstore</u>	<u>St. Joseph/G</u>	<u>215.248.7150</u>
---------------------------------	----------------------------	----------------------------

Location: Ground Floor of St. Joseph Hall

Website: chc.bncollege.com

Instagram: @chcbkstore

Hours:

- Monday-Tuesday: 9am-6pm
- Wednesday-Thursday: 9am-5pm
- Friday: 9am-4pm
- Saturday-Sunday: CLOSED

Note: Extended hours for the start/end of each semester are posted on the bookstore website and social media.

Products and Services

- Course Materials/Textbooks (new, used, digital)
- School supplies (notebooks, pens and pencils, etc.)
- CHC-branded gifts and clothing
- Snacks and drinks, health & beauty products
- Electronics (headphones, phone chargers, calculators, laptops)

Accepted Payment Types:

- Cash, major credit cards, debit cards
- Barnes and Noble Gift Cards
- Most contactless/tap payment methods
- **Financial Aid credit** can be used toward course materials, school supplies, and laptops

Griffin Textbook Direct (GTD)

- **Eligibility:** All traditional, full-time undergraduate students
- **Materials:** Digital and/or physical format before the first day of class
- **Physical Books:** Operate as rentals; return at the end of each semester
- **Portal Access:** Log on approx. 30 days before the first day of each semester to confirm course schedule and delivery method (free in-store pickup or UPS shipping)
- **Communication:** Check CHC email frequently for updates

Course Material Offerings:

For graduate students, AADP students, or those who have opted out of GTD. In-store counter service or website ordering for free in-store pickup or paid UPS shipping are available.

Physical Textbook Purchases

- **Conditions available:** New or gently used. Used offer 25% savings.
- **Refunds:** In original condition, within one week of classes starting with receipt
- **Buyback Program:** End of fall, spring, and summer semesters, up to 50% of original price. School ID required.

Physical Textbook Rentals

- **Return Due Date:** Last day of the semester (stated on receipt and reminder emails sent); books not received back by due date are subject to non-return fees, per rental contract
- **Care Expectations:** Normal wear and tear, highlighting, and notes allowed; no significant damage
- **Payment:** Credit card required to secure rental (for non-return fees); can pay by any method

Digital Textbooks

- **Availability:** Most titles
- **Duration:** 30 days to perpetual, depending on publisher restrictions
- **Delivery:** Via Yuzu, Barnes & Noble College's reading app (accessible on most modern devices)
- **Refunds:** Within 14 days for non-accessed material with receipt

Contact: For further assistance, call 215-248-7150 or email bookstore@chc.edu

Attire on Campus and at Campus Functions

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

The following guidelines must be observed:

1. Shirts, shoes or sandals should be worn at all times on campus.
2. Students employed on campus must be dressed appropriately when on duty. Questions regarding appropriate work attire should be discussed with the supervisor for the position.

Student Engagement and Leadership

Involvement in Student Engagement and Leadership

All undergraduate students may be eligible to:

1. Be nominated or elected to lead a student organization or serve on a college committee.
2. Be nominated or elected to the staff of any publication.
3. Participate in a student organization or activity.

Students who want to get involved in the Student Government Association or a student organization can email studentengagement@chc.edu for available opportunities. Upcoming events are shared to the calendar on the CHC website and on social media at [@chcstudentlife](https://www.instagram.com/chcstudentlife).

Residence Life also 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.

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.

Athletics

Intercollegiate Competition

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

Fall:	Women: Tennis, Volleyball, Soccer, Cross Country Men: Soccer, Cross Country, Sprint Football
Winter:	Women: Basketball, Bowling Men: Basketball
Spring:	Women: Softball, Lacrosse, Golf, Track and Field Men: Tennis, Golf, Baseball, Lacrosse, Track and Field

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

Athletic and Recreational Facilities

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

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

Fitness Center

Fitness Center

Fournier/G

215.242.7744

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

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

Student Life

Vice President for Student Life & Dean of Students

St. Joseph/374

215.248.7016

The Vice President for Student Life & Dean of Students 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, Mission and Ministry, and Health Services.

Office of Residence Life

Saint Joseph Hall/378

215.248.7056

The Office of Residence Life works to ensure a vibrant on campus community, both in the residence halls and through student engagement and leadership. Residence Life staff are able to assist students with issues and questions related to [housing](#). The Office of Residence Life is responsible for the overall management of campus housing and the successful provision of programs and services in the residence halls. Staff in the Office of Residence Life also facilitate community building opportunities through programming both in and out of the residence halls. Further information regarding Residence Life can be found in the Residence Hall Policies section of the Student Handbook.

Resident Life also 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

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.

Career Development

Career Development

St. Joseph/3

215.248.7126

[Career Development](#) is staffed by a Director, and Associate Director. 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, individual counseling, resume reviews, alumni networking, newsletters and skill workshops in resume writing, interviewing, and job search techniques.

Career Development assists students in finding experiential education opportunities via internships. All students have access to graduate school information as well as full-time, part-time and summer job listings via Handshake -- the #1 career platform used by college students to find jobs, internships, and connect with employers. It's tailored to students and recent graduates, and it's completely free to use.

Counseling Center

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

<u>Dining Services</u>	<u>Fournier/1</u>	<u>215.248.7015</u>
-------------------------------	--------------------------	----------------------------

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

Meal Plan

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

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

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

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

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

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

Health Services

<u>Health Services</u>	<u>Fitzsimmons Hall/G</u>	<u>215.248.7111</u>
-------------------------------	----------------------------------	----------------------------

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

Health Forms: All students must submit a health form to the Health Office to complete the enrollment process. Students who do not have a completed Health Form on record in the Health Office by October will be placed on hold. Resident students may be required to

move out of the residence halls if they have not completed their health forms. The Pennsylvania Department of Health recommends that all students born after 1957 show proof of immunity to measles, mumps, rubella and Hepatitis B. A new Pennsylvania law states that students who live in college residence halls must be vaccinated against meningococcal meningitis or sign a waiver form declining vaccination. This information must be kept on file in the Health Office. Please contact the Health Office for more information about meningitis and vaccination.

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

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

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

Student IDs

Identification Cards	Fontbonne/G	215.242.7777
-----------------------------	--------------------	---------------------

All CHC students are required to carry and produce upon request by a college official a valid photo identification card issued to enable use in the college library, for admittance to campus buildings and events and for presentation upon request of a college official or security at any time. A validated ID card must be presented by residents for meals in the Dining Room. An identification card is made for each new student. This card serves for the entire time the student is officially enrolled at the college. New students may obtain their new card free during the first two weeks of the semester. Replacement ID cards may be obtained for a fee of \$30. 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

Global Education Office	Fournier/1	215.242.7989
--------------------------------	-------------------	---------------------

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

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

Lockers

Lockers	Fournier/G	215.248.7083
----------------	-------------------	---------------------

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

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

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

Lost and Found

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 donated (if appropriate) or disposed.

Mailboxes

<u>Mailboxes</u>	<u>Fournier/G</u>	<u>215.753.3650</u>
------------------	-------------------	---------------------

Mailroom

- All students have access to receive mail at CHC using the following address:
Student Name (first and last) ***no nicknames please***
9601 Germantown Ave
Philadelphia, PA 19118
- **Students do not have a specific box number.** All students should use the main college address as their mailing address.
- The Mailroom is on the lower level of Fournier Hall next to the Griffin's Den.
- The Mailroom is open Monday through Friday. The hours are posted under "Mailroom (Hub)" on the Student Life tab on [myCHC](#).
 - Students can pick up packages during these hours once they receive an email from the Mailroom that their package is available for pick up. **Receiving a delivery confirmation directly from the sender does not mean your package is ready to be picked up from the Mailroom.**
 - Packages will be held for two weeks and letters will be kept for one month before being returned to the sender.
- Sending mail: Students can place letters or small packages with the outgoing mail by the Mailroom for USPS to pick up. You must provide your own postage.
 - There is also a blue USPS mailbox located outside the main entrance to Fournier Hall.
- Students can view the status of their packages on [myCHC on the Mailroom page](#) of the Student Life tab.
- Students can also rent a bicycle or from the Mailroom during those hours to enjoy time outside! Stay tuned for more information about the rental process.
- Email the Mailroom staff at mailroom@chc.edu with specific questions.

Security

<u>Security and Campus Safety</u>	<u>Fontbonne/G</u>	<u>215.242.7777</u>
-----------------------------------	--------------------	---------------------

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

EMERGENCY CALL: 215-242-7777

From On-Campus Phones (EMERGENCY ONLY) 7777

Emergency Phones

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

Parking Information

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

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

Vehicle Registration

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

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

Parking Violations

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

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

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

Undergraduate Resident Students

Parking privileges are not granted to first-year (freshman status) and sophomore resident students for a number of reasons. As a small residential campus, there are many opportunities for student engagement both in and out of class. Student success and satisfaction tend to be significantly higher when a student is actively involved in the community. While cars provide a convenience, the temptation to leave can be counterproductive at this crucial stage in the student's college career. It would be more beneficial to invest in establishing a solid base at Chestnut Hill, building friendships and becoming involved in campus activities. Also, there is limited parking available on campus. Chestnut Hill operates a shuttle service that allows students to conveniently reach shopping centers and public transportation without the need for a car. Therefore, first year and sophomore resident students are granted parking permits by special permission only and due to extraordinary circumstances.

Emergency Cancellation of Classes (Weather)

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

*One-Hour Delay **

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

*Two-Hour Delay **

A "two-hour delay" means that the College offices will open at 11:00 AM and classes scheduled to begin at 11:00 AM and after will meet. Classes scheduled to meet prior to 11:00 a.m. are cancelled. The exception is graduate classes and undergraduate students scheduled for science labs, classes that begin prior to 11:00 AM and continue to at least 12:00 PM will meet at 11:00 AM to minimize missed class time.

*Noon Delay **

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

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

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

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

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

Campus Programming

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

COLLEGE POLICIES

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.

Student Code 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	<ul style="list-style-type: none">• College Facilities• Library Resources
2. Respect for the Educational Function of the College	

3. Respect for College Officials	<ul style="list-style-type: none"> • College Store • College Equipment • Dining Facilities Property • Disposition of College • Vandalism and Physical Damage • Theft of Services
4. Respect for College Property	

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

Minor Violations

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

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

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. See Hazing Policy section in the Student Handbook for the entire policy.

Administrative Hearing Process

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

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

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

- Notes may be taken but no tape recording will be allowed

Upon receipt of a complaint or Incident Report, the Vice President for Student Life & Dean of Students may assign a designee to investigate the matter. Hearings will be adjudicated by the Residence Coordinator(s), Associate Director of Residence Life & Orientation, Coordinator of Student Engagement, Director of Housing & Residence Life, a trained hearing panel comprised of faculty and staff, the Vice President of Student Life & Dean of Students, or their designee.

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

A respondent wishing to appeal a judicial decision must do so in writing within 3 business days of receipt of decision. A letter of appeal should be addressed to the Director of Operations for Student Life.

Appeals may only be submitted on the following grounds:

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

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

Upon receipt of an appeal for improper or inadequate procedure, prejudicial conduct or disproportionate penalty, the Vice President for Student Life & Dean of Students will notify the Chair of the Appeal's Board. The respondent's letter of appeal, the hearing officer's decision letter, and all other documents used in the hearing will comprise the official file to be used by the Appeal's Board. The College Appeal's Board will consist of faculty, staff, administrators and students as appointed by the President or his designee. 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 & Dean of Students.

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 themselves and/or the community and/or 2) reasonable cause to believe the student violated the policies. Interim suspension is subject to approval by the President or his designee. In this instance the student would be asked to leave campus immediately, pending the outcome of a hearing. The respondent has 24 hours to make a written request to the President or his designee to identify reasons why they should not be suspended pending the outcome of the hearing. Response by the College will be made to the respondent within 24 hours of receipt of the letter. The respondent must remain off-campus pending a decision regarding the respondent's written request.

Discipline Records

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

Parental Notification

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

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

Sanctions

Student discipline has been delegated by the President to the Vice President for Student Life & Dean of Students. 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 of Student Life & Dean of Students and the Director of Housing & Residence Life.

- Administrative Residence Hall Room Change: an action that requires a student to vacate their 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 their 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/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 Conduct off Campus

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

Electronic Responsibility

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

Safety Inspection Policy

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

Search Policy

Residence hall rooms, lockers, and student offices are the property of the College. Therefore, in the event there is believed to be an alleged incident of prohibited activity or prohibited or stolen items in one of these locations, security and/or College personnel may search a student's room, locker or student office.

Requests for a search must be made to and approved by the Vice President for Student Life & Dean of Students or their designee. Efforts will be made to contact the students prior to beginning the search process. However, a student need not be present for a search to be conducted. The results of a search process may result in disciplinary action. The College reserves the right to contact the police in any situation where it believes a crime may have been committed.

Students, please be aware that if a search of your residence hall room, locker, or student office is required, it will be conducted by a Security Officer. During the search, you will be asked to wait outside your room with a Student Life Staff member present. The Security Officer will complete a thorough search, which may include desks, closets, bathrooms, shared lounges, and beds. Security Officers are also permitted to thoroughly search your personal belongings during this process. While every effort will be made to respect and minimize disruption to your personal belongings, some disturbance may be unavoidable.

Room Entry Policy

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

Skateboarding Guidelines

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

Tobacco Free Policy

Chestnut Hill College is committed to the health and wellness of its students, faculty, staff and visitors. In keeping with this commitment, Chestnut Hill College has adopted a Tobacco Free Campus Policy beginning August 15, 2019. Tobacco use is prohibited within the campus boundaries, in all College buildings, at all College sponsored events, and in all College owned vehicles. This policy also applies to parking lots, walkways, sidewalks, athletic facilities, and private vehicles parked or operated on College property. This policy applies to all faculty, staff, students, vendors, contractors, visitors, and guests. Tobacco use includes any lighted tobacco product (e.g., cigarettes, cigars, clove cigarettes, pipes), any oral tobacco product (e.g., smokeless tobacco, dip, chew), vaping, or the use of electronic cigarettes.

All members of the Chestnut Hill College community are asked to respectfully remind others of the College's Tobacco Free Policy. Primary responsibility for enforcement falls to Campus Safety and Security. Campus Safety and Security can ask for identification from anyone found to be in violation of the policy; an incident report will be filed for anyone violating this policy. Student violations will be sent to the Vice President for Student Life & Dean of Students for processing. Faculty/Staff violations will be sent to Human Resources. Vendor violations will be handled by Vendor Supervisor. Guests found to be intentionally and consistently violating this policy may be asked to leave campus. Students and employees should review their respective Handbooks for information on individual disciplinary processes.

Penalties for violations are listed below:

First Violation – Warning

Second Violation - \$25 fine

Third Violation - \$50 fine; disciplinary probation (students) or corrective action plan (employees)

Fourth Violation - \$100 fine; disciplinary probation (students) or corrective action plan (employees)

Fifth Violation – possible dismissal or termination of employment

All fines collected will be used to further the College's health and wellness programming.

Members of the campus community who choose to smoke are required to leave campus. Chestnut Hill College is bordered by Fairmount Park, Morris Arboretum, and private residences. Residential students are permitted to store tobacco products in their residence hall room, provided those products are not used within the campus boundaries. Individuals are expected to be respectful of these neighbors and to properly dispose of any tobacco related items. It is a safety hazard, and disrespectful, to dispose of tobacco related products on the ground. Additionally, please be mindful to not block access or egress to the aforementioned green spaces, private residences, and/or SEPTA bus stops.

If you are looking for resources to help quit using tobacco products, please contact Human Resources, Student Health Services, <https://smokefree.gov> or www.smokefreephilly.org for local resources.

College Policy on Greek Life

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

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

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

Civil Unrest

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

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

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

Peaceful, Non-Obstructive Demonstrations

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

Non-violent, Disruptive Demonstrations

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

- Demonstrators will be asked to terminate the disruptive activity by the Director of Campus Safety or a Campus Safety Shift Supervisor
- Key College personnel and student leaders will ask the demonstrators to desist.

- If demonstrators fail to desist, they will be informed that failure to terminate the activity may result in disciplinary action or police involvement.
- After consultation with the President the police may be contacted if necessary.

Violent, Disruptive Demonstrations

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

Missing Student Notification Policy

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

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

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

Students will be able to designate a confidential contact when they complete their Missing Person Contact information at check-in; the form is also available online via myCHC. To assist with the administration of this policy, students are encouraged to keep fellow students, staff, and/or their confidential contact informed of their whereabouts and, in particular, when they will not be returning to their residence overnight.

Reporting Missing Persons

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

To report a missing person dial 7777 from a campus telephone, use one of the blue light emergency telephones on campus or dial (215) 242-7777 from off-campus/cell phones. You may also report a missing student to Campus Safety at the main entrance in Fournier, to the Campus Security Headquarters team in the ground level of Fontbonne Hall, or to the staff in Student Life or Residence Life (RA, RC or Associate Director, or Director).

If a student is reported as missing, Chestnut Hill College will follow these procedures:

- Campus Safety and/or Student Life will conduct a thorough investigation and obtain all necessary information (including, but not limited to, the person's descriptions, clothes last worn, where the student might be, with whom the student might be, a description of the student's vehicle or a vehicle in which the student was last seen, information about the student's physical and mental well-being, class schedule, and a current photograph of the student).
- Upon confirmation that a student is missing and cannot be located, the Vice President for Student Life & Dean of Students will be notified. The Vice President for Student Life & Dean of Students will notify the President.
- If the missing student resides in on-campus housing, Residence Life will be contacted. Residence Life will contact neighbors and friends in the immediate vicinity of the student's room and report any findings to the Vice President for Student Life & Dean of Students.
- If a resident student has been missing for more than 24 hours, the Vice President for Student Life & Dean of Students or designee will notify the student's confidential contact, which will be maintained in the Student Life database.
- If the student is under 18 years old and not emancipated, the Vice President for Student Life & Dean of Students or designee will immediately notify a custodial parent or legal guardian.
- If a student over 18 years old has not designated an emergency contact, the appropriate law enforcement agency will be notified. All notifications as mentioned in this section will be made by the Director of Campus Safety or his/her designee.
- If the student is not located in a reasonable amount of time (no more than 24 hours) or if it is immediately apparent that the student is missing (e.g. a witnessed abduction), Chestnut Hill College will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
- Once the appropriate law enforcement agency or agencies have been notified the College will assist in their investigation.

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

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

Campus Communications

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

Prior to providing the Chestnut Hill College community with any information about a missing

student, the Office of Communications shall consult with law enforcement authorities to ensure that communications do not hinder the investigation.

Policy on Sex Discrimination, Sexual Harassment and Sexual Violence

Please Note: Revised 2024 Title IX regulations were expected to be enacted on August 1, 2024. A federal district court in Kansas enjoined the US Department of Education's enforcement of these regulations for any institutions who have students attending who are the children of or members of the plaintiff group. Chestnut Hill College is one of more than 700 schools impacted by this injunction. Until the courts have resolved this litigation, the College is required to abide by the policies set forth following the 2020 Title IX changes. The College will continue to monitor federal and local litigation and this policy will be updated accordingly, distributed to the campus community, and all relevant Handbooks will be updated to reflect the most recent regulations.

Policy Statement

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

Included within this Policy is the College's commitment to protect all individuals who are involved in an investigation of a potential violation of this Policy against retaliation from any member of the College community. Such retaliation will be deemed a separate basis for violating the College's Policy on Sex Discrimination, Sexual Harassment and Sexual Violence. For the purposes of this policy, sex discrimination, sexual harassment and sexual violence all fall under the category of sexual misconduct. Violations involving sexual misconduct that do not meet the criteria for investigation, adjudication, and resolution under Title IX will be handled under separate policies outlined in the Student Code of Conduct, Staff Manual, and/or Faculty Manual.

Policy Rationale

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

The purpose of this policy is:

- To educate the community on the definitions of sexual misconduct,

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

Scope of Policy

- This policy and the procedures set forth herein apply to and cover all members of the College community in all three Schools without exception. The College community includes all administrators, faculty, staff, and students. Title IX protects students from sexual harassment in a school's educational programs and activities.
- The College also contracts a number of vendors on campus. These individuals are also protected from all forms of discrimination and are held accountable to policies and procedures outlined by their respective employers. If a vendor is accused of misconduct against a member of the College community, the College will work collaboratively with the individual's employer. At the request of the College these individuals may also be subject to interim measures (outlined below) while an incident is investigated and resolved.
- Employees are protected from sexual discrimination in all phases of their employment including applications, job performance, salary, and promotions.
- Title IX also prohibits harassment based upon sex or sex-stereotyping.
- Members of the College community are protected from being retaliated against for filing a claim or for cooperating in an investigation
- This policy and the procedures cover all members of the College community in all three Schools for claims of discrimination, harassment or retaliation under any other protected category as outlined in the College's *Non-Discrimination Policy*.

Legal Definition

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

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

Title IX Coordinator

Chestnut Hill College designates Krista Bailey Murphy, Ph.D., Vice President for Strategic Innovation, as the Title IX Coordinator. Dr. Murphy can be reached at 215-248-7142 or via email at murphyk@chc.edu. Dr. Murphy's office is located in Saint Joseph Hall, Room 338.

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

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

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

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

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

Reporting Sexual Misconduct in Any Form

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

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

- Get to a place where you feel physically and emotionally safe.
- Contact someone you trust to stay with you for moral support.
- Immediately report the incident to the appropriate College personnel.
 - This could include a Resident Assistant (RA), Campus Safety and Security, the Title IX Coordinator, or another individual whom you trust.
- If you were a victim of sexual violence and wish to contact the police, you may do so by calling 911.
- If you were a victim of sexual violence, it is important to seek medical care so you can be treated for injuries and tested for pregnancy and sexually transmitted diseases.
- Chestnut Hill College has a Memorandum of Understanding with the Women's Center of Montgomery County.
- The Women's Center of Montgomery County has a 24-hour crisis line that can be reached at 800-773-2424.

- You may desire a forensic exam. A forensic exam, completed by a medical practitioner, is the process through which physical evidence is collected. This evidence could be used in a judicial case, if the victim chooses to pursue charges. Physical evidence can include photo documentation of injuries, collection of fluids (blood, semen, urine, saliva) and other identifiable objects (hair, clothing with potential DNA). Forensic exams are free of charge to victims of assault and will not be billed to the victim or the insurance company.
- Avoid showering, bathing, douching or cleaning in any other way to help preserve medical evidence if you choose to prosecute. Any clothes, sheets, or other items that may be considered evidence should be stored in paper (not plastic) bags. If you are still wearing the clothes you had on at the time of the assault be sure to bring a change of clothes with you to the hospital.

To File A Complaint with the College

To make a report of an act of sexual misconduct, we encourage you to seek out another member of the College community with whom you feel comfortable (this may include a friend, coach, advisor, etc.). Campus Security (215-242-7777) can be reached 24 hours a day should you wish to file a complaint or need immediate assistance. Campus Security can also assist you in contacting the police if you would like to file a report with the police. The College does not limit the timeframe for filing a report of misconduct. Reports can be submitted at any time, including during non-business hours, following an incident, although the College's ability to take any action may be negatively affected by the length of time between the alleged incident and the report.

You may choose to pursue the incident through the College's hearing process; you may choose to prosecute through the police; or you may choose to do both. Once the matter is reported to the College, the College may have a responsibility to investigate the situation even if you chose not to cooperate with the College. You should not feel pressured into any option; you may want to consult with your family or a trusted confidant before making a decision.

In compliance with PA [Act 16 of 2019 \(HB 1615\)](#), Chestnut Hill College also provides an online Title IX Reporting and Concern Form as a reporting option that can be access by clicking [here](#). This online form allows for anonymous submissions.

Types of On Campus Reports/Confidentiality of Reports

The College encourages complainants of sexual misconduct to file a Formal Complaint so the College may provide supportive measures and initiate a full investigation and adjudication process (if desired). Different employees on campus have different abilities to maintain a complainant's confidentiality.

- Some individuals are required to maintain complete confidentiality; talking to them is sometimes called a "privileged communication." These individuals have a legal and professional obligation not to reveal information shared with them in the scope of performing their duties.
- Other employees may talk to a complainant in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information, such as the complainant's name. Disclosures to these employees will not trigger a College investigation into an incident against the complainant's wishes.
- All other College employees are designated as responsible employees and are required to report all the details of an incident (including the identities of both the complainant and alleged respondent) to the Title IX coordinator. A report to these employees constitutes a report to

the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

- o By virtue of their responsibilities in the residence halls, Resident Assistants (RAs) are considered responsible employees.

A. Privileged and Confidential Communications

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

Sheila Kennedy, SSJ, Ph.D.	Director, Counseling Center Psychologist	215-248-7104	SJ 345
Nicole Sadler, RN	Registered Nurse	215-248-7111	FZ Lobby
Lisa Johnson, Psy.D.	Therapist	215-248-7104	SJ 341
Deb Murtagh, LSW	Licensed Social Worker, Therapist	215-248-7104	SJ 343

B. Non-Professional Counselors and Advocates

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

Anna Ryan-Bender	Executive Director for Mission & Ministry	215-248-7993	SJ 348
------------------	---	--------------	--------

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

C. Reporting to Responsible Employees

Unless specifically listed above, all other College employees are considered responsible employees. A responsible employee is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other misconduct, or who is an individual who is reasonably believed to have this authority. Resident Assistants and Resident Coordinators are also considered responsible employees.

When a complainant tells a responsible employee about an incident of sexual violence, the complainant has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX coordinator all relevant details about the incident shared by the complainant so that the College can determine what happened – including the names of the complainant and respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

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

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

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

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

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

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

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

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

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

The presence of one or more of these factors could lead the College to investigate the alleged incident. If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

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

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

Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices. If the College determines that it can respect a complainant's request for confidentiality, the College will also take immediate action as necessary to protect and assist the complainant.

Formal Complaints

A Formal Complaint is a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Chestnut Hill College's education program or activity and requesting initiation of the procedures consistent with the Chestnut Hill College Policy on Sex Discrimination, Sexual Harassment and Sexual Violence to investigate the allegation of sexual harassment.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. A report filed through the online Title IX Reporting and Concern Form is not considered a formal complaint if it is filed anonymously. If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The Title IX Coordinator will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy.

Once a Formal Complaint has been filed, the College will use its best efforts to process the incident (this includes investigation of facts, hearing notification, the hearing, deliberation, notification of the outcome of the hearing and the appeal process) within 90 business days. Circumstances may arise that require the extension of time frames, including extension beyond 90 days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances. In the event that the investigation and resolution exceed this time frame, the College will notify all parties of the reason for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Alcohol and Drug Use Amnesty

The health and safety of every student is of utmost importance. The Colleges recognize that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourage students to report incidents of sexual misconduct. A witness to or individual who experience sexual misconduct, acting in good faith, who discloses any incident of sexual misconduct to College officials or law enforcement will not be sanctioned under the College's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident(s) of sexual harassment or sexual violence. This amnesty provision also applies to student groups making a report of sexual misconduct. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

Supportive Measures

Complainants (as defined above), who report allegations that could constitute sexual misconduct under this policy, have the right to receive supportive measures from the College regardless of whether they desire to file a complaint. Supportive measures are non-disciplinary and non-punitive and may include, as appropriate and as reasonably available:

- referral to counseling or medical services
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services

- restrictions on contact between the parties (no contact orders)
- changes in work or housing locations
- leaves of absence
- increased security and monitoring of certain areas of the campus

Supportive measures will remain private to the extent possible. Some College officials will be notified of supportive measures as needed for implementation.

Emergency Removal

As a residential educational institution, the College has a responsibility to protect the community from potential harm. The College retains the authority to remove a respondent from either institution's program or activity on an emergency basis, where the College (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual misconduct or gender-based discrimination justifies a removal.

If a College official determines such removal is necessary, the respondent will be provided notice and an opportunity to challenge the decision immediately following the removal.

If appropriate, the College will work with the respondent to continue his/her course of study online.

Investigation

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

- An investigation will be conducted once a complaint is filed.
- The person who makes the report is the complainant and the individual named in the report is the respondent.
- Upon receipt of a formal complaint, the Title IX Coordinator will draft a Notice of Allegations that will be sent to the respondent. The Notice of Allegations will include the identity of the complainant, the alleged conduct violations, and the dates of these allegations. This Notice of Allegations will be received prior to the beginning of an investigation. The Notice of Allegations will also state that the respondent is presumed not responsible and explain the use of an advisor of choice.
 - There may be extenuating circumstances in which a complainant requests that the College investigate allegations confidentially. The College cannot promise complete confidentiality. Information can only be shared within the College if there is a "legitimate educational need." In order for information to be shared outside of the College, a complainant would need to give explicit permission or that information would need to be subpoenaed. It should be noted that the College's ability to thoroughly investigate and resolve incidents of sexual misconduct may be limited should the complainant not want his or her name or any identifiable information shared.
- The College bears the responsibility of conducting the investigation and collecting all evidence. All evidence collected, including copies of statements (as described below) will be shared with both parties.

- The respondent will be given the opportunity to provide his/her version of the reported incident. This can occur either verbally or in writing by the respondent to the investigator; the respondent has the right to decline this option.
- The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- The complainant's statement will be shared with the respondent.
- The respondent's statement (if provided) will be shared with the complainant.
- At the conclusion of the investigation, both parties will have an equal opportunity to review all evidence collected.
- The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report. The parties and their advisors must sign an agreement not to photograph, copy or disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the College adjudication process.
- At the conclusion of the investigation, and following the 10 day review period, the investigator(s) will prepare an Investigative Report to be used by the Title IX Coordinator and hearing panel (if applicable).
- The College will use its best efforts to complete its investigation within 21 business days of the date it receives the complaint, to allow 10 days for review of this investigation, to allow 5 days for the completion of the investigative report (upon completion of these 10 days), and to schedule a disciplinary hearing within 14 business days of the completion of the Investigative Report.
 - At times, a thorough investigation may take longer than 21 days. In instances where extra time is needed, both parties will be notified of the reasons and an expected completion date.
- The parties may mutually agree to extend these time periods.

Hearing and Resolution

- Upon completion of the investigation, the College will schedule a hearing. As described above, every effort will be made to schedule a hearing within 14 business days of the completion of the Investigative Report.
- Both parties have the right to an advisor of choice; this advisor may be, but does not need to be, and attorney. If a party does not select an advisor of choice the College may provide one, at no charge, to the party.
- All hearings will be held using a live format. This may occur in person or virtually via the use of a video conferencing platform.
- The College cannot compel anyone to attend or participate in the hearing. However, if any party decides to not participate in the hearing, then the College cannot use any statements made by that individual in determining responsibility.
- The complainant and respondent are both subject to live cross examination by the advisor of choice for the other party (i.e. the advisor of choice for the complainant may cross examine the respondent and vice versa). Cross examination is not permitted directly by the complainant or respondent. Cross examination related to establishing credibility will generally be permitted, but questions regarding a party's previous sexual history will generally not be permitted. If a complainant or respondent refuses to participate in cross examination the College cannot use any statements previously made by that individual in determining responsibility.
- All hearings will be recorded and transcribed.

- Every effort is made to collect all information during the investigation. In the event that additional information is presented, both parties need to submit this additional documentation to the Title IX Coordinator at least 48 hours prior to the hearing; the Title IX Coordinator will share this information with the respective parties. Both parties will be shown a copy of the Statements provided by the other party; this includes Statements from any witnesses of fact.
 - Additional information presented at this point may result in the investigation being reopened.
- At least 72 hours notice will be given to both complainant and respondent to appear at the hearing.
- In determining a remedy, the College may take into consideration the prior disciplinary history of the respondent.
- The College utilizes a preponderance of evidence as the standard of proof in all disciplinary proceedings; this standard is met if the proposition is more likely to be true than not true. Preponderance of evidence is the acceptable standard for civil cases.
- A written decision, complete with sanctions, if any, will be received within 10 business days after the hearing.
- The written decision will include the allegations, procedural steps that were followed, findings of fact, conclusions drawn based upon findings of fact, conclusions applying the facts to this policy and the Student Code of Conduct, a rationale for the findings for each charge, and appeal procedures.
- The complainant and respondent will be notified of the outcome of the hearing; this notification will be made in writing and will occur as concurrently as possible.
- The process will terminate if the respondent is no longer a student or employee.
 - Please note that the College will still provide appropriate accommodations to the complainant if the respondent is no longer a student or employee. If the respondent is a student, the College reserves the right to place a hold on the account and withhold transcripts.
- The College will cooperate to the extent permitted by law with criminal proceedings.
- The College does not condone retaliation towards the respondent or the complainant.

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

Sanctions for Students

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

- Disciplinary Warning: notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- Disciplinary Probation: an official written notice to a student that violation of College policies, regulations, or patterns contrary to College standards or expectations, will not be tolerated. Repeated offenses or violations of any conditions of probation will result in more severe action, including possible suspension or expulsion. Disciplinary probation lasts for a stated time.
- Educational Sanctions: including counseling, reflection papers, research papers, classes and/or community engagement/service.

- Fines: fines range from \$10 to \$200 for punitive purposes and/or restitution.
- Restitution: the student or group may be required to make payment to the College, or to other persons, groups or organizations for damages to or misappropriation of property.
- Loss of Residency: a student will be required to leave the College residence community and may forfeit any housing costs. The student will be barred from entering all residence halls during the time of removal from the campus. A student who loses residency may be considered for future on-campus accommodations at the discretion of the Chief Student Life Officer and the Director of Campus Life.
- Administrative Residence Hall Room Change: an action that requires a student to vacate their 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 their ranking in a particular lottery.
- Suspension: separation of the student/group from the College for a specified period of time. This could include exclusion from classes and other privileges or College activities.
- Expulsion: termination (after due process) of student status for an indefinite period. The conditions of readmission, if permitted, shall be stated in the order of expulsion.

Appeals

- Both parties have the right to appeal. A letter of appeal should be addressed to the Title IX Coordinator within 3 business days of receipt of the decision. Appeals may only be submitted on the following grounds:
 - evidence of improper or inadequate procedure;
 - prejudicial conduct;
 - disproportionate penalty;
 - new evidence, not available at the time of the investigation.
- An appeal based on new evidence, not available at the time of the hearing will be referred back to the investigative process. Following the completion of the new evidence, the original hearing panel will reconvene for a second hearing.
- Upon receipt of an appeal for improper or inadequate procedure, the Title IX Coordinator will review the case from initial complaint to resolution to determine if there was improper or inadequate procedure.
- Upon receipt of an appeal for prejudicial conduct or disproportionate penalty, the Title IX Coordinator will convene a specially trained appeals board
- If an appeal meets none of the above criteria, the complainant and/or respondent will be notified that the appeal does not meet the criteria to move forward.
- The respondent's and/or complainant's letter(s) of appeal, the hearing panel's decision letter, and all other documents used in the hearing will comprise the official file to be used by the Appeal's Board.
- The parties will receive written notice of an appeal decision within 10 business days.
- Appeals will go a specially trained appeals board. While the College Appeals Board consists of faculty, staff, administrators or students as appointed by the President, no students will serve on appeals related to violations of the Policy on Sexual Discrimination, Sexual Harassment and Sexual Violence.
- The non-appealing party will be notified that the appeal has been filed. Once it is formed, the Appeals Board will notify the parties if additional documentation is requested and the time period for its submission. All documentation reviewed by the Board will be made available in advance for

both parties to review and submit comments; comments will be shared with one another. If evidence is discovered after the conclusion of the hearing, this new evidence will be reviewed by the Appeals Board. Both parties will be made aware of any new evidence. The Appeals Board will, after reviewing all available evidence and documentation, make a recommendation to the Title IX Coordinator or her designee. In cases involving a recommendation of suspension or expulsion, the recommendation of the Appeals Board will be issued to the President. In cases not involving suspension or expulsion, there is no right for either party to appeal to the President. Both parties will receive written notice of the appeal decisions within 10 business days after the Appeals Board has received any additional documentation it may request. As stated earlier, the review of the Appeals Board is limited to fact based issues, this includes evidence of improper or inadequate procedure, prejudicial conduct and/or disproportionate penalty.

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

Alternative Resolution

Parties who do not wish to participate in the full investigation and hearing process (as described above) may request Alternative Resolution by the College. The Title IX Coordinator will determine if Alternative Resolution is appropriate upon the written submission of a request by either party. Factors in considering the appropriateness of the alternative resolution process include, but are not limited to, the gravity of the allegations, whether there is an ongoing threat of harm or safety to the campus, whether the respondent is a repeat offender, and whether the parties are participating in good faith. This determination is not subject to appeal. In order to proceed, both parties must agree to this resolution. Either party may withdraw from the alternative resolution process at any time and resume the formal grievance process described above; the College, acting in good faith, may also determine, at any point in the process, that the Alternative Resolution process is not appropriate and may resume the formal grievance process. Both parties also agree that the findings reached in the Alternative Resolution process are binding and cannot be appealed. Alternative Resolution is not permitted for allegations that involve sexual misconduct by faculty or staff against students.

Alternative Resolution typically takes the form of either Administrative Resolution or Mediation. In Administrative Resolution, the respondent agrees to and accepts responsibility for the charges (issued in writing through the Notice of Allegations as described above). A hearing panel will then be convened to determine sanctioning. At this hearing, the parties will have the opportunity to speak, including giving an impact statement, but there will be no cross examination and the facts will not be in question. The hearing panel will issue a written determination that includes sanctions, rationale for these sanctions, and appeal procedures. Both parties will have the right to appeal the sanctions.

During mediation, any potential investigation will halt. If the mediation results in a resolution, the disciplinary process will be concluded, and the matter will be closed. If a resolution cannot be reached, the matter will be referred back to the Title IX Coordinator to re-evaluate other options for resolution, including investigation. During mediation, a facilitator will guide a discussion between the parties. In circumstances where the parties do not wish to meet face to face, either party can request that the facilitator conduct separate meetings. Whether or not the parties agree to meet face to face, each party will be permitted to bring an advisor of their choice to any meetings. At the conclusion of the mediation, the agreement reached between the parties will be signed by both parties.

Records of the outcomes of Alternative Resolution are maintained by the Title IX Coordinator.

Interim Measures

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

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

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

Procedures for Faculty and Staff

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

Investigation of a Complaint

Investigator

The Title IX Coordinator will designate an Investigator (ordinarily a member of Human Resources, the Office of the President, or when necessary, an outside third party investigator) specifically trained in sexual misconduct investigations to conduct a prompt, thorough, and fair investigation of any sexual misconduct complaint against a College faculty or staff member. Every effort will be made to eliminate any possible or perceived bias in the selection of an investigator.

With the exception of sanctioning (described below), the Investigation, Hearing, and Resolution processes described above will be followed for cases involving faculty or staff. Alternative Resolution is not an option for allegations involving sexual misconduct by a faculty or staff member against a student.

Sanctioning

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

Imposition of Sanctions

Suspension or Termination of Faculty.

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

Disciplinary Actions against Staff.

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

Appeals

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

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

- evidence of improper or inadequate procedure;
- prejudicial conduct;
- disproportionate penalty;

- new evidence, not available at the time of the hearing.

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

Preservation of Records

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

Retaliation

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

To File a Complaint with the Office of Civil Rights

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

Record Keeping

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

Supplemental Information

Definitions of Sexual Misconduct

- Sexual Harassment

Sexual Harassment is:

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

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

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

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

- Sexual Assault

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

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

Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.

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

Sexual contact and sexual intercourse are defined in additional detail below:

○ NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

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

Sexual Contact includes:

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

○ NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is:

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

Intercourse includes:

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

• Sexual Exploitation

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

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

- Stalking

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

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

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

Examples of stalking include:

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

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

- Bullying or Intimidation

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

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

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

ADDITIONAL APPLICABLE DEFINITIONS:

- Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. The lack of a “no” cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to future sexual acts.
 - The College affirms a “yes means yes” standard for consent; by this standard, consent is an affirmative, conscious and voluntary agreement to engage in sexual activity
- Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).
 - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 - NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
 - In order to give effective consent, one must be of legal age.
 - Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another individual is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

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

External Resources

The Women's Center of Montgomery County

Several offices in the surrounding area

Click here for direct contact information: <https://wcmontco.org/contact-us/>

Medical Care for Sexual Assault:

Philadelphia Sexual Assault Response Center (PSARC)

300 E. Hunting Park Avenue

Philadelphia, PA 19124

215-685-3251

Hotline: 215-425-1625

24 Hour Hotlines:

The Women's Center of Montgomery County: 800.773.2424*

Women Organized Against Rape: 215.985-3333*

National Sexual Assault Hotline: 800-656-HOPE*

Philadelphia Domestic Violence Hotline: 866-SAFE-041

Sexual Harassment:

Women's Law Project: 215.928.9801

Philadelphia Commission on Human Relations: 215.686.4692

Prosecution:

Special Victims Unit: 215.685.3251

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

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

*These resources are confidential

Campus Wide Prevention Efforts

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

Type of Program	Examples
Lectures & Workshops	Escalation Workshop “DUI: A Powerful Lesson” – Mark Sterner Women Organized Against Rape Workshop Healthy Choices Orientation Session
Awareness Programs	It’s On Us Week of Action Alcohol 101 (in first year seminars and for policy violators) Denim Day Sobriety/Safe Drinking Pledge It’s On Us Pledge DUI Simulator Virtual Bar Various Residence Hall Programs National Collegiate Alcohol Awareness Week Day of Silence
Alcohol Free Programming	Fridays After Dark (Fridays after 9 pm), Midnight Madness (funded by an NCAA CHOICES grant, Alternative programming on high risk days (Super Bowl, World Series, Halloween, St. Patrick’s Day, etc.)
Training	Step UP to be a Dear Neighbor (bystander intervention training) Responsible Employee/Campus Security Authority Training with Faculty, Staff, Resident Assistants and other paraprofessional staff Sexual Harassment Training
Electronic	Social Media campaigns It’s On Us Campaign Use of campus wide TVs

Educational Resources

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

Risk Reduction Tips

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

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.

- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

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

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

Examples

- Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00 pm until 3:00 am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never have done it but for Bill's incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn't want it, she could have left.

Bill is responsible for violating the Non-Consensual or Forced Sexual Contact section of this policy. It is likely that a College hearing would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.

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

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

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

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

Substance Abuse Policy

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

POLICY STATEMENT:

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

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

A. ALCOHOL

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

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

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

Pennsylvania Liquor Code Laws

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

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

- It is a summary offense for a person under 21 years old to purchase, consume, possess or knowingly and intentionally transport any liquor, malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for up to 90 days; for a second offense, suspension of driving privileges for up to one year, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
- It is a crime intentionally and knowingly to sell or intentionally or knowing to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under 21). “Furnish” means to supply, give or provide to, or to allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment up to one year.
- It is a crime for any person under 21 years of age to possess an identification card falsely identifying that person as being 21 years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are as stated in (1) above.
- It is a crime to intentionally, knowingly or recklessly manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another. Minimum fine of \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to two years for any violation.
- It is a crime to misrepresent one’s age knowingly and falsely in order to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
- It is a crime to knowingly, willfully, and falsely misrepresent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
- It is a crime to hire, request or induce any minor to purchase liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
- Sales without a license or purchase from an unlicensed source of liquor or malt beverages are prohibited.
- It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control regulations.

In addition, a City of Philadelphia ordinance prohibits the consumption of alcoholic beverages in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas or other public property within the City of Philadelphia.

Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required for driving a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments of higher mental functions, severely altering a person’s ability to learn

and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

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

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

Sanctions Concerning Alcohol Use/Abuse

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

Sanctions include but are not limited to the following:

Possession and/or Consumption of Alcohol and/or Alcohol Paraphernalia on Campus, on College Sponsored Trips or at College Sponsored Events (even if over 21 years of age)

Please note: *Possession of alcohol* includes being present in a location where alcohol is present.

1st Offense ~ Alcohol education

2nd Offense ~ Alcohol assessment and/or education, parental notification, 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

- 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, 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 & Dean of Students.

B. DRUGS

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

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

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

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

Paraphernalia

1st Offense: drug education

2nd Offense: \$75 fine; probation

Possession of /Personal Use

1st Offense: probation; drug education

2nd Offense: Possible loss of housing; drug assessment/education*; parental notification; \$200
3rd Offense: Suspension or expulsion from the College

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

1st Offense: Suspension or expulsion from the College

*Drug assessment or education as determined by the hearing officer

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

Chestnut Hill College students are subject to prosecution under the Pennsylvania Controlled Substance; Drug, Device and Cosmetic Act for drug abuse and unlawful drug use and unlawful drug sales. The following state and federal laws concerning specific illicit drugs are drawn from the Controlled Substance, Drug, Device and Cosmetic Act, 35 p.s. section 107 708-113 et, seq. of the Commonwealth of Pennsylvania and from the Federal Drug Abuse Prevention and Control Act, 2 U.S.C.A. 801, et, seq., (specifically, the penalties for manufacturing, distributing, dispensing or possessing a controlled substance are found in section 84l of the Act).

Residence Hall Policies

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 policies.

Residence Coordinators

The Residence Coordinators (RCs) are a part-time, live-in staff position who aim to create a welcome, inclusive, and safe community in the residence halls. The RCs supervise undergraduate Resident Assistants (RA) and manages the operations in one or more residence facilities.

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 of each residence hall. RA Duty hours are: Weekdays (Sunday - Friday) 7:00 p.m. - 7:00 a.m. Weekends (Friday & Saturday) 7:00 p.m. - 7:00 p.m.

Floor/Hall Meetings

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

or RC at least 24 hours prior to the meeting. Only in cases of extreme circumstances will a student be excused.

Housing

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

Eligibility

Resident students must be an enrolled full-time undergraduate student, carrying a minimum of 12 credits per semester. Residents who have outstanding balances on their student account or have not submitted their health forms and vaccination records will not be permitted to check-in to their residence hall space. A student that has already checked into their housing space and is found to be not registered full-time and/or has an outstanding balance will be required to vacate their room immediately and be responsible for any accrued charges.

Returning Students

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

Incoming Students

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

Cancellation

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

Change of Status

RELEASE FROM HOUSING AGREEMENT

The effective dates for this agreement begin the date it is signed and is for the full academic year. By signing this agreement, you accept financial responsibility for all room and board charges for

the academic year (fall and spring semesters). You are automatically released from this agreement upon graduation, acceptance into a study abroad program or your formal withdraw from the college. If a request for cancellation is received by June 1 following the close of the academic year, the student will not be charged a termination fee and will be released from housing. Once a student checks into their residence hall space, they are financially obligated. Any student seeking early termination of the Housing Agreement can submit an appeal in writing to the Housing Release Committee. Only the most exceptional circumstances will be considered. Balance of housing fees, upon withdrawal from the College or approved release, shall follow the normal refund structure established by the College; within the first calendar week: 80% refund, within the second calendar week: 60% refund, within the third calendar week: 40% refund, weeks thereafter: No refund. This include room and board charges. The housing release committee has 10 business days to render its decision in writing to the student. If a release is granted, the student has 48 hours to properly check out of their residence hall space with a Residence Life Staff member. Failure to do so may result in additional charges. This Agreement may be terminated by the College as a result of a disciplinary sanction or breach by the student of this Agreement and in that case, the student is not eligible for refunds for room and board charges.

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

Assignments

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

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

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

Room Buyout Policy

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

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

Eligibility

1. The Double Room Buyout option is available for the spring semester only.
2. If a resident is in a double room and wants to request the room as a single for the spring semester, the resident must complete a Double Room Buyout Request Form by the deadline shared from Residence Life staff..

Guidelines

1. Residents who have bought out the room will be permitted to arrange furniture to their liking. However, no college-issued furniture may be removed from the room
2. Double rooms will default back to doubles at the end of each semester.
3. A student in a suite can buyout the double within the suite, but there is no option for residents to buy out the second bedroom of a suite if it is fully vacant.

Costs

1. The cost for a Double Room Buyout for a full semester is \$1,000.
2. In the event a Double Room Buyout occurs mid-semester, the cost will be pro-rated based on the weeks remaining in the semester.
3. Payment in full must be received by Student Financial Services by the deadline listed from Residence Life staff or the buyout option request shall be cancelled.

Conditions

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

Room Changes

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

Break Housing

Housing during break is provided during times when the College is closed for a short-term period: Fall and Easter breaks only. Students requesting to stay on campus over breaks must reside more than four hours away from campus, be involved in an approved College activity, or have an approved extenuating circumstance to be considered for a residence hall exception. Any student interested in break housing must complete a Break Housing Application on myCHC. Please note that meals are not included as part of break housing; students are responsible for their own meals. Completing the application does not guarantee approval. Before each break, RAs will hold floor meetings to discuss break procedures. Information about break procedures will also be

communicated via CHC email. Residents that do not properly check-out with a residence life staff member will be charged a \$25 improper check-out fine. Dates and times for break check-outs can be found on the Residence Life myCHC page by clicking [here](#).

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 room condition report (RCR). At check in, the resident must note any damages to the room or missing furniture. Room keys are logged on the RCR.

Check out procedures require residents to make an appointment with an RA or RC. Residence Life staff will inspect the room, completing the RCR. Once the RCR is signed, the student will turn in their key(s).

Room & Common Area Furniture

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

Room Decorations

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

Health & Safety Check-Ups & Room Damages

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

Community Area Damage

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

Storage

The College does not provide storage for students at any time. Any summer storage should be arranged by the student on their own.

Charges & Fines

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

Check-Out Charges	
Late Check-Out	\$10 Breaks
Improper Check-Out	\$25 Breaks/\$50 Semester Closings
Room Cleaning-Light	\$25 (includes trash in room)
Room Cleaning-Heavy	\$50 (includes trash in room)
Items Left Behind	\$25-\$100 (depending on number/size of items)
Key Charges	
Lost Key/Core Change	\$30
Lost Closet Key (Fitz)	\$30
Lock out	\$10 after 2 nd lock out each time

Room Charges	
Smoke Detector Damage	\$300
Missing Screen	\$75
Broken Window	\$150
Damaged/Missing Furniture	\$50-\$500
Missing Peep Hole	\$50
Holes in Wall	\$50-\$200
Paint Chipped/Torn	\$50-\$200
Sticky Tape on Walls	\$50-\$100
Front Door - Tape/Holes/Chips	\$50-\$100
Lounge Furniture in Room	\$50

Common Area Charges	
Missing/Damaged Furniture	\$50-\$600
Damaged Exit Signs	\$100
Holes/Nails/Hooks in Wall	\$10/per hole, up to \$200
Paint Torn from Walls	\$25-\$100
Propped Doors	\$100
Carpet Damage	\$50-\$300
Food in Fountains/Sinks	\$25
Sinks/Toilets/Drains Clogged	\$50-\$300
Prohibited Items in Trash/Hallway	\$25-\$100
Smoke Odor/Residue	\$100

Refrigerators and Microwaves

Residents may bring their own refrigerator unit up to 5.2 cubic feet in size. **Only one refrigerator per bedroom is permitted**, unless two smaller units do not exceed a combined 5.2 cubic feet.

Residents may also bring microwaves but they must not be bigger than .9 cubic feet in size with a maximum of 700W and 300W defrost capability. **Only one microwave per bedroom is permitted.**

Prohibited Items

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

1. Cooking appliances, including but not limited to toaster ovens, rice cookers, air fryers, panini presses, waffle makers, hot plates and George Foreman grills.
2. Blenders, toasters, and irons are permitted as long as they have an automatic shut-off function; one per room is permitted.
3. Coffee makers and electric kettles are permitted as long as they have an automatic shut-off function.
4. Halogen lamps, lava lamps, strand/string lights as they are fire hazards.
5. No LED strip lights as they damage painted surfaces.
6. Neon LED lamps/LED signs are permitted since they are not attached via adhesive substances to room walls/ceilings. Oil diffusers with lights are also permitted.



7. Deep freezers or any refrigeration unit more than .5.2 cubic feet.
8. Air conditioners and portable heaters are not permitted; small personal desktop air conditioners are permitted.
9. No extension cords; surge protectors (power strips) are preferred; refrigerators and microwaves should always be plugged directly into wall outlets.
10. Candles (even as decoration), incense or any item meant to be burned as they are fire hazards.
11. Live greens, such as wreaths and Christmas trees (as these present a fire hazard); house plants and flowers are permitted.
12. Sub woofers/amplifiers
13. Alcohol containers, shot glasses, bongos, hookahs or anything used for alcohol or drug consumption
14. No bed risers, water beds, or inflatable hot tubs.
15. Pets or animals of any kind, including fish. Service animals are permitted; Emotional Support Animals are permitted with an approved/documented accommodation through the Center for Accessibility and Learning Services ([CALS](#)).
16. No nerf guns.
17. No weapons of any kind.

Prohibited Activities

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

1. Smoking, vaping, or use of electronic cigarettes
2. Removing Screens from window; throwing any object out a window; entering or exiting a residence hall through a window
3. Engaging in recreational sports activities inside residence halls
4. Occupying a fire escape except for emergencies; throwing any object from fire escape
5. Using another student's ID for any purpose

6. Using another student's room key for any purpose
7. Misuse/abuse of an elevator (for example, Fournier elevator is not for general student use; medical accommodations are made as necessary)

Personal Property

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

Maintenance & Housekeeping

All repairs and maintenance in the residence halls are made by the College through its authorized personnel. General maintenance is provided by the College, Monday through Friday until 3:00 pm. Residents must request any needed maintenance or repairs on myCHC in the Student Life section.

Emergencies may be reported at any time to Security Headquarters (215-242-7777) or to the Information Desk (215-248-7090).

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

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

Lock Outs

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

- Depending on the day and time of the lock out, students should be prepared to wait anywhere from 15-30 minutes for assistance.
- Student must present identification to college staff for verification that they are permitted to enter the room.
- Student's name will be documented in the Residence Hall Lockout Log. Resident students who exceed two (2) lockouts during the semester will receive a \$10 charge on their CHC account. Each subsequent lockout will also receive a \$10 charge per lockout.

Student ID

If a student loses their ID card, they should report it to Security Headquarters on the ground floor of Fontbonne Hall. Replacement IDs cost \$30 and the charge will be placed on a student's account. Students who do not obtain a new ID within 48 hours may face disciplinary action.

Fire Safety

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

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

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

Fire Drills & Alarms

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

Noise & Quiet Hours

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

Quiet Hours

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

Courtesy Hours

The residence halls are a place for students to live to ensure their personal and academic success. Students are entitled to a living environment that supports rest, socialization and academic study at any hour. If there is a noise disturbance that disrupts this success, students are encouraged to communicate with one another. Campus 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:

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

Keys & Student IDs

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

1. Not having or displaying your ID card upon entering a residence hall
2. Duplicating any Chestnut Hill College key or ID card
3. Lending or giving a College key or ID card to any unauthorized person
4. Falsifying information to obtain any College key or ID card
5. Unauthorized possession or use of a master key
6. Possession of any College key or ID card issued to another person

Guest & Visitation Policy

Definitions

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

CHC Resident – any student living in College housing

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

Guest – any individual who does not attend Chestnut Hill

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

CHC residents must use their CHC ID card to swipe into their building at the front desk as they enter. Students are required to show their ID if asked by front desk security or residence life staff. Residents are required to swipe their ID when exiting all residence halls. Residents will not be able to swipe into another building until 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 these directives, as they exist for everyone's protection. A student who fails to produce an 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 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:

1. be 18 years or older (siblings of at least 16 years or older can get approval from the Office of Residence Life)
2. have a picture ID
3. 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.

Visitation Policy

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.

Daytime Guests

Resident students may have daytime guests who can be registered at the Security desk of their residence hall. Daytime guests must be signed in before 9:00 pm on the day of their visit and must be signed out no later than 11:30 pm on the day of their visit. The Overnight Guest registration form does not need to be completed for Daytime Guests.

Overnight Guests

Resident students may have overnight guests and are expected to inform their roommate of the guest prior to their arrival. Overnight guests are any visitor who is not a resident student (including commuters) or a non-CHC student. Guests are limited to two consecutive nights at a time and a total of ten nights per semester.

All Overnight Guests must be registered at least 24 hours in advance of their visit, using the [Overnight Guest Request form on myCHC](#). The resident requesting the overnight guest will receive a confirmation email of their form submission to their CHC email address. A member of the Residence Life staff will follow up with the resident regarding any questions or issues with the registration request. Once the overnight guest arrives, they will be accompanied by their host at all times. The host will display their approval email for the overnight guest request to the Security staff at the entrance to the residence hall. The overnight guest will surrender their photo ID to the Officer upon entry to the building and will receive the ID on the way out.

A guest may be removed for failing to abide by College policy and regulations. The host is responsible for the guest's actions at all times and may lose his/her guest privileges and/or residence status if a guest is involved in violation of college policy.

Sexual Activity Policy

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

Bias Incident Policy

(Bias-Motivated Misconduct And Criminal Offenses)

As stated in Chestnut Hill College's Non-Discrimination Policy, the College, founded by the Sisters of Saint Joseph, is committed to an active inclusive love of all people without distinction. Therefore, it is the policy of the College that no person will be discriminated against by the College in admission to or participation in any educational program and, moreover, no person will be discriminated against in employment, including recruitment, hiring, promotion, termination or forms of compensation or on any other terms of employment. Discrimination on the basis of any of the following is prohibited: race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, familial status, disability, or status as a veteran. The College follows the June, 2011, Fair Practices Ordinance of the City of Philadelphia (9-1100) as well as other local, state, and federal laws.

The College is committed to maintaining an environment where each member of the College community is valued as an individual and is treated respectfully. Equity, diversity, inclusion, and justice are values central to the mission of the College and, as such, are institutional priorities in planning, decision making, and allocation of resources at all levels. Bias incidents and hate crimes are inconsistent with these values of the College, violate College policy and, in some instances, state and federal law, and will not be tolerated.

The College is committed to addressing bias conduct. However, acts of bias may occur in our community in spite of our proactive efforts. This policy will define bias, provide a reporting procedure for complaints of bias, and suggest resources to targets of bias. When bias incidents are reported, education to prevent recurrence and repairing the harm caused may be the most appropriate institutional response. Egregious forms of bias will result in more severe sanctions from the College.

The College recognizes that excellent educational experiences include and must allow for opposing viewpoints and perspectives, some of which may challenge individual beliefs, values, or cultural norms. As a campus community, we value and protect academic freedom and the open exchange of ideas. This bias policy is not intended to undermine or weaken these principles; rather it is meant to address those incidents that fall beyond professional and academic discourse. All members of the College community are responsible for the maintenance of an environment in which people are free to learn and work without fear of discrimination, harassment or abuse.

Chestnut Hill College is committed to creating a respectful and inclusive campus community. We recognize that acts of bias, including harassment and discrimination, are harmful to our community

members and inconsistent with the college's mission. This document defines bias activity, harassment and discrimination, describes how to make a report to the college and outlines the role of the Bias Activity Review group and protocol used to respond to reports.

Key Definitions

Protected Classifications: The law prohibits discrimination and harassment on the basis of sex/gender, race, age, color, religion, national origin, ethnic origin, sexual orientation, gender identity, disability, genetic information, marital status, and military and military veteran status. These are protected classifications under the law.

Target: The person alleged to have been subjected to conduct in violation of this policy.

Respondent: The person accused of conduct that might be a violation of this policy.

Hate Crime: Criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property, in which an individual or group is intentionally targeted because of their actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability. 20 U.S.C. §1092(f)(1)(F)(ii).

Bias Conduct/Incident: Completed, attempted or threatened abusive or hostile acts against a person(s), property or an institution, where such acts manifest evidence that the targeted person/group was intentionally selected on the basis of their actual or perceived age, class, color, disability, ethnicity, gender identity, gender expression, marital/familial status, national origin group, race, religion, sex or sexual orientation, or veteran status, including a hate crime.

Examples of bias incidents include but are not limited to homophobic or sexist jokes, racist epithets, religious slurs, offensive graffiti, or demeaning remarks on social media. Bias incidents may or may not be intended to cause harm.

Bias Harassment: A bias incident that has the purpose or effect of unreasonably interfering with a person's employment or education, or creating a hostile employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. In evaluating whether such an environment has been created, the College will consider the alleged conduct from both a subjective and objective perspective. Specifically, it will evaluate that alleged conduct from the perspective of a reasonable person in the alleged target's position, considering all the circumstances.

Confidentiality: Confidentiality means maintaining as confidential, to the extent possible, all matters related to a bias incident on a criterion of need to know.

Retaliation: Any act(s) or attempted act(s) to seek retribution against anyone who has reported an alleged bias incident or against anyone who has participated in an investigation or related proceeding under this policy. Prohibited retaliatory acts include, but are not limited to intimidation, threats, coercion, or discrimination.

PROCEDURES TO REPORT BIAS CONDUCT/INCIDENT

Although not all acts of bias rise to the level of harassment or discrimination as defined in college policy, the college will respond to all reports of bias activity in order to promote a safe respectful campus environment for all community members.

How to Make a Report

In case of an immediate threat or emergency, call the office of public safety, or dial 911.

For all other reports of bias activities, please use the [electronic form](#).

Both anonymous and non-anonymous reports of bias activity may be made through the online Bias Activity Reporting Form. Please know that anonymous reports may limit the college's capacity to investigate, respond, or follow up.

Why Report?

Filing a report of bias activity, harassment, and/or discrimination helps the college create a safe and welcoming campus climate that better supports everyone's ability to learn and/or work. It is the responsibility of all community members to report harmful behavior. The college not only seeks to address harmful conduct through applicable policies and processes, but to provide support and assistance to those who may have been harmed and identify educational and other programming for the community in order to prevent further harm from occurring.

Every effort will be made to evaluate reports promptly. However, the timing and manner in which the college addresses the report will depend upon the information provided and whether the reporter wishes to remain anonymous.

In reviewing all formal reports of bias activity, it is important to ensure all students, faculty, staff and community are safe and the DEI (Diversity Equity and Inclusion) office and other partnering offices, as needed, will:

- Communicate with reporting individuals about additional information needed
- Decide whether any immediate steps need to be taken in order to ensure campus safety and/or reduce the potential for further conflict.
- Assess the need for a community notification about an incident to pattern of incidents
- Connect individuals with support services on and off campus, including but not limited to, Counseling, Health Services and Mission and Ministry.
- Recommend and offer educational and other informal, non-punitive resolution for individuals to address harm
- Provide information to individuals who may have been harmed about outcomes, as appropriate.
- Gather data regarding bias activity, harassment, and discrimination reports received in order to make data-driven policy recommendations and provide periodic reports to campus leadership.
- Recommend education to be offered to campus population by relevant offices.

Protocol for response following a Bias Report

1. The first filing of a bias report will be reviewed by the office of Diversity, Equity and Inclusion (DEI).
 - ***Confirmation of report:*** if the reporting individual provides name and contact information, a confirmation will be sent stating that the report has been received.
2. The office of DEI will determine the next steps after reviewing the submission of a bias report.

- **Intake:** The reporting party, if identified, will be provided with resources and support, as well as an opportunity to provide additional information to assist the Bias Activity response protocol
 - **The office of DEI assessment:** will review the report and assess if additional information is needed.
3. DEI officers will consult as needed, with members from Human Resources, VP of Academic Affairs, VP of Student Life, other campus partners / outside legal counsel to address the student/ faculty/ staff concerns.
 4. Once the DEI office or Human Resources and if needed outside counsel completes formal bias complaint, reporting individual will be notified with the outcome, along with others involved.
 5. All Bias Complaints will be recorded and filed

Any member of the College community may report a bias incident via a [web form](#) on the College's website (automatically sent to the Director of Diversity, Equity, and Inclusion).

For more information and questions related to the Bias Policy, contact the Director for Diversity, Equity, Inclusion directly:

Kim Walczak Director of Diversity, Equity and Inclusion	215-248-7097 Ervinek@chc.edu Diversityandinclusion@chc.edu	SJH 204
--	---	----------------

If the incident involved a possible violation of Chestnut Hill's Sex Discrimination, Sexual misconduct, Relationship Violence & Stalking Policy, report the incident directly to the College's Title IX Coordinator:

Any member of the College community	Krista Bailey Murphy Ph.D. Vice President for Strategic Innovation Title IX Coordinator	215-248-7142 murphyk@chc.edu
--	--	---

If the Bias Incident involves a perceived Hate Crime or presents safety concerns, please contact the Department of Safety and Campus Security:

Any member of the College community	Polly Teti Director of Security	215-242-7777 tetip@chc.edu
--	--	---

When completing a bias report form or sending an email to one of the persons listed above, whether as the target or witness to any bias conduct/incident, please do the following to document the incident the best you can:

1. If the incident was verbal, be sure to immediately document what was said, where it was said and when it was said, and if known, the name of the individual(s) responsible and any witnesses.
2. If you see a written slur or discover graffiti, do not erase the words or images. The Department of Safety and Campus Security and possibly the Philadelphia Police will need to see it in order to document and photograph.

The College encourages prompt reporting of bias conduct to determine the utilization of informal or formal procedures, which include an investigation of the alleged facts to determine if College policy has been violated, including violations of the Student Handbook or Employee Manual.

PROCESS FOR INVESTIGATING REPORTS OF BIAS CONDUCT/INCIDENT

As stated above, any member of the College may report bias conduct/incident online, or contact one of the administrators listed above (who will serve as the Intake Officer) based on the procedures listed below.

What are my options for responding to the Bias conduct/incident with the College System?

An investigation can be opened at any time based on new evidence which becomes available. The College does not limit the timeframe for reporting, although a delay in reporting may impact the College's ability to take certain actions.

What happens after I submit the report?

Once the report is received, the Intake Officer or designee will review the report, learning as much as they can about the situation. The Intake Officer will contact you to request a meeting. At that time, they will review the statements of the report; and ask whether you desire any additional support, such as counseling or referral to another College or external resource. The meeting will also include a discussion of options for next steps:

1. Determine if target/witness desires to move forward beyond submitting the report and/or initial conversation. This recognizes that some targets and witnesses may not seek a formal investigative process, but desire to explore their feelings and analyze the incident with an external party. Additionally, for some, the report itself may be the only step they want to pursue.
2. Exploring whether an informal process can be a tool to bring clarity and resolution to the matter (i.e. suggested conversation between target and alleged respondent to seek clarity, consensus of the situation, or an apology to achieve restoration).
3. Request a formal investigation and procedures to bring resolution between parties or appropriately address a policy violation. The College reserves the right to conduct a formal investigation, regardless of target's/witnesses' desires based on violation of policy and/or severity of incident.

What if the report contains information indicating a possible violation of Chestnut Hill College's Sex Discrimination, Sexual Harassment and Sexual Violence Policy?

The report will be forwarded to Chestnut Hill College's Title IX Coordinator for review, investigation and compliance. (Please see the Sex Discrimination, Sexual Harassment and Sexual Violence Policy for Information on procedures related to these cases.)

What if the respondent is unknown?

Chestnut Hill is committed to keeping accurate records of all bias incidents, even when the respondent is unknown. As such, we encourage reporting of all incidents of bias, even if the respondent is unknown and unlikely to be known. Depending on the circumstances, the College may need to move forward with an investigation regardless.

What is the investigation process?

The investigation may include review of the bias incident report and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals, including witnesses. During the investigation, every reasonable effort shall be made to protect the privacy rights of all parties; however, confidentiality cannot be guaranteed.

DEI officers will consult as needed, with members from Human Resources, VP of Academic Affairs, VP of Student Life, other campus partners / outside legal counsel to address the student/ faculty/ staff concerns.

What is the investigation report?

1. Upon completion of the investigation, the outcome will be delivered in a written report.
2. The report shall address the facts and issues investigated from the reports, supporting documentation, and conducted interviews.
3. The target and the respondent shall have the opportunity to view a copy of a summary of the investigation, with information redacted in compliance with FERPA and other legal considerations regarding privacy. This summary shall include the following: date of report, parties, witnesses, dates of investigation, summary of allegations, policy involved, determination of credibility, findings of fact, conclusions, and name of investigator.

OUTCOMES AND RESOLUTIONS**What are the possible outcomes?**

The possible outcomes of the investigation include a decision of whether a bias incident occurred (listed below). At its discretion, the College may utilize a single hearing officer or hearing panel. This decision will be made taking into consideration the goals of fairness and justice for all parties.

- a. A finding that bias conduct/incident occurred, but that the individual responsible cannot be identified, with appropriate remedial measures;
- b. a finding that bias conduct/incident occurred, and that responsible party can be identified, with the issuance of an appropriate resolution (mediation or sanction/corrective action);
- c. a finding that bias conduct/incident did not occur; and
- d. a determination, one way or the other, could not be made.

Resolutions:

Accordingly, a recommendation for remediation of bias conduct/incident is a restorative mediation process.

1. **Restorative Mediation Process:** If both target and respondent agree to the Restorative Mediation process, they will participate in facilitated conversation, to establish a plan for repairing damage to those affected and/or targeted by the bias incident. Each person may have a support person of their choosing to attend the mediation meeting. The support person is a member of the Chestnut Hill College community such as a professor, faculty or staff advisor, supervisor, or peer/colleague.

This process requires respondent(s) to acknowledge their part in the conduct/incident and accept restorative actions agreed upon by all parties. Note: The perceived severity and impact of the bias conduct/incident determine whether this option applies to particular cases. The Vice President for Student Life & Dean of Students, Director of Human Resources, Director for Diversity, Equity, and Inclusion will review the report to determine whether this option applies. For example, restorative mediation would not likely be available for bias conduct/incidents with significant property damage or any level of physical assault. This process is open to situations that involve targets and respondents as any combination of students, faculty, staff and guests (as available).

2. **Student Code of Conduct Process (for incidents where respondent and target are both students):** This process will be utilized if either party is unwilling to participate in restorative mediation or due to the severity of the incident, which also violates the Student Code of Conduct. Depending on the nature of the bias underlying alleged prohibited conduct, the process may include an Administrative Hearing or Conduct Board Hearing.
3. **Employment Action, Bias Report:** Faculty/staff Respondent may be subjected to corrective action that is consistent with employee policies and procedures (Grievance Policy--Civil Rights Complaints).
4. **No Discipline Action, Bias Report:** Targets may decide to report the incident and request that no further action be taken. Chestnut Hill will evaluate any such request in the context of the College's responsibility to provide a safe and nondiscriminatory environment to all members of its community. In certain situations, the College may need to move forward with appropriate conduct proceedings/correction action regardless of the target's/witness' wishes.

How will bias conduct/incidents and hate crimes be reported to the campus community?

Timely Warnings: When the Department of Safety and Campus Security identifies or receives a report of a Hate Crime, occurring either on or off campus, that in the judgment of the Director of Security (in consultation with the Chief Officer for Diversity, Equity, and Inclusion, Human Resources, the Vice President for Student Life & Dean of Students, and Office of General Counsel) constitutes a serious or continuing threat to the campus community, the Department of Safety and Campus Security will issue a campus-wide "timely warning."

Hate Crimes Reporting: In accordance with the Clery Act, the College will disclose statistics for Hate Crimes in its Annual Security & Fire Safety Report. These statistics will also be included in Chestnut Hill's Bias Incident Reporting.

PRESERVATION OF RECORDS

A confidential record of all bias reports, including their disposition, will be maintained in the Office of Diversity, Equity & Inclusion. Additionally, a copy of the Findings Letter will be confidentially maintained in the Office of Human Resources (for employees) or Vice President for Student Life & Dean of Students Office (for students).

RETALIATION

Chestnut Hill College strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of bias conduct/incidents. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed in the most serious way by the College, and individuals who engage in such actions are subject to sanctions/corrective action. Anyone who is aware of possible retaliation or has other concerns regarding the response to a bias incident should report such concerns to the Director for Diversity, Equity, and Inclusion, who in consultation with the appropriate divisional vice president, shall take appropriate actions to address such conduct in a prompt and equitable manner.

OFF-CAMPUS RESOURCES

Complaints of bias, discrimination or harassment may also be filed in a timely manner with the following government agencies:

Equal Employment Opportunity Commission	801 Market Street, Ste. 1300 Philadelphia, PA 19107-3127	800-669-4000
Office of Civil Rights U.S. Department of Education	100 Penn Square East, Ste. 515 Philadelphia, PA 19107-3323	215-656-8541
Pennsylvania Human Relations Commission	110 N. 8th Street, Ste. 501 Philadelphia, PA 19107	215-560-2496

****Some material adopted from Bucknell University, Gettysburg College, and St. Joseph's University.**
HIV/AIDS POLICY AND GUIDELINES

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

1. To inform, educate and maintain awareness of HIV infection and AIDS.

2. To state clearly the position of the College with respect to any student, faculty or staff member infected with HIV or AIDS.

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

General Information:

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

Transmission:

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

Occupational Transmission:

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

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

Specific Guidelines:

1. Admission and Employment:

Consideration of a positive HIV test or the existence of AIDS will not be part of the decision for admission or employment. New students will be encouraged to inform Health Services if they have HIV/AIDS, but they are not obligated to do so. This information will be kept strictly confidential.

2. Special Needs of those with HIV/AIDS:

Chestnut Hill College will comply with the requirements of applicable federal laws, (Cf. Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992), as well as any state laws relating to HIV.

3. Residential Housing:

Students with HIV/AIDS shall be permitted to live in Residence Halls. Under some circumstances, there may be reasonable concern for the health of a student with a

weakened immune system (of any origin) and exposure to contagious diseases. These situations will be reviewed on a case by case basis by the Disabilities Committee.

4. Care:

Students and employees with HIV/AIDS are strongly encouraged to inform Health Services so that the College can provide appropriate accommodations. The Chestnut Hill College Health Services is not equipped to treat HIV/AIDS infected persons, but it can make referrals to appropriate sources for medical, psychological and related support services. Health Services can offer sources for reduced cost/free testing for HIV. The Counseling Center and can also offer support or referrals.

5. Confidentiality:

It is the policy of the College that all student and employee health records are strictly confidential. No specific or detailed information about such records will be provided to faculty, administrators, or even parents unless in compliance with applicable federal, state and local laws.

6. Amendments:

The College will continue to monitor new information about the HIV infection and AIDS and reserves the rights to modify these guidelines.

Anti-Hazing Policy

I. Policy Statement

Chestnut Hill College (“CHC”) is committed to creating and maintaining a safe campus community.

CHC’s Anti-Hazing Policy (“Policy”) prohibits hazing as defined in [Section III](#) below. Hazing practices are potentially hazardous to life and limb and may place their victims at risk of physical and/or psychological injury. Hazing is inconsistent with CHC’s values, is strictly prohibited, and will not be tolerated within any campus organization, athletic program, student group, or other CHC-affiliated activities as requirements for membership, advancement, or continued good standing in organizations and/or in activities as otherwise defined below. It is the responsibility of every member of CHC Community to foster an environment free of hazing. All members of CHC Community are encouraged to take reasonable and prudent actions to prevent or stop such behavior.

It is the policy of CHC to comply with the Stop Campus Hazing Act (“SCHA”) and the Jeanne Clery Campus Safety Act 20 U.S.C. § 1092(f), and its implementing regulations at 34 C.F.R. § 668.46 (collectively, the “Clery Act”). The SCHA amended the Clery Act to include provisions related to hazing. The Clery Act is a federal law that requires Title IV federally subsidized institutions of higher education to disclose certain crime, fire, safety, and hazing information in publicly available documents. It is also the policy of CHC to comply with the Timothy Piazza Anti-Hazing Law, 18 Pa. Cons. Stat. §§ 2801–2811 (2018).

Nothing in this Policy is intended to or will be implemented in ways that unlawfully prohibit constitutionally protected speech and expression.

II. Policy Scope and Applicability

This Policy prohibits hazing, as defined below, by all students, student organizations, faculty, and staff. This Policy covers acts of hazing committed by or against students and employees when the hazing occurs:

- On campus or other property owned or controlled by CHC;
- In the context of a CHC program or activity, including but not limited to, CHC-sponsored study abroad, research, field work, practicums, internship programs, online programs, or a program or activity conducted by CHC for individuals who are neither CHC employees nor students (such as, e.g., sports or academic camps offered to K-12 students); or
- Anywhere—including remotely or online—if the conduct poses an obvious and serious threat of harm to any member(s) of CHC community.

This Policy is not intended to limit the application or enforcement of other CHC policies. Conduct that may violate this Policy may also be subject to investigation under other CHC policies and procedures (e.g., sexual misconduct, student conduct, etc.). Such investigations may proceed concurrently, and individuals may be held accountable under multiple policies simultaneously. CHC reserves the right to pursue separate investigations as necessary, and the existence of this Policy does not preclude or restrict any investigation or action under other applicable CHC policies.

III. Hazing Defined

“Hazing” occurs if a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- (1) Violate Federal or State criminal law.
- (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
- (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- (5) Endure brutality of a sexual nature.
- (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Examples of hazing include, but are not limited to, the following:

- whipping, beating, striking, electronic shocking, placing harmful substances on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;

- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Claims that the conduct or activity in question was not part of an official student organizational event or was not officially sanctioned or approved by the student organization does not constitute

a defense to a charge of hazing. Hazing is prohibited regardless of its formal association with the student organization's scheduled or recognized activities.

It is generally not a defense to hazing under this section that the individual against whom hazing was directed consented to or acquiesced in the hazing, though the final determination is subject to the facts and circumstances of each situation.

For purposes of this policy, student organization means: an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

IV. Discipline

Disciplinary sanctions for violations of this Policy may include:

- Verbal or written warning;
- Assignment of verbal or written apology;
- Mandatory education;
- Counseling;
- Community Service;
- The imposition of fines;
- The withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
- The rescission of permission for the Organization to operate on campus property or to otherwise operate under the sanction or recognition of CHC;
- The imposition of probation, suspension, dismissal, or expulsion; and
- Mandatory education, counseling, suspension with or without pay, or termination (for employees).

Additional penalties that may be imposed for Athletics include:

- Penalties imposed by head coaches or athletics administrators, the NCAA or related athletics conferences;
- Suspension from practice/competition or removal from a team;
- Termination of athletics eligibility;
- Cancellation of games and/or remainder of a season; and
- Post-season ban.

V. Pennsylvania Anti-Hazing Law

CHC acknowledges the importance of Timothy Piazza Anti-Hazing Law, 18 Pa. Cons. Stat. §§ 2801–2811 (2018) which is aimed at combating hazing in educational institutions. This law emphasizes that hazing is a criminal offense and outlines severe penalties for individuals found responsible for engaging in such practices.

As part of CHC’s commitment to a safe and respectful campus environment, CHC complies with the Timothy Piazza Anti-Hazing Law, ensuring that all hazing-related incidents reported to CHC, or of which CHC otherwise becomes aware, are treated with the seriousness they deserve and that violators are subject to CHC disciplinary consequences.

VI. Reporting Hazing

Creating and maintaining a safe campus community that is free from violence is the responsibility of every member of the community. Any individual is encouraged to report any information regarding alleged hazing, even if they do not know who allegedly committed the hazing.

CHC can only act when it becomes aware of problems. Individuals also have the right to pursue a criminal remedy for hazing that is a crime in addition to or instead of proceeding under the Policy.

Incidents of Hazing can be reported to Campus Security at 215-242-7777 or anonymously via [online form](#).

A. CSA Reporting Obligations

All Campus Security Authorities (“CSAs”) are required to share details they receive about alleged hazing with their Clery Compliance Coordinator within 24 hours of receiving those details.

A CSA is any Division of Public Safety and Security (“DPSS”) personnel, including police and security officers who respond to CHC; other individuals who have responsibility for campus security, but who do not work for DPSS or CHC; individuals or offices designated by CHC as those to whom crimes should be reported; or officials who have significant responsibility for student and campus activities outside of the classroom. If a person is not sure whether they are a CSA, they should contact Rouseline Emmanuel Frenel, Ed.D., Vice President for Student Life & Dean of Students at emmanuel-frenelr@chc.edu.

Anyone who is not a CSA, including victims or witnesses, may report on a voluntary, confidential basis without disclosing their name via the [online form](#). Depending on the level of information available about the incident and the individuals involved, CHC's ability to respond to an anonymous report may be limited. CHC will, however, take whatever steps it deems appropriate and in the best interests of the overall CHC community, consistent with the information available.

VII. Investigation

CHC will handle all reports of hazing under this Policy to ensure prompt resolution and will assess whether each reported incident constitutes a Policy violation. Reports of hazing will be investigated by Director of Campus Security and Vice President of Student Life and Dean of Students.

When CHC receives a report of alleged conduct which, if true, could constitute hazing as defined in this Policy, then as soon as reasonably possible, the respective campus office as set forth above will:

- a. Assess the nature and circumstances of the report, including whether the names and/or any other personally identifiable information for the complainant(s) and/or individuals reportedly subjected to hazing, the respondent(s), or any witnesses, and/or any other individual with knowledge of the reported incident is provided, to facilitate appropriate follow-up;
- b. Assess the nature of the allegations to identify possible resolution options that may be available and/or to identify other offices that may be appropriate to respond to the report; and
- c. Notify DPSS of the report if the conduct, as alleged, would constitute a crime.

Once the respective campus office has performed an initial assessment of a report, it will determine whether an investigation is appropriate. If the report proceeds to an investigation, the individual(s) and/or student organization reported to have committed hazing, will receive notice of the allegations and will have an opportunity to be heard, including a hearing if suspension, expulsion, or termination of their affiliation with CHC are potential outcomes, and credibility of the parties is material to whether a Policy violation occurred.

The relevant campus office will provide the individual(s) or student organization reported to have committed hazing and the individual who reportedly experienced hazing with the applicable procedures that will be used for any report that proceeds to an investigation.

Individuals and/or student organizations found to be in violation of this Policy may be subject to CHC disciplinary action, including but not limited to, suspension, expulsion, and/or termination of their affiliation with CHC.

In addition to CHC sanctions, any hazing activity that violates local, State, Tribal, or Federal law may also result in criminal prosecution.

VIII. Prevention and Education

CHC is committed to hazing prevention in student organizations through proactive education and awareness programs. It is the policy of CHC to educate appropriate and relevant segments of CHC

on this Policy, including how to report allegations of hazing and how such allegations will be investigated, as well as the negative consequences of hazing, the importance of mutual respect, the promotion of healthy group dynamics and how to build group cohesion without hazing, skill building for bystander intervention, information about ethical leadership, and how to identify and stop hazing before it occurs. In addition, annual training for CSAs will include the requirements for reporting hazing within the CHC community.

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

By adhering to this Policy, we collectively work toward a CHC community where all individuals can learn, grow, and thrive in an environment free from harm and intimidation.

IX. Reporting

CHC shall maintain a report of all violations of the institution's anti-hazing policy or Federal or State laws related to hazing that are reported to the institution. The report shall include all of the following:

- The name of the subject of the report.
- The date when the subject was charged with a violation of the institution's anti-hazing policy or Federal or State laws related to hazing.
- A general description of the violation, any investigation and findings by the institution and, if applicable, penalties.
- The date on which the matter was resolved.

CHC shall further maintain a report of all violations of the institution's anti-hazing policy or Federal or State laws related to hazing that are reported to the institution. The report, which shall be updated biannually on January 1 and August 1 shall be posted on CHC's publicly accessible Internet website and shall otherwise be maintained for five years.

Attire on Campus and at Campus Functions

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

The following guidelines must be observed:

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

Campus Disorders/Violent Behavior

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

Family Educational Rights and Privacy Act (FERPA)

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

Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the

College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, 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, PA19118-2693 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.

Leave of Absence Policy

At times, students may encounter circumstances that require time away from the College. In these situations, a student may request a leave of absence (LOA). A leave of absence may be requested for a variety of reasons. This policy specifically speaks to the following categories:

Short-Term Leave of Absence

Personal Leave of Absence

Medical Leave of Absence

Involuntary Medical Leave of Absence

Compassionate Leave of Absence

A LOA provides students with the opportunity to remain in active standing with the College and eliminate the need to apply for readmission. In each case described below, the student is responsible for completing the necessary paperwork and providing appropriate documentation.

In general, a LOA is designed to allow a student to step away completely from the institution. Other policies and procedures apply when students need to change their status from full-time to part-time, need to request an incomplete, or need accommodations in order to stay successfully enrolled. In such cases, students should consult the appropriate policy in their respective Academic Catalog, and when necessary, contact the Dean of the appropriate school (Undergraduate, Continuing and Professional Studies, or Graduate) or the Center for Accessibility and Learning Services(CALS).

Please note that any leave from the institution may have financial aid and student billing implications. Students are encouraged to review the Return of Title IV Funds Policy found in the Academic Catalog and to meet with Student Financial Services prior to finalizing a LOA.

Short-Term Leave of Absence

In the event of an immediate and significant personal or medical emergency, a student may request a Short-Term Leave of Absence (SLOA). A SLOA is intended to allow the student to fully focus on the issue that is preventing his/her attention to coursework and campus life. A SLOA provides for excused absences from classes but students are responsible for learning and making arrangements with their faculty for making up academic work. A SLOA may be granted for up to 10 business

days. If, after 10 business days, the student is unable to return to classes, a Personal, Medical, or Compassionate Leave of Absence will be considered. Requests for a SLOA will be made to the Dean of the appropriate school (Undergraduate, Continuing and Professional Studies, or Graduate). While each request will be handled using an individualized assessment, common reasons to request a SLOA include accident, injury, illness requiring hospitalization, surgery, or bereavement (death of a parent, sibling, child, significant other, partner, or other close family member). Upon approval, the Dean's office will communicate the SLOA to the student's faculty. In general, a student will not be permitted to remain in the residence halls or participate in any activities during a SLOA; exceptions to this will be made collaboratively by the Dean, the Director of Housing and Residence Life, and other appropriate staff.

A SLOA cannot be granted retroactively but can be processed while the student is off campus, and may be initiated by proxy if the student is unable to request it themselves. Students are encouraged, at all times, to remain in close communication with their faculty, advisor, and other support personnel on campus.

Upon returning from a SLOA, a student will be asked to meet with a member of the Dean's Office, Student Success, or Student Life staff (as appropriate) to discuss proper support to ensure a successful return to campus. The student is responsible for working individually with faculty to complete missed course assignments.

Personal Leave of Absence

While enrolled at the College, students may encounter situations that require them to take a longer time away than that covered by a SLOA. While there are widely varying reasons that a student may request a Personal Leave of Absence (PLOA), common grounds include financial, military service, and other personal reasons. In order to request a PLOA, a student must:

- Submit a written request for a PLOA to the Dean of the appropriate school (Undergraduate, Continuing and Professional Studies, or Graduate), including documentation to verify the circumstances precipitating the need for a PLOA.
- Upon receipt of the written request, the Dean will request a meeting with the student. Every effort will be made to hold a meeting within 3 business days, including have a telephone meeting, with the goal of approving or denying the request within an additional 2 business days.

A student may request a SLOA while preparing an application for a PLOA. A student may not request a PLOA in order to avoid student conduct, academic misconduct, or other disciplinary proceedings. In cases of an alleged policy violation, a student may choose to withdraw from the College but would be placed on a Dean's Hold and would need to resolve the pending issue prior to be considered for readmission.

Medical Leave of Absence

While enrolled at the College, students may encounter physical and/or mental health issues that interfere with their ability to fully and safely engage in the academic and campus life of the institution. A Medical Leave of Absence (MLOA) allows a student to step away from their studies to receive the appropriate treatment. A MLOA is designed to support students when treatment for a physical and/or mental health issues requires more time than that afforded under a SLOA. Common reasons for a MLOA may include major accident, injury, significant illness requiring extended treatment, addiction and substance use disorders, and/or mental health reasons. In order to request a MLOA, a student must:

1. Have a documented major physical or mental health issues that cannot be mitigated in a short period of time.
2. Provide documentation from a licensed health professional that supports the specific physical or mental health issues. This documentation must be typed and submitted on official letterhead. This documentation should specify the reasons for the leave and the anticipated length of time needed for the leave.
3. Depending upon the condition of the student, the Dean may request a meeting with the student. However, a decision may also be made based on the provided written documentation when in the best interest of the student.

A student may request a SLOA while preparing an application for a MLOA. The Dean's office will make the final determination on a MLOA.

Involuntary Leave of Absence

In most cases the College will work with the student to create a mutually agreeable and voluntary leave. In rare cases, Chestnut Hill College may determine that an Involuntary Leave of Absence (ILOA) is necessary. An ILOA will be considered when a student is unable to participate in campus and academic life due to medical issues and/or when a student's behaviors are disruptive to the educational or co-curricular experience on campus. While any ILOA will be handled using an individualized assessment, acute danger to self or others, an inability to manage daily tasks, and/or an inability to follow a proscribed behavior plan (including use of appropriate support services) may result in the College initiating the ILOA process. The decision to mandate an involuntary Medical Leave of Absence will be made following an individualized assessment; this individualized assessment may include members of the College's Wellness Team and/or Threat Assessment Team. An ILOA may be short-term (10 business days or less) or long-term (e.g. the remainder of the semester or academic year).

A student who disagrees with the College's decision to impose an involuntary LOA may submit an appeal. Appeals will be reviewed jointly by the Vice President for Academic Affairs and Vice President for Student Life & Dean of Students; the involuntary MLOA will remain in effect while the appeal is pending. Appeals must be received within 5 business days of being placed on Involuntary Leave, must be made in writing and include appropriate documentation to support the appeal. The Vice President for Academic Affairs and Vice President for Student Life & Dean of Students may request to meet with the student (as appropriate) and consult with other staff members who have knowledge about the original decision. An appeal decision will be issued within 5 business days. This decision will be communicated in writing and will be final.

During an ILOA, a student may be subject to restrictions including, but not limited to, temporarily being banned from campus, temporary removal from College housing, and/or restriction from participating in any curricular or co-curricular educational experiences or activities.

Compassionate Leave of Absence

While enrolled at the College, students may encounter situations that require them to take leave to care for a sick parent, partner, or dependent, or following the birth or adoption of a child. In these cases, a student may request a Compassionate Leave of Absence (CLOA). In order to request a CLOA, a student must submit a written request for a CLOA to the Dean of the appropriate school (Undergraduate, Continuing and Professional Studies, or Graduate), including documentation to verify the circumstances precipitating the need for a CLOA.

Upon receipt of the written request, the Dean will request a meeting with the student; every effort will be made to hold a meeting within 3 business days, including have a telephone meeting, with the goal of approving or denying the request within an additional 2 business days.

A student may request a SLOA while preparing an application for a CLOA.

Returning from a Leave of Absence

The request to return from a LOA, including the required documentation if returning from a MLOA, must be submitted to the Dean of the appropriate school (Undergraduate, Continuing and Professional Studies, or Graduate) utilizing the instructions provided at the time of the leave. The College and the student may mutually agree to extend this deadline when appropriate. Return from a LOA will not be permitted following the drop/add period for the specific semester during which the student is attempting to return. This procedure is designed to support the success of students as they return to the College.

Returning from any type of LOA can be simultaneously rewarding, exciting, stressful, and demanding. To help ensure a successful reentry, students returning from any type of voluntary LOA are required to meet with a member of the Dean's Office, Student Success, Student Life, and/or other appropriate staff. In order to return from a MLOA, the student must submit documentation (typed and submitted on official letterhead) from a licensed health professional addressing the student's current health status and ability to return to his or her studies.

Depending upon the reasons for the original leave, the student may decide to request support from a number of offices on campus. As appropriate, the College strongly encourages students to utilize the Counseling Center, Student Health, the Disability Resource Center, Student Success, Campus Life, and the respective Dean's offices upon return from a LOA.

Returning from an ILOA requires a student to fulfill all conditions set forth in the written notification of the ILOA. In order to return from an ILOA, the student must submit documentation (typed and submitted on official letterhead) from a licensed health professional addressing the student's current health status and ability to return to his or her studies. The request to return from an ILOA must be submitted utilizing the instructions provided at the time of the

leave. Working in collaboration with the Wellness Team and Threat Assessment Team, the Dean of the appropriate school (Undergraduate, Continuing and Professional Studies, or Graduate) and/or the Vice President for Student Life & Dean of Students may place conditions upon the student's continued enrollment at the College. Failure to comply with these conditions may result in another ILOA or Administrative Withdrawal from the College.

In all types of LOA, a student who fails to contact the College within the determined time period, and who subsequently fails to establish communication with the College, may be withdrawn from the institution per the College's Administrative Withdrawal Policy.

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.

Student Emails

Students are responsible to read all information distributed through the college email system (@chc.edu). Student emails are the official way the College communicates.

Photography and Videography Policy

At Chestnut Hill College, photography and videography (including capturing audio) are a regular part of how we communicate to the world and to our own College community. College personnel photograph and take videos in the classroom, at public events and in a wide range of other venues. Photos and videos are used for various purposes such as education, news and feature stories as well as for promotional or commercial purposes. As questions of rights, permissions and privacy have been raised in connection with photography and videography practices at CHC, we are providing this guidance to the College community.

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

I. PUBLIC SPACES, PUBLIC FIGURES AND NEWSWORTHY USES

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

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

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

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

II. PERMISSION AND RELEASES

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

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

- ❖ Commercial Use. Because liability risks tend to be higher with commercial and/or advertising use, it is advisable to obtain written consent when photos or videos may be used to promote a product or service – and sometimes the College itself. If there is potential commercial use of photos or videos of public figures, there is even greater exposure to liability. The issue of what constitutes “commercial use” is often not clear. The following distinctions may be helpful. Using the image of an individual to market or sell a product, such as a college academic degree program, would likely qualify as a “commercial use.” However, a departmental website showing photos of activities undertaken by people in that department, would likely qualify as an informative, non-commercial use.
- ❖ Minor Children and Other Special Circumstances. It is always important to use professional judgment in taking and using photographs and videos. If the image captured is of a minor child, it is very important to obtain a written photo release of a parent, particularly if the photo is of only a few children (as compared to a very large crowd), and particularly if the photo will be displayed or published broadly. Use judgment and obtain photo releases with other vulnerable populations. Further, obtain photo releases in highly sensitive contexts, such as events where political, identity, or health concerns are central.
- ❖ Sensitive Topic Large Gatherings. In most cases, attendance at large gatherings is not controversial and privacy interests are low. In such cases, permission may not be needed at all. However, if the event is about a topic that may raise privacy issues (for example relating to substance abuse, mental health, identity issues) it is recommended to post a sign or otherwise announce that photos or video will be taken and provide participants an area where they may be without being photographed or video recorded.

III. TEACHING, CLASSROOMS, AND STUDENTS

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

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

Public Posting of Class Recordings. If photos or videos will be posted publicly, or otherwise made available beyond the individuals in the class and academic administrators, the College must inform students of that fact and should make available areas of the classroom where students who do not wish to appear will not be photographed or video recorded. Pursuant to FERPA, in this situation the College may not condition enrollment in the class on the student’s agreement that photos or video recordings of them may be publicly distributed.

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

IV. EMPLOYMENT USES, FACULTY AND STAFF

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

V. SOCIAL MEDIA

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

VI. COPYRIGHT AND DIGITAL PHOTO MANAGEMENT SYSTEMS

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

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

Service and Assistance Animal Policy

I. PURPOSE

Chestnut Hill College is committed to providing equal educational and employment access to individuals with disabilities, including the appropriate use of a **Service or Assistance Animal** to participate fully in all programs and activities.

II. DEFINITIONS

Disability

The Americans with Disabilities Act (ADA) defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

Service Animal

A Service Animal is a dog that has been trained to do work or perform tasks for the benefit of an individual with a disability and meets the definition of Service Animal under the Americans with Disabilities Act (ADA) regulations at 28 CFR 35.104. In some cases, a miniature horse may be permitted as a Service Animal under the ADA regulations at 28 CFR 35.136(i). Other animals, whether wild or domestic, do not qualify as Service Animals.

Examples of such work or tasks which may be performed by a Service Animal include but are not limited to: guiding people who are blind, alerting people who are deaf or hard of hearing, pulling a wheelchair, assisting an individual who is having a seizure, providing physical support and assistance with balance/stability for individuals with mobility impairments, providing non-violent protection or rescue work, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.

Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. A dog whose sole function is to provide comfort or emotional support does not qualify as a Service Animal.

Assistance Animal

An Assistance Animal is one that is necessary to afford a person with a disability an equal opportunity to use and enjoy College housing. An Assistance Animal may provide physical assistance, emotional support, calming, stability and other kinds of assistance. Assistance Animals do not perform work or tasks that would qualify them as Service Animals under the ADA. Assistance Animals that are not Service Animals under the ADA may still be permitted, in certain circumstances, in College housing pursuant to the Fair Housing Act and as a reasonable accommodation determined by the Director of the Center for Accessibility and Learning Services(CALS). An Assistance Animal may be any type of animal as long as the animal does not pose a direct threat to health and safety. These animals may also be referred to as Emotional Support Animals (ESA) or Therapy Animals.

Handler

The Handler is the student, employee or other visitor with a disability that a Service Animal or Assistance Animal assists or their personal care attendant who handles the animal for the person with a disability.

Pet

A Pet is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Assistance Animal. It is not covered by this policy. Residents are not permitted to keep

pets, other than those permitted by College housing, on College property or in College housing in accordance to the Student Code of Conduct.

III. SERVICE ANIMAL POLICY

Individuals with disabilities are permitted to be accompanied by their Service Animals on all Chestnut Hill College campuses where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. This includes but is not limited to:

- College buildings, classrooms, residence halls, meeting rooms, dining areas, recreational centers and facilities, activities and events when the Service Animal is accompanied by an individual with a disability who indicates the Service Animal is trained to provide, and does provide, a specific service for them that is directly related to their disability.
- Additional information regarding the use of Service Animals on campus is available from the Center for Accessibility and Learning Services at 215-242-7738 via email at cals@chc.edu.
- Service Animals living in College housing must comply with all applicable Pennsylvania dog laws. Information related to licensing, ID tags, vaccinations, rabies and other requirements can be found in [Pennsylvania's Dog Law](#).

Pennsylvania dog law citations:

- Citation: PA ST 3 P.S. § 459-101 - 1205; PA ST 3 P.S. § 501, 531-532, 550-551; PA ST 34 Pa.C.S.A. § 2381-2386
- Citation: 3 P.S. § 459-101 - 1205; 3 P.S. § 501, 531-532, 550-551; 34 Pa.C.S.A. § 2381-2386

IV. ASSISTANCE ANIMAL POLICY

Individuals with disabilities are not permitted to be accompanied by Assistance Animals while on campus. The only exception is the allowance of an Assistance Animal in an on-campus housing residence hall if the presence of that animal has been determined to be a reasonable accommodation by the Director of the Center for Accessibility and Learning Services and is listed on an individual's Accommodation Verification Letter (AVL).

Additional information regarding the use of Assistance Animals on campus is available from the Center for Accessibility and Learning Services or at cals@chc.edu.

Assistance Animals that are dogs living in College housing must comply with all applicable Pennsylvania dog laws. Information related to licensing, ID tags, vaccinations, rabies and other requirements can be found in [Pennsylvania's Dog Law](#).

Pennsylvania dog law citations:

- Citation: PA ST 3 P.S. § 459-101 - 1205; PA ST 3 P.S. § 501, 531-532, 550-551; PA ST 34 Pa.C.S.A. § 2381-2386
- Citation: 3 P.S. § 459-101 - 1205; 3 P.S. § 501, 531-532, 550-551; 34 Pa.C.S.A. § 2381-2386

V. PROCEDURE FOR REQUESTING AN ASSISTANCE ANIMAL

An individual with a disability who is requesting to bring an Assistance Animal into College housing should register with Director of the Center for Accessibility and Learning Services by following the process outlined in the Academic Policies for Students with Disabilities in order to make the formal

request. The Director of the Center for Accessibility and Learning Services will review the submitted medical documentation and meet with the individual to continue the process. An individual is not permitted to bring an Assistance Animal to campus until the request has been formally approved by the Director of the Center for Accessibility and Learning Services. The Director of the Center for Accessibility and Learning Services will consult with College housing and other College departments when relevant as it pertains to overall health and safety. Each request will be considered on a case-by-case basis with the final decision being made by the Director of the Center for Accessibility and Learning Services. More information regarding the process can be found at <https://www.chc.edu/learning-and-resource-centers/center-accessibility-and-learning-services>.

VI. INSTANCES WHEN A SERVICE ANIMAL MAY NOT BE PERMITTED

A Service Animal may not be permitted in a certain area if the College determines that permitting the Service Animal poses a health or safety concern, the Service Animal is not housebroken or cannot be effectively controlled by the handler. The accompaniment of an individual with a disability by a Service Animal in locations with health and safety restrictions or when the animal is suspected of being uncontrolled or not housebroken will be reviewed on a case-by-case basis by the Director of the Center for Accessibility and Learning Services in consultation with College police as it relates to overall campus safety. The final determination will be made by the Director of the Center for Accessibility and Learning Services.

If the College determines that a Service Animal must be excluded, the individual with a disability will be provided the opportunity to participate in the service, program or activity without having the Service Animal on the premises and to request alternative, reasonable accommodations through the Director of the Center for Accessibility and Learning Services.

VII. RESPONSIBILITY OF HANDLERS

All handlers are expected to abide by the following:

- A. An approved Assistance Animal is only permitted in the student's residence hall as an approved accommodation from the CALS and is not permitted in any other areas except as required for transportation off-campus or to eliminate waste. Assistance Animals are not permitted to accompany their handler to any other location(s) on campus where animals are not permitted.
- B. Service Animals shall be under the control of their handler at all times. Assistance Animals shall be under the control of their handler at all times while the handler is present in the residence hall. Service and Assistance Animals must have a harness, leash or other tether, unless either the individual is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash or other tether would interfere with the Service Animal's safe, effective performance of work or tasks or the Assistance Animal's safe, effective provision of assistance in which case the animal must be otherwise under the handler's control (e.g., voice control, signals or other effective means).

- C. Service or Assistance Animals may not be left overnight in College housing (without its handler) to be cared for by another student. Animals must be taken with the student if they leave for a prolonged period of time.
- D. When the Assistance Animal's handler must leave the residence hall, it is the responsibility of the handler to ensure that that Assistance Animal is appropriately contained within the room and not able to leave the dorm room. In order to restrain the animal it is appropriate to use a cage, carrier, crate or other method for this purpose.
- E. Other students and/or College Personnel are not responsible for the care or supervision of a Service or Assistance Animal.
- F. Cleaning up after the Service or Assistance Animal is the sole responsibility of the handler. The person cleaning up after the Service Animal should: carry sufficient materials to clean up the animal's feces whenever the animal is on campus; properly dispose of any waste/litter; contact College Housekeeping at 215.248.7121 or housekeeping@chc.edu if arrangements must be made to assist with clean-up. Any cost incurred by College Housekeeping services for cleaning up after the Service Animal is the sole responsibility of the handler. The cleanliness and care of the Service Animal is the sole responsibility of its handler.
- G. The College shall not charge a surcharge for the Service or Assistance Animal, even if people accompanied by pets are required to pay fees. If the College normally charges individuals for damages caused by a pet, an individual with a disability may also be charged for damage caused by the Service or Assistance Animal. The College will give priority consideration to the specific methods requested by a student, but cannot guarantee that a particular accommodation will be granted if the College determines it is not reasonable or that other suitable methods are available.

Failure to meet any of the above regulations will result in the removal of the Service or Assistance Animal.

VIII. ACCEPTABLE INQUIRIES OF A PERSON USING A SERVICE ANIMAL

Federal law does not require the individual to provide documentation that the animal has been certified, trained or licensed as a Service Animal. In making a decision whether to permit accompaniment of a Service Animal, the College shall not ask about the nature or extent of a person's disability. The College may, however, ask the following two questions when the status of the dog or miniature horse as a Service Animal is not readily apparent:

- A. Is the dog a Service Animal required because of a disability?
 - i. This is a "yes" or "no" question.
 - ii. If the answer to Question A is "yes", proceed by asking Question B.
 - iii. If the answer to Question A is "no" the animal would not be considered a Service Animal and would not be allowed on campus where animals are generally not permitted.

- B. What work or task has the dog been trained to perform?

Specific questions related to the use of Service Animals at Chestnut Hill College can be directed to the Director of CALS via email to cals@chc.edu or by phone at 215-242-7738.

IX. APPEALS PROCESS

Any person at Chestnut Hill College dissatisfied with a decision regarding a Service or Assistance Animal may appeal through the Director of -CALS within 30 calendar days of the decision. A formal Letter of Appeal should be submitted to the Director of CALS containing the following:

- A. Name and College ID number of appellant
- B. Basis for the appeal
- C. The remedy or relief sought
- D. Any supporting information

Upon receipt of the Letter of Appeal, the Director of CALS will review the appeal, make a determination, and notify the student of the determination in writing within 10 business days of the receipt of the appeal. In the event that the Director of CALS made the decision that is being appealed, the Vice President of Strategic Innovation or designee will review the appeal and make a determination.

X. PUBLIC ETIQUETTE TOWARD SERVICE AND ASSISTANCE ANIMALS

All members of the College community are required to abide by the following practices:

- A. Allow a Service Animal to accompany its handler at all times and in all places on campus, with exception only of other places which have been determined to pose a significant health or safety risk.
- B. Allow an Assistance Animal to accompany its handler in their Residence Hall.
- C. Do not touch or pet a Service or Assistance Animal unless invited to do so.
- D. Do not feed a Service or Assistance Animal.
- E. Do not separate or attempt to separate a Handler from their Service or Assistance Animal.
- F. Do not inquire for details about the Handler's disabilities. The nature of a person's disability is a private matter. See Section VIII above regarding Acceptable Inquiries of a Person Using a Service Animal.

XI. CONFLICTING HEALTH CONDITIONS

Individuals at Chestnut Hill College with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) and that would rise to the level of a disability as defined by the Americans with Disabilities Act (ADA) are asked to contact the Director of the Center for Accessibility and Learning Services (CALS) if they have a health or safety related concern about exposure to a Service or Assistance Animal.

CALS will consider the conflicting needs and/or accommodations of all persons involved so as to provide reasonable accommodations to all individuals with disabilities at Chestnut Hill College. In the event that the decision made by the Director of CALS is not agreeable to all parties, individuals would have the ability to utilize the College's appeal process. All appeals are reviewed by the Vice President of Strategic Innovation.

Posting Policy

Posting areas are an important means of communication among the members of the Chestnut Hill College community. Posted materials must comply with the policies set forth in the Student Handbook and other College policies. Chestnut Hill College does not permit the posting of flyers, posters or electronic messages on digital signage boards (televisions) without prior approval in accordance with the procedures set forth below.

Moreover, the College does not permit the posting of any approved flyer or poster on any glass surface or painted walls on campus. All flyers/posters must be placed on a bulletin board or any approved area (i.e. elevators). All flyers and posters must have an Academic Affairs or Student Life approved stamp before posting.

Approval Procedures

All flyers, posters, and electronic messages must be approved in advance for posting by the Office for Student Engagement (3rd Floor of Saint Joseph Hall). Flyers should be emailed in PDF format to studentengagement@chc.edu for an electronic approval stamp. All postings submitted for approval must have the following information:

- Name of the sponsoring party (club or organization, department, etc.)
- Contact name and email
- All pertinent information regarding the activity (who, what, when, where)
- Accessibility clause (see below for more information)

Department sponsored programs and events may have the Academic Affairs (send to the Vice President of Academic Affairs) or Student Life (send to the Coordinator for Student Engagement) electronic approval stamp. All Clubs and Organizations or Community Members must have the Student Life approved stamp. Items without a stamp may be taken down. In addition, the following factors will be considered in determining whether the posting will be approved:

- Posters, flyers, and electronic messages are subject to a standard of “not socially offensive” (such as no personal attacks or obscenity);
- Posters, flyers, and electronic messages may not depict characterization of alcohol or other drugs or otherwise violate College policy or local, state, or federal laws;
- Flyers and posters promoting alcohol or drug awareness and responsible decision-making will be permitted.

All advertisements regarding student employment should be for jobs available via Handshake and include the hiring department's contact information. Any printed advertisements for off-campus jobs must be approved by the Coordinator for Student Engagement and Leadership.

Duration of Posting

Upon receiving approval from the Office for Student Engagement and Leadership, flyers/posters may only be posted for two weeks before the event. Notices for services may remain on the bulletin boards for the semester and be removed before winter/summer breaks. We encourage groups and departments to refresh flyers for long-lasting services each semester so that the postings feel new at the start of the term.

Individuals and clubs are responsible for removing flyers/posters within 1 business day of the event (example: flyers for an event on Friday should be removed by the following Monday; flyers for an event on Wednesday should be removed by Thursday).

Accessibility

All advertisements must meet ADA accessibility requirements. When designing flyers, consider the following elements of Universal Design so that all individuals can enjoy your advertisement without issue:

- Use a straight, simple sans serif font to increase readability. Sans serif fonts do not feature the small “feet” at the end of their strokes and tend to be easier to read on device screens. A few examples include Arial, Helvetica, and Century Gothic. Acceptable fonts may extend beyond this list; however, they should be easy to read quickly. It is recommended to avoid script, handwriting, or fancy fonts for the entirety of your advertisement.
- Be aware of color contrasts in your designs. Use dark fonts on light backgrounds and light fonts on dark backgrounds.



- For digital advertisements:
 - Add alt text to your photos and/or describe the image in the caption. Doing so will help individuals with visual impairments to enjoy the content of your posts! For more details about using alt text, see [here](#).
 - Keep it short! No one wants to read a huge block of text in your caption.
 - Outside links – Instagram doesn’t allow you to click on links in captions and having a QR code in your post is useless if the person is scrolling on their phone. Utilize the “link in bio” feature or create a Linktree for free to share multiple links on your profile.
 - When distributing your flyer digitally (via email or social media), you should include all relevant information from the flyer (event title, location, time, description) in the body of the email or in the caption of the post.
- All flyers for events must include the following phrase: “Accommodation requests and/or physical access needs related to a disability should be made prior to the event. Contact [insert

point of contact for event]. This event is sponsored by [insert club or department sponsoring the event].”

Approved Posting Areas

General Information:

- No more than one posting is allowed per bulletin board, propped door, or section of wall.
- Printed materials must be no larger than 11 x 17 inches, unless otherwise approved by the Coordinator for Student Engagement and Leadership.
- Only pushpins may be used on bulletin boards and blue painters' tape only (duct tape, scotch tape, etc. may be damaging to many of the surfaces on campus) on other surfaces. The Office for Student Engagement and Leadership may be able to assist with pushpins or blue painters' tape if there is none available through the organization.
- Bulletin boards
 - Library 1st and 2nd Hallway Floors (by the elevator, not the stacks)
 - Outside of the Mailroom
 - Outside of the dining hall
 - Outside of the SAO (St. Joseph's Hall 349)
 - Martino Hall
 - Hallway that connects Fournier and St. Joseph Halls
 - Griffin's Den (ground floor of St. Joseph's Hall)
 - Elevators
- Wall near the library front door
- Martino, Fournier, and St. Joseph Hall elevators
- McCaffrey Lounge (wall above trashcans, next to the door to Fournier Lobby)
- Griffin's Den

Residence Hall Posting

All flyers hung in residence halls must be approved by the Office of Student Engagement prior to posting and possess the Student Life approval stamp. Students, faculty, and staff may email studentengagement@chc.edu for an electronic stamp. Flyers may not be hung on Resident Assistant bulletin boards, cover up any Resident Assistant decorations, or be displayed on the glass door entrances to each building.

The following areas are approved for posting in the residence halls:

- Elevators
- Stairwells
- Wall space in the lobby/entrance not covered by decorations
- Lounges

Non-CHC Advertisement

Approved posters and flyers advertising non-CHC Events are permitted only in the Community Bulletin Board in Fournier Lobby near dining hall entrance. A community member may email studentengagement@chc.edu to obtain the approval stamp, and the Office will display the flyer on the community bulletin board.

Digital Marketing

Events Calendar

Clubs and Organizations may advertise events on the Student Life Activities section of the Website calendar. When Clubs/Organizations submit Event Approval Forms, Campus Student Life will automatically add approved events to the calendar. To see the calendar visit www.chc.edu/calendar.

CHC Weekly Lineup

All events listed on the website calendar are also added to the CHC Weekly Lineup email, which is a weekly email sent to faculty, staff, and students on the first day of the week. Club leaders can request flyers be added to this email by emailing StudentLife@chc.edu by Thursday at noon (12 pm).

Campus Televisions

All clubs/organizations may advertise upcoming events on campus televisions. All advertisements must be in PowerPoint format and emailed to the Office for Student Engagement and Leadership at studentengagement@chc.edu.

Social Media

In keeping with the Guidelines on the Use of Social Media at CHC, it is important to recognize that when conducting CHC business – online and off – one must comply with CHC policies. Because of the powerful ability of social media to broadcast information worldwide, make sure to protect all confidential personal information – only posting what you have permission to post by law, policy, or explicitly by the person(s) in the photo. Refer to the section of the Student Handbook for the full description. Any individual, department, or club who would like their event or service shared to the CHC Student Life Instagram account should email their graphic and caption to studentengagement@chc.edu.

Sidewalk Chalk

Sidewalk chalk may only be used on sidewalks in areas where rain will wash it away. Advertising with sidewalk chalk may only be done up to 3 days prior to the event. All language and graphics used in the advertisement must be appropriate. Violations will forfeit their group's right to advertise with sidewalk chalk and receive a warning (see Violations & Fines section). Please email any questions about sidewalk chalking to studentengagement@chc.edu.

Posting Policy Violations & Fines

Community members in violation of the College posting policy will receive a written (email) warning. Individuals, organizations, or departments may be required to pay a \$50.00 fine or lose posting privileges on campus. If a violation causes damage, the individual or organization may be required to pay for the repair and the fine. Failure to pay a fine may result in a denial of future postings or club registration. Please report any posting violations to the Office for Student Engagement and Leadership by emailing studentengagement@chc.edu.

Weapons Policy

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

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

Policy/Procedures

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

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

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

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

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

Definitions

- **Firearm:** Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by pressurized gas. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc. and any ammunition for any such device.
- **Weapon:** Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, num-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of Pennsylvania.
- **Explosives:** Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, of any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, fireworks, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

Chestnut Hill College reserves the right to amend these policies, as circumstances require.