



Chaminade
University
OF HONOLULU

Student Handbook

**POLICIES, PROCEDURES, RIGHTS & PRIVILEGES
2020 - 2021**





Chaminade University of Honolulu Student Handbook 2020–2021

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 2020–2021 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
emergency.chaminade.edu

COVID-19 Information

<https://chaminade.edu/coronavirus/>

During this unprecedented time of transition, university administration and staff have worked to establish procedures to maintain safety and support wellness across campus. As a strong community that promotes the Marianist characteristic of family spirit, we come together to acknowledge and demonstrate our respect for one another and ask that each person take responsibility for contributing to the overall wellness of our campus. While procedures and guidelines may change in response to the current state of the pandemic, basic information is provided below for your safety. For the most current and complete information, refer to the university Coronavirus website at <https://chaminade.edu/coronavirus>.

1. **Mask wearing is required.** Face coverings are a powerful tool in the fight against COVID-19. In accordance with mandates issued by the Governor of the State of Hawai'i, all members of our campus community are required to wear a face mask or covering in classes and common areas on campus.
2. **Everyone is asked to follow social distancing guidelines.** When you are on campus, you will notice important changes to classroom spaces, common areas, and campus offices designed to make it easier to socially distance – or remain at least six feet apart. Wherever you are on campus, please remember to give people the appropriate space, and do not forget to forgo the hugs and offer a shaka instead.
3. **Daily health self-screening required.** To reduce the risk of anyone getting sick, we ask that you utilize the self-screening tool daily and show the results of your screening to Security staff at the checkpoint as you enter campus.
4. **Stay home if you are not feeling well.** Let your instructor know that you will be absent from class so that you can develop an alternate plan for completing your coursework.
5. **Sanitizing shared spaces regularly.** Our team is thoroughly cleaning shared spaces often so that whenever you are on campus, you can focus on what is most important – your education. We also will have stations across campus equipped with hand sanitizer, but continue to encourage you to wash your hands frequently, as public health experts recommend.
6. **Touchless thermometers located in campus buildings.** You will have the ability to check your own temperature by using these wall-mounted thermometers located throughout campus. If you are not feeling well, we strongly recommend that you contact your doctor for guidance. If you are a student without a local physician, please contact the Office of the Vice President for Student Affairs/Dean of Students for assistance.
7. Things may look different on-campus, but our Silversword spirit is just as strong. As a commitment to our community, we ask that you comply with information on posted signs throughout campus and other modifications that have been made to help keep everyone safe. We appreciate your patience as we all continue to be flexible throughout the semester.
8. Should you have additional questions regarding Chaminade University and COVID-19, please send an email to covid-19@chaminade.edu.

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 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: emergency.chaminade.edu.

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 emergency.chaminade.edu.
2. The **Emergency Response Guide** is accessible through the emergency.chaminade.edu page and at emergency.chaminade.edu/emergency-information/response-guide. 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 (808) 735-4781, 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 Human Resources & Legal Affairs. The Director of Campus Safety, the Vice President for Student Affairs/Dean of Students, and/or Vice President for Human Resources & Legal Affairs 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: emergency.chaminade.edu.

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.

University Communications

Kieffer Hall

(808) 739-7489

University Communications & Marketing is dedicated to sharing recent events, news and attainments with the Chaminade community and beyond. This includes but is not limited to academics, campus life, community service and faith. If you have a news tip, please contact our office at ucm@chaminade.edu or tag us through the social media accounts below. If you have any questions or comments, please stop by or call us.

- Facebook (facebook.com/ChaminadeUniversity)
- Instagram (@chaminadeuniversity)
- Twitter (twitter.com/Chaminade_Univ)
- 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. For Father Chaminade, this was a faith of heart as well as the intellect---a faith as deep as Mary's faith, which could conceive and give birth to Jesus.

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.

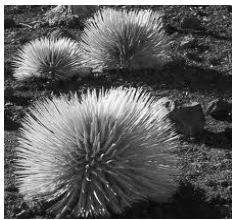
(Adapted from "The Gift of a Marianist Education", Marianist Province of the United States.)

University Logo



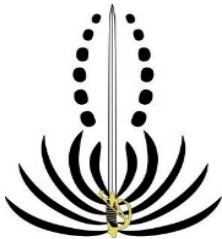
The Chaminade University logo depicts the Mystical Rose Oratory, a central part of campus life. It is the site for worship and Christian community, a place to nurture a maturing relationship with God and humankind.

The Silversword



The Chaminade University seal includes the words *Vita in Verbo*: "Life in the Word." 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.

Athletic Logo



Chaminade University's colors are blue and white. The flaming sword on the Chaminade seal symbolizes the twofold "sword": the Word of God, Christ, the life of the soul; and the word of the person, 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.

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 catalog in force 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.

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 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 refer the matter to the Vice President for Human & Legal Affairs, who will 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 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 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 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 Human Resources & Legal Affairs will be assigned as the 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 or

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. Prohibited conduct also includes any behavior that is in violation of federal, state, or local laws, rules, regulations, or ordinances. A partial list of examples of prohibited conduct is as follows:

1. Obstruction or disruption of teaching, research, administration, student conduct procedures, or other institutional activities, including the university's public service functions, or other authorized activity on university-owned or controlled property, or at university-sponsored functions. The faculty or staff member responsible for the class or activity will be the sole person with authority to charge a student with being disruptive or obstructive in class or at an event.

2. Any conduct that unreasonably obstructs, disrupts, or interferes with pedestrian or vehicular movement on university-owned or controlled property, or at university-sponsored events.
3. Possession or use of firearms, pellet or BB guns, knives with blades over six inches, switchblade knives of any length, martial arts weapons, explosives, fireworks, dangerous chemicals, or other weapons on university-owned or controlled property, in vehicles parked on university property, or at university-sponsored functions. This paragraph shall not include those items that are approved by university faculty or staff.
4. Detention of or physical acts toward or upon any person, or conduct that intends or threatens bodily harm, or which otherwise intimidates or endangers the health or safety of any person on university-owned or controlled property, or at university-sponsored functions.
5. Hazing in any form.
6. Malicious damage to, or theft or misappropriation of, the property of others or of the university.
7. 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 campus policy or respond to directives those officials may determine to be reasonably appropriate or necessary, including directives regarding security of campus facilities or other property, or the safety of any individuals.
8. Unauthorized use of or entry into university 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 or propping doors open when they should be closed and/or locked, as well as breaching any fences or walls bordering the Chaminade University campus.
9. Academic dishonesty, including but not limited to cheating and plagiarism.
10. Furnishing false or misleading information to university officials or on official university records; or forging, altering or otherwise misusing university documents, records, permits (including parking permits), or identification cards.
11. Manufacturing of alcoholic beverages.
12. The possession or consumption of alcoholic beverages on university-owned or controlled property or at a university-sponsored event is prohibited. Consumption of alcoholic beverages is permitted if the student is age 21 or older, the student is within a residence hall suite that is approved for such consumption, or the student is at a university-sponsored event for which the appropriate approvals for alcohol consumption have first been obtained.
13. Furnishing alcoholic beverages, directly or indirectly, to persons under the age of 21.
14. Possessing, consuming, manufacturing, furnishing, or using illegal drugs and/or paraphernalia, in either the refined or crude form.
15. Possessing, consuming, manufacturing, furnishing, or using any prescription drug for which legitimate possession or use cannot be verified by a medical doctor.
16. 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.
17. Offenses defined as felonies, misdemeanors, or petty misdemeanors 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.
18. Conduct that interferes with the university's fulfillment of its responsibility to protect the health and safety of members in the university community or their property.
19. Harassment, intimidation, or coercion of any person in the university community for the purpose of obtaining sexual favors or for any other reason that is unwelcomed by that person.
20. Gambling (including online gambling) on university-owned or controlled property or at any university-sponsored event.
21. Violation of any of the terms of any student conduct resolution properly imposed pursuant to the rules of the university.

22. Violation of any of the terms and conditions of a contract with the university for residence hall or other housing.
23. 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 claim falls within the scope of this paragraph shall be determined by a committee comprising the Vice President for Student Affairs/Dean of Students, Judicial Affairs Officer, Vice President for Human Resources & Legal Affairs, and the Director of Residence Life (in situations involving residence life).
24. The use of cellular, wireless or other mobile telephones while in class unless allowed by instructor.
25. The use of any camera or video 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, but are not limited to, those in mobile telephones, computers, electronic organizers, or other more surreptitious equipment, and which are capable of capturing either still or moving images. An instructor may make a classroom exception to this regulation by authorizing the use of the device in advance of a class period.
26. Engaging in any activity while on university-owned or controlled property which is done for monetary compensation, unless such activity is authorized beforehand by the Vice President for Student Affairs/Dean of Students or his/her designee.
27. Filing a false incident report or witness statement.
28. The use of technology including but not limited to email and social media for the purpose of engaging in unethical behavior and/or to attempt criminal acts against another individual. **(Refer to [Use of Technology Guide](#)).**
29. Using certain non-motorized vehicles, prohibited on campus, including but not limited to skateboards, scooters, and skates.

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.

DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT) PROCEDURES AND RESOURCE GUIDE

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

(808) 739-8597

Chaminade University of Honolulu recognizes the inherent dignity of all people. Chaminade University 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, and 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. Some conduct that falls within this policy may also be punishable under state law. 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.

Chaminade University may have an obligation to make reasonable efforts to investigate and address complaints or reports of sex or gender discrimination, including sexual misconduct, when it becomes aware of such a complaint or report. Once made aware, the University must conduct an investigation, the extent to which is determined by the Title IX Coordinator based on the University's jurisdiction over the Respondent, regardless of how the information was brought to the University's attention or the extent to which the complainant (i.e., an individual who has been subjected to prohibited conduct, according to the complaint or report) wishes to participate or be involved.

Anti-Retaliation Policy

Retaliation against anyone involved in filing an internal complaint under this policy, filing an external complaint, participating in the internal or external disciplinary process, or opposing in a reasonable manner an act believed to constitute a violation of this policy, is strictly prohibited and will not be tolerated. Any employee found to have engaged in any retaliation prohibited by this Section will be subject to corrective and/or disciplinary measures.

Making an allegation or initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation, or work assignments. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding the complaint was in bad faith.

If an employee believes he/she has been retaliated against, he/she should follow the procedures outlined in the "Procedures for a harassment, discrimination, or retaliation action" enumerated in Chaminade University Policy Manual III.

In light of these commitments, Chaminade University has adopted this policy, which includes investigation and disciplinary procedures that will be followed in response to allegations of sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, domestic and dating violence, stalking, cyber-bullying/harassment, and related retaliation. In a case of alleged sex or gender discrimination or sexual misconduct, this policy supersedes policies and procedures for other forms of misconduct.

Compliance in the Context of Nondiscrimination/Anti-Harassment Policies

Chaminade University's compliance with Title IX is implemented in the context of the university's broader Nondiscrimination/Anti-harassment Policy and Grievance Procedures, which advises the university community of prohibited discriminatory and harassing conduct by community members, as well as the resources and processes for addressing and resolving complaints of discrimination, harassment and/or violation of university policy. (See Chaminade University Policy Manual III, Section 3.1).

Scope and Jurisdiction of Title IX-Related Activities:

Matters involving allegations of sex-based discrimination, as well as allegations of sexual misconduct, are subject to review under Title IX and this policy. Depending on the circumstances, matters involving allegations of relationship violence or stalking may also be subject to review under this policy in accordance with Title IX and applicable civil rights laws. This policy governs the conduct of university students, faculty, and staff. Also included in this policy are third parties (i.e., non-members of the university community, such as vendors, alumni, visitors, or local residents).

Third parties are both protected by and subject to this policy. A third party may make a complaint or report of a violation of this policy committed by a member of the university community. A third party may also be sanctioned, including being permanently barred from the university and its campuses for failing to comply with this policy.

This policy also applies to behaviors that take place off campus and to actions online when the Title IX Coordinator determines that the off-campus or online conduct affects a substantial university interest on a case-by-case basis. A "substantial University interest" is defined to include:

- A. Any conduct that occurs on all university property, and conduct that occurs off university property when the conduct is associated with a university-sponsored program or activity (such as travel, research, internship programs, field trips, or retreats) or when such conduct may have a continuing adverse effect or could create a hostile environment on campus.
- B. Any action that constitutes a criminal offense as defined by federal or state law or city ordinance, whether the action takes place on the university campus or elsewhere.
- C. Any situation in which it appears that the accused individual may present a danger or threat to the health or safety of self or others.
- D. Any situation that significantly impinges upon the rights, property, or achievements of self or others, or significantly breaches the peace and/or social disorder.
- E. Any situation that is detrimental to the educational interests or mission of the university.
- F. All actions by a member of the university community that involve the use of the university's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus (See Chaminade University Policy Manual II, Section 2.9), especially when those online behaviors cause or have potential to cause a substantial on-campus disruption.
- G. Off-campus discriminatory or harassing communication that is directed at a protected class (or should reasonably be known to have a negative impact on a protected class) by an employee when such speech is made in an employee's official or work-related capacity.

Definitions

The sections below define the relevant terms within this policy.

1. **Bullying**
Bullying is defined as repeated, severe, and/or aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally, on the basis of actual or perceived membership in a protected class. Bullying that falls outside of this policy (i.e., is not based on membership in a protected class) may nonetheless violate other university policies.
2. **Complainant**
The Complainant is defined as the person bringing the allegations(s) that this policy has been violated. The Complainant can be a victim or another person who has knowledge of the information of an alleged violation of this policy.
3. **Respondent**
The Respondent is defined as the person accused of violating this policy.
4. **Hazing**
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.

5. Sexual Harassment

Sexual harassment is a form of discriminatory harassment that can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.

Types of harassment under Title IX include: (1) hostile environment; (2) quid pro quo; and (3) retaliation/retaliatory harassment.

1. Hostile Environment

Hostile environment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that is sufficiently severe or pervasive so as to alter the conditions of an employee's workplace environment. The perpetrator may be an employee, fellow student or a visitor.

2. Quid Pro Quo

Quid pro quo is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, when submission to or rejection of such conduct is a basis for decisions affecting the employee's workplace (e.g., submission to sexual conduct in exchange for a promotion, favorable performance evaluation, job recommendation, or a better grade.)

3. Retaliation/Retaliatory Harassment

Retaliation is defined as any adverse action taken against a person who is participating or has participated in a protected activity (such as participating in or otherwise assisting with a university investigatory procedure); filing a complaint alleging prohibited discrimination (including harassment); or otherwise objecting to or reporting a practice that he or she reasonably and in good faith believed was in violation of the university's Anti-Discrimination Policy, where such adverse action is taken because of the person's participation in that protected activity.

Retaliation involves intentional adverse action taken by a respondent or allied third party, absent legitimate nondiscriminatory purposes, that harms the individual as reprisal for reporting a violation of the university's Anti-Discrimination Policy or participating or otherwise assisting in an investigation of an alleged violation of the policy. Taking intentional adverse action against a respondent where the investigation found that the respondent did not violate this policy is also impermissible.

6. Sexual Misconduct

Sexual misconduct, including sexual violence, is defined as sexual acts perpetrated against a person's will or where a person is incapable of giving effective consent. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation and/or gender identity of those involved. Sexual misconduct could include, but is not limited to: sexual violence, bullying, stalking, and sexual harassment.

7. Sexual Violence

Sexual violence is defined as offenses of a sexual nature that may be reported to campus security and/or local law enforcement. Sexual violence could include, but is not limited to: non-consensual sexual contact, rape, dating violence, domestic violence, stalking, and sexual exploitation.

1. Dating Violence

Dating violence is defined as a pattern of abusive behaviors used to exert power and control over a partner. This violence can be physical, sexual, emotional, spiritual, economic, or psychological.

2. Domestic Violence

Domestic violence is defined as crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, or by a person who is living with, or has lived with, the victim.

3. Non-Consensual Sexual Contact/Assault

Non-consensual sexual contact is defined as any non-consensual touching of the sexual or other intimate parts of a person, whether directly or through the clothing or other material intended to cover the sexual

or other intimate parts. Non-consensual sexual contact also includes non-consensual intercourse that involves the threat of force, violence, immediate and unlawful bodily injury or threats of future retaliation and duress.

4. Sexual Exploitation

Sexual exploitation occurs when a person takes sexual advantage of another person for his or her own advantage or benefit, regardless of whether such behavior constitutes one of the other sexual misconduct offenses. Examples include but are not limited to:

- i. Non-consensual recording—nonconsensual video or audio recording of sexual activity or nakedness (full or partial).
- ii. Voyeurism—when one individual engages in secretive observation of another for personal sexual pleasure or engages in nonconsensual video or audio recording of sexual acts or nakedness. This behavior violates the dignity of the affected person(s) even if the person(s) secretly viewed or recorded may be unaware of the observation or recording.
- iii. Exposure—the disrobing or exposure of oneself or another person without his or her consent.

5. Stalking

Stalking is defined as a pattern of persistent non-consensual contact that makes another person feel afraid, nervous, harassed, or in danger, including but not limited to pursuit, surveillance, or any other non-consensual contact upon a person on more than one occasion without a legitimate purpose.

- i. Non-consensual contact includes, but is not limited to direct personal visual or oral contact and contact via telephone, facsimile, or any form of electronic communication including text message, email or posting on social networking sites.
- ii. Stalking with a sexual component—stalking as defined above includes persistent calling, texting, or posting on social networking sites. When the content of the messages are of a sexual nature, then the conduct also falls within the definition of sexual misconduct.

8. Victim

The victim is defined as the person who is the recipient of the alleged conduct that violates this policy. The victim can also be the individual making the complaint.

Consent

Consent is knowing, voluntary, and clear permission, by word or action, to engage in mutually agreed-upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual respondent of sexual misconduct was intoxicated and therefore did not realize the incapacity of the other. Incapacitation is defined as a state in which someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

Consent to some sexual activity (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing words or actions that he or she no longer wants the act to continue, and if that happens, the other person must stop immediately.

Mandatory Reporting Policy

Any member of the Chaminade community, employee, student worker, volunteer, or guest who believes that he or she has been the victim of sexual misconduct, harassment, or some other form of discrimination prohibited by this policy and wishes to make a complaint should contact the Title IX Coordinator. It is also possible for employees to make a report to a supervisor or for students to notify an administrative advisor or a faculty member.

However, all employees, unless they are classified as a Confidential Resource as defined below, receiving a report of a potential violation of this policy are mandated reporters and are expected to promptly contact the Title IX Coordinator to report any and all direct or indirect disclosures of possible sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, domestic and dating violence, stalking, and related retaliation.

Confidential Resources

Employees with a legal obligation to maintain confidentiality, such as counselors, doctors and clergy acting in those roles, are expected to maintain confidentiality consistent with their professional and legal obligations. These Confidential Resources are exempt from the reporting requirement of this policy. If anyone in the Chaminade community would like to discuss a potential violation of this policy and not have it reported to the Title IX Coordinator, they can do so by speaking with any Confidential Resource identified below.

Confidential resources are available to students and employees both on and off campus. The Chaminade Counseling Center offers an on-campus confidential counseling service option to students. If a person who has experienced an incident of discrimination or harassment does not desire action by the university and would like the details of the incident to be kept confidential but desires to confide in someone, the party may speak with staff in the Counseling Center (contact information below) and the following Confidential Resources:

On-Campus Confidential Resources

Campus Chaplain:
(808) 739-8339

Chaminade Counseling Center, Student Support Services Building:
(808) 735-4845

Off-Campus Confidential Resources

Off-campus confidential resources are available through the following community organizations:

The Sex Abuse Treatment Center:
24-Hour Hotline
(808) 524-7273
<https://www.hawaiiipacifichealth.org/services/sex-abuse-treatment-center/>

Domestic Violence Action Center Helpline:
(808) 531-3771
domesticviolenceactioncenter.org

The University Title IX Coordinator

The Vice President for Human Resources & Legal Affairs serves as the Title IX Coordinator and coordinates the university's compliance with Title IX. The university's Title IX Coordinator can be reached at the following:

Christine Denton, Esq.
Vice President for Human Resources & Legal Affairs
Title IX Coordinator
(808) 739-8597
christine.denton@chaminade.edu

The Title IX Coordinator will be informed of all complaints or reports of violations of this policy, and oversees the university's centralized response to ensure compliance with Title IX. The Title IX Coordinator's responsibilities include (but are not limited to):

- Communicating with all members of the university community regarding Title IX, and providing information about how individuals may access their rights;
- Reviewing applicable university policies to ensure institutional compliance with Title IX;
- Monitoring the university's administration of its own applicable policies, including recordkeeping, timeframes, and other procedural requirements;
- Conducting training regarding Title IX and prohibited conduct defined in this policy;

- Initiating and conducting a Title IX Administrative Review in order to assess safety risk to the community based on a pattern of behavior and directing intervention measures, as appropriate;
- Acting as the Final Appeal in the Investigatory Process as outlined below;
- Prepare recommendations for possible course of action for final decision maker after the appeal process has been exhausted or the time for an appeal has lapsed;
- Coordinate efforts with other designated university individuals, who will be appropriately trained, to delegate responsibilities under this policy;
- Intake and respond to any complaint or report regarding conduct that violates this policy;
- Determine whether the complaint falls within the university's jurisdiction;
- Assign an investigator if the complaint does fall within the university's jurisdiction; and
- Keeping data on all requirements needed to fulfill reporting requirements for Title IX.

Privacy and Confidentiality

All activities carried out in response to the university's obligations under Title IX will be conducted with due regard for any privacy and reputational interests of those involved. Materials and information prepared or acquired under Title IX procedures will be shared only with those who have a need to know.

Disclosure of such information will also be made if it is required by law or if the university Title IX Coordinator determines in his or her judgment: (1) that such disclosure is necessary to protect the health, safety, or well-being of members of the Chaminade community; or (2) that such disclosure advances the interests of those involved in the process and/or the university and outweighs the interest in confidentiality.

While the university Title IX Coordinator and/or the assigned investigator will take into account any requests made by a grievant for confidentiality or that a Title IX matter not be investigated, the university Title IX Coordinator will respond to the matter consistent with the requirements of Title IX.

Procedures for Filing a Complaint

Internal Informal Process

Pursuant to the university's current procedure, persons who believe that they have been harassed, discriminated against, or retaliated against have three options available to them in order to resolve the situation internally. Selection of less formal options never precludes the future utilization of more formal options, nor does an individual need to exercise less formal options before availing one's self of the more formal complaint process. The three options for internal reporting available to an individual are: "on notice" option given to the offender by the complainant; informal attempts at resolution through the complainant's supervisor, the Assistant Director of Personnel or the Vice President for Student Affairs/Dean of Students; or filing a formal internal complaint with the Title IX Coordinator/Vice President for Human Resources & Legal Affairs.

1. "On Notice" Option

Individuals who feel they have been harassed, discriminated against or retaliated against may choose to put the offender "on notice" that the offender's behavior is unwelcome. Often this direct communication by the individual brings a stop to the unwelcome conduct and no further action is necessary. Use of the "on notice" option is not a prerequisite to initiating the complaint procedure set forth in this policy, and the university will not refuse to investigate a complaint on the grounds that the victim did not have a discussion with the offender. In other words, the victim always retains the right to avoid direct interaction with the offender and to initiate the complaint procedure explained in this policy.

2. Informal Complaint Option

Individuals who believe they have been the victim of harassment, discrimination, or retaliation may seek an informal resolution of the problem. Use of the informal complaint procedures is not a prerequisite to initiating a formal internal complaint.

Informal complaints may be oral or written, and directed to either the complainant's supervisor, the Vice President for Student Affairs/Dean of Students or the Director of Personnel. Informal resolution will generally involve the supervisor, the Vice President for Student Affairs/Dean of Students or the Director of Personnel serving as a mediator or as a team of mediators in an effort to resolve the complaint. The accused will be informed of the existence and nature of the informal complaint and will have an opportunity to respond. The person(s) hearing the complaint serving as an intermediary will seek a resolution that both the complainant and the accused can agree upon. The person(s) serving as the intermediary has no authority to either draw unilateral conclusions or take one side or another in the matter. If no mutually satisfactory resolution can be found, the complainant can decide if further action is desired.

In all cases, even before mediation has been attempted, the complainant needs to be informed of the option of filing a formal internal complaint. However, nothing in this informal process should be construed as discouraging of more formal procedures. When concerns are resolved informally, all parties should be cautioned that if repetition of improper conduct is reported, formal investigation and resolutions may take into account behaviors addressed through this informal resolution process.

3. Filing of Formal Complaint

If a person does not want the situation to be handled informally and/or the situation cannot be resolved through the internal process, then a formal complaint can be initiated. A formal complaint can be filed with the Title IX Coordinator/Vice President for Human Resources & Legal Affairs. When a formal complaint is filed, the following process will be followed.

Formal Complaint and Investigatory Process

Once information alleging a violation of Title IX has formally been brought to the attention of the Title IX Coordinator or any employee of the university who is not designated as a Confidential Resource, the following is a description of the process from the intake of the complaint to the final disposition of a case.

Step 1: Intake of an Allegation

The first step in the process is submitting the information to the Title IX Coordinator. The Title IX Coordinator will review the allegation(s) and determine if the allegation affects a substantial university interest as defined above. If it appears from the initial information collected that the complaint alleges facts that warrant an investigation, the Title IX Coordinator will assign an investigator to conduct an investigation into the allegations.

After deciding that an investigation will be conducted into the allegation(s), the Title IX Coordinator will write a letter to the Complainant/Victim and the Respondent. The letter to the Complainant/Victim will provide information about the immediate next step, which will be an interview of the Complainant/Victim. The letter to the Respondent will provide notice of the allegation and general information about the process.

If the Title IX Coordinator determines that the complaint does not fall within the jurisdiction of the university, then the Title IX Coordinator will make the appropriate referrals to on- and off-campus resources. The Title IX Coordinator will write a letter to the Complainant informing them of the decision that the complaint does not fall within the jurisdiction of the university and contact information for the appropriate resources.

Step 2: The Investigation

The Title IX Coordinator's responsibilities do not include conducting an investigation into allegations. The Title IX Coordinator's responsibility is to assign the task of investigating the allegations to a trained individual. The individual assigned as the Investigator is responsible for conducting a fair and impartial investigation, even absent the filing of a formal complaint, or its subsequent withdrawal. In addition, the Title IX Coordinator may proceed with assigning an Investigator to investigate a formal or informal complaint even if a complainant specifically requests that the matter not be pursued.

While the time it may take to investigate and resolve a Title IX matter will depend on a variety of factors, including the nature and scope of the allegations, the Title IX Coordinator will seek to resolve any complaint within 60 working days of receipt of the complaint. The Title IX Coordinator and/or the assigned Investigator will keep the participants informed of the status of the process. If a complainant chooses to report to law enforcement, an ongoing criminal investigation may delay the university Title IX investigation until such criminal investigation is completed.

The assigned Investigator will collect evidence including but not limited to written and/or audio recorded statements, physical evidence such as photographs, tape recordings of voice mail messages, copies of posting on social media, copies of text messages, and any other information brought to the attention of the assigned Investigator during the collection phase of the investigation.

An investigatory interview will occur with all witnesses. This interview should be an in-person interview. During the investigatory interview, the complainant and the respondent may have an individual of their choice present as their support person. Only one such person may be present during the investigatory interview. However, the complainant and respondent must speak for themselves; the support person is not permitted to speak on behalf of the complaining or responding party.

Upon conclusion of the investigation, the assigned Investigator will write and submit a Final Investigation Report that will include the following:

- A summary of the evidence collected.

- An analysis of the evidence collected.
- A conclusion as to whether or not there is sufficient evidence collected to substantiate the allegation(s).
- If there is sufficient evidence to substantiate the allegation(s), the report will include a determination as to whether or not the factual conclusions are a violation of Title IX and/or any other university policies.
- If there is insufficient evidence to substantiate the allegation(s), there will be conclusion of no cause and the case will be closed.
- The standard of proof used will be by a preponderance of the evidence.

The Investigator will submit a copy of the report to the Title IX Coordinator and a summary of the findings of the investigation to the Complainant and Respondent. Either the Complainant or Respondent may appeal the findings of the investigation to the Title IX Coordinator through the process discussed below. If either party wishes to appeal the resolutions imposed by the appropriate decision-maker, that appeal will occur at a later stage using the already established grievance processes for students or employees.

Step 3: Right of Appeal of the Investigation Findings

Any appeal by the Complainant or Respondent must be made in writing within five (5) business days of the receipt of the summary of findings of the investigation. If a party to the matter elects to file an appeal of the findings made by the Investigator, such an appeal must be based upon significant and relevant new evidence that could not before have been presented to the Investigator during the investigation and has since surfaced after the conclusion of the investigation. All Title IX appeals are reviewed by the Vice President for Human Resources & Legal Affairs/Title IX Coordinator, whose decision shall be final.

Step 4: Review by Title IX Coordinator

When the Title IX Coordinator receives the Final Investigation Report from the assigned Investigator, the Title IX Coordinator will review the findings in the report. The Title IX Coordinator will determine after this review whether the findings and conclusions of the investigation are sufficient or whether more information is needed.

Once the Title IX Coordinator accepts the Final Investigation Report, the Title IX Coordinator will write a letter to the Complainant and the Respondent informing each of the start and end date of the five (5) -day appeal period. In the event that no appeal is filed and the appeal period has lapsed, the Title IX Coordinator/Vice President for Human Resources& Legal Affairs will issue a Memorandum of Findings (Memorandum), which will include the following information:

- Confirmation of the receipt and review of the Final Investigation Report by the Title IX Coordinator.
- The decision as to whether the Title IX Coordinator accepts the findings and conclusions in the report.
- If the findings are accepted, the Title IX Coordinator will make recommendations for possible course of action for the final decision-maker.

A copy of the Title IX Coordinator’s Memorandum will be sent to the Complainant and Respondent. It will also be sent with a copy of the Final Investigation Report to the appropriate decision-maker. The following table shows who will receive the report in each situation:

VICTIM/COMPLAINANT	RESPONDENT	FINAL DECISION-MAKER
Student	Student	Vice President for Student Affairs/Dean of Students
Student	Faculty	Provost
Student/Staff Member	Student Worker	Vice President for Student Affairs/Dean of Students
Faculty/Staff Member	Faculty/Staff Member	Supervisor
Faculty/Staff Member	Student	Vice President for Student Affairs/Dean of Students

Once the Final Decision-maker receives the Final Investigation Report, the Final Decision-maker will determine what course of action will be taken (e.g., counseling, reprimand (oral or written), community service, or discipline up to and including termination or expulsion, etc.) in consultation with the Title IX Coordinator and/or the Assistant Director for Personnel Services. The Final Decision-maker will inform the Respondent and Complainant of the discipline/sanction imposed.

If the Respondent disagrees with the discipline/resolutions imposed, the Final Decision-maker will provide the Respondent an opportunity to meet with the Final Decision-maker. The sole purpose of this meeting will be to give the Respondent an opportunity to be heard on the sole issue of the discipline/sanction imposed. The Respondent will not be allowed to bring up disagreements concerning the findings in the Final Investigation Report. Any disagreement the Respondent had with the findings of the Final Investigation Report shall be made to the Title IX Coordinator during the initial five (5) -day appeal period.

After meeting with the Respondent, the Final Decision-maker may keep their original discipline/sanction or change the discipline/sanction based upon the information presented by the Respondent. The Final Decision-maker will issue a letter with his/her final decision.

Persons in Positions of Authority

Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. 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. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Supervisor-Supervisee Amorous Relationships

Consenting romantic relationships between a supervisor and a person he or she supervises are discouraged and deemed very unwise. When a supervisor enters an amorous relationship with an employee, he or she must realize that a significant institutional power differential exists. Therefore, if a charge of sexual harassment is subsequently lodged, it will be difficult for the supervisor to rely on the premise that the relationship was entered into by mutual consent.

Faculty-Student Amorous Relationships

Amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between a member of the faculty and any student for whom he or she has a professional responsibility. Such relationships frequently undermine the atmosphere of trust and objectivity on which the educational process depends. Codes of ethics of most professional associations forbid professional-client sexual relationships.

The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student's actual freedom of choice should the desire for an amorous relationship be included in addition to a professor's legitimate expectations. Even when no professional relationship currently exists between a student and a member of the faculty, faculty members should appreciate the constant possibility that they may be unexpectedly placed in a position of responsibility for the student's instruction or evaluation. Graduate assistants should be especially aware of these cautions because, at times, their similarity in age and/or status may cause them to fail to appreciate that when serving as a teaching assistant they are acting as an extension of the faculty.

Staff-Student Amorous Relationships

A situation similar to that for faculty members holds for members of the staff of the university whose responsibilities include the application or enforcement of policies that may affect a student's status at the university (e.g., award of financial aid, application of disciplinary regulations). All such employees should recognize that an amorous relationship with a student for whom he or she currently has a professional responsibility is inappropriate. Even when no professional relationship currently exists between a student and a member of the administration, such persons should appreciate the constant possibility that they may be unexpectedly placed in a position of responsibility for the student, or the student may incorrectly believe that due to the position one holds, one is able to affect the student's status at the university.

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 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/

Clarence T.C. Ching Hall, Room 252
(808) 735-4815

The Office of Advising and Career Development 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 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 once they have officially 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 and Women's Soccer, Women's Tennis, Women's Softball, and Women's 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 by selecting "Financial Information," then "Account Summary" from the main Student menu in the Web Advisor at chaminade.edu. 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 the Chaminade Web Portal. 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 the Web Portal at chaminade.edu.
- 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 the Chaminade Program Coordinator, or the Chaminade VA Representative prior to the first day of the term. Students entitled to military education benefits with GoArmy should complete their registration via the GoArmy website at goarmy.com.

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 Professional and Continuing Education program, students with unpaid balances will be deregistered from their courses. Fees are not refundable. To be reinstated into courses after being deregistered, all tuition, fees, and any prior balance must be paid in full, along with the \$100 reinstatement fee.

Payment Options

Credit or debit card payments can be made through the Web Portal only at chaminade.edu. All major credit cards are

accepted. There is a non-refundable 2.75 percent service fee per transaction (4.25 percent for international transactions). You may also pay online with an electronic check.

Check payments 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 may be completed via the Web Portal at chaminade.edu. This plan allows students to pay tuition on a monthly basis. There is a non-refundable enrollment fee of \$55 per term, but no monthly finance charges.

For Day Undergraduate students, the payment plan for the fall term is August through November. The payment plan for the spring term is January through April. There is no payment plan offered for the summer day terms.

For Online and Military Base Undergraduate Program students, the payment plan will be divided into three equal payments over the course of each term. The first payment must be made at the time the Tuition Payment Plan is created along with the \$55 enrollment fee. Payments must be made by the first day of the term at the latest, and following payments must be made exactly one month apart from each start date.

There are four terms in an academic year for the Online and Military Base Undergraduate program.

- Winter: January–March
- Spring: April–June
- Summer: July–September
- Fall: October–December

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 a first member of a family pays full-time undergraduate tuition, additional family members who are concurrently enrolled in the undergraduate program may receive a tuition discount of up to 10 percent. However, if one family member is enrolled in the Nursing Program and the other family member is enrolled in the Day Undergraduate program, the discount will apply to the student with the lesser tuition in the Day Undergraduate program. Family is defined as parents, siblings, dependent children and spouses. For details of this and other possible discounts, please contact the Business Office at (808) 739-4634.

Chaminade University offers a 10 percent tuition discount to concurrently enrolled students of the same family in the Professional and Continuing Education's Undergraduate 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

Committed to building a campus community of faith and service, Campus Ministry welcomes students of all religious traditions. Opportunities for prayer, faith development, and service grounded in the Catholic and Marianist tradition are offered through Campus Ministry. Programs include social outreach, community service, immersion service experiences, retreats, Sunday worship, activities, seasonal prayer opportunities, Praise and Worship events. 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 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. As indicated in the housing contract, the Residence Hall Director may enter a room if there is reason to believe that either the law or university policy is being violated, or an emergency is indicated, with the permission of the Residence Life 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 Director of 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 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 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, 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, personal checks, credit cards, Android/Apple Pay, Barnes & Noble Gift Cards, and financial aid (Chaminade, State of Hawaii, and VA).

The Campus Store buys back books year-round for cash. What is bought back depends on wholesale demands as well as what instructors will be using for upcoming terms; the best time to sell books in is at the end of any term. To determine if a title is being bought back, please bring it to the store along with a photo ID and your student ID number.

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

goswords.com

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, and staff, as well as Chaminade 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 Keiffer Hall. No guests are allowed.

Carlson Fitness Center Hours

Description	Open Time	Close Time
Monday–Friday	6:30am 3pm	10am 8pm
Saturday	10am	4pm
Winter Break	12pm	6pm
Spring Break	12pm	6pm
Summer	12pm	6pm

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, Independence Day, Labor Day, Discoverer's Day, Veterans Day, Thanksgiving and day after Thanksgiving, Christmas Holiday (December 24–31, 2020), and New Year's Day.

Clubs & Organizations

chaminade.edu/osal/student-clubs/

Office of Student Activities & Leadership (OSAL)

Clarence T.C. Ching Hall, Room 106

(808) 739-8556

More than thirty student clubs and organizations have been recognized on Chaminade's campus. They offer all students a chance to pursue interests, develop leadership skills, and extend their experience beyond the classroom.

Clubs focus on recreational activities, cultural identities, honors associations and organizations whose central purpose is pre-professional development. The Office of Student Activities & Leadership (OSAL) maintains a complete list of all Student Clubs and Organizations and information about club registration, budget proposals, community service requirements, and organizational guidelines. In order to start a new club or register an existing club, all forms must be submitted to OSAL via Presence.

Counseling (Individual or Couples)

chaminade.edu/student-life/counseling-services

or email: counselingcenter@chaminade.edu

Student Support Services Building, Room 101

(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 10 sessions **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 services 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 the Student Support Services Building, Room 101. The center is open Monday through Friday, 8:30AM to 4:30PM. The center is interested in serving all Chaminade University of Honolulu students. If you are inquiring about beginning counseling and/or ADA accommodations, please contact the Counseling Center at **(808) 735-4845** or send an e-mail to counselingcenter@chaminade.edu. **Walk-in** appointments are available for **urgent emergencies and/or crisis services** during our regular office hours. Due to limited staff, staff will prioritize needs should we already have scheduled appointments that day.

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, if you find yourself in a non-life-threatening crisis, you may reach out to the Counseling Center for crisis intervention during our business hours: Monday through Friday, 9:00am to 7:00pm. We are generally able to return calls or respond to emails by the end of the business day. We do take walk-ins, though we may have scheduled appointments booked that day. Depending on the situation, we may be able to see you.

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**.

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.

National Suicide Prevention Lifeline at 1-800-273-TALK (8255)

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 1-800-273-TALK (8255) or text 838255

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 and Spring and Summer Breaks*

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

Henry Hall Courtyard

(808) 735-8522

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 Spring, Summer and Christmas 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.
- Horseplay 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.

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 the Chaminade Counseling Center at (808) 735-4845.

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 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 Advising and Career Development

Clarence T.C. Ching Hall, Room 252

(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 6

(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 Student Clubs and Organizations

chaminade.edu/osal/

Office of Student Activities & Leadership (OSAL)

(808) 739-8556

All fundraising projects for activities and organizations must be coordinated with and approved by the Director of Student Activities & Leadership and/or the Vice President for Student Affairs/Dean of Students and the Office of Advancement. Only the Chaminade Student Government Association (CSGA), the Residence Hall Association (RHA), and Student Clubs and 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. Clubs and 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 Activities & Leadership.

Hogan Entrepreneurial 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 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 junior, senior, and or graduate student years. Students completing at least one full year of the program are designated Hogan Entrepreneurial Graduates.

Entry Requirements:

- Any major welcome
- GPA 3.0 or better
- Must be 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

clientservices.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 the help desk at (808) 735-4855 or helpdesk@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 compete in the larger arena of life after college.

International Student Services

Clarence T.C. Ching Hall, Room 6
(808) 739-8554

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 a 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 Records Office.

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 Records Office, 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

lib.chaminade.edu
Sullivan Family Library
(808) 735-4725

The Sullivan Family Library is located between Second and Third Roads next to Eiben Hall. The office for the Help Desk Administrator and Instructional Support and Distance Learning is located on the first floor. The main library entrance is on the second floor. The facility hosts a 40-station computer lab, six group study rooms with multimedia equipment, two photocopiers, and wireless network access on the 2nd and 3rd floors. The library collections include books and periodicals both in print and online, and audiovisual materials such as DVDs and CDs. Circulating material, class reserves and 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 & 6:30pm) 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.

Daily masses are available to the campus community at the Marianist community chapels at Hale Malia and Marianist Hall.

Medical Services Transportation

Security Office - (808) 735-4792 or

Residence Life Office - (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 in Honolulu or Hawaii Kai Clinic (Kaiser Moanalua not included)
- Straub Honolulu on King Street
- Straub Clinic in Hawaii Kai
- Kapiolani Medical Center for Women and Children at Punahou
- Queen's Medical Center
- Island Urgent Care (Kapahulu, Kaka'ako, or Hawaii Kai)

Taxi service for medical transportation will be provided free of charge for residents of the residence halls and apartments from all of the Chaminade-operated residential buildings. 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 Cabbux, pre-paid taxi cards. A student may request up to four round trips, (8 Cabbux) 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 normal business hours, Transportation Cabbux for routine/follow-up visits from Chaminade to one of the aforementioned medical facilities may be obtained from the Vice President for Student Affairs/Dean of Students Office (808-735-4710), 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 Cabbux 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 Cabbux.

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.

Healthcare services are available to Chaminade students at most local clinics and doctor's offices for a fee. Some clinics charge a sliding scale based on income. Longs Drugs on Waiialae Avenue is a convenient location for purchase or refills of student prescriptions.

New Student Orientation

chaminade.edu/advising/nso/

Office of Advising and Career Development

Clarence T.C. Ching Hall, Room 252

(808) 735-4815

Coordinated by the Office of Advising and Career Development 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, Business Office). 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.

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.

Recycling on Campus

Office of Student Activities & Leadership
Clarence T.C. Ching Hall, Room 106
(808) 793-8556

Recycling on campus is run through the Office of Student Activities & Leadership (OSAL) and is meant to be collected on a weekly basis. Classified HI-5 plastic bottles, glass bottles, and cans are recycled, and the return proceeds support campus enrichment initiatives. If you would like more information please visit OSAL in Clarence T.C. Ching Hall, Room 106, or email osal@chaminad.edu.

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 & triple 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 Three-person furnished suites 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) 739-8388

Student organizations requiring use of classroom space for special activities must reserve classroom space with the Records Office: (808) 739-8388, or email: records@chaminade.edu. 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 noticed 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

chaminade.edu/service-learning/

Hale Hoaloha, Room 104

(808) 735-4895

What is Service-Learning?

Service-learning is a method by which students learn through active participation in thoughtfully organized service conducted in, and meeting the needs of, the community. Service-learning enhances and is integrated into the academic curriculum. It includes structured means for reflection on the service experience and helps to foster civic and corporate responsibility. As pedagogy, service-learning emerges from experiential learning theory and encourages active student involvement in the learning process.

Key Elements:

At Chaminade, service-learning:

- Is thoughtfully organized to address true needs in the community.
- Is offered through specific courses.
- 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.

Service-learning is Chaminade’s Mission Statement in action. We seek to grow into Jesus’ spirit of service; His life was one of service to all humankind, with the imperative to love one another.

What’s the Difference Between Service-Learning and Community Service?

If students collect trash out of an urban streambed, they are doing community service. If students collect trash from an urban streambed, analyze their findings to determine the possible sources of pollution, and share the results with residents of the neighborhood, they are engaging in service-learning.

In the service-learning example, in addition to providing an important service to the community, students are learning about water quality and laboratory analysis, developing an understanding of pollution issues, and practicing communications skills.

They may also reflect on their personal and career interests in science, the environment, public policy or other related areas. Both the students and the community have been involved in a transformative experience. (*Adapted from the National Service-Learning Clearinghouse.*)

The main gateway to service-learning is a course assignment designed by the professor. By doing at least 10 hours of relevant service, you should be able to critically reflect on the connection of the experience to your course. Your professor should assess your reflection (not just your service hours) to award course points/grades.

Student Activities & Leadership

chaminade.edu/osal/

Clarence T.C. Ching Hall, Room 106
(808) 739-8556

The Office of Student Activities & Leadership (OSAL) is committed to offering opportunities that will connect and involve students in university life through a broad range of co-curricular and extra-curricular events, activities, and programs. If you are interested in becoming an active participant in campus life by attending activities, joining a student organization, participating in leadership programs, or signing up for intramural sports, contact OSAL or stop by Clarence T.C. Ching Hall, Room 106.

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 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.

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.

Student Organizations

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 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. Your Student Activity fees is divided among: CSGA, the Chaminade Student Allocation Board (CSAB), and the Chaminade Student Programming Board (CSPB). If you are interested in getting involved in student government, contact CSGA via email (csga@chaminade.edu) or in person next to the Vi & Paul Loo Center office.

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 Dr. Allison E. Paynter, English Discipline Coordinator at (808) 735-4863.

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

Chaminade continues to offer the regular U-Pass. However, due to changes in TheBus company's program, a fee for the pass has been established with a subsidy from Chaminade. Chaminade will subsidize all full-time Day Undergraduate students' U-Passes. Information regarding fees and student application are available on the University Portal.

Passes can be obtained from the Business Office during normal working hours (Monday–Friday, 8:30am–4:30pm). The Business Office will begin to sell the passes to returning students with valid IDs August 17 through September 30, 2020. New incoming students may purchase passes during the new student orientation period. Fall semester passes are valid from August 17, 2020–January 15, 2021. Spring passes will be on sale for returning students with valid IDs January 4, 2021 through February 28, 2021. For the spring term, the UPass will be issued to new incoming students from the orientation period through the month of January. Spring semester passes are valid from January 4, 2021–May 31, 2021.

A current Chaminade student Identification card (ID) is required to obtain the pass. The pass sticker must be affixed to the Chaminade 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 it, you can purchase another pass at the full rate during the fall semester while supplies last. In the spring semester, prices are subject to change.

University Communications

Kieffer Hall
(808) 739-7489

University Communications & Marketing is dedicated to sharing recent events, news and attainments with the Chaminade community and beyond. This includes but is not limited to academics, campus life, community service and faith. If you have a news tip, please contact our office at ucm@chaminade.edu or tag us through the social media accounts below. If you have any questions or comments, please stop by or call.

Please tag us in your social media posts and share your experiences and event photos through our social media channels below.

- Facebook (facebook.com/ChaminadeUniversity)
- Instagram (@chaminadeuniversity)
- Twitter (twitter.com/Chaminade_Univ)
- YouTube (youtube.com/ChaminadeUniversity)

Vans

chaminade.edu/student-life/transportation/

Office of Student Activities and Leadership
Clarence T.C. Ching Hall, Room 106
(808) 735-8556

Chaminade University vans are available for use by student clubs/organizations and university employees for university-sponsored activities and events. Vans can be driven only by authorized Chaminade University van drivers. Contact the Office of Student Activities and Leadership at (808) 735-8556 for van driver certification information.

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. First, 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 Portal.
2. Select Menu.
3. Select Resources.
4. Select Calendar Center.
5. Select Van Calendar.
6. Select Van Request Form.

Clubs and organizations must provide an Event PIN from their event registration on the Presence software portal for approval. To locate this PIN, follow these steps:

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

Clubs and organizations will not be permitted the use of a van without first having an approved event on Presence. To submit an event for approval, complete the event registration form 10 business days prior to the proposed date of the event.

No paper forms will be accepted.

The Campus Security Office will give the van keys only to those authorized drivers who have requested a van through the proper channels. Van requests for overnight use must have an advisor present for the duration and must be approved in advance by the Vice President for Student Affairs/Dean of Students.

The interior of the van must be clean before returning the van 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 will 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 Activities and Leadership.

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.

Web Portal

portal.chaminade.edu

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.

Wellness/Recreational Programs

chaminade.edu/osal/health-wellness/

OSAL, Clarence T.C. Ching Hall, Room 106
(808) 739-8556

The Office of Student Activities and Leadership, 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.

ADA Policy

chaminade.edu/student-life/counseling-services/

email: counselingcenter@chaminade.edu

Counseling Center, Student Support Services Building, Room 101

(808) 735-4845

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 the Counseling Center to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2-3 weeks to review them. Appropriate paperwork will be completed by student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify the Counseling Center each semester if changes or notifications are needed.

Communicable Disease Policy

cdc.gov

Residence Life: (808) 739-4648

The 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 Director of Residence Life and/or the Vice President for Student Affairs/Dean of Students 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, 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. There is no provision made by the university for students who are required to leave residence halls. Students with communicable diseases who live in residence halls must consider living with relatives, moving home, or checking 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. 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 Human Resources & Legal Affairs 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:

Records Office
3140 Waiialae 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, 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 Activities and Leadership, 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 registered student organizations' use. Requests for bulletin boards or annual renewal of bulletin board space will be accepted by the Director of Student Activities & Leadership in Clarence T.C. Ching Hall, Room 106, on a first-come, first-served basis once a group has completed its annual group registration process. Once assigned, bulletin boards are designated for the assigned club or department until such time as the group is no longer a registered organization or they choose not to continue to use the board. However, clubs/organizations are asked to indicate an interest in continuing use of their board at the beginning of each academic year.

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 Affairs & Leadership (Ching Hall 106). Additional copies should be made

only after the original poster or flyer has been stamped. All flyers must indicate the name of the sponsoring club/organization and a contact number or email address.

- Flyers and posters may only be hung on designated "general" posting boards in Henry and Ching Halls by staff of the Office of Student Activities & Leadership.
- The use of damaging tapes (mailing tape, duct tape, etc.), adhesives, or pastes on walls, doors, or glass surfaces is expressly 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 President 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 Activities & Leadership approves all postings.
- Staff from the Office of Student Activities and Leadership will remove all of their posters and flyers upon their expiration.
- Tampering with or removing another club's/organization's flyers prior to their event is grounds for disciplinary action against the offending individual or club/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 three weeks of post time on the bulletin boards.
- Flyers may not take up more than a 1/4 of the bulletin board space.

Health Requirements Policy

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

Medical Requirements

Chaminade University Health Forms: All students are required to complete and submit university health forms, which may be found on the University Portal under **Student Forms, Student Affairs.**

Tuberculosis (TB) Examination or Risk Assessment: All students are required to submit a certificate of Tuberculosis (TB) Examination or Risk Assessment before post-secondary education for any course of study longer than 120 days. This requirement may not be deferred or postponed. Clearance documents may be issued by the Hawaii Department of Health or a US-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 Hawai'i.* 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. *TB clearance not needed for students taking online classes only.*

Measles, Mumps, Rubella Immunization: Proof of immunity to MMR is required for students born after 1957. This can be one of the following: (1) two doses of measles-containing vaccine, with at least one of the two being MMR vaccine; or (2) laboratory results of a positive blood test (titer), certified by a doctor proving immunity to measles, mumps, and rubella. Failure to submit the required proof of immunity will result in a Dean's hold on a student's pre-registration for the following term/semester.

For international students, it is the responsibility of the student to ensure that an English translation of any health documentation is provided by a US Board-certified physician if the initial documents are not already in English.

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: stari.nakano@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) 440-4204

Division 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 Division of Natural Sciences and Mathematics (NSM), 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) 440-4204
Vice President for Human Resources & Legal Affairs: (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, or smoking 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 Human Resources & Legal Affairs. 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.

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 Human Resources & Legal Affairs

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 subjects 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 Behavioral Intervention Team to assist in determining whether the student can remain on campus or whether other appropriate student conduct actions should be taken. The Behavioral Intervention 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.

Withdrawals from the University for Medical Reasons

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

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.

A student may request and be considered for a medical withdrawal from the university due to physical and/or mental health reasons during any period in an enrolled semester when a condition prevents a student from continuing his/her studies. If approved, a complete withdrawal is granted for a minimum of one full semester or term. A student who medically withdraws in good standing will be readmitted following the procedures below with the approval of the Vice President for Student Affairs/Dean of Students. The student must complete and submit a Withdrawal from the University Form, to be approved by the Vice President for Student Affairs/Dean of Students.

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

Undergraduate and graduate students receiving any financial aid or scholarships should consult with staff in the Office of Financial Aid about the potential financial impact of withdrawing.

Documentation

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.

Documentation must be dated concurrent with the semester in which the medical withdrawal is being requested. When it is for a mental health reason, a recommendation from Chaminade University's Counseling Center may also be required by the Vice President for Student Affairs/Dean of Students.

To be considered for a medical withdrawal, a student must submit all required documentation within 30 days of the original request.

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.

Financial Implications

Room and board refunds for medical withdrawals during the semester will be in accordance to the university's Refund Policy listed in this Student Handbook. Fees are non-refundable per university policy.

Exceptions to the Refund Policy will be assessed and a decision made by the Vice President for Student Affairs/Dean of Students in consultation with the Financial Aid and Business Offices. No tuition refunds will be granted if the student earns any amount of credit(s) for the semester.

Readmission Process

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.

FEES AND CHARGES

Academic Year 2020–2021

(SCH = Semester credit hour)

Tuitions – Undergraduate	Cost
Full-time Day per Semester (12 to 19 semester hours)	\$13,400
Part-time Day per semester credit hour (1-11 or 20+ credits)	\$894
Part-time Summer Day 2020 per semester credit hour	\$565
Summer Workshop CJ 480/680 per semester credit hour	\$670
Credit by Examination – per examination	\$894
Credit granted for Experiential Learning – per examination	\$894
Independent/Individual Studies – per semester credit hour	\$894
AUP – Undergraduate – Military Active Duty per SCH	\$250
AUP – Undergraduate – Military Non-Active & DoD ID & VA per SCH	\$435
AUP – Undergraduate – Other per semester credit hour	\$565
AUP – Undergraduate – BOH per semester credit hour (Effective Jan. 2020-Dec. 2020)	\$440
Auditing course at any level	50% rate
Summer Success Bridge	\$205

Tuitions – Undergraduate Nursing Program	Cost
Nursing Program – Full Day per semester (12–19 credits)	\$16,580
Nursing Program – Part-time Day per semester credit hour (1–11 or 20+ credits)	\$1,106
Nursing Program – Independent/Individualized Studies – per semester credit hour	\$1,106
Nursing – Preparation Fee – per course (NUR 200)	\$600
Nursing – Preparation Fee – per course (NUR 204, 207, 302, 303, 306, 307, 401, 402, 405, 499)	\$200
Nursing – Simulation & Lab Fee – Preparation Fee – per course (NUR 204, 207, 302, 303, 306, 307, 401, 402, 405, 499)	\$100
Nursing – End of Program Expenses – Per Semester- (NUR 490)	\$200

Tuitions – Doctor of Psychology in Clinical Psychology	Cost
Tuition Per semester credit hour	\$1,230

Tuitions – Graduate	Cost
Tuition Per SCH – Low (MED/MAT & IS Courses)	\$825
Tuition Per SCH – Medium (MSCP/MSCJA/MSFS/MPT & IS Courses)	\$1,030
Tuition Per SCH – High (MBA & IS Courses)	\$1,065
MBA (Courtesy discounts for Chaminade MBA alumni who are Advanced Professional Certificate candidates)	\$533
Transcription Fee (MED 499/CJA599/PSY699, PREL Workshops) per SCH	\$90

Tuitions – Surcharges/Special Rate	Cost
Online Course Fee	\$93
Hybrid Course Fee	\$40

Bank of Hawaii Employees	Cost until 12/2020	Cost beginning 1/2020
Tuition Per SCH – Low (MED/MAT & IS Courses)	\$660	\$660
Tuition Per SCH – Medium (MSCP/MSCJA/MSFS/MPT & IS Courses)	\$800	\$824
Tuition Per SCH – High (MBA & IS courses)	\$828	\$852

Deposits	Cost
Tuition Deposit (applied towards tuition payment; non-refundable)	\$150
Housing Deposit: new student (non-refundable)	\$300
Housing Renewal Deposit: returning student (non-refundable)	\$150
Housing Damage Deposit*	\$300

Housing Deposit

*The damage deposit is charged to all residents and is refundable, less any damages, when the resident vacates the residence halls (refundable upon release from housing contract).

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 contracts 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	\$3,850
Triple room – Hale Lokelani, Kieffer Hall	\$2,925
Single room – Kieffer Hall 205–216	\$5,080
Standard room (five-person suite) – Hale Pohaku	\$3,850
Apartment suite – double – Hale Pohaku	\$4,770
Apartment suite – single – Hale Pohaku	\$6,220
Apartment suite – double – Waialae	\$4,770
Apartment suite – single – Waialae	\$6,220
One-bedroom single apartment suite double – 3353 Waialae	\$5,995

Per-Semester Housing Fee Cost

NOTE: *Housing contract is for one academic year.*

Residence Hall Rates During School Breaks

Description	Cost
Before or after regular semester & guest – per-day rate per person	\$100
Winter Break: same daily rate as regular semester of 110 days	Daily Rate
Summer session: double room – per-day rate per person	\$60
Summer session: single room – per-day rate per person	\$105

Conference Room Rates During School Breaks

Description	Cost
Residence Halls: triple (by design) – per bed/day	\$60
Residence Halls: double – per bed/day	\$65
Residence Halls: single (by design) – per bed/day	\$90
Apartment two-bedroom – per apartment/day	\$235

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	\$2,544
Mahalo – 14 meals per week + \$150 DB dollars + 2 guest meals	\$3,415
Aloha – Unlimited per week + \$150 DB dollars + 5 guest meals	\$3,595
* 80 Block \$150 DB dollars	\$1,145

*Only for apartment and off-campus residents

Semester meal plans listed above do not include meal service during Spring Break. An additional Spring Break meal plan may be purchased for \$150 for students who will remain in housing during the break.

Commuter Plans	Cost
Plan 1 - 55 Block Meals, \$20 DD	\$600
Plan 2 - 45 Block Meals, \$40 DD	\$545
Plan 3 - 25 Block Meals, \$65 DD	\$365

Lab Fees: Undergraduate

Description	Cost
Per Course – Art Studio (AR 255, AR 355, AR 455)	\$75
Per Course – Art Studio (AR 103, AR 111)	\$60
Per Course – Art Studio (AR 360, AR 460, AR 399, AR 499)	\$65
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)	\$150
Per Course – Environmental & Interior Design (300- or 400-level courses)	\$150
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, BI 495, BI 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 – Chemistry/Biochemistry – base rate – all BC or CH 100- & 200-level courses with L notation	\$100
Per Course – Chemistry & Biochemistry – BC/CH 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 – Undergraduate O&P – Education	\$55
Per Course – Music, Art & Creative Movement (ED 450)	\$55
Per Course – computer science – base rate (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	\$35
Per Course – CS 203L & CS 204L	\$100
Per Course – Data Science (DS 100, CS 200, DS 301 & DS 400)	\$100
Per course - Data Science (DS 401, DS 402, DS 404, DS 495, DS 403, DS 302)	\$100

**Undergraduate Program Only
Individualized Performance Courses – Per Credit**

Description	Cost
Individualized Performance Courses – Per credit (MU 185, 285, 385, 485, 490 & THR 490)	\$270
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: FS 540L, FS 550L, FS 625L, FS 630L, FS 634L, FS 638L, FS 642L, & FS 660L	\$110
Per Course – Graduate O&P – Education	\$55

Application Fees and Late Charges

Description	Cost
Undergraduate – Unclassified	\$50
Undergraduate – Classified	\$50
Web application (apply online) – Undergraduate	\$50
Graduate	\$50
Web application (apply online) – Graduate	\$50
Late Registration Fee (Day students only)	\$100

Late Payment Fee	\$100
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Graduation Fees

Description	Cost
Undergraduate	\$215
Undergraduate with two degrees	\$320
Graduate	\$215

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
Regular Processing (4–5 business days)	\$7
Instant/Rush Processing (within 24 hours)	\$14
Electronic at Regular Processing	\$10
Electronic at Instant/Rush Processing	\$17

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 - 100%	\$200
Pro-rated: October and March – 60% rounded up to the nearest \$5	\$120
Pro-rated: November and April – 30% rounded up to the nearest \$5	\$60
Fall & Spring Campus & Residence Hall-On-Campus per semester (Cars)	
August-September and January-February - 100%	\$240
Pro-rated: October and March - 60% rounded up to the nearest \$5	\$145
Pro-rated: November and April - 30% rounded up to the nearest \$5	\$72
Fall & Spring on campus & residence hall off campus per semester (Cars)	

August–September and January–February 100%	\$265
Pro-rated: October and March – 60% rounded up to the nearest \$5	\$160
Pro-rated: November and April – 30% rounded up to the nearest \$5	\$80
Fall & Spring on campus per semester (Motorcycles)	
Fall & Spring residence hall – off campus per semester (Motorcycles)	\$80
Fall & Spring on campus & residence hall – off campus per semester (Motorcycles)	\$115
Mopeds	\$40

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	\$1070
Application Fee	\$75
Registration Fee	\$125
Comprehensive Fee	\$200

Other Fees

Description	Cost
Matriculation fee – required for new students matriculating (Fall Day only)	\$200
Undergraduate Day – Student Government fee per semester	\$45
<i>CSGA – 15%</i>	\$7
<i>Programming Board – 35%</i>	\$16
<i>Allocations Board – 50%</i>	\$22
Undergraduate Day – Publication Fee per semester (\$7 – Communications, \$5 – <i>Aulama</i>)	\$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

Refund Policy – Online & Graduate 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

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 2020–2021
catalog.chaminade.edu

Chaminade University Athletics Official Site
goswords.com

Chaminade University Campus Parking Policy for Students 2020–2021
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 2020–2021
chaminade.edu/reslife/

Student Athlete Handbook
goswords.com

Chaminade University Portal
portal.chaminade.edu