



Chaminade
University
OF HONOLULU

Student Handbook

POLICIES, PROCEDURES, RIGHTS & PRIVILEGES
2023 – 2024





Chaminade University of Honolulu Student Handbook 2023–2024

As members of the Chaminade University of Honolulu community, regardless of whether you are a first-year student or graduate student, live on or off campus, or are 18 or 35, all students are held to the same values and expectations. The Student Handbook and the Code of Conduct have been designed to empower students while holding them accountable. Any community must have a set of guiding values; this Handbook is meant to serve as a guide not only for our students, but also for faculty, staff, and administrators to ensure that all members of our community, including faculty and staff, are informed about policies, procedures, rights and privileges.

DISCLAIMER

The information contained in the Student Handbook is considered to be descriptive in nature. It does not constitute an irrevocable contract between the student and Chaminade University.

In the event that there are any apparent inconsistencies, or where there may be ambiguity, the provisions of the Chaminade University Policy Manuals shall be controlling over the Student Handbook or any other publication.

The current edition of the Chaminade University of Honolulu Student Handbook and Student Code of Conduct found therein is considered the valid policy and procedure manual for Chaminade University students. All students are subject to the policies and regulations found in the 2023–2024 edition of the Student Handbook. The Student Handbook is published by the Office of the Vice President for Student Affairs/Dean of Students at Chaminade University of Honolulu. Since the included programs and services are subject to continuous review and evaluation, the university reserves the right to make changes in the content of this Handbook that it deems necessary and desirable. Changes are made through established procedures, and notice of changes will be sent out via the university email system.

EMERGENCY INFORMATION

24-Hour Chaminade University Emergency Information

Hotline (808) 739-7499; (833) 739-7499

chaminade.edu/emergency/

Emergency Weather

chaminade.edu

In the event of inclement weather, students are advised to check the local television and radio stations. Go to chaminade.edu to learn if classes are canceled or school is closed. If there is nothing on the web regarding a school closure, students are expected to attend classes unless the instructor has canceled a particular class. Students living in the residence halls should check with their Residence Hall Director or the Director of Housing & Residence Life for specific procedures. In case of a hurricane or fire, students should respond to the directives of the University Emergency Response Team.

It is the intention of the university to offer uninterrupted courses of study to its students. In the event that it is unable to continue some or all academic instruction because of a natural disaster or other event over which the institution has no control, tuition and other fees are not refundable.

For more emergency information, please go to the University Emergency Information webpage: chaminade.edu/emergency/.

Campus

Security Henry

Hall Annex (808)

735-4792

Campus Security at the university is overseen by the Director of Campus Safety, a full-time university employee. Guard services are contracted with Allied Universal. The Campus Security Officers are uniformed, unarmed, and not deputized. Their authority to arrest is the same power as that of any private citizen.

The university enforces local, state and federal laws and university regulations. Chaminade Campus Security and/or the Honolulu Police Department investigate all criminal incidents. Since Chaminade Campus Security personnel are not deputized, they maintain a close relationship with and rely on local law enforcement to respond when called.

Chaminade Campus Security has jurisdiction over the campus. Officers are present 24 hours a day, seven days a week. Contact Security by dialing (808) 735-4792 from an outside phone, or dial 4792 from any campus phone. Immediately report all crimes and incidents to the Campus Security staff. Resident Assistants have radios and cellphones to contact Campus Security staff to assist students who have security needs.

Campus Safety

The university is committed to providing a safe and secure campus environment. The following resources are available in an effort to keep campus community members informed.

1. **Emergency Webpage:** The University's emergency information may be found at chaminade.edu/emergency/.
2. The **Emergency Response Guide** is accessible through the chaminade.edu/emergency/ page and at chaminade.edu/emergency/emergency-response-guides. One may click on any of the emergency buttons or visit the "What should I do?" section for detailed instructions on how to respond in the event of an emergency.
3. An **Emergency Guidebook** is located in every classroom and provides detailed instructions on how to respond in the event of an emergency. Every CUH faculty member also has a copy of the Guidebook. Telephones are also located in each classroom for emergency use.
4. The university's **Emergency Information Hotline** is (808) 739-7499. This recorded phone line provides callers with up-to-date information and instructions during an emergency. This line is for emergency information only. A toll-free number for out-of-state parents/families is also available at (833) 739-7499.
5. **Emergency Text Alerts:** To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

Timely Warnings/Preparing the Annual Disclosure

(808) 735-4792

All members of the Chaminade University campus community are notified on an annual basis that they are required to immediately notify Chaminade Campus Security, (808) 735-4792, or 911, of any situation or incident that may involve an emergency or dangerous situation. Security responds and summons the necessary resources to warn the campus community, and will mitigate, investigate, and document any situation. If an emergency or dangerous situation exists, federal law requires that Chaminade University immediately notify the campus community, or the appropriate segments of the community that may be affected by the situation, and inform them what actions to take.

Chaminade University of Honolulu has a multilayered emergency notification system to notify the campus community about an emergency or dangerous situation involving a threat to the health or safety of students, faculty, and staff on campus.

Some or all of these systems will be activated without delay in the event of a threat to the Chaminade University campus community, depending on the location and type of emergency. Systems include emails, desktop notifications that scroll across computer screens, outdoor wide-area and indoor voice alerting, print messaging on phone screens, emergency links on the University web page (chaminade.edu), and text messages. Chaminade University will post updates on the university web page, chaminade.edu, and employ some or all of the notification systems listed above.

If Security confirms that there is an emergency or dangerous situation that poses an immediate threat, Security will immediately, and without delay, contact the Director of Campus Safety, the Vice President for Student Affairs/Dean of Students, or Vice President for Administration & General Counsel. The Director of Campus Safety, the Vice President for Student Affairs/Dean of Students, and/or Vice President for Administration & General Counsel will determine the content of the message and use some or all of the notification systems listed above to communicate the threat to the campus community or to the appropriate segment of the campus community.

Emergency Guidebooks are located in all CUH classrooms and contain information regarding Chaminade University's response to emergency situations. An Emergency Response Guide is also available from the Chaminade University Emergency Information webpage: chaminade.edu/emergency/.

Emergency Evacuation Plans are posted in Chaminade University residence halls. Evacuation drills are conducted at least once a year.

In the event of an emergency, the Chaminade University Office of Communications & Marketing will distribute appropriate media releases via email, fax, and phone calls to local media (radio, broadcast television, and newsprint). The media release is also uploaded to the Chaminade Portal News Archive and Chaminade home page; from there it becomes part of Chaminade's News Release pages. The Vice President for Student Affairs/Dean of Students is responsible for contacting students; the Office of Human Resources is responsible for contacting the faculty and staff.

Chaminade University has an expectation that students, faculty, and staff will share information they have or receive about campus crime, disruptive community behavior, or incidents. A [Chaminade Campus Incident Reporting Form](#) is available online and is intended to convey information needed to track the University's response to campus incidents being reported, as well as to assess the danger the incident represents to the community at large.

University Communications

Clarence T.C. Ching Hall, Room 252

(808) 739-7489

University Communications and Marketing (UCM) shares the Chaminade story with the Chaminade community and beyond through student, alumni, faculty and staff notable stories; community and faith stories; event recaps; institutional highlights; and more. Please visit chaminade.edu/news. UCM is responsible for strengthening our visibility and brand awareness and oversee communications channels from media relations to digital and print communications and brand awareness management.

If you have a news tip, please contact us at ucm@chaminade.edu or tag us in social media.

- Facebook (facebook.com/ChaminadeUniversity)
- Instagram (instagram.com/chaminadeuniversity)
- Twitter (twitter.com/Chaminade_Univ)
- LinkedIn (linkedin.com/school/chaminade-university)
- YouTube (youtube.com/ChaminadeUniversity)

AED (Automated External Defibrillator) Locations on Campus

The university has several AED machines located on campus in case of emergency:

- Henry Hall Annex (outside Security Office)
- Clarence T.C. Ching Hall (outside Loo Student Center entrance)
- Sullivan Library (outside main entrance)
- Brogan Hall (lanai)
- Kieffer Hall (main lanai)
- Kieffer Hall (inside Carlson Fitness Center)
- Henry Hall (first-level lanai across from Room #112)
- Hale Malia (inside main entrance on left)
- Mystical Rose (outside, left of main entrance)
- Hale Pohaku (outside, near Suite 101)
- Hale Lokelani (outside, near main entrance)
- Hale Hoaloha (outside, first-level lanai)
- Tredtin Hall (outside President's Dining Room)
- Silversword Athletics Training Center & Locker Rooms (exterior of building)
- 3353 Waialae Residence Hall (in laundry room)
- Mobile Unit (housed in Security Office)

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A Letter from the President



Dear Student:

Welcome to Chaminade University—both our returning and new students! Chaminade is a very special place and you are now part of an `ohana—a community of students, faculty, and staff. Our Marianist, Catholic Hawaiian values will guide your education and experience on campus.

We are committed to supporting your intellectual, social, physical, and spiritual growth. This development occurs through our relationships with one another. Faculty and staff at Chaminade will be teachers, mentors and guides as you move through your educational experience. We care about your success!

The Student Handbook describes the resources and policies of Chaminade University. It is a guide to help you get the most from your experience here.

I encourage you to become fully involved in our programs and activities —try something new, join a club or campus ministry, play an intramural sport or act in a play. Get the most out of your experience here. I wish you every success as a student at Chaminade!

Warmest aloha,

A handwritten signature in cursive script that reads "Lynn Babington". The ink is dark and the signature is fluid and elegant.

*Lynn M. Babington, PhD
President, Chaminade University of Honolulu*

COMMUNITY AT CHAMINADE UNIVERSITY

Our Mission

Chaminade University offers its students an education in a collaborative learning environment that prepares them for life, service and successful careers. Guided by its Catholic, Marianist and liberal arts educational traditions, Chaminade encourages the development of moral character, personal competencies, and a commitment to build a just and peaceful society. The university offers both the civic and church communities of the Pacific region its academic and intellectual resources in the pursuit of common aims.

Statement of Core Commitments

From our Mission flow the following Core Commitments that both amplify and specify the Mission. We understand our Core Commitments as guiding both the service we offer and the formation of our education community.

Commitments to Service

- ❖ To offer quality academic programs, both those leading to a degree and those focused on continuing education, in a manner responsive to the needs of our students and communities;
- ❖ To graduate students who are recognized for their liberal arts learning, preparation for professional careers and further education, facility in the use of information and communication technologies, interest in lifelong learning, appreciation of diversity, sense of ethical responsibility, and commitment to leadership through service to affect positively individual lives and the common good as engaged global citizens;
- ❖ To exhibit a strong social consciousness that expressly permeates all curricula;
- ❖ To be a community that looks beyond itself and engages in public service that enriches the life of the wider community;
- ❖ To engage in partnerships with the Hawaii community, our Pacific Island neighbors, the Church and those with whom we share Marianist sponsorship; and
- ❖ To explore critically the intersections of faith and culture, and consistent with our identity, engage our students in this dialogue and participate in the processes of public learning and policy formulation and the building of a more just and peaceful society.

Commitments to the Character of Our Educational Community

- ❖ To be a unified educational community where members are committed to both our common mission and their self-development;
- ❖ To be a faculty and staff with a primary focus on student learning and the development of the whole person;
- ❖ To hold an extensive view of hospitality, meaning cordiality to the idea and talents of others; to listen with an open mind that enhances our integrity and reasserts our humanity;
- ❖ To nurture a culture that honors and promotes open inquiry, reflection, and critical dialogue with peers on and beyond the campus and the dissemination of our scholarship;
- ❖ To be a scholarly community that explores and encourages connections between disciplines and provides the various experiences necessary to make those connections—this implies intense, dedicated collaboration among colleagues and students;
- ❖ To foster an excellent multicultural learning environment drawing on our unique Pacific Island location;
- ❖ To conduct ourselves with personal integrity, perhaps the most powerful educational tool we possess; to serve as mentors and role models, interacting with students in the manner we seek to have them work with others; and
- ❖ To be a community that stays the course through the difficult periods; to have the patience, self-discipline and sacrifice necessary to build a strong community; and to look within ourselves for the resolve to work through difficulties.

Marianist Spirituality and Education

The Characteristics of Marianist Universities are a concise statement of ways Marianist universities, including Chaminade University of Honolulu, distinguish the education they provide. The Characteristics of Marianist University are:

- ❖ Educate for Formation in Faith
- ❖ Educate in Family Spirit
- ❖ Provide an Integral, Quality Education
- ❖ Educate for Service, Justice, Peace and the Integrity of Creation
- ❖ Educate for Adaptation and Change

The Characteristics of Marianist Universities flow from Marianist spirituality as envisioned by Blessed William Joseph Chaminade, the Founder of the Society of Mary. Education in the Marianist tradition is inspired by this spirituality through three dimensions: a deep Marian faith, forged in communities, with a mission to manifest the 'Good News' of Jesus Christ.

Marian faith. Father Chaminade pointed to Mary as being the "first disciple". She said "yes" to being the mother of Jesus, the Son of God. She was aware of Jesus special place in our salvation history before any other person. Her yes to cooperating in God's mission to save his people inspires us to conceive ways of using our faith and our intellect to make the world more just and peaceful.

Working in community. Father Chaminade knew that transforming the social order required the action not just of individuals but of people working together with a common mission like the early Christians, who prayed, evangelized, and broke bread together.

A common mission. Marianist communities of faith aim at rebuilding the Church and society with religious and lay people, men and women, and wealthy and poor who come together with Mary as their inspiration.

(Adapted from "The Gift of a Marianist Education", Marianist Province of the United States.)

University Logo



The Chaminade University logo depicts the Mystical Rose Oratory, a central part of campus life. It is the site for worship and Christian community, a place to nurture a maturing relationship with God and humankind.

The Silversword



Chaminade is also identified with the rare silversword plant, indigenous to Hawai'i and found on Haleakala, a dormant volcano on the island of Maui. The flowers of this exotic plant are said to resemble the Cross, the symbol of the Christian faith. Chaminade's athletic teams bear the name Silverswords.

University 'Oli

An 'oli is an essential aspect of Native Hawaiian culture. The word "oli" means the action of chanting. He Mele No Kaminaka is an 'oli composed for Chaminade University by Kaipo Leopoldino (Class of 2013).

Aia i ke kula ma Kalaepōhaku e

The school on Kalaepohaku

Ka home o nā pua 'āhinahina e

The home of the Silversword blossoms

Welina ke aloha iā kākou

You are all welcomed with love

E kipa mai

Come in

Aloha e

Welcome,

Aloha e

Welcome,

Aloha e

Welcome

University Seal



The Chaminade University seal includes the words *Vita in Verbo*: "Life in the Word." The flaming sword symbolizes the two-fold "word": the word of God, Christ, the life of the soul; and the word of man, the life of the mind. It also represents the dual purpose of Chaminade: to guide students toward truth and faith and toward the aesthetic, cultural, and scientific truths of the human race; and to produce Christian men and women endowed with a sense of their rich cultural heritage.

Chaminade Alma Mater

Lyrics: Brother Joseph A. Becker, SM

Chaminade, Alma Mater, Hail!
Light of truth by tropic sea,
Guide of youth, you keep us free.
Your colors: white as curling foam,
Your royal blue — our island home.
Lift our loyal spirits high,
With a sword of inspiration
Lead to battle with the cry,
"Life in the Word" — and victory
For love of God and nation.

Rendezvous of West and East
Home of evening star, a gleam,
And morning star, pure silver beam,
Hail, splendor, echo of the sun.
Lift our loyal spirits high,
With the sword of inspiration
Lead to battle with the cry,
"Life in the Word" — and victory
For love of God and nation
Chaminade, Alma Mater, Hail!

STUDENT CODE OF CONDUCT

Overview of Student Code of Conduct

Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is home, school, recreation center, and work, all in one. That makes it a community environment in which the actions of one student may directly affect other students. Therefore, each person must exercise a high degree of responsibility. The university expects students to remain in good conduct standing, which is defined as not currently being under a resolution status (i.e., student conduct probation, suspension, or expulsion).

Chaminade University has established policies:

1. In recognition of general student rights to which the university subscribes;
2. For the purpose of establishing fair and consistent processes to the equitable resolution of concerns, difficulties or needs which might arise; and
3. In order to remain in compliance with applicable local, state and federal laws.

Student Responsibility

The student is responsible for knowing the information presented in the Chaminade University Catalog, course schedules, and Student Handbook, and for observing all regulations and procedures relating to the program being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that he/she was not informed of, the regulations or procedures.

A student must satisfy the requirements of the University Catalog in place at the time that he or she is admitted to and begins coursework in a degree program, or the student may, with the consent of the program advisor, graduate under a subsequent catalog provided the student complies with all the requirements of the later catalog.

RESPONSIBILITY FOR FOLLOWING ALL POLICIES AND MEETING ALL REQUIREMENTS AND DEADLINES FOR GRADUATION RESTS WITH THE STUDENT.

General Student Rights

1. Students have the right to pursue educational, recreational, social, cultural, and residential activities within the basic philosophies, goals, and guidelines of Chaminade University.
2. Students have the right not to be discriminated against in employment or educational pursuits based upon the student's religious affiliation, gender, sexual orientation, skin color, ethnic or racial background, national origin, age, physical or mental challenges, marital status, change in marital status, pregnancy, or parenthood.
3. Students have the right to pursue educational endeavors free of harassment of any kind.
4. Students have the right to organize and join associations to promote interests held in common with other students within the limits of university policy and our Catholic, Marianist values.
5. Students have the right to services of the faculty, staff, and administrative officers of Chaminade University.
6. Students have the right to fair and impartial academic evaluations.
7. Students have the right to have the university maintain and protect the confidential status of their education, student conduct, and health records (**for exceptions, see *Privacy & Confidentiality in the [DISCRIMINATION AND HARASSMENT PROCEDURES AND RESOURCE GUIDE](#)***)
8. Students have the right to a clean environment, reasonable access to facilities provided by the university, and freedom to read and study without undue interference, unreasonable noise, and other distractions.

Student Responsibilities

These responsibilities can be summarized as:

1. Students are responsible for conduct that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual is respected.
2. Students are responsible for treating others in the Chaminade community with respect and consideration for individual rights.
3. Students are responsible for maintaining standards of academic performance as established by the university.
4. Students are responsible for complying with any university rule, regulation, and/or policy, including information in the Catalog and Student and Residence Life Handbooks, as well as municipal, state, and federal laws.
5. Students are responsible for their guest(s) on university-owned or controlled property and/or at university-sponsored activities.
6. Students are responsible for expressing their views to the appropriate personnel when they believe their rights have been violated.

All who work, live, and study in the Chaminade community are here by choice and should therefore be committed to the mission of Chaminade University and the larger society. Students are therefore expected to discipline themselves. In the event a student does not demonstrate appropriate self-discipline and responsibility, the university will take appropriate student conduct measures as a part of its educational mission and to assure a safe and comfortable environment for all.

Student Conduct Principles

In the event that student conduct measures are needed, the purpose, philosophy, and procedures of discipline at Chaminade are designed to be educational and redemptive. Whether a misconduct situation is handled formally or informally, the following principles shall be applied:

1. The welfare of all individuals and the community shall be considered where they may be affected by the behavior of the accused student.
2. The welfare of the individual who is alleged to have violated any university rule, regulation, and/or policy shall also be considered, along with his or her comprehensive development, attitude, previous behavior, and the particular circumstances surrounding the case.
3. Situations involving misconduct shall be handled at the lowest practical level in the student conduct process, unless otherwise determined by the Judicial Affairs Officer.
4. Alleged violations shall be handled as promptly and efficiently as is practical for maximum benefit to accrue to all involved individuals.

While any misconduct situation is still being investigated or is otherwise ongoing (including any appeals), consideration shall be given to the rights of all persons involved, including the right to fair treatment and confidentiality whenever reasonably possible.

Student Conduct Rights

In general, the following rights shall be extended to every student accused of a violation of any university rule, regulation, and/or policy. In those instances, in which the student's alleged conduct poses a threat to the health and safety of the Chaminade University community at large, the student may be removed from the community, including removal from the residence halls, pending an investigation into the alleged conduct. For situations that fall under Title IX, Sexual Harassment, and Discrimination, please refer to that section in this Handbook for specific procedures and details).

Except as indicated above, the following rights shall be extended to every student who is alleged to have violated any university rule, regulation, and/or policy:

1. Notice— The student shall be provided written notice of any alleged violation of the Student Code of Conduct or university rule, regulation, and/or policy. The notice shall be sent to the student's Chaminade email address and may be mailed via USPS or hand-delivered to the student. The notice will include the alleged violation of the Student Code of Conduct or university rule, regulation, and/or policy. The notice shall be provided to the student within five (5) business days of the administrator being informed of the allegation.
2. Investigation— An investigation will be immediately conducted. In the event that the conduct is alleged to have

occurred in the residence halls, the Director of Housing & Residence Life will assign the appropriate Residence Life staff member to conduct the investigation. If the conduct is alleged to have occurred outside of the residence halls on campus or at a university-sponsored event, the Vice President for Student Affairs/Dean of Students will assign the Judicial Affairs Officer to conduct the investigation. There may be times when an administrator from outside of the Division of Student Affairs will be asked to conduct an investigation. In those instances, the Vice President for Student Affairs/Dean of Students will communicate with other administrators to assign an investigator.

During the investigative process, a student will have the right to be interviewed, to provide evidence, and to provide witnesses. When the investigation is complete, the assigned investigator will prepare a summary of facts and conclusions. The investigator will inform the student of the outcome of the investigation and any further steps that may be taken. This communication will be in writing via the student's Chaminade email address and may be mailed via USPS or hand-delivered to the student. The standard of proof used to determine whether or not the alleged conduct, if supported by the totality of the evidence collected, is a violation of the Student Code of Conduct and/or university rule, regulation, and/or policy will be the preponderance of the evidence.

If the totality of the evidence collected substantiates the allegation(s), the investigator will also provide the resolutions that will be imposed upon the student in the letter that contains the outcome of the investigation.

3. Support Person— The student has the right to have a "support person" (a faculty, staff, or administration member, or a fellow student, parent, or guardian) present throughout the investigative/student conduct process. Only one such person may be present during the student conduct process, although it need not be the same person in each phase of the process. However, the student must speak for the student's self; the support person is not permitted to speak on behalf of the student. Due to the non-litigious nature of these meetings and hearings, legal representation is not permitted.
4. Right to Appeal— A student has the right to appeal the decision and initial resolutions of the Director of Housing & Residence Life or the Judicial Affairs Officer. An Appeals Officer will be appointed by the Vice President for Student Affairs/Dean of Students as follows: if the student appeals the decision of the Judicial Affairs Officer, the appeal will be made to the Director of Housing & Residence Life or a staff member designated by the Vice President for Student Affairs/Dean of Students. If the student is appealing a decision of the Director of Housing & Residence Life for conduct that occurred in the residence halls, the appeal will be made to the Judicial Affairs Officer or staff member designated by the Vice President for Student Affairs/Dean of Students.

Such an appeal must be in writing and must be physically submitted to the Office of the Vice President for Student Affairs/Dean of Students within two (2) business days of the receipt of written notification of the previous decision. In certain circumstances it may be necessary for an appeal to be heard and adjudicated by an administrator outside of the Division of Student Affairs. In those situations, the Vice President for Student Affairs/Dean of Students will communicate with other administrators to assign an Appeals Officer. The decision of the Appeals Officer is final and cannot be appealed further.

The appeal must be based on at least one of the following:

1. There has been a violation of the accused student's student conduct rights afforded under the rules listed above, and this violation affected the decision reached to the detriment of the accused student; or
2. The provisions of these rules pertaining to the student conduct process have not been followed and this has affected the decision reached to the detriment of the accused student; or
3. Significant and relevant new evidence that could not before have been presented has since surfaced; or
4. The accused student has reason to believe the resolutions or decision levied are unduly arbitrary or otherwise unjustified and can provide sufficiently valid and credible evidence to support this contention; or
5. There is some other basis that, in the sole discretion of the Appeals Officer, provides good cause justifying an appeal.

The written request for an appeal shall include the specific basis for the appeal, as well as any evidence to support the appeal.

Upon receipt of the appeal, the Appeals Officer will do one of the following:

1. Accept to hear the case at his/her discretion,
2. Refuse to hear the case for lack of sufficient reason for appeal, or
3. Investigate and modify the decision and/or resolution.

The decision and resolution(s) resulting from any appeal will be sent, in writing, to the student, the Vice President for Student Affairs/Dean of Students, and/or any persons or offices notified of the original resolution, including the initial decision-maker.

If appeals by the accused involve claims of improper or excessive resolutions, the Appeals Officer's decision cannot result in more severe resolutions for the accused student.

The decision of the Appeals Officer shall be final.

Resolutions

Imposing resolutions as a result of any student conduct proceeding is intended to redirect student behavior toward behavior that is positive such that it benefits the student and the university community. The following are possible resolutions that may be imposed. Other resolutions, and/or a combination of resolutions, may also be imposed when it is determined to be appropriate. Unless otherwise determined by the person imposing the resolution, the student must comply with any resolution during any appeal process whether or not the appeal has been processed.

Warning

Students may receive a written warning that their behavior violated a university rule, regulation, and/or policy. As part of the warning, an explanation of relevant university regulations shall be given with the admonition that further violations of the student conduct rules shall be cause for additional student conduct resolutions that may be harsher. A record of the warning shall be kept on file with the university.

Cost for Damages/Replacement of Property

Cost for damages or replacement of property is appropriate in any case in which the misconduct has caused loss of or damage to university-owned or controlled property, or off campus at university-sponsored events. Unless otherwise directed by the Judicial Affairs Officer, the assurance of such payment shall be made by way of a direct billing of the student's account in the Business Office. Payments shall be paid immediately in order to avoid a hold in course registration for the following semester or cancellation of course registration. Such payments in full shall also be required in order to obtain copies of one's transcript.

Service Work

Service work may be imposed in any case in which it would be appropriate to provide the student with an opportunity to give back to the offended community through the performance of services. The type and extent of service work may be determined either in terms of hours in performing a function or service, or in terms of completion of an assigned task or tasks.

Failure to complete the service work by the designated completion date and/or in a satisfactory manner shall result in the outstanding service hours being converted into a monetary resolution. One (1) hour of service work will be equivalent to \$10.

Fines

In certain cases, a fine may be imposed as a resolution. Fines are appropriate at times of the year when community service work is impractical (toward the end of semester, for example), as a response to repeated violations of any rule(s), as a resolution of a prior community service commitment which was not completed in a timely and satisfactory manner, or in any other case in which payment of money other than for cost for damages/replacement of property is appropriate. Fines shall be paid in full immediately in order to avoid a hold on the student's course registration for the following semester or cancellation of course registration. Fines shall also be paid in full in order to secure copies of one's transcript.

Educational Resolutions

The primary purpose of student conduct resolutions is to encourage a change in behavior so actions in violation of student conduct rules are not repeated. To that end, there are times when resolutions offering opportunity to be educated in the area in which the violation occurred may be appropriate. Such resolutions are particularly preferred when the violation involves behavior that could indicate the start or perpetuation of behavior that is potentially negative to a student's long-

term emotional, mental or physical health, or behavior that may have similar impact on another person or on the community in general. Educational resolutions may be of various types, including but not limited to the following:

1. Satisfactory completion of a project designed to educate the student on a specific subject (such as a research project, an assigned paper, full participation in interactive educational programs, etc.); and
2. Preparation of materials designed to educate a targeted population on a specific subject (such as flyers, posters, brochures, or written or oral presentations), or active participation in programs or services designed to educate or to remediate behavior (such as involvement in an Alcoholics Anonymous or Narcotics Anonymous group, personal or group therapy, or violence cessation or anger management workshops). In this latter category, waivers may be required to allow the Judicial Affairs Officer or other university staff to communicate with the professional or other group leader to assure that the student has in fact attended the particular program.

Probation

Student Conduct Probation is an official notice that a student is subject to possible suspension from either the residence halls and/or from the university, or to additional resolutions, if an additional violation of university rules, regulations, and/or policies is committed by that individual. Probation is appropriate in situations involving repeated violations of the same or different rules of conduct, where a flagrant violation has been committed, or in any other situation for which a lesser resolution is insufficient to adequately address the violation. Probation is a single "final chance" to avoid suspension or more severe resolution. Failure while on probation to adhere to the university rules, regulations, and/or policies may have more severe consequences than the same violation might engender in a student not on probation. The duration of probation shall be established at the time of imposing the resolution.

At the discretion of the person imposing resolutions in any particular case, students on probation may be permitted to complete their existing residence hall contracts, and may be permitted to re-lease space in the residence halls while on probation.

Suspension from University Activities

Another possible resolution is suspension from participation or involvement in co-curricular activities, including intercollegiate athletics. Such suspension shall not be for a period longer than any probationary period that may be separately imposed, but may be for a shorter period.

If a suspension from co-curricular activities is imposed, it supersedes the results of any selection to an intercollegiate team, election to any student organization or student government office, general student privileges to participate in co-curricular activities, or any other commitment made by the student or by the university to that student. The loss of stipends, scholarships, or other such benefits as a result of such a suspension from co-curricular activity shall be in compliance with the rules and guidelines established by the NCAA, the university, and the student organization in question.

Suspension from Residence

Serious infractions or repeated violations of residence hall policies, violations of university rules, regulations, and/or policies, violations of conditions of probation, or behavior that creates a situation that threatens the health, safety or welfare of other members of the university community or their possessions may lead to suspension of a resident from a residence hall whether on or off of the university's campus.

Suspension from the residence halls results in cancellation of housing contract and forfeiture of room fees. Depending upon the circumstances leading up to suspension, meal plans may be continued or canceled without refund. Students are required to properly check out in accordance with residence hall procedures.

In most cases, a student will be given forty-eight (48) hours to vacate their residence hall space. In situations where the student is deemed a threat to the health, safety or welfare of other members of the university community or their property, the student may be suspended from the residence hall immediately, even if an appeal of the suspension is anticipated or pending. Such an "interim suspension" is not imposed punitively, but only for the protection of the university's residential community. As such, the student upon whom it is imposed has no claim of reimbursement for the period of the suspension if it is overturned on appeal.

Restricted Access

Students may be restricted from one or more areas of the university (including all off-campus residence halls and other property) for a specified period of time if it is determined that the student's presence poses a likelihood of harm of

disruption to the university community. Students placed on restricted access will receive notification of such. Students may be escorted off campus by Campus Security or law enforcement personnel if they are found in violation of the restriction, and in such cases a modification of the original resolution(s) may be made by the Judicial Affairs Officer and/or the Vice President for Student Affairs/Dean of Students.

Suspension from Enrollment

Suspension from enrollment is the termination of the student's enrollment status with a possibility of the individual returning to student status at some period in the future. A suspension is effective immediately unless otherwise determined by the person imposing the resolution. The student may petition his/her instructors for permission to complete any courses in progress during the term that the suspension is imposed. The student is responsible for making arrangements with individual faculty members for the off-campus completion of courses. The student's CUH email account and ID number will be canceled in the system.

Suspension may be appropriate when a student:

1. Violates any term or condition of a student conduct probation imposed under these rules;
2. Violates the integrity of the academic process;
3. Commits an offense defined as a felony under federal, state and/or local laws, where formal legal charges are filed and there is a conviction, and/or there is an immediate threat to the university community;
4. Creates a situation that threatens the health, safety or welfare of members of the university community or their property; or
5. Creates any other situation (including, but not limited to, cases of repeated violations) in which continued enrollment will not serve to adequately educate the student as to the seriousness of the rule violations.

Prior to re-admittance after any term of suspension, it may be required as part of the resolution that the student demonstrate to the satisfaction of the Judicial Affairs Officer and/or the Vice President for Student Affairs/Dean of Students that there is strong reason to believe that the circumstances that led up to suspension have been appropriately addressed and resolved. At the point of re-application to the university, the student may be required to submit such evidence, and the university retains the right to have such evidence reviewed and recommendations made by appropriate medical or other professionals prior to making a determination on re-admittance.

Students suspended will be charged and shall be responsible for full tuition and fees and/or housing and board expenses for the academic term in which the suspension occurred. University ID cards and parking stickers shall be invalidated for the duration of the suspension. The student shall be solely responsible for initiating a request for re-admission to the Vice President for Student Affairs/Dean of Students.

Dismissal

Dismissal is the permanent expulsion from the university. Dismissal shall be at the sole discretion of the university administration. The student shall not be eligible for re-admission at any time to Chaminade University. The student shall vacate the residence halls and leave the campus with all of his/her property within twenty-four (24) hours of receipt of written notification of dismissal with all of his or her property, and shall not be allowed further access to or use of any university-owned or controlled property. The student's CUH email account and ID number will be canceled in the system.

Students who are dismissed will be charged and shall be responsible for full tuition and fees and/or housing and board expenses for the academic term in which the dismissal occurred.

Prohibited and Restricted Conduct

Student conduct that is prohibited includes behavior that violates the rules, regulations, and/or policies of Chaminade University as stated in the university's Policy Manual, or contained within any university publication, including campus newsletters or handbooks. This list of prohibited conduct shall be read in conjunction with the Guide to Residence Life, Student-Athlete Handbook, and any other rules set forth by University administration, faculty, and/or staff.

The following is a list of behaviors that are prohibited. This list is not exhaustive, and can be updated or amended by University administration if necessary. Being present during a violation of any term of the University Code of Conduct and/or University policies in such a way to condone, support, or encourage that violation is also prohibited.

1. Alcohol
 - a. Use or possession of alcohol by any person under the legal drinking age.

- b. Distribution of alcohol to any person under the legal drinking age.
 - c. Drinking in public or possessing an open container outside of a residence hall suite that is approved for such consumption or at a University-sponsored event for which the appropriate approvals for alcohol consumption have first been obtained.
 - d. Public intoxication.
 - e. Sale or manufacturing of alcohol.
 - f. Driving under the influence of alcohol.
 - g. Abuse of alcohol.
 - h. Possession of devices used to facilitate drinking games or rapid consumption devices (including but not limited to funnels) or any behavior that promotes underage or irresponsible consumption of alcohol.
2. Campus Community Disrespect
- a. Obstruction or disruption of teaching, research, administration, student conduct procedures, or institutional activities, including the University's public service functions, or other activity on University-owned or controlled property or at University-sponsored functions. The faculty or staff member responsible for the class or activity has the discretion to maintain classroom and/or event management and, in addition, refer the student to the Vice President for Student Affairs for potential judicial action.
 - b. Excessive noise, amplified sound, music, or noise that disrupts others.
 - c. Any form of vandalism of personal or University property, regardless of intent.
 - d. Littering, unearthing plants, or damaging University grounds or facilities in any manner.
 - e. Misuse of University property, including but not limited to furniture.
3. Compliance
- a. Refusal while on University-owned or controlled property or at a University-sponsored event to comply with an order of the University President or appropriate authorized officials, including faculty and staff members, residence hall staff, and Campus Security, to adhere to any University policy or respond to directives those officials may determine to be reasonably appropriate or necessary, including directives regarding the security of University facilities or other property, or the safety of any individuals. This policy extends to all guests attending events on University-owned or controlled property or at a University-sponsored event.
4. Dishonesty
- a. Furnishing false or misleading information to University officials or on official University records.
 - b. Filing a false incident report or witness statement.
 - c. The filing or pursuit of any claim against any person or entity that has no valid basis, is frivolous, or which is brought for the purpose of harassment, inconvenience, retaliation, or other like purpose. Whether any claims fall within the scope of this paragraph shall be determined by a committee comprising of the Vice President for Student Affairs/Dean of Students, Judicial Affairs Officer, Vice President for Compliance & Legal Affairs, and the Director of Housing & Residence Life (in situations involving residence life).
 - d. Transferring, altering, forging, wrongfully obtaining, or otherwise misusing legal and/or University documents, records, permits (inclusive of parking permits), including being in possession of a University identification card other than your own.
 - e. Academic dishonesty, including but not limited to cheating and plagiarism.
 - f. Engaging in forgery.
 - g. Misusing University funds.
5. Disorderly Behavior
- a. Any conduct that unreasonably disrupts or interferes with pedestrian or vehicular movement on University-owned or controlled property or at a University-sponsored event.
 - b. Indecent conduct on University-owned or controlled property, or at University-sponsored events. Indecent conduct is conduct defined as lewd, indecent, or obscene under any of the civil or penal provisions of the Hawaii Revised Statutes or Revised Ordinances of Honolulu, as amended or other applicable federal, state, and/or local laws.
 - c. Chaminade students and student clubs/organizations will be held responsible for the conduct of their guests. Students/Clubs/Organizations who invite guests to campus and the residence halls are expected to inform them of all University rules and regulations. Refer to the Guide to Residence Life for additional information regarding residence hall visitation rules and regulations. This policy extends to all guests attending events on University-owned or controlled property or at a University-sponsored event.
6. Drugs
- a. Use or possession of any illegal drug in either the refined or crude form.
 - b. Distribution of any illegal drug in either the refined or crude form.
 - c. Sale or manufacturing any illegal drug.

- d. Possession of paraphernalia designed or used to ingest or otherwise use illegal drugs, including but not limited to pipes, bong, hookahs, home-made smoking devices, vape materials with suspected illegal substances, or items that have markings of use for drug-related behavior, such as burned spoons.
 - e. Use, possession, or distribution of any prescription drug for which legitimate possession or use cannot be verified by a medical doctor.
7. Gambling
- a. Wagering money, property, or services of value on University-owned or controlled property.
 - b. Hosting activities such as poker tournaments, casino nights, and other events that utilize similar gaming themes.
 - c. Online betting on University-owned or controlled property or at any University-sponsored event.
8. Harassment
- a. Verbal abuse directed at a specific person that is repetitive.
 - b. Threats.
 - c. Intimidation.
 - d. Stalking. Any course of conduct directed at a specific person that is unwelcome and would cause fear or concern in a reasonable person. Repetitive pursuit, following, interfering with peace and safety of another person. This includes persistent calling, texting, or posting on social networking sites, seeking to gather information about another person, as well as physical stalking.
 - e. Bias-related or historically symbolic behaviors or displays of symbols or language that cause any member of the campus community to feel uncomfortable, targeted, or unwelcome (regardless of intent). This includes historically offensive symbols or language that are reasonably known to have such effects.
 - f. Behavior that would cause distress and fear for safety by a reasonable person.
 - g. Unauthorized use of a recording device to record another person without their knowledge or approval.
 - h. Behaviors that would constitute discrimination or sexual harassment by fall outside the scope and/or jurisdiction of Discrimination and Harassment policy.
 - i. Harassment, intimidation, or coercion of any person in the campus community for the purpose of obtaining sexual favors or for any other reason that is unwelcome by that person.
9. Hazing
- a. The University strictly prohibits hazing in any form. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another for the purpose of initiation or admission into an affiliation with an organization. Such terms shall include, but are not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual. Also included is subjection to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual.
10. Interference with the Student Conduct Process
- a. Actively avoiding, ignoring, or refusing to participate in any potential, actual, or past investigation. This includes but is not limited to not reading or answering communications from University staff, refusing to schedule interviews or other appointments, not providing information requested by University staff, and/or not appearing for an interview or other appointments.
 - b. Attempting or actively influencing, impeding, intimidating, interfering, or coercing any person involved in a potential, actual, or past student complaint. This includes but is not limited to encouraging or influencing another person to commit an abuse of a University conduct system, discouraging an individual's proper participation in, or use of, the University conduct process, or distributing or interfering with the orderly process of a conduct proceeding.
11. Laws, Ordinances, and Statutes
- a. Offenses defined as felonies, misdemeanors, petty misdemeanors, or violations under federal, state, and or local laws or ordinances where formal legal charges are filed and there is a conviction, and/or there is an immediate threat to the campus community. In the instance where someone is charged but not convicted, but the evidence is such that the University's preponderance of evidence standard for the behavior at issue would be met and the University has access to that evidence, that may constitute a violation of this provision.
 - b. Actions leading to the conviction of criminal offenses.

12. Misuse of Technology
 - a. The use of technology, including but not limited to email and social networking sites, for the purpose of engaging in unethical behavior, stalking, harassment, and/or to attempt criminal acts against another person. Refer to Use of Technology Guide.
 - b. The use of any camera or recording device while in class, residence hall common areas, restrooms, locker rooms, or in any situation not normally considered public or where users of the facility may reasonably expect privacy. Such devices shall include any and all devices which are capable of capturing either still or moving images and/or audio recordings. An instructor may make a classroom exception to this regulation by authorizing the use of the device in advance of a class period.
 - c. The use of technology to post, comment on, or disseminate images or recordings of another person without the express consent of the other person.
 - d. The use of technology to send unsolicited images or recordings to another person.
13. Physical Abuse
 - a. Fighting, hitting, grabbing, pushing, cutting, wrestling, slapping, or pinching another person, regardless of intent.
 - b. Detention of or physical acts toward or upon another person, or conduct that commits or threatens bodily harm, or which otherwise intimidates the health or safety of any person on University-owned or controlled property or at a University-sponsored function.
14. Safety and Security
 - a. Possession, use, or storage of firearms, pellet/BB guns, knives with blades over six inches, switchblade knives of any length, Tasers, martial arts weapons, explosives, fireworks, dangerous chemicals, or other weapons on University-owned or controlled property, in vehicles parked on University-owned or controlled property, or at University-sponsored events.
 - b. Conduct that interferes with the University's fulfillment of its responsibility to protect the health and safety of members of the campus community or their property.
 - c. Use of certain motorized and non-motorized vehicles on campus, including but not limited to skateboards, scooters, and skates. E-bikes and other motorized vehicles that use lithium/lithium ion batteries may not be stored inside of student residence hall rooms due to safety reasons and there is not indoor storage on-campus for these items.
 - d. Unauthorized use of or entry into University-owned or controlled facilities, including residence halls, buildings, grounds, and any other University-owned or controlled property. This includes but is not limited to unauthorized duplication of keys, propping doors open when they should be closed and/or locked, breaching any fences or walls bordering the Chaminade University Campus, accessing unauthorized areas, including roofs, attics, utility rooms, or other non-public rooms, and allowing unauthorized individuals into University-owned or controlled facilities.
 - e. Throwing, dropping, or projecting objects or substances out of or onto vehicles, buildings, or other University structures, including but not limited to food waste, water balloons, and liquids of any kind.
 - f. Tampering with University equipment, including but not limited to, any elevator, wiring, plumbing, doors, locking mechanisms, security cameras, fire equipment, automated external defibrillators (AEDs), or other University equipment without prior authority from the appropriate University official.
 - g. Setting a fire, committing arson, or contributing materials or fuel to a fire.
 - h. Falsely activating fire alarms.
 - i. Disregarding a fire alarm signal or failing to evacuate a building during a fire alarm or scheduled fire drill or failing to vacate the general vicinity of a fire.
15. Solicitation and Commercial Activity
 - a. Engaging in any activity while on University-owned or controlled property or at a University-sponsored event which is done for monetary compensation, without the authority and approval of the event beforehand by the appropriate University administrator(s).
 - b. Students or student organizations selling items without the authority and approval of the event beforehand by the appropriate University administrator(s).
16. Theft, Damage, and Unauthorized Possession
 - a. Malicious damage to the property of others or of the University.
 - b. Theft or possession of the property of others or of the University.
 - c. Attempted theft or damage to the property of others or of the University.

Student Conduct Records

Student conduct records are maintained separately from academic records. Conduct records are maintained by the Office of the Vice President for Student Affairs/Dean of Students.

Student Request to Review Student Conduct Records

Students may request to review their conduct records. All requests for records (including Residence Life, Judicial Affairs, and the Vice President for Student Affairs/Dean of Students) must be made by completing the appropriate request form through the Office of the Vice President for Student Affairs/Dean of Students, and must be made at least one week prior to the date of viewing. When said request is received, names of other students appearing in the student conduct records will be redacted to protect their privacy. In addition, the review of records will be made in the presence of a Chaminade University employee and/or a staff person from the office where the student conduct files are held. No photocopies of said records will be given to the student making said request unless such a request is included in the request form or ordered by a court with proper jurisdiction. No pictures or other reproductions will be allowed. The student will not be allowed to remove the student conduct file and/or any contents of his/her student conduct records from the viewing room, but will be allowed to take written notes.

Student Conduct Proceeding Disclosures Policy

Upon written request from an alleged victim of a crime of violence or a forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), Chaminade will disclose the final results of any institutional student conduct proceeding dealing with that crime or offense to the requestor as required by law.

Parental Notification Policy

Chaminade University strongly believes in the value and importance of the family. The family has great potential for encouraging students to pursue academic goals and to develop ethical decision-making skills.

The general policy is to be protective of the student's privacy. However, there are instances, including those listed below, in which a parent or legal guardian will be notified of matters concerning a student. In certain instances, we believe it is appropriate for the student to inform his or her parent/guardian directly, so whenever reasonable, we will allow time for students themselves to do so. However, in situations where prompt notification is prudent, the Vice President for Student Affairs/Dean of Students or another designated staff member will contact a parent/guardian as soon as possible.

Parental notification may be done in the following instances:

1. Health and safety emergencies, including transports to a hospital in critical situations;
2. Suspension or expulsion from the university;
3. Expulsion from university residence halls as a result of an alcohol or drug-related violation and/or a violation of the student's probationary status or conduct resolution if the student is a dependent (for federal tax purposes);
4. Loss of a scholarship or financial aid as a result of violation of a university policy if the student is a dependent (for federal tax purposes); or
5. When a student has been found in violation of a university policy regarding the use, possession, sale, or distribution of any controlled substance (illegal drugs) or prescription medication not prescribed by a medical professional.

Parental notification under this policy is authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g ("FERPA"), which permits the disclosure of information from education records to parents of dependent students. The university reserves the right in its sole discretion to notify parents of alcohol- or drug-related incidents falling outside this policy to the extent permitted by FERPA or other applicable law.

TITLE IX, SEXUAL HARASSMENT, SEXUAL DISCRIMINATION & RETALIATION POLICY; POLICY ON EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

<https://chaminade.edu/compliance/title-ix-nondiscrimination-policy/>

(808) 440-4275

Section 1: Introduction

Chaminade University of Honolulu ("Chaminade University" or "University") recognizes the inherent dignity of all people and is committed to providing an educational and work environment that is free from sexual misconduct and harassment in any form including, but not limited to, sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking, domestic and dating violence. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, and staff. All forms of prohibited conduct under this policy are regarded as serious University offenses, and violations will result in discipline, including the possibility of separation from Chaminade University. State and federal laws also address conduct that may meet Chaminade University's definitions of prohibited conduct, and criminal prosecution may take place independently of any disciplinary action instituted by Chaminade University.

This policy is not intended to inhibit or prohibit educational content or discussions inside or outside of the classroom that include relevant, but controversial or sensitive, subject matters protected by academic freedom. Definitions of the specific forms of harassment that this policy is intended to prohibit are provided below.

Title IX of the Education Amendments of 1972 and its implementing federal regulations prohibits discrimination on the basis of sex or gender in the University's programs and activities. Chaminade University will respond to complaints or reports about prohibited conduct with measures designed to stop the behavior, eliminate any such sex or gender discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in University-related programs or activities.

Individuals who feel that they are victims of conduct that may fall within the definitions of prohibited conduct under state law are encouraged to file a police report with outside law enforcement agencies. All individuals also have access to Confidential Resources both on-campus and off campus that they may use for support and guidance without initiating University action.

Section 2: Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 addresses all forms of discrimination on the basis of sex, including sexual harassment. Chaminade University does not discriminate on the basis of sex, gender, or gender identity in its educational, extracurricular, athletic, or other programs or in the context of admissions or employment in accordance with Title IX of the Education Amendments of 1972 and the regulations found in Part 106 of Title 34 of the Code of Federal Regulations (Title IX).

Title IX is a federal law that provides that, "No person in the United States shall, on the basis of 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."

Chaminade University, as an educational community, will promptly and equitably respond to all reports of sex discrimination in order to eliminate the misconduct and/or harassment, prevent its recurrence, and address its effects on any individual or the community. This policy applies to all members of the University community including: students, employees, volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the University.

Section 3: Definitions

Actual Knowledge: Actual Knowledge is *notice* of sexual harassment or allegations of sexual harassment to the University's Title IX Coordinator who is the University official with authority to institute corrective measures on behalf of the University.

Advisor: The term "Advisor" means any person who is invited by the Respondent or Complainant, or who is assigned by the University, to attend any meetings, investigative sessions, hearings, or conferences. For the purposes of hearings, the Advisor must conduct a cross-examination on all issues of credibility.

Complainant: A reporting party is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment as defined in 34 C.F.R. § 106.30(a).

Complaint (formal): Means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that the University investigate the allegation.

Confidential Resource: An employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation.

Consent: An informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. General guidance for consent:

- Consent cannot be inferred from silence, passivity, or lack of active resistance.
- A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent. A verbal "no" constitutes lack of consent, even if it sounds insincere or indecisive.
- By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological.
- Either person may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct. Intoxication is not an excuse for failure to obtain consent.
- A person incapacitated by alcohol or drug consumption, or who is unconscious or asleep or otherwise physically or mentally impaired, is incapable of giving consent.
- A person who is below the legal age of consent is incapable of giving consent.

Day: Means a business day when the University is in normal operation.

Directly Related Evidence: Evidence connected to the complaint, but which is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and cannot be relied upon by the investigation report or Hearing Officer. Compare to Relevant Evidence, below.

Education Program or Activity: Means locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

Final Determination: A conclusion by the standard of proof that the alleged conduct did or did not violate policy.

Finding: A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a "finding of fact").

Formal Grievance Process: A method of formal resolution designated by the University to address conduct that falls within the policies included below, and which complies with the requirements of the Title IX regulations (34 CFR §106.45).

Grievance Process Pool: Includes any investigators, Hearing Officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).

Hearing Officer: The person who hears evidence, determines relevance and credibility, and makes the Final Determination of whether this Policy has been violated.

Investigator: The person or persons charged by the University with gathering facts about an alleged violation of this Policy, synthesizing the evidence, and compiling this information into a final investigation report.

Mandated Reporter: means an employee of the University who is obligated to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.

Notice: Means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

Official with Authority (“OWA”): means an employee of the University explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of the University. At Chaminade University of Honolulu, the OWA is the Title IX Coordinator.

Parties: includes the Complainant and Respondent collectively.

Relevant Evidence: Evidence that tends to prove (inculpatory) or disprove (exculpatory) an issue in the complaint.

Remedies: Post-Finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the University’s educational program.

Respondent: Respondent is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment as defined in 34 C.F.R. § 106.30(a).

Resolution: Means the result of an informal or Formal Grievance Process.

Sanction: Means a consequence imposed by the University on a Respondent who is found to have violated this policy.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or 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 the University’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University’s educational environment, or deter sexual harassment.

Supportive measures may include:

- Counseling;
- Extensions of deadlines or other course-related adjustments;
- Modifications of work or class schedules;
- Campus escort services;
- Mutual restrictions on contact between the parties;
- Changes in work or housing locations;
- Increased security and monitoring of certain areas of campus; and
- Other similar measures.

Title IX Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

- **Quid Pro Quo** - When an employee of the University conditions the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct;
- **Hostile Environment** - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or
- **Sexual assault** – a forcible or non-forcible sex offense as classified under the Uniform Crime Reporting system of the FBI, to include:
 - **Rape (Under Hawaii Law-Sexual Assault)**– The carnal knowledge of a person, 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 or physical incapacity. Carnal knowledge is defined as the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis). Attempts or assaults to commit rape are considered rape under this policy.
 - **Sodomy** – Oral or anal sexual intercourse with another person, 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 or physical incapacity.
 - **Sexual Assault with An Object** – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity. An object or instrument is anything used by the offender other than the offender’s genitalia, e.g., a finger, bottle, handgun, stick.

- **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 mental or physical incapacity.
- **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 statutory age of consent.
- **Dating violence** - means the use of physical, sexual or emotional abuse or threats to control another person who is, or has been involved in, a sexual, dating, or other intimate relationship with the Complainant. Whether there was such a relationship will be gauged by its length, type, and frequency of the interaction.
- **Domestic Violence** - is any crime of violence, to include misdemeanors or felonies committed by current or former spouse or intimate partner, or anyone else protected under domestic or family violence laws in Mississippi.
- **Stalking** - is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- **Sexual Harassment:** is any unwelcome conduct, determined by a reasonable person, to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program and/or activities.
 - Unwelcomeness is subjective and determined by the Complainant.
 - Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances (“in the shoes of the Complainant”, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced).

Title IX Coordinator: The official designated by the University to ensure compliance with Title IX and the University's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

Section 4: Prohibited Conduct & Jurisdiction

Prohibited Conduct: Chaminade University defines sexual harassment as conduct committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. **Chaminade University's policy prohibits the following offenses which are defined above in "Section 3: Definitions":**

- Quid Pro Quo
- Hostile Environment
- Sexual harassment
- Sexual assault-forcible and non-forcible
 - Rape (or Sexual Assault as defined by Hawaii Revised Statutes)
 - Sodomy
 - Sexual assault with an object
 - Fondling
 - Incest
 - Statutory Rape
 - Dating Violence
 - Domestic Violence
 - Stalking
- Online and Cyber harassment as defined below.

Retaliation: Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Chaminade University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for the University or any member of Chaminade University's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any rights or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report of complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes 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 and procedure does not constitute retaliation.

Jurisdiction: This policy applies to the education program and activities of Chaminade University, to conduct that takes place on the campus or on property owned or controlled by Chaminade University, and conduct that takes place at University-sponsored events. The Respondent must be a member of the University community (student or employee) in order for this policy to apply.

This policy can also apply to off-campus misconduct that effectively deprives someone of access to the University's educational program. The University may also exert jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects substantial interests of the University.

Regardless of where the conduct occurred, the University will address complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity.

A substantial University interest includes:

- Any action that constitutes a criminal offense as defined by law. This includes but is not limited to, single or repeated violations of any local, state, or federal law;
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interest or mission of the University.

If the Respondent is unknown or not a member of the University community, the Title IX Coordinator may assist the Complainant:

- Identify appropriate resources and support options;
- Contact law enforcement to file a police report;
- Other actions such as barring individuals from University property or events;
- Liaison with other universities in the event the Respondent does not attend Chaminade University; and
- Advocate for a complainant who experiences discrimination and/or harassment in an externship, study abroad program, or other environment external to the University where sexual harassment or nondiscrimination policies and procedures of the host organization may give recourse to the Complainant.

Online Harassment and Misconduct: This policy is written and interpreted broadly to include online and cyber manifestations of any conduct prohibited by this policy and defined in Section 3 above when those behaviors occur in or have an effect on the University's education program and activities and/or use University networks, technology, or equipment (whether it is located on University property or elsewhere).

Online postings or other electronic communication by students or employees, including cyber-bullying, cyber-stalking, cyber-harassment, etc. are prohibited and fall under this policy when such online conduct can be shown to cause a substantial in-program disruption. Off-campus harassing speech by employees, whether online or in person, fall within this policy only when such speech is made in an employee's official or work-related capacity.

While Chaminade University may not control websites, social media, and other venues in which harassing communications can be made, when such communications are reported to the University, it will engage in a variety of means to address and mitigate the effects.

Members of the community, both students and employees, are encouraged to be good digital citizens and are to refrain from online misconduct, including but not limited to: feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease transmission and/or anonymity of the Internet or other technology to harm another member of the University community.

Section 5: Title IX Coordinator

The Title IX Coordinator is the employee at the University, designated and authorized to coordinate the institution's efforts to comply with Title IX. The Title IX Coordinator oversees the implementation of grievance procedures, which includes notification, investigation and disposition of complaints of sex discrimination and sexual harassment. The Title IX Coordinator will coordinate the provision of educational materials and training for the campus community. Additionally, the Title IX Coordinator will ensure a fair and neutral process for all parties and monitor all other aspects of the University's Title IX compliance.

Reports of sex discrimination or sexual harassment to the University Title IX Coordinator can be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be submitted at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

The Title IX Coordinator can be contacted by telephone, email, or in person at:

Title IX Coordinator
Stephanie LaMonaca
Director of Student Conduct & Title IX
3140 Waialae Avenue
Honolulu, Hawaii 96816
(808) 440-4275
stephanie.lamonaca@chaminade.edu
titleIX@chaminade.edu

Office of Civil Rights
U.S. Department of Health and Human Services
61 Forsyth Street, S.W.
Atlanta, GA 30303-8909
Phone: (404) 331-2867

Section 6: Notice or Complaints of Sexual Harassment, Discrimination and/or Retaliation

Notice or complaints of sexual harassment, discrimination and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed above for the Title IX Coordinator.
2. Report online, using the reporting form posted at: [Chaminade Campus Incident Reporting Form](#) . Anonymous reports are accepted but can give rise to a need to investigate. The University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear loss of privacy by making a report that allows the University to discuss and/or provide supportive measures.
3. Report incident(s) to a mandated reporter of the University (supervisor, faculty member, Dean, staff member, etc.)

A **Formal Complaint** means a document **filed/signed** by the Complainant and/or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the University investigate the allegation(s). A complaint may be filed in-person and/or as described in this section above. As used in this paragraph, the phrase "document filed by Complainant" means a document or electronic submission (such as by electronic mail or through the online Campus Incident Report link found on the bottom of the University's web page (chaminade.edu or [Chaminade Campus Incident Reporting Form](#))). However, if the online incident report form is used, the Title IX Coordinator will contact the Complainant to ensure that the information is correct and have the Complainant sign the report.

Supportive Measures: The University will offer and implement appropriate and reasonable supportive measures as defined above to the parties upon notice of alleged harassment and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University's education program or activities, including measures designed to protect the safety of all parties or the University's educational environment, and/or to deter harassment and/or retaliation.

The Title IX Coordinator promptly works with other departments/resources to make supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the University will inform the Complainant, in writing, that they may file a formal complaint either at that time or in the future, if they have not done so already. The Title IX Coordinator or designee will work with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The University will maintain the privacy of the supportive measures, provided that privacy does not impair the University's ability to provide supportive measures. The University will act to ensure that there is as minimal educational impact on the parties as possible. The supportive measures that the University will implement as appropriate are listed in the definition above in Section 3.

Emergency Removal: The University can act to remove a Respondent entirely or partially from its education program and/or activities on an emergency basis when an individualized safety and risk assessment has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator in conjunction with the CARE team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student or employee will be given notice of the action and the option to request to meet with the Title IX Coordinator, with the Director of Campus Security present at the meeting, prior to such action/removal being imposed, or as soon thereafter as reasonably practicable, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested within five (5) days of either the date that the removal is to go into effect or the day it did go into effect, any objections to the emergency removal will be deemed waived. If deemed equitable and necessary by the Title IX Coordinator, the input or participation of the Complainant and their Advisor may be permitted. **There is no appeal process for emergency removal decisions.**

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The University will implement the least restrictive actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily reassigning an employee, restricting a student's or employee's access to use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing administrative leave with pay for employees, remote working, alternative coursework options, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

Promptness: All allegations are acted upon promptly by the University once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the University will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in University procedures will be delayed, the University will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

Privacy: To the greatest extent possible, the University will treat all reported violations of this policy as private and confidential. If a Complainant requests confidentiality or asks that the incident not be pursued, the University will take all reasonable steps to investigate and respond to the incident consistent with the request for confidentiality or the request not to pursue an investigation. If the Complainant asks that his or her name or other identifiable information not be revealed, the University will evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all members of the community.

Equitable Treatment: Both parties are eligible for Supportive Measures as defined within this policy. The University will not impose disciplinary sanctions against a respondent unless a determination of responsibility for sexual harassment has been made against the respondent.

The University will provide an equal opportunity for the parties to participate in the investigative process and/or present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The University will conduct an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. The University will not require, allow, rely upon, evaluate, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected by a legally recognized privilege (e.g., attorney client), unless the person holding such privilege has waived the privilege.

The parties will have 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 the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source. The University will not consider or provide for inspection and review evidence which the University knows was illegally or unlawfully created or obtained. The University may impose on the parties and party advisors, restrictions or require a non-disclosure agreement not to disseminate any of the evidence subject to inspection and review.

Bias and Conflicts of Interest: Any individual designated by the University as a Title IX Coordinator, investigator, hearing officer, or any person designated by a University to facilitate an informal resolution process, must not have a conflict of interest or bias for or against complainants or respondents, generally, or any individual complainant or individual respondent.

The following will not be considered evidence of bias:

- The Title IX Coordinator's initiation of a formal complaint, or;
- An individual's decision that allegations warrant an investigation.

The University will apply an objective (whether a reasonable person would believe bias exists), common sense approach to evaluating whether a particular person serving in a Title IX role is biased, and will exercise caution not to apply generalizations that might unreasonably conclude that bias exists. An individual's current job title, professional qualifications, past experience, identity, or sex will not alone indicate bias.

Presumption of Not Responsible: There is a presumption that a respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Mandated Reporters: All University employees (faculty, staff, administrators) are expected to report actual or suspected harassment under this policy to the Title IX Coordinator immediately, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested that the information be shared.

If a Complainant expects formal action in response to their allegation(s), reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator, who will take action when an incident is reported to them.

The following sections describe the reporting options at Chaminade University for a Complainant or third-party (including parents/guardians when appropriate):

1. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- Counselors at the University Counseling Center:
 - 808-735-4845
 - [Chaminade Counseling Center](#)
 - counselingcenter@chaminade.edu

- Chaminade University Chaplain:
 - Father Marty Solma, S.M.
 - 808-739-8339
 - martin.solma@chaminade.edu

- Chaminade University Rector:
 - Br. Edward Brink, S.M.
 - 808-735-4835
 - rector@chaminade.edu

2. **Anonymous Notice to Mandated Reporters**

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by the University to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the University's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated Reporters may not be able to maintain requests for anonymity for Complainants who are minors or disabled, depending whether the incident alleged places a legal burden on the University as a mandated reporter under applicable Hawaii state child abuse laws.

3. **Mandated Reporters and Formal Notice/Complaints**

All employees of the University, including student employees, with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment. Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back The Night" marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or seek a specific response from the University. Supportive measures may be offered as the result of such disclosures without formal University action.

Failure to Report by a Mandated Reporter: Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment of which they become aware of is a violation of this policy and can be subject to disciplinary action for failure to comply.

When a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though the University is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

It is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are strongly encouraged to do so.

When a Complainant Does Not Wish to Proceed: If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the University proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the University to pursue formal action to protect the community. A compelling risk to health and/or safety includes but is not limited to: evidence of patterns of conduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. The University may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the University's ability to pursue a Formal Grievance Process fairly and effectively.

The University's ability to remedy and respond to an allegation of a violation of this Policy may be limited if the Complainant does not want the University to proceed with an investigation and/or the grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing the University's obligation to protect its community.

Federal Timely Warning Obligations: Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the University must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

False Allegations and Evidence: Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under appropriate University policies.

Section 7: Interim Resolution Process for Alleged Violations of this Policy

The University strongly supports and encourages prompt reporting of sex discrimination and harassment so that resources can be provided and the community can remain safe. All University community members (students, faculty, and staff) should help ensure that violations of this policy are promptly reported. Most University employees are mandatory reporters as described in the Importance of Reporting section below. Normally, this means reporting any witnessed violations or violations learned about through the disclosure of a reporting party. **Reporting is not the same as filing a formal complaint (although for some purposes a formal complaint may also serve as a report).**

If a person believes they or someone they directly know has been the victim of sex discrimination, it should promptly be reported to the University's Title IX Coordinator. This could be done in person, by mail, by telephone, or by electronic mail using the contact information listed above for the Title IX Coordinator. Such a report can be made at any time

(including during non-business hours) by using the telephone number, email address, or by sending mail to the office address listed in this policy.

A person filing a complaint will be provided with information regarding the University's Title IX policy and procedures as well as confidential resources and information for reporting criminal offenses to campus and local law enforcement. Instances of sex discrimination may violate both the University's sex discrimination policy and the law. As a result, the University encourages victims to pursue their complaints through both the University's process for sex discrimination and through the criminal justice system. To file a police report with the Honolulu Police Department, call 9-1-1.

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of this policy, the Title IX Coordinator will initiate a prompt initial assessment (explained below) to determine the next steps to be taken. At least one of the following three responses will be initiated after an initial assessment of the complaint:

- Offering supportive measures because the Complainant does not want to proceed formally; and/or
- An informal resolution; and/or
- A Formal Grievance including an investigation and a hearing.

The Formal Grievance process will be used to determine whether or not the policy has been violated. If so, the University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

Initial Assessment: Following the receipt of notice or a complaint of alleged violation of this policy, the Title IX Coordinator engages in an initial assessment, which is typically one to five business days in duration. The steps of an initial assessment may include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them in doing so, if that assistance is desired.
 - If they do not wish to make a formal complaint, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of their right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, which informal resolution mechanism may serve the situation best or is available, and may seek to determine if the Respondent is also willing to engage in an informal resolution.
 - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - An incident, and/or
 - A pattern of alleged misconduct, and/or
 - A culture/climate issue, based on the nature of the complaint.
 - If it does not fall within the scope of this policy, the Title IX Coordinator will either dismiss the complaint in its entirety or only dismiss the portions of the complaint that are not within the scope of Title IX and/or assess if other policies or resolutions may apply. Dismissing a complaint does not limit the University's authority to address the complaint with appropriate processes or remedies. See *"Dismissal of a Formal Complaint"* below.

Violence Risk Assessment: In many cases, the Title IX Coordinator may determine that a violence risk assessment ("VRA") should be conducted by the University's Care Team as part of the initial assessment. If the Care Team identifies that there is a risk to the health and safety of any individual(s), a recommendation for appropriate action will be made to the University official with the authority to implement the Care Team's recommendations.

Appropriate action includes but is not limited to:

- Emergency removal of a Respondent on the basis of immediate threat to physical health and safety;
- Whether the Title IX Coordinator should sign a formal complaint absent a willing and/or able Complainant;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Trespass warnings;
- Stay away orders;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Any other remedy to maintain the health and safety of the University community.

Dismissal of a Formal Complaint: The University, through the Title IX Coordinator, **must** dismiss a formal complaint or any allegations therein, if, at any time during the investigation or hearing, it is determined that:

- The conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy, even if it were proven; and/or
- The conduct did not occur in an educational program or activity controlled by the University, and/or the University does not have control over the Respondent (i.e., the Respondent is not a University student or employee); and/or
- The conduct did not occur against a person in the United States; and/or
- At the time of the filing of the formal complaint, the complainant(s) are not participating in or attempting to participate in the education program or activity of the University.

The University, through the Title IX Coordinator, **may** dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- The Complainant notifies the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- The Respondent is no longer enrolled or employed by the University; or
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the Parties. The Complainant who withdraws a complaint may later request to reinstate the complaint at which time the Title IX Coordinator will assess whether or not the evidence is sufficient and/or still accessible so that an investigation and hearing can proceed (i.e., witnesses are still available).

If the Title IX Coordinator determines that other University policies are applicable, the notice of the dismissal of the Formal Complaint will state which University policies are applicable and what course of action will be taken to investigate and remedy any alleged violations remaining.

Counterclaims: The University is obligated to ensure that the grievance process is not abused for retaliatory purposes. The University permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are on occasion made for purposes of retaliation, instead. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Right to an Advisor: The Parties may each have an Advisor of the choice present with them for all meetings and interviews within the resolution process, if they so choose. The Parties may select whoever they wish to serve as their Advisor so long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates a potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that an issue of potential bias will be explored by the hearing Decision-maker.

- **Who can serve as an Advisor:** The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them from inside or outside the University community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from the University, the Advisor will be trained by the University and be familiar with the University's resolution process.

- **Advisor's Role in Meetings and Interviews**

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

The University cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the University is not obligated to provide an attorney.

- **Advisors in Hearings/University-Appointed Advisor**

Under U.S. Department of Education regulations for Title IX a form of indirect questioning is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, the University will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party(ies) and witnesses.

- **Pre-Interview Meetings**

Advisors and their advisees may request to meet with the investigators conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and the University's policies and procedures.

- **Advisor Violations of University Policy**

All Advisors are subject to the same University policies and procedures, whether they are attorneys or not, and whether they are selected by a party or assigned by the University. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address University officials or investigators in a meeting or interview unless invited to do so (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Hearing Officer except during a hearing proceeding during questioning.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview/hearing will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

- **Sharing Information with the Advisor**

The University expects that the parties may wish to have the University share documentation and evidence related to the allegations with their Advisors. The University provides a FERPA consent form that can be obtained in the Student Online Portal that authorizes the University to share such information directly with a party's Advisor. The parties must either complete and submit this form to the Title IX Coordinator before the University is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, the University will not comply with that request.

- **Privacy of Records Shared with Advisor**

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the University. Advisors will be asked to sign Non-Disclosure Agreements (NDAs). The University may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the University's privacy expectations.

- **Expectations of an Advisor**

The University generally expects an Advisor to adjust their schedule to allow them to attend University meetings when planned, but the University may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The University may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

- **Expectations of the Parties with Respect to Advisors**

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor should be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

- **Assistance in Securing an Advisor**

University can provide attorneys, faculty, or graduate students as Advisors in the resolution process]

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>).

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.]
- The Time's Up Legal Defense Fund: <https://nwlc.org/times-up-legal-defense-fund/>]

Resolution Process: Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with University Policy.

Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose as part of an Informal Resolution, discussed below. The University encourages parties to discuss with their Advisors any sharing of information before doing so.

The Formal Grievance Process is the University's primary resolution approach, unless Informal Resolution is elected by all parties and the University. Three options for Informal Resolution are detailed in this section, and the Formal Grievance Process is detailed starting in the next section.

Informal Resolution: Informal resolution can result in the following ways:

- Supportive Resolution. When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- Alternative Resolution. When the parties agree to resolve the matter through an alternative resolution mechanism as described below, [including mediation, restorative practices, facilitated dialogue, etc.], usually before a formal investigation takes place; see discussion in b., below.
- Accepted Responsibility. When the Respondent accepts responsibility for violating policy, and desires to accept a sanction(s) and end the resolution process; see discussion in c., below.

To initiate Informal Resolution, a Complainant must submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator. The parties may agree as a condition of engaging in Informal Resolution that statements made or evidence shared during the Informal Resolution process will not be considered in the Formal Grievance Process unless all parties consent.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, the University will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the University.

The University will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

Alternative Resolution Approaches: Alternative Resolution is an informal approach, including mediation, restorative practices, facilitated dialogue, etc. by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternative Resolution approach.

The Title IX Coordinator may look to the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the parties:

- The parties' amenability to Alternative Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Results of a violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternative Resolution facilitator with this type of allegation;
- Complaint complexity;
- Emotional investment/capability of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternative Resolution (time, staff, etc.)

The ultimate determination of whether Alternative Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator is authorized to negotiate a resolution that is acceptable to all parties, and/or to accept a resolution that is proposed by the parties, usually through their Advisors.

The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternative Resolution are not appealable.

Respondent Accepts Responsibility for Alleged Violations: The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the University are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of University policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

Section 8: Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who will be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all allegations;
- The identity of the involved parties (if known);
- The precise misconduct being alleged;
- The date and location of the alleged incident(s) (if known);
- The specific policies implicated;
- A description of the applicable procedures;
- A statement of the potential sanctions/responsive actions that could result;
- A statement that the University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination;
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period;
- A statement about the University's policy on retaliation;
- Information about the confidentiality of the process;
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor;
- A statement informing the parties that the University's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process;
- Detail on how the party may request disability accommodations during the interview process;
- The name(s) of the Investigator(s), along with a process to identify to the Title IX Coordinator, in advance of the interview process, any conflict of interest that the Investigator(s) may have; and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, [mailed to the local or permanent address(es) of the parties as indicated in official University records] , or emailed to the parties' University-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

Resolution Timeline: The University will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal if any, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Appointment of Investigators: Once the decision to commence a formal investigation is made, the Title IX Coordinator will appoint an investigator usually within two (2) business days of determining that an investigation should proceed. The Title IX Coordinator may conduct the investigation themselves, appoint an internal staff member qualified to conduct investigations, or may hire an outside private investigator.

Ensuring Impartiality: Any individual materially involved in the administration of the resolution process (including the Title IX Coordinator, Investigator(s), and Hearing Officer) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the resolution process, the parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and

supportable. If so, another investigator will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the President of the University.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The University operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

Investigation Timeline: Investigations are completed expeditiously, normally within thirty (30-60) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

The University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Delays in the Investigation Process and Interactions with Law Enforcement: The University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The University will communicate in writing the anticipated duration of the delay and reason to the parties, and provide the parties with status updates if necessary. The University will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the University will implement supportive measures as deemed appropriate.

The University's action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Steps in the Investigation Process: All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. Recordings of interviews are an investigative tool that will be utilized when needed and will be provided to the parties once the investigation report is compiled.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator, if needed, with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Work with the Title IX Coordinator, as necessary, to prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
 - Notice should inform the parties of their right to have the assistance of an Advisor of their choosing present for all meetings attended by the party
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible

- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, *relevant* witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report
- The Investigator may elect to follow up on responses from the Parties to the Final Investigation Report and provide a supplemental addendum to the Final Investigation Report outlining the Investigator's findings of the new evidence and if it changes the findings and conclusion of the Final Investigation Report.

The Investigator will incorporate any relevant feedback, and the final report is then shared with the Title IX Coordinator, all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties and advisors are also provided with a file of any directly related evidence that was not included in the report.

Role and Participation of Witnesses in the Investigation: Witnesses (as distinguished from the parties) who are employees of the University are strongly encouraged to cooperate with and participate in the University's investigation and resolution process. Student witnesses and witnesses from outside the University community are encouraged to cooperate with the University investigations and to share what they know about a complaint.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness, efficiency, or other reasons dictate a need for remote interviewing. The University will take appropriate steps to reasonably ensure the security/privacy of remote interviews. Recordings of interviews conducted via technological means will be utilized to preserve an accurate record and to ensure timeliness of the investigative process.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for questioning at a hearing, their written statement may not be used as evidence.

Recording of Interviews: Hawaii is a one-party consent state which means that only one party to a conversation, including the individual recording the conversation, is needed to consent to the recording. Notwithstanding this, if anyone wishes to record an investigative meeting, they shall inform the investigator who will then also record the meeting. If Investigator(s) elect to audio and/or video record interviews, all involved parties should be made aware of audio and/or video recording and allowed to record the meeting if they so desire.

Evidentiary Considerations in the Investigation: The investigation does not consider:

1. incidents not directly related to the possible violation, unless they evidence a pattern; or
2. questions and evidence about the Complainant's sexual predisposition; or
3. questions and evidence about the Complainant's prior sexual behavior, 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.

Within the boundaries stated above, the investigation can consider character evidence generally, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

Referral for Hearing: Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing. The Title IX Coordinator will select the person to conduct the hearing from a pool of retired judges and/or attorneys, mediators, or arbitrators as outside independent contractors to conduct hearings. Any professional hired by the University to conduct a

hearing will have the requisite experience in sexual harassment/assault cases (either civil or criminal) and will be informed of and will follow all University's policies pertaining to conducting hearings, role of advisors, cross examination, etc.

The person selected by the Title IX Coordinator to conduct the hearing ("the Hearing Officer") will be the finder of fact and the decision maker as to whether or not the allegation occurred and if it was a violation of University policies. The findings of fact and conclusion of the hearing will be reduced to writing and provided to the Title IX Coordinator who will send it to the parties.

If an employee is the Respondent, the Title IX Coordinator will send the Final Investigation Report and the findings and conclusions of the Hearing Officer to the Supervisor of the Respondent. The Supervisor will provide the Respondent with an opportunity to respond to the conclusion of the Hearing Officer prior to the Supervisor making a decision about disciplinary action, if any, to be taken. The Supervisor will inform the Title IX Coordinator of the disciplinary action to be taken. The Title IX Coordinator will assist the Supervisor in drafting a letter to the Respondent informing the Respondent about the discipline that will be taken.

If a student is the Respondent, the Title IX Coordinator will send the Final Investigation Report and the findings and conclusions of the Hearing Officer to the Vice President of Student Affairs (VPSA). The VPSA will provide the Respondent with an opportunity to respond to the conclusion of the Hearing Officer prior to the VPSA making a decision about disciplinary action, if any, to be taken. The VPSA will inform the Title IX Coordinator of the disciplinary action to be taken. The Title IX Coordinator will assist the VPSA in drafting a letter to the Respondent informing the Respondent about the discipline that will be taken.

Whether or not the Respondent is an employee or a student, the Title IX Coordinator will send the Final Investigation Report and findings and conclusions of the Hearing Officer to the Complainant. The Complainant may send any objections to either the Final Investigation Report or the findings and conclusions of the Hearing Officer to the Title IX Coordinator who will forward them to the Supervisor or VPSA, depending on if the Respondent is a student or employee.

Hearing Officer: The Hearing Officer, appointed by the Title IX Coordinator, will not have had any previous involvement with the investigation. Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as a Hearing Officer. Those who are serving as Advisors for any party may not serve as a Hearing Officer in that matter.

The Title IX Coordinator may not serve as a Hearing Officer in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest (i.e., the Title IX Coordinator conducted the investigation). Otherwise, a designee may fulfill this facilitator role. The hearing will convene at a time and venue determined by the Hearing Officer and mutually agreed upon by the Parties. Neither Party shall be unreasonable in scheduling a hearing time so that an unreasonable delay is created.

Evidentiary Considerations in the Hearing: Any evidence that the Hearing Officer determines is relevant may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) questions and evidence about the Complainant's sexual predisposition; or 3) questions or evidence about the Complainant's prior sexual behavior, 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.

Within the boundaries stated above, the hearing can consider character evidence generally, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct. Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming the University uses a progressive discipline system. This information is only considered at the sanction stage of the process, and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Supervisor or VPSA at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Hearing Officer renders a determination based on [the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

Notice of Hearing: No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Hearing Officer with the assistance of the Title IX Coordinator will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing.
- Description of any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Hearing Officer and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Hearing Officer on the basis of demonstrated bias or conflict of interest. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Hearing Officer. For compelling reasons, the Hearing Officer may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the University will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Hearing Officer about the matter, unless they have been provided already.
- An invitation to each party to submit to the Hearing Officer an impact statement pre-hearing that the Supervisor or VPSA will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties can/cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the University and remain within the 60-90 business day goal for resolution.

Alternative Hearing Participation Options: If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Hearing Officer at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Hearing Officer can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Hearing Officer know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

Pre-Hearing Preparation: After any necessary consultation with the parties, the Hearing Officer will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator or have proffered a written statement or answered written questions during the investigative process, unless all parties and the Hearing Officer assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Hearing Officer do not assent to the admission of evidence newly offered at the hearing, the Hearing Officer may delay the hearing and/or instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given the name of the assigned Hearing Officer at least five (5) business days in advance of the hearing. All objections to the Hearing Officer must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two days prior to the hearing. Hearing Officer will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Hearing Officer a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Hearing Officer at a pre-hearing meeting or at the hearing and will be exchanged between each party by the Hearing Officer.

Pre-Hearing Meetings: The Hearing Officer may convene a pre-hearing meeting(s) with the parties and/or their Advisors and invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Hearing Officer can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or to provide recommendations for more appropriate phrasing.

However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration on a pre-hearing ruling by the Hearing Officer based on any new information or testimony offered at the hearing. The Hearing Officer must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Hearing Officer, only with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Hearing Officer will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Hearing Officer may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Hearing Officer may consult with legal counsel and/or the Title IX Coordinator, or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will/will not be recorded. The pre-hearing meetings may be conducted as separate meetings with each party/advisors, with all parties/advisors present at the same time, remotely, or as a paper-only exchange. The Hearing Officer will work with the parties to establish the format.

Hearing Procedures: At the hearing, the Hearing Officer has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Hearing Officer, any additional panelists, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator if not serving as the hearing facilitator, and anyone providing authorized accommodations, interpretation, and/or assistive services.

The Hearing Officer will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf. The Hearing Officer will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Hearing Officer and the parties, and the witnesses will then be excused.

Joint Hearings: In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

The Order of the Hearing – Introductions and Explanation of Procedure: The Hearing Officer explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Hearing Officer on the basis of bias or conflict of interest. The Hearing Officer will rule on any such challenge unless the Hearing Officer is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the Title IX Coordinator or the Title IX Coordinator serving as the hearing facilitator. The hearing facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

Investigator Presents the Final Investigation Report: The Investigator will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Hearing Officer and the parties (through their Advisors). The Investigator will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Hearing Officer should ask the Investigator their opinions on credibility, recommended findings, or determinations, and Advisors and parties will refrain from discussion of or questions for Investigators about these assessments. If such information is introduced, the Hearing Officer will direct that it be disregarded.

Testimony and Questioning: Once the Investigator presents(s) the report and is questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Hearing Officer. Questioning of parties and witnesses by the Hearing Officer and then by the parties through their Advisors will occur. All questions are subject to a relevance determination by the Hearing Officer.

The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Hearing Officer upon request if agreed to by all parties and the Hearing Officer), the proceeding will pause to allow the Hearing Officer to consider the question (and state it if it has not already been stated aloud), and the Hearing Officer will determine whether the question will be permitted, disallowed, or rephrased.

The Hearing Officer may invite explanations or persuasive statements regarding relevance with the Advisors, if the Hearing Officer so chooses. The Hearing Officer will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Hearing Officer will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Hearing Officer will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Hearing Officer has final say on all questions and determinations of relevance. The Hearing Officer may ask Advisors to state why a question is or is not relevant from their perspective but will not entertain arguments from the Advisors on relevance once the Hearing Officer has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator at the hearing, the Hearing Officer may elect to address those issues and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Hearing Officer should not permit irrelevant questions that probe for bias.

Refusal to Submit to Questioning; Inferences: Cross-examination is an all or nothing proposition, meaning that if any relevant question is refused, no statements of that party or witness are admissible. Only if a party or witness is willing to submit to cross-examination, and answers all questions, will their statements prior to or at the hearing be fully admissible. If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Hearing Officer may not rely on any prior

statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Hearing Officer must disregard all such statements.

Evidence provided that is something other than a statement by the party or witness may be considered. Whether a party or witness does or does not answer questions from the Hearing Officer, their statements will be admissible as long as they are willing to submit to cross-examination questions, even if they are not asked such questions. The Hearing Officer may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If collateral charges of policy violations other than sexual harassment are considered at the same hearing, the Hearing Officer may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for questioning is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with the University's established rules of decorum for the hearing, the University may require the party to use a different Advisor. If a University-provided Advisor refuses to comply with the rules of decorum, the University may provide that party with a different Advisor to conduct questioning on behalf of that party.

An Advisor may not be called as a witness at a hearing to testify to what their advisee has told them during their role as an Advisor unless the party being advised consents to that information being shared. It is otherwise considered off-limits, and an Advisor who is an institutional employee is temporarily alleviated from mandated reporter responsibilities related to their interaction with their advisee during the resolution process.

Recording Hearings: Hearings (but not deliberations) are recorded by the University for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Hearing Officer, the parties, their Advisors, and appropriate administrators of the University will be permitted to listen to the recording or review a transcript of the recording in a controlled environment determined by the Title IX Coordinator, upon request. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

Deliberation, Decision-making, and Standard of Proof: At the conclusion of the hearing and the collection of evidence presented at hearing, the Hearing Officer will be provided 10-15 business days to consider all evidence presented at hearing to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. The preponderance of the evidence standard of proof is used. The Hearing Officer will provide written findings of fact and conclusions to the Title IX Coordinator that will include the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, and credibility assessments. When there is a finding of responsibility on one or more of the allegations, the person responsible for sanctions (supervisor or Vice President of Student Affairs) may then consider the previously submitted party impact statements in determining appropriate sanction(s). These statements are not binding. The Title IX Coordinator will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Hearing Officer may, at their discretion, consider the statements, but they are not binding.

Notice of Outcome: Using the findings of fact and conclusions of the Hearing Officer, the Title IX Coordinator will prepare a Notice of Outcome letter. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within seven business days of receiving the Hearing Officer's findings and conclusions.

The Notice of Outcome will be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official University records, or emailed to the parties' University-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the University from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the University is permitted to share such information under state or federal law; any sanctions issued which the University is permitted to share according to state or federal law; and whether remedies will be provided to the Complainant to ensure access to the University's educational or employment program or activity.

The Notice of Outcome will also include information on when the results are considered by the University to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

Sanctions: Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

Student Sanctions: The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Required Counseling:** A mandate to meet with and engage in either University-sponsored or external counseling to better comprehend the misconduct and its effects.
- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at University.
- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend University-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript.
- **Withholding Diploma:** The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** The University reserves the right to revoke a degree previously awarded from the University for fraud, misrepresentation, and/or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including University registration) for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive/Corrective Actions: Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- Warning – Verbal or Written

- Performance Improvement Plan/Management Process
- Enhanced supervision, observation, or review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Reassignment
- Delay of tenure track progress
- Assignment to new supervisor
- Restriction of stipends, research, and/or professional development resources
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions, the University may assign any other responsive actions as deemed appropriate.

Withdrawal or Resignation While Charges Pending:

Students: Should a Respondent decide not to participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the University, the resolution process ends with a dismissal, as the University no longer has disciplinary jurisdiction over the withdrawn student.

However, the University will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the University in any capacity, Admissions and Human Resources will be notified, accordingly.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to University unless and until all sanctions, if any, have been satisfied.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends with dismissal, as the University no longer has disciplinary jurisdiction over the resigned employee.

However, the University will continue to address and remedy any systemic issues or concerns that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for admission or rehire with the University and the records retained by the Title IX Coordinator will reflect that status.

Appeals: Any party may file a request for appeal (“Request for Appeal”), but it must be submitted in writing to the Title IX Coordinator within five days of the delivery of the Notice of Outcome. A single Appeal Decision-maker (the Appeal Chair) will be chosen by the Title IX Coordinator from a pool of retired judges and/or attorneys, mediators, or arbitrators as outside independent contractors to review the findings and conclusions of the Hearing Officer.

The Request for Appeal will be forwarded to the Appeal Chair or designee for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and was timely filed.

Grounds for Appeal: Appeals are limited to the following grounds:

- 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 specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Chair, and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer will be mailed, emailed, and/or provided a hard copy of the request for an appeal with the approved grounds and then be given seven business days to submit a response to the portion of the appeal that was approved and involves them. All responses, if any, will be forwarded by the Appeal Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Hearing Officer, as necessary, who will submit their responses, if any, in seven business days, which will be circulated for review and comment by all parties. If not approved, the parties will be notified accordingly, in writing.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds for appeal, and the subsequent responses and will render a decision in no more than seven business days, barring exigent circumstances. All decisions will apply the preponderance of the evidence.

A Notice of Appeal Outcome will be sent to all parties and the Title IX Coordinator simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the University is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' University-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Sanctions Status During the Appeal: Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If during the stay of sanctions there is a need to continue any emergency removal remedies that were in place, then at the discretion of the Title IX Coordinator, those emergency removal remedies/procedures will continue to be in effect.

If the original sanctions include separation in any form, the University may place a hold on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal. The Respondent may request a stay of these holds from the Title IX Coordinator within two (2) business days of the notice of the sanctions. The request will be evaluated by the Title IX Coordinator or designee, whose determination is final.

Appeal Considerations:

- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Hearing Officer merely because they disagree with the finding and/or sanction(s).

- The Appeal Chair may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Hearing Officer for reconsideration.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where an error cannot be cured by the original Hearing Officer (as in cases of bias), the appeal Chair may order a new investigation with new investigators and/or a new hearing with a new Decision-maker(s).
- The results of a remand to a Decision-maker(s) cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Long-Term Remedies/Other Actions: Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found. When no policy violation is found, the Title IX Coordinator will address any remedies owed by the University to the Respondent to ensure no effective denial of educational access. The University will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the University's ability to provide these services.

Failure to Comply with Sanctions and/or Responsive Actions: All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker (including the Appeal Chair).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the University.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Recordkeeping: The University will maintain for a period of seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, the Hearing Officer, Decision-makers, and any person who facilitates an Informal Resolution process; and

7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent;
 - b. Any measures designed to restore or preserve equal access to the University's education program or activity; and
 - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

University will also maintain any and all records in accordance with state and federal laws.

Section 10: Revision of this Policy and Procedures

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation for incidents occurring on or after August 14, 2020, under Title IX and will be reviewed and updated annually by the Title IX Coordinator. The University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require Policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws or regulations or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws which frame such policies and codes, generally.

Section 11: Expectations Regarding Unethical Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty member and student or supervisor and employee). These relationships may, in reality, be less consensual than perceived by the individual whose position confers power or authority. Similarly, the relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Circumstances may change, and conduct that was once welcome may, at some point in the relationship, become unwelcome.

Even when both parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant Policy violation still exists. The University does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the University. However, for the personal protection of members of this community, the University does not condone relationships in which power differentials are inherent (e.g., faculty-student, staff-student, supervisor-employee). They may also violate standards of professionalism and/or professional ethics.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or otherwise evaluative role over the other party are inherently problematic. Therefore, persons with direct supervisory or otherwise evaluative responsibilities who are involved in such relationships must bring these relationships to the timely attention of their supervisor and/or the Title IX Coordinator. The existence of this type of relationship will likely result in removing the supervisory or evaluative responsibilities from the employee or shifting a party from being supervised or evaluated by someone with whom they have established a consensual relationship. When an affected relationship existed prior to adoption of this policy, the duty to notify the appropriate supervisor still pertains.

This type of relationship includes Resident Advisors (RAs) and students over whom the RA has direct responsibility. While no relationships are specifically prohibited by this policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

USE OF TECHNOLOGY GUIDE

Technology Use Policy

Access to technology resources at the university is a privilege and must be treated as such by all users. Like any other campus resources, abuse of these privileges can be a cause for campus student conduct procedures and/or legal action. Furthermore, the university reserves the right to extend, limit, or restrict technology privileges and access to information resources. When a student leaves Chaminade University, unless authorization for continued access is obtained in advance or specifically listed below, all university technology privileges will be suspended immediately.

See the Chaminade University Policy Manual II, Section 2.9.1 – 2.9.6.3.4 for details of the university policy concerning the use of technology. Additionally, Section 2.9 specifically prohibits the use of video technology in restrooms, locker rooms, or other situations which would normally be considered public or where users of the facility may reasonably expect privacy.

Use of Technology to Harass

No student may, under any circumstances, use technology to harass any other person. Examples of harassment by technology include:

1. Using technology to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, other materials, or threats of bodily harm.
2. Using technology to contact another person repeatedly to harass or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease.
3. Using technology to contact another person repeatedly regarding a matter for which one does not have a legitimate right to communicate, once the recipient has provided reasonable notice that the recipient desires such communication to cease (such as debt collection).
4. Using technology to disrupt or damage the academic, research, administrative, or related pursuits of another.
5. Using technology to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

STUDENT SERVICES

Advising and Career Development

chaminade.edu/advising/

Office of Student Success

Clarence T.C. Ching Hall, Room 6

(808) 735-4815

The Office of Student Success is responsible for:

- Assisting first-year students in bridging the gap between high school and college, and assisting transfer students to easily transition into a different university and different experience;
- Assisting students in registering for classes, adding or dropping classes during the add/drop period of each semester, and withdrawing from classes when appropriate;
- Providing information and assistance to students regarding their academic progress;
- Assisting students with exploring career & internship options, declaring a major and minor in their field of study, and developing the skills necessary to lead successful careers;
- Providing alumni with resources and assistance to determine and reach their career goals;
- Outreach and advising of students who are struggling academically, and referring them to resources that will help them succeed;
- Providing free tutoring services, both in person and online, for current CUH students;
- Fostering the development of the students' global perspective by providing opportunities for students to participate in Study Away through our agreements with other universities and study abroad organizations;
- Supporting students in their personal development through workshops and one-on-one advising;
- Assisting students in participating in Career Development Programs.

Students will be assigned to faculty advisors for guidance upon direct admit into a declared a major.

Athletics

goswords.com

Henry Hall, Room 221

(808) 735-4790

The intercollegiate athletics program at Chaminade University competes at the National Collegiate Athletic Association (NCAA) Division II level and is a member of the Pacific West Conference. The university fields teams in Men's and Women's Basketball, Men's and Women's Cross Country, Men's Golf, Men's Baseball, Men's and Women's Soccer, Women's Tennis, Women's Softball, and Women's Beach and Indoor Volleyball.

The mission of the Chaminade University Intercollegiate Athletics Department is to provide opportunities for all qualified students to participate in competitive sports while developing leadership and team skills. Athletics personnel are located in Henry Hall 221; the coaches' offices are located on the lower floor of the parking garage.

Business Office

Clarence T.C. Ching Hall, Room 110

(808) 735-4768, (808) 739-4634, or (808) 735-4711

Student Account Billing

Chaminade University prepares all student account billing in an electronic format. When an eBill is generated, a notification is sent directly to the Chaminade student email account. Students have the option to print hard copies when viewing their eBill statements.

Students are reminded that they may also view their account balance anytime through **Student Self-Service**. It is the student's responsibility to check his or her account before the start of every term to ensure that all financial obligations have been satisfied. If registering after the start of the term, financial clearance must be achieved at the time of registration. Enrollment during the add/drop period requires immediate payment.

Students will continue to have access to their account to view any balances and make payments 24 hours a day, seven days a week via through **Student Self-Service**. This means it is not necessary to wait for an eBill notification before making a payment.

All university communications will be sent to the student's CUH email account. It is imperative that students check their CUH email account regularly. Some time-sensitive communications may require immediate response.

Financial Responsibility

Tuition, fees, and room and board must be paid in full prior to the start of the semester. Financial clearance may be achieved by the settlement of all semester charges through one or more of the following methods:

- Payment in full of net amount due (see Payment Options below).
- Enrollment in a tuition payment plan via **Student Self-Service**
- Financial aid awards and/or loans (for information regarding tuition support, refer to the section on Financial Aid).
- Military education benefits (including tuition assistance or VA benefits).
- Tuition waivers.
- Third-party payments.

For Military Education Benefits, Tuition Waivers, and Third-Party payments; please ensure official verification is submitted to the Business Office, to your Chaminade program coordinator, or the Chaminade School Certifying Official (SCO), prior to the first day of the term. If you are entitled to military education benefits with ArmyIgnitED, please complete your registration with Chaminade University before visiting the ArmyIgnitED website to register.

If financial clearance is not made prior to the first day of the term, a \$100 late-payment fee will be assessed, and a Business Office hold will be placed on the student's account. Any unpaid balances after the term ends may result in disenrollment of pre-registration. For the FLEX program, **if there are no payments or you are not enrolled in the Tuition Payment Plan after the add/drop period ends for the current month, a HOLD will be placed on your account. With this HOLD, you are unable to register for future courses, request for any Transcripts or receive your Diploma.**

Payment Options

Credit or debit card payments can be made through the **Student Self-Service**. All major credit cards are accepted. There is a non-refundable 2.85 percent service fee per transaction (4.25 percent for international transactions) with a \$3 minimum for transactions of \$20 or more. You may also pay online with an electronic check which does not have a service fee applied.

Payment by check or money order can be mailed to the following address: Chaminade University of Honolulu, Business Office, 3140 Waialae Ave, Honolulu, HI 96816-1578. All checks and money orders should be made payable to Chaminade University of Honolulu in US dollars and include the student's ID number. A \$25 fee will be charged for each returned check.

Cash or check payments may also be made in person at the Chaminade Business office located in Clarence T.C. Ching Hall from 8:30am to 4:30pm, Monday through Friday (except holidays). Hawaii banks have a six-working-day holding period on out-of-state checks.

To cover books and expenses for the first month, students should bring US Postal Service money orders or traveler's checks in denominations of \$100 or less. International students should establish a relationship with a financial institution prior to arriving in Honolulu. Students receiving financial aid should bring with them sufficient funds with them to cover books and living expenses while forms are being processed.

Tuition Payment Plans

chaminade.edu/financial-aid/financial-aid-resources/tuition-payments-and-billing/

Business Office

Clarence T.C. Ching Hall, Room 110

(808) 735-4898 or (808) 735-4756

Enrollment in a tuition payment plan is completed via Student Self-Service. This plan allows students to pay their balance on a monthly basis. There is a non-refundable enrollment fee of 55 dollars, but no monthly finance charges.

For student in the Day Undergraduate Program, the payment plan will divide your term balance into four monthly payments. The payment plan for the Fall term is from August through November. the payment plan for the Spring term is from January through April, and the payment plan for the full Summer term is from May through August. There is no payment plan offered for the part time Summer terms.

For students in the Flex Program, the payment plan will divide your balance into three monthly payments. Payments begin at the first of the month and continues to the following two months.

For more information on tuition payment plans, please contact the Business Office at 808-735-4756 or 808-735-4898.

Family Discount

Business Office

Clarence T.C. Ching Hall, Room 110

(808) 739-4634

When one family member pays full-time undergraduate tuition, other family members enrolled in the same undergraduate program in the same term are eligible for a tuition discount up to 10%. The discount applies to the student with the lower tuition, regardless of the program they are enrolled in. Family is defined as parents, siblings, dependent children, or spouse. Tuition discounts cannot be combined in a student account during the same term. For details of this and other possible discounts, please contact the Business Office at 808- 739-4634.

For students in the Flex Program Chaminade University offers a 10 percent tuition discount to concurrently enrolled students of the same family in the Flex Program. Family members of military students who are charged the military tuition may not receive the family discount. Please check with one of our program coordinators for eligibility when registering.

Delinquent Account Policy

It is the policy of Chaminade University to report all students with outstanding balances to the credit bureau beginning when charges are 300 days past due and continuing until the balance is paid in full.

Campus Ministry

cuhministry.com

Clarence T.C. Ching Hall, Rooms 102–105

(808) 735-4774

Instagram @cuhministry, Facebook @cuhministry or cuhministry.com

Mission: Rooted in the Catholic Faith Tradition and in Marianist educational philosophy, Campus Ministry is committed to accompanying all members of the Chaminade University 'Ohana in their faith journey and in the search for Truth and meaning.

Campus Ministry works to build a campus community of faith and service that welcomes students of all religious traditions as well as those asking human questions of meaning and purpose. It offers opportunities for prayer, faith development, and service grounded in Catholic theology and Marianist spirituality. Programs include social outreach, community service, immersion service experiences, retreats, Sunday Eucharist, seasonal prayer opportunities, Praise and Worship events, and small faith communities. Campus Ministers are available to provide spiritual guidance through listening and counseling. Sacramental Reconciliation is also available.

Are you thinking about becoming Catholic? Do you know someone who is? Campus Ministry is happy to welcome interested inquirers and to assist them in their discernment. Campus Ministry offers programs for initiation into the Catholic Church as well as sacramental preparation, regardless of your starting point.

Campus Ministry Retreats

Campus Ministry offers various retreat experiences, including a New Student Retreat at the beginning of the fall semester. The Awakening Retreat, a powerful three-day retreat during which participants examine their relationship with God, others, and themselves in the context of a supportive faith community is also offered in the fall semester. Check the Campus Ministry website cuhministry.com or our Instagram @cuhministry for other retreat opportunities.

Campus Security

chaminade.edu/student-life/security/

Henry Hall Annex

(808) 735-4792

Campus Security at the university is overseen by the Director of Campus Safety, a full-time university employee. Guard services are contracted with Allied Universal. The Campus Security Officers are uniformed, unarmed, and not deputized. Their authority to arrest is the same power as that of any private citizen.

The university enforces local, state and federal laws and university regulations. Chaminade Campus Security and/or the Honolulu Police Department investigate all criminal incidents. Since Chaminade Campus Security personnel are not deputized, they maintain a close relationship with and rely on local law enforcement to respond when called.

Chaminade Campus Security has jurisdiction over the campus. Officers are present 24 hours a day, seven days a week. Contact Security by dialing (808) 735-4792 from an outside phone, or dial 4792 from any campus phone. Immediately report all crimes and incidents to the Campus Security staff. Resident Assistants have radios and cellphones to contact Campus Security staff to assist students who have security needs.

Campus Security's primary objective is to provide protection and service for the students, faculty, and staff of Chaminade. The Director of Campus Safety is the chief safety officer on campus. All communication between Chaminade and local, state, and federal police agencies are channeled through this individual. Campus Security staff are not state-certified police officers, do not carry guns, and have no arrest authorization. Any arrests by Campus Security officers on duty fall under civil law.

Resident students should consult their *CUH Guide to Residence Life* handbook for information on reporting lockouts, problems with their residence, and other facilities safety issues. Non-resident students should report all issues of safety directly to the Director of Campus Safety. Students are encouraged to report all criminal activities to the Campus Security Office any hour of the day. Students in on-campus and off-campus housing facilities should dial 911 for all fire, ambulance, or police emergencies day or night, with a follow-up call to Campus Security.

Campus Security and Access to Campus Facilities

Access to university facilities and classrooms follows a schedule submitted by the Records Office. Campus Security staff opens and closes facilities according to a schedule, which is updated on a daily basis, or on request for special campus needs. Identification is checked and recorded by Campus Security for any special request for access. Access by Campus Security or Maintenance to residence hall rooms is arranged with the student or with a Residence Hall Director.

Facilities Management maintains the university buildings and grounds with a concern for security and safety. Campus

facilities and grounds are inspected on a regular basis to ensure that repairs are made in an expeditious manner. There is an annual review of the lighting on campus.

Residence Life staff provides and supervises personnel for the monitoring of residence halls each semester. Also, on a monthly basis, the Resident Assistant walks through all suites and apartments to check for health and safety issues. See *CUH Guide to Residence Life*.

The off-campus residence halls have a Residence Life staff member living on the premises. They cooperate with the local police in responding to criminal activity and report the incidents to the Security Team, Director of Housing & Residence Life and the Vice President for Student Affairs/Dean of Students.

Reporting Crimes or Other Emergencies

Chaminade University requires the prompt reporting of any incident that compromises the safety, health, or rights of university community members.

The standard procedure for reporting crimes or emergencies is to call the Campus Security emergency number, (808) 735-4792, or 911. Crimes occurring at on- and off-campus residential facilities should be reported immediately to the Chaminade staff member on duty and/or the Honolulu Police Department using 911. All crimes reported will be taken seriously, even if given anonymously or confidentially. *CUH Guide to Residence Life* establishes the policies, regulations, and guidelines for resident students who choose to report minor offenses involving other students. These reports are transmitted to the Residence Hall Director or a Resident Assistant.

Reports of crimes are forwarded to the Director of Campus Safety from the Director of Housing & Residence Life within two working days of the crime being reported. All personnel are also encouraged to make a report to the Director of Campus Safety if they feel they cannot report it to Residence Life staff, Campus Security staff, or other members of the community.

Reports are used for the annual crime statistics report. In addition to the reports from the Director of Housing & Residence Life and Campus Security, the Honolulu Police Department provides information about crimes committed on public property accessible to Chaminade University.

The Student Handbook and the Chaminade University Policy Manual III, Section 3.1.1, and following establish procedures to address problems and questions regarding harassment or discrimination in a prompt, discreet, and fair manner. All employees and students are expected to comply and cooperate with the provisions and in accordance with applicable codes of professional ethics. An education program on sexual harassment and discrimination is provided by the Personnel Department for all new regular full- and part-time employees.

Reporting Sexual Offenses, Domestic Violence, Dating Violence, and Stalking Resolutions and Student Conduct Actions

The University handles sexual offenses, domestic violence, dating violence, stalking, and rape, including acquaintance rape, date rape, or other forcible or non-forcible sex offenses seriously. A student victim has the option of pursuing the case internally or through the Honolulu Police Department. Chaminade University reports serious offenses as required by law while other options are available; the University Counseling Services personnel coordinate support services for sexual assault victims. The internal procedure follows the guidelines in the Student Handbook and University Policy Manual (Volume III, Section 3.1.5) for cases of harassment.

The topic of sex offenses is covered in the residence hall presentations, where students are informed of procedures and options in regard to reporting sex offenses. The victim of a sexual assault should report the incident to the local police (if off campus), and to the appropriate university staff. The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, and not showering or disposing of any damaged clothing or other items that are present during or after the assault. With the victim's consent, the university will cooperate with police in their criminal investigation of an on-campus sexual assault.

Disciplinary actions will be imposed on recognized individual students, student organizations, and/or university faculty and staff found guilty of a sexual offense. Students may be suspended or expelled for committing violent or criminal acts on campus or at campus-related events. (*Student Right-to-Know and Crime Awareness Security Act of 1990*.)

Chaminade is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 and as amended by the Higher Education Opportunity Act of 1998 and 2008. In accordance with the Clery Act, the Crime Log for the most recent 60-day period is open for public inspection during normal business hours. Sections of the Crime Log older than 60 days will be made available within two business days.

Campus Store

CUHCampusStore.com

Tredtin Hall

(808) 735-4798

Hours: Monday through Friday, 8:30am to 4:30pm

Chaminade University operates an on-campus store located in Tredtin Hall, as well as an online store. Items for sale include textbooks, apparel, accessories, school supplies, online writing and study aids, and laptops (online only). The Campus Store operates popup shops at select campus and athletic events throughout the year, as well as in-store special events. The Campus Store also offers a mobile app that allows students, parents, and alumni to track orders, receive rental reminders, and get information about promotions and sales.

The Campus Store offers a robust selection of new, used, rental, and digital textbooks at competitive prices. Purchases can be made in-store or online; online purchases can be shipped for a nominal fee or picked up for no charge in-store. It is recommended to place orders as early as possible to get the best pricing. The Campus Store accepts cash, credit cards, Android/Apple Pay, Barnes & Noble Gift Cards, and financial aid (Chaminade, State of Hawaii, and VA).

The Campus Store is open extended hours, including Saturdays, throughout the school year. Please check the website or call for more details.

Carlson Fitness Center

Kieffer Hall

(808) 735-4864

The Carlson Fitness Center features an array of universal machines as well as over 2,500 pounds of free weights for fitness enthusiasts in a spacious 4,500-square-foot facility. The Center is also used as a training area for student-athletes. All current Chaminade students, faculty, staff and alumni are welcome to use the facility during scheduled hours.

Current validated CUH ID, proper attire, and a towel are required. Lockers and showers are located on the second floor of Kieffer Hall. No guests are allowed.

Carlson Fitness Center Hours

Description	Open Time	Close Time
Monday–Friday	6:30am 2pm	11am 8pm
Saturday	11am	5pm
Winter Break	11am	5pm
Spring Break	11am	5pm
Summer (M-F)	11am	5pm

Hours are subject to change without notice.

The Fitness Center will be closed on Sundays and all university holidays:

Martin Luther King/Fr. Chaminade Day, Presidents' Day, Prince Kuhio Day, Good Friday, Easter Sunday, Memorial Day, Kamehameha Day, Juneteenth, Independence Day, Labor Day, Discoverer's Day, Veterans Day, Thanksgiving and day after Thanksgiving, Christmas Holiday (December 24–31, 2022), and New Year's Day.

Face coverings are optional. **Any COVID-19 protocols guiding the fitness center are subject to change without notice.**

Counseling (Individual or Couples)

chaminade.edu/student-life/counseling-services

or email: counselingcenter@chaminade.edu

Tredtin Hall 201

(808) 735-4845

Confidential counseling for individuals and couples are also available for all **actively enrolled** students at Chaminade University of Honolulu. Students are able to receive up to approximately 10 sessions per presenting issue **free of charge**. Sessions typically last 60 minutes, which are dependent on the needs of the student. If needed, referrals to off-campus mental health resources are available and can be provided through the Counseling Center. Crisis services continue to be available for students who are referred out. Our services assist students with, but are not limited to, depression, anxiety, crisis

intervention, self-esteem, loneliness, family concerns, interpersonal issues, time management, stress management, adjustments to college, identity issues, eating challenges, substance use issues, etc.

We are located in Tredtin Hall 201. The center is open Monday through Friday, 8:30AM to 4:30PM. Services are available for undergraduate and graduate students. To inquire about beginning mental health counseling services, please contact the Counseling Center at **(808) 735-4845** or send an e-mail to counselingcenter@chaminade.edu. Same-day appointments are available during regular office hours; urgent mental health needs and crisis services will be prioritized, due to limited staff.

Staff/faculty that are enrolled as CUH students as a result of their university employment are directed to utilize the Employee Assistance Program (EAP) for behavioral health needs.

Crisis Intervention

If you or someone you know are experiencing a crisis:

During business hours, students are instructed to reach out to the Counseling Center if they are experiencing a mental health emergency, or to call 988 or 911 if they are unable to reach the Counseling Center. If any student is experiencing a physical or medical condition, they should call 911, go to the nearest emergency department, or call Campus Security if on campus at Ph: 808-735-4792. The Counseling Center staff are generally able to return calls or respond to emails by the end of the business day. **Same-day** appointments are welcomed if appropriate, although the counseling staff may have scheduled appointments booked that day. Depending on the situation, staff may be able to accommodate the student in need of assistance.

After business hours, if you or someone else is experiencing an immediate life-threatening emergency, please do one or more of the following. Contact:

Campus Security at 808-735-4792

Call **911**

Go to the **nearest emergency department**.

Hawaii CARES (also known as Crisis Line of Hawaii) at 808-832-3100. Anyone can call the Access Line 24-hours a day and request for Crisis Mobile Outreach (CMO) worker be sent to any location. On Oahu they promise a response time of 90 minutes or less. The person has to want help. The CMO worker will help address the immediate crisis needs and get the person hooked up with any state services they qualify for. A new person receives a crisis worker for 30 days who helps the person get set up with other services if needed.

Suicide and Crisis Lifeline Call or text 988 or chat online at 988lifeline.org. In Hawaii, this number is answered by Hawaii CARES **Crisis Text Line** at Text START to 741-741

Trevor Helpline for LGBTQ youth at 1-866-4U-TREVOR (488-7386) or text the word "Trevor" to 1-202-304-1200

Military One Source at 1-800-342-9647. 24/7 counseling hotline at no cost to service members and their families.

Veteran's Crisis Line at 988 (press 1)

Trans Lifeline at 1-877-565-8860 or visit translifeline.org

National Sexual Assault Hotline (Rape, Abuse, Incest National Network, RAINN) at 1(800)656-4673

The Sex Abuse Treatment Center at (808) 524-7273

National Domestic Violence Hotline at 1 (800) 799-7233 or go to www.thehotline.org/help/ to Live Chat 24/7/365 or text START to 88788

Dining Services

chaminade.campusdish.com

Tredtin Hall

(808) 739-4621

The Silversword Café

The Silversword Café is home to the freshest flavors on campus! We offer an exciting dining program for you. Daily breakfast, lunches, dinners, and our weekend brunches feature traditional "all-you-care-to-eat" meals, live cooking action, variety, value, and convenience at Tredtin Hall. Come and explore the wide variety of options at each meal for lunch, dinner, or weekend brunch. The Silversword Café is open to the entire campus community. Join us for our theme dining meals and special culinary events, we also provide catering services as well.

At The Silversword, you can pay with your weekly meal plan allowance, Debit Dollars, or you may pay with cash or credit card. Meal plan meals are non-transferable, and ID cards are necessary for admission if you are not paying with cash. Debit Dollars are available for everyone to purchase at the Dining Services Office at Tredtin Hall or online at chaminade.edu/student-life/dining-services/. We offer up to a 15 percent bonus on Debit Dollar purchases, depending on your investment in the plan. Debit Dollars can be added to your meal card at any time to supplement your meal plan. Debit Dollars and meal plans may be utilized in the Silversword Café and the P.O.D. Market during business hours.

The Silversword Café Hours

Description	Breakfast/Brunch	Lunch	Dinner
Monday–Friday*	7:30am–10am	11am–2pm	5pm–8pm
Weekends*	11am–2pm	N/A	5pm–8pm

*Closed during Christmas, Spring, and Summer Breaks. See <https://chaminade.campusdish.com/> for any changes/updates to hours of operation.

The P.O.D. (Provisions on Demand) Market

Henry Hall Courtyard
(808) 739-8522

Come and enjoy your meals on our open-air patio! Try a classic sub sandwich or wrap from the popular P.O.D. Market featuring hot food items, gourmet sandwiches, and flavorful salads and side dishes. Wake up with a piping-hot cup of our gourmet coffee. We now offer a full breakfast menu daily and hot entrées at lunch and dinner. We feature convenient express grab-and-go bentos, musubis, salads, yogurt parfaits, and splashes of cool drinks to refresh you. The P.O.D. Market accepts cash, credit card, and Debit Dollars.

The P.O.D. Market Hours

Monday–Friday: Open from 7:30am to 7pm

Meal Served	From	To
Breakfast	7:30am	10am
Continental Breakfast	10am	11am
Lunch	11am	2pm
Dinner Entrée	5pm	7pm
Snacks, Beverages, Grab & Go Express Items	7:30am	7pm

*Closed Weekends and Holidays
Abbreviated schedule during Christmas, Spring, and Summer Breaks*

Meal Plans

chaminade.campusdish.com

Silversword Café, Tredtin Hall
(808) 739-4621

Meal Plan Basics

Meal plan information and Debit Dollars are available for purchase at the Dining Services Office in Tredtin Hall and at the Chaminade Business Office. During the first two weeks of the semester, commuter students wanting to purchase meal plans and/or Debit Dollars may use their financial aid by purchasing plans through the Business Office. There are no exceptions to the "Room and Board" contract other than for specific dietary needs. The Dining Services Office will make the decision for exceptions in conjunction with the Vice President for Student Affairs/Dean of Students.

A signed meal plan voucher must be brought to the Dining Services cashier at the Silversword Café from the Business Office to activate and validate the dining portion of your ID card before use at any of the dining areas. Until a meal plan voucher is submitted to the Dining Services cashier at the Silversword Café, all transactions will require cash.

To utilize a Meal Plan and/or Debit Dollars, a Chaminade picture ID card is required (no exceptions). Visit Client Services for a

Student ID card.

Meal plans are available to all members of the Chaminade community—resident students, off-campus students, faculty, and staff members. For faculty and staff, Chaminade ID cards are also required. All meal plans/Debit Dollars sales are final and non-refundable.

How to Use Your Meal Plan

- The Meal Plan week begins with Sunday brunch and ends with Saturday dinner.
- Any unused meals do not carry over to the following week. Meal Plans end each semester. Debit Dollars carry over from semester to semester but are non-refundable.
- As a security measure for your protection, a valid Chaminade picture ID encoded with your meal plan information is required for all transactions without exception. Verbal verifications are not acceptable.
- The meal card is valid for the card owner only. The Meal Plans are not subject to proxy or gift by proxy use.
- Only one “All-You-Care-to-Eat” meal may be used per meal period. Computerized terminals at the Silversword Café and the P.O.D. Market will indicate violations.
- Debit Dollars have no restrictions on their use. The meal plan is a contract for the semester.
- Appropriate attire for the dining rooms—shirts, shoes, pants, skirts/dresses, or shorts—are required. Beachwear, bathing suits or bikinis, especially when wet or sandy, are inappropriate attire and are not allowed.
- Rowdiness or loud or offensive behavior, including profanity, will not be tolerated.
- Our Dining Services staff is here to serve and help you. Please keep your interactions with the staff respectful at all times.
- Reusable Container Take-out-program – each reusable to go container has a purchase price of \$12, including replacements. Upon each visit, please tell the cashier you would like your meal to-go and exchange your dirty container for a clean to-go box. Only one to-go container per visit. The to-go box must be fully closed when you leave. No outside containers.

Special Diets

Notification by a certified medical doctor is required to receive consideration for special diet arrangements. If you need accommodations due to dietary restrictions, please contact staff in the Kokua Ike Learning Center ada@chaminade.edu.

What Happens to Debit Dollars at the End of the Semester?

Unused Debit Dollars carry over from fall to spring semester if you remain on the same meal plan or upgrade. Debit Dollars are non-refundable and do not roll over to the following academic year (or summer).

Changing a Meal Plan

You have the opportunity to change your meal plan during the first week of the fall and/or spring semesters. To do so, go to the Chaminade Business Office and request a change. A new Meal Plan voucher will be issued, which must be presented to Chaminade Dining Services to re-encode your membership ID. Please note: Debit Dollars do not transfer from fall to spring if you downgrade your meal plan.

Residential Meal Plans

Residents from Hale Pohaku, Hale Lokelani, and Kieffer Hall are required to participate in a 10-meal + Debit Dollars, 14-meal + Debit Dollars or unlimited meals + Debit Dollars plan. This is part of the contract as a condition of residing in these halls. Since the rooms do not have kitchens, no personal cooking is allowed in the residence halls for safety and sanitation reasons. If no meal plan choice is made, students will automatically be placed on the 10 Meals per Week Meal Plan with \$150 Debit Dollars plus two Guest meals. For specifics on meal plan options go to chaminade.campusdish.com.

Lost Meal Card Procedures

Report lost cards immediately to the Dining Services Office to prevent unauthorized use of the missing card. Go to Client Services for a replacement card. (There is a fee to replace an ID card.) Take your new card to the Silversword Café to be re-encoded with your meal plan information before using it in the dining areas. No ID card = no meal.

Distance Learning

chaminade.edu/admissions/online-students/

(808) 739-8340

The Flex online program uses email and the internet to facilitate communication among students and instructors. Courses are highly interactive, emphasizing dialogue among students and instructors as the central aspect of online learning.

Educational Opportunities Abroad

chaminade.edu/advising/

Office of Student Success

Clarence T.C. Ching Hall, Room 6

(808) 735-4815

At Chaminade, we believe that studying in a foreign country is a highly desirable part of a 21st-century education. Chaminade offers study abroad programs in more than 20 different countries to students through various partnerships. Students can choose from either summer or semester programs. Minimum qualifications for students include: completing at least 30 credits prior to departure, maintaining a cumulative GPA of at least 2.75 (GPA requirements may differ depending upon program), being a current full-time CUH student (must complete at least one semester at CUH prior to departure), and being in good personal standing (must not have any outstanding student conduct issues). The costs vary depending on the program, but study abroad is affordable, and financial aid may be available.

Financial Aid

finaid.chaminade.edu

Clarence T.C. Ching Hall, Room 2

(808) 735-4780

Hours: Monday through Friday, 8:30am–4:30pm

The Financial Aid Process

Chaminade offers eligible students need- and merit-based institutional scholarships and need-based grants. The Financial Aid Office also awards federal aid, including Pell Grants, FSEOG Grants, subsidized and unsubsidized student loans, and College Work Study. Students must file the Free Application for Federal Student Aid (FAFSA) each year to be eligible for need-based assistance. The FAFSA can be filed online at studentaid.ed.gov/sa/fafsa. Detailed information on all aspects of the financial aid process can be found at finaid.chaminade.edu.

Satisfactory Academic Progress (SAP)

In order to maintain their eligibility for institutional and federal financial aid, students are required to maintain "Satisfactory Academic Progress" (SAP). Detailed information on the university's SAP policy can be found at:

chaminade.edu/financial-aid/financial-aid-resources/satisfactory-academic-progress/

Fundraising for Recognized Student Organizations

chaminade.edu/osal/

Office of Student Engagement

(808) 739-8556

All fundraising projects for activities and organizations must be coordinated with and approved by the Director of Student Engagement and the Office of Advancement. Only the Chaminade Student Government Association (CSGA), the Residence Hall Association (RHA), and Recognized Student Organizations may hold fundraising activities in the residence halls and in approved designated locations. Students fundraising for class projects should work with their respective course instructor for space allocation and project approval. Recognized student organizations are not permitted to solicit off-campus funding without prior approval. Door-to-door solicitation is prohibited at all times. For more information on the fundraising guidelines, contact the Office of Student Engagement.

Hogan Entrepreneurial Leadership Program

chaminade.edu/hogan/

Kieffer Hall, Room 12

(808) 440-4280

Program Overview and Objectives

Apply to the Hogan Program and meet dynamic leaders of Hawaii while learning how to think like an entrepreneur. The Hogan Entrepreneurial Leadership Program prepares highly motivated students to apply entrepreneurial concepts in whatever career they may choose. This interdisciplinary preparation builds their capacity to become leaders, to innovate, and to increase their willingness to take risks, while remaining sensitive to the social significance of their business activities. The Hogan Program, steeped in the tradition of Marianist values, is open to students of ALL MAJORS. Those chosen take part in a variety of curricular and co-curricular activities during their sophomore, junior, senior, and or graduate student years. Students completing at least one full year of the program are designated Hogan Entrepreneurial Graduates.

The Suzie Martin and Vaughn Vasconcellos Leadership Institute

Embedded in the Hogan Program is the Suzie Martin and Vaughn Vasconcellos Leadership Institute that was launched in

October of 2022. The objective of the institute is to work hand in hand with the Hogan Program and with other Chaminade departments to help students adapt and learn valuable entrepreneurial leadership skillsets they can use in their personal and professional lives.

International Study Mission (Optional)

Students may be eligible to attend international trips to be exposed to business in a foreign culture. This is offered in the summer and may include trips to Korea, India, and other Asian countries.

Mentor Relationships (Optional)

All students are offered entrepreneurial mentors to provide advice and support in developing their entrepreneurial skills and interests.

Internship in Applied Entrepreneurship (Optional)

Students may participate in an internship of any duration, but not shorter than the equivalent of four weeks full time work. The internship exposes students to entrepreneurs and their day-to-day work. These are normally paid internships, and the internships are developed and selected by the staff of the Hogan Entrepreneurial Program.

Entry Requirements:

- Any major welcome
- GPA 2.8 or better
- Must be Sophomore, Junior, Senior, or Graduate Student

Program Requirements:

First Year

- ENT 301 (fall term) and ENT 302 (spring term)—Undergraduate Students
- MBA 701 or 740—Graduate Students
- Wednesday Evening Speaker Sessions with Entrepreneurs
- Community Service—25 hours (within the state of Hawai'i)

Second Year

- ENT 401 (fall term) and ENT 402 (spring term) (Optional)
- Wednesday Evening Speaker Sessions with Entrepreneurs
- Community Service—25 hours (within the state of Hawai'i)

Information Technology

cstechsupport@chaminade.edu

Sullivan Family Library, Room 101

(808) 735-4855

The Information Technology & Services division provides computing and network resources for Chaminade University. A wireless network covers all Chaminade residence halls, both on and off campus. To use the network, students must have a wireless-capable computer. Most campus buildings and some outside areas are also covered by the wireless network.

The division provides a Chaminade email address for all students. Official Chaminade communications will be sent to the student's Chaminade email address. It is the responsibility of students to check their email frequently. Report email-related problems to Client Services at (808) 735-4855 or cstechsupport@chaminade.edu.

The Client Services Unit maintains the teaching labs for classes that require hands-on computer use and manage the general-use computer lab for students, faculty, and staff. The Unit also offers assistance to students with technical support for their personal computers.

Intercollegiate Athletics

goswords.com

Henry Hall, Room 221

(808) 735-4790

Chaminade University's intercollegiate athletics program plays an integral role in the university's educational mission to prepare its students for life, service, and successful careers. The university believes in the education of the whole person—of the mind, the soul, and the body. The university strives to meet the student's academic, spiritual, and physical well-being needs through its majors, campus ministry programs, and intercollegiate athletics. The athletics program is guided by the belief that academic and athletic achievements are necessary and compatible components in the personal development of every student-athlete. The lessons learned in the classroom, and in competitive sports - governed by the principles of fair

play, amateur competition and a concern for the mental and physical well-being of the participants - prepare student-athletes to successfully compete in the larger arena of life after college.

International Student Services

Clarence T.C. Ching Hall, Room 6
(808) 739-4654

The university is responsible to the United States Citizenship and Immigration Services (USCIS) for meeting requirements regarding non-immigrant students attending Chaminade University. For this purpose, all students who fall under this classification are required to maintain a copy of the I-20 ID form issued to the student by the university, which is considered a permanent record to be used for all USCIS official transactions and for subsequent re-entries to the United States.

To maintain student visa status while in the United States, all international students must:

1. Have a valid passport,
2. Attend the school that the student is authorized to attend,
3. Carry the equivalent of an on-ground full course of study (at least 12 credits for undergraduate students and 6 credits per term for graduate students),
4. Apply for extension of stay when necessary,
5. Follow procedures to continue from one educational level to another and/or transfer,
6. Obtain authorization prior to accepting any employment, and
7. Report immediately any changes of residence to the Office of Student Success.

All international students are required to show proof of health insurance. The university provides a plan with various options for purchase. Once enrolled, all concerns having to do with immigration and other legal matters should be directed to the Office of Student Success, located in Clarence T.C. Ching Hall 6. For other concerns, such as adjustment and cultural issues, assistance is available through the Office of the Vice President for Student Affairs/Dean of Students.

Library

<https://chaminade.edu/sullivan-library/>
Sullivan Family Library
(808) 735-4725

The Sullivan Family Library is located between Second and Third Roads next to Eiben Hall. Client Services (Help Desk) is located on the first floor. The main library entrance is on the second floor. The facility hosts a computer lab, six group study rooms with multimedia equipment, one photocopier, and wireless network access on the 2nd and 3rd floors. The library collections include print books and periodicals, online books and journals, streaming video, and audiovisual materials such as DVDs and CDs. Circulating material, class reserves and library use laptops may be borrowed by Chaminade students, faculty and staff with a current, valid Chaminade University ID card. Outstanding library obligations (such as overdue material or fines) may block borrowing, registration, and the release of diplomas and transcripts.

Lost and Found

Campus Security, Henry Hall Annex
(808) 735-4792

Lost and found items may be turned in or retrieved at the Campus Security Office. Be prepared to give a detailed description of items to be claimed. The university is not responsible for any personal items that are lost or stolen.

Mailroom on Campus

Tredtin Hall
(808) 735-4799

Located next to the Campus Store, the Campus mailroom distributes on-campus mail Monday through Friday before 2pm. The US Postal Service pickup is Monday through Friday at 1pm. Students needing postage may bring mail items to the Campus mailroom for processing, and are charged for the actual amount of postage.

Mailboxes are available for students residing in the on-campus residence halls. Off-campus residence halls have mailboxes located in the apartment buildings. Mailboxes are for the use of the assigned student only.

Mass/Liturgical Celebrations

cuhministry.com

Mystical Rose Oratory

Facebook @mysticalroseoratoryHI

Roman Catholic Masses are celebrated twice on Sundays during the academic year (10am & 6:00pm) in the Mystical Rose Oratory. Masses and seasonal prayer services are also held on special feast days and seasons. The sacrament of Reconciliation (confession) is available by appointment with one of the priests. Students of all religious traditions are welcome.

Medical Services Transportation

Security Office - (808) 735-4792 or

Office of Housing & Residence Life - (808) 739-4648 or

Vice President for Student Affairs/Dean of Students Office - (808) 735-4710

Chaminade provides transportation for resident students' emergency medical care to the following locations only:

- Kaiser Permanente
 - Honolulu Medical Office (1010 Pensacola St)
 - Hawaii Kai Clinic (6700 Kalaniana'ole Hwy # 111)
- Hawai'i Pacific Health
 - Straub Medical Center (888 S. King St)
 - Straub Medical Center – Kahala Clinic & Urgent Care (4210 Waialae Ave, Suite 501)
 - Kapi'olani Medical Center for Women and Children (1319 Punahou St)
- The Queen's Health System
 - The Queen's Medical Center (1301 Punchbowl St)
 - The Queen's Health Care Centers – Kahala (1215 Hunakai St)
 - The Queen's Island Urgent Care – Kapahulu (449 Kapahulu Ave, Suite 104)
 - The Queen's Island Urgent Care – Kaka'ako (400 Keawe St, #100)

Taxi service for medical transportation will be provided free of charge for students living in the university-operated residence halls and apartments. Only Chaminade's official taxi service vendor, The Cab, may be used for medical transport when a request is made and approved. A student will be provided with a taxi voucher. A student may request up to four round trips, (8 vouchers) per academic year, to any of the aforementioned medical facilities. During the summer session, this service will be extended to enrolled summer session students living in the residence halls only.

During regular business hours, Transportation vouchers for routine/follow-up visits from Chaminade to one of the aforementioned medical facilities may be obtained from the Security Office (808-735-4792) or the Residence Life Office (808-739-4648).

Students who choose to utilize the service must supply a receipt, doctor's note confirming their visit to the health facility, and the used voucher within two working days of the trip. Students failing to supply a receipt will be charged for the cost of the trip and \$100 for the used voucher(s).

Students are expected to utilize emergency transportation (ambulance) when deemed appropriate. The student is responsible for the cost of the emergency transportation. In certain situations, students may not have the option to refuse emergency transportation.

As Chaminade University does not have a health clinic on-campus, healthcare services are available to Chaminade students at most local clinics and doctor's offices for a fee. Longs Drugs/CVS, located at 3221 Waialae Avenue, is a convenient location for purchase or refills of student prescriptions.

New Student Orientation

chaminade.edu/advising/nso/

Office of Student Success

Clarence T.C. Ching Hall, Room 6

(808) 735-4815

Coordinated by the Office of Student Success in collaboration with the Student Affairs Division, orientation is mandatory for all new first-year, transfer, and exchange students (day residential and commuters). New Student Orientation is held the week before the semester begins. Orientation participants will learn about academic and co-curricular opportunities, discuss pertinent campus issues that may arise, meet faculty and staff, build community, and start settling into campus life.

Parking and Permits

Business Office
Clarence T.C. Ching Hall, Room 110
(808) 735-4768

The complete Campus Parking Policy for Students can be found on the University Portal, located under the Forms tab (see Student Forms, Miscellaneous). The Parking Policy can also be found on the university website at chaminade.edu/student-life/transportation/. Bicycles must observe the same traffic and pedestrian right-of-way policies as cars/motorcycles/mopeds and must be parked at designated areas on campus.

The parking permit application is available two weeks before the term starts at webforms.chaminade.edu/parking.

Portal

<https://chaminadeuniversity.sharepoint.com>

Chaminade University has a portal containing important information on events, policies and contacts. Events, notices, announcements, campus map, Canvas information, services, and news are just a few of the items of interest available on the Portal.

Radio CUH

radiocuh.org
(808) 440-4218

Radio CUH is a student-run streaming radio station. Class credit is available through COM 361: Internet Radio or as an internship. No class is required, however, and students are welcome to volunteer and to join the Chaminade radio club. Radio CUH conducts live remote broadcasts from various locations on campus throughout each semester, providing entertainment to Chaminade's student body and reaching a worldwide audience.

Recognized Student Organizations

chaminade.edu/osal/student-clubs/

Office of Student Engagement
Clarence T.C. Ching Hall, Room 106
(808) 739-8556

Recognized student organizations offer students a chance to pursue interests, develop leadership skills, and extend their experience beyond the classroom.

There are over twenty student organizations with varied purposes, including participation in recreational activities, exploring cultural identities, academic recognition, and pre-professional development. The Office of Student Engagement oversees the recognition process for all recognized student organizations. Visit [Silver Source](#) to explore the full list of active student organizations. Students may also register new student organizations via [Silver Source](#).

Recycling on Campus

Office of Service Learning and Community Engagement
Hale Hoaloha 104

Recycling on campus is run by Sustainability Staff within the Service Learning and Community Engagement office and is collected on a weekly basis. Classified HI-5 plastic bottles, glass bottles, aluminum cans and other things are recycled, and the return proceeds support campus enrichment initiatives. If you would like more information please visit the Service Learning and Community Engagement office in Hale Hoaloha 104 or email servicelearning@chaminade.edu.

Housing & Residence Life

chaminade.edu/reslife/

Kieffer Hall, Room 11
(808) 739-4648

Developing friendships and experiencing community living with fellow students in a stimulating setting is an important source of personal growth during the college years. Chaminade provides on-and off-campus residence halls as one means of bringing together students from Hawaii, the Mainland, other Pacific islands, and countries from around the world. These settings offer an opportunity for social, cultural, and intellectual exchange that enhances and expands upon the classroom experience.

ON-CAMPUS RESIDENCE HALLS	OCCUPANTS
Hale Lokelani 3140 Waialae Ave	All first-year, co-ed Double furnished suites
Hale Pohaku 3140 Waialae Ave	First-year & new upper-class, co-ed Five-person furnished suites
Kieffer Hall 3140 Waialae Ave	First year & upper-class, female Double & single furnished rooms
OFF-CAMPUS RESIDENCE HALLS	OCCUPANTS
Waialae Avenue 3353 Waialae Ave	Upper-class, co-ed Two- and 3-person furnished apartments

Room/Facilities Reservations & Setup

records@chaminade.edu

(808) 735-4815

Student organizations requiring use of classroom space for special activities must reserve classroom space through CourseDog (app.coursedog.com with assistance from advisor). Students are responsible for making sure the tables and chairs in the classrooms are put back to the original formation of the room and for cleaning up after the events are finished.

Reservations of the Clarence T.C. Ching Conference Center (minimum: 40 people, capacity: 200 people) and Hale Hoaloha Conference Center (minimum: 20 people, capacity: 80 people) will be made through the Facilities Department Scheduler Request System. Please note, room capacities are subject to change while practicing social distancing. Check your student portal for updates on room reservation requests and instructions.

Student organizations requiring equipment such as tables or chairs, or special setup in the Clarence T.C. Ching Conference Center, the courtyard of Henry Hall, library lawn, or the lanai of any building, must have written approval from the Director of Student Activities and Leadership: (808) 739-4688. Hale Hoaloha Conference Center has a standard setup of 10 round tables with eight chairs each—written approval from the Director of OSAL is required. If the event requires setup by the Chaminade Facilities Department, the request for setup must be arranged with Facilities. Requests require 10 days' advance notice or you will be subject for a \$200 set up fee.

Room reservations need to be submitted as far in advance as possible. Making a room reservation does not mean the room will automatically be set up.

Service Learning and Community Engagement

chaminade.edu/service-learning-community-engagement/

Hale Hoaloha, Room 104

(808) 735-4895

IG: @CUHServiceLearning

The mission of the Office of Service Learning and Community Engagement is to empower students to define and deepen their classroom learning experience through impactful need-based community engagement rooted in Marianist and Native Hawaiian values.

Our vision is to foster a collective sense of place through investment in community partnerships, service learning process and pedagogy, and a commitment to serving others. We envision a campus culture that embraces service and service learning as a valuable community-focused vehicle toward personal growth.

Key Elements:

At Chaminade, service-learning:

- Is thoughtfully organized to address true needs in the community.
- Is integrated into the academic curriculum of a course, illuminating the practical applications of the material.
- Includes structured means for reflection on the service experience.

- Encourages active student involvement in the learning process.
- Includes 10+ service hours, although grades/course points should be earned for the learning demonstrated through reflection (not simply for hours served).

Why Participate in Service-Learning?

Service-learning helps to bridge the “real world” and the classroom. Research shows that service-learning is effective; it helps improve students’ grades, test scores, attendance, and self-confidence. It builds critical thinking and communication skills and fosters civic engagement while allowing students to test and apply what they are learning in the classroom.

Student Engagement

chaminade.edu/osal/

Clarence T.C. Ching Hall, Room 106

(808) 739-8556

The Office of Student enhances the quality of the student experience by creating and promoting involvement opportunities for all students, supporting student organizations, and encouraging active participation in the learning process. Students interested in getting involved and connected should visit our online engagement platform, Silver Source, or stop by the office.

Student Affairs Division

chaminade.edu/student-life/

Office of the Vice President for Student Affairs/Dean of Students, Henry Hall, Room 221

(808) 735-4710

The Office of the Vice President for Student Affairs/Dean of Students is responsible for administering and coordinating the programs, services, operations, and functions of Athletics, Campus Security, CSGA, Counseling Services, Dining Services, Judicial Affairs, Residence Life, and Student Activities & Leadership. It works closely with the Advising & Career Development and Campus Ministry offices.

The primary goal of the Student Affairs Division is to support the mission of the university through services, programs, and student support. Student Affairs is committed to the quality of student life, and therefore has developed support programs and services for the academic community as well as strategies for the retention of students.

Student Emergency Fund

<https://chaminade.edu/student-life/student-emergency-fund/>

Office of the Vice President for Student Affairs/Dean of Students, Henry Hall, Room 221

(808) 735-4710

The Julie T. and JD Watumull Fund for Emergency Student Grants is intended to increase student success, both inside and outside the classroom, by providing emergency financial support for students. We understand that students experience unforeseen hardships that may impact their ability to remain enrolled in school.

Students may submit an application for a grant once they have exhausted all other resources. Any funding provided by The Julie T. and JD Watumull Fund for Emergency Student Grants does not need to be repaid. Students must submit an application and appropriate documentation using the form found at <https://chaminade.edu/student-life/student-emergency-fund/>. Students may also be required to have a brief meeting with the Vice President for Student Affairs/Dean of Students to discuss potential funding. Funds are provided only when there is funding available. Students will be informed of the outcome of their application via their Chaminade student email account.

Student Exchange Programs at Marianist Universities

amuhighered.org

(808) 739-4619

Chaminade University partners with St. Mary’s University in San Antonio, Texas and the University of Dayton in Dayton, Ohio for our students to participate in an exchange program. Please seek guidance from your academic advisor about opportunities to study at one of our Marianist universities. For detailed information on St. Mary’s and the University of Dayton, please visit amuhighered.org.

Student Identification Card

Client Services, Sullivan Family Library, Room 101
(808) 735-4855

Student identification cards are required and must be carried in order to obtain services at the library, dining services, fitness center, client services, recreational sports equipment room, etc., on campus. The ID card can also be used for off-campus discounts. After hours, students in the buildings and residence halls may be required to show their ID card to Campus Security or Residence Life personnel upon request. For safety purposes, members of the Campus Security Team may ask individuals on-campus (students, faculty, and staff) to present their campus ID at any time.

To obtain a student ID card, students must show a picture ID and proof of registration. IDs must be validated each semester. The first ID card is free. There is a charge for a replacement.

Chaminade Student Government Association (CSGA)

chaminade.edu/osal/

Clarence T.C. Ching Hall, next to Vi & Paul Loo Student Center
(808) 739-8556

The Chaminade Student Government Association (CSGA) is the representative student government and official voice for the day undergraduate student body. CSGA works toward improving general student welfare, advocating for student needs, encouraging initiative and responsibility, and facilitating communication between students, faculty, and staff. Full-time day undergraduate students are automatically members as part of their student fees. If you are interested in getting involved in student government, contact CSGA via email (csga@chaminade.edu).

Residence Hall Association (RHA)

chaminade.edu/reslife/

Kieffer Hall, Room 11
(808) 739-4648

The Residence Hall Association (RHA) is composed of representatives from each residence hall. The RHA meets regularly to discuss university life issues as they relate to student residents as well as to plan programs and activities for the year. RHA acts as an advisory body to Residence Life.

Student Publications

Ahinahina

Ahinahina is Chaminade's student video production unit. Various student-produced programs are made available on DVD format in the fall and spring semesters. These typically include, but are not limited to, recordings of *Pacific Island Review*, repertory plays, the spring musical, and copies of fall and spring commencement exercises. Course credit is available for students interested in working on an *Ahinahina* production.

***Aulama* Student Literary and Art Magazine**

Henry Hall, Room 206
(808) 735-4827

Aulama is edited and published by students. *Aulama* is a three-credit workshop/course (EN 371) run by the English Department faculty. Published annually, *Aulama* accepts poetry, short stories, haiku, artwork and photograph contributions year-round from the entire Chaminade community. For more information, contact Justin Wyble, English Discipline Coordinator at (808) 739-8534.

Chaminade Silversword Online Student Newspaper

thesilversword.com

(808) 440-4294

The *Chaminade Silversword* student newspaper is a monthly online publication run by students enrolled in Communication 371. The *Silversword* is funded by student fees and advertising revenue. Articles submitted by the Chaminade community are welcome but are subject to the editor's approval.

U-Pass Bus Program

chaminade.edu/student-life/transportation/

Business Office, Clarence T.C. Ching Hall, Room 110
(808) 735-4713

The University Bus Pass (U-Pass) is a discounted bus pass that allows students to ride TheBus during the term and applications are available online two weeks before the term starts. Payment by credit or debit card can be done on the application.

Payment by cash or check can be made when you pick up the U-Pass sticker at the Business Office.

The Fall 2023 U-Pass will be on sale for students with a valid ID on August 17, 2023 through September 29, 2023. Fall 2023 passes are valid from August 16, 2023 through January 15, 2024.

The Spring 2024 U-Pass will be on sale for students with a valid ID on January 2, 2024 through February 29, 2024. Spring 2024 passes are valid from January 3, 2024 through May 31, 2024.

The Summer 2024 U-Pass will be on sale for students with a valid ID in May 2024. Summer 2024 passes will be valid from May 2024 through August 2024.

To get a U-Pass, you must have a current student ID. The U-Pass sticker must be attached to your ID in order to be valid. Tampering with the pass in any way is a violation of the Student Code of Conduct. Violators will be reported to the Judicial Affairs Officer. Chaminade is not responsible for lost or stolen passes. There are no replacements. If you lose your pass, you can purchase another one at the full rate during the semester, while supplies last. In the spring semester, prices are subject to change.

University Communications

Clarence T.C. Ching Hall, Room 252 (808) 739-7489

University Communications and Marketing (UCM) shares the Chaminade story with the Chaminade community and beyond through student, alumni, faculty and staff notable stories; community and faith stories; event recaps; institutional highlights; and more. Please visit chaminade.edu/news. UCM is responsible for strengthening our visibility and brand awareness and oversee communications channels from media relations to digital and print communications and brand awareness management.

If you have a news tip, please contact us at ucm@chaminade.edu or tag us in social media.

- Facebook (facebook.com/ChaminadeUniversity)
- Instagram (instagram.com/chaminadeuniversity)
- Twitter (twitter.com/Chaminade_Univ)
- LinkedIn (linkedin.com/school/chaminade-university)
- YouTube (youtube.com/ChaminadeUniversity)

Vans

chaminade.edu/osal

Office of Student Engagement

Clarence T.C. Ching Hall, Room 106

(808) 739-8556

Chaminade University vans are available for use by recognized student organizations and university employees for university-sponsored activities and events. Vans can be driven only by certified Chaminade University van drivers. Contact the Office of Student Engagement at (808) 739-8556 for van driver certification information and/or the list of certified university van drivers.

To request a van, submit a van request form on the Chaminade Portal no later than seven days in advance of the university-related event for which the van is required. Please allow 1-2 business days for processing and approval after a request is submitted. Prior to submitting a request, it is recommended for all requesters to check the van calendar on the Chaminade Portal to see if a van is available at the desired time. Second, follow these steps to request a van:

1. Sign into the Chaminade Portal.
2. Select Resources.
3. Select Approved Van Reservations.
4. Select Van Request Form.

Recognized student organizations must provide an Event PIN from their event registration in Silver Source for approval. To locate this PIN, follow these steps:

1. Sign on to Silver Source (you must be the organization's administrator).
2. Select Admin.
3. Select Manage.
4. Select Events.
5. View the PIN.

If you experience any difficulties accessing the Event PIN, please contact the Office of Student Engagement at (808) 739-8556.

Recognized student organizations will not be permitted the use of a van without first having an approved event in Silver Source. For more information on submitting an event registration, please contact the Office of Student Engagement at (808)739-8556.

The Campus Security Office will give the van keys only to authorized drivers and only for requests that have been approved by the Office of Student Engagement and/or the Vice President for Student Affairs/Dean of Students. Van requests for overnight use must have an advisor present for the duration of the event and must be approved in advance by the Vice President for Student Affairs/Dean of Students.

The interior of the van must be cleaned before returning the keys to the Campus Security Office. All accidents and mechanical difficulties must be reported to Campus Security upon return. Failure to comply with the van usage policy, including cleaning, may result in the loss of van use privileges. (See University Policy Manual Volume II, Section 2.7.2) A complete van usage policy is available in the Office of Student Engagement.

Vice President for Mission and Rector

chaminade.edu/rector

Clarence T.C. Ching Hall, Room 210B

(808) 735-4835

This office serves the Chaminade community from a Marianist perspective. Broadly speaking, the office seeks to animate the entire social fabric of our community with the family spirit which is characteristic of a Marianist institution. The VP serves as a coordinator for all Marianists on campus and is also a special advisor to the president and other university administrators.

The VP coordinates all programs introducing the university community to the mission of the university, its Catholicity and the characteristics of Marianist universities.

Wellness/Recreational Programs

chaminade.edu/osal/health-wellness/

OSAL, Clarence T.C. Ching Hall, Room 106

(808) 739-8556

The Office of Student Engagement, the Counseling Center, Residence Life, Campus Ministry, and Athletics work collaboratively to organize educational programs that promote, encourage and support holistic student wellness, including physical, mental, emotional, social, and spiritual aspects of wellness.

CAMPUS POLICIES

Drug-Free Workplace & Campus Policy

This official policy is issued pursuant to the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988.

Chaminade University of Honolulu (CUH) strives to provide students and employees a drug-free campus and work environment. Drug abuse affects all aspects of American life: it threatens the student's educational development and the workplace as well as the community. In order to promote a safe and efficient educational and work environment, this policy has been adopted.

CUH expects its employees and students to carry out their responsibilities free of intoxication by any illegal drugs or alcohol. Employees and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs as prohibited by state and federal law, at university-sponsored or approved events or on university property or in buildings owned, leased, or used by the university for education, research and recreational programs or activities. The university expects lawful behavior by employees and students, during their presence on university premises and at university-sponsored events on or off campus. The university will cooperate with law enforcement agencies in enforcing statutes regarding the use of illegal drugs.

CUH also prohibits the possession, use, and distribution of medical marijuana on its campus, in any of its buildings, including its residence halls, and at any campus-sponsored event that is held on or off campus. The State of Hawaii authorized the use of medical marijuana. However, Hawaii state law does not authorize the use of medical marijuana on any school ground or in the workplace of one's employment. The possession of marijuana, including marijuana for medical purposes, is prohibited under federal law. Any employee or student found to be possessing, using, or distributing marijuana, including medical marijuana, on university property or at any university-sponsored event, for any reason, will be subject to disciplinary action for violation of this policy prohibiting the possession, use, and distribution of illegal drugs and controlled substances.

Further, using marijuana for medical purposes is not an allowable defense for violation of university policies and/or misconduct.

Drug paraphernalia of any type is strictly prohibited on any university property, including the residence halls, or at any university-sponsored event that is on or off campus. This includes items that are altered to become paraphernalia of any type. This prohibition includes instances when paraphernalia is not used to ingest illegal substances. Students found in possession of paraphernalia will be subject to disciplinary action, which can include dismissal from the residence halls and/or the university.

Public intoxication is expressly prohibited. Use, possession, manufacturing or distribution of alcoholic beverages by any person under 21 years of age is expressly prohibited.

For a full copy of the University's Drug-Free Workplace policy, you can access it by clicking on this link: [Chaminade University Drug Free Workplace & Campus Policy](#) or going to the Student Consumer Information Page on the Chaminade University website.

Accommodations

chaminade.edu/student-life/ada-accommodations/

ada@chaminade.edu

Student Support Services Building

(808) 739-8305

Chaminade University of Honolulu offers accommodations for all **actively enrolled** students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kōkua 'Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation from a healthcare provider. Once received, processing time varies and it can take approximately 2-3 weeks to review the documentation. Appropriate paperwork will be completed by the student, before accommodations are approved.

Once ADA accommodations are approved, students will be provided an ADA Accommodation Letter valid for the academic

school year. Students are responsible for sharing the ADA accommodation Letter with instructors. Letters will not be generated automatically. Although ADA accommodations and/or modifications can be requested at any time, it is highly recommended that students notify Kōkua 'Ike prior to the start of the academic school year by completing the [Kōkua 'Ike Online Registration/Request Form](#) found on the Chaminade website. ADA accommodations are not retroactive.

For more information, please visit chaminade.edu/student-life/ada-accommodations/, email ada@chaminade.edu, or call 808-739-8305. Kōkua 'Ike: Center for Student Learning is located in the Student Support Services Building.

Communicable Disease Policy

cdc.gov

Residence Life: (808) 739-4648

Vice President for Student Affairs/Dean of Students: (808) 735-4710

Communicable diseases are transmitted from one person to another by direct contact, inhalation, droplets, or through contact with contaminated objects. If a student is diagnosed with a communicable disease, he or she must inform the Vice President for Student Affairs/Dean of Students and/or the Director of Housing & Residence Life (if applicable) immediately upon being notified of his or her condition. Examples of communicable disease include, but are not limited to, chicken pox, measles, mumps, mononucleosis, meningitis, COVID-19, and tuberculosis.

Students diagnosed with certain communicable diseases must be isolated during the infectious period of their illness. Therefore, they may be restricted from physically attending class or being present in the dining halls, university facilities, or residence halls. Students living in campus residence halls may need to be placed in isolation spaces on-campus, if possible and available. There are limited isolation spaces available in the residence halls for resident students diagnosed with a communicable disease. If space is not available, residence students must consider living with relatives, moving home, or moving into a hotel until the infectious period has passed. All off-campus housing, travel, and/or meal expenses will be the responsibility of the student. Students who have been diagnosed with a communicable disease must receive medical clearance from a licensed physician in order to return to campus (unless otherwise noted). Medical documentation must be submitted to the Vice President for Student Affairs/Dean of Students.

FERPA (Family Educational Rights and Privacy Act) and Notice for Directory Information

www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Chaminade University of Honolulu ("CUH") receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to an appeal regarding the request for amendment. All appeals will go to the Vice President for Administration & General Counsel who will consider the appeal and relevant information before issuing a written decision.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Chaminade in an administrative, supervisory, academic, research, or support staff position (including law

enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of CUH who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CUH to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-8520

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

CUH may disclose appropriately designated "directory information" without written consent, unless you have advised CUH to the contrary in accordance with CUH procedures. The primary purpose of directory information is to allow CUH to include this type of information from your education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture athletic uniforms or create publications for the university.

If you do not want CUH to disclose directory information from your education records without your prior written consent, you must notify the Registrar in writing. All requests are to be sent to:

Office of Student Success
3140 Waialae Avenue
Honolulu, HI 96816

All requests for withholding information are effective for one academic year. You will have to submit a new request each year. Requests must be submitted by the last day of the add/drop period of the fall semester. If you are an incoming student in the spring semester, you must make a request to withhold your information for the spring semester you are first enrolled in by the last day of the add/drop period for that spring semester and then by the last day of the add/drop period of every fall semester thereafter.

CUH designates the following categories of directory information:

- Name, address, CUH email address, telephone number, dates of attendance, enrollment status, and class (Freshman, Sophomore, Junior, Senior, Graduate).
- Previous institutions attended, major fields of study, awards, honors (includes Dean's List, graduation, degrees conferred including dates), and scholarship awards.
- Past and present participation in officially recognized sports and extracurricular activities, physical factors (height and weight), date and place of birth, photographs.

Additionally, if you make a request to forward your education records to another post-secondary institution, CUH will forward your records without prior notification.

Flyers and Posters Posting Policy

Office of Student Engagement
Clarence T.C. Ching Hall, Room 106
(808) 739-8556

Bulletin boards in Henry Hall, Clarence T.C. Ching Hall, and Eiben Hall are designated for certain academic departments and

recognized student organizations' use. Requests for bulletin boards or annual renewal of bulletin board space will be accepted by the Director of Student Engagement, on a first-come, first-served basis. Once assigned, bulletin boards are designated for the assigned department until such time as they choose not to continue to use the board.

The following guidelines regulate general campus posting:

- Flyers and posters for bulletin boards located in Henry, Ching, and Eiben Halls must be approved and date stamped through the Office of Student Engagement (Ching Hall 106).
- All flyers must indicate the name of the sponsoring organization and a contact number or email address.
- The sponsoring organization is responsible for providing the flyers and posters (up to 12 copies) for posting on designated bulletin boards by the Office of Student Engagement staff.
- Flyers and posters may only be hung on designated "general" posting boards in Henry and Ching Halls by staff of the Office of Student Engagement.
- The use of damaging tapes (mailing tape, duct tape, etc.), adhesives, or pastes on walls, doors, or glass surfaces is prohibited. Affixing flyers to trees, telephone poles, picnic tables, bike racks, etc. is also prohibited. Staples may only be used on bulletin boards.
- All inquiries regarding posting flyers and posters in the residence halls must be directed to the Office of Residence Life at (808) 739-4648.
- No posters or flyers may be hung on CSGA or academic departments' designated boards without the permission of the CSGA or academic departmental staff.
- Promotional display materials, whether developed by the organization or provided by outside sponsors, must comply with posting regulations of the university, and must avoid demeaning, sexist, or discriminatory references. Advertising of alcohol of any type is not permitted on materials to be posted on bulletin boards. The Director of Student Engagement or their designee approves all postings.
- Staff from the Office of Student Engagement and Leadership will remove all posters and flyers upon their expiration.
- Tampering with or removing another organization's flyers prior to their expiration is grounds for disciplinary action against the offending individual or organization.
- No flyers may be posted on the glass doors leading into the Vi & Paul Loo Student Center.
- Flyers will be granted a maximum of two weeks of post time on the bulletin boards.
- Flyers may not exceed 11"x7" dimensions and will only be posted in areas where there is space available.

Health Clearance Requirements Policy

Office of the Vice President for Student Affairs/Dean of Students, Henry Hall, Room 221
(808) 735-4710 or email: deanofstudents@chaminade.edu

Proper healthcare is a vital element of every student's physical development and well-being. To keep our students healthy, Chaminade University supports State of Hawai'i Department of Health requirements for post-secondary education and offers student health insurance plans.

The State of Hawai'i mandates that certain health requirements be met for entrance to post-secondary educational institutions ([Hawai'i Administrative Rules, Title 11, Department of Health, Chapter 157](#)) prior to the first day of instruction. All Chaminade University of Honolulu students, including faculty/staff enrolled as students, must comply with health clearance requirements. Failure to comply with requirements may result in an inability to register for courses, reside in Chaminade-owned residence halls, and /or participate in intercollegiate athletics.

Chaminade University requires student health information for use in emergency or epidemic situations. While Chaminade University does not provide on-campus health services, there are nearby medical practitioners and clinics that provide basic services, immunizations, and lab testing for a fee.

All students must provide the following unless exceptions apply as noted:

1. CUH Student Health Form (may be downloaded through the University Portal)
2. Tuberculosis (TB) Clearance
A Tuberculosis (TB) Risk Assessment is required before post-secondary education for any course of study longer than 120 days. Clearance documents may be issued by the Hawaii Department of Health or a U.S. licensed MD, DO, APRN, or PA. **The test/assessment must be given on or after the 16th birthday or within 12 months of attending any post-secondary institution in the state of Hawaii.** Acceptable clearance for post-secondary students includes a Negative Risk Screen, **OR** a Negative TB Test (TB skin test, T-Spot or Quantiferon Gold In-Tube), **OR** a Positive TB

Test and Negative Chest X-ray with laboratory report.

3. Measles, Mumps, and Rubella (MMR) Immunizations

Students born prior to 1957 are exempt from the measles, mumps, and rubella requirement.

You must provide documentation of any of the following:

- Two doses of measles-containing vaccine, with at least one of the two being Measles-Mumps-Rubella (MMR) vaccine. The first dose must have been given on or after 12 months of age and the second must have been given at least four weeks after the first dose.
- Titers are no longer acceptable.

4. Tetanus-Diphtheria-Pertussis (Tdap)

- One (1) dose
- Students aged 7-18 years not fully immunized with DTaP vaccine should receive a single dose of Tdap as one dose of the catch-up series. If additional doses are needed, Td vaccine should be used.
- Persons aged 7 years and older who have never been vaccinated against pertussis, tetanus, or diphtheria should receive a series of 3 vaccinations: Tdap, followed by a dose of Td at least 4 weeks after Tdap, and another dose of Td at least 6 months after the previous Td. A single dose of Tdap can substitute for any of the Td doses in the 3-dose series.

5. Varicella (Chicken Pox) Vaccine

Students born in the United States prior to 1980: varicella vaccination not required

- Two (2) doses
- A signed, documented diagnosis or verification of a history of varicella disease or herpes zoster by a practitioner may be substituted for a record of varicella vaccination

6. Meningococcal Conjugate Vaccine (MCV)

Applies only to students living in campus residence halls for the first time who are 21 years and younger.

- At least one (1) dose on or after age 16 years

7. Health Insurance Verification

Applies only to students living in campus residence halls, intercollegiate athletes, and/or undergraduate international students.

- Student must provide a copy of your current health insurance card. It is the student's responsibility to ensure that his/her current health insurance is accepted in the State of Hawai'i.

For any student coming from a country outside of the U.S.: All proof of immunizations must be in English and completed and signed by a U.S. Licensed healthcare provider (M.D., D.O., A.P.R.N, or P.A.). The U.S. licensed healthcare practitioner must document the state where s/he is licensed and include her/his license number.

Immunization Exemptions

All post-secondary students who attend classes exclusively online or electronically via remote learning are excluded from the immunization requirements.

If certain immunizations are contraindicated due to a medical condition, you may be exempt from immunization requirements. You will need to complete the Hawai'i State Department of Health Medical Exemption Form and send a copy directly to the Hawai'i State Department of Health (address on bottom of form) **and** a copy to deanofstudents@chaminade.edu. A copy of this form may be found on the Chaminade Portal.

You may also be exempt from immunizations due to your religious beliefs. In this case, you will need to submit a Religious Exemption Form (also available on the University Portal) to deanofstudents@chaminade.edu. Please refer to the Hawai'i Department of Health for guidelines on Immunization Requirements and Exceptions to these requirements (refer to [Section 11-157-5 Exemptions](#)). Valid exemptions for immunizations include medical and/or religious reasons. **No other exemptions are allowed by the State.**

Medical Insurance

Chaminade students living in the residence halls, student-athletes, and international students are required to show proof of medical insurance coverage no later than two weeks prior to enrollment. Information on affordable health insurance plans are available online at chaminade.edu/student-life/health-services/, or by visiting the Office of the Vice President for Student Affairs/Dean of Students (Henry Hall, Room 221), or calling (808) 735-4710. Note that pre-course registration will not be finalized for incoming and returning students until health requirements have been met.

Students who fail to provide adequate proof of health insurance risk the possibility of a hold being placed against their enrollment and not being able to register for Chaminade courses nor remain in university housing. All student-athletes will be required to show proof of insurance coverage for injuries incurred while playing sports or risk cancellation of participation in their sport.

Medical Record Maintenance

Office of the Vice President for Student Affairs/Dean of Students, Henry Hall, Room 221
(808) 735-4710 or email: deanofstudents@chaminade.edu

Records to assure university compliance with State of Hawai'i law requiring TB tests and MMR immunization are maintained in the Office of the Vice President for Student Affairs/Dean of Students. In compliance with Hawai'i State law, strict confidentiality of health records is maintained. Failure to submit the required documentation will result in a Dean's hold on a student's pre-registration for the following term/semester.

Laboratory Usage Policy

chaminade.edu/academics/nsm/

Wesselkamper Science Center

(808) 735-4834

School of Natural Sciences and Mathematics Laboratory Safety Policies

Introduction

The following guidelines are established to provide instructions in maintaining safety for students, staff, and faculty while using any of the science laboratories at Chaminade University. The School of Natural Sciences and Mathematics (SNSM), along with the University Environmental Safety Office, are responsible for enforcing the regulations set forth below.

Queries should be addressed to:

Dean of Natural Sciences and Mathematics: (808) 735-4834

Vice President for Administration & General Counsel: (808) 739-8597

General Guidelines

All faculty, staff, and students must know and practice the safety guidelines at all times while using the science laboratories at Chaminade University. Failure to adhere to general guidelines will result in disciplinary action including, but not exclusive to, fines, removal from the laboratory, and academic sanctions.

Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.

Students are requested to report pregnancies, physical handicaps, recent injuries, illnesses, surgeries, or communicable diseases to their instructors as soon as possible so that necessary precautions may be taken. A medical clearance from a physician is required before a student with physical injuries, illness, surgery, pregnancy, or who has a reported communicable disease will be allowed to participate in a laboratory setting.

It is the right of the instructor to determine whether a student in any of the situations above is capable of safely performing the necessary tasks in a laboratory.

Working alone in the lab can be unsafe and should be avoided whenever possible. Undergraduate students are not permitted to work alone with hazardous materials (chemical or biological) or equipment. When this cannot be avoided, someone else with required safety training (Principal Investigator, Lab Assistant, Lab Manager) must be in the lab or adjacent to the lab and be able to check on their safety.

Access to the doorway in the labs will be evident at all times. Furniture will not be placed to obstruct the exits.

All doors and cabinets shall remain closed when not in actual use.

Children or unauthorized personnel may visit laboratories only with advance permission of the Dean of NSM. Injury to unauthorized personnel in the lab will not be considered the responsibility of Chaminade University or its employees.

Students should report any misconduct occurring in the laboratories and may be held responsible if misconduct is not reported.

Physical Safety

There shall be no eating, drinking, smoking, vaping or chewing gum in the labs at any time under any circumstances. Food and drink must not be visible at any time while in a lab.

There shall be no application of makeup while in the laboratory at any time.

Cellphones are not to be used in laboratories while hazardous chemicals or materials are present, as they are both a distraction to general safety and can become contaminated with hazardous materials. Cellphones may be used when instructors authorize their use for pedagogical reasons or in-class activities. They may not be used to make or receive personal calls or messages during a class as a matter of safety and courtesy.

Closed-toed shoes are required to be worn prior to entering any Chaminade University laboratory, regardless of the duration or content of the class/use.

Proper personal protective equipment (PPE) must be worn before entering a laboratory.

Gloves are to be worn by students and faculty during any potential contact with hazardous materials. Gloves are utilized for safety and practice for application in a professional setting. Gloves for student use will be provided by the university at no additional cost.

Remember that if you are wearing gloves, there is a reason for it, and it is not permissible to go outside of the lab with them on. Likewise, wearing gloves during an experiment and then continuing to wear them while using a phone or eating or drinking is a direct safety violation and a health hazard. If you need to leave, please discard your gloves before exiting the lab and then reapply upon reentering.

Lab coats worn in lab are not to be worn outside of the laboratories under any circumstances unless a specific experiment requires it, which will be designated by your instructor. This is both for your safety and the safety of others on campus.

Failure to adhere to these policies will result in student conduct action, including but not limited to monetary fines, immediate removal from the laboratory until the violation is amended, and/or academic sanctions. Citations will be given for each violation regardless of the ability to amend the situation. Multiple citations will include escalated and multiple sanctions.

Lecture

If you have a lecture scheduled in a laboratory, you must wear closed-toed shoes, and clothes appropriately covering your body. Even though there is not actual lab work going on, the previous classes and activities pose potential threats to your safety and health if proper PPE is not worn.

Lab

If you have a lab class, you must wear closed-toed shoes, appropriate attire covering your body, and a lab coat. Safety glasses and gloves must be worn when instructed.

Schedule of Fines

First Violation: \$25

Second Violation: \$25 and mandatory meeting with NSM Dean

Third Violation: \$100 and withdrawal from class

Fines will be assessed to the student's account and unpaid fines may result in delay of registration, graduation, and processing of transcripts.

Students may appeal the fine in writing to the Dean of Natural Sciences and Mathematics within 15 days of receipt of the citation. The Dean of Natural Sciences and Mathematics will review the appeal and provide a written decision within 30 days of receipt of the appeal. All correspondence will take place between the administration and students via email using only the student's Chaminade University email account. In case of appeals, after the Dean of Natural Sciences and Mathematics has been approached, final appeals will be evaluated and ruled upon by the Vice President for Administration & General Counsel. Final appeals must be made within 30 days of receipt of a decision by the Dean of Natural Sciences and Mathematics.

Reporting of an Injury/Incident

Any injury/incident occurring in the laboratories must be reported to the faculty, Lab Manager (if appropriate), University Safety Officer, and Department Head immediately.

An incident report (located in each laboratory) must be filled out for the injury. The report must be signed by the faculty member and the student involved as soon as possible after the incident.

A [Chaminade Campus Incident Reporting Form](#) is available online and is intended to convey information needed to track the University's response to campus incidents being reported, as well as to assess the danger the incident represents to the community at large.

The faculty/staff/student will be assisted to the appropriate facility, or personal physician depending upon the nature of the injury. Campus Security may be called to assist in facilitating a 911 response depending on the severity of the injury. When in doubt, always call 911 first.

Mandated Leave Policy

Definition

One of Chaminade University's primary responsibilities is to provide and promote a healthy and safe academic environment for all members of the university community. When a student's behavior indicates that he or she may endanger the safety of self, others, or the academic environment, the university must take action. In order to assist students in maintaining their health and welfare, the university provides a number of services, including the Counseling Center, Campus Ministry, and Campus Security. The use of these services by students is encouraged so that they may remain healthy and safe. Whenever it becomes clear that a student is behaving in a manner that is not consistent with their emotional or physical well-being, it may become necessary for the university to take action.

Chaminade University takes seriously all threats or behaviors that:

1. Pose a significant risk to the health, well-being and safety of self or others, or would cause significant property damage, or directly and significantly impede the lawful activities of others, regardless of the degree of lethal means involved or threatened; or
2. Disturb the educational or residential environment.

In situations where students are in danger, the university's primary concern is the prevention of harm. When such situations arise, the Vice President for Student Affairs/Dean of Students or designee will immediately evaluate such situations and determine a course of action. As such, if the behavior of a student is judged to be endangering self, another person, and/or property, the university will take steps necessary to prevent this. This may entail removing the student from the university environment through suspension and/or removal from university-managed housing and/or transfer to a different setting, including, where appropriate, the supervision of parents/guardians or the supervision of a hospital.

Behaviors that may require immediate removal or resolutions: threat to self, threat to others, disturbance of the community, alcohol use, drug use, destruction of property, disturbing or bizarre behaviors that disrupt the environment, disturbance of the educational environment, criminal activity, possession of weapons, or other activities so determined by the Vice President for Student Affairs/Dean of Students.

When the parents or guardians themselves are unable to come to campus within a specific period, they must make arrangements for the student to leave campus within a specific timeframe that provides for the safety of the student between the time she or he leaves campus and reaches an off-campus, agreed-upon location for the student to stay while on leave.

Procedure

When the university takes action under this policy, the student will be notified in writing of the inappropriate behavior. The student will be temporarily withdrawn from the university and/or campus immediately. The withdrawal will remain effective until the Vice President for Student Affairs/Dean of Students and the appropriate university officials reach a final decision regarding the student's future status with respect to the university. At any time, the student may terminate the process by withdrawing from the university voluntarily. During the evaluation process, the Vice President for Student Affairs/Dean of Students may require that an assessment be performed by an appropriate professional to determine the student's mental status and appropriateness for the student to return to the university. Once a student has been removed from the university through the above procedures, it is the student's financial responsibility to secure safe transportation to their destination.

Return

If a student is removed from campus voluntarily or involuntarily, his or her return will be determined based upon the information available. In order to better assess his or her state, the following may be required:

- An evaluation and assessment by an appropriately trained and licensed psychologist, psychiatrist, or physician. The university may request to speak with the professional conducting the evaluation and/or assessment.
- A treatment program having been followed and documented by an appropriately trained and licensed health professional.
- An evaluation that clearly indicates that a student is able to return to an academic environment safely.
- An evaluation that clearly indicates that a student is able to live in an academic community building.
- Mandated check-ins with designated university staff.

In order to determine the student's eligibility to return, it will be necessary for the student to submit the required assessments to the Vice President for Student Affairs/Dean of Students. The assessments will be shared with and reviewed by the appropriate university official(s).

If it is determined that a student may return to campus, doing so will be contingent upon agreeing to and complying with any stipulations by the Vice President for Student Affairs/Dean of Students. In addition, return will be contingent upon agreeing to and adhering to any treatment regimen prescribed by a health professional.

Failure to strictly adhere to the required stipulations may result in:

- Removal from university housing,
- Suspension from the university,
- Restriction from the university campus, or
- Expulsion from the university.

Refunds will be determined by the University refund policy contained in this handbook.

Missing Student Policy

Chaminade University takes student safety very seriously. To this end, the following policy and procedures have been established to assist in locating Chaminade students living in university-operated on- and off-campus residence halls who, based on the facts and circumstances known to Chaminade, have been reported missing to the Office of the Vice President for Student Affairs/Dean of Students, Campus Security, Office of Residence Life, a local law enforcement agency, or other entity

To determine whether or not a student is considered missing, the university will attempt to make contact with the student via class attendance, residence life staff, security, email, social networks, and telephone, as well as friends and acquaintances. If all of these attempts result in the student not having been seen or heard from for 24 hours after the time of the initial report, the student will be considered missing. Once the university determines that the student is missing, the following offices will be notified:

- Office of the Vice President for Student Affairs/Dean of Students
- Campus Security
- Office of Residence Life
- Vice President for Administration & General Counsel

Upon notification that a student may be missing, Chaminade may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the Office of Residence Life, the residence life staff may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
- Campus Security staff may search on-campus public locations to find the student (library, dining hall, etc.).
- An ID picture may be used to assist in identifying the missing student.
- The Office of the Vice President for Student Affairs/Dean of Students may try to contact known friends, family, staff, and/or faculty members for last sighting or additional contact information.
- The Office of the Vice President for Student Affairs/Dean of Students may access vehicle registration information for vehicle location and distribution to authorities.
- Information Technology Services may be asked to look up email logs for last login and use of Chaminade's email system.
- If there is any indication of foul play, the Honolulu Police Department will immediately be contacted for assistance.

At the beginning of each semester, Chaminade will inform students residing in on- and off-campus residence halls that the university will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted by Chaminade no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Office of Residence Life.
- If the student is under 18 years of age and not an emancipated individual, Chaminade is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.
- Chaminade will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- If Chaminade's Office of the Vice President for Student Affairs/Dean of Students or the local law enforcement

agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Chaminade will initiate the emergency contact procedures in accordance with the student's designation.

The university will initiate the following notification procedure for a missing student who is a resident in an on- or off-campus residence hall:

Official missing person reports relating to this student shall be referred immediately to the Office of the Vice President for Student Affairs/Dean of Students.

If the Office of the Vice President for Student Affairs/Dean of Students, after investigating the official report, determines the student has been missing for more than 24 hours, Chaminade will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, and local law enforcement.

Smoking Policy

The purpose of this policy is to provide and maintain an aesthetic, healthy environment for all. A mutually comfortable atmosphere for the Chaminade University community is dependent upon the thoughtfulness and cooperation of both smokers and non-smokers. As of January 1, 2016, Hawaii law mandates that no person under the age of 21 be allowed to purchase, possess, or use tobacco products and/or e-cigarettes. In light of this law, Chaminade University does not permit any person under the age of 21 to possess or use tobacco products and/or e-cigarettes on its campus or in residence halls.

Intentionally or knowingly providing tobacco products and/or e-cigarettes to persons under the age of 21 is not permitted on property owned or controlled by the university, including parking areas. Smoking is strictly prohibited in any classroom, covered eating area, or office building. In addition, smoking is not allowed on the lanais of Henry, Kieffer, Eiben, Brogan, or Clarence T.C. Ching Halls, Sullivan Family Library, or the Behavioral Science Building. All members of the campus community are expected to smoke only in the designated areas on campus and to refrain from smoking in areas where "No Smoking" signs are posted or any other place where smoking is a safety hazard or an irritant to others. This includes all areas in the residence halls, apartments and labs.

For anyone interested in a program to stop smoking, the university CUTPAC cessation program is available by contacting the Center for Medical Psychology & Health Promotion at (808) 739-4685. Services are free and confidential.

Student Rights as Research Participants

Approved: Chaminade University IRB, April 2016

1. Human Subjects Research at Chaminade

Research that involves human subjects is regulated at Chaminade by the Institutional Review Board (IRB). The IRB is composed of faculty, staff and community members. The IRB's role is to protect the rights, safety and well-being of humans involved in research projects at Chaminade. Students may find themselves being offered the opportunity to participate in research projects being conducted by faculty as research subjects (also known as participants). Students should be aware of their rights associated with such requests from faculty. These principles are derived from federal guidance provided by the Department of Health and Human Services (DHHS), who note that "the involvement of students, employees, and normal volunteers in research may present special concern"(DHHS, *IRB Guidebook*).

Guiding principles of student participation in faculty research projects at Chaminade are that coercion or undue influence are to be avoided (45 CFR 46.116). Applicable references to the Code of Federal Regulations (CFR) are noted below. An overview of DHHS guidance may be found at <https://www.hhs.gov/ohrp/regulations-and-policy/guidance/index.html>.

- Faculty are required to have IRB approval (45 CFR 46) for any human subject's research at Chaminade, and students should ask for documentation of this approval.
- Students should be of the age of majority in Hawaii (18 years old) in order to be recruited as research subjects/participants. Research involving minors (under 18 years of age) as subjects (even 17-year-old college students) in most instances requires a signed parental consent, as well as the consent of the student.
- Students must be provided with the opportunity for informed consent, wherein they are fully notified of the risks and benefits of participating in the research study, unless there is a Waiver of Informed Consent approved by the IRB for a specific study (45 CFR 46.116).
- Student participation must always be voluntary, and students must be free to withdraw at any time without negative effects on the student's grade or academic progress (45 CFR 46.116).

2. Recruitment and Avoidance of Coercion

Students may feel that they do not have a choice when a faculty member asks them to participate in a research study. Students should understand that participation is always voluntary.

- In any proposed study that involves recruiting for research through classrooms, student listservs, or other student groups, clear explanation or justification should be provided as to why those students are the most appropriate participants for the study.
- A CUH student may not be required to participate in research for course credit. In all cases, a comparable non-research alternative must be offered.
- Students may be recruited for research participation; however, a student may not be required to participate in research (without a comparable non-research alternative offered) as a course requirement.
- To minimize the potential for coercion, alternatives to participating in research for course credit that are offered must be comparable in terms of time, effort, and fulfillment of course requirements.
- All research participants, including students, must be free to withdraw from participation at any point in a study without penalty. Students who withdraw from a research study for course credit must receive full course credit for participation.
- If a nominal incentive or reimbursement for costs associated with participation is offered, credit for payment accrues as the study progresses (as appropriate to the research) and is not contingent upon the student completing the entire study.

3. Informed Consent

You are likely to be presented with an informed consent form indicating approval by the IRB. This document is intended to provide you with relevant information necessary to decide whether or not you want to participate. This form itself should be coupled with a discussion of the research.

Generally, informed consent will involve a description of the following:

- An explanation of the purpose of the research.
- A description of what you will be asked to do and how long it will take should you participate and whether or not you will be compensated for your time.
- A description of any risks involved in participating. These risks could be physical, psychological, social or criminal. The steps taken to minimize these risks should also be described.
- A description of any benefits to you or to society as a whole.

- The degree to which the information will be kept confidential and how your privacy will be protected.
- Whom to contact should you have questions about the research or about your rights as a participant.
- A statement that you are free to not participate and can stop participating at any time.

You should not sign the form agreeing to the research until all of your questions have been answered to your satisfaction. Signing this form does not waive any of your legal rights or alter your ability to stop participating at a later time. You should be given a copy of the form to take with you in case you have questions later.

4. Voluntary Participation

Any participation in a research study is completely voluntary. You are free to decline to participate for any reason. You may also stop participating at any time or refuse to answer any individual questions. Even after you sign the consent form, you can stop. Should you decide to decline or stop participating, this decision will in no way influence any services to which you are otherwise entitled. For example, if you are a student, your teacher or professor cannot hold this against you when determining your grade.

5. Safeguards for Privacy

Additional safeguards may be needed to protect the privacy interests of research participants when the participants are students. Classroom conditions may make it difficult for faculty to keep an individual's participation confidential, which could pose risks to participants, e.g., when stigma is associated with the condition or question under study or when peer pressure is a component of the research. In such situations, consideration should be given to whether conducting the research off-site and/or outside of regular school hours may minimize potential risks. Protecting the confidentiality of research participants' personal information when the participants are students may also present additional challenges. The extent to which personal information and/or research data may be accessible to parents, teachers, or others not directly involved in the research must be considered and disclosed to potential participants and their parents/guardians (if applicable) in the informed consent process.

In cases where regular classroom activities are also the topic of research, investigators must clarify for potential research participants (and/or their parents, as applicable) those activities that are optional and distinct from required classroom activities that would take place even without the research. When access to students or educational records is needed for recruitment and/or research activities, a letter of support from an individual authorized to speak on behalf of the institution (e.g., department chair, dean, etc.) may be required.

6. Family Educational and Rights Privacy Act (FERPA)

Certain additional protections for students and parents are provided by federal regulations. The proposed use of student education records for research must comply with the requirements of the Family Educational and Rights Privacy Act (FERPA). See: www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

7. Reporting Concerns

If at any time during or after participating in a study you have any questions or concerns, you can contact either the researcher, using the contact information on the consent form, or the CUH IRB at irb@chaminade.edu.

Threatening Behavior by Students Policy

PURPOSE AND SUMMARY

The university seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety, or welfare. Chaminade University prohibits threats of physical harm to any member of the university community, including to one's self. Threatening behavior can harm and disrupt the university, its community, and its families.

DEFINITIONS

"Threatening behavior" means any verbal or physical threats, intimidation, and/or aggressive physical behavior. Prohibited contact includes, but is not limited to, the following:

1. Intimidation, harassment, assault, stalking, inappropriate physical contact, or any other conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury.
2. Inflicting or threatening injury or damage to another person's life, health, well-being, family, or property.
3. Possessing a firearm, explosive, hazardous device or substance, or other dangerous weapon on university premises or at a university function, or using an object as a weapon.
4. Abusing or damaging university, employee, or student property.

5. Using obscene or abusive language or gestures in a threatening manner.
6. Raising voices in a threatening manner.

POLICY

Threatening behavior is prohibited. Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited.

Procedures for Reporting of Threatening Behavior by Students

If threatened by any student's conduct to the point of reasonable fear of *immediate physical harm* to self, others, or property:

1. Leave the area immediately.
2. Call Campus Security by dialing ext. 4792 or 735-4792 to request that an officer come to the location.

Anyone who observes what appears to be threatening behavior must report it to the Office of the Vice President for Student Affairs/Dean of Students after reporting the threatening behavior to Campus Security.

University employees who observe what appears to be threatening behavior must also report it to the Vice President for Student Affairs/Dean of Students or their supervisor or department head, who should report it to the Vice President for Student Affairs/Dean of Students.

STUDENT CONDUCT PROCESS

The Student Conduct Process will be utilized as outlined in this Chaminade University Student Handbook.

The Vice President for Student Affairs/Dean of Students may utilize the Care Team to assist in determining whether the student can remain on campus or whether other appropriate student conduct actions should be taken. The Care Team is an advisory committee that shall include representatives from the Counseling Center, the Office of the Vice President for Student Affairs/Dean of Students, Compliance & Legal Affairs, Campus Security, and/or other ad hoc members and consultants as deemed necessary by the Vice President for Student Affairs/Dean of Students on a case- by-case basis. The committee will receive its charge from the Vice President for Student Affairs/Dean of Students as necessary.

Weapons and Explosives Policy

For reasons of safety and prevention of noise, possession of firearms of any description is not permitted on Chaminade university premises. This includes fireworks or any other exploding devices, as well as any instruments that can be construed as dangerous weapons, including but not limited to pellet or BB guns, knives with blades over six inches, switchblade knives of any length, martial arts weapons, explosives, fireworks, and dangerous chemicals. The use of such items on University-owned or/controlled property or at a university function is subject to disciplinary action.

Withdrawal Credit/Refund Policy

If a student officially withdraws from the university, the student's account will be credited for a return of tuition in accordance with the following schedules. This credit will first be applied to any unpaid charges. If the credit exceeds the unpaid charges, the excess will be refunded to the student, by check, within two weeks of the withdrawal. Fees are not refundable.

Undergraduate students who drop from full time to part time during the first three weeks of the session will be refunded the applicable percentage rate of semester hours dropped between 12 semester hours and their part-time hours as stated below. For example, a student dropping from 15 to nine semester hours during the second week of school (after add/drop) would receive a refund of 50% of the tuition for the three semester hours only ($12 - 9 = 3$ semester hours).

Exceptions to the withdrawal credit policy are made for first-semester freshmen according to federal regulations.

Withdrawal for Day Undergraduate

Timeframe	Refund
Prior to the first day of the semester	100% refund
*During the add/drop period	100% refund
Second week of instruction	50% refund
Third week of instruction	25% refund
Fourth week of instruction and thereafter	No refund

*The add/drop period is posted in the schedule for each term.

Withdrawal for PACE Programs

Timeframe	Refund
Prior to the first day of instruction	100% refund
*During the add/drop period	100% refund
Second week of instruction	25% refund
Third week of instruction and thereafter	No refund

*The add/drop period is posted in the schedule for each term.

NOTE: Fees are non-refundable.

Medical Withdrawal from the University Policy

Office of the Vice President for Student Affairs/Dean of Students: Henry Hall, Room 221
(808) 735-4710

What is a medical withdrawal?

Medical withdrawals from the university are intended to allow a student sufficient time away from campus for a sustained recovery and/or stability and for activities that contribute to a successful return. If approved, a complete withdrawal from the university is granted for a minimum of one full semester or term. A student who medically withdraws in good academic & conduct standing may be readmitted following the Readmission Process outlined below.

Who is eligible for a medical withdrawal?

Medical Withdrawals may be granted to students who experience a serious or unexpected physical or behavioral health condition during any period in an enrolled semester when a condition prevents a student from continuing his/her studies.

Process for Requesting/Being Granted a Medical Withdrawal

- 1) Students should submit a written request to the Vice President for Student Affairs (VPSA) at deanofstudents@chaminade.edu. The email should include the reason for the request and supporting documentation.
 - a) Documentation of the serious nature of the medical and/or mental health condition must be provided to the Vice President for Student Affairs/Dean of Students from a licensed or board-certified physician, psychologist, and/or psychiatrist. This assessment or letter must support the student's claim that the medical/mental health condition precludes class attendance and performance of academic work and should include:
 - i) General description of the illness/condition and treatment
 - ii) Date of onset of the illness or condition
 - iii) Dates student was under care
 - iv) Why or how this has prevented or will prevent the student from completing academic work and/or from functioning effectively in the university's living community.
 - b) Documentation must be dated concurrent with the semester in which the medical withdrawal is being requested.
 - c) To be considered for a medical withdrawal, a student must submit all required documentation within 30 days of the original request.
- 2) The VPSA will schedule a conversation with the student in-person, by phone, or virtual meeting.
- 3) Review Impacts of Withdrawing

Please note that the medical withdrawal process does not dismiss/waive any legal, disciplinary, housing, meal plan, or other student responsibilities to the university.

 - a) Academic
 - i) A medical withdrawal results in a complete withdrawal from the university and is granted for a minimum of one full semester or term. Approval will be granted on a case-by-case basis.
 - ii) If a medical withdrawal is granted before the end of add/drop and/or withdrawal periods, the course withdrawal policy will apply. If the medical withdrawal occurs past the withdrawal period, a W will be recorded unless the student is willing and able to negotiate completing the courses using another modality such as online courses.
 - iii) Degree & Graduation Requirements - Students should meet with their Academic Advisor prior to their medical withdrawal request.
 - iv) The degree requirements applicable to the student's declared major will not change due to the student's medical withdrawal. Nevertheless, there are circumstances when the degree requirements or program offerings will change while the student is out due to a medical withdrawal. Students should consult with their academic advisors upon return.
 - v) All degree requirements must be completed within the [Time Limit on Completion of Degrees](#) policy, regardless of an approved medical withdrawal.
 - b) Financial
 - i) Students must meet with staff in the Financial Aid office prior to submitting their medical withdrawal request.
 - ii) Tuition, room and/or board refunds for medical withdrawals during the semester will be in accordance with the university's Refund Policy listed in this Student Handbook. Fees are non-refundable per university policy.
 - c) On-Campus Housing
 - i) Students living in on-campus housing have yearlong housing agreements (fall and spring). Students who are granted a medical withdrawal will also need to submit a [Request for Release from University Housing Agreement](#). Please contact Residence Life for more information.
 - d) International Students
 - i) International students must meet with the Assistant Registrar prior to submitting their medical withdrawal request.

- 4) As a medical withdrawal is a complete university withdrawal, the student must complete and submit a [Non-Returning Student Form](#) found on the portal.
- 5) Seek out campus resources for help. If the student is facing personal challenges and needs help, Chaminade may have resources available.
- 6) If the student is granted a medical withdrawal, the student will receive a letter from the Vice President for Student Affairs/Dean of Students outlining the terms of the withdrawal including any re-enrollment conditions.

Readmission Process

Students wishing to re-enroll after sitting out the minimum one full semester/term following a medical withdrawal must satisfy the re-enrollment conditions below and/or established at the time of the withdrawal.

The student must apply for readmission through the Office of the Vice President for Student Affairs/Dean of Students. The student must submit a completed **Medical Leave Readmission Packet** or other required documentation as stated in the letter to the student upon withdrawal. The Packet can be obtained through the Office of the Vice President for Student Affairs/Dean of Students and contains:

1. Student Questionnaire - must be completed by the student and submitted to the Vice President for Student Affairs/Dean of Students.
2. Healthcare Provider Report - must be completed by and received directly from a licensed or board-certified physician, psychiatrist, and/or psychologist 30 days prior to the student's (client's) requested re-entry date to the university

If medical documentation was established as a condition for re-enrollment, the University will give significant weight to the opinion of the student's treatment providers regarding the student's readiness to return to the academic environment at the University, with or without accommodations. In extraordinary circumstances, the University may require the student to undergo an additional individualized assessment to make a determination regarding the student's readiness for return. The University may also impose conditions on the student as part of his or her return, based on the particular student's situation.

If a student is permitted to re-enroll following a medical withdrawal, the student is responsible for coordinating the return to the University community with the student's academic advisor and/or Academic Dean's office; the Office of Financial Aid; Housing & Residence Life; and University Business Office.

The student is also encouraged to contact the Kōkua 'Ike Learning Center and/or the Counseling Center, as appropriate, to discuss possible accommodations and support.

FEES AND CHARGES

Academic Year 2023–2024

(SCH = Semester credit hour)

Tuitions – Undergraduate	Cost
Full-time Day per Semester (12 to 19 semester hours)	\$14,928
Part-time Day per semester credit hour (1-11 or 20+ credits)	\$996
Part-time Summer Day per semester credit hour	\$625
Credit by Examination – per examination	\$996
Credit granted for Experiential Learning – per examination	\$996
Independent/Individual Studies – per semester credit hour	\$996
FLEX – Undergraduate – Military Active Duty per SCH	\$250
FLEX – Undergraduate – Military Non-Active & DoD ID & VA per SCH	\$435
FLEX – Undergraduate – Other per semester credit hour	\$585
FLEX – Undergraduate – BOH per semester credit hour	\$468
Auditing course at any level	50% rate
Summer Success Bridge	N/A

Tuitions – Undergraduate Nursing Program	Cost
Nursing Program – Full Day per semester (12–19 credits)	\$18,470
Nursing Program – Part-time Day per semester credit hour (1–11 or 20+ credits)	\$1,232
Nursing Program – Independent/Individualized Studies – per semester credit hour	\$1,232
Nursing Program – Part time Summer day per SCH	\$832
On-line course fee	\$93
Hybrid course fee	\$40
Nursing – Preparation Fee – per course (NUR 200)	\$700
Nursing – Preparation Fee – per course (NUR 204, 207, 302, 303, 306, 307, 401, 402, 405, 499)	\$300
Nursing – Simulation & Lab Fee – Preparation Fee – per course (NUR 204, 207, 302, 303, 306, 307, 401, 402, 405, 499)	\$200
Nursing – End of Program Expenses – Per Semester- (NUR 490)	\$200

Nursing - Community & Public Health (CPH)	Cost
CPH - Preparation Fee - Per Course (HC 100)	N/C
CPH - Preparation Fee – Per Course (HC 301, HC 302, HC 495)	\$150
CPH - Preparation Fee - Per Course (HC 399)	\$250

Tuitions – Doctoral Programs	Cost
Tuition Per SCH - Doctorate of Psychology	\$1,255
PsyD Assessment Fee (per course) PP 7370, 7371, 7372, 8646	\$50
Internship Course Fee – per course (PP8900)	\$125
Tuition Per SCH - Doctorate in Marriage & Family Therapy	\$1,135
Tuition Per SCH - Doctorate of Education in Psychology	\$1,050
Doctorate of Nursing Practice PCH	\$1,100
Immersion Fee - per course NUR905, NUR907, NUR908, NUR 912	\$900
Immersion Fee - per course NUR 915, NUR 917, NUR 918, NUR	\$1700
Nursing - Preparation Fee - Per Course (NUR 831, NUR 833, NUR 843, NUR 845, NUR 871, NUR 873)	\$400

Nursing - Preparation Fee - Per Course (NUR 802, NUR 852)	\$500
Nursing - Preparation Fee - Per Course (NUR 837, NUR 841, NUR 875)	\$600
Tuition Per SCH - Doctorate of Education	\$1,050
Tuition Per SCH – EdS-Education Specialist in School Psychology	\$1,050

Tuitions – PACE Graduate	Cost
Tuition Per SCH – Low (MED/MAT & IS Courses)	\$865
Tuition Per SCH – Medium (MSCP/MSJCA/MSFS/MPT & IS Courses)	\$1,085
Tuition Per SCH – High (MBA & IS Courses)	\$1,120
MBA (Courtesy discounts for Chaminade MBA alumni who are Advanced Professional Certificate candidates)	\$560
MBA Professional (1 yr.) SCH	\$975
Transcription Fee (MED 499/CJA599/PSY699, PREL Workshops) per SCH	\$90

Tuitions & Course Fees – Surcharges/Special Rate	Cost
Online Course Fee	\$93
Hybrid Course Fee	\$40

Bank of Hawaii Employees	Cost
Tuition Per SCH – Low (MED/MAT & IS Courses)	\$692
Tuition Per SCH – Medium (MSCP/MSJCA/MSFS/MPT & IS Courses)	\$868
Tuition Per SCH – High (MBA & IS courses)	\$896

Deposits	Cost
Tuition Deposit Day Undergraduate (applied towards tuition payment; non-refundable)	\$150
Housing Deposit: new student (non-refundable)	\$300
Housing Renewal Deposit: returning student (non-refundable)	\$150
Tuition Deposit - Doctoral	\$300
Tuition Deposit - Grad	\$100

SCH = Semester Credit Hour

Note: students who have paid full-time tuition for fall or spring semester may enroll in a combination of undergraduate and online classes up to a total of 19 semester hours. Full-time tuition for the fall semester will cover enrollments in the Fall Day Undergraduate and the fall online term. Full-time tuition for the spring semester will cover enrollments for the Spring Day Undergraduate and the winter online term.

Students taking 12 to 19 semester hours of coursework in the 16-week session or any combination of 16-week and 10-week courses, in the above listed terms, will pay full-time Day Undergraduate tuition. Any semester hours over 19 will be charged at the Day Undergraduate rate per semester hour.

Under this policy, students may add online classes during the registration periods applicable to each term. More than 19 semester hours of concurrent enrollment must have the approval of the Academic Advisor and the Provost. Approval is rarely granted. Once enrolled in 19 semester hours, students may not withdraw from a class and subsequently add an online or weekend course without paying additional tuition.

Residence Hall Rates Per Semester

All students desiring housing must file an application along with the applicable deposit towards the total cost per semester. Housing agreements are for one academic year. Contact the Residence Life Office for more details at (808) 739-4648.

Description	Cost
Double room – Hale Lokelani, Kieffer Hall	\$4,415
Single room – Kieffer Hall 205–216	\$5,825
Standard room (five-person suite) – Hale Pohaku	\$4,415
Apartment suite – double – Hale Pohaku	\$5,470
Apartment suite – single – Hale Pohaku	\$7,130
Apartment suite – double – Waialae	\$5,470
Apartment suite – single – Waialae	\$7,130
One-bedroom single apartment suite double – 3353 Waialae	\$6,875
Graduate: Apartment suite –single– Waialae per Term (WIN, SPR, SUM, FAL)	\$4460

Per-Semester Housing Fee Cost

NOTE: Housing agreement is for one academic year.

Residence Hall Rates During School Breaks

Description	Cost
Before or after regular semester & guest – per-day rate per person	Contact Res Life Office
Winter Break: same daily rate as regular semester of 110 days	Contact Res Life Office
Summer session: double room – per-day rate per person	Contact Res Life Office
Summer session: single room – per-day rate per person	Contact Res Life Office

Conference Room Rates During School Breaks

Description	Cost
Residence Halls Triple (by design) - per bed/day	Contact Res Life Office
Residence Halls Double - per bed/day	Contact Res Life Office
Residence Halls Single (by design) - per bed/day	Contact Res Life Office
Apartment Two-Bedroom - per apartment/day	Contact Res Life Office

Meal Ticket Charges Per Semester

ARAMARK, a nationwide food service organization, provides meals in the Silversword Café located in Tredtin Hall and runs a snack shop on campus. All on-campus dorm residents are required to have a meal plan. The semester rates are:

Description	Cost
Hula – 10 meals per week + \$150 DB dollars + 2 guest meals	\$2,890
Mahalo – 14 meals per week + \$150 DB dollars + 2 guest meals	\$3,880
Aloha – Unlimited per week + \$150 DB dollars + 5 guest meals	\$4,090
* 80 Block \$150 DB dollars	\$1,305

*Only for apartment and off-campus residents

Semester meal plans listed above do not include meal service during Spring Break.

Commuter Plans	Cost
45 Block Meals, \$40 DB Dollars	\$620

Lab Fees: Undergraduate

Description	Cost
Per Course – Art Studio (AR 255, AR 355, AR 455)	\$100
Per Course – Art Studio (AR 103, AR 111)	\$100
Per Course – Art Studio (AR 360, AR 460, AR 399, AR 499)	\$100
Per Course – Business	\$10
Per Course – Ceramics & Sculpture (AR 250, AR 350, AR 450)	\$100
Per Course – Environmental & Interior Design (100- or 200-level courses)	\$200
Per Course – Environmental & Interior Design (300- or 400-level courses)	\$200
Per Course – Biology & Environmental Studies – base rate (all 100- & 200-level courses with L notation)	\$100
Per Course – Environmental Studies - base rate (all 300 & 400- level courses with L notation)	\$100
Per Course – Biology – BI 210L, BI495, BI499, all 300- & 400-level courses with L notation, and all materials-intensive courses indicated in the catalog with or without L notation	\$110
Per Course – Chemistry/Biochemistry – base rate – all BC or CH 100- & 200-level courses with L notation	\$100
Per Course – Chemistry & Biochemistry – BC/CH 495, 499, all 300 & 400-level courses with L notation, and all materials- intensive courses indicated in the catalog with or without L notation	\$110
Per Course – Forensic Sciences – base rate all 100- & 200-level courses with L notation; FS courses with L notation	\$100
Per Course – Forensic Sciences – all 300- & 400-level courses with L notation, and all materials-intensive courses with or without L notation indicated in the catalog	\$110
Per Course – Physics – base rate (all courses with L notation)	\$100
Per Course – Music, Art & Creative Movement (ED 450)	\$55
Per Course – computer science – base rate (all upper division courses)	\$100
Per course - Computer Information Systems - (all upper division courses)	\$100
Per Course – COM 350 & COM 450	\$75
Per Course – COM 200, 250/250L, 274, 320, 325, 330, 370, 371L, 375, 378, 387, 430, 431, 433, 437L, 440, 471L & 476L & all courses with “L” notation	\$35
Per Course – CS 203L & CS 204L	\$100
Per Course – Data Science (CS200, DS100, DS301, DOS 302, DS303 & DS400)	\$100
Per course - Data Science (DS402, DS403, DS404, DS495)	\$100

Undergraduate Program Only

Individualized Performance Courses – Per Credit

Description	Cost
Individualized Performance Courses – Per credit	\$285
(MU 185, 285, 385, 485, 490 & THR 490)	
Notes: 1. Compensation to instructor is 60% of Day per SCH	
2. Fee is 50% of instructor compensation	

Lab Fees: Graduate

Description	Cost
ED 725 – Environmental Education with Lab	\$55
PSY 720 – Psychology & Educational Testing	\$50
PSY 606 – Psychological Test & Measurement	\$10
Per Course – Forensic Sciences – all materials-intensive courses indicated in the catalog, including the following: FS540L, FS550L, FS625L, FS630L, FS634L, FS638L, FS642L, & FS660L	\$110

Application Fees and Late Charges

Description	Cost
Undergraduate – Unclassified	\$50
Undergraduate – Classified	\$50
Web application (apply online) – Undergraduate	\$50
Graduate	\$50
Doctorate Application	\$50
Late Registration Fee (Day students only)	\$100
Late Payment Fee	\$100
Reinstatement Fee	\$100

Graduation Fees

Description	Cost
Undergraduate	\$230
Undergraduate with two degrees	\$335
Graduate	\$230

Transcript Requests

Note: Electronic – additional \$3.00 fee to Credential Solutions

Normal transcription processing shall be five working days from request to outgoing mail. Be sure to allow for sufficient postal time: 4–5 days each way for mail to and from the US mainland, more during peak mailing seasons. Payment may be made in cash at the Records Office or online by major credit card.

Description	Cost
Electronic Transcript at regular processing	\$10
Electronic at Instant/Rush Processing	\$14
Regular Processing, Hard copy mailed (4-5 days)	\$14
Instant/Rush Processing (within 24 hrs./In-person pick up	\$20

Library Fees – Overdue Fines

Description	Cost
Per Book per day	25¢
Per Reserved item per day	\$5
Per Video per day	\$1

Library Fees – Lost Item

Description	Cost
Unrewound Video	Free
Actual replacement cost or actual cost if higher than \$50.00, plus \$10.00 processing	Cost

Parking Fees – Each Semester or Session

Description	Cost
Summer per session (Cars & Motorcycles)	Free
Fall & Spring Campus per semester (Cars)	
August-September and January-February -	\$205
Pro-rated: October and March - 60% rounded up to the nearest \$5	\$125
Pro-rated: November and April - 30% rounded up to the nearest \$5	\$65
Fall & Spring Campus & Residence Hall-On-Campus per semester (Cars)	\$245
Fall & Spring on campus & residence hall off campus per semester (Cars)	\$270

Description	Cost
Fall & Spring Campus & Residence Hall-on-Campus per semester (car)	
August-September and January-February -100%	\$245
Pro-rated: October and March - 60% rounded up to the nearest \$5	\$150
Pro-rated: November and April - 30% rounded up to the nearest \$5	\$75

Description	Cost
Fall & Spring Campus & Residence Hall-OFF-Campus per semester (car)	
August-September and January-February -100%	\$270
Pro-rated: October and March - 60% rounded up to the nearest \$5	\$165
Pro-rated: November and April - 30% rounded up to the nearest \$5	\$85

Fall & Spring on campus per semester (Motorcycles)	
Fall & Spring residence hall – on campus per semester (Motorcycles)	\$80
Fall & Spring on campus & residence hall – off campus per semester (Motorcycles)	\$120
Mopeds	\$50

Parking fees are non-refundable.

LRAP-Preschool

Note: (Staff and full-time students receive 20% discount if their children attend LRAP-Preschool)

Description	Cost
Monthly tuition School Day Program	\$1,180

Application Fee	\$75
Registration Fee	\$125
Comprehensive Fee	\$300

Other Fees

Description	Cost
Matriculation fee – required for new students matriculating (Fall Day & new students only)	\$200
Undergraduate Day – Student Government fee per semester	\$45
CSGA – 15%	\$7
Programming Board – 35%	\$16
Allocations Board – 50%	\$22
Undergraduate Day – Publication Fee per semester (\$7 – Communications, \$5 – Aulama)	\$12
Residence Halls Activity – RHA fee per semester	\$40

Returned Check Fees

Description	Cost
Checks returned for insufficient funds	\$25

Refund Policy – Day Undergraduate

Prior to the first day of the semester	100%
During the add/drop period	100%
2nd week of instruction	50%
3rd week of instruction	25%
4th week of instruction and thereafter	No refunds
Summer Day 1 & 2	100%

Refund Policy – Graduate, & Doctoral Programs

Prior to the first day of instruction	100%
During the add/drop period	100%
2 nd week of instruction	25%
3 rd week of instruction and thereafter	No Refunds

Refund Policy – FLEX Evening/Online Undergraduate Programs

Prior to the first day of instruction	100%
During the add/drop period	100%
2 nd week of instruction	No Refunds

ALL FEES ARE NON-REFUNDABLE.

ADDITIONAL RESOURCES

For more information, pertaining to specific policies and departments, please refer to the resources below.

Chaminade University Undergraduate Catalog
catalog.chaminade.edu

Chaminade University Athletics Official Site
goswords.com

Chaminade University Campus Parking Policy for Students
chaminade.edu/student-life/transportation/

Chaminade University COVID-19 Information & Updates
<https://chaminade.edu/coronavirus/>

Chaminade University Crime Statistics
chaminade.edu/student-consumer-information/crime-fire-safety-statistics

Chaminade University Events Calendar
events.chaminade.edu

Drug-Free Workplace & Campus Policy
chaminade.edu/student-consumer-information/drug-and-alcohol-abuse-policy

Guide to Residence Life
chaminade.edu/reslife/

Student Athlete Handbook
goswords.com

Chaminade University Portal
chaminadeuniversity.sharepoint.com