

## **Rights Reserved**

Loyola University Chicago reserves the right to change the policies and procedures outlined in this handbook and to change the schedules, fees and regulations affecting students. It is the responsibility of each student to familiarize themselves with all policies and procedures set forth in this handbook. Please read this document carefully. You are accountable for its contents. Students who violate the policies and procedures described in the handbook may be subject to a conduct hearing or other disciplinary action as outlined in the Student Conduct Procedures section. The full text of the Student Handbook, including the sections found here, is available online at:

[www.luc.edu/osccr](http://www.luc.edu/osccr). The online version is updated regularly and therefore takes precedence over this printed document.

### **Athletics**

Lake Shore Campus

**773.508.2560** (General Information)

**773.508.WOLF** (Ticket Information)

[www.loyolaramblers.com](http://www.loyolaramblers.com)

### **Behavioral Concerns Team (BCT)**

For both LSC and WTC

**773.508.8300**

[www.luc.edu/bct](http://www.luc.edu/bct)

### **Bias Reporting Team**

For both LSC and WTC

[wepapps.luc.edu/biasreporting](http://wepapps.luc.edu/biasreporting)

### **Bursar**

Lake Shore Campus

**773.508.7705**

[www.luc.edu/bursar](http://www.luc.edu/bursar)

### **Campus Recreation**

Lake Shore Campus

**773.508.2602**

[www.luc.edu/depts/campusrec](http://www.luc.edu/depts/campusrec)

### **Campus Safety**

On-Campus Emergency **44.911**

Off-Campus Emergency **911**

Lake Shore Campus

**773.508.6039**

Water Tower Campus

**312.915.6476**

[www.luc.edu/depts/safety](http://www.luc.edu/depts/safety)

### **Career Development Center**

Lake Shore Campus

**773.508.7716**

[www.luc.edu/career](http://www.luc.edu/career)

### **Centennial Forum Student Union**

Lake Shore Campus

**773.508.8880**

[www.luc.edu/studentcenters](http://www.luc.edu/studentcenters)

### **College of Arts and Sciences**

Lake Shore Campus

**773.508.3500**

Water Tower Campus

**312.915.6520**

***www.luc.edu/cas***

**Dean of Students**

Lake Shore Campus

**773.508.8840**

***www.luc.edu/studentdevelopment***

**Dining Services**

Lake Shore Campus

***www.loyoladining.com***

**EVOKE/Undergraduate Initiatives**

Lake Shore Campus

**773.508.2167**

***www.luc.edu/evoke***

**Experiential Learning**

Lake Shore Campus

**773-508-3366**

***www.luc.edu/experiential***

**First and Second Year Advising**

Lake Shore Campus

**773-508-7714**

***www.luc.edu/firstandsecondyearadvising***

**First Year Experience**

Lake Shore Campus

**773-508-7381**

***www.luc.edu/firstyearexperience***

**The Graduate School**

Lake Shore Campus

**773.508.3396**

***www.luc.edu/gradschool***

**Information Commons**

Lake Shore Campus

**773-508-8000**

***www.luc.edu/ic***

**Information Technology Services**

For LSC and WTC

**773-508-4487**

***www.luc.edu/its***

**International Programs**

Lake Shore Campus

**773.508.3899**

***www.luc.edu/oip***

**Libraries**

Lake Shore Campus

Cudahy Library

**773.508.2632**

Water Tower Campus

Lewis Library

**312.915.662**

***www.luc.edu/libraries***

**1Campus Ministry**

Lake Shore Campus  
773.508.2200  
[www.luc.edu/ministry](http://www.luc.edu/ministry)

**Off-Campus Student Life**

Lake Shore Campus  
773-508-8660  
[www.luc.edu/offcampus](http://www.luc.edu/offcampus)

**Parking Services**

Lake Shore Campus  
773.508.7036  
[www.luc.edu/parking](http://www.luc.edu/parking)

**Residence Life**

Lake Shore Campus  
773.508.3300  
[www.luc.edu/reslife](http://www.luc.edu/reslife)

**Saint Joseph's Seminary**

Lake Shore Campus  
773.973.9700  
[www.stjoseph.luc.edu](http://www.stjoseph.luc.edu)

**School of Business Administration**

Water Tower Campus  
312.915.6113  
[www.luc.edu/sba](http://www.luc.edu/sba)

**School of Communication**

Water Tower Campus  
312.915.6548  
[www.luc.edu/soc](http://www.luc.edu/soc)

**School of Continuing and Professional Studies**

Water Tower Campus  
312.915.6501  
[www.luc.edu/scps](http://www.luc.edu/scps)

**School of Education**

Water Tower Campus  
312.915.6800  
[www.luc.edu/education](http://www.luc.edu/education)

**School of Law**

Water Tower Campus  
312.915.7120  
[www.luc.edu/law](http://www.luc.edu/law)

**School of Nursing**

Lake Shore Campus  
773.508.3249  
[www.luc.edu/nursing](http://www.luc.edu/nursing)

**School of Social Work**

Water Tower Campus  
312.915.7005  
[www.luc.edu/socialwork](http://www.luc.edu/socialwork)

**Services for Students with Disabilities**

Lake Shore Campus  
773.508.3700

*www.luc.edu/sswd*

### **Shuttle Bus Information**

For Both LSC and WTC

**773.508.3184**

*www.luc.edu/transportation/shuttlebus.shtml*

### **Shuttle Escort Service (8-RIDE)**

On-Campus dial: 8-RIDE

**773.508.4733**

*www.luc.edu/transportation/8ride.shtml*

### **Student Activities & Greek Affairs (SAGA)**

Lake Shore Campus

**773.508.8850**

*www.luc.edu/saga*

### **Student Conduct and Conflict Resolution**

Lake Shore Campus

**773.508.8890**

*www.luc.edu/oscer*

### **Student Diversity and Multicultural Affairs**

Lake Shore Campus

**773.508.3909**

*www.luc.edu/diversity*

### **Student Financial Assistance**

Lake Shore Campus

**773.508.7704**

*www.luc.edu/finaid*

### **Terry Student Center**

Water Tower Campus

**312.915.6642**

*www.luc.edu/baumhart/terry.shtml*

### **U-Pass**

Lake Shore Campus

**773.508.7277**

Water Tower Campus

**312.681.3088**

*www.luc.edu/upass*

### **Wellness Center**

Lake Shore Campus

**773.508.2530**

*www.luc.edu/wellness*

## **A WELCOME FOR STUDENTS**

Dear Loyola Student:

It is my privilege to welcome you (back) to Loyola University Chicago. Shaped by our city and our Jesuit traditions, Loyola provides an educational environment unmatched for its diversity of thought and experience. You have chosen a university that is on the move...just take a look at the campus! Spend time with your professors, engage with the staff and administrators and get to know your fellow students; I am certain you will agree that Loyola is a place where **REIMAGINE** has a meaning of its own.

As a student at Loyola, you have a vital role to play in the engagement and transforma-

tion of the university. To that end, our vision of student formation is embodied in The Student Promise, a document written by students for students, which embodies the beliefs and values of our Loyola community. The Student Promise is a statement of purpose that unites our community around the very things that make us excellent – that make Loyola students different from students at other institutions. The Student Promise is also a statement of pride and dignity and it forms the basis by which we will live, work, study and play together. With support and guidance from faculty, students, staff mentors, and administrators you can help foster a campus atmosphere that brings to life this collective vision.

I encourage you to be active in shaping your own education and telling your Loyola story. While each and every student is diverse and unique, we will provide some “key” experiences during your years here. After all, serving, supporting and challenging all students is what we do. Always remember that your membership in this community is a privilege and comes with a great responsibility. Make it a habit to keep in mind those most disenfranchised in our world and integrate prayer, reflection and discernment into your busy life. It is with this tradition that you will be able to make the changes in our society that you wish to see.

May blessings be yours throughout the year!

Sincerely,

Robert D. Kelly, Ph.D.

Vice President for Student Development

## **THE STUDENT PROMISE**

**As a Loyola student being educated in the Jesuit Catholic tradition, I promise to...**

### **Care for Myself**

I promise to strive for excellence in all that I do. I will embrace opportunities for leadership, challenge myself academically, and seek experiences that will positively influence my personal development. I will honor the good in myself by being honest, compassionate, and respectful.

### **Care for Others**

I promise to recognize that each individual person is valuable and has a unique perspective that contributes to the growth and development of all. I will respect the individuality of others regardless of appearance, ethnicity, faith, gender, ability, sexual orientation, or social standing.

### **Care for Community**

I promise to acknowledge and celebrate diversity. I will contribute my talents, gifts, and ideas to strengthen the community. I aspire to be a person for others committed to working toward a more just world.

In the spring of 2007 seven students representing diverse backgrounds and four staff members were commissioned by the Office of Student Conduct and Conflict Resolution and Office of the Vice President for Student Development to create a document representing the voice and spirit of the student body. The result was “The Student Promise,” a document that both unites all Loyola students and distinguishes them from students at other institutions.

It is imperative to note the final product is a direct representation of the values identified as important to the Loyola University Chicago student body. The committee hopes The Student Promise will be used as an inspiring symbol of student empowerment, pride and student-to-student accountability. As the students were composing the document it became clear that the promise is meant to urge students to be the best version of themselves

by caring for self, caring for others and ultimately caring for the community.

## COMMUNITY STANDARDS

All Loyola University Chicago students are expected to adhere to the principles of The Student Promise, all university policies including those outlined in the *Student Handbook*, and all local, state and federal laws. Students are also expected to adhere to the policies and procedures of institutions that they may visit, as well as study abroad programs that they may participate in. The university reserves the right to adjudicate any case in which a student is alleged to violate any of the above-mentioned principles, policies, or laws, regardless of location. Further, the university may proceed with a hearing despite pending civil or criminal proceedings. In some circumstances, the university may refer a case for criminal investigation.

This section details certain policies to which all students (except students enrolled in the Stritch School of Medicine and nonresidential students enrolled in the School of Law) and registered student organizations are expected to adhere.

A “student” is defined as any person who is admitted and deposited, enrolled, or registered for study at Loyola University Chicago for any academic period, and those who attend post-secondary educational institutions other than Loyola University Chicago while residing in a Loyola University Chicago residence facility. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, Loyola University Chicago are considered “students.” A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school, including but not limited to orientation, Bridge to Loyola Program and residence hall check-in.

In this section, readers will notice reference to Categories A, B and C. These Categories classify the typical response by the university to violations of policy within each category. A violation of a policy within Category A is considered less severe than a violation of a policy within Categories B or C. This distinction may impact how a case is adjudicated. Please reference the “Student Conduct Procedures” section of this handbook (p. 42) for more details.

The description of standard sanctions is provided after some policies to provide students with potential consequences for violating a policy. **Conduct administrators and boards may use their discretion in imposing the most appropriate sanction and may impose sanctions other than the standard sanctions.** The existence of a prior conduct history may make a sanction more severe than what is described as a standard sanction.

**Note:** The terms “Dean of Students” and “Chief Student Conduct Administrator” are used throughout this handbook. The roles and responsibilities of the Dean of Students and/or Chief Student Conduct Administrator in this handbook may be delegated to other members of the university staff at the discretion of the President, Dean of Students, or Vice President for Student Development. Further, any question of interpretation or application of the *Student Handbook* shall be referred to the Vice President for Student Development or his or her designee for final determination.

## ALCOHOL

Students and guests are subject to Illinois state law, which prohibits the sale, possession, consumption or provision of alcoholic beverages to or by any person under the age of 21. Possession and consumption of alcoholic beverages on-campus by individuals 21 years of age or older is prohibited in any public area (any area except the private room of students living in the residence halls or university apartments) on-campus, unless approved by the Dean of Students. Students must properly dispose of all alcohol present when asked by a university official.

## **Residence Halls**

In rooms or apartments where all residents are under the age of 21:

- Alcohol is not permitted.
- Students under the age of 21 may not be in the presence of alcohol.
- Collections of containers that contain or previously contained alcohol are prohibited.

In rooms or apartments where at least one roommate is 21 or older:

- Alcoholic beverages may only be consumed by residents and their guests who are 21 years of age or older, in the privacy of their room or apartment with the door closed and in an atmosphere which does not foster excessive consumption or create significant noise or other disturbances.
- Alcohol may not be consumed in the presence of minors, with the exception of an underage roommate.
- Students under the age of 21 may not be in the presence of alcohol, with the exception of underage roommates.
- Collections of containers that contain or previously contained alcohol are prohibited.
- Excessive amounts of alcohol (as determined by university staff) are expressly prohibited. This includes, but is not limited to, kegs of beer.

## **On-Campus Student-Sponsored Events**

- Undergraduate student organizations may not sponsor events where alcohol is present.
- Groups eligible to apply to host events at which alcoholic beverages will be served are limited to registered student organizations whose membership is restricted to graduate or professional students.
- Graduate or professional student organizations interested in hosting an event where alcohol will be served must obtain a set of event guidelines from the Office of the Dean of Students.

**An infraction of this policy may be a Category A, B or C violation.**

### **Category A Violations:**

- a. Collections of containers that contain or previously contained alcohol by any student
- b. Consumption of alcohol in the presence of minors in the residence halls, with the exception of underage roommates
- c. In the presence of alcohol by any person under the age of 21, with the exception of underage roommates
- d. Possession or consumption of alcohol by any person under the age of 21
- e. Transportation or consumption of alcohol in open container(s) in plain view
- f. Under the influence of alcohol while at a university event by any person under the age of 21

### **Category B Violations:**

- a. Sale of alcohol to anyone, regardless of age
- b. Distribution of alcohol to anyone under 21 years of age
- c. Possession of excessive amounts of alcohol as determined by other university staff
- d. Unauthorized provision of alcohol at student-sponsored events
- e. Failure to comply with the policies for serving alcohol at student-sponsored events
- f. Disruptive activity due to intoxication

### Category C Violation:

a. Hospitalization due to excessive consumption of alcohol\*

\*Students alleged of the above violation are required to meet with the Chief Student Conduct Administrator to resolve their case.

### Standard sanctions may include:

	First Offense	Second Offense	Third Offense
Category A	\$75 fine, 10 disciplinary service hours and an educational experience	\$100 fine, 20 disciplinary service hours, an educational experience and residence hall probation	\$150 fine, 40 disciplinary service hours, residence hall suspension and university probation
Category B	\$200 fine, 20 disciplinary service hours, an educational experience and residence hall probation	\$300 fine, 40 disciplinary service hours, residence hall suspension and university probation	Suspension from the university
Category C	Category C violations will be handled on an individual basis at the discretion of the Chief Student Conduct Administrator		

### ALTERATION OF RESIDENCE HALL ROOMS OR APARTMENTS

The following guidelines have been implemented in regards to the condition/content of residence hall rooms and public areas:

- Students may not detach fixed furniture, paint, wallpaper, write, or draw on room surfaces; remove university furniture from rooms or public areas; add permanent fixtures and/or make structural changes in the room.
- Lofts are prohibited in all residence halls and apartments.
- No item may be located so as to obstruct direct access to the door or windows so that evacuation routes are hindered.
- The following items are not allowed in traditional student residence hall rooms (Campion Hall, Creighton Hall, Mertz Hall, Regis Hall, BVM Hall, and Simpson Living Learning Center): hot plates, toasters, microwave ovens over 700 watts, cooking appliances of any nature, cup-type immersion water heaters, and major electrical appliances.
- The following items are not allowed in any residence hall rooms or apartments: ceiling fans, dishwashers, waterbeds, and major electrical appliances.
- Residents are not permitted to keep in their possession or remove from the area furniture designated for public areas. Any resident(s) in possession of public area furniture is subject to a fine.
- Students may not unhook, remove, or relocate window screens.
- Bikes are not allowed in student's rooms or apartments and may not be stored in hallways or other common areas within the halls

**An infraction of this policy is a Category A violation. Standard sanctions may include restitution and/or fines.**

### **BATHROOM PRIVACY**

Individuals are prohibited from entering bathrooms designated for members of the opposite sex.

**An infraction of this policy is a Category A violation. Standard sanctions may include fines and/or disciplinary service hours.**

### **BODILY HARM**

Inflicting bodily harm upon any person, taking any action for the purpose of inflicting harm upon any person, taking any reckless but accidental action from which bodily harm could result to any person, causing any person the reasonable belief that the respondent or his or her agent may cause harm to that person or any other person, inflicting or attempting to inflict bodily harm to oneself, or any action that results in the death of any person is prohibited.\*

**An infraction of this policy is a Category C violation. Standard sanctions may include suspension or expulsion from the university.**

*\*When a student harms or attempts to harm him/herself, the student may be required to meet with the Dean of Students and/or be referred to the Behavioral Concerns Team to determine the most appropriate response by the university.*

### **BREAKING THE PLANE**

Breaking the vertical plane of a window, balcony or similar structure is not permitted. This includes, but is not limited to, water balloons, food, cans, bottles, flags, signs and persons. This applies to throwing objects and liquids (including bodily fluids), or causing them to fall. Any object breaking the plane that could cause harm to a person or damage to property is considered to be a dangerous object (see also "Dangerous Objects"), whether or not there was anyone or anything in immediate danger.

**An infraction of this policy is a Category B violation. Standard sanctions may include university probation, immediate removal from housing and/or suspension or expulsion from the university when dangerous objects are projected.**

### **CAMPAIGNS**

Loyola University Chicago, as a tax-exempt, not-for-profit institution, is obliged to comply with federal and state regulations that prohibit the support of political candidates, campaigns, and parties, and restrict lobbying on matters pending before legislative bodies. The university must refrain from sponsoring programs designed to raise funds for political candidates, parties, and campaigns or promote positions on legislative matters. The university must also refrain from using its name, funds, facilities, letterhead, postage service, or other resources to support political candidates, parties, campaigns or positions on legislative matters.

Students involved in campaigns, canvassing activities and voter registration drives must follow all applicable university policies.

For delivery to resident student mailboxes, all political campaign materials must go through the federal mail service, which requires proper addressing and postage. Such materials may not be delivered using inter-campus mail. Student organization elections are considered university business and may utilize the inter-campus mail system and university e-mail system.

**An infraction of this policy is a Category B violation. Sanctions will be determined at the discretion of the hearing officer or board.**

## COMMUNITY AGREEMENT

Community agreements are the documents that members of residence hall floors or building communities develop and agree to abide by throughout the year. These agreements go beyond the stated policies and procedures in the *Student Handbook*. Violations of these agreements are considered violations of the community standards and may be adjudicated accordingly.

**An infraction of this policy is a Category B violation. Sanctions will be determined at the discretion of the hearing officer or board.**

## CORPORATE CO-SPONSORSHIP

Any student organization engaging in soliciting off-campus individuals or companies must coordinate these activities with the Dean of Students. The organization's advisor and the Dean of Students must approve a request for corporate co-sponsorship at least 30 business days prior to the event. Only registered student organizations may accept any form of corporate sponsorship. All sponsorship must be appropriate for a Jesuit, Catholic, private university. Student organizations are encouraged to solicit proposals from more than one similar vendor for the same event. The exclusive right of a corporate sponsor to be the sole support of any student organization is prohibited.

All promotions must clearly designate that the event is sponsored by the student organization. Corporate sponsor's identification may not exceed the amount of the identification of the presenting student organization. All promotional events must conform to all existing federal, state and municipal laws and university policies. In the case of promotions/co-sponsorship with corporations which produce, sell or distribute alcoholic beverages, the university prohibits: the sampling of the product, the distribution of alcohol as a free award and the promotion or encouraging of any form of alcohol abuse or emphasis on quantity and frequency of use. All programs should have an educational value (see also "Special Events").

**An infraction of this policy is a Category B violation. Sanctions will be determined at the discretion of the hearing officer or board.**

## DANGEROUS OBJECTS

The unauthorized possession, display, and/or use of dangerous objects including, but not limited to, firearms (including BB, pellet, and paintball guns), fireworks, smoke bombs, explosives (see also "Fire Safety"), ammunition, hunting knives, swords (including decorative or ceremonial), sabers, or anything that could be perceived or misrepresented as a weapon is prohibited on university property.

Employees of government law enforcement agencies who are required to carry firearms at all times are exempt from the university's policy prohibiting the possession of firearms on campus.

**An infraction of this policy may be a Category B or C violation.**

### Category B Violations:

- a. Possession and/or display of a dangerous object excluding firearms

### Category C Violations:

- a. Possession and/or display of a firearm
- b. Use of or intent to use a dangerous object

**Standard sanctions may include:**

	First Offense	Second Offense	Third Offense
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<b>Category B</b>	\$200 fine, 50 disciplinary service hours, residence hall suspension and university probation	Suspension from the university	Expulsion from the university
<b>Category C</b>	Suspension or expulsion from the university	Expulsion from the university	

**DATING, DOMESTIC, OR RELATIONSHIP VIOLENCE**

Acts of dating violence, domestic violence or relationship violence will not be tolerated by the Loyola community. Any report of dating/domestic/relationship violence will be addressed under all applicable policy violations (i.e. Bodily Harm, Disorderly Conduct, Sexual Misconduct, etc.).

**DISORDERLY CONDUCT**

No student may participate in conduct that is disorderly, lewd, or indecent. This includes, but is not limited to: unwelcome physical contact, harassment, any unauthorized use of electronic or other devices to make an audio or video recording of any person without his/her prior knowledge, or his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously viewing or recording another person in a gym, locker room, or restroom.

**An infraction of this policy is a Category B violation. Standard sanctions may include university probation or suspension.**

**DISRUPTIVE ACTIVITY**

No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the university or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

Such activity includes, but is not limited to:

- Behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program; and
- Behavior in a residence hall that hinders the ability of residents to live in a safe, reasonably calm environment.

**An infraction of this policy is a Category B violation. Standard sanctions may include university probation, removal from specific classes and/or university or residence hall suspension.**

**DISSENT**

**General Policy**

Loyola University Chicago, in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The university community recognizes that the freedom of inquiry and expression we seek to encourage may produce conflicts of beliefs and of proposals for action.

The existence of the free exchange of ideas and the expression of dissent (individual or group activity that expresses grievances held against, or changes desired of, society or campus or both; may be more general than a single grievance or remedy and may have an ideological base; often includes proposed solutions as well as complaints) within the university community are considered indications of intellectual vitality and social awareness, which are important elements in the pursuit of knowledge. It is the responsibility of all members of the university community to maintain channels of communication that foster a climate favorable to the freedom of expression.

Implicit in these freedoms and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The university expects that those who enjoy these freedoms must also accept responsibility for order and discipline.

Permissible dissent does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the university. In addition, expression that is indecent, grossly obscene or grossly offensive on matters such as race, age, ethnicity, religion, gender, sexual orientation, disability or any other characteristic protected by applicable law is inconsistent with accepted norms of conduct at the university and will not be tolerated.

The use of the university forum does not imply acceptance or endorsement by the university of the views expressed.

### **Guidelines for Demonstrations**

Students planning a demonstration should complete a demonstration registration form (available online on the Dean of Students Office webpage) and arrange a meeting with the Dean of Students to discuss the arrangements for the event.

Participants in demonstrations are not permitted to:

- Gather in such a fashion as to hinder physically or psychologically entrances to, exits from, or passageways within any university building or other structure or hinder the normal flow of pedestrian or vehicular traffic on or to the campus
- Create a volume of noise that prevents members of the university community from carrying on their normal activities
- Employ force or violence or constitute an immediate threat of force or violence against persons or property
- Congregate or assemble within any university building or on university property in such a fashion as to disrupt the university's normal functions
- Fail to observe established closing hours of buildings

In planning a demonstration, the organizers and participants should keep in mind all regulations pertaining to the use of campus facilities as well as the rights of all members of the university community to move around the campus in a free and unhindered manner (see also "Facility Usage").

In addition, the possession or use of firearms, ammunition, fireworks, explosives, dangerous chemicals or weapons by any participant in a demonstration is explicitly prohibited (see "Dangerous Objects").

### **Disruptive Demonstrations**

Disruptive demonstrations are strictly prohibited and are defined as activities that interfere with the rights of others, including, but not limited to, those based on harassment, coercion and/or violence.

Disruptive demonstrations are also construed activity that:

- Denies or infringes upon the rights of the students, faculty or staff of the university

community.

- Disrupts or interferes with instruction, research, administration and other activities of the community.
- Reacts to the expression of the peaceful dissent of others by attempting to deny their rights.
- Obstructs or restricts free movement of persons on any part of the university campus.
- Denies the use of offices, classrooms or other facilities to the students, faculty, officers, staff or guests of the Loyola University Chicago community.
- Endangers or threatens the safety of any person on the university campus.
- Results in the destruction or defacement of property.

### **Procedures for Handling Disruptive Demonstrations**

The Dean of Students will determine the point at which the normal operations of a specific building or area are disrupted. If it is decided that the demonstration is disruptive, the Dean will inform the demonstrators that their actions are disrupting the normal operation of the area in question and that they should cease and desist their activities. The demonstrators will also be informed specifically of the time, place and manner in which they may continue their demonstration.

If the disruptive demonstration continues, the demonstrators will be notified that failure to discontinue the disruptive activities immediately will subject the offenders to the full course of university action, which may include immediate suspension or expulsion from the university pending a conduct hearing at a later date.

If the above described internal measures fail to achieve the desired results, the university reserves the right to ask for the assistance of the civil authorities. Any student participating in a disruptive demonstration when the civil authorities are called for assistance may be arrested and prosecuted and may be suspended pending action consistent with the university conduct system. Any person not officially associated with the university who is participating in a disruptive demonstration when the civil authorities are called for assistance may be arrested and prosecuted.

**An infraction of this policy is a Category B violation. Sanctions will be determined at the discretion of the hearing officer or board.**

### **DRUGS**

Possession, use, transfer, distribution, manufacture or sale of drugs, controlled substances, narcotics or any hallucinogen without a valid medical prescription or appropriate authority is prohibited. Students may not possess any form of drug paraphernalia.

**An infraction of this policy may be a Category A, B or C violation.**

#### **Category A Violations:**

- a. In the presence of a controlled substance
- b. Possession of drug paraphernalia

#### **Category B Violations:**

- a. Possession or use of a controlled substance

#### **Category C Violations:**

- a. Manufacture or production of a counterfeit or controlled substance
- b. Manufacture, production, or possession of a counterfeit or controlled substance with the intent to distribute
- c. Transfer, distribution, and/or sale of a counterfeit or controlled substance

**Standard sanctions may include:**

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Category A</b>	\$50 fine, 10 disciplinary service hours and an educational sanction	\$75 fine, 20 disciplinary service hours, residence hall probation	\$100 fine, 40 disciplinary service hours, residence hall suspension and university probation
<b>Category B</b>	\$150 fine, an educational experience, 30 disciplinary service hours, residence hall probation	\$200 fine, 40 disciplinary service hours, residence hall suspension, and university probation	Suspension from the university
<b>Category C</b>	Suspension or expulsion from the university	Expulsion from the university	

## **FACILITY USAGE**

Only registered student organizations and university departments may reserve university facilities. Individuals cannot sponsor events in university facilities. Outside groups must have the sponsorship of a university department that is closely related to the nature and purpose of the outside group. Student organizations may sponsor outside groups with the approval of the Dean of Students. Requests from non-affiliated groups are not always approved. The decision rests with the Dean of Students, in consultation with the internal sponsor. While on campus, outside groups must follow all university policies. Any use of university facilities should be scheduled through Conference Services, following approval by the appropriate Loyola authorities.

Unauthorized access to, presence in or use of university facilities or grounds is prohibited.

Students may not prop open any controlled access door (e.g. fire doors, prox access doors, secured exterior doors).

Activities such as rollerblading, skating, skateboarding, bicycle riding and unauthorized sports are prohibited in university facilities, including on-campus residences.

**An infraction of this policy may be a Category A or B violation.**

### **Category A Violations:**

- a. Rollerblading, skating, skateboarding, bicycle riding or playing unauthorized sports in a campus building

### **Category B Violations:**

- a. Unauthorized access to, presence in, or use of university facilities
- b. Unauthorized propping of controlled access doors

**Standard sanctions may include:**

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Category A</b>	\$25 fine, 10 disciplinary service hours.	\$50 fine, 20 disciplinary service hours and residence hall probation	\$100 fine, 40 disciplinary service hours, residence hall suspension and university probation
<b>Category B</b>	\$50 fine, 20 disciplinary service hours and university probation	Suspension from the university	Expulsion from the university

### **FALSIFICATION OF UNIVERSITY RECORDS AND INFORMATION**

Engaging in forgery, alteration, unauthorized use or fraud involving university records, documents or instruments of identification (see also “Identification”) is prohibited.

**An infraction of this policy is a Category C violation. Standard sanctions may include university probation, suspension or expulsion.**

### **FAILURE TO COMPLY**

Failure to comply includes, but is not limited to:

- Failing to comply with the directions of a university employee (such as, but not limited to, a Campus Safety officer, desk monitor, Halas monitor or Department of Residence Life staff member) acting in the performance of his/her duties
- Failing to comply with policies of the university and other institutions students visit or attend, and local, state and federal laws
- Failing to comply with the terms of a conduct decision
- Non-fulfillment of The Student Promise

**An infraction of this policy is a Category B violation. Standard sanctions may include residence hall and/or university probation.**

### **FIRE SAFETY**

The safety of the university community is of utmost importance. Any fire-related action that compromises safety is a violation of community standards. Such actions include, but are not limited to, the use of fire or explosives to burn any public or private property.

### **Improper Use and/or Tampering**

The improper use of and/or tampering with fire information and/or safety equipment or failing to follow fire drill or other emergency procedures is prohibited.

- Tampering with emergency equipment (fire alarms, smoke detectors, fire hoses, fire extinguishers, alarmed emergency exits, fire doors and emergency P.A. systems) or creating situations that endanger the quick evacuation of a room or building (tampering with locks or obstructing an exit) is prohibited.
- It is against the law to transmit a false fire alarm in any manner knowing at the time of such transmission that there are no reasonable grounds for believing that such fire exists. Those knowingly causing false alarms may be legally prosecuted.
- Using fire escapes or fire exits in non-emergency situations is prohibited.
- Students must evacuate the building quickly and orderly every time the fire alarm

sounds. Students may be fined for failing to evacuate. In the event of a fire, staff will not go into a building to evacuate residents.

- Fire doors at any location within the residence halls may not be propped open.

### **Residence Hall Regulations**

- Possession or use of candles is strictly prohibited.
- Incense, incense burners and other lighted, flaming devices or flammable liquids are not authorized on property managed by the Department of Residence Life.
- Extension cords should not be tacked down, placed under rugs or used in places where pedestrian traffic can cause damage to them. Only authorized employees of the university may perform modifications of the existing permanent wiring of a building.
- The electrical capacity of outlets provided in the room should not be exceeded. Do not overload the circuits or exceed the capacity of any type of extension cord.
- Decorations, displays or structures of any kind erected in a manner that block or obstruct an exit door, hallway, circuit breaker panel, fire hose cabinet or fire extinguishers are prohibited.
- Halogen lamps over 275 watts or halogen lamps, which do not have a protective grating over the bulb, are not permitted in the residence halls.
- No natural vegetation of a combustible nature is permitted. Live Christmas trees and evergreen boughs are examples of vegetation that is considered hazardous.
- No cooking appliance may be left unattended while in use. This includes, but is not limited to, stoves, ovens, microwaves, and toasters.

### **Fire Evacuation**

Students should respond to every alarm as if it were an actual emergency. All students must evacuate the building quickly and orderly. Staff may be present to assist students. Under no circumstances should students take the elevator to evacuate the building. Always exit via the stairs if the alarm is activated.

It is the responsibility of each student to respond to a fire alarm every time one sounds. If students fear that they may not hear an alarm in their sleep, it is their responsibility to make the necessary arrangements to be awakened whenever an alarm sounds. Each residence hall has established its own evacuation procedures. Residents will receive instructions on those procedures from their Resident Assistant/Resident Manager.

**An infraction of this policy may be a Category B or C violation.**

#### **Category B Violations:**

- a. Improper use and/or tampering
- b. Violation of residence hall regulation
- c. Failure to evacuate

#### **Category C Violations:**

- a. Fire Safety (any fire-related action that compromises safety)

**Standard sanctions may include:**

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>

<b>Category B</b>	<b>Improper use and/or Tampering</b>	\$100 fine, 40 disciplinary service hours, residence hall suspension and university probation	Suspension from the university	Expulsion from the university
	<b>Residence Hall Regulations</b>	\$25 fine, 10 disciplinary service hours and an educational project	\$50 fine, 20 disciplinary service hours and residence hall probation	Residence hall suspension and university probation
	<b>Failure to Evacuate</b>	\$25 fine and 10 disciplinary service hours	\$50 fine, 20 disciplinary service hours and residence hall probation	\$100 fine, 40 disciplinary service hours, administrative move
<b>Category C</b>	<b>Fire-Related Action</b>	Standard sanctions for fire related actions may include restitution and/or suspension or expulsion from the university and/or residence halls.		

## FUNDRAISING

Registered student organizations may participate in fundraising activities for educational or public services/programs. Funds raised cannot be used in any way for the personal, individual gain of members of the sponsoring organization. Collection of membership dues and rushing dues is permitted. The fundraising activities should reflect the organization's purpose as stated in its constitution.

Charitable organizations as well as individual members of the student community and student organizations who wish to solicit funds for charitable donations must have prior approval of the Dean of Students (see also "Solicitation").

**An infraction of this policy is a Category B violation. Sanctions will be determined at the discretion of the hearing officer or board.**

## GAMBLING

Loyola University Chicago prohibits gambling or any form of illegal wagering, bookmaking or unauthorized games or contests of chance on university premises, including but not limited to university residence halls and/or university-sponsored functions, including sporting events. In addition, students shall not knowingly provide information to assist any individual involved in any gambling activities.

**An infraction of this policy is a Category B violation. Standard sanctions may include fines, disciplinary service hours, educational programming and/or residence hall or university probation.**

## GOOD NEIGHBOR

Students are expected to conduct themselves as mature and responsible members of the Chicago and university communities. As such, they are responsible for upholding all

federal, state and city laws and ordinances, especially those relating to noise, traffic, parking, zoning and consumption of alcohol. In addition, as responsible members of society, they are expected to foster an atmosphere that nurtures positive educational pursuits, the development of understanding and tolerance of those with different cultural and political points of view and an environment that encourages responsible behavior in the community.

**An infraction of this policy is a Category B violation. Standard sanctions may include fines, disciplinary service hours and/or university probation.**

## **GOOD SAMARITAN**

~~Students who are under the influence of alcohol and seek medical assistance for another person due to intoxication of alcohol and/or drugs will not normally be subject to the Loyola University Chicago conduct process, except when it has been determined that another violation of university policy has occurred (for example destruction of university property, fire safety violation, physical harm to another person, distribution of alcohol, etc.).~~

~~For this policy to apply, the Good Samaritan(s) must actively seek professional assistance, be present when help arrives, and provide his/her contact information to the responding official(s). Each situation will be assessed by the OSCCR as to which individuals will be considered for amnesty. [revised 10/3/2011]~~

At Loyola University Chicago, student safety is a paramount concern. In incidents of crisis or medical emergency, Loyola students are expected to care for themselves and for others in the Loyola community by getting help from appropriate officials even when violations of the Community Standards have occurred. Because the University understands that fear of disciplinary actions may deter requests for emergency assistance, the Good Samaritan Policy was created to alleviate such concerns and reduce hesitation by Loyola students to seek help.

In crisis situations involving alcohol, drugs, and/or sexual misconduct (see below), the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. This means that no formal University disciplinary actions or sanctions will be assigned to the reporting student(s) for (1) Category A alcohol or (2) Category A or B drug infractions relating to the incident. The incident will still be documented; and educational and/or health interventions may be required as a condition of deferring disciplinary sanctions.

This policy does not protect repeated, flagrant, or serious violations of the Community Standards (including bodily harm, sexual misconduct, distribution of alcohol or drugs, hazing, theft, property damage, etc.) or violations that caused harm to another person requiring emergency response, nor does the policy preclude or prevent action by police or legal authorities.

Failure of students to take responsible action under this policy where action is clearly warranted and harm results may, in egregious circumstances, constitute “bodily harm” under the Community Standards and will void all protections under this provision.

### **1. Alcohol/Drugs**

In a situation involving imminent danger to the health and safety of any individual(s), students are expected (1) to contact Campus Safety (773.508.6039 or 8.6039 from a campus phone), Residence Life, or other emergency officials to report the incident; (2) to remain with the individual(s) needing emergency treatment and cooperate with emergency personnel as long as it is safe to do so; and (3) to meet with appropriate University officials after the incident and cooperate with any University investigation.

### **2. Sexual Assault**

In a situation where a sexual assault (“nonconsensual sexual intercourse” or “nonconsensual sexual contact” according to the Community Standards) has been alleged to have been com-

mitted against any individual(s), students are encouraged (1) to contact Campus Safety (773.508.6039 or 8.6039 from a campus phone), Residence Life, or other emergency officials to report the incident; (2) to remain with the individual(s) needing support and cooperate with emergency personnel as long as it is safe to do so; and (3) to meet with appropriate University officials after the incident and cooperate with any University investigation.

## **GUESTS**

A guest is defined as someone who is not currently assigned to live in the residence hall that he/she is visiting. A host is a current resident of the hall. *\*The right of a student to live in reasonable privacy takes precedence over the right of his or her roommate to entertain people in the room.\** In the practical application of determining when guests should be invited to a residence hall, common sense and mutual respect for those sharing the living environment should prevail.

Guests of Loyola community members are expected to conduct themselves in accordance with the policies and standards of the university. Students will be accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of university policy incurred by their guests. This policy applies to individuals, groups and registered student organizations.

- Loyola University Chicago believes that visits by guests can be an infringement upon the privacy and convenience of the persons sharing the space. Guest visitation should occur on a limited basis and only with the consent of others sharing the room/apartment.
- Hosts must escort their guests at all times. Hosts are responsible for the actions of their guests and will be held accountable for any damages, loss of property, or behavior that is initiated by their guests.
- Guests are not permitted in any residence hall during Winter or Spring Break or other periods determined by the Department of Residence Life.
- Resident Directors and Graduate Assistants have the authority to limit guest privileges.
- Hosts may sign in a total of three guests at any given time.

Guests are permitted in BVM Hall, Campion Hall, Creighton Hall, Mertz Hall, Regis Hall and Simpson Living Learning Center with the following provisions:

- The host must show their Loyola ID and the guest must show and leave a valid picture ID (Loyola ID, driver's license, state identification card, or any other form of valid government issued ID) at the front desk or designated check-in area of the building.
- The host and guest must return to the front desk together to check out.
- Non-Loyola student guests of the opposite gender are permitted to remain in a room or on a floor during the following visitation hours: 7:30 a.m. until 12 midnight, Sunday through Thursday; and 7:30 a.m. until 2 a.m. on Friday and Saturday.
- Residents may host overnight guests of the same gender if they have the consent of their roommates and are in accordance with the roommate agreement. Residents must obtain a guest pass for any overnight guests. Passes will be issued by Residence Life staff during designated hours.
- A resident may not have overnight guests for more than four days in a one-month period. The resident can be issued four (4) one night guest passes. Each guest pass is valid for one overnight guest. All roommates must agree to allow overnight guests in the room/apartment. Regardless of host, a guest may not stay overnight more than three nights in a one-month period.

Guests are permitted in Baumhart Hall, Canisius Hall, Fairfield Hall, Fordham Hall,

Georgetown Hall, Holy Cross Hall, Le Moyne Hall, Marquette Hall, Rockhurst Hall, Santa Clara Hall, Seattle Hall, Spring Hill Hall, St. Louis Hall and Xavier Hall with the following provisions:

- When applicable, the host must show their Loyola ID and the guest must show and leave a valid picture ID (Loyola ID, driver's license, state identification card, or any other form of valid government issued ID) at the front desk or designated check-in area of the building.
- Hosts must accompany their guests at all times, including escorting guests from the building upon departure.
- A guest may stay overnight only with the consent of the host's roommates and in accordance with the roommate agreement.

**Family Late Night and Minor Overnight Visitation**

Residents may host members of their immediate families (i.e., parents, guardians, siblings), regardless of gender, beyond visitation hours, provided that the resident host has the approval of their roommate(s), and the family member guests are registered when applicable. All other guest and visitation procedures, including maximum number of guests, length of stay, and escort procedures apply to family members.

Residents may host overnight guests under the age of 18. Requests require that the "Request Form for Minor Visitation in the Residence Halls" be completed for any minor (under age 18) requesting to visit a Loyola University Chicago student in the residence halls overnight without a parent or guardian. *The Request Form for Minor Visitation in the Residence Halls must be submitted (via fax, mail, in person, or scanned with signature attached to an e-mail) no later than 12:00 pm on the business day (Monday-Friday) prior to the minor's visit to the residence halls.* A Department of Residence Life staff member will contact the student host and/or guest directly with the decision regarding the request for minor's visit. All requests will be reviewed on a case by case basis.

**Occupancy**

In the residence halls, occupancy should not exceed more than four times the designated occupancy or a maximum of twelve. There may be no more than a total of four people in a single room; eight people in a double room; twelve people in a triple room; twelve people in a quad; and twelve people in a quint (5 people) room at any one time.

**An infraction of this policy may be a Category A or B violation.**

**Category A Violations:**

- Violations of guest procedures
- Violations of visitation hours
- Excessive number of guests
- Over-occupancy

**Category B Violations**

- Overnight guest limitation

**Standard sanctions may include:**

	First Offense	Second Offense	Third Offense

<b>Category A</b>	\$25 fine	\$50 fine, temporary loss of guest privileges	\$100 fine, permanent loss of guest privileges, and resident hall probation
<b>Category B</b>	\$50 fine, temporary loss of guest privileges	\$100 fine, permanent loss of guest privileges, and residence hall probation	Residence hall suspension

**HARASSMENT, DISCRIMINATION AND ABUSE (INCIDENTS OF BIAS)**

It is unacceptable and a violation of university policy to harass, discriminate against or abuse any person because of his or her race, color, national origin, gender, sexual orientation, disability, religion, age or any other characteristic protected by applicable law. Such behavior threatens to destroy the environment of tolerance and mutual respect that must prevail for this university to fulfill its educational and health care mission. For this reason, every incident of harassment, discrimination or abuse undermines the aspirations and attacks the ideals of our community.

Discrimination is adverse treatment of a person or group based on race, color, national origin, gender, sexual orientation, disability, religion, age or any other characteristic protected by applicable law, and not individual merit.

Abuse is defined as oral, written or physical conduct directed at a person or group based on one’s race, color, national origin, gender, sexual orientation, disability, religion, age or any other characteristic protected by applicable law, where the offensive behavior is intimidating and/or demeaning. It may include verbal slurs, invectives or epithets referring to an individual’s race, color, national origin, gender, sexual orientation, ability, religion or age.

Harassment differs from abuse insofar as it is repeated and persistent behavior of a similar nature. Harassment also includes unwanted physical advances or intimidations and the display of visual materials that defame, demean or humiliate (see “Sexual Harassment” for the university’s specific sexual harassment policy).

Discrimination, abuse or harassment may also result in emotional, physical or other injury.

**Procedures for Reporting Incidents of Bias**

In order to uphold our mission of being Chicago’s Jesuit Catholic University – a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith, any incident(s) of bias must be reported and appropriately addressed. Therefore, the Bias Response (BR) Team was created to assist members of the Loyola University Chicago community in bringing incidents of bias to the attention of the university.

If a Loyola University Chicago community member feels as if he/she has been a victim of an incident of bias, he/she is encouraged to report the incident to the BR Team. The report will be reviewed by the BR Team and a member of the team will follow-up with the complainant to discuss the process, keep him/her informed of action taken, and direct him/her to appropriate campus resources.

All reported incidents of bias will be taken seriously and handled with care and compas-

sion for all involved. To report incidents of bias, visit the Bias Reporting website (<https://webapps.luc.edu/biasreporting>).

### **Procedures for Handling Incidents of Bias**

The existing hearing procedures for students, faculty and staff will be utilized to hear complaints dealing with harassment, discrimination and/or abuse. Please note that the Chief Student Conduct Administrator can only respond to situations in which a *student* is accused of discrimination, abuse or harassment.

- When a complaint is brought against a student, the Chief Student Conduct Administrator will receive the complaint and initiate the hearing process.
- When the complaint is brought against a faculty member, the individual must advise the academic Chairperson, Dean or Dean's designate where the faculty member's appointment resides or is teaching; when brought against a faculty member holding an administrative appointment (e.g., Department Chair, Assistant Dean, Associate Dean), the individual must advise the academic Dean or the Dean's designate where the faculty member's appointment resides; when brought against an Academic Dean, the individual must advise the appropriate senior academic officer or that officer's designate.
- When the complaint is brought against a staff member, the department supervisor will receive the complaint. If the supervisor is involved, the complaint should be directed to that person's supervisor.

When a complaint or inquiry is initiated, it is important that matters are handled quickly and sensitively. Appropriate sectors of the campus community will be kept informed, where privacy permits, to ensure accurate information is disseminated appropriately.

When the respondent is a student, efforts should be made to resolve the complaint on an informal basis. If those efforts are unsuccessful, a hearing with the complainant and the respondent should take place as soon as possible, but not longer than ten business days, in the absence of good reason, from the date of the complaint.

**An infraction of this policy is a Category B violation. Standard sanctions may include university probation or suspension.**

### **HAZING**

Hazing is any intentional or reckless action or situation created to produce emotional or physical discomfort, harassment, humiliation or ridicule. For the purposes of this policy, "associate" refers to any potential new member, neophyte, or pledge. This policy applies to any student group including, but not limited to club sports, athletic teams and registered student organizations. Actions and activities that are explicitly prohibited include, but are not limited to, the following:

- All forms of strenuous physical activity not part of an organized voluntary athletic contest or specifically directed toward constructive work that might reasonably be expected to bring physical harm to the individual.
- Paddling, beating, pushing or otherwise permitting anyone to strike an individual.
- Activities that interfere with an individual's academic effort by causing an unreasonable loss of sleep or study time. In the case of Greek organizations, associate activities may not exceed four hours in one day or 15 hours in one school week. Graduate and professional fraternities normally impose additional time restrictions on all associate activities.
- Forcing or coercing an individual to eat or drink any substance.
- Abductions, road trips, etc., that are conducted in a manner which endangers the health or safety of an individual.
- Subjecting an individual to cruel psychological conditions.

- Behavior that disrupts the normal functioning of the university or is disruptive to the normal living environment.
- Servitude of any kind
- Any requirement which forces an individual to participate in any activity which is illegal, publicly indecent, morally degrading or contrary to the rules, policies and regulations of Loyola University Chicago.

In Greek organizations, all associate-related activities and programs must conclude by 12 midnight on Sunday through Thursday nights and by 1 AM on Friday and Saturday nights. This policy is distributed to the presidents of campus organizations that engage in pre-membership initiation. It is the specific responsibility of each president to see that this policy is communicated to all members, actives and associates and to see that their chapter strictly adheres to this policy. Each president must read the policy to all pledges at the beginning of their associate period. The president as well as the associate educator from each chapter must sign a copy of the policy each semester to show that they understand the policy and assume responsibility for its implementation within their chapter.

All complaints are taken seriously and no one reporting hazing, including third parties, will suffer retaliation or reprisal from the university. Complaints of hazing will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action. If it is determined through an appropriate and prompt investigation that hazing has occurred, effective corrective action will be taken to eliminate the hazing and to attempt to ensure that it does not recur.

Organizations should understand that not only is the organization responsible for preventing hazing in any form, but any and all members involved in any hazing violation will be personally accountable for their actions and may be subject to individual disciplinary action.

**An infraction of this policy is a Category C violation. Sanctions will depend on the context and severity of the conduct, and may range from an oral/written warning to suspension or expulsion from the university.**

## **IDENTIFICATION**

Every registered student at Loyola University Chicago is required to carry his or her university identification card at all times while on-campus and must surrender it upon the request of university personnel in the performance of their duties. All students, including resident students, must show their university identification at the security desk upon entering a hall and adhere to applicable sign-in procedures (see also “Guests”). Refusal to surrender a university or official identification card is cause for disciplinary action (see also “Failure to Comply”).

The university identification card is issued to individual students and is non-transferable.

It is illegal and in violation of university policy to possess and/or manufacture false identification or possess materials necessary to produce false identification. Any student using a card improperly will be subject to university

All students utilizing facilities or services on-campus that require the presentation of or swipe of their identification card must only use their own personal identification card and must present this card upon request.

**An infraction of this policy may be a Category A, B or C violation.**

### **Category A Violations:**

- Misuse of university identification
- Nonpossession of university identification

### **Category B Violations:**

- Possession of false identification

## Category C Violations:

- a. Production of false identification
- b. Transfer or sale of false identification

### Standard sanctions may include:

	First Offense	Second Offense	Third Offense
Category A	\$25 fine and 10 disciplinary service hours	\$50 fine, 20 disciplinary service hours and university probation	Suspension from the university
Category B	\$150 fine, 20 disciplinary service hours and university probation	Suspension from the university	Expulsion from the university
Category C	Suspension or expulsion from the university	Expulsion from the university	

## INFORMATION SERVICES

Loyola University Chicago is committed to providing reliable, secured and equitable access to and use of its computing, networking, telephony, and information resources. These resources are intended for the use of Loyola students, faculty, staff, administrators, and authorized guests in support of the university's missions of education, research, patient care, and community service.

Student responsibilities as they relate to technology resources are described in several university policies that detail what constitutes acceptable use of university computing, networking and information resources. These documents are available on the Loyola website or in hardcopy at campus computing centers. Students are expected to familiarize themselves with and abide by these policies. Access and use of university computing resources implies that the student knows of and is in compliance with all policies that govern that access and use.

### Use of Technology Resources

The following access and acceptable use policies exist to ensure that the university can provide reliable, secured and equitable access to computing, networking, telephony, and information resources and to protect these resources as well as the people who use them.

- Access and Acceptable Use of Public Access Computing and Networking Facilities and Services: [www.luc.edu/its/policy\\_acceptableuse\\_public.shtml](http://www.luc.edu/its/policy_acceptableuse_public.shtml)
- Access and Acceptable Use of University Computing, Networking, Telephony and Information Resources: [www.luc.edu/its/policy\\_acceptableuse.shtml](http://www.luc.edu/its/policy_acceptableuse.shtml)
- E-mail and Voice Mail Use and Disclosure Policy: [http://www.luc.edu/its/policy\\_email\\_voicemail.shtml](http://www.luc.edu/its/policy_email_voicemail.shtml)
- Network Capacity and Policy Issues Arising from the Use of Peer-to-Peer File Shar-

ing Programs and Services: [www.luc.edu/its/policy\\_p2p.shtml](http://www.luc.edu/its/policy_p2p.shtml)

- Ownership and Use of Data:  
[www.luc.edu/its/policy\\_ownership.shtml](http://www.luc.edu/its/policy_ownership.shtml)
- Policy and Guidelines Regarding Use of University E-mail Systems for E-mail Mass Communications: [http://www.luc.edu/its/policy\\_email\\_broadcast.shtml](http://www.luc.edu/its/policy_email_broadcast.shtml)
- Policy Regarding Access and Responsible Use of University E-mail Systems: [http://www.luc.edu/its/policy\\_email\\_general.shtml](http://www.luc.edu/its/policy_email_general.shtml)
- University Digital Millennium Copyright Act Policy:  
[www.luc.edu/its/policy\\_dmca.shtml](http://www.luc.edu/its/policy_dmca.shtml)

Printed versions of these policies are available at all open-access computing centers and at: [www.luc.edu/its/policies.shtml](http://www.luc.edu/its/policies.shtml).

**An infraction of this policy is a Category B violation. Standard sanctions may range from fines and temporary suspension of computing or network privileges to expulsion from the university.**

### **KEYS AND PROX CARDS**

Students may not tamper with existing locks, door mechanisms, or prox readers or add any locks to university doors or equipment.

Students who are issued keys and/or prox cards are not permitted to loan, duplicate or transfer the use of any key or prox card.

**An infraction of this policy is a Category B violation. Standard sanctions may include disciplinary service hours and/or residence hall or university probation.**

### **NOISE**

Unreasonable noise that infringes upon the rights of the community is prohibited, whether on- or off- campus.

### **In Residence Halls**

- Items deemed disruptive to the community may be required to be removed. This includes, but is not limited to, large stereo systems, amplifier systems and speakers.
- Speakers and P.A. systems must be kept out of windows and must not be played in a manner that disturbs the residence hall community or the Loyola community at large.
- Students are not permitted to play loud musical instruments in their rooms or in public areas.

**An infraction of this policy is a Category A violation.**

**Standard sanctions may include:**

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
University Warning	\$25 fine	\$50 fine, increasing with each subsequent violation; disciplinary service hours

### **PEER-TO-PEER FILE SHARING**

Many students use peer-to-peer (P2P) programs, such as LimeWire and BitTorrent, to download and upload copyrighted materials, including songs and movies, via the Internet. These programs often violate copyright laws. If a copyright holder detects that one of his or her files was uploaded or downloaded without permission, he or she will send a Digital Millennium Copyright Act (DMCA) notice to Loyola asking that we remove the infringing content.

DMCA provides a “safe harbor” provision, meaning that service providers are not held responsible for the actions of individuals on their networks. Loyola will maintain “safe harbor” status by forwarding all DMCA notices to the student associated with the identified IP address and to the OSCCR. The OSCCR will then schedule a meeting with the student to discuss the issue and, if appropriate, assign sanctions.

Please follow these tips to avoid conflicts with P2P programs and DCMA:

- Remove P2P file-sharing software from your computer.
- Do not let anyone install programs on your computer unless you know exactly what is being installed. If your friends install P2P file-sharing software on your computer, you will be held responsible for their actions.
- If you have any access point, or router, registered to your UVID and you allow others to connect to this device, you are responsible for their actions. For this reason it is advisable NOT to install routers in the residence halls.
- Respect the rights of copyright holders. Information about different types of copyrighted material is available at: [http://luc.edu/its/policy\\_dmca.shtml](http://luc.edu/its/policy_dmca.shtml)

For more information about DMCA at Loyola, visit: [www.luc.edu/its/policy\\_dmca.shtml](http://www.luc.edu/its/policy_dmca.shtml)

**An infraction of this policy is a Category B violation. Standard sanctions may include fines, termination of university network access and/or university probation.**

### **PETS**

- Pets must be on a leash at all times while on university premises.
- Unauthorized animals or pets are not allowed in any university facility, including residence halls.
- Harmless fish are permitted in the residence halls; however, aquariums must be no larger than two gallons and must be unplugged when the residence halls are closed, including Winter and Spring Break.

**An infraction of this policy is a Category A violation. Standard sanctions may include fines, fees for cleaning and/or residence hall probation.**

### **POSTING AND DISTRIBUTION**

Registered student organizations may have information posted and distributed on-campus. All materials must indicate the name of the sponsoring registered student organization. All materials written in a foreign language must include the equivalent English translation. Students may advertise on-campus events through the use of posters/flyers in the residence halls according to Residence Life guidelines and approval. Materials may not be approved if they contain:

- Any reference to illegal substances, unless in connection with an anti-drug message or program.
- Offensive language or images and/or graphic illustrations.
- Language and/or graphic illustrations that dehumanize individuals based on race, age, color, sex, religion, sexual orientation, national or ethnic origin, disability or any other characteristic protected by applicable law.
- Any information that violates local, state or federal law or university policies.
- Reference by undergraduate student organizations to the use, sale or possession of alcohol at an event sponsored by the organization (see also “Alcohol”).
- Material that is contrary to the values of a Jesuit, Catholic university.

### **Posting**

- Only staples, tacks or masking tape may be used to post flyers.
- Materials may be posted only on bulletin boards in hallways and classrooms desig-

nated for general use.

- Postings may not cover, deface or remove the posted materials of another organization.
- The appropriate office must approve all posting.

### **Distribution**

Registered student organizations may distribute materials with the approval of the Dean of Students or appropriate university office. The source of the material and the name of the sponsoring organization must be stated. The organization and the individual students participating are held responsible for the content of the materials. The group must ensure that no university policy is violated and that the material is not offensive to the campus community.

The university reserves the right to regulate locations on-campus where distribution of materials can occur. For approved activities, a place for distribution will be assigned and tables, chairs or booths will be provided. Materials may not be distributed outside buildings where normal flow may be impeded or inside buildings and offices, except from reserved tables/booths. Materials may not be placed on car windshields without the approval of the Dean of Students. The Dean of Students Office must approve distribution by outside groups.

**An infraction of this policy may be a Category A or B violation.**

#### **Category A Violations:**

- a. Posting and/or distributing using inappropriate methods

#### **Category B Violations:**

- a. Posting and/or distributing unapproved materials

**Sanctions will be determined at the discretion of the hearing officer or board.**

### **PROPERTY DAMAGE**

Tampering with, defacing or causing damage to university or private property or equipment is prohibited. Students may be responsible for restitution for any damage they cause.

#### **In Residence Halls**

Room or apartment damages are recorded on the room or apartment inventory form every time a student changes rooms or checks out. The damage costs assessed to the student reflect not only replacement costs but also administrative and labor fees. Residence Life staff will determine the charge breakdown (which students are charged for specific damages). This information is posted on every floor in each residence hall regularly. Every time a student checks out of his or her room or changes rooms, the current public area damages assessed to that living unit are added onto the total charges on the room or apartment inventory form. Public area damage assessment includes extra cleaning charges caused by student negligence or destructive or inappropriate behavior. Students found intentionally damaging university or personal property will be penalized to the fullest extent of the university's disciplinary policy and may be required to make financial restitution to the injured party.

**An infraction of this policy may be a Category A, B or C violation.**

#### **Category A Violations:**

- a. Property damage valued under \$100

#### **Category B Violations:**

- a. Property damage valued between \$100 - \$499

## Category C Violations:

- a. Property damage valued \$500 or more

*Sanctions will depend on the context of the incident and value of the damage, and may range from restitution costs to suspension or expulsion from the university.*

## QUIET HOURS

Quiet hours exist to foster a residential atmosphere where students may rest and study in peace at night. Noise that occurs during quiet hours and infringes upon the rights of the community to such an atmosphere is prohibited.

## Campus Policy

- The campus quiet hours are from 10:30 PM through 10 AM seven days a week. Courtesy hours are in effect at all times (see also “Noise”).
- During study days and final exam periods, campus quiet hours are 24 hours a day, 7 days a week.

## Residence Hall Policy

- The residence hall quiet hours are from 11:00 pm to 8:00 am, Sunday through Thursday, and from 12 midnight through 8:00 am, Friday and Saturday. Courtesy hours are in effect at all times.
- During study days and final exam periods, 24-hour quiet hours are in effect. (see also “Noise”).

**An infraction of this policy is a Category A violation.**

**Standard sanctions may include:**

First Offense	Second Offense	Third Offense
University Warning	\$25 fine	\$50 fine, increasing with subsequent violations; disciplinary service hours

## ROOMMATE AGREEMENT

Violations of the agreement roommates develop and agree to abide by throughout the year are considered a violation of the Community Standards and may be adjudicated accordingly.

**An infraction of this policy is a Category B violation. Standard sanctions may include an administrative move, residence hall probation and/or university probation.**

## ROOM ENTRY AND SEARCH

The university reserves the right to allow authorized personnel to enter student rooms. When such entry is deemed necessary, the university will seek within all reasonable bounds to protect the student’s privacy. Authorized university personnel may remove items that are in violation of federal, state, local or university regulations. A reasonable effort shall be made to have the students in question present if their rooms are to be searched. The student will receive written notification from a university official after such an entry is made and will be advised if authorized staff has discovered any violations or removed any items.

## ROOM AND COMMUNITY INSPECTIONS

Students are expected to keep residence hall rooms and public areas in a clean and safe condition at all times. Department of Residence Life staff members conduct periodic inspections of all student rooms and community spaces in the residence halls. Whenever

possible, notice is provided to students in advance of formal inspections. The standards for cleanliness and safety in student living areas include, but are not limited to the following:

- Trash: Trash is removed and disposed of properly.
- Food: Food products are properly stored. Leftover/unconsumed food must be disposed of properly. Empty beverage containers and used food containers must be properly disposed of or cleaned. Utensils, dishes and items used to prepare and serve food must be cleaned or disposed of properly. Spoiled food products must be removed and properly disposed. Food spills and stains must be cleaned up.
- Clothing is laundered and properly stored.
- Rooms are free from unpleasant odors.
- Carpet is vacuumed and free of stains. Floors are swept and mopped.
- Prohibited articles are not present in the room.
- Personal items are neatly arranged and do not interfere with the proper use of the room.
- Walls, windows, ceilings, doors and university furnishings are free of stickers, graffiti, stains and paint and any other item or substance that may cause damage.
- Expectations for cleanliness and use of the room as defined in the roommate agreement are met.
- Electrical outlets are not overloaded. Electrical cords are not run under carpets or around bedding. Extension cords, power strips and surge protectors are properly used.
- Violations of residence hall and university policies and local, state and federal laws are not present in the room.
- Safety: Smoke detectors are in working condition, exits are not impeded and windows, heating and ventilation units are not blocked.

Prohibited items found during inspections will be confiscated. Students whose rooms fail to meet these standards may be referred to the university conduct system and may be subject to additional inspections to ensure compliance with this policy. Students may be assigned additional violation allegations when applicable.

**An infraction of this policy is a Category B violation. Standard sanctions may include residence hall probation and/or restitution for any damage to university property.**

## **SEXUAL MISCONDUCT**

Loyola University Chicago believes in a zero tolerance policy for sexual misconduct. Members of the Loyola University Chicago community, guests and visitors have the right to be free from sexual misconduct. When an allegation of sexual misconduct is reported to the administration and a violation of this policy is found, the university will attempt to take prompt corrective action and impose appropriate sanctions so that the learning opportunities and employment opportunities of students, faculty, and employees are not affected by sexual misconduct. All members of the Loyola community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The Loyola University Chicago Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes. It serves as a measure for the university to determine, after the fact, if behaviors trespass on community values. It also should serve to prevent sexual misconduct by providing a guide to the university's expectations with respect to sexual responsibility and sexual respect within the Loyola community.

### **Overview of Policy Expectations with Respect to Sexual Activity**

While the policy below is detailed and specific, the expectations of the Loyola community can

be summarized in this simple paragraph. If individuals choose to engage in sexual activity of any type with each other, **there must be clear consent**. Consent is further defined below, but can be summarized by the following principles. Consent is sexual permission: a clear YES to the sexual act in question. Consent can be given by word or action, but non-verbal consent is less clear than talking about what an individual wants or does not want. Consent to one form of sexual activity cannot be automatically taken as consent to any other forms of sexual activity. Silence – without actions demonstrating permission – cannot be assumed to show consent. There is a difference between seduction (persuading someone to engage in sexual activity) and coercion. Coercion happens when an individual unreasonably pressures someone else for sex. Coercing someone into sexual activity violates this policy just as much as physically forcing someone into sex. When alcohol or other drugs are being used, an individual will be considered unable to give valid consent if they cannot appreciate the who, what, when, where, why or how of a sexual interaction. To give valid consent to sexual activity, an individual must be able to understand what he/she is doing. Under this policy, “No” always means “No,” but “Yes” may not always mean “Yes.”

### **Identifying Sexual Misconduct**

Sexual misconduct offenses prohibited by this policy include, but are not limited to the following:

1. Non-Consensual Sexual Intercourse (or attempts to commit)
2. Non-Consensual Sexual Contact (or attempts to commit)
3. Sexual Exploitation
4. Sexual Harassment

### **Key Concepts and Definitions Central to All Forms of Sexual Misconduct**

A central concept to understanding the offenses that constitute sexual misconduct under this policy is consent. **“Consent”** is a clear and unequivocal YES to the sexual act in question. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.

Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Similarly, previous relationships or consent does not imply consent to future sexual activity. **“Sexual activity”** includes intercourse and other intentional sexual contact (as those terms are more fully defined below).

Consent cannot be procured by the use of physical force, compelling threats, intimidating behavior, or coercion. **“Coercion”** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure an individual uses to get consent from another. When an individual makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

In order to give effective consent, an individual must be of legal age.

If you have or attempt to have sexual activity with someone you know to be – **or reasonably should know to be** – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy. **“Incapacitation”** is a state where an individual cannot make a rational, reasonable decision because he/she lacks the ability to understand the who, what, when, where, why or how of his/her sexual interaction.

This policy also prohibits sexual activity or attempted sexual activity with someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use, and/or distribution of any of these **“date-rape” drugs or substances**, including but not limited to Rohypnol,

Ketamine, GHB, and Burundanga, is prohibited, and administering or attempting to administer any of these drugs or substances to someone else for the purpose of inducing incapacity is a violation of this policy.

Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

The requirements of this policy apply regardless of the sexual orientation or preference of individuals engaging in sexual activity.

### **1. Non-Consensual Sexual Intercourse**

Non-Consensual Sexual Intercourse (commonly known as rape or sexual assault) is defined as:

- any sexual intercourse (anal, oral, or vaginal),
- however slight,
- using any body part,
- or object,
- by a person of any sex upon another person of any sex, without consent (as defined above).

In other words, “**sexual intercourse**” as defined by this policy includes intercourse however slight, meaning vaginal penetration by a penis, object, tongue, or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

Attempts to commit Non-Consensual Sexual Intercourse are also prohibited by this policy.

**An infraction of this policy is a Category C violation. Standard sanctions may include suspension or expulsion from the university.**

### **2. Non-Consensual Sexual Contact**

Non-Consensual Sexual Contact (which may also be known as a form of sexual assault) is defined as:

- any intentional sexual touching,
- however slight,
- using any body part,
- or object,
- by a person of any sex upon a person of any sex, without consent (as defined above).

In other words, “**sexual contact**” as defined by this policy includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another individual using any body part or object, or making another individual touch you or themselves on the breasts, buttocks, groin, or genitals using any body part or object. Sexual contact also includes any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

Attempts to commit Non-Consensual Sexual Contact are also prohibited by this policy.

**An infraction of this policy is a Category C violation. Standard sanctions may include suspension or expulsion from the university.**

### **3. Sexual Exploitation**

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

- prostituting another individual;

- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in “Peeping Tommerly”;
- knowingly transmitting a Sexually Transmitted Infection (STI) or HIV to another individual.

**An infraction of this policy is a Category C violation. Standard sanctions may range from an oral/written warning to suspension or expulsion from the university.**

#### **4. Sexual Harassment**

Sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature or based on gender, including unwelcome sexual advances and requests for sexual favors.

Types of sexual harassment include:

- A. Any situation in which the sexually harassing conduct is sufficiently severe, pervasive/persistent and patently/objectively offensive that it alters the terms and conditions of education or employment, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.
- B. Any situation when there are:
  - 1) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
  - 2) submission to such conduct results in the harasser providing or denying an educational or employment benefit or rejection of such conduct results in the harasser taking an adverse educational or employment action.
- C. Any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

Loyola University Chicago will not tolerate sexual harassment by or of its students, faculty and employees. To the extent practicable, the university will attempt to protect its community from sexual harassment by vendors, consultants and other third parties who interact with the university. Loyola University Chicago is promulgating this policy to reaffirm its opposition to sexual harassment and to emphasize that learning opportunities and employment opportunities must not be affected by sexual harassment. Loyola University Chicago will attempt to take prompt corrective action against any sexual harassment by or of its students, faculty and employees. This policy is designed to encourage persons who believe that they have been harmed by sexual harassment to bring the conduct to the attention of appropriate individuals within the university so that the university can take prompt corrective action.

**An infraction of this policy is a Category C violation. Standard sanctions may range from an oral/written warning to suspension or expulsion from the university.**

#### **Procedures for Handling Sexual Misconduct**

All complaints are taken seriously and no one making a good faith complaint of sexual misconduct, including third parties, will suffer retaliation or reprisal from the university. Complaints of sexual misconduct will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action.

Loyola University Chicago encourages the prompt reporting of all incidents of sexual misconduct. The privacy of the complainant will be respected at all times. It is the complainant’s decision whether to file a complaint or to continue with any form of resolution. The complainant has the right not to file a report, but if she/he does report, no action will be taken without the complainant’s knowledge.

The student may choose an informal remedy or may decide to file a complaint through the university conduct system. If a student decides to file a complaint, an incident report should be completed and submitted to the OSCCR.

A student who has experienced sexual misconduct is encouraged to promptly report the incident to the OSCCR by calling **773.508.8890**, emailing [osccr@luc.edu](mailto:osccr@luc.edu), or in person in CFSU 112.

A staff member will advise the student of her/his rights and the appropriate procedures for filing a complaint. Information will be given to the student regarding the reporting procedures of Campus Safety and the Chicago Police Department. Time may be a critical factor for evidence collection and preservation. Further information regarding sexual misconduct with criminal consequences, including preservation of evidence, may be found at

**[www.luc.edu/safety/sexual\\_assault.html](http://www.luc.edu/safety/sexual_assault.html)**.

If a complainant requests a change in academic or living arrangements, options will be discussed and all reasonable efforts will be made to accommodate the request.

The student will be informed of the various support services available through the university, including counseling and medical assistance. In instances of non-consensual intercourse or contact (e.g., sexual assault, rape), a Wellness Center advocate will be called to respond. Advocates provide free, confidential support, information about medical options and procedures, including evidence collection, and assistance with reporting and referrals. The student can choose to use or refuse advocacy services. Further information regarding the support services available through the Wellness Center may be found at **[www.luc.edu/wellness/sexassault.shtml](http://www.luc.edu/wellness/sexassault.shtml)**.

A student who has experienced sexual misconduct may have legal recourse outside the university. Certain sexual misconduct may have serious legal consequences. If a civil or criminal suit is filed, the university reserves the right to conduct its own investigation and proceedings regardless of the status or resolution of any civil or criminal litigation.

Although a conduct hearing is not a court of law, Loyola University Chicago will never presume a student is in violation of university policy. A conduct hearing will be conducted to take into account the totality of all information available, from all relevant sources.

Loyola University Chicago reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting to the local police.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the university reserves the right to impose differing sanctions, ranging from oral warning to suspension or expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

### **Rights of Students Who Experience Sexual Misconduct**

Students who experience non-consensual intercourse or sexual contact (e.g., sexual assault or rape) or other forms of sexual misconduct who report their experience to university officials ("complainants") can anticipate that:

1. All instances of sexual misconduct will be treated seriously.
2. Complainants will be treated with dignity and respect and in a non-judgmental manner.
3. Campus organizations and services that can assist complainants will be identified.

4. When an instance of non-consensual intercourse or sexual contact that may constitute a crime is reported to university officials, those officials will offer assistance in notifying proper authorities.
5. When complainants report and choose to pursue action against alleged assailants, acts of sexual misconduct will be investigated and adjudicated by appropriate criminal and/or university authorities.
6. University personnel will not discourage complainants from reporting acts that may constitute a crime, nor encourage them to under-report or report the incident as a lesser crime.
7. Complainants may invite an advisor they choose to accompany them through university disciplinary proceedings. Respondents also may invite an advisor they choose to accompany them through university disciplinary proceedings.
8. A complainant who has filed a complaint of a crime of violence or a non-forcible sex offense within the meaning of the Family Educational Rights and Privacy Act ("FERPA") and the respondent will be notified of the outcome of related university discipline proceedings. The complainant and the respondent must respect the privacy of all involved.
9. Complainants will be informed of mental health services available.
10. Complainants will be afforded the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant when reasonably available.
11. All students have the right to an environment free from sexual or physical intimidation, or any continuing disruptive behavior, by persons sharing rooms or their guests, that would prevent a reasonable person from attaining their educational goals. Disruptive behavior of this nature should be reported to appropriate university staff, so it can be addressed.
12. The sexual history of the complainant is not considered relevant to the truth of the allegation; therefore, information regarding sexual history external to the relationship between the survivor and the alleged assailant will not be considered in discipline hearings.

If you have experienced non-consensual sexual intercourse or sexual contact, the following resources are also available:

- Emergency **911 (9-911 from a campus phone)**
- Campus Safety **44-911 from a campus phone** or **773.508.6039**
- Chicago Rape Crisis Hotline **888.293.2080**
- National Sexual Assault Hotline **800.656.HOPE (4673)**
- Wellness Center Non-Emergency Advocacy Line **773.494.3810**
- Dean of Students **773.508.3852**
- Campus Ministry **773.508.2200**

Additionally, the Wellness Center, upon request, offers educational programs to promote awareness of sexual misconduct.

For more information, visit [www.luc.edu/sexualassault.shtml](http://www.luc.edu/sexualassault.shtml)

### **Risk Reduction Advice**

If you choose to **initiate sexual behavior**, you owe sexual respect to your potential sexual partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. **DO NOT MAKE ASSUMPTIONS.** About consent. About someone's sexual avail-

- ability. About whether they are attracted to you. About how far you can go. About whether they are physically and mentally able to consent to you.
2. Understand that consent to some forms of sexual behavior does not imply consent to other forms of sexual behavior.
  3. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
  4. Mixed messages from your partner should be a clear indication that you should step back and clarify the situation. Perhaps you are misreading them. Perhaps they have not figured out how far they want to go with you yet. You need to respect the timeline with which they are comfortable.
  5. Recognize and do not take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
  6. Do not give or pressure your partner to use drugs or alcohol to "loosen them up."
  7. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender, size, or status. Do not abuse that power.
  8. On this campus, silence and passivity cannot be interpreted by you as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language. **When in doubt, ASK.**

If you find yourself **in an uncomfortable sexual situation**, these suggestions may help you to reduce your risk:

1. If you have limits, make them known before things go too far.
2. Tell a sexual aggressor "NO" clearly and loudly, like you mean it.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Seek out someone nearby and ask for help.
5. Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.

## **SMOKE FREE**

Smoking is prohibited in all campus buildings and within 15 feet of all entrance ways and/or fresh air intake areas.

**An infraction of this policy is a Category A violation.**

**Standard sanctions may include:**

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
\$100 fine	\$150 fine and residence hall probation	\$200 fine and residence hall suspension

## **SOLICITATION**

All on-campus sales or solicitation by student organizations must have prior authorization by the Dean of Students. A registered student organization or university department must sponsor any off-campus individuals or groups wishing to solicit on-campus. The Dean of Students reserves the right to cancel solicitation activities if appropriate university poli-

cies and procedures are not followed.

Residence halls are restricted areas and may not be used for sale and solicitation of goods and services. Any exceptions to this rule must be approved by the Director of Residence Life.

**An infraction of this policy is a Category B violation. Sanctions will be determined at the discretion of the hearing officer or board.**

## **SPEAKERS**

### **Preamble**

The aim and purpose of a Loyola education is to produce graduates who are ethical leaders in solidarity with the real world, well versed in their own tradition, aware of their beliefs and values, and tested in both critical thinking and interfaith and intergroup cooperation. As such, discourse, discussion and debate are central to the university's role in education and research. But these occur communally and over time; their adequacy or impact cannot be measured by a single episode. Rational debate and controversy, the free exchange of divergent opinions, and the orderly expression of ideas are considered hallmarks of a university's intellectual vitality and social awareness. This search for truth requires a free and open dialogue to exchange ideas and opinions. It also includes the freedom to express differing points of view, with the assumption that this exchange of ideas will promote clarity, mutual understanding, the tempering of harsh and extreme positions, the softening of hardened positions and, ultimately, the attainment of truth. This can only occur if discourse is continuous and disciplined.

The Provost and the Vice President for Student Development have the responsibility for administering the guidelines that follow below. In administering these guidelines, the Provost and the Vice President for Student Development shall be advised by a Committee on Speakers, composed of students, faculty, and administrators of the University. The Provost and the Vice President for Student Development may consider and recommend to the President revisions and improvements to this policy in a manner consistent with the ideals articulated at the beginning of this document. It is imperative that members of the University community thoroughly read the entire Speakers Policy before undertaking efforts to sponsor external speakers on the University's campuses and property.

### **Aim and purpose of this policy**

Loyola University of Chicago is committed to standards promoting speech and expression that foster the maximum exchange of ideas and opinions. This policy aims to assure the promotion of opportunities for the free expression and exchange of ideas, the lessening of conflict between the exercise of that right and the rights of others in the effective use of University facilities, the reduction of possible interference with the University's responsibilities as an educational institution, and the preservation of the University's status as a 501(c) (3) tax exempt organization.

Furthermore, the policy is designed to ensure adequate preparation for an event and to ensure that the event occurs in a manner appropriate to an academic community. The University reserves the right to cancel, reschedule or relocate a speaker or an event in those rare occurrences where an individual, a speaker or an event might create safety concern, or where the University may be used as a platform to disparage the Catholic identity or mission of the institution.

Legitimate forms of protest include speech, peaceful assembly, the distribution of leaflets or other literature, the circulation of petitions, the posting of notices, and the display of exhibits. These modes of expression must be consistent with any standards and procedural safeguards in the current Faculty, Staff and Student Handbooks regarding solicitation, posting and distribution of information on University property. In addition, these must comply with the following limitations and restrictions.

## **Disclaimers and restrictions:**

1. The views and opinions of speakers or event organizers and even the use of the University's facilities in no way imply endorsement by the University.
2. An invitation to speak at Loyola does not include license for unlawful activity or activity that endangers or imminently threatens to endanger the safety of any member of the community or any of the community's physical facilities, nor any activity that disrupts or obstructs the functions of the University or imminently threatens such disruption or obstruction.
3. Expression that is indecent, grossly obscene, and or grossly offensive on matters such as race, ethnicity, religion, gender, sexual orientation or any other characteristic protected by applicable law is inappropriate in a university community, and the University will act as it deems appropriate to educate members of the Loyola community violating this principle.
4. Failure to comply with a request by a presiding officer or any other official such as a public safety officer may result either in expulsion from the event or the termination of the event itself. Disciplinary actions may also be warranted in such cases.
5. These guidelines do not apply to faculty members in the teaching of their classes, or to speakers invited by faculty members to make a presentation that occurs in the closed forum of a scheduled course.

## **Inviting external speakers:**

These guidelines pertain specifically to **non-University** speakers. LUC faculty and students may express their ideas and opinions freely but are expected as members of the community to adhere to the highest standards of courtesy and respect. Faculty who invite non-University speakers to campus are the host of such a speaker or guest and are therefore responsible for the conduct of their guest.

Student groups and faculty wishing to invite or host a guest speaker or event on campus for the public are required to adhere to this policy as well as to the policies and procedures set forth in the University Policy and Procedures.

Students should be aware that the Student Handbook lists the following guidelines and stipulations. In order to secure facilities for a public event, the following process is required of student organizations:

1. determine who would be an appropriate speaker given the organization's mission statement,
2. consult with the Dean of Students or designee concerning the qualifications and appropriateness of the proposed speaker for Loyola University,
3. for procedures, please see the Student Activities & Greek Affairs, <http://www.luc.edu/saga/about-getfunded.shtml>

## **Media**

University departments wishing to promote their event in the media are required to alert both the Office of Public Affairs and the Office of University Marketing and Communications.

## **Political activities**

All groups wishing to invite political candidates, speakers representing political campaigns, and other speakers with political agendas need to consult the University's "Guidelines for Political Activities for Students, Faculty, and Staff".

The following guidelines exist to assist the registered student organizations in issuing invitations to speakers:

1. Student organizations intending to sponsor a speaker must contact the Office of Stu-

dent Activities & Greek Affairs to complete an Event Registration Form.

2. Final confirmation to the speaker is not permitted until the Dean of Students approval has been given.
3. The Dean of Students may consult with the appropriate organization concerning the qualifications and appropriateness of the proposed speaker. The likelihood of disruption and the potential for personal injury or property damage will be considered prior to authorization of the event.
4. The room reservation process must be completed at least four weeks prior to the event in order to reserve space and make all necessary arrangements for the presentation.
5. The Dean of Students must review any contract relating to the appearance of the speaker.
6. An individual or group wishing to protest at an event may do so as long as the speaker can continue to speak and the audience can continue to see and hear the speaker. (see also “Dissent”).

*(See also “Special Events” below)*

**An infraction of this policy is a Category B violation. Sanctions will be determined at the discretion of the hearing officer or board.**

### **SPECIAL EVENTS**

Special events generally include speakers (see “Speakers”), concerts, dances or performances. The Dean of Students reserves the right to classify other programs as special events due to their size and nature.

### **Organizational Responsibility**

- Registered student organizations may host a special event.
- The organization sponsoring the event is expected to ensure that all federal, state, county and municipal laws and university policies are followed.
- The student organization advisor must be present for the event. If this is not possible, the organization should meet with a Student Activities & Greek Affairs (SAGA) representative to make alternative arrangements.
- Student representatives from the sponsoring organization must register the event on **[www.orgsync.com](http://www.orgsync.com)** and schedule a follow-up meeting with a SAGA representative to discuss details related to the event.
- The room reservation and event planning process must be completed at least 20 business days prior to the event.\* Event Registration Forms are available through SAGA and online, and must be completed after the reservation is made.
- The student representatives from the sponsoring organization responsible for the event must check identification cards to ensure that all persons admitted have university identification or are the guest of a person with university identification.
- Arrangements must be made through the Department of Campus Safety for adequate security. The sponsoring organization is responsible for obtaining security through Campus Safety. The sponsoring organization must also have Student Activities funds allocated to this expense. Student leaders responsible for campus events are expected to maintain decorum for the event appropriate to a university setting. Therefore, security is required at most special events. The number of security personnel will depend on the expected size and nature of the event. Student Activities & Greek Affairs will determine the appropriate number of security personnel in consultation with the sponsoring organization.
- The sponsoring organization is responsible for all damages incurred and any special facility arrangements that may be required (see also “Property Damage” and “Facility

Usage”).

- The Director of SAGA must review any contract relating to the event.\*

*\*For events where contract approval is necessary, Event Registration Forms must be submitted to SAGA a minimum of 20 business days prior to the event.*

**An infraction of this policy is a Category B violation. Sanctions will be determined at the discretion of the hearing officer or board.**

### **SUBMITTING FALSE INFORMATION**

Lying or fraudulent misrepresentation in, or with regard to, any transaction with the university, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the university or knowingly making a false statement orally or in writing to any university official which materially interferes with university processes or procedures.

**An infraction of this policy is a Category B violation. Standard sanctions may include university probation or suspension.**

### **STALKING**

Stalking includes any behaviors or activities occurring on more than one occasion that place another person in reasonable fear of harm or threaten his or her mental health and/or are intended to cause emotional distress. Such behaviors or activities may include, but are not limited to, the following:

- Unwelcome communications of any type, including face-to-face, telephone calls, voice messages, e-mail, written letters or notes, unwanted gifts, etc.
- Use of threatening words and/or conduct
- Pursuing and/or following
- Observing and/or surveillance

**An infraction of this policy is a Category C violation. Standard sanctions may include suspension or expulsion from the university.**

### **TAKING OF PROPERTY (STEALING)**

The unauthorized taking of personal or university property and the sale, receipt or possession of stolen articles including services, equipment or products is prohibited.

**An infraction of this policy may be a Category B or C violation.**

#### **Category B Violations:**

- a. Taking of property valued less than \$500

#### **Category C Violations:**

- b. Taking of property valued \$500 or more

**Standard sanctions may include:**

	First Offense	Second Offense	Third Offense
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<b>Category B</b>	Restitution and university probation	Restitution and suspension from the university	Restitution and expulsion from the university
<b>Category C</b>	Restitution and suspension from the university	Restitution and expulsion from the university	

## **TRASH DISPOSAL**

Students are expected to dispose of their trash in the appropriate receptacles.

**An infraction of this policy is a Category A violation. Standard sanctions may include fines, restitution for cost of cleaning, disciplinary service hours, and/or residence hall probation.**

## **VIOLATIONS OF COMMUNITY STANDARDS BY CATEGORY OF VIOLATION**

### **CATEGORY A VIOLATIONS**

Category A violations include matters that are generally heard by the Department of Residence Life staff or the Student Community Board. They do not normally lead to university probation, suspension or expulsion, unless they are repeated. Category A violations may result in more severe sanctions when warranted by the circumstances or facts of the case. The standard for decision-making for a Category A violation is that it is more likely than not that the student violated the Community Standards. Students facing a Category A violation are not entitled to a board hearing. A determination to hold a hearing is at the discretion of the OSCCR.

1. Aiding, Abetting or Inciting Another to Engage in a Category A Violation
2. Alcohol
  - a. Collections of containers previously containing alcohol by any student
  - b. Consumption of alcohol in the presence of minors in the residence halls, with the exception of underage roommates
  - c. In the presence of alcohol by any student under the age of 21, with the exception of underage roommates
  - d. Possession or consumption of alcohol by any person under the age of 21
  - e. Transportation or consumption of alcohol in open container(s) in plain view
  - f. Under the influence of alcohol while at a university event by any person under the age of 21
3. Alteration of a Residence Hall Room or Apartment
4. Bathroom Privacy
5. Drugs
  - a. In the presence of a controlled substance
  - b. Possession of drug paraphernalia

6. Facility Usage
  - a. Rollerblading, skating, skateboarding or playing unauthorized sports in a campus building
7. Guests
  - a. Violations of guest procedures
  - b. Violations of visitation hours
  - c. Excessive number of guests
  - d. Over-occupancy
8. Identification
  - a. Misuse of university identification
  - b. Nonpossession of university identification
9. Noise
10. Pets
11. Posting and/or Distributing (using inappropriate methods)
12. Property Damage (valued under \$100)
13. Quiet Hours
14. Smoke Free
15. Trash Disposal

### **CATEGORY B VIOLATIONS**

Category B violations are those that may result in university or residence hall probation or suspension. Category B violations may result in more severe sanctions when warranted by the circumstances or facts of the case. The standard for decision-making for a Category B violation is that it is more likely than not that the student violated the Community Standards. Students facing a Category B violation are not entitled to a board hearing. A determination to hold a hearing is at the discretion of the OSCCR.

1. Aiding, Abetting or Inciting Another to Engage in a Category B Violation
2. Alcohol
  - a. Sale of alcohol to any person regardless of age
  - b. Distribution of alcohol to anyone under 21 years of age
  - c. Possession of excessive amounts of alcohol as determined by university staff
  - d. Unauthorized distribution of alcohol at student-sponsored events
  - e. Failure to comply with the policies for distributing alcohol at student-sponsored events
  - f. Disruptive activity due to intoxication
3. Breaking the Plane
4. Campaigns
5. Community Agreement
6. Corporate Co-Sponsorship
7. Dangerous Objects
  - a. Possession and/or display of a dangerous object excluding firearms
8. Disorderly Conduct
9. Disruptive Activity
10. Dissent

- a. Disruptive demonstration
- 11. Drugs
  - a. Possession or use of a controlled substance
- 12. Facility Usage
  - a. Unauthorized access to university facilities
  - b. Propping of doors
- 13. Failure to Comply
  - a. Reasonable request of a University Official
  - b. Policy/procedure/law
  - c. Student conduct decision
  - d. Non-fulfillment of the Student Promise
- 14. Fire Safety
  - a. Improper use or tampering
  - b. Violation of residence hall regulation
  - c. Failure to evacuate
- 15. Fundraising
- 16. Gambling
- 17. Good Neighbor
- 18. Guests
  - a. Overnight guest visitation limitation
- 19. Harassment, Discrimination and Abuse
- 20. Identification
  - a. Possession of false identification
- 21. Information Services
- 22. Keys and Prox Cards
- 23. Peer to Peer File Sharing
- 24. Posting and/or Distributing (unapproved materials)
- 25. Property Damage (valued between \$100 - \$499)
- 26. Room and Community Inspection
- 27. Roommate Agreement
- 28. Solicitation
- 29. Speakers
- 30. Special Events
- 31. Submitting False Information
- 32. Taking of Property (valued less than \$500)

### **CATEGORY C VIOLATIONS**

Category C violations are those that may result in a student being suspended or expelled from the university. Students facing allegation(s) of a Category C policy violation may choose to exercise their right to a hearing before the University Conduct Board. The standard for decision-making for a Category C violation is that it is more likely than not that the student violated the Community Standards.

- 1. Aiding, Abetting or Inciting Another to Engage in a Category C Violation
- 2. Alcohol

- a. Hospitalization due to intoxication
3. Bodily Harm
4. Dangerous Objects
  - a. Possession and/or display of a firearm
  - b. Use or intent to use a dangerous object
5. Drugs
  - a. Manufacture or production a counterfeit or controlled substance
  - b. Manufacture, production or possession of a counterfeit or controlled substance with the intent to distribute
  - c. Transfer, distribution and/or sale of a counterfeit or controlled substance
6. Falsification of University Records and Information
7. Fire Safety (any fire-related action that compromises safety)
8. Hazing
9. Identification
  - a. Production of false identification
  - b. Transfer or sale of false identification
10. Property Damage (valued \$500 or more)
11. Sexual Misconduct
  - a. Non-Consensual Sexual Intercourse
  - b. Non-Consensual Sexual Contact
  - c. Sexual Exploitation
  - d. Sexual Harassment
12. Stalking
13. Taking of Property (valued \$500 or more)

## **STUDENT CONDUCT PROCEDURES**

The following procedures represent the steps that may be employed to reach a resolution in cases of alleged misconduct by students or student organizations. Questions concerning these procedures should be addressed to the Office of Student Conduct and Conflict Resolution (OSCCR). Please note that each case is handled individually and that some of the procedures outlined below may not be necessary in every case. In this section any references to “student” or “students” can also be understood to mean “student organization” or “student organizations,” when applicable.

A “respondent” is defined as a student who is alleged to have violated the Community Standards.

A “complainant” is defined as the individual responsible for submitting a written report alleging a student violated the Community Standards.

Proceedings conducted pursuant to this handbook shall be informal, fair, and expeditious. Except where expressly adopted by this handbook, the procedures of criminal and civil courts shall not govern conduct proceedings. In these proceedings, formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures invalidate a proceeding or decision, unless significant prejudice to a student or to the university may result.

### **STUDENT RIGHTS IN THE CONDUCT PROCESS**

Students have the following rights in the conduct process:

1. To have prior knowledge of the allegations and have the allegations explained clearly and fully at every level of the conduct process.

2. To be present throughout the hearing but not during the deliberation process of the hearing officers or boards.
3. To hear and/or see all information concerning the allegations.
4. To refute oral and/or written information provided by witnesses.
5. To be advised of the final review process.

## **CASE REFERRAL**

Cases involving alleged misconduct of students shall be referred to the OSCCR through an incident report. Anyone can submit an incident report to the OSCCR detailing a potential student violation of the Community Standards. The report contains the date, time and location, names of individuals involved, and details of the incident. Incident reports may be submitted online at [www.luc.edu/osccr](http://www.luc.edu/osccr), or in person to the OSCCR in CFSU 112.

An incident report should contain the name, phone number, and address of the complainant. The timeline for case adjudication can range from two to eight weeks upon receipt of an incident report. The submission of an incident report does not automatically initiate conduct proceedings.

## **JURISDICTION OF CASES**

In general, the location of an incident determines the jurisdiction of the case. The Chief Student Conduct Administrator (the Director of the OSCCR who is responsible for administration of the university conduct system) will review all incidents and make the determination as to how the case will be adjudicated.

## **CONSIDERATION AND INVESTIGATION**

Upon receipt of an incident report, a case file is generated and distributed to the Chief Student Conduct Administrator. The Chief Student Conduct Administrator will consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is a reasonable suspicion to believe that a violation may have occurred. Individuals who are not members of the Student Development staff may be asked to meet with a student conduct administrator to discuss the allegations before official proceedings are initiated.

In cases in which the Chief Student Conduct Administrator determines that there is not a reasonable suspicion to believe that a violation may have occurred, he/she may decide not to pursue the case.

If there is credible information suggesting that a violation may have occurred, the Chief Student Conduct Administrator will then determine which allegations to apply to the case. In some cases, the Chief Student Conduct Administrator may determine that an informal response may resolve the situation. Examples include a warning to cease current behaviors (either orally or in writing), referral to conflict mediation, and changes in academic, work, or living environments.

Cases are addressed by incident. Therefore, when more than one student is involved in an incident, the matter may be handled as a single case. Similarly, when any combination of students and/or student organizations is involved, the matter may be handled as a single case. All respondents will be heard at the same time utilizing the hearing procedure appropriate for the highest level of alleged violation. The Chief Student Conduct Administrator will distribute the case file(s) to the appropriate hearing officer(s) or board.

## **NOTICE TO RESPONDENT**

### **Letter of Allegation**

A Letter of Allegation will be sent to the respondent(s) through the Loyola e-mail system detailing:

- a. The nature of the conduct in question, including a brief statement of the allegations;

the time, date, and place the incident allegedly occurred; and the university policies allegedly violated;

- b. The nature of the student conduct procedures;
- c. Notification of the hearing location and deadline by which the student must contact the hearing officer to schedule a hearing; or, in cases assigned to a hearing board, notification of the time, date and location that the hearing is to take place (see also “Board Hearing” below); and
- d. Notification that the student may obtain an advisor to act as a support person throughout the student conduct process.

If the student does not contact the hearing officer within five business days, the hearing officer may make a determination of the case based on the available information.

### **Acceptance of Responsibility Letter**

In certain cases, an Acceptance of Responsibility Letter may be sent in lieu of a Letter of Allegation. An Acceptance of Responsibility Letter contains the same information as a Letter of Allegation, except it provides the respondent with the option to forego a hearing and accept responsibility for an alleged violation(s). Acceptances of Responsibility Letters are only used for relatively minor incidents and are sent at the discretion of the hearing officer assigned to the case. If the respondent elects to accept responsibility or fails to contact the hearing officer within five business days to request a hearing, a determination of responsibility will be finalized and the proposed sanction(s) will be enacted.

### **HEARING TYPES**

There are three different types of hearings (explained in detail below): administrative, university conduct board, and student community board. It is at the discretion of the Chief Student Conduct Administrator as to which hearing is the most appropriate for the alleged violation(s). In cases where a respondent is alleged to have committed a Category C policy violation, he or she will meet with an authorized university official to discuss his/her hearing options. The respondent will have 24 hours from this meeting to decide whether he/she would like to have an administrative hearing or a hearing before the University Conduct Board (if it is in session).

### **ADMINISTRATIVE HEARING**

Most student conduct cases are resolved through an administrative hearing. An administrative hearing is managed by a hearing officer who is responsible for the processing of the case. An Administrative Hearing Officer is a member of the professional or paraprofessional staff, including but not limited to, the Division of Student Development. Hearing Officers are trained by the OSCCR to handle matters of student conduct regarding university conduct policies and procedures. In some cases an administrative hearing may include more than one hearing officer.

### **Administrative Hearing Format**

Administrative hearings are to be scheduled within 10 business days of the Letter of Allegation being sent. At the administrative hearing, the hearing officer assigned to the case shall proceed in the following format:

- a. Explain the student conduct process;
- b. Review the “Student Rights in the Conduct Process” form;
- c. Discuss privacy;
- d. Allow the student to respond to the allegations;
- e. Describe to the student as completely as possible the nature of the conduct in question and the university policies allegedly violated;
- f. Provide the student with an opportunity to inspect all documents relevant to the case

that are in the possession of the OSCCR at the time of the administrative hearing.

### **Decision by the Hearing Officer**

After the hearing, the hearing officer will issue a decision about each individual involved. Each allegation will result in one of the following three outcomes:

- a. **Not Responsible:** If the hearing officer concludes that it is more likely than not that the student did not violate university policy, or if there is not sufficient information available to warrant a determination of Responsible, the hearing officer will issue a finding of Not Responsible and will dismiss the allegation. No sanction will be assigned.
- b. **Responsible:** If the hearing officer concludes that it is more likely than not that the student violated university policy, or if the student admits to violating university policy, the hearing officer will issue a finding of Responsible and assign appropriate sanction(s).
- c. **Referral to a Hearing Board:** If the student does not admit responsibility and the hearing officer believes there is sufficient information to warrant a board hearing, the hearing officer may refer the case to a hearing board.

The hearing officer shall confirm his or her decision of the case in an e-mail containing written notice to the student, usually within three business days.

Students may request a final review of any decision of responsibility or sanction by a hearing officer according to the stated guidelines for such a request (see “Final Review Process”). Students may not file a review for the decision of a hearing officer to refer a case to a hearing board.

### **BOARD HEARING**

The following boards hear cases of alleged violations of the Community Standards.

#### **a. Student Community Board**

Student Community Board hears cases involving Category A and/or B violations that have a substantial impact on the Loyola community. Student Community Boards are comprised of five students who have been selected and extensively trained by the OSCCR staff (in a case where there is not a quorum of three, the respondent(s) may choose to proceed with the hearing, if he/she wishes). Each board is chaired by a student and advised by a member of the OSCCR staff.

#### **b. University Conduct Board**

The University Conduct Board is comprised of five representatives from the faculty and/or staff and student body who have been selected and extensively trained by the OSCCR staff. (In a case where there is not a quorum of three, the respondent may choose to proceed with the hearing, if he/she wishes.) Each University Conduct Board hearing is moderated by a non-voting member of the OSCCR staff. The University Conduct Board has authority to impose all sanctions, including suspension or expulsion from the university.

### **Scheduling the Board Hearing**

The scheduling of a board hearing differs from an administrative hearing in that the time and date of the hearing is coordinated by the OSCCR based on availability of all parties involved. A student conduct administrator shall communicate notice of the time and place of the hearing to the student at least three business days prior to the date of the hearing.

The hearing boards are not in session during study days, final exam periods, breaks, and the summer term. During those times the Dean of Students may appoint a panel of three Student Development staff members to serve as the hearing board.

## Board Hearing Format

Board hearings proceed in the following format:

- a. Introductions of all present parties (including witnesses if applicable);
- b. Opening statement explaining the hearing format and questioning process;
- c. Witnesses are excused;
- d. Explanation of the alleged policy violations and the opportunity for respondents to accept responsibility;
- e. The respondent and complainant (if applicable) are each asked to provide a brief description of the incident;
- f. The board questions all appropriate parties (e.g. university officials, respondent, witnesses, etc.);
- g. The board offers the respondent a final opportunity to accept responsibility and make any final comments;
- h. The respondent is excused and the board begins deliberation;
- i. A Letter of Notification, detailing the decision and any related sanctions, is sent to the respondent(s) via e-mail, typically within three business days of the hearing.

## Deliberations

The deliberations of the board will be closed to all parties except members of the hearing board who served during the hearing. Deliberations will be conducted unhurriedly, and all points of view will be expressed and considered. The board will attempt to reach its decision and deliver that decision to the respondents within a reasonable amount of time. If the board feels extended discussion or further investigation is necessary, they will inform the respondents of the anticipated conclusion time.

Each board member will register his/her belief as to whether the respondent was responsible. A majority of board members, using the appropriate standards of proof, must conclude that a respondent is responsible in order for a respondent to be found responsible.

## Decision by the Hearing Board

After the hearing, the hearing board will issue a decision about each individual involved. Each allegation will result in one of the following three outcomes:

- a. **Not Responsible:** If the hearing board concludes that it is more likely than not that the respondent did not violate university policy, or if there is not sufficient information available to warrant a determination of Responsible, the hearing board will issue a finding of Not Responsible and will dismiss the allegation. No sanction will be assigned.
- b. **Responsible:** If the hearing board concludes that it is more likely than not that the respondent violated university policy, or if the respondent admits to violating university policy, the hearing board will issue a finding of Responsible and assign appropriate sanction(s).

## Disqualification of Members

If a member of a hearing board believes that he/she is not qualified to serve on the board for personal or official reasons, that member may disqualify him/herself. A student whose case is before the board may not object to the membership of the board except for reasons of official or personal conflict of interest. When an objection concerns a University Conduct Board hearing, the moderator will determine the validity of such objections and his/her determination shall be final. When an objection concerns a Student Community Board hearing, the chairperson will consult with the board advisor before a final decision is made, and the chairperson's determination shall be final.

## **ADDITIONAL HEARING ELEMENTS**

### **Advisors**

Students are invited to bring an advisor with them to any conduct interaction. An advisor is a support person who provides assistance to either the complainant or respondent during a hearing. Advisors may be Loyola faculty, staff, students or family members. Each student is permitted to have one advisor accompany him/her to hearings. An advisor may not speak for the student nor actively participate during the hearing. The advisor may not speak on behalf of the student(s) or function as legal counsel in the hearing proceedings.

### **Privacy**

Privacy applies to respondents, complainants, witnesses, advisors, hearing officers, and members of the hearing boards. These individuals are expected to adhere to the regulations set forth by the Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, regarding the dissemination of information pertaining to the student conduct process. All proceedings are private and unauthorized recording by any means is prohibited. All notes taken during student conduct proceedings by any party present will be gathered and destroyed. Only the hearing officer or board chair may include notes in the case file. The university reserves the right to share information regarding the case with other appropriate parties on a need-to-know basis.

### **Witnesses**

A witness is an individual who can give a firsthand account of something seen, heard, or experienced relating to the alleged incident. "Character witnesses" and/or other witnesses deemed to be irrelevant by the hearing officer, moderator, or board chairperson are not permitted. Witnesses are permitted at hearings and may be invited by a respondent, complainant, student conduct administrator, hearing officer, and/or board chairperson. The hearing may proceed even if all witnesses are not present. The hearing officer or board chairperson may limit the number of witnesses permitted to attend the hearing.

A list of witnesses must be submitted at least two business days before the hearing. This list should include contact information and a brief description of each witness's statement. It is the responsibility of the respondent/complainant to request his/her witnesses' attendance at the hearing. If a witness is unable to attend a hearing the witness may provide a signed written statement by the hearing date.

### **Written Statements**

A student may be required to submit a signed written statement responding to the allegations up to 24 hours prior to the hearing. For administrative hearings this statement should be submitted to the hearing officer assigned to the case. For board hearings this statement should be submitted to the OSCCR.

## **SANCTIONS**

When a student or student organization is found in violation of the Community Standards, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation and the respondent's prior conduct history. In cases of board hearings, a majority of board members must agree on the sanction in order to impose it.

Where there is reasonable information that a violation of university policies or campus regulations has been committed against any person or group because of the person's or group's race, color, religion, ancestry, national origin, age, disability, gender, sexual orientation, any other characteristic protected by applicable law or because of the perception that the person or group has one or more of those characteristics, the recommendation or imposition of sanctions shall be enhanced and may result in suspension or expulsion.

Failure to comply with any conduct decision may result in further disciplinary action,

which may include, but is not limited to, a \$150 fee billed to the student's account, a disciplinary hold (a hold placed on a student's records preventing the student from registering, adding, or dropping a course or obtaining transcripts until the sanction is completed).

*\* For all sanctions followed by an asterisk (\*) below, refer also to "Special Circumstances, Parental Notification."*

### **University Warning**

A university warning is an official warning to the student that his/her behavior is inappropriate and violates the Community Standards. A copy of the letter of warning is placed in the student's file and serves as a notification to the student that further misconduct could result in additional disciplinary action.

### **Educational Activities**

Educational activities allow students to reflect upon their behavior, to understand why their behavior was inappropriate and/or to educate other students so they do not find themselves in similar circumstances. This type of disciplinary action may include, but is not limited to, attending or presenting a program, writing a paper, interviewing someone or engaging in some type of personal assessment, mediation or counseling.

### **Restitution and Fines**

Restitution is compensation required of students who engage in the taking of property, misuse, damage or destruction of institutional, group or private property. For some offenses, fines may be imposed. The hearing officer or board will determine the amount, form and method of payment for restitution and fines.

### **Disciplinary Service Hours**

Disciplinary service hours are supervised service in approved university programs, offices, buildings, residence halls or off-campus programs for a period determined by the hearing officer or board. Disciplinary service hours may not be applied to service learning hours.

### **Notification to National Organization Representatives, Officers or Advisors**

The OSCCR may impose this sanction on a student organization. In such a case, the organization's national representative or advisor may be notified of the violation for which the student group has been found responsible.

### **Restriction/Removal of Guest Privileges**

This action restricts or removes guest and/or visitation privileges in the residence halls, in campus facilities or on campus grounds for a specified period of time.

### **Residence Hall Probation\***

Residence hall probation is a formal notice to the student that his/her behavior is unacceptable in the residence halls and continued misconduct may result in further disciplinary action. Residence hall probation is for a specified period of time, generally a minimum of one semester or its equivalent up until graduation. During the probationary period, the student must demonstrate that he/she is willing and able to act in accordance with acceptable standards of residence hall life. The student may be required to resign any residence hall office or committee appointment or may be subject to restricted participation in residence life programs. Further violations while a student is on residence hall probation could jeopardize a student's residential status.

### **Administrative Move**

The student will be required to move to another room assignment within the residence hall system.

### **Residence Hall Suspension\***

The student will be required to vacate his/her residence hall room for a given time with the understanding that the student may move back into a space within the residence hall system at the conclusion of that period. The student must surrender his/her key and prox access card for the time of suspension of residency. Visitation privileges in the residence halls may be suspended, and housing fees may be forfeited.

### **Residence Hall Expulsion\***

Residence Hall expulsion will result in the immediate removal of the student from residence halls, forfeiture of fees and loss of visitation privileges in any university housing. In addition, this action will affect a student's future housing contract status with the Department of Residence Life. A signed contract for future terms will be rescinded and a refusal to accept any future housing contract for a designated time period will be imposed.

### **Limitations on University Activities and Access**

Limitations on university activities and/or access to university facilities are imposed for a specified period of time and may include, but are not limited to: eligibility for service as an officer or member of any university organization or university committee; participation in any intercollegiate activity; eligibility to receive or maintain any award from the university; attendance at university-sponsored social events; access to any university-owned facilities and grounds; and restricted contact or total disassociation from members of the Loyola community.

### **University Probation\***

University probation is a formal notice, affecting the non-academic status of the student, that his/her behavior is unacceptable within the university community. University probation requires that the student demonstrate during the probationary period that he/she is capable of functioning in a way that does not violate the university's standards of conduct. University probation is for a specified period of time that normally will include not less than one semester or its equivalent until graduation. This action makes the student ineligible to hold office in any organization, study abroad or represent the university in any official capacity. In some cases, co-curricular activities and/or access to campus grounds and facilities may be curtailed. It is also understood that any further violation, even of a minor nature, could warrant immediate expulsion from the university. Notification of disciplinary probation may include parents, academic deans, Campus Safety or other appropriate personnel at the discretion of the Dean of Students.

For student organizations, university probation also means that the organization is ineligible for requesting money from the Student Activity Fund for the duration of their probationary period.

### **Postponement of Activity Participation and Conferring of Honors and Degrees**

The university reserves the right to deny, delay or postpone the involvement of a student in any university-related activity or delay or postpone the conferring of any honor or degree pending the outcome of any of the student conduct procedures or actions.

### **University Suspension\***

Suspension from the university involves the temporary removal of the student from the university for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period after having satisfied any accompanying conditions. Suspension from the university further involves the action of suspension being noted on the student's disciplinary record, the student being withdrawn from all enrolled courses according to the policy of his/her college or school, the student forfeiting fees and the student refraining from visiting the university premises

except when engaged in official business approved in writing by the Dean of Students. The suspension may include any other disciplinary action that is judged to be of value to the student. Persons notified of the suspension may include parents, academic deans, Campus Safety or other appropriate personnel at the discretion of the Dean of Students. The hearing officer or board will set the date when the term of suspension begins. Pursuant to a final review, that date in some cases may be altered.

### **Reinstatement from Suspension**

When a student has concluded the suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the Dean of Students requesting reinstatement and provide information that he/she has satisfied the terms of the suspension. The student may return to the university only after the Dean of Students has made an affirmative decision.

### **Termination of Registration**

Termination of a student organization's registration is the most serious university disciplinary action for a student organization. This action is a total and permanent separation of the group from the university. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the university or at off-campus university-associated events that in any way promote the goals, purposes, identity, programs or activities of the organization.

### **Expulsion\***

Expulsion is the most serious university disciplinary action and involves the permanent exclusion of the student from the university. Expulsion involves the forfeiture of all rights and degrees not actually conferred at the time of the expulsion, notification of the expulsion to the student, the student's college and his/her parents or guardian, permanent notation of the expulsion on the student's academic and disciplinary records, withdrawal from all courses according to the policies of the student's college or program, and forfeiture of tuition and fees. Any student expelled from the university must refrain from visiting the university premises except when engaged in official business approved in writing by the Dean of Students.

### **SPECIAL CIRCUMSTANCES**

In some circumstances it may be necessary to take any of the following actions:

#### **Emergency Administrative Action**

The Vice President for Student Development or his/her designees shall have the authority to immediately suspend a student from the university or residence halls, relocate an individual within the residence halls, and/or restrict activities of the individual on-campus, pending disciplinary procedures, when it is believed that the presence of the student would seriously disrupt the university or constitute a danger to the health, safety, or welfare of the university, to property, to others, or to the student. The student will be notified in writing of the emergency administrative action. Parents, academic deans, Campus Safety, or other personnel may also be notified of the action.

#### **No Contact Directive**

The Dean of Students, a student conduct administrator, a hearing officer, or a board may direct a student to have no contact with another individual for a specified period of time. This directive may be stated in writing before, as a result of or after a hearing. In some cases, this directive may be in effect outside of the initiation of any hearing proceedings. The person(s) who is protected by this directive may receive a written statement detailing the directive as permitted by applicable law.

#### **\*Parental Notification**

The OSCCR may elect to notify parents regarding a student's conduct status in the follow-

ing situations: 1) A student receives the sanction of Residence Hall Suspension, Residence Hall Expulsion, University Suspension, or Expulsion; 2) A student is placed on either residence hall probation (indicating that further violations could result in suspension from the halls) or university probation (indicating that further violations could result in expulsion from the university).

### **Final Exam Period**

Violations to any policy during study days or final exams could result in immediate suspension from the residence halls and/or restriction of access to university facilities. Additionally, standard sanctions that are given as a result of violations during study days or final exams may be doubled.

### **FINAL REVIEW PROCESS**

Students found responsible for a violation or victim's involved in cases of sexual misconduct, stalking, and/or violence may request a final review (contest a decision made by a hearing officer or board). A final review is not a re-hearing and must fit within the guidelines listed below. The Dean of Students or designee will review requests to determine if there are sufficient grounds for a final review. For cases in which the Dean of Students makes the original disciplinary decision, a designee of the Vice President for Student Development will assume the role described in this section.

### **Guidelines**

All requests for final review must fit within one or more of the below listed guidelines:

- **New Information of a Substantive Nature:** New, significant or relevant information regarding the case becomes available that could not have been discovered by a diligent respondent at the time of the hearing. Information is not considered new if the student did not attend the original hearing or voluntarily withheld information during the original hearing.
- **Substantive Procedural Error:** The specified procedural error or error in interpretation of university conduct procedures may have substantially affected the hearing such that the respondent was denied a fair hearing or the error prevented the hearing officer or board from making a fair decision.
- **Substantive Disproportionate Sanction:** The sanction appears to be significantly incongruent with the violation, given either the student's prior record or the usual action for his or her offense.
- **An Arbitrary or Capricious Finding:** The finding appears to be significantly incongruent with the established facts.

### **Timeline**

A student has 72 hours from the time the emailed Letter of Notification is sent to submit a Request for Final Review to the Dean of Students Office.

For students found responsible for a violation the Request for Final Review form is located online via a hyperlink at the bottom of the Letter of Notification. Electronic submission is the ONLY accepted method of submission. At the end of the 72 hour period, the link will no longer be active. Failure to submit a request within this period waives the right to a final review and renders the decision final. Disciplinary actions will not be implemented while a final review is under consideration. The Letter of Notification will provide the date by which a Request for a Final Review must be submitted.

For victims involved in cases of sexual misconduct, stalking, and/or violence the process for filing a Request for Final Review will be explained when the hearing outcome is delivered to the victim.

### **Content**

A request for a final review must be made according to the applicable process. The stu-

dent's request should explain in detail why he/she is contesting the results of the hearing based on one or more of the guidelines detailed above. Copies of any documents that will substantiate or clarify the final review request should be attached to the form.

## **Review and Outcome**

All properly completed requests for final review will be considered by the Dean of Students or designee, who will determine whether there is sufficient basis for modifying the original decision. The Dean of Students or designee may request to meet with the student(s) before making a determination, or may refer the request to the University Final Review Board (see below). A student may request that his/her final review be heard by the University Final Review Board. Such requests will be honored at the discretion of the Dean of Students.

Students submitting a Request for Final Review will receive an e-mail containing notification of the Dean's decision within two weeks of receipt of the request.

During the hearing, responsibility lies with the student to provide clear and convincing information that the original process or decision was substantively flawed. A majority agreement is necessary for the board to take any of the following actions:

1. Affirm the original decision and uphold the original sanction(s)
2. Affirm the original decision but modify the original sanction(s)
3. Overturn all or part of the original decision and uphold, modify, or remove the sanction(s)
4. Remand the case for a rehearing in the same format as the original hearing (i.e. if the case was originally heard before a board, a board would hear it again, but made of different members; if originally an administrative hearing, it would be reheard by a different administrator)

**The disposition of the case by the University Final Review Board or the Dean of Students is final within the university and is not subject to further review.**

## **University Final Review Board Hearing**

The University Final Review Board is comprised of the Dean of Students (who serves as the chairperson), a Student Development staff person, a faculty member and a student. The quorum for the University Final Review Board is three (3). (In a case where there is not a quorum, the respondent may choose to proceed with the hearing if he/she wishes.)

If a hearing is granted, the Dean of Students will notify the student of the date and time of the hearing through e-mail. The University Final Review Board will confine its review to the issues raised in the student's written request. Individuals present at the hearing may include students, student conduct administrators, witnesses and advisors. The Dean of Students will make decisions regarding attendance by these individuals. Individuals will not appear before the board unless specifically invited in order to obtain clarification about a specific point in the final review.

The results of the final review hearing will be communicated through e-mail to the student within three business days of the hearing.

The University Final Review Board is not in session during study days, final exam periods, breaks, and/or the summer term. During those times the Dean of Students may appoint a panel of three Student Development staff members to serve as the University Final Review Board.

## **RECORDS**

Student disciplinary files are maintained in the Dean of Students Office for ten years from the date of the incident. Student files contain contact information, acceptance of responsibility forms, letters of notification from each case in which a student was found responsible and any other relevant documentation. Case files include incident report(s),

campus safety report(s) and any other documentation pertinent to the case. Students have a right to view their student file at any time and may request to view relevant case files. Conduct records are separate from academic records except when a student is expelled. In that case, expulsion is noted on the student's academic transcript.

## **VICTIM NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, allows colleges and universities to disclose to an alleged victim the final result of a disciplinary proceeding against an alleged perpetrator of a crime of violence or non-forcible sex offense. The disclosure may be made without the prior written consent of the alleged perpetrator. An alleged victim of any other offense or policy violation may be notified of the final result only if the alleged perpetrator provides his or her prior written consent to do so.

The term *crime of violence* includes the alleged commission or the attempt to commit any of the following offenses: arson, assault offenses, burglary, criminal homicide (manslaughter and murder), destruction/damage/vandalism of property, kidnapping/abduction, robbery and forcible sex offenses. The term *non-forcible sex offense* includes the alleged commission of acts that would constitute statutory rape or incest. Definitions of these offenses may be found at 34 CFR Part 99, App. A, which is available at:

[www.ed.gov/offices/OM/fpco/ferpa](http://www.ed.gov/offices/OM/fpco/ferpa).

## **UNIVERSITY POLICIES**

Please read these pages carefully. You are accountable for their contents. Students who violate the policies and procedures described in this section may be subject to a conduct hearing or to other disciplinary action as outlined in the conduct section.

### **DISCLAIMER OF LIABILITY**

Loyola University Chicago disclaims liability for any injuries to or property damages suffered by a student regardless of cause. This liability disclaimer applies to, but is not limited to, the following:

- Any injury or damage sustained on property owned by or under the control of the university, its subsidiaries or affiliated institutions (such as classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.).
- Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit and regardless of cause.
- Any injury or damage suffered in an intercollegiate or intramural contest or event (athletic or otherwise) as a participant, spectator or other. This includes transit to or from events.
- Any injury or damage resulting from fire, theft, the elements or by other cause.
- Any injury or damage as a result of any act or omission by any university personnel (faculty, staff, employee, officer, trustee), student or contractor.
- Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission or continued enrollment with Loyola University Chicago.

The relationship between Loyola University Chicago and its students is non-custodial in nature and nothing in this handbook shall be construed to place Loyola University Chicago in the position of being a custodian, guardian or surrogate parent of any student or to otherwise establish any special relationship between the university and any student.

### **E-MAIL**

The university considers electronic mail, using the official @luc.edu e-mail address that is provided by the university to every enrolled student, an official form of communication between the university and the student. Students are responsible for all communications

sent by OSCCR, the Dean of Students Office, or other hearing officers to their Loyola e-mail accounts.

## **FINANCIAL RESPONSIBILITY**

It is the responsibility of each student to keep their Loyola University Chicago financial account in good standing. In the event an account is past due, Loyola may assess a 1.5% monthly late fee and place the account with a collection agency. Further a student may be responsible for all fees and costs incurred by Loyola for the collection of the past due amount, including collection fees and/or attorneys' fees. Once an account becomes past due, a transcript and registration block is placed on the account. All returned checks are charged a returned check fee of \$40.00. If an electronic payment is returned unpaid due to insufficient funds (NSF), account closed, cannot locate bank account, stop payment or invalid account number, a \$40.00 return fee will be added to the student account.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Loyola University Chicago admits students without regard to their race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. Loyola University Chicago does not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. If you have questions about this policy or believe you have been discriminated against because of your race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law, please contact the Office of the Dean of Students at: **773.508.8840**.

## **OFF-CAMPUS ADDRESSES**

Loyola University Chicago requires all non-residential students to update their "Local Off-Campus" address in LOCUS by the first day of each term. This information helps the university to respond in the event of an emergency. It also aids the university in addressing complaints regarding off-campus residences. Failure to provide the university with a valid local address may be processed as a violation of university policy (see "Failure to Comply"). Providing false or inaccurate information may also be processed as a violation of university policy (see "Submitting False Information").

## **OFF-CAMPUS LIVING SEMINAR**

Loyola University Chicago requires all students who choose to live off-campus for the first time, regardless of class status, to attend an "Off-Campus Living Seminar." These seminars are intended to educate students about the process of finding an apartment and signing a lease and to address common problems students encounter during their first semester off-campus. The sessions are held throughout the Spring semester. Failure to attend a session may be processed as a violation of university policy (see "Failure to Comply").

## **PRIVACY OF RECORDS/RELEASE OF STUDENT INFORMATION**

The university complies with provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) when releasing personally identifiable information concerning students (this information can also be found at: [www.luc.edu/ferpa](http://www.luc.edu/ferpa)).

## **RIGHTS RESERVED**

Loyola University Chicago reserves the right to change the policies and procedures announced in this handbook and to change the schedules, fees charged, and regulations affecting students. It is the responsibility of each student to acquire an active knowledge

of all policies and procedures set forth in this handbook.

## **2011-2012 ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA AND THE DIRECTORY INFORMATION PUBLIC NOTICE**

FERPA specifically addresses the rights of students as they pertain to their education records. Education records are those records which are directly related to the individual student currently or formerly in attendance at and maintained by Loyola University Chicago. This page serves as Loyola's annual notification of the students' rights and provides links to valuable resources to help members of the Loyola community better understand their responsibilities under FERPA.

### **1. Loyola students have the right to inspect and review their education records within 45 days from the day the University receives a request for access.**

Students of Loyola University Chicago have the right to inspect and review their education records within 45 days from the day the Loyola receives the student's request for access. If a student wishes to review parts of their education record that are not directly available to them through LOCUS (the student portal in to the student information system), the following procedures should be followed:

1. submit a written, signed request to the director of the department maintaining the record being requested
2. identify the record(s) to be inspected
3. state to whom the record is to be released, and
4. indicate the purpose of the request

The university official 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 University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

The academic and administrative offices of the university maintain records that are unique to their relationship with individual students. These offices and records maintained by these offices include, but are not necessarily limited to the following:

- **Bursar's Office:** Student account files and Perkins loan information
- **Departments and Colleges:** Academic advising records, admission files, including ACT, SAT and TOEFL scores, and high school and college transcripts and other scholastic records
- **Financial Assistance:** Financial assistance application files, student federal work-study information, scholarships and Stafford loan information
- **Intercollegiate Athletics:** Injury reports, scholarship contacts, performance records, height and weight information
- **Registration and Records:** Permanent record of academic performance (grades, transcript, including supporting documents), course schedules
- **Residence Life:** Residential life and housing services files
- **Student Life:** Student activity files, student disciplinary files, multi-cultural programs and services files, and intramural sports files
- **Student Services:** Career planning and placement files, international program files, services files, and learning assistance services files
- **Undergraduate Admission and other admission offices:** Admission files on prospective students
- **University Library:** Circulation records

Please note that the Stritch School of Medicine and the School of Law maintain their own admissions, registrar, financial, and student affairs offices and keep records sim-

ilar to those listed for the same central university offices.

**2. Loyola students have right to request the amendment of their education records that they believe are inaccurate or misleading.**

A student may request, in writing, that Loyola amend a record that he or she believes is inaccurate, misleading, or otherwise in violation of the student's privacy under FERPA. The student should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why the record should be changed. If the University decides not to amend the record, Loyola will notify the student, in writing, of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

**3. Loyola students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure of personally identifiable information contained in your education records without your consent is disclosure to school officials with legitimate educational interests. A school official is a:

- Person employed by the university in an administrative, supervisory, academic or research, or support staff position (including campus police and security personnel and health staff), acting in the student's educational interest within the limitations of their "need to know."
- Person or company with whom the university has contracted as its agent to provide a service in lieu of using university employees or officials (such as an attorney, auditor, or collection agent, temporary staffing agencies and outsourced vendors)
- Person serving on the Board of Trustees
- Student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Outsourced vendors are those parties helping the university provide students access to services relating to their education. For example, the bookstore will be provided with course schedules to assist students with procuring textbooks and other course materials.

The university may disclose a Loyola University student's education records, without consent, to officials of another postsecondary education institution in which the student has applied or seeks to enroll.

**4. Loyola students have the right to refuse to permit the university to disclose "Directory Information." Directory Information is information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. Loyola has designated the following personally identifiable information as public ("directory") information; the student's:**

- Name
- Address(es)
- Telephone number (s)
- e-mail address (es)
- Photograph
- Major and minor field(s) of study, including the college, division, department, institute or program in which the student is enrolled
- Dates of attendance
- Grade level (such as freshman, sophomore, junior, senior or graduate level)

- Enrollment status (undergraduate or graduate, full-time or part-time)
- Date of graduation
- Degree(s) received
- Honors or awards received, including selection to a dean's list or honorary organization
- Participation in officially recognized activities and sports
- Weight and height where the student is a member of athletic teams

Loyola students have the right to have the release of their Directory Information blocked. The Directory Information Non-Disclosure form (available online at [www.luc.edu/regrec/ferpa.shtml](http://www.luc.edu/regrec/ferpa.shtml))

is used to make this request of the Office of Registration and Records. The block will remain in effect until the Office of Registration and Records is requested in writing to remove it.

Please note three important details regarding placing a Directory Information Hold on your record:

- Loyola receives many inquiries for Directory Information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. Having a Directory Information Hold on the student's record will preclude release of such information, even to those people.
- A non-disclosure hold applies to all elements of directory information on your record. Loyola does not apply a non-disclosure hold to individual directory information items.
- The University assumes no liability as a result of honoring your request nor does it assume the responsibility to contact you for subsequent permission to release the hold.

**5. Loyola students have right to file a complaint with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged failures by the university to comply with the requirements of FERPA.**

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901

Inquiries about the use of directory information or any other FERPA related matter should be directed to Eric C. Pittenger, Associate Registrar, Office of Registration and Records, Loyola University Chicago, by phone (312.915.7234) or by e-mail at FERPA@luc.edu.

## **SAFETY INFORMATION**

### **DEPARTMENT OF CAMPUS SAFETY**

The Department of Campus Safety is committed to providing our community with a safe and secure environment in which to work, learn and pray. This effort is central to the Jesuit mission of education. In order to accomplish this mandate, the Department of Campus Safety employs a highly trained and experienced staff, including state certified campus police officers.

### **REPORTING EMERGENCIES**

For any life threatening emergency, immediately call **911 (9-911 from campus telephones)**. Then call the Campus Safety Department at **44-911 from campus telephones**,

*or 773.508.6039 from off-campus telephones.* When you call, be prepared to:

- Give your name, location and telephone number.
- Describe the nature of the emergency.
- Follow the dispatcher's instructions.

## **EMERGENCY CALL BOXES**

The university has numerous interior and exterior emergency call box telephones located across both campuses. They are provided as a means of securing quick and easy access to emergency services. Simply press the "ON" button and you will be connected to the Campus Safety dispatcher. Please note that some units consist of regular courtesy telephone boxes with an emergency one button feature.

## **INFORMATION SHARING**

The Campus Safety Website provides a wide range of useful information, including annual crime statistics, crime alerts, online police logs and other safety-related information. Visit the Website at: [www.luc.edu/safety](http://www.luc.edu/safety).

## **LOYOLA ALERT**

Loyola Alert provides personalized, time-sensitive alerts to students, faculty, staff and other personnel at Loyola's lakeside campuses in the event of threats to physical safety in emergency situations, including threatening weather incidents and on-campus violence. Loyola Alert messages are in addition to the university's emergency communications sent to all LUC e-mails, phone numbers and website. Loyola Alert requires participants to register to receive additional special notification by mobile phone, land line phone, e-mail and text-messaging. Loyola Alert is built upon the Connect-ED® System, developed specifically for schools, colleges and universities by The NTI Group, Inc. To sign up please visit [www.luc.edu/alert](http://www.luc.edu/alert)

## **SAFETY EDUCATION**

Campus Safety offers a variety of seminars, workshops and classes through the department's Training and Crime Prevention Office that are designed to meet the needs of the entire campus community. Topics include:

- **Self-Defense Classes:** Utilizes the Rape Aggression Defense System (RAD) program of hands-on training of defensive tactics and techniques
- **Safety Talks:** A Safety Talk is a great way to interact with a crime-prevention officer and learn about safety tips that apply both on and off campus.
- **Hot Spots Tours:** Offers students the opportunity to see what's hot and what's not in the neighborhood from the comfort of a vehicle.

Additional classes can be designed to meet individual needs and specific circumstances. Simply contact the Training and Crime Prevention Office at **773.508.7170** with your requests.

## **RESIDENCE HALL SAFETY TIPS**

- Always keep your residence hall room locked, even when you are inside.
- Keep an inventory of valuable possessions. Take photos and record serial numbers. Keep a hard copy in a safe place. Whenever possible, engrave belongings with identifying marks such as your driver's license number.
- Do not loan your keys to anyone.
- Do not mark your key chain with your name or address.
- Report lost or stolen keys and swipe cards immediately to Campus Safety.
- Do not let unfamiliar people into the building or into your room.

- Do not prop open any locked doors.
- Call Campus Safety if you see suspicious activity or if you notice strangers loitering in or around the residence halls.

### **FIRE SAFETY TIPS**

- Activate the fire alarm pull station.
- Evacuate the building using predetermined escape routes.
- Assist mobility-impaired individuals if possible.
- Do not use elevators.
- Gather at a predetermined assembly location outside of the building.
- Inform Campus Safety of anyone who is unable to evacuate the building.
- Do not re-enter the building until told to do so by Campus Safety.
- Off-campus:
  - Implement and maintain a fire safety plan.
  - Change the batteries in your smoke alarms every six months.
  - Use only fresh, high quality batteries.
  - Test your smoke detectors to make sure that they are working. Install at least one smoke detector on every level of your home, including the basement and family room, and especially near bedrooms.
  - Vacuum your smoke detectors on a monthly basis to remove dust and cobwebs.
  - Change the batteries in your flashlights and place flashlights in strategic areas near your bed and in the kitchen, basement and family room.
  - Install all-purpose fire extinguishers around your house.
  - Plan and practice an escape route and meeting area.

### **PERSONAL SAFETY TIPS**

- Walk or jog in well-lit, populated areas only. Stay away from alleys and do not take short cuts.
- Walk or jog with a friend or in groups.
- Stay alert to your surroundings. Do not walk or jog while using headphones.
- Use the Transportation Department's escort service by calling: **773.508.RIDE (773.508.7433)**.
- Tell someone where you are going, the route you will be taking and when you plan to return.
- Carry a mobile phone and make sure that it is fully charged.
- When out on the town or attending a party, go with a friend or in a group. If you have to go to the restroom, take your drink with you. Remember that date rape drugs are tasteless, colorless and odorless. If your drink was left unattended, discard it and get a new one.

### **DATE RAPE DRUGS**

- Date rape drugs (GHB, Rohypnol, and Ketamine) are generally odorless, colorless and tasteless. These drugs can render a person physically helpless and therefore make them unable to refuse sex. These drugs can also affect a person's memory, causing a victim to be unsure if an assault has taken place.
- Attend functions in groups and keep an eye on your friends.
- Don't accept drinks from other people.

- Open containers yourself.
- Keep your drink with you at all times, even when you go to the bathroom.
- Don't share drinks.
- Don't drink from punch bowls or other large, common open containers.
- Don't drink anything that smells or tastes strange.
- If your drink has been left unattended, even for a moment, discard it and get a new one.
- When drinking alcohol, have a non-drinking friend with you to make sure that nothing happens.

## **PUBLIC TRANSPORTATION SAFETY TIPS**

- When taking public transportation, know ahead of time which train line you should be on, how to get there, where you will transfer, where you will get off and how you will get to your final destination.
- Travel in groups whenever possible.
- If there are only a few people on the bus or train, sit as close to the bus driver as possible, or choose the train car with the conductor on it (the first car in the direction of travel).
- Wait only at train platforms and bus shelters that are well-lit and populated, even during off-peak and evening hours. If necessary, wait by the ticket agent until the train is approaching.
- Do not sleep while traveling. That is an invitation for thieves. If drowsy, stand until you arrive at your stop.
- Do not engage in conversation with strangers. Criminals will often try to gain your confidence before they strike.
- Hide your jewelry and leave your purse at home, if possible. Never flash cash.
- Avoid wearing garments that could impede an escape should one become necessary (i.e., high heels, tight clothing, etc.).
- Stay alert, not only while on the train or bus, but especially when you are walking home from the station. People often become less vigilant once they leave the train platform or bus stop, and crimes often occur in the surrounding neighborhoods. (See "Personal safety Tips.")

## **THEFT PREVENTION TIPS**

- Never leave personal property of any kind unattended, especially laptop computers, even in familiar areas like classrooms, libraries and study spaces.
- Lock your bicycle to a bike rack using a late model kryptonite lock. If you lock your bike to a sign post, make sure that the post is permanently affixed and cannot be lifted up or removed. Secure or remove quick-release accessories like front tires, seats and handle bars. Remember bikes on campus must be secured to the bike racks only at the Water Tower Campus; and, the racks or the bike corral at the Lake Shore Campus. Locking bikes to sign posts, building railings, benches, etc. is not authorized and could pose a hazard in the event of an evacuation.
- Report all suspicious people, activity and circumstances to Campus Safety by calling **44-911 from campus telephones or 773.508.6039 from off-campus telephones.**

Report all thefts to Campus Safety immediately

## **IDENTITY THEFT PREVENTION TIPS**

- Don't give out personal information over the phone, through the mail or over the internet unless you are certain it is secure. Find out how your personal information

will be used and secured and whether it will be shared with others.

- Tear up or shred any paperwork that you throw away or recycle if it contains personal information, such as credit card receipts, bank statements, insurance forms and blank credit card applications.
- Do not carry your Social Security number with you. Give out your Social Security number only when absolutely necessary. Be aware of scams that are aimed at getting you to reveal your Social Security number and other personal information.
- Secure personal information in a safe area inside your home or residence hall room.
- Select passwords and PIN numbers carefully. Avoid passwords that are based upon your birth date, mother's maiden name, last four digits of your Social Security number, street address, consecutive numbers, pet's name, etc. Do not share your passwords or PIN numbers with anyone.
- Be aware of your credit cards' billing cycles. If you do not receive a bill on time, alert your credit card company immediately. (Thieves often change the address on stolen accounts in order to delay discovery of the crime.)
- Check your credit report annually.

### **CLERY ACT**

The Jeanne Clery Disclosure Act requires all postsecondary institutions that participate in federal student financial aid programs to produce and disseminate an annual campus crime report. This report contains statistical information regarding criminal activity for the preceding three years. To access this report, visit: [www.luc.edu/safety/cleryact.shtml](http://www.luc.edu/safety/cleryact.shtml).

To obtain a hard copy of this report, call: **773.508.6039**

Campus Safety also maintains bulletin boards around campus which contain monthly crime statistics, neighborhood crime maps, alerts and safety information. Lake Shore Campus bulletin boards are located in Centennial Forum Student Union, Cudahy Library, and Sullivan Center for Student Services. The Water Tower Campus bulletin board is located in 25 E. Pearson. Also, an online Crime Alert is located on Campus Safety's website. This feature is designed to disseminate information about specific criminal events quickly and efficiently.

For more information, visit: [www.luc.edu/safety](http://www.luc.edu/safety).

### **BEHAVIORAL CONCERNS TEAM**

The Behavioral Concerns Team (BCT) is a group of Loyola University Chicago administrators from various departments that is empowered to reach out to and make decisions regarding students exhibiting distressed, disturbed, or disturbing behavior. The approach of the team is based in a caring concern for the well being of the individual student and the University community. To provide appropriate support, the following areas are represented on the BCT:

- Dean of Students (Chair)
- Wellness Center
- Residence Life
- Services for Students with Disabilities
- Campus Ministry
- Office of First Year Experience
- Office of Student Conduct and Conflict Resolution (OSCCR)
- Campus Safety

The BCT takes steps to address concerns about student behavior appropriately and consistently. The BCT generally addresses the following four types of student behavior:

1. Behavior that physically harms the self or threatens to do so--suicidal ideation or

attempt.

2. Behavior that physically harms others or threatens to do so.
3. Erratic behavior (including online activities) that disrupts the normal proceedings of University students, faculty, or staff.
4. Involuntary transportation to the hospital for alcohol or substance use/abuse

Reports of these types of behavior should be referred to the BCT. The BCT encourages all members of the Loyola community, including Loyola students, to report student behavior that causes them concern. A report can be filed online at [www.luc.edu/bct/form.shtml](http://www.luc.edu/bct/form.shtml), by phone at 773-508-8300, or via e-mail at [bct@luc.edu](mailto:bct@luc.edu).

Once a report is referred to the BCT, the team will decide the most appropriate means of resolution. Each report is addressed on a case-by-case basis. Whenever possible, the Dean of Students or another member of the BCT will meet with the student who has engaged in the behavior that has caused concern.

Possible outcomes include but are not limited to:

1. No action needed
2. Referral for in-house support services
3. Referral to off-campus treatment
4. Medical withdrawal from the University
5. Medical leave from the University
6. Removal from the residence hall
7. Reduction in access to courses and/or facilities
8. Referral to conduct system

The Dean of Students will notify the student involved of any decision by the BCT and any necessary steps of action. Questions about any decision of the BCT should be directed to the Dean of Students.

Students are required to adhere to all decisions rendered by the BCT. Students who fail to comply with a request from the BCT may be referred to the University's student conduct system, and their continued failure to comply may result in their summary removal from the University.

## **REVIEW PROCESS**

A student may request a review of a decision made by the BCT. The request must be made in writing and should be delivered to the Vice President for Student Development (VPSD) within 15 business days after the BCT decision is received by the student. Any decision made by the BCT will remain in effect until the review process has been completed. The VPSD will make a decision regarding the request for review as soon as possible and will notify the student of that decision via e-mail to the student's @luc.edu account. The decision of the VPSD is the University's final decision.

For more information regarding the BCT, please visit [www.luc.edu/bct](http://www.luc.edu/bct).