



ANNUAL SECURITY

&

FIRE SAFETY REPORT

2024

(January 1, 2024 – December 31, 2024)

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Introduction

Purpose of Plan

Chatham University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus and on public property adjacent to and accessible from the campus. The report also includes institutional policies concerning campus safety and security. Having access to campus safety and security information is important for current students and employees at Chatham University.

This report is coordinated, prepared, and updated by the Chatham University Police Department, Title IX Office, and Office of Student Affairs, in conjunction with various campus partners. The Annual Security Report may be directly accessed by visiting <http://www.chatham.edu/clery-report>.

An email notifying all students and employees of the availability of the report is sent annually. Chatham University's Public Safety Department receives statistical reports from the Pittsburgh and Police Departments for crimes in or near the campus boundaries. Police statistics are combined with information from Chatham's Public Safety Department, the Office of Student Affairs and other designated campus officials (including, but not limited to residence life staff, advisors to students and student organizations, and athletics coaches) to provide the total record of reported crimes, arrests, and referrals.

The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from The Department of Public Safety, local law enforcement, and other University officials who have "significant responsibility for student and campus activities";
- Provide "emergency warning" notices of those crimes that have occurred and post an ongoing "threat to students and employees"; and
- Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of The Department of Public Safety and is reported to The Department of Public Safety."

State Legal Requirements – The Pennsylvania Uniform Crime Reporting Act

The Pennsylvania Uniform Crime Reporting Act (18 P.S. §20.101 et seq.), as implemented by Chapter 33 of the Regulations of the State Board of Education, requires colleges and universities to:

- Report to the Pennsylvania State Police, on an annual basis, crime statistics for publication in the FBI's Uniform Crime Report, which collects data on additional categories of felony and misdemeanor crime;
- Report crime rates for all reportable offenses;
- Provide the numbers of enrolled students and employees; and
- Disclose information and security policies on the types of available student housing, admission of visitors to housing facilities, measures to secure entrances, and standard features to secure room doors.

Section I - Campus Crime Information

Under the Clery Act, campuses are required to report campus crime statistics for certain criminal offenses, hate crimes, arrests, and disciplinary referrals to the campus judicial process. In all cases, this data must be broken down according to the geographic location of the occurrence of the offense.

Crime statistics for Shadyside Campus, Chatham Eastside, and Eden Hall Campus follow on the next pages.

Clery Geography

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to a building or property described in the paragraph above, that: is owned by the institution or controlled by another person; is frequently used by students; and supports institutional purposes (such as food or other retail vendor).

On Campus – in Residential Halls

"Dormitories or other residential facilities for the students on campus" is a subset of the on-campus category. Institution must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student dorms or residential facilities on campus. As a subset, the number of crimes reported for dormitories or other residential facilities must be less than or equal to the number of reported crimes for the on-campus category.

Non-Campus Building or Property ⁽¹⁾

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

⁽¹⁾ These properties for Chatham include:

**** Non-Campus Property:** These properties for Chatham include: Chatham-owned property at 5245 Centre Ave, Pittsburgh, 15323, PA 4156 Glasgow Road, Valencia, PA 16059; 4252 Glasgow Road, Valencia, PA 16059; 6023 Linwood Drive, Valencia, PA 16059; Graham Field, 1125 Princeton Blvd., Wilkinsburg, PA 15221; Hunt Armory, 324 Emerson Street, Pittsburgh, PA 15206; West Field, 1846 West Street, Munhall, PA 15210.

On Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within campus, or immediately adjacent to and accessible from the campus.

Clery Definitions

CRIMINAL OFFENSES

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Rape: Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling: Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the age of consent (18 years old).

Robbery: The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied using a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury from an aggravated assault occur when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry into a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with the intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

Domestic Violence: Any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or who has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Any violence committed by a person:

- (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim;
and
- (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the people involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress.

HATE CRIMES

Hate Crimes: A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Categories of bias are **race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability**. Hate crimes include all Criminal Offenses listed above as well as Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property (see definitions immediately below).

Additional Crimes that only apply to Clery statistics IF there is a finding of a hate crime bias based on investigation:

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples include pocket picking, purse snatching, shoplifting, theft from building, and theft from motor vehicle.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm using threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

LIQUOR, DRUG, AND WEAPONS LAW VIOLATIONS

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Law Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

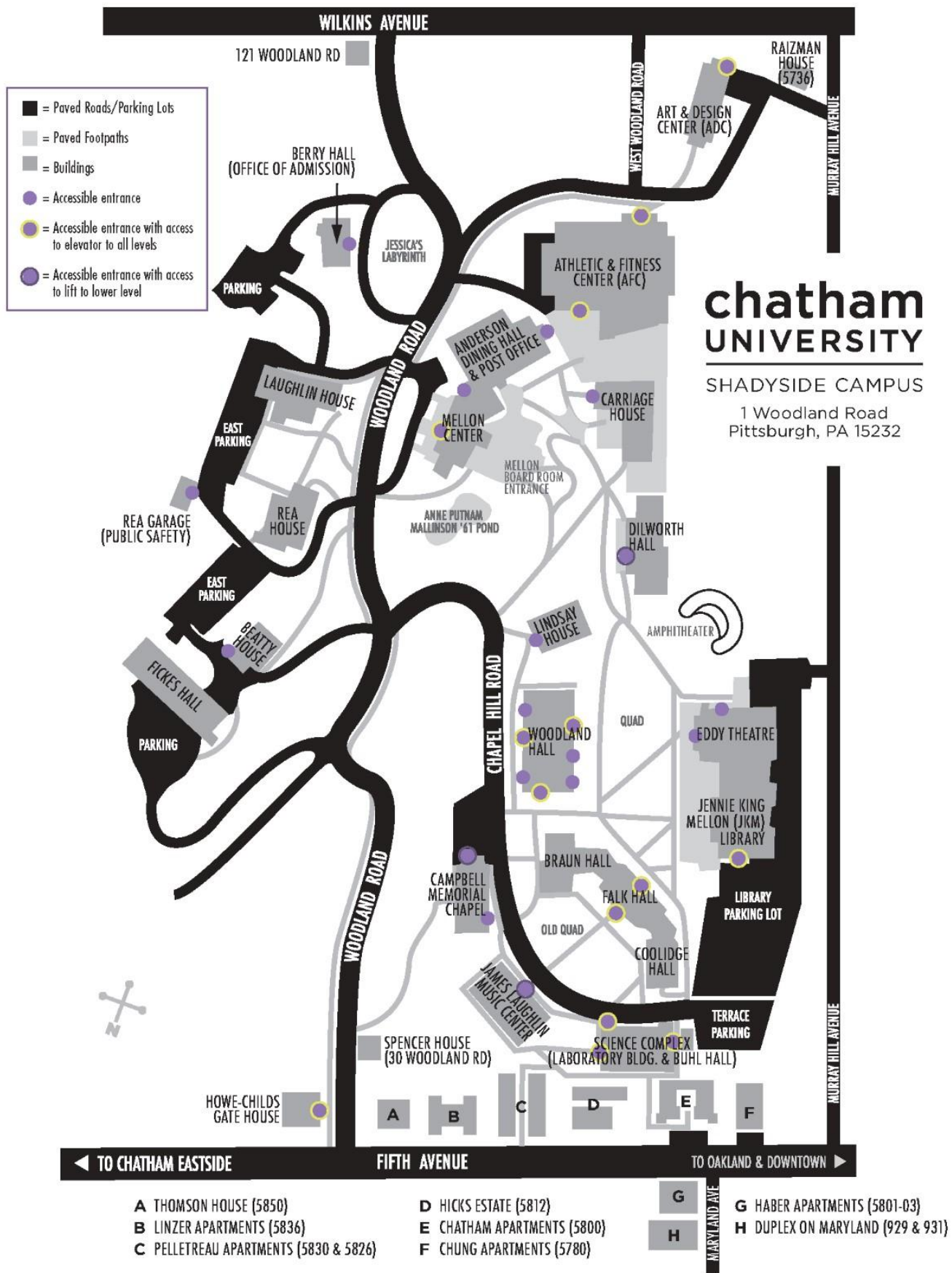
Weapons Law Violations: The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carry deadly weapons, (concealed or openly); furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

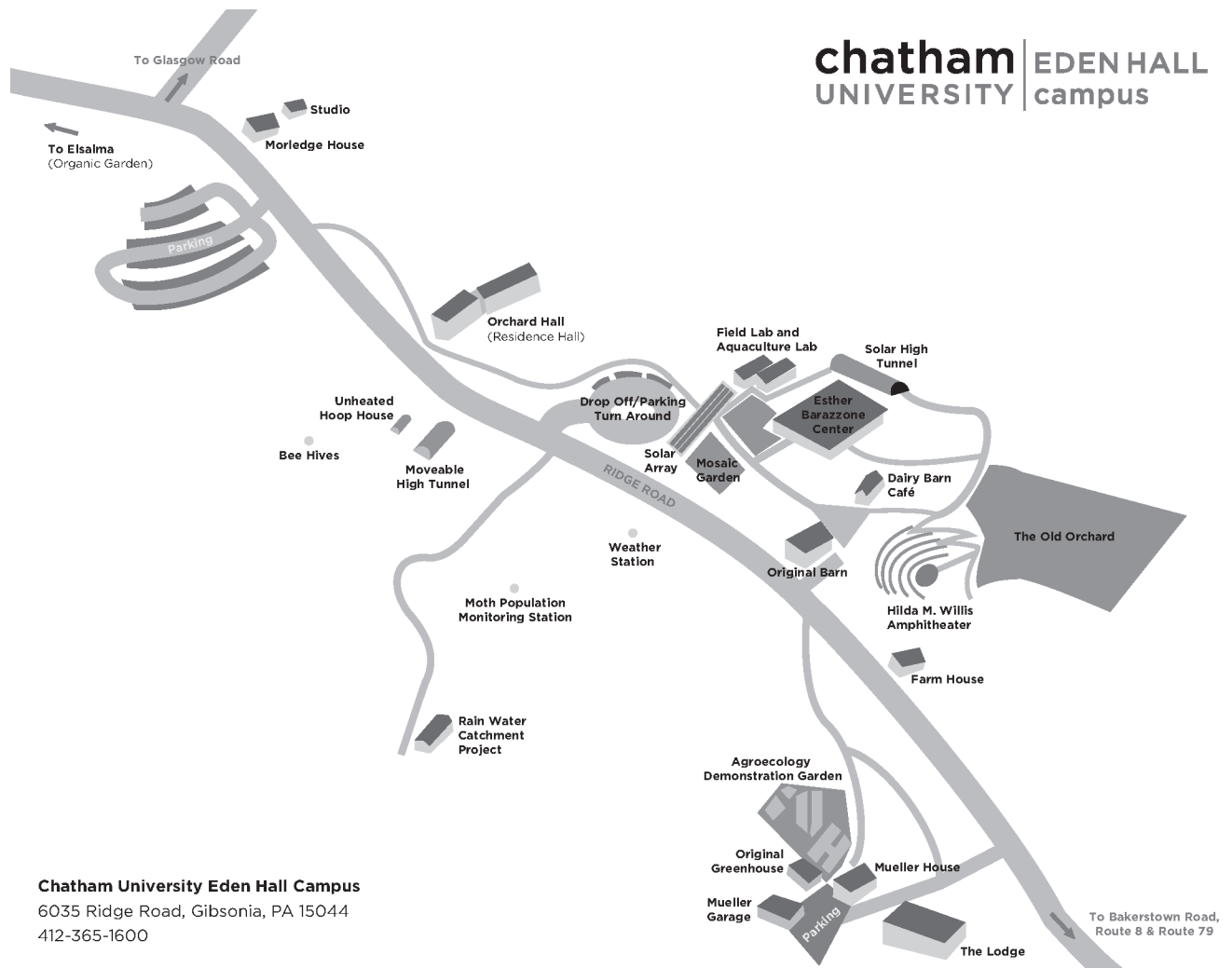
Clery Act Statistics – 2024

	On Campus Property			Residential Facilities *			Non Campus Property **			Public Property		
Clery Act Categories and Crimes	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Criminal Offenses												
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Rape	2	2	3	2	1	3	0	0	0	0	0	0
Sexual Assault - Fondling	3	3	2	2	2	2	0	0	0	0	0	0
Sexual Assault - Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	1	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	1	1	0	1	0	0	0	0	0	0
Stalking	0	3	0	0	1	0	0	0	0	0	0	0
Arrests and Referrals for Disciplinary Action												
Illegal Weapons Possession Violations - Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations - Referrals for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation - Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation - Referrals for Disciplinary Action	7	10	10	7	9	10	0	0	0	0	0	3
Liquor Law Violations - Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations - Referrals for Disciplinary Action	4	20	25	14	20	25	0	0	0	0	1	2
Hate Crimes												
2024	There were no reported Hate Crimes in 2024											
2023	There were no reported Hate Crimes in 2023.											
2022	There were no reported Hate Crimes in 2022.											
Unfounded												
There were no Unfounded Crimes in 2022, 2023 and 2024.												
*Crimes reported under "Residential Facilities" must also be included under "On Campus Property."												
** Non-Campus Property: These properties for Chatham include: Chatham-owned property at 5245 Centre Ave, Pittsburgh, 15323, PA 4156 Glasgow Road, Valencia, PA 16059; 4252 Glasgow Road, Valencia, PA 16059; 6023 Linwood Drive, Valencia, PA 16059; Graham Field, 1125 Princeton Blvd., Wilkinsburg, PA 15221; Hunt Armory, 324 Emerson Street, Pittsburgh, PA 15206; West Field, 1846 West Street, Munhall, PA 15210.												

Clery Act Statistics
Chatham University - Eden Hall Campus
Clery Act Statistics – 2024

	On Campus Property				Residential Facilities *				Non Campus Property **				Public Property		
Clery Act Categories and Crimes	2022	2023	2024		2022	2023	2024		2022	2023	2024		2022	2023	2024
Criminal Offenses															
Murder and Non-negligent Manslaughter	0	0	0		0	0	0		0	0	0		0	0	0
Manslaughter by Negligence	0	0	0		0	0	0		0	0	0		0	0	0
Sexual Assault - Rape	0	0	0		0	0	0		0	0	0		0	0	0
Sexual Assault - Fondling	0	0	0		0	0	0		0	0	0		0	0	0
Sexual Assault - Incest	0	0	0		0	0	0		0	0	0		0	0	0
Sexual Assault - Statutory Rape	0	0	0		0	0	0		0	0	0		0	0	0
Robbery	0	0	0		0	0	0		0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0		0	0	0		0	0	0
Burglary	0	0	0		0	0	0		0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0		0	0	0
VAWA Offenses															
Domestic Violence	0	0	0		0	0	0		0	0	0		0	0	0
Dating Violence	0	0	0		0	0	0		0	0	0		0	0	0
Stalking	0	0	0		0	0	0		0	0	0		0	0	0
Arrests and Referrals for Disciplinary Action															
Illegal Weapons Possession Violations - Arrests	0	0	0		0	0	0		0	0	0		0	0	0
Illegal Weapons Possession Violations - Referrals for Disciplinary Action	0	0	0		0	0	0		0	0	0		0	0	0
Drug Law Violation - Arrests	0	0	0		0	0	0		0	0	0		0	0	0
Drug Law Violation - Referrals for Disciplinary Action	0	0	0		0	0	0		0	0	0		0	0	0
Liquor Law Violations - Arrests	0	0	0		0	0	0		0	0	0		0	0	0
Liquor Law Violations - Referrals for Disciplinary Action	0	1	0		0	0	0		0	0	0		0	0	0
2024	There were no reported Hate Crimes in 2024														
2023	There were no reported Hate Crimes in2023														
2022	There were no reported Hate Crimes in 2022														
Unfounded															
There were no Unfounded Crimes in 2022, 2023 and 2024.															
*Crimes reported under "Residential Facilities" must also be included under "On Campus Property."															
** Non-Campus Property: These properties for Chatham include: Chatham-owned property at 5245 Centre Ave, Pittsburgh, 15323, PA 4156 Glasgow Road, Valencia, PA 16059; 4252 Glasgow Road, Valencia, PA 16059; 6023 Linwood Drive, Valencia, PA 16059; Graham Field, 1125 Princeton Blvd., Wilkinsburg, PA 15221; Hunt Armory, 324 Emerson Street, Pittsburgh, PA 15206; West Field, 1846 West Street, Munhall, PA 15210.															





Section III - Chatham University Department of Public Safety Authority and Jurisdiction

The Chatham University Public Safety Department oversees all aspects of campus safety and security. The department consists of a Chief of Police and full- and part-time police and security officers. A public safety officer is on-call 24 hours a day. The department is overseen by the Vice-President of Finance and Administration.

All police officers in the Public Safety Department are certified under Pennsylvania Legislative Act 120, Municipal Police Officers Education and Training Act and/or Legislative Act 235, The Lethal Weapons Training Act, and are armed. Police officers are sworn in by Allegheny County and have arrest powers as granted by Pennsylvania Legislative Act 501: The Private Police Act. Their jurisdiction includes all Chatham University property and all roads running through and adjacent to the campus. All police officers must attend mandatory in-service training sessions, which address a range of topics relating to police work and are updated on a regular basis. Police officers are required to be trained in the use of firearms and must qualify annually.

The Public Safety Department cooperates fully with local and state law enforcement agencies in cases that involve both on and off campus jurisdictions or when resources of another agency can better facilitate the resolution of an investigation. Crimes occurring on campus are reported to the City of Pittsburgh Police Department when appropriate and when required by law. The Pittsburgh Police also service the campus community and can be contacted directly through the regular emergency numbers. The Public Safety Department maintains an excellent relationship with the Pittsburgh Police and can exchange communication by direct radio link. In addition, the Pittsburgh Police Department assists with criminal investigations and crime prevention awareness programs offered to all community members.

The Chatham University Public Safety Department prepares Chatham University's Clery Act web pages, including the Crime Statistics Report, to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This information is prepared in cooperation with local law enforcement agencies surrounding the campus and the Chatham University Public Safety Department. Campus crime statistics, arrests, and referral statistics include those reported to the Chatham University Public Safety Department, designated campus officials, and local law enforcement agencies. Each year, an email notification is sent to all community members that provides a link to access the Public Safety Department web site and Crime Statistics Report. All prospective employees may obtain a copy of the Report by contacting the Director of Human Resources or Public Safety. All prospective employees may obtain a copy of the Clery Report from the public website or by request to Human Resources or The Department of Public Safety.

There are no current memoranda of understanding between Chatham University and local, state, or federal law enforcement partners.

Security Awareness and Crime Prevention Programs

Your safety and security are extremely important to us at Chatham University. The following information is provided to share with you our commitment to the safety and security of the Chatham University community.

Sexual Harassment, Assault, Rape Prevention (SHARP) Programs:

The Public Safety Department has certified SHARP instructors and offers SHARP training free of charge to community members. This training is offered twice a week on an as-needed basis by an on-site SHARP instructor. Students are taught and learn preventative tactics and measures to help in these instances.

Crime Prevention Programs:

The Public Safety Department has certified crime prevention officers. We provide training, distribute information, and provide other crime prevention services to campus community members.

Active Shooter Training:

Chatham University currently has two trained ALICE (Alert, Lockdown, Inform, Counter, Evacuate) instructors who teach active shooter training to the campus community. First year students receive training during their orientation, and the rest of the community is scheduled throughout the year.

For information on SHARP or other crime prevention programs, contact the Chatham University Chief of Police, (412) 365-1231.

Escort Service

The Office of Public Safety provides on-campus escorts to campus community members who feel the need for an officer to accompany them when walking from one building to another. For an escort call the Public Safety Office at ext. 1230.

Personal Safety Responsibility

Please keep in mind that maintaining a safe and secure campus for everyone is a joint effort between the Public Safety Department and the community. Be vigilant for yourself and those around you, maintaining good judgment while navigating campus. Be watchful and alert; do not hesitate to call Public Safety if assistance is needed. Community members are encouraged to report all crimes and public safety related incidents to The Department of Public Safety in a timely manner.

Card Access

All residence halls and apartment access points and entrances are secured at all times. Students are issued an ID/access control card to access the following Residence Halls: Chatham, Chung, Linzer, Pelletreau, and Hickes. Keys are issued for access to Haber Apartments. Students are only provided access to the Residence Hall/Apartment in which

they reside. During winter breaks and summer months, the Access Control System deactivates all card access to the Resident Halls, except for those individuals who are authorized to enter. Students are educated on the importance of safeguarding their ID cards and room keys as well as the need to properly secure all doors and windows. All students are expected to sign in their guests, and non-Chatham visitors are not allowed into the Residence Halls unless accompanied by a Chatham resident and signed into the guest book. Overnight visitors are permitted, for up to three consecutive nights, except for fall semester First-Year students are not permitted overnight guests until the first Friday in December.

Every individual student room has locks on all doors and windows. Each student is issued a key to their individual room. During business hours, the University (excluding the above-mentioned Residence Halls and Apartments) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all University facilities is by key, if issued, or by admittance by request through Public Safety. Campus police will admit only those with a valid room access pass. The Public Safety Department and resident assistants conduct patrols of each hall and campus properties. All other buildings/classrooms on campus remain secured with card access only after normal business hours. Both the Shadyside Campus, Chatham Eastside, and Eden Hall Campus comply with all aspects of Clery through this Report.

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the appropriate police agencies in an accurate and timely manner.

To report a crime or an emergency, call 911 or the Chatham University Department of Public Safety at 412-365-1111. To report a non-emergency, security, or public safety related matter, call 412-365-1230. Campus police and security officers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, officers will take the required action, dispatch an officer or ask the victim to come to the police station to file an incident report. Emergencies can also be reported by using any one of the emergency call boxes located throughout the campus, or by using the emergency intercom system located in building elevators.

If you are unsure of which agency can best assist you, you may call any law enforcement agency, and they will either provide information to assist you or provide contact information for the agency that has jurisdiction where the incident took place.

All incident reports are forwarded to the Chief of Police for review and potential action. Investigations will be conducted when deemed appropriate. If assistance is required from the Pittsburgh Police Department, officers will contact that Department. If a sexual assault or rape should occur, staff on the scene, including officers, will offer the victim a variety of services,

including but not limited to on-site support from staff members from the Office of Dean of Students and/or consultation with campus Counseling and Health Services.

Crimes should be reported to The Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Confidential Reporting Process

In compliance with the Clery Act, if a victim of a crime elects not to or is unable to pursue action within the University system or the criminal justice system, they may still want to consider making a confidential report. As permissible by law, the Chief of Police or a designee of the Chatham University Department of Public Safety can file a report on the details of the incident without revealing the victim's identity. A victim may call The Department of Public Safety at 412-365-1230 if they wish to file a voluntary or confidential report.

Emergency Notifications

Issuing Emergency Notifications

Mass Emergency Notification System (ChathamAlert) – ChathamAlert is a web-based system that sends emergency notifications to students, families, faculty and staff through text, email, or voice message. The system will only be used in the event of an emergency on campus, large scale emergency or disaster off campus, severe weather condition, or other event that may have an impact to operations of the campus and the safety of our community members.

Timely Warnings

All members of the campus community are encouraged to notify The Department of Public Safety of any Clery Act crime, which includes homicide/non-negligent manslaughter, manslaughter by negligence, sex offense (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, hate crimes, dating violence, domestic violence, and stalking. Crimes can be reported by calling 911 or 412-365-1111 (for all emergencies) or at 412-365-1230 (for all non-emergencies).

The Department of Public Safety has the primary responsibility for issuing Timely Warnings on behalf of the Chatham University campuses. Students and employees will be notified about certain crimes in a manner that is timely, withholds the names of victims as confidential, and aids in the prevention of similar crimes.

Decision to Issue a Timely Warning

A Timely Warning will be issued for any Clery Act-reportable crime where such crime is reported to The Department of Public Safety or to a Campus Security Authority (CSA), who in turn reports such crime in a timely manner to The Department of Public Safety, and the crime is considered to represent a serious or continuing threat to students and employees at the time of the report. The decision to issue a Timely Warning is made on a case-by-case basis, depending on the facts. The decision-making authority to issue a Time Warning is granted to the Vice-President of Finance and Administration and the Chief of Police.

Issuing Timely Warnings

During normal business hours, any member of The Department of Public Safety who receives a report of a Clery Act crime that occurred on Chatham University geography must bring said crime to the attention of one of the designated individuals who has Timely Warning decision-making authority (listed above) as soon as is feasibly possible. After normal business hours, on weekends, and during holidays, any member of the Department who receives a report of a Clery Act crime that occurred on Chatham University Clery Act geography must bring said crime to the attention of the Chief of Police. The Chief of Police must provide notification of the reported Clery Act crime as soon as is feasibly possible.

Once the decision has been made to issue a Timely Warning, the Chief of Police will draft and initiate issuing the message.

Notification of an Immediate Threat

In the event of an emergency on the campus, large scale emergency or disaster off campus, severe weather condition, or other event or emergency that could influence the operations of the University and/or affect the safety of Chatham community members, the emergency notification system will be used to communicate important information/instructions to our community members. Only the University Emergency Response Team, President and Public Safety can authorize the activation of the emergency notification system.

Text Messaging – a text message will be sent via ChathamAlert. This system will be activated through the Emergency Response Team.

Email – an email message will be sent to all campus email addresses, and those registered within ChathamAlert. This system will be activated through the Emergency Response Team.

Social Media – social media posts will be shared across appropriate social media channels. The system will be activated through the Emergency Response Team and Marketing & Communications.

Home Page – a message will be placed on the University's main home page. The Emergency Response Team and Marketing & Communications will complete this process.

Chatham University Policy on and Enforcement of Possession, Use, and Sale of Alcoholic Beverages

The Student Handbook, issued to every student, contains the complete policy on the possession and use of alcohol and drugs. In brief, Chatham University supports the Pennsylvania State Law concerning the purchase, sale, possession, and consumption of alcohol and drugs. All students are obligated to abide by these laws; any infraction makes them liable for punitive action from the State. The University will not be responsible for, nor offer protection to, a student who has violated these laws. In addition, the University expects students to refrain from involving themselves and others in any violation of these laws.

Unless authorized by the administration, alcoholic beverages are not permitted at any student function at the University sponsored by a recognized student, group, or organization. Likewise, no University funds, including student activity fees, are to be spent on alcohol by student groups or organizations or other representatives, unless authorized by the administration.

The University has developed a program to prevent the illicit sale or use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination, or information materials, educational programs, counseling services, referrals, and University disciplinary actions.

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

1. Chatham University adheres to the Pennsylvania State laws regarding the purchase, possession, consumption, or transportation of alcoholic beverages by minors.
2. Resident students 21 years or older are permitted to transport, possess, and consume alcoholic beverages in their private rooms in the residence hall. Resident students 21 years or older, are not permitted to serve alcohol to residents under the legal age.
3. Alcohol is prohibited in public areas including bathrooms, hallways, student lounges, TV rooms, kitchens, etc.
4. Kegs, party balls and any other similar sources of alcohol are prohibited in the residence halls.
5. Residents are responsible for the behavior of their guests. Guests must adhere to all residence hall policies.

6. Alcoholic beverages are not permitted at any student function sponsored by any student group or organization, and no University funds, including student activities fees, are to be spent for alcohol by groups, organizations, or their representatives, unless approved by the President or the Vice President of Student Affairs.

Students, as members of the University community, represent Chatham University by their actions. Therefore, students shall not attend University events while intoxicated and a student's behavior shall not be disruptive to the community.

Chatham University Policy on and Enforcement of Possession, Use, and Sale of Illegal Drugs

Chatham University supports the Federal, State and Municipal laws governing the illegal use, possession or transferring of any narcotic drug, such as but not limited to marijuana or heroin or other drugs such as LSD, barbiturates, or amphetamines. The University will not be responsible for nor offer protection to a student violating these laws.

Students are not permitted to use, possess, distribute, sell or be under the influence of narcotics, hallucinogens, dangerous drugs, or other controlled substances.

Section IV – Policy Prohibiting Sexual Harassment

What is Title IX?

Title IX of the Higher Education Act of 1972 generally states that no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. 20 U.S.C. 1681(a). As a recipient of federal financial assistance (*e.g.*, from federal student loan programs), Chatham University (hereinafter “Chatham”) is a Recipient or School as defined by, and is thereby subject to, Title IX. While this Policy concerns discrimination on the basis of sex, gender, gender identity, and sexual orientation, and pregnancy or related conditions, a complete Notice of Non-Discrimination regarding all protected traits can be found on the University’s website: <https://www.chatham.edu/legal-and-policies/non-discrimination-policy.html>

Interplay Between Title IX, Title VII, and FERPA

Within Title IX-related policies and procedures, recipients may not restrict any rights guaranteed against government action by the U.S. Constitution, including the First Amendment of the U.S. Constitution, the Due Process Clause of the Fifth and Fourteenth Amendments of the U.S. Constitution, and the Fourth Amendment. Recipients must comply with the Final Rule, issued by the U.S. Department of Education in May 2020, irrespective of Family Educational Rights and Privacy Act (FERPA) provisions to the contrary. Nothing in the Final Rule should be used to deny any individual’s rights under Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., or any regulations promulgated thereunder.

Policy Prohibiting Discrimination Based on Sex

Chatham does not discriminate on the basis of sex in the education program or activity that it operates. Chatham is required not to discriminate in this manner by Title IX and by Sec. 106.8(b) of the Final Rule. The requirement not to discriminate in the education program or activity extends to admission and employment. In addition to violating federal law, such conduct undermines the character, purpose and values of the Chatham community and will not be tolerated.

See also Chatham’s Non-Discrimination Policy.

Inquiries about the application of Title IX and the Final Rule’s requirement that a Recipient disseminate its policy prohibiting discrimination based on sex may be referred to Chatham University’s Title IX Coordinator (see contact information in Section III), to the Assistant Secretary for Civil Rights, U.S. Department of Education, or both.

II. Prohibited Conduct The following section sets forth conduct that is strictly prohibited by the University. The University prohibits sexual harassment as defined by Title IX as well as Non-Title IX Prohibited behaviors. For purposes of this policy, Prohibited Conduct will be referred to broadly as

“sexual harassment.” “Title IX”: Additionally, the University defines “Title IX” prohibited sexual harassment (including sexual assault, domestic violence, dating violence, and stalking) as defined by the Title IX regulations, in Section II(1), below. “Non-Title IX”: This Policy defines “Non-Title IX” prohibited conduct in section II (2), below.

1. Title IX Prohibited Conduct The U.S. Department of Education (DoE) defines Sexual Harassment as conduct on the basis of sex that satisfies one or more of the following:

a. A school employee conditioning education benefits on participation in unwelcome sexual conduct (“quid pro quo”); or b. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or c. Any of the following four behaviors:

i. Sexual Assault: An offense that meets the following definitions of Rape, Fondling, Incest, or Statutory Rape:

1. Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

2. Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity.

3. Incest: sexual intercourse between person’s who are related to each other within the degrees wherein marriage is prohibited by law.

4. Statutory Rape: sexual intercourse with a person who is under the age of consent.

In Pennsylvania, a person under the age of 16 years old cannot consent to sexual activity with an individual who is four or more years older, and a person under the age of 13 cannot consent to sexual activity regardless of the other person’s age.

Therefore, sexual contact with a person younger than 16 years old may be a crime under state law as well as a violation of this Policy. In addition, certain incidents of sexual conduct involving individuals under the age of 16 will be reported to Childline at 1-800-932-0313 as required by law.

ii. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting Party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the person’s involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating

violence does not include acts covered under the definition of Domestic Violence.

iii. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

iv. Domestic Violence includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who:

- is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
- is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- shares a child in common with the victim; or
- commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2. Non-Title IX Prohibited Conduct Non-TIX Prohibited Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

a. A school employee conditioning education benefits on participation in unwelcome sexual conduct ("quid pro quo"); or

b. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, or objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

c. Any of the following four behaviors:

i. Sexual Assault: An offense that meets the following definitions of Rape, Fondling, Incest, or Statutory Rape:

1. Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

2. Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity.

3. Incest: sexual intercourse between person's who are related to each other within the degrees wherein marriage is prohibited by law.

4. Statutory Rape: sexual intercourse with a person who is under the age of consent.

In Pennsylvania, a person under the age of 16 years old cannot consent to sexual activity with an individual who is four or more years older, and a person under the age of 13 cannot consent to sexual activity regardless of the other person's age.

Therefore, sexual contact with a person younger than 16 years old may be a crime under state law as well as a violation of this Policy. In addition, certain incidents of sexual conduct involving individuals under the age of 16 will be reported to Childline at 1-800-932-0313 as required by law.

ii. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting Party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the person's involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

iii. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of Non-Title IX Stalking, the conduct need not have occurred because of sex. For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

iv. Domestic Violence includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim,

including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who:

- is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
- is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- shares a child in common with the victim; or
- commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

Sexual Exploitation

Sexual Exploitation is taking advantage of another's sexuality in a non-consensual manner. Examples of Sexual Exploitation include, but are not limited to:

- The non-consensual viewing of nudity of another;
- The non-consensual streaming of images of sexual activity;
- The non-consensual sharing or posting of nude images of another;
- The non-consensual recording of individuals in locations in which they have a reasonable expectation of privacy (such as restrooms or locker rooms) even if the images do not capture nudity;
- Intentionally exposing one's genitals to another person in non-consensual circumstances;
- Knowingly exposing another to a sexually transmitted disease under circumstances that could reasonably lead to transmission of the disease; and
- Inducing incapacitation of another via drugs and/or alcohol for purposes of making that person vulnerable to non-consensual sexual conduct or non-consensual sexual contact.

Retaliation

Retaliation means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy does not constitute retaliation. A determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

IV. Related Definitions

Consent

Consent is a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. It must be given by a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment. Consent may be expressed either by words or actions, as long as those words or actions create a mutually understandable permission regarding the conditions of sexual activity. It is the responsibility of the person who initiates the sexual activity to ensure that consent is obtained from the other person or persons involved in the sexual activity before the activity occurs. If consent of one participant is unclear at any time, it is the responsibility of the other participant(s) to ensure that consent is present before beginning or continuing the activity.

Additional considerations include:

- Lack of protest or resistance is not consent. Nor may silence or inaction, in and of itself, be interpreted as consent.
- Previously consensual sexual activity does not imply consent to future sexual activity.
- Consent must be obtained for every sexual activity. Consent to one form of sexual activity does not constitute consent to all forms of sexual activity.
- To give consent, one must be of legal age.
- Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until consent is reestablished.
- Consent cannot be obtained by the use of physical force, threats of physical force, physically intimidating behavior, or coercion.
- Consent cannot be given by an individual that is incapacitated.

Coercion

Coercion is unreasonable pressure for sexual activity that significantly compromises the voluntary nature of an individual's participation. Examples of coercion include but are not limited to threatening to harm oneself if the other person does not engage in sexual activity, or threatening to blackmail an individual if they do not engage in sexual activity.

Incapacitation

Incapacitation is a state in which an individual's decision-making ability is impaired to the point that the individual is unable to understand the nature or consequences of their actions. Incapacitation may result from:

- Sleep or unconsciousness
- Temporary or permanent mental or physical disability
- The influence of alcohol, drugs, medication, or a combination of any of these substances.

Incapacitation is more than mere intoxication. An individual is incapacitated if they cannot understand the “who, what, where, when, and how” of the sexual activity.

In circumstances involving an incapacitated Complainant who otherwise appears to have consented, the Respondent will not be held responsible for not obtaining consent unless the Respondent knew or reasonably should have known that the Complainant was incapacitated. The relevant standard is whether a sober, reasonable person in the same position should have known that the Complainant was incapacitated. For purposes of an incapacitation analysis, it is irrelevant whether the Respondent was incapacitated.

What to do if You or Someone You know Has Experienced Sexual Harassment, Including Sexual Assault

a. How and to Whom to Report Prohibited Conduct

For urgent, emergency cases (e.g., sexual assault), please call the 24-hour emergency Chatham Public Safety hotline at 412-365-1111 or the City of Pittsburgh Police at 9-1-1.

i. Who can make a report? Any member of the Chatham community may report prohibited conduct, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

ii. How can a report be made?

A report of sexual harassment may be made in person, by phone, email, or letter; or through Chatham’s online reporting format (see below) which goes directly to Chatham’s Title IX Coordinator.

A report can be made to either (a) Chatham’s Title IX Coordinator (see contact information immediately below) or (b) to any Chatham official in authority to institute corrective measures.

Reports of Sexual Harassment, including Sexual Assault, also may be made to any Responsible Employee at Chatham. Responsible Employees have an obligation to promptly report incidents of Sexual Harassment, including Sexual Assault, that have been reported to them, to the Title IX Coordinator, or to one of the Deputy Title IX Coordinators.

Responsible Employees include all Chatham employees except the professional counselors in the Counseling Center or Health Services staff. This includes: Adjunct Faculty and Teaching Assistants; all Administrators, including Vice Presidents, Assistant Vice Presidents, Program Directors, Department Chairs, Deputy Title IX Coordinators, and Intern Assistant Administrators; all Head Coaches, Assistant Coaches, and Intern Assistant Coaches; and all Residence Life staff, including Resident Assistants and Graduate Resident Directors.

Among the benefits of the Responsible Employee concept are that it cultivates a culture of reporting, provides clarity to the campus community, and provides the opportunity to respond and take corrective action as appropriate. For these reasons, and even though not every Responsible Employee will be a “Chatham official in authority to institute corrective measures,” Chatham will continue to

utilize the Responsible Employee model.

iii. How to contact (1) Chatham's Title IX Coordinator, (2) a Responsible Employee, or (3) file an online report:

1. Contact Chatham's Title IX Coordinator: Joe Hall, Interim Title IX Coordinator and Consultant
TitleIX@chatham.edu or 814-332-3085

2. Contact a Chatham official in authority to institute corrective measures or a Responsible Employee: see the Chatham Directory on myChatham.edu.

3. Utilize the Online anonymous reporting form found here: Submit an online Incident Report.*

**The online Incident Report may be submitted anonymously. If doing so, however, please bear in mind that reports which include greater specificity and facts generally are more helpful in achieving the Title IX Office's goals of stopping Sexual Harassment, preventing it from happening again, and helping those who have experienced it. Online Incident Reports are received by the Title IX Office and accessed by the Title IX Coordinator who will share them only with other Title IX staff, only as necessary.*

b. Steps to Take if You or Someone You Know Has Experienced Sexual Harassment

i. Ensure the safety of yourself and others.

Find a safe place. Call Campus Safety: 412-365-1111 or 911.

Seek assistance from a person you trust.

If a threat to campus is imminent, a Timely Warning will go out.

ii. Try your best to maintain any physical evidence:

Try not to shower, bathe any part of your body, use medications, or brush your teeth. Stay in the clothes you were wearing, or wrap them and anything else you came in contact with (bed sheets, etc.) in a clean sheet. If you choose to put these items in a bag, make sure it's a paper bag (a plastic bag may destroy evidence).

iii. Seek medical care for your physical and mental health and to preserve physical evidence. An exam for sexual assault can be completed up to ten (10) days following the assault. Chatham Campus Safety can transport you to and from the hospital. UPMC Magee Women's Hospital (available to all): 412-530-6273 For additional community referrals, reach out to Chatham Student Health Services: 412-365-1714

iv. Seek counseling support (Chatham Counseling Services: 412-365-1282)

v. Consider your legal options. You may wish to pursue legal action against the person who sexually harassed you.

vi. If you're reporting sexual assault, we encourage you to do so both with Campus Police and the local law enforcement authorities. Sexual assault is a violation of both Chatham's Policy Prohibiting Sexual

Harassment and criminal law, and you have the right to pursue a criminal investigation of the sexual assault, in addition to a Title IX complaint and investigation.

c. Resources and Contacts if You or Someone You Know Has Experienced Sexual Harassment

The following Campus and External Resources are recommended:

i. Campus Resources:

Campus Title IX Team Interim Title IX Coordinator
Joe Hall
TitleIX@chatham.edu or 814-332-3085

Deputy Coordinator for Students
Chris Purcell, Ed.D., Vice-President of Student
Affairs and Dean of Students
412-365-1482 or c.purcell@chatham.edu

Deputy Coordinator for Athletics
Leonard Trevino, Vice President of Athletics
412-365-1650 or ltrevino@chatham.edu

Assistant Deputy Coordinator for Athletics
Danielle Pais, Assistant Director of Athletics & Facilities 412-365-1625 or d.pais@chatham.edu

Deputy Coordinator for Faculty and Staff
Robyn Guy, Director of Human Resources
412-365-1680 or r.guy@chatham.edu

Other Campus Contacts:

Public Safety 412-365-1230
Office of Student Affairs 412-365-1286
Office of Residence Life 412-365-1518
Counseling Services 412-365-1282 (Confidential)
Student Health Services 412-365-1714 (Confidential)
Athletic Department 412-365-1519
Office of Academic & Accessibility Resources (OAAR) 412-365-1611

Advocate Services:

If you have experienced sexual harassment, many campus resources are available to you. Feel free to seek help and guidance from your coach, advisor, members of the Student Affairs or Residence Life staff, Counseling Services, and other Chatham staff members. Some of the roles these individuals can play are:

- Address issues related to sexual assault, harassment, and relationship violence
- Respond to charges of academic absence, conflict or appeal

- Help you withdraw from a class, if necessary
- Make referrals to counseling services and other supportive campus and community organizations
- Educate you about medical procedures and evidence preservation
- Provide information about legal advocacy
- Meet with you in a safe place to ensure your comfort
- Help you track all of the necessary details
- Assist you with filing a report and navigating the campus conduct system
- Assist your significant other and friends to help you in the best way possible

ii. Community Resources:

- Pittsburgh Action Against Rape (PAAR) Some members of the Chatham community may wish to seek support and advocate services off campus. Pittsburgh Action Against Rape (PAAR) offers 24/7 free confidential helpline and can provide you with advocacy and support services. PAAR representatives are available any time and can provide counseling and legal support for victims and their families. All PAAR services are confidential. Call 1-866-363-7273 to talk with a PAAR representative or to request an advocate.
- Abuse, Sexual Violence, Domestic Violence Contacts & Resources: Blackburn Center (Westmoreland County): 1-888-832-2272 National Sexual Assault Online Hotline (RAINN): 1-800-656-4673 National Domestic Violence Hotline: 1-800-799-7233 Pennsylvania Coalition Against Domestic Violence: 1-800-799-7233 Pittsburgh Police: 412-323-7800 | Outside of Pittsburgh 412-255-2621 Pittsburgh Center for Victims 24-hour Crisis Hotline: 866-656-4673 Pittsburgh Action Against Rape (PAAR): 1-866-363-7273 Rape, Abuse and Incest National Network: 800-656-HOPE (4673) Women's Center & Shelter of Greater Pittsburgh: 412-687-8005
- Crisis and Suicide Resources: Re:solve Crisis Network - 24-Hour Counseling Services: 1-888-796-8226 Crisis Center North, Inc. - 24-Hour Crisis Hotline: 412-364-5556 PA 211 - United Way Hotline: 2-1-1 | Text zip code to 898-211
- Health and Safety: Allegheny County Health Department: 412-687-2243 Allies for Health + Wellbeing: 412-345-7456 Pittsburgh AIDS Center for Treatment: 1-877-788-7228 | 412-647-7228
- Homelessness Services: Allegheny County Housing Authority: 412-355-8940 Bethlehem Haven: 412-391-1348 extension 250 FamilyLinks Downtown Outreach Center & Shelter: 866-583-6003
- LGBTQ Resources: Central Outreach Wellness Center: (412) 322-4151 Hugh Lane Wellness Services: (412)-626-3812 Pittsburgh Equality Center (CenterLink): 412-422-0114 Gay, Lesbian, Bisexual, and Transgender Helpline: 1-888-843-4564 PERSAD Center: 412-441-9786
- Pregnancy and Family Planning: Adagio Health: 1-800-215-7494 Pittsburgh Family Planning Center (Planned Parenthood): 412-434-8957 Allegheny Reproductive Health Center: 412-661-8811

Note that there are limits to a Confidential Resource's ability to maintain confidentiality. Confidential Resources are required to report child abuse or neglect to Children's Services or local law enforcement. Medical professionals may also have certain legally mandated reporting responsibilities in certain serious cases, although depending on state law, the reporting requirement may only require that the

professional share the date, general time, and general location of the incident. Mental health professionals are required to disclose information where there is an imminent threat of harm to self or others. Finally, pursuant to the Clery Act, anonymous statistical information for certain offenses that have been reported as occurring at campus locations must be shared with Campus Safety. The information does not include the names or any other identifying information about the persons involved in such incidents.

In some cases, an individual may not need services through a Confidential Resource immediately following the Prohibited Conduct. However, as time passes, it may be helpful to seek such assistance. Counselors found on-campus at the Counseling Center, Student Health Services, or other service providers listed in this Policy can provide assistance and/or treatment in dealing with physical and emotional concerns as they may arise.

Other Resources

Other resources may also provide helpful support in many ways, including assisting individuals with obtaining accommodations or interim protective measures, explaining their options, and connecting them with other appropriate resources. Friends and loved ones may also be important sources of emotional support.

- Within Title IX-related policies and procedures, recipients may not restrict any rights guaranteed against If, in the course of an investigation, the University decides to investigate additional allegations of Sex Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the University will notify the parties of the additional allegations.

d. Pursuing a Criminal Complaint

A Complainant has the right to proceed with a Title IX Investigation and a criminal investigation simultaneously when the alleged Sexual Harassment is a criminal offense (e.g., sexual assault). If a Complainant would like to pursue a criminal investigation, Chatham will, at the Complainant's request, facilitate an introduction to the appropriate Pittsburgh law enforcement agency.

If the Complainant files a criminal complaint with a local law enforcement agency, Chatham will comply with the law enforcement agency's requests for cooperation. Such cooperation may require Chatham to temporarily suspend the fact-finding aspect of a Title IX investigation while the local law enforcement agency gathers evidence. In such cases, any Supportive Measures provided will remain in effect, and the parties will be notified if the timeline of the investigation will need to be amended accordingly. However, Chatham will resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence-gathering process.

It is important to note that a Title IX investigation is not a criminal investigation. A Title IX investigation differs from criminal investigations in a number of respects: it applies a different standard of proof ("preponderance of the evidence" vs. "beyond a reasonable doubt"), it cannot avail itself of many of the investigative tools that law enforcement agencies and prosecutors have at their disposal (e.g.,

subpoenas, depositions under oath, forensic tools), and it cannot result in the imposition of a jail sentence. Another difference is that law enforcement has the discretion to investigate an allegation of a sexual assault, but a university that is subject to Title IX must investigate any allegation of a sexual assault where a Complainant has filed a Formal Complaint, regardless of whether local police decide to file charges.

IV. When is Chatham Required to Respond to an Allegation of Prohibited Conduct?

1. Title IX Prohibited Conduct

Chatham is required to respond to an allegation of Title IX Prohibited Conduct when: (1) Chatham has Actual Knowledge of Title IX prohibited conduct (i.e., when a report is made to either the Title IX Coordinator or to any Chatham official with authority to institute corrective measures); (2) it occurred within Chatham's Education Program or Activity; (3) it occurred against a person in the United States.

2. Non-Title IX Prohibited Conduct

If at any point, the University determines that there is no Title IX coverage, but there is Non-Title IX prohibited conduct coverage, the matter will continue under the procedures set forth below.

If the conduct in the formal complaint is Non-Title IX Prohibited Conduct (Section II (2)) and the following criteria are met, the University will proceed under the formal grievance process. The reported conduct occurred or is occurring:

- i. On campus;
- ii. Off-campus in a University-sponsored program or activity, including but not limited to cooperative extension, study abroad, intercollegiate athletics, lifelong education, any regularly scheduled classes; and locations including buildings owned or controlled by student organizations officially registered with Office of Student Engagement.
- iii. Off campus in a program or activity sponsored by a student governing body, including their constituent groups, or registered student organization; or
- iv. Off-campus and outside of a University-sponsored program or activity, but the conduct has continuing adverse effects on the campus or on a University-sponsored program or activity.

3. Applicable Procedures

If a formal complaint is signed by a Complainant or the Title IX Coordinator and the information available indicates that the formal complaint meets either the definitions of Title IX prohibited conduct, the University will proceed with the formal grievance process described in Section VII(ii).

If a formal complaint is signed by a Complainant or the Title IX Coordinator and the information available indicates that the formal complaint does not meet the Title IX Jurisdictional requirements then the grievance process described in Section VII(iii), applies.

If a formal complaint alleges conduct that meets both the Title IX and Non-Title IX prohibited conduct definitions and coverage, then the University must proceed under the formal grievance process described in Section VII(ii).

V. What Happens After a Report of Prohibited Conduct Under this Policy?

i. Title IX Coordinator's Responsibilities when Chatham has Actual Knowledge of prohibited conduct under this policy:

1. The Title IX Coordinator must promptly contact a Complainant or a Chatham community member that has reported experiencing prohibited conduct to:

- (a) discuss the availability of Supportive Measures.
- (b) inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint;
- (c) consider the Complainant's wishes with respect to Supportive Measures; and
- (d) explain the process for filing a Formal Complaint.

2. Complainant's Rights following "1" above:

The Complainant has the right to do either of two things:

- (a) The Complainant can choose not to file a Formal Complaint but accept Supportive Measures (or not accept Supportive Measures).
- (b) The Complainant can choose to file a Formal Complaint and accept Supportive Measures (or not accept Supportive Measures).

Chatham's response to a report of prohibited conduct is driven by the wishes and preferences of the Complainant. However, if a Complainant elects not to file a Formal Complaint, but Chatham has Actual Knowledge of reports by multiple Complainants of conduct by the same Respondent that could constitute prohibited conduct, the Title IX Coordinator may elect to file a Formal Complaint.

3. Title IX Coordinator's Responsibilities following "2" above:

If the Complainant chooses to file a Formal Complaint, the Title IX Coordinator must initiate the Grievance Process described in Section VII of this Policy. The Title IX Coordinator may consider the following factors to determine whether the Title IX Coordinator will sign a formal complaint:

- The Complainant's request not to proceed with initiation of a Complaint; 14 1000136725v1
- The Complainant's reasonable safety concerns regarding initiation of a Complaint;
- The risk that additional acts of prohibited conduct would occur if a Complaint is not initiated.
- The severity of the reported prohibited conduct, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the Respondent is an employee

- of the University;
- The scope of the reported prohibited conduct, including information suggesting a pattern, ongoing prohibited conduct, or prohibited conduct reported to have impacted multiple individuals;
- The availability of evidence to assist a Decision Maker in determining whether prohibited conduct occurred; and
- Whether the University could end the reported prohibited conduct and prevent its recurrence without initiating an investigation.

4. Complainant's Rights following "3" above:

At any time during the grievance process, the Complainant may notify the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein. In such case, the Title IX Coordinator may dismiss the Formal Complaint or any allegations therein.

VI. How Can a Complainant File a Formal Complaint Against a Respondent?

A Formal Complaint is a document filed by a Complainant (or the Title IX Coordinator) alleging Sexual Harassment against a Respondent and requesting that Chatham investigate the allegation of Sexual Harassment. A Formal Complaint must contain the Complainant's physical or digital signature or otherwise indicate that the Complainant is the person filing the Formal Complaint.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information for the Title IX Coordinator found in Section III.

Only a Complainant (or the Title IX Coordinator) may file a Formal Complaint

VII. What Happens After a Complainant files a Formal Complaint of Sexual Harassment?

i. The Parties' Rights During the Grievance Process

- Complainants and Respondents must be treated equitably by providing Remedies to a Complainant where a determination of Responsibility for Sexual 15 1000136725v1 Harassment has been made against the Respondent, and by following a Grievance Process before the imposition of any Disciplinary Sanctions or other actions that are not Supportive Measures against a Respondent.
- The Complainant and the Respondent must be offered Supportive Measures - non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available - and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Chatham's education program or activity without unreasonably burdening the other Party. Examples of Supportive Measures include: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, extensions of deadlines, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations,

leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Chatham must treat as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of Chatham to provide the Supportive Measures.

- Remedies must be designed to restore or preserve equal access to Chatham's Education Program or Activity. Such Remedies may include the same individualized services described as Supportive Measures in this Policy. However, Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
- A Respondent shall be presumed to be not responsible for the alleged conduct until a determination regarding Responsibility is made at the conclusion of the Grievance Process.

ii. The Grievance Process for Title IX Prohibited Conduct

(a) The Grievance Process at Chatham:

- Requires an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provides that credibility determinations may not be based on a person's status as a Complainant, Respondent, or Witness.
- Requires that any individual designated by Chatham as a Title IX Coordinator, Investigator, or Decision-Maker not have a Conflict of Interest or Bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.
- Includes reasonably prompt time frames for conclusion of the Grievance Process, including reasonably prompt time frames for filing and resolving appeals, and a process that allows for the temporary delay of the Grievance Process or the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a Party, a Party's Advisor, or a Witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Ordinarily, where there are no good cause delays as specified above, Chatham will endeavor to complete the Grievance Process within 60-90 days from receipt of a Formal Complaint.
- Provides that the possible Disciplinary Sanctions that Chatham may implement following any determination of Responsibility include: suspension, expulsion, transfer of residence, removal of residence privileges, mandatory community service, mandatory participation in online or in-person educational programs, mandatory consultation with a licensed therapist or other professional healthcare provider, suspension without pay, or termination of employment.
- Provides that, following any determination of Responsibility, and to restore or preserve the Complainant's access to Chatham's educational program or activity, Chatham may provide the Complainant Remedies including: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, No-Contact or Persona Non Grata orders against the Respondent, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
- Uses the Preponderance of the Evidence standard to determine responsibility; applies this same Standard of Evidence for Formal Complaints against students as for formal complaints against employees, including faculty; and applies the same Standard of Evidence to all Formal Complaints of Sexual Harassment.

(b) Consolidation of Formal Complaints

Chatham may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

(c) Dismissal of Formal Complaint

Chatham may dismiss a Formal Complaint, or any allegation therein, if at any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; the Respondent is no longer enrolled in or employed by Chatham; or specific circumstances prevent Chatham from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Chatham must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, do not fall within Chatham's education program or activity, or did not occur within the United States.

2. Notice of Allegations

General

Upon receipt of a Formal Complaint, written notice will be provided to the parties who are known of the following:

(a) Chatham's Grievance Process

(b) The allegations of Sexual Harassment potentially constituting Sexual Harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.

(c) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.

(d) The parties may have an Advisor of their choice, who may be, but is not required to be, an attorney. If a Party does not have an Advisor, Chatham will provide one at any time in the process.

(e) The parties may inspect and review evidence during the investigation stage of the Grievance Process.

(f) Chatham's Student Honor Code prohibits knowingly making false statements or knowingly submitting false information during the Grievance Process.

(g) Chatham cannot restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

(h) The name(s) of the Investigator(s) and Decision-Maker(s) assigned to the matter and an opportunity for either Party to object to the assigned Investigator(s) or Decision-Maker(s) on the basis of bias or conflict of interest. Such objection(s) shall be made in writing to the Title IX Coordinator within three (3) Business Days of receiving the written notice. Upon receipt of any objection(s), the Title IX Coordinator shall reasonably promptly review and either (a) accept the objection(s) and assign a new Investigator(s) or Decision Maker(s), or (b) not accept the objection(s) and explain why the originally assigned Investigator(s) or Decision-Maker(s) will remain in place. In either case, the Title IX Coordinator will notify both parties of the decision within three (3) Business Days of receipt of the objection(s)

New allegations

If, in the course of an investigation, Chatham decides to investigate allegations about the Complainant or Respondent that are not included in the original Notice of Allegations, Chatham must provide notice of the additional allegations to the parties whose identities are known.

3. Ground Rules for Advisors and Support Persons

(a) Advisors

Both the Complainant and the Respondent are permitted to have an Advisor, who may or may not be an attorney, present during the Title IX Grievance Process.

During an interview, meeting or proceeding other than a Hearing, the Advisor may confer quietly with the Complainant or Respondent to provide advice or support, but the Advisor may not speak on behalf of the Complainant or Respondent, testify, address any other participant, interject or otherwise actively participate in, or in any manner disrupt the interview, meeting or proceeding.

During a Hearing, if one occurs, a Party's Advisor has the right to cross-examine the other party and any witnesses on the party's behalf. During a Hearing, the Advisor may also confer quietly with the Complainant or Respondent to provide advice or support, but the Advisor may not speak on behalf of the Complainant or Respondent, testify, address any other participant, interject or otherwise actively participate in, or in any manner disrupt the interview Hearing.

The Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an Advisor in all proceedings other than Hearings (where the Decision Maker will make that determination), and to take appropriate steps to ensure compliance with the Policy.

If either Party does not have an Advisor for the Hearing, Chatham must appoint one for them for the purposes of conducting cross examination of the other Party and any witnesses.

Any Party who elects to have an Advisor through the Grievance Process shall inform the Title IX Office of the Advisor's identity before the Advisor attends any interview, meeting, or proceeding with the Party.

(b) Support Persons

Each Party may have one Support Person (e.g., a victim advocate from PAAR or a similar organization) accompany them to any meeting, interview or hearing during the Grievance Process. The purpose of the Support Person is to provide the Party with emotional support. The Support Person shall not otherwise take part in any way in any meeting, interview or hearing, and in no case shall ask or pose questions or speak to any person other than the Party they are supporting.

4. Investigation

(a) General

When investigating a Formal Complaint and throughout the Grievance Process, Chatham will:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Chatham and not on the Parties, provided that Chatham cannot access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the recipient obtains that Party's voluntary, written consent to do so for the Grievance Process. If a Party is not an "eligible student," as defined in 34 CFR 99.3, then Chatham must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3.
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.
- Provide the parties with the same opportunities to have others present during any Grievance Proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the Advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of Advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, Chatham may establish restrictions regarding the extent to which the Advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- Provide, to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other 21 1000136725v1 meetings, with sufficient time for the Party to prepare to participate.
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which Chatham does not intend to rely in reaching a determination regarding Responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to conclusion of the investigation.
 - Prior to completion of the investigative report, Chatham must send to each Party and the

Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. Chatham must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

- Create a final investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing or other time of determination regarding responsibility, send to each Party and the Party's Advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5. Dismissal of a Formal Complaint

Chatham must investigate the allegations in a Formal Complaint. If the conduct alleged in the Formal Complaint would not constitute Sexual Harassment if proved, did not occur in Chatham's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator must dismiss the Formal Complaint with regard to that conduct for purposes of Sexual Harassment under Title IX.

If the Title IX Coordinator dismisses all or any part of a Formal Complaint for the reasons described above, opportunity must be offered to both parties to appeal that decision pursuant to the guidelines described in Section VII(7), Appeals, below.

6. Hearing

The Grievance Process must provide for a Hearing presided over by a Decision-Maker. At the Hearing:

- The Decision-maker(s) must permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally, notwithstanding Chatham's discretion to otherwise restrict the extent to which Advisors may participate in the Grievance Process.
- At the request of either Party, opportunity must be provided for the Hearing to occur with the parties located in separate rooms with technology enabling the Decision-maker(s) and parties to simultaneously see and hear the Party or the witness answering questions.
- Only relevant cross-examination and other questions may be asked of a Party or Witness.
- Before a Complainant, Respondent, or Witness answers a cross examination or other question, the Decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- If a Party does not have an Advisor present at the Hearing, Chatham must provide without fee or charge to that Party, an Advisor of Chatham's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.
- Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove

Consent.

- Any party or witness may choose not to offer evidence and/or answer questions at the Hearing, either because they do not attend the Hearing, or because they attend but refuse to participate in some or all questioning. The Decision-maker can only rely on whatever relevant evidence is available through the investigation and Hearing in making the ultimate determination of responsibility. The Decision-maker may not draw any inference solely from a party's or witness's absence from the Hearing or refusal to submit to cross-examination or answer other questions.
- In the absence of good cause as determined by the Decision-maker, information, including the identification of witnesses, that was reasonably available at the time of the investigation that is not provided to the investigator during the investigation phase, will not be considered during the Hearing. Unless the Decision-maker agrees to the admission of new evidence offered at the Hearing, the Decision maker may delay the Hearing and instruct that the investigation needs to be re-opened to consider any new evidence.
- Hearings may be conducted with all Parties physically present in the same geographic location or, at Chatham's discretion, any or all Parties, Witnesses, and other participants may appear at the Hearing virtually, with technology enabling participants simultaneously to see and hear each other. Chatham must create an audio or audiovisual recording, or transcript, of any Hearing and make it available to the Parties for inspection and review.

7. Determination of Responsibility

After the Hearing, the Decision-maker(s) must issue a written determination regarding responsibility. To reach this determination, the Decision-Maker must apply the Preponderance of Evidence Standard of Evidence.

The written determination must include:

- (a) Identification of the allegations potentially constituting Sexual Harassment;
- (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of Chatham's Policy and/or code of conduct to the facts;
- (e) A statement of, and rationale for, the result as to each allegation, including a determination regarding Responsibility, any disciplinary Sanctions Chatham imposes on the Respondent, and whether Remedies designed to restore or preserve equal access to Chatham's education program or activity will be provided by Chatham to the Complainant; and
- (f) Chatham's procedures and permissible bases for the Complainant and Respondent to appeal.

Chatham must provide the written determination to the parties simultaneously. The determination regarding Responsibility becomes final either on the date that Chatham provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any Remedies.

iii. Procedures for Non-Title IX Prohibited Conduct

For formal complaints alleging Non-Title IX Prohibited Conduct, the matter will proceed under the process outlined in Sections VII(ii)(1)-(5), above.

1. Transfer to Decision Maker

Once the final investigation report has been shared with the parties, the Title IX Coordinator will assign a decision-maker. The decision-maker will not be the investigator or the Title IX Coordinator. The investigator and Title IX Coordinator will ensure that the decision-maker is provided with the investigative report and relevant evidence.

2. Written Questioning of the Other Party and Witnesses

The decision-maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness. The decision-maker will review the proposed questions for relevance and submit only relevant questions to the other party and witnesses for written response. The decision maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant or harassing. The decision-maker will have the right to request a party proposing a question rephrase the question if it is deemed harassing or violates decorum expectations.

The parties will be given five business days to submit written responses to questions. The decision-maker will provide the written answers to the parties for review. The decision-maker will permit limited-follow-up questions.

Because there is no hearing in this process, the University is not obligated to provide a party with their advisor. However, parties may still be accompanied to any meeting or interview by an advisor of their choosing.

3. Written Determination

The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision-maker must utilize the preponderance of the evidence standard. The written determination will include the following:

- Identification of the allegations potentially constituting non Title IX prohibited conduct;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings

held;

- Findings of fact supporting the determination;
- Conclusions regarding the application of the recipient's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and
- The procedures and permissible bases for the Complainant and Respondent to appeal. The written determination must be provided to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

iv. Appeals (Title IX and Non-Title IX Prohibited Conduct)

Bases for Appeal

Either Party may appeal from either (a) the dismissal of a Formal Complaint or any allegation therein or (b) a final determination regarding responsibility on the following bases:

- (a) Procedural irregularity that affected the outcome of the matter;
- (b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (c) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

In addition, appeals of the dismissal of a Formal Complaint may be made on the following basis:

- (a) Error on the part of the Title IX Coordinator in finding that the allegations of the Formal Complaint did not: (a) meet the definition of Sexual Harassment, (b) happen within Chatham's education program or activities, or (c) occur to someone within the US.

Process on Appeal

Appeal from a Title IX Coordinator's Dismissal of a Formal Complaint:

- Appeals of a Title IX Coordinator's dismissal of a Formal Complaint shall be within five (5) Business Days of receiving the Title IX Coordinator's Notice of Dismissal.

- Such appeals must be made in writing to the Title IX Coordinator, copying the other Party, and shall describe how one or more of the permissible bases for appeal warrants a different decision.
- Such appeals will be considered on the basis of the written record at hand to date. No hearing will be held in considering the appeal.
- The other (non-appealing) Party shall have five (5) Business Days to submit a written statement to the Title IX Coordinator in support of, or against, the arguments made by the other Party in their appeal.
- Within two (2) days of receiving the original appeal, the Title IX Coordinator shall notify both parties of the individual who will be considering the matter on appeal. The decision-maker on appeal shall be drawn from the ranks of the Decision-Makers and Investigators who have not been involved in the case at hand.
- Both parties shall have two (2) days to object to the assigned decision maker on appeal on the basis of either Conflict of Interest or Bias. Objections to the assigned decision-maker on either basis shall be made in writing and shall include sufficient information for the Title IX Coordinator to determine whether the objection is valid. If the Title IX Coordinator is persuaded that Bias or Conflict of Interest exists, the Title IX Coordinator shall assign a different decision-maker, from the same pool, to consider the appeal.
- If there are no objections to the assigned decision-maker on appeal, and once the other (non-appealing) Party has had an opportunity to file a written statement, the Title IX Coordinator will provide the decision-maker with the written record to date. This may include the Formal Complaint, the Title IX Coordinator's written decision dismissing the Formal Complaint, the parties' written statements in support of, or opposing, appeal, and the Investigative Report, if an Investigation has been conducted. When sending the written record to the decision-maker, the Title IX Coordinator shall copy the Parties to the case.
- Within ten (10) Business Days of receiving the written record from the Title IX Coordinator, the decision-maker on appeal shall issue a written decision either confirming the Title IX Coordinator's decision dismissing the Formal Complaint, or overturning the Title IX Coordinator's decision and remanding the matter back to the Grievance Process. Such Decisions shall be conveyed simultaneously to the Complainant and the Respondent.
- The decision of the decision-maker on appeal is final. No further appeal shall be allowed.

Appeal from a Decision-Maker's Final Determination:

- Appeals of a Decision-Maker's final determination shall be made within five (5) Business Days of receiving a Decision-Maker's determination.
- Such appeals must be made in writing to the Title IX Coordinator, copying the other Party, and shall describe how one or more of the permissible bases for appeal warrants a different determination.
- Such appeals will be considered on the basis of the written record. No hearing will be held in considering the appeal.

- The other (non-appealing) Party shall have five (5) Business Days to submit a written statement to the Title IX Coordinator in support of, or challenging, the final determination.
- Within two (2) days of receiving the original appeal, the Title IX Coordinator shall notify both parties of the individual who will be considering the matter on appeal. The decision-maker on appeal shall be drawn from the ranks of the Decision-Makers and Investigators who have not been involved in the case at hand.
- Both parties shall have two (2) days to object to the assigned decision maker on appeal on the basis of either Conflict of Interest or Bias. Objections to the assigned decision-maker on either basis shall be made in writing and shall include sufficient information for the Title IX Coordinator to determine whether the objection is valid. If the Title IX Coordinator is persuaded that Bias or Conflict of Interest exists, the Title IX Coordinator shall assign a different decision-maker, from the same pool, to consider the appeal.
- If there are no objections to the assigned decision-maker on appeal, and once the other (non-appealing) Party has had an opportunity to file a written statement in support of, or opposing, the final determination, the Title IX Coordinator will provide the decision-maker on appeal with the written record to date. This will at a minimum include the Decision Maker's Final Determination, the audio or other recording of the hearing, and any written statements submitted by either Party in favor of, in opposition to, the final Decision-Maker's final determination.
- The individual making the determination on appeal shall:
 - (a) Comply with the Preponderance of the Evidence standard.
 - (b) Issue a written decision describing the result of the appeal and the rationale for the result.
 - (c) Provide the written decision simultaneously to both parties, ordinarily within ten (10) Business Days of receiving the record of the Investigation and Hearing from the Title IX Coordinator.
- The decision on appeal shall be final. No further appeal will be allowed.

VIII. Informal Resolution

At any time before the formal grievance process is concluded, either party may request informal resolution. A Formal Complaint must be filed in order to proceed with an Informal Resolution.

Informal resolution may not be utilized where a Formal Complaint alleges that a Chatham employee sexually harassed a Chatham student.

Informal resolution may not be appropriate in other circumstances, at the discretion of the Title IX Coordinator-- including in circumstances where the Respondent has prior findings of responsibility under this policy, where there is a pattern of behavior, due to the severity of the allegations, or the relationship between the parties.

Informal resolution must be consented to voluntarily in writing by both parties. To commence informal resolution, the parties must also receive a notice of allegations, as described in Section VII(ii)(2), below.

The Title IX Coordinator will designate an informal resolution officer to conduct the informal resolution.

The parties may end the informal resolution at any time and return to the formal grievance process. If informal resolution ends unsuccessfully and the Complaint is not dismissed, the investigation and/or disciplinary process will resume.

IX. How to Report Retaliation

Prohibition of Retaliation

The University expressly prohibits retaliation against any individual for exercising rights under this policy. No school or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this Policy, or because the individual has made a report or a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or harassment, for the purpose of interfering with any right or privilege secured by this policy, constitutes retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation.

How to Report Retaliation

Anyone who has been subjected to retaliation under this Policy may report such retaliation to the Title IX Coordinator by any of the means by which reports of Sexual Harassment can be made.

Procedure for Resolving Reports of Retaliation

When a report of retaliation is made, the Title IX Coordinator shall, in a timely manner, investigate any witnesses and gather any evidence needed to make a determination, using the preponderance of the evidence standard, of whether the alleged retaliation occurred.

If the Title IX Coordinator determines that retaliation did occur, the Coordinator will determine whether any disciplinary sanctions shall be levied in consultation with the Dean of Students (for students), the Vice President of Academic Affairs (for faculty), or the Assistant Vice President of Human Resources (for non-faculty employees).

VIII. Other Elements of the Policy

a. Definitions Used in This Policy

- **Actual Knowledge:** Notice to Chatham's Title IX Coordinator or to a Chatham official with authority to institute corrective measures on Chatham's behalf charges Chatham with "actual knowledge" and triggers Chatham's response obligations.

Chatham must respond when: (1) Chatham has actual knowledge of Sexual Harassment; (2) that occurred within Chatham's "education program or activity"; (3) against a person in the United States.

- **Administrative Leave:** Nothing in the Final Rule precludes Chatham from placing a non-student employee Respondent on administrative leave during the pendency of a Grievance Process as defined in this Policy.
- **Advisor:** Both the Complainant and the Respondent are permitted to have an Advisor, who may or may not be an attorney, present during the Title IX Grievance Process. During the live hearing, a Party's Advisor has the right to cross-examine the other Party and any witnesses on the Party's behalf. During an interview, meeting or proceeding other than a hearing, the Advisor may confer quietly with the Complainant or Respondent to provide advice or support, but the Advisor may not speak on behalf of the Complainant or Respondent, testify, address any other participant, interject or otherwise actively participate in, or in any manner disrupt, the interview, meeting or proceeding.

The Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an Advisor in all proceedings other than live hearings (where the Decision-Maker will make that determination), and to take appropriate steps to ensure compliance with the Policy.

If either Party does not have an Advisor for the Hearing, Chatham must appoint one for them.

Any Party who elects to have an Advisor through the process shall inform the Title IX Office of the Advisor's identity before the Advisor attends any interview, meeting, or proceeding with the Party.

- **Amnesty:** In order to encourage and facilitate reporting, Chatham may choose not to charge students who report Sexual Harassment and any material witnesses with conduct that would otherwise be considered violations of the Student Honor Code (e.g., consuming alcohol underage or consuming illegal drugs).
- **Appeal:** Both parties (Complainant and Respondent) can appeal either the Title IX Coordinator's dismissal of a Formal Complaint or the Decision-Maker's determination of responsibility on any of the following bases: (i) procedural irregularity that affected the outcome of the matter; (ii) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or (iii) the Title IX Coordinator, investigator(s), or decision-maker(s) had a Conflict of Interest or Bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- **Bias:** A predisposition to think about a specific group and its individual members in a preconceived way. The fact that a Complainant or Respondent knows, or has studied in the past, with the Title IX Coordinator, Investigator, or Decision-Maker does not alone demonstrate Bias. Complainants and Respondents must provide specific evidence of past

interactions with, or statements from, the individual to demonstrate Bias.

- **Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Confidential or Confidentiality:** A school must keep confidential the identity of Complainants, Respondents, and witnesses, except as may be permitted by FERPA, or as required by law, or as necessary to carry out the Title IX proceeding.
- **Conflict of Interest:** A conflict between the private interests and the official responsibilities of a person in a position of trust. The fact that a Complainant or Respondent knows, or has taken a course in the past with, a Title IX Coordinator, Investigator, or Decision-Maker does not by itself demonstrate Conflict of Interest.
- **Consent:** Clear, knowing, and voluntary, words or actions that give permission for specific sexual activity.
 - Additional clarification:
 - Consent is active, not passive.
 - Silence, in and of itself, cannot be interpreted as consent.
 - Consent can be given by words or actions, as long as those words or actions create mutually understandable 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.
 - Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. Once consent is withdrawn, sexual activity must stop reasonably immediately.
 - In order to give consent, one must be of legal age.
 - *Based on the definition of Consent drafted by ATIXA (Association of Title IX Administrators).*
- **Decision-Maker:** The individual who presides over the hearing during the Grievance Process and makes the determination regarding responsibility. The Decision-Maker cannot be the Title IX Coordinator but doesn't need to be a Chatham employee.
- **Disciplinary Sanctions (or Sanctions):** If a Decision-Maker finds a Respondent responsible for

Sexual Harassment, sanctions for the Respondent will be tailored to the specific situation. Possible sanctions include, but are not limited to: suspension, expulsion, transfer of residence, removal of residence privileges, community service, mandatory participation in online or in-person educational programs, mandatory consultation with a licensed therapist or other professional healthcare provider, suspension without pay, or termination of employment.

- **Education program or activity** includes locations, events, or circumstances over which a university exercised substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred, and includes any buildings owned or controlled by student organizations officially recognized by a university (such as fraternities or sororities).
- **Emergency Removal:** Nothing in the Policy precludes the University from removing a Respondent from its education program or activity on an emergency basis, provided that the University undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.
- **Exculpatory Evidence:** Evidence having a tendency to clear a Respondent of the allegations made by a Complainant in a Formal Complaint (i.e., evidence having a tendency not to support the allegations made in a Formal Complaint).
- **Formal Complaint:** A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that Chatham investigate the allegation of Sexual Harassment.

“Document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Chatham) that contains the Complainant’s physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint.

At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in Chatham’s education program or activity.

- **Grievance Process:** The process (including investigation, live hearing, and determination of responsibility) that follows a Complainant’s or the Title IX Coordinator’s filing of a Formal Complaint alleging Sexual Harassment against a Respondent.
- **Hearing:** A hearing in which the evidence is presented to a Decision-Maker in person, through the testimony of the Parties and witnesses, with opportunity for the parties and the witnesses to be cross-examined, rather than through written or pre-recorded testimony.
- **Inculpatory Evidence:** Evidence having a tendency to support the allegations the Complainant has made against a Respondent in a Formal Complaint.
- **Investigator:** An employee of Chatham who is trained to conduct investigations during the Title

IX Grievance Process.

- **Party:** The Complainant or the Respondent in a Title IX case.
- **Preponderance of the Evidence:** The standard that Chatham uses to determine whether a Respondent is responsible for the conduct alleged in a Formal Complaint. Preponderance of Evidence means “more likely than not” - that there is a greater than 50% chance that a claim is true.
- **Privileged:** Certain evidence, even if relevant, is “privileged” under the law and the holder of the privilege cannot generally be compelled to disclose it. Examples include The Attorney-Client Privilege, medical provider/records privilege and spousal privilege. The Grievance Process may not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information proffered under a legal privilege, unless the person holding the privilege has waived it in writing.
- **Rape Shield Bar (RSB):** A modified version of a legal rule that bars the consideration of evidence, offered as substantive evidence or for impeachment, of past sexual history or predisposition. The purpose of the RSB is to safeguard against the invasion of privacy, embarrassment, and sexual stereotypes, and to encourage victims to come forward. The RSB covers Complainants only.
- **Recipient (Interchangeable with School):** any secondary or postsecondary school that receives federal financial assistance. Chatham University is a Recipient for purposes of Title IX.
- **Relevance or Relevant:** Only relevant evidence can impact a finding of a violation of this Policy. Relevant evidence “has a significant and demonstrable bearing on the matter at hand” or “tends to prove or disprove the matter at hand.” Parties also may provide evidence that is not relevant but is directly related to the allegations in a Formal Complaint.
- **Remedy:** After a determination of responsibility has been made, Chatham may provide the Complainant with remedies designed to restore or preserve equal access to Chatham’s education program or activity. Examples of remedies include: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, No-Contact or Persona Non Grata orders against the Respondent, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
- **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
- **Responsible:** If at the conclusion of the Grievance Process the Decision-Maker finds that it is more likely than not that the Respondent committed Sexual Harassment against the Complainant, the Decision-Maker will determine the Respondent to be “responsible” for the conduct alleged in the Formal Complaint.

- **Responsible Employees** have an obligation to promptly report incidents of Sexual Harassment that have been reported to them to the Title IX Coordinator or to one of the Deputy Title IX Coordinators. Responsible Employees include all Chatham employees except the professional counselors in the Counseling Center or Health Services staff. The following are Responsible Employees for purposes of Chatham's Policy Prohibiting Sexual Harassment: all Faculty, including Adjunct Faculty and Teaching Assistants; all Administrators, including Vice Presidents, Assistant Vice Presidents, Program Directors, Department Chairs, Deputy Title IX Coordinators, and Intern Assistant Administrators; all Head Coaches, Assistant Coaches, and Intern Assistant Coaches; and all Residence Life staff, including Resident Assistants and Graduate Resident Directors.
- **Retaliation:** No school or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by under this policy, or because the individual has made a report or a complaint, testified, assisted, or participated in any manner in a Title IX investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or harassment, for the purpose of interfering with any right or privilege secured by this policy constitutes retaliation. Chatham must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the FERPA statute, or as required by law, or to carry out the purposes of the Policy, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
- **School (Interchangeable with Recipient):** refers to a secondary school or a postsecondary institution such as a college or university.
- **Sexual Harassment:** Conduct on the basis of sex that constitutes either Title IX or Non-Title IX prohibited conduct.
- **Standard of Evidence:** The standard by which evidence in the Title IX Grievance Process is weighed in determining Responsibility or an appeal from a determination of Responsibility. Chatham uses the Preponderance of the Evidence Standard of Evidence in the Title IX Grievance Process.
- **Support Person:** Each Party may have one Support Person (e.g., a victim advocate from PAAR or a similar organization, a parent) accompany them to any meeting, interview or hearing during the Grievance Process. The purpose of the Support Person is to provide the Party with emotional support. The Support Person shall not otherwise take part in any way in any meeting, interview, or hearing, and in no case shall ask or pose questions or speak to any person other than the Party they are supporting.
- **Supportive Measures:** non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint

has been filed. Such measures are designed to restore or preserve equal access to Chatham's education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all parties of Chatham's educational environment, or deter sexual harassment. Supportive measures include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, extensions of deadlines, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Chatham must treat as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of Chatham to provide Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

- **Title IX Coordinator:** The Chatham employee whom Chatham has designated and authorized to coordinate its efforts to comply with its Title IX responsibilities.
- **Witness:** Someone who testifies and/or presents evidence during a Title IX investigation or live hearing.

b. Record Keeping

Recipients are required to maintain for a period of seven years records of:

- Any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, a Recipient must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Recipient's education program or activity. If the Recipient does not provide a Complainant with Supportive Measures, then the Recipient must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit a Recipient in the future from providing additional explanations or detailing additional measures taken.
- Any appeal and the result therefrom.
- Any informal resolution and the result therefrom; and
- All materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process. A Recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website the recipient must make these materials available upon request for inspection by members of the public.

Training

Chatham's Title IX Coordinator, Decision-Makers, and Investigators received training in preparation to implement the Final Rule.

X. Pregnancy and Related Conditions

a. Reasonable Modifications for Students

Students may request reasonable modifications related to pregnancy or related conditions. The Title IX Coordinator will review requests for modifications on a case-by-case basis. A modification that fundamentally alters the education program or activity is not a reasonable Modification.

In certain circumstances, when such documentation is necessary and reasonable to determine the reasonable modifications, the Title IX Coordinator may request supporting documentation from the student

Requests for reasonable modifications may be made to:
Interim Title IX Coordinator
Joe Hall at TitleIX@chatham.edu or 814-332-3085

The University will provide lactation spaces (Coolidge 119 and others as needed) for reasonable breaks for students to express breast milk for one year after the child's birth. The location will be clean, will not be a bathroom, will be shielded from view, and free from intrusion. Students who wish to request a lactation space may contact the Title IX Coordinator.

When an employee of the University is informed of a student's pregnancy or related condition by the student or an individual with the legal right to act on behalf of the student, the employee must notify that individual of the Title IX Coordinator's contact information and inform them that the Title IX Coordinator is available to provide reasonable modifications, comparable treatment to other temporary medical conditions, access to voluntary leaves of absence, as well as to share information only under certain circumstances as permitted by law.

The University does not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the University's class, program, or extracurricular activity unless:

- The University requires such certification of all students participating in the class, program, or extracurricular activity; and
- The information obtained is not used as a basis for prohibited discrimination.

b. Reasonable Modifications for Employees

Employees and prospective employees or applicants may request reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions. The University will provide reasonable accommodations for qualified employees for pregnancy, childbirth or related medical conditions, unless the requested accommodation would impose an undue hardship on the University. The University will review the requested accommodation and engage in an interactive process regarding the request. The University will not take retaliatory action against any individuals who requests or receives an accommodation for pregnancy, childbirth, or related medical reasons.

Requests for reasonable accommodation may be made to:
Deputy Coordinator for Faculty and Staff
Robyn Guy, Director of Human Resources at r.guy@chatham.edu

Section V – Missing Student

In the event that a person is missing more than 24 hours or less than 24 hours as noted below, The Department of Public Safety will be notified. The Department of Public Safety will comply with the following:

1. Interview the complainant to determine the reason the complainant is reporting the person missing.
2. Gather all essential information about the missing person, including clothing description, where/when subject was last seen, who they may be with, vehicle description, etc.
3. Gather information about the perceived physical and mental well-being of the individual from the complainant.
4. Conduct a quick, but thorough search in all campus buildings and parking lots.
5. If the missing person is a student, the student's room will be checked, and Student Affairs notified. If the missing person is a faculty or staff member, their office/department will be checked, and Academic Affairs or Human Resources will be notified.

If the above actions are unsuccessful in locating the missing person, or it is apparent from the beginning that the person is actually missing or the situation includes one or more of the unusual "at-risk" circumstances in bullets below, The Department of Public Safety will not wait 24 hours but will immediately request assistance from the Pittsburgh Police in order to make entry into the Unidentified Persons File through the Commonwealth Law Enforcement Assistance Network (CLEAN) in accordance with Pennsylvania State Police policy and procedures:

- Missing person is under 18
- Out of the zone of safety for their age and physical and mental condition
- Mentally diminished
- Drug dependent
- A potential victim of foul play or sexual exploitation
- In a life-threatening situation
- Absent from home for more than 24 hours before being reported to a law enforcement agency as missing
- Believed to be with a person who could endanger their welfare
- Is absent under circumstances inconsistent with established patterns of behavior

If appropriate, an AMBER Alert will be issued and/or other immediate community notification methods, if available, will be activated.

Students may file an emergency contact with The Department of Public Safety. This information will be kept confidential.

Students under 18 and not emancipated will require the notification of a custodial parent or guardian.

Section VI – Annual Fire Safety Report

Reporting a Fire

Fires should be immediately reported to The Department of Public Safety at 412-365-1111. Pittsburgh Police, Fire, and EMS can be reached by dialing 911.

Fire Drills

Fire Drills are conducted in student housing twice a year by Student Affairs, Facilities Management and Public Safety.

Fire Safety Policies

Smoke detectors have been installed in each student room for the protection of the occupants in case of fire. Woodland and Dilworth Halls have full sprinkler systems, while Fickes Hall has a partial sprinkler system. Smoking is not permitted in any buildings.

Residence Life permits students to use U.L. approved hot pots, coffeemakers, and microwave ovens. Other types of cooking devices are not permitted or have restricted use. See the Student Handbook for additional information. Candles, incense, space heaters and halogen lights are not permitted in student housing. See the Student Handbook for additional information.

Chatham University has detailed Fire Plans, Evacuation Plans, and Emergency Response Plans, which are posted on <https://my.chatham.edu/>.

Fire Safety Education and Training

Resident Life professional and student staff are trained and given specific information on who to contact in an emergency, how to assess an emergency, how to respond using general response steps, and how to respond to fire emergencies.

Fire Safety Improvements and Upgrades

Chatham University reviews the fire systems annually and implements upgrades, repairs, or revisions whenever issues are identified.

Evacuation Procedures

If you hear the fire alarm sound, you are required to immediately evacuate the building.

Remember **RACE**:

- **R** – Rescue anyone in immediate danger and Remove yourself from danger.
- **A** – Alarm by pulling the fire alarm and notifying Public Safety at 412-365-1111.
- **C** – Contain the fire and smoke by closing doors as you evacuate.
- **E** – Extinguish the fire using the proper extinguisher. If the fire is too intense, evacuate.

Once you evacuate a building, meet in the designated meeting location and/or remain a safe distance from the building until the campus police inform you that you may go back inside.

Student Housing Fire Safety Systems

Building	Smoke and/or heat detector s	Partial or full sprinkler system	Fire extinguishers	Evacuation/ Emergency information posted	Redundant monitoring system
Chatham Apartments	Y		Y	Y	Y
Chung Apartments	Y		Y	Y	
Dilworth Hall	Y	Y	Y	Y	Y
Fickes Hall	Y	Y	Y	Y	Y
Haber Apartments	Y		Y	Y	
Hicks Estate	Y		Y	Y	Y
Laughlin Apartments	Y		Y	Y	Y
Linzer Apartments	Y		Y	Y	
Pelletreau Apartments	Y		Y	Y	Y
Rea Hall	Y		Y	Y	Y
Woodland Hall	Y	Y	Y	Y	Y
Orchard Hall (Eden Hall Campus)	Y	Y	Y	Y	Y

Fire Log

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Nature</i>	<i>Injuries</i>	<i>Deaths</i>	<i>Costs</i>
2022						
10/11/22	1:59 pm	Pelletreau Tower 6	Cooking Fire	No	No	\$5,625.88
2023						
4/12/23	6:55pm	Graham Field	Personal Vehicle Fire in Parking Lot	No	No	\$0
7/13/23	9:45pm	Woodland Hall	Cooking Fire	No	No	\$100
2024						
2/16/2024	2:30pm	Pelletreau Tower 3	Small Microwave Fire	No	No	\$0

