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Dear Members of the Arrupe College Student Community,

The word “community” originates from the Latin root *communis*, meaning “common, public, shared by all or many.” When we created the Wintrust Student Commons at Arrupe, I had this meaning in mind—we all share the Commons, a public space within Arrupe.

When I spoke with you at Arrupe Night, I told you that Arrupe is a great community, and we believe you have qualities and talents to make our community even greater. Building community is a key characteristic for a successful experience at Arrupe, or, I contend, anywhere.

In the pages ahead, you will learn more about our community at Arrupe, about how you can be successful in building community and becoming the student we believe you are and can be. Pay attention to what is written in this student handbook. I gave each of you frames for your diplomas from Arrupe; if you follow our community standards, policies, and recommendations, your diplomas will fill your frame two years after you enroll with us.

Community comes from the Latin for shared by all or many. I look forward to sharing many life-giving, life-changing experiences with you in our community here at Arrupe College.

God’s blessings,

Fr. Katsouros, S.J.
Dean and Executive Director
Arrupe College
Loyola University Chicago
MISSION STATEMENTS

Arrupe College

Arrupe College is a two-year college of Loyola University Chicago that continues the Jesuit tradition of offering a rigorous liberal arts education to a diverse population, many of whom are the first in their family to pursue higher education. Using an innovative model that ensures affordability while providing care for the whole person—intellectually, morally, and spiritually—Arrupe prepares its graduates to continue on to a bachelor’s program or move into meaningful employment. Heeding the call of its namesake, renowned Jesuit leader Pedro Arrupe, S.J., the college inspires its students to strive for excellence, work for justice, and become “persons for others.”

Loyola University Chicago

We are 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.
ABOUT PEDRO ARRupe, SJ

Arrupe College is named after Father Pedro Arrupe, S.J., a Jesuit priest who was born in Spain in 1907 and dedicated his life to helping others. Father Arrupe (pronounced Ah-ROOP – ae) studied medicine as a young man, but he abandoned his medical training to enter the Society of Jesus in 1927. He was ordained in 1936 and within a few years was sent to Japan to work as a missionary.

During World War II, Father Arrupe was teaching on the outskirts of Hiroshima when the first atomic bomb fell. Using the medical training he received in his youth, Father Arrupe transformed the Jesuit residences into a makeshift hospital to care for the injured and dying.

In 1965 he was elected superior general of the Society of Jesus, a position he held until 1983. As the leader of Jesuits around the world, Father Arrupe helped guide the order through the changes of Vatican II and focused his tenure on working with the poor and marginalized. Father Arrupe, who died in 1991, made it his life’s work to educate men and women to serve others—an ideal that now guides Jesuit schools across the world.
THE STUDENT PROMISE

As an Arrupe College student and a member of the Loyola University Chicago community 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.
THE EXAMEN

As you probably know, Arrupe College of Loyola University Chicago is a Jesuit, Catholic institution, and one that derives its culture and values from that Jesuit heritage. For this reason, prayer is welcomed and encouraged as part of daily life at Loyola. Prayer takes many forms, and depending on one’s spiritual tradition, may include silent meditation, singing, chanting, speaking out loud, engaging in rituals, fasting, or eating in certain ways.

Additionally, one of the core objectives of the Office of Student Conduct and Conflict Resolution is to encourage reflection among students who engage in the conduct and conflict resolution services of the University. This means that whether you are filing a report, seeking assistance with a conflict, assisting as a witness or advisor, or responding to a report or complaint of misconduct, we hope that you will take the time to reflect on the circumstances that led to the conflict you are experiencing and what lessons can be learned.

One unique tool for prayerful reflection that St. Ignatius Loyola, the founder of the Jesuits, taught was called the Examen. The Examen was offered as a guide to review the events of the day considering God’s presence and direction for us. One of the few rules of prayer that Ignatius made for the Jesuit order was the requirement that Jesuits practice the Examen twice daily. It is a habit that Jesuits and many other Christians practice to this day. Even among people who are not Catholic – or even spiritual at all – the general practice of taking time to quietly reflect or meditate is an ancient practice that many find comforting, relaxing, and a way to find peace in even the most challenging of circumstances.

The Examen is offered here as one tool for personal reflection on our own decisions, where we have felt God’s presence during our daily lives,
and how we can best live extraordinary lives in the days to come.

Step 1: Become aware of God’s presence. Look back on the events of the day. The day may seem confusing to you—a blur, a jumble. Ask for clarity and understanding.

Step 2: Review the day with gratitude. Gratitude is the foundation of our relationship with God. Walk through your day in the presence of God and note its joys and delights. Focus on the day’s gifts. Look at the work you did, the people with whom you interacted. What did you receive from these people? What did you give them? Pay attention to small things—the food you ate, the sights you saw, and other seemingly small pleasures. God is in the details.

Step 3: Pay attention to your emotions. One of St. Ignatius’s great insights was that we detect the presence of the Spirit of God in the movements of our emotions. Reflect on the feelings you experienced during the day. Boredom? Elation? Resentment? Compassion? Anger? Confidence? What is there to learn through these feelings?

Step 4: Choose one feature of the day and pray from it. Allow yourself to be directed to something that was particularly important. It may involve a feeling—positive or negative. It may be a significant encounter with another person or a vivid moment of pleasure or peace. Or it may be something that seems rather insignificant. Look at it. Reflect about it. Allow a prayer to arise spontaneously from your heart—whether you ask for God to intervene some way, give praise, ask forgiveness, or express gratitude.

If you are Catholic or Christian, consider ending the Examen with a conversation with Jesus. Ask forgiveness for your sins. Ask for protection and help. Ask for wisdom about the questions you have and the problems you face. Do all this in the spirit of gratitude for the life you enjoy and the many gifts you have to give. End the Examen with the “Our Father” or some other prayer of meaning to you.

Regardless of your religion or faith tradition, conflict can be a difficult obstacle for all of us. If things get overwhelming, consider taking a pause from your busy day to practice some form of reflection that has meaning for you. (Examen adapted from www.ignatianspirituality.com.)
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone and Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen Katsouros, S.J</td>
<td>Dean and Executive Director</td>
<td>Maguire 316</td>
<td>312.915.8914 <a href="mailto:skatsouros@luc.edu">skatsouros@luc.edu</a></td>
</tr>
<tr>
<td>B. Minerva Ahumada</td>
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<td>312.915.8932 <a href="mailto:bahumad@LUC.edu">bahumad@LUC.edu</a></td>
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<td>Theology</td>
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<td>312.915.8927 <a href="mailto:aalexisbaker@LUC.edu">aalexisbaker@LUC.edu</a></td>
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<td>312.915.8929 <a href="mailto:ralvarez1@LUC.edu">ralvarez1@LUC.edu</a></td>
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<td>Maguire 384</td>
<td>312.915.8928 <a href="mailto:jbninski@LUC.edu">jbninski@LUC.edu</a></td>
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<tr>
<td>Jennifer Boyle</td>
<td>Associate Dean for Academic Affairs and Director of Operations</td>
<td>Maguire 366</td>
<td>312.915.8917 <a href="mailto:jboyle5@LUC.edu">jboyle5@LUC.edu</a></td>
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<tr>
<td>John Buethe</td>
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<td>Maguire 364</td>
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<td>Ernest Fernandez</td>
<td>Social Worker</td>
<td>Maguire 216</td>
<td>312.915.8923 <a href="mailto:efernandez1@LUC.edu">efernandez1@LUC.edu</a></td>
</tr>
<tr>
<td>Kieran Flahive</td>
<td>Mathematics</td>
<td>Maguire 372</td>
<td>312.915.8935 <a href="mailto:kflahive@LUC.edu">kflahive@LUC.edu</a></td>
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<td>Julie Garcia</td>
<td>College Placement Director</td>
<td>Maguire 394</td>
<td>312.915.8963 <a href="mailto:jgarcia33@LUC.edu">jgarcia33@LUC.edu</a></td>
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<tr>
<td>Name</td>
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<tr>
<td>Wendolyn Gomez</td>
<td>Executive Assistant to the</td>
<td>Maguire 314</td>
<td>312.915.8914</td>
</tr>
<tr>
<td>Shannon Gore</td>
<td>Communication</td>
<td>Maguire 380</td>
<td>312.915.8931</td>
</tr>
<tr>
<td>Robert Gutierrez</td>
<td>Psychology</td>
<td>Maguire 438</td>
<td>312.915.8994</td>
</tr>
<tr>
<td>Megan Kelly</td>
<td>Environmental Sciences</td>
<td>Maguire 448</td>
<td>312.915.8938</td>
</tr>
<tr>
<td>David Keys</td>
<td>Assistant Dean for Student</td>
<td>Maguire 228</td>
<td>312.915.8964</td>
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<tr>
<td>Kate Nissan</td>
<td>Mathematics</td>
<td>Maguire 392</td>
<td>312.915.8933</td>
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<tr>
<td>Susan McCarthy</td>
<td>Business</td>
<td>Maguire 444</td>
<td>312.915.8996</td>
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<tr>
<td>Sean O’Brien</td>
<td>Literature</td>
<td>Maguire 388</td>
<td>312.915.8926</td>
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<tr>
<td>Tommy O’Donnell, SJ</td>
<td>Coordinator, Student Success</td>
<td>Maguire 226</td>
<td>312.915.7960</td>
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<tr>
<td>O. Eliot Pope</td>
<td>History</td>
<td>Maguire 378</td>
<td>312.915.8966</td>
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<tr>
<td>H. Lavar Pope</td>
<td>Political Science</td>
<td>Maguire Hall 370</td>
<td>312.915.8985</td>
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<tr>
<td>Aisha Raees</td>
<td>Philosophy</td>
<td>Maguire 442</td>
<td>312.915.8936</td>
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<tr>
<td>Isabel Reyes</td>
<td>Associate Director of</td>
<td>Maguire 124</td>
<td>312.915.8912</td>
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<tr>
<td>Meghan Sebranek</td>
<td>Mathematics</td>
<td>Maguire 446</td>
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<tr>
<td>Sarah Shaaban</td>
<td>Associate Dean for Student</td>
<td>Maguire 232</td>
<td>312.915.8916</td>
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<td>Success</td>
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<tr>
<td>Susannah Strang</td>
<td>Fine Arts</td>
<td>Maguire 244</td>
<td>312.915.8965</td>
</tr>
<tr>
<td>Nicole Sumida</td>
<td>Social Worker</td>
<td>Maguire 218</td>
<td>312.915.8922</td>
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<tr>
<td>Giancarlo Tarantino</td>
<td>Philosophy</td>
<td>Maguire 242</td>
<td>312.915.8961</td>
</tr>
<tr>
<td>Blair Williams</td>
<td>Admission Counselor</td>
<td>Maguire 140</td>
<td>312.915.8913</td>
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### OTHER KEY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>Bookstore (textbooks)</td>
<td>312.915.7420</td>
</tr>
<tr>
<td>Bursar (account payment)</td>
<td>773.508.7705</td>
</tr>
<tr>
<td>Campus Card Office (student IDs)</td>
<td>312.915.7756</td>
</tr>
<tr>
<td>Campus Safety (emergencies)</td>
<td>773.508.6039</td>
</tr>
<tr>
<td>Financial Aid (scholarship / loans)</td>
<td>773.508.7704</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>773.508.4487</td>
</tr>
<tr>
<td>Student Accessibility Center</td>
<td>312.915.8960</td>
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<tr>
<td>Student Services Office</td>
<td>312.915.8924</td>
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<tr>
<td>Office of Academic Affairs</td>
<td>312.915.8981</td>
</tr>
<tr>
<td>U-Pass Office (Replacement)</td>
<td>773.508.8770</td>
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<tr>
<td>Wellness Center</td>
<td>773.508.2530</td>
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</table>
STUDENT LIFE AND SUPPORT

Academic and Testing Accommodations

Students who had IEPs or 504 plans in high school are eligible to receive accommodations in support of their academic experience at Arrupe College. These accommodations include, but are not limited to testing and notetaking support, technology support, and 1:1 support with an Accessibility Specialist.

The mission of the Student Accessibility Center (SAC) at Loyola University Chicago is to serve students with documented disabilities by creating and fostering an accessible learning environment. Aligned with Loyola University’s Jesuit mission, SAC is committed to serving all students, no matter their race, religion, color, gender identity, sex, age, sexual orientation, ancestry, national or ethnic origin, disability, mental status, protected veteran status, or other characteristic protected by applicable law.

To accomplish this mission, SAC will:

Empower students with diverse needs by enhancing their self-awareness, self-determination, and self-advocacy;

Promote awareness of the needs of students with disabilities and encourage the Loyola community at large to respect and care for each individual;

Support faculty, staff, and administrators on matters such as ADA and Section 504 compliance, as it relates to individuals with disabilities;

Work closely with campus partners, students, and families to create a safe environment for students to succeed personally, academically, and professionally.

The SAC has locations at the Water Tower and Lakeshore Campuses:
## Water Tower Campus

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<tr>
<th>Location</th>
<th>Lewis Towers 1240</th>
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<tr>
<td>Office Hours</td>
<td>Monday, Tuesday, Thursday 8:30-5:00p</td>
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<tr>
<td>Contact Information</td>
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</tr>
<tr>
<td>312-915-8960 (P)</td>
<td></td>
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<tr>
<td>773-508-3810 (F)</td>
<td></td>
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<tr>
<td><a href="mailto:SACArrupe@luc.edu">SACArrupe@luc.edu</a> (E)</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Student Accessibility Center Loyola University Chicago 1032 W. Sheridan Road Chicago, IL 60660</td>
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## Lake Shore Campus

<table>
<thead>
<tr>
<th>Location</th>
<th>Sullivan Center, Suite 117 6339 N. Sheridan Road Chicago, IL 60660</th>
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<tr>
<td>Office Hours</td>
<td>Monday - Friday 8:30 - 5:00p</td>
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<td>Contact Information</td>
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<tr>
<td>773.508.3700 (P)</td>
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<td>773-508-3810 (F)</td>
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<tr>
<td><a href="mailto:SACArrupe@luc.edu">SACArrupe@luc.edu</a> (E)</td>
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</tr>
<tr>
<td>Mailing Address</td>
<td>Student Accessibility Center Loyola University Chicago 1032 W. Sheridan Road Chicago, IL 60660</td>
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</table>
Athletics (Loyola Ramblers NCAA Division I)

Loyola is home to 11 varsity teams, including men's basketball, women's basketball, cross country, men's golf, women's golf, men's soccer, women's soccer, softball, track, men's volleyball, and women's volleyball. Arrupe College students receive FREE admission to all Loyola University Athletics events with a valid Loyola University student ID.

Arrupe College students are not eligible to compete in NCAA athletics at Loyola University Chicago. If students are interested in competitive athletics, they should contact Campus Recreation for information about Intramural or Club sports opportunities.

Campus Recreation

As members of the Loyola University Chicago Community, Arrupe College students have full access to campus recreation facilities. Campus recreation policies, hours, and contact information can be found at www.luc.edu/campusrec.

The Department of Campus Recreation strives to provide a diverse selection of quality recreational activities for individuals to pursue fitness, wellness, and leisure opportunities which enhance their personal development and establish habits for a healthy lifestyle. Opportunities for physical wellness include cardio and weight rooms, basketball and racquetball courts, fitness classes, a pool, club sports teams, and intramural sports.

Halas Recreation Center

The Halas Recreation Center offers a variety of treadmills, elliptical trainers, upright bikes, recumbent bike, and stair climbers. Halas also features both free weights and weight machines.

The Halas Pool is an 8 lane, 25 yard pool that reaches 7 feet deep and allows for both lap swim and space for free swim. Kickboards, pull-buoys, and aqua jogging
belts are provided for members’ use. The Halas Pool can be accessed through the locker rooms or the hallway by the Family Changing Room.

Upstairs, a multipurpose gym includes three courts that can be used for volleyball, basketball, badminton, and indoor soccer. Around the multipurpose court is a 1/11 mile track used for running and walking.

Halas offers a full Group Fitness Schedule including a variety of cardio, toning, kickboxing, yoga, and Pilates classes. We also offer several Spin classes in our Spin Studio. All Group Fitness classes are free to all full time students and Halas Members.

Halas Recreation Center offers two state of the art locker rooms complete with showers, lockers, and a dry sauna. Locker and Towel Service is also available. The locker rooms lead directly into the pool for quick and private access.

Intramural Sports
Intramural Sports games are organized in either tournament or league style. Activities include softball, flag football, soccer, volleyball, dodgeball, badminton, cornhole (bags), basketball, and racquetball. Intramural Sports are offered in the Fall and Spring Semesters.

Registration for Intramural Sports now takes place online at IMLeagues.com. Be sure to register early, as leagues are on a first come, first serve basis. You will see the times that are available to play online. Most seasons are 2–4 weeks long, with your team playing the same day each week until playoffs. See the registration link for more information!

Ramble Outdoors
Ramble Outdoors serves the Loyola University Chicago community by providing integrated educational experiences designed to foster the student promise of care for self, care for others, and care for the environment. Using the outdoors as classrooms, students participate in challenging and intentional, group-based
activities that provide space for reflection and leadership development.

**Sports Clubs**
Sports Clubs are student organizations that practice together as a team and compete against other universities' sports clubs and/or local sports clubs. Arrupe College students can join any of the club sports teams.

A complete list of sports clubs can be found at:

https://www.luc.edu/campusrec/sports/sportsclubs/

**Water Tower Campus Fitness Studio**
Located on the third floor of the Terry Student Center, the WTC Fitness Studio features the latest cardio equipment (including 4 bike, 4 elliptical machines, and 4 treadmills, each with interactive workout screens), group fitness classes, as well as locker room and shower facilities.

**Campus Safety**
For ALL matters related to issues of Campus Safety, including emergencies, call:

773.508.6039

The mission of the Loyola University Department of Campus Safety is to promote and maintain a safe and secure environment in which the University's educational mission can be successful. This department contributes to the University's mission through non-intrusive safety procedures that promote the intellectual, social, spiritual, physical and recreational aspects of students' lives.

In the event of an emergency, immediate notification to the Department of Campus Safety is essential to ensure the timely response of emergency personnel. They can be contacted at 773.508.6039. For lost and found at Water Tower Campus, items are dropped off at the 25 E. Pearson desk.
LOYOLA ALERT

Loyola Alert is an emergency messaging service that provides personalized, time-sensitive alerts to students, faculty, staff and other personnel in the event of unforeseen events or potentially life-threatening emergencies at the lakeside campuses. Loyola Alert will immediately send messages to registered participants via the following communication channels:

- Text messages to cell phones
- Voice messages to land lines and cell phones
- Written messages to personal e-mail accounts

Registration is required to receive Loyola Alert emergency communications. Loyola Alert messages are supplementary to the University’s emergency communications that are sent to all Loyola e-mail addresses and made available at LUC.edu.

Examples of emergencies in which Loyola Alert may be activated include, but are not limited to: barricade/hostage situations; widespread and threatening weather conditions; national civil emergencies; terrorist, active shooter, or other violent acts; and health emergencies as ordered by public health authorities.

To ensure that you receive emergency information through Loyola Alert, please sign up by filling out a simple registration form as soon as possible.

For more information about Campus Safety, visit [www.luc.edu/safety](http://www.luc.edu/safety).
Career / Employment Services

The staff who support Arrupe College students regarding career development and employment are:

Catherine Archer, LCPC
Career Advisor
Career Development Center
Schreiber Center Suite 115
773.508.7716 (appointments made by phone only)

Leah Brunk
Assistant Director, Employer Relations and Recruiting
Career Development Center
Schreiber Center Suite 115
lbrunk@luc.edu
312.915.7894

In partnership with the Loyola University Chicago Career Development Center, Arrupe College students have access to extensive support regarding career advisement and employment opportunities. All students have the chance to work individually with a career advisor and / or employee relations professional who can assist you with career exploration as well as the job search process.

From weekly walk-in hours to job readiness workshops, the Career Development Center offers the tools necessary to assist in every step of a job search and career discernment. We partner with Chicago-area employers and match Arrupe students looking for full-time, part-time, and experiential opportunities.

Through the use of Handshake, Loyola’s web-based career management system, your college can help you navigate current job postings with tips for a successful job hunt. We are committed to providing the resources necessary for a lifetime of learning and professional development. Handshake can be accessed at:

www.luc.edu/career
College Placement and Graduate Support Services

College Placement Services

Julie Garcia  
College Placement Director  
Office: Maguire 394  
Email: jgarcia33@luc.edu

The College Placement Director at Arrupe College of Loyola University Chicago supports students in continuing their educational pursuits after graduation by:

- Assisting students in the selection and application process to transferring institutions that are a strong match for their abilities and academic, social and financial needs.

- Providing exposure to numerous institutions across the country through our College Panel Series, table visits, and college tours.

- Providing individual meetings as well as group workshops to support students and families with completing FAFSA, writing college essays, building relationships with colleges, and completing college applications.

- College Placement strives to build meaningful relationships with colleges across the country that have the infrastructure, resources and desire to enroll Arrupe College graduates. We seek a collaborative relationship to implement best practices leading to continued persistence for our transfer students.

If you are a student, parent or college representative and would like to schedule an appointment with Julie Garcia, please send an email to: jgarcia33@luc.edu.

Graduate Support Program
The Graduate Support Coordinator supports our graduates with their transition from Arrupe College into four-year colleges and universities, job training programs or the workforce.

The Graduate Support Coordinator supports students in continuing their educational and career pursuits post-graduation by:

- Visiting alumni at their respective campuses for check-in meetings
- Locating resources and point people at four-year colleges and universities to connect with our graduates in order to support them in their transition to a new institution
- Assisting with scholarship searches and completing FAFSA each year
- Working with Arrupe Career Coordinator to disseminate information about potential job openings and internship opportunities
- Providing guidance about advisement, course selection and transfer resources
- Connecting Arrupe graduates to mentoring opportunities
- Hosting reunions and other events to reconnect graduates with each other and the Arrupe College and Loyola University Chicago communities

Common Spaces / Wintrust Student Commons Policies

Everyone involved with Arrupe College shares the Wintrust Student Commons and other common spaces (lounges, study rooms, classrooms, etc.) – students, faculty, staff, administrators, Board members, donors, prospective students, guests, and members of the entire Loyola University Chicago community. As such, students are expected to adhere to these simple guidelines:
• Respect each other at all times. Help create an environment where people feel comfortable and safe.
• Remember that Arrupe College is a school, and every space (including the Wintrust Student Commons) is meant to help students succeed in their academic pursuits.
• Respect each other at all times. Help create an environment where people feel comfortable and safe.
• Remember that every space at Arrupe College (including the Wintrust Student Commons) is meant to help students succeed in their academic pursuits.
• Keep common spaces clean – clear your dishes when you’re done eating, throw away your trash, wipe up your spills, so that the next student has a comfortable place to work.
• Please leave tables and chairs as they were found in the space.
• Don’t leave your items unattended – lost or left items will be turned into the Maguire Hall front desk.
• Loyola University is considered a “dry campus” so alcohol and other drugs are not permitted on campus.
• Ensure language is inclusive and respectful to all, this includes music, videos and the way we address our peers.
• Unless related to a special event, students must use headphones when listening to music or watching video content in common spaces.
• Take care of the food service staff, the cleaning crew, maintenance workers, and all other personnel at Arrupe – they work hard for Arrupe College and deserve to be treated respectfully.

If you have any questions or need to report violations of the above policy, contact Sarah Shaaban, Associate Dean for Student Success, at sshaaban1@luc.edu
Email Policy

While members of the Arrupe College community communicate in a multitude of ways, EMAIL is the official form of communication for all Arrupe College students. Each student is issued an luc.edu email address, which mirrors their UVID. Students are responsible for checking their luc.edu email address AT LEAST once a day, and will be held accountable for all information and notice sent to their university email address.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, specifically addresses the rights of students as they pertain to their education records. Education records are those records which directly relate to the individual student currently or formerly in attendance and are maintained by Loyola University Chicago (Loyola).

For the full University policy regarding FERPA, please visit www.luc.edu/regrec/ferpa.

Financial Aid

Because Arrupe College seeks to be affordable for all enrolled students, it is imperative that students be mindful and active in the financial aid process.

Beginning in the fall semester of their first year, students may be asked to submit paperwork to the Financial Aid Office to ensure that information received by the FAFSA application is accurate.

For support in navigating the financial aid process, students must work directly with the Financial Aid Office. Arrupe College’s primary contact for financial aid-related issues is Viviana Arellano (varellano1@luc.edu), Assistant Director for Financial Aid.
NOTE: All students eligible to complete the Free Application for Federal Student Aid (FAFSA) MUST do so by OCTOBER 1 of every year.

Identification Policy

As per the Community Standards (201.16), Arrupe College students must have their Loyola University Chicago-issued student ID (Campus Card) with them at all times while accessing any university facility. Students found to be without their student ID, who fail to present their student ID when asked to do so, or who attempt to use another student’s ID to gain access to campus buildings will be held accountable through the Community Standards.

If a student ID is misplaced or defective, students must visit the Campus Card Office (1st floor of the Corboy Law Center) and obtain a replacement. There is a $25 replacement fee.

Intercampus Shuttle

The Loyola Intercampus Shuttle is a supplemental transportation service available for current Loyola University Chicago students, faculty, and staff. A valid Loyola ID is required and must be shown to ride the shuttle. U-Pass or Driver's License are not accepted. Service operates on weekdays only, when classes are in session during the academic year (fall/spring only). NOTE that the intercampus shuttle does not currently run during Arrupe College's summer term.

The shuttle stops are located at the South end of the West Quad (Lake Shore Campus) and Corboy Law Center (Water Tower Campus). At the Water Tower Campus, the line for the shuttle forms inside the east doors of the Corboy Law Center lobby.

Shuttle buses run a continuous loop between the Lake Shore Campus (LSC) and the Water Tower Campus (WTC), at approximately 20-minute intervals, Monday through Friday, starting at 7 a.m. The final shuttle buses depart LSC at 12
a.m. and WTC at 12:10 a.m. The shuttle also makes a trip each weeknight, Monday through Friday evening, departing the WTC at 9:05 p.m. to the Union and Ogilvie Stations. There is no shuttle service on Saturday or Sunday.

Under normal traffic conditions, travel time is less than half an hour. During peak travel periods or inclement weather, the trip may take longer. During rush hour periods (7–9 a.m., 4–6 p.m), we strongly encourage using the CTA Red Line or the #147 CTA Bus. After 8:30 p.m. the buses run approximately every 30 minutes.

When the lines are long or do not permit boarding of the current bus, we strongly recommend use of public transportation.

**Shuttle Bus Tracking**

Shuttle riders can track the location and estimated arrival times of the intercampus shuttles as well as receive real time travel alerts and notifications on their mobile device, laptops and desktops by going to [https://lucshuttle.com](https://lucshuttle.com). We recommend that riders bookmark the site for quick, easy access.

**Public Transportation**

Loyola’s Water Tower and Lake Shore Campuses are both located close to Chicago Transit Authority (CTA) bus and train routes, including the #147 and #151 buses, and the Red Line elevated train. To give students the full advantages of public transportation, Loyola participates in the CTA U-Pass program, which gives a student an unlimited number of rides aboard all CTA buses and trains, and eliminates the need to pay cash per ride. For more information, visit: [www.luc.edu/upass](http://www.luc.edu/upass). For more information about CTA service, visit: [www.transitchicago.com](http://www.transitchicago.com)

**Laptop Policy and Information**

Arrupe College is happy to provide laptops to all enrolled students as a tool for academic success. If a student successfully completes their Associate’s Degree at
Arrupe College, the laptop is theirs to keep. In order to obtain a laptop from Arrupe College, students must sign a laptop agreement.

If a student is not actively working toward their Associate’s Degree at Arrupe College, they must return the laptop to the Office of Student Services unless a different arrangement is agreed upon by Arrupe College administration. Should a student fail to return their laptop upon request, they will be assessed a charge of $725.95, which covers the full cost of the laptop, plus warranty and protective sleeve.

If a student leaves Arrupe College and is readmitted at a later date, they may request a used laptop through the Office of Student Services.

Software

A multitude of software applications (including Microsoft Office) are available to Arrupe College students for download. To access them, visit the Software Center at www.luc.edu/its/projects/sscm/ for instructions.

Tips for Laptop Care

- Keep food and liquids away from your laptop.
- When transporting your laptop, make sure the screen is closed (to protect the hard drive) and the laptop is secured in a backpack and protective sleeve.
- Be sure not to stack heavy objects (eg. textbooks) on top of your laptop.
- Do not download unnecessary software or other programs onto your laptop.
- Maintain your laptop by updating active anti-virus and other essential software programs.
- Take care of your power cord. Be careful when unplugging it from the wall or your laptop, do not roll over it with chairs, and do not step on it.
- Shut down your laptop at least once a week.

Laptop Repairs
Loyola University Chicago offers complimentary “best effort” technical support for Arrupe students. The program is part of the ITS Help Desk. If you need technical support, (including Lenovo Warranty) please contact the ITS helpdesk at 773.508.4487 to speak to a technician or arrange for an appointment.

If it is determined that your laptop needs repair, speak to a technician or an appointment will be arranged. The technician will determine if the laptop needs to be sent out for repairs. If laptops are taken for repair, they will drop off laptops with the Office of Student Services and a pick up time can be arranged by emailing sshaaban1@luc.edu.

**Using Non-Arrupe Issued Laptops**

If you wish to decline a laptop, you must first furnish a laptop that meets the needs of Arrupe College students, including (but not limited to) internet access capabilities, access to view and listen to multimedia sources (audio and video), the capacity to download and run educational software programs, and the ability to run Microsoft Office. **Note that tablets do not meet our specifications.** If this is your choice, schedule an appointment with Sarah Shaaban (sshaaban1@luc.edu). Please bring your personal device as well as your Arrupe-issued laptop to this meeting.

**Libraries**

Arrupe College students have full access to all services and resources provided by the Lewis Library (Water Tower Campus) and the Cudahy Library (Lake Shore Campus).

Arrupe College has a designated librarian who is happy to assist students with specific research and other library-based needs:

Annette Alvarado, aalvarado2@luc.edu, 312.915.6629
Lewis Library

The Lewis Library of Loyola University Chicago houses the university's business, criminal justice, economics, education, and social work collections. The Lewis physical collections comprise more than 250,000 volumes and 1,500 periodical subscriptions; online resources include hundreds of research databases, thousands of e-books, and over 35,000 journal titles.

The main entrance to the Lewis Library is on the 6th floor of the Corboy Law Center. The 8th floor is the quiet study floor and the 9th floor has study rooms that students are able to reserve. The Lewis Library is also home to the digital media lab, offering a wide variety of equipment for check-out, including digital cameras, video cameras, iPads, and audio equipment.

Cudahy Library

The Elizabeth M. Cudahy Memorial Library is the main library of Loyola University Chicago, and is located on the Lakeshore Campus. It houses the university's fine arts, humanities, science and social sciences collections as well as the University Archives and government document depository collections. The Cudahy physical collections comprise more than 900,000 volumes and 3,200 periodical subscriptions; online resources include hundreds of research databases, thousands of e-books, and over 35,000 journal titles.

In addition, the Cudahy Library is linked with the Klarchek Information Commons, which holds the main Digital Media Lab for Loyola University Chicago and boasts hundreds of computer workstations, access to additional research and reserves support, and idyllic views of Lake Michigan.

Rambler Bucks

Rambler Bucks are the universal funds accepted at many of Loyola’s on and off campus partners. Rambler Bucks offer Loyola students, employees and other community members a convenient method of paying for goods and services.
All members of the Loyola community who receive a Campus ID Card are automatically eligible to have Rambler Bucks. At the time the Campus ID Card is issued, the balance is $0 and funds can be added with cash, check or credit card. For more information on how to add Rambler Bucks to your Rambler Card please visit Adding Rambler Bucks. One benefit of using Rambler Bucks on campus includes paying no sales tax on food purchases at specified on-campus dining facilities.

For students, Loyola Rambler Cards are active from the first term of enrollment until two months after the last date of the last term of enrollment. For employees, Loyola Rambler Cards are active from the date of hire to the date of termination. Activation dates for all other community members who receive a Campus ID Card can vary based on the roles and responsibilities with the University.

You can add Rambler Bucks via cash to your Campus ID Card on the Water Tower Campus at:

Baumhart Hall - 1st Floor  
Corboy Law Center - Lower level  
Corboy Law Center - Lewis Library, room 625

**Printing on Campus**

Students have access to multiple printing options on campus, including printing from computer labs, campus computer workstations, personal laptops (including Arrupe-issued laptops), and personal mobile devices. For more information on how to complete print jobs, visit:

www.luc.edu/digitalmedia/printingandsustainability

There is a per-page fee for print jobs. The following rates apply for the various types of print jobs that are available:
### Print Format

<table>
<thead>
<tr>
<th>Print Format</th>
<th>Cost per sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White double-sided (Duplex) (Default)</td>
<td>$0.10</td>
</tr>
<tr>
<td>Black &amp; White single-sided (Simplex)</td>
<td>$0.07</td>
</tr>
<tr>
<td>Color or Tabloid single-sided (Simplex)</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

Each semester, students in courses will receive $3.50 (equivalent to 50 single-sided Black & White pages) of Uniprint Dollars on their Campus Card issued Loyola ID. These funds will be added after the first week of the semester after course registration closes. Unused allocations do not carry over from each year and are non-transferable. Once Uniprint Dollars are depleted, printing costs will be deducted from cardholder's Rambler Bucks account on your Loyola ID. If students need more funds to complete print jobs, they may add Rambler Bucks to their student account (see the handbooks section on Rambler Bucks for instructions).

Students have access to a multitude of printers, including computer labs in Maguire Hall, the Corboy Law Center, the Lewis Library, and other WTC campus buildings. In addition, students have access to printers near computer workstations and kiosks, one of which is located on the 2nd floor of Maguire Hall.

### Social Work Services

Arrupe College social work services provide counseling, case management, and wellness programming for the holistic wellbeing of students.

Arrupe College has two full-time Licensed Clinical Social Workers on staff. They are:

**Ernest Fernandez**
Maguire Hall 216  
312.915.8923  
efernandez1@luc.edu
Nicole Sumida  
Maguire Hall 218  
312.915.8922  
nsumida@luc.edu

In addition, Arrupe College has a Coordinator for Student Support and Outreach:

Tommy O’Donnell, SJ  
Maguire Hall 226  
312.915.7960  
todonnell2@luc.edu

To make an appointment:

- Call 312.915.8945 and leave a message with your name, phone number, and a good time to call you back. You’ll get a response within 24 hours.
- Send an email with the above information to anyone on the Social Work Services team.
- Stop by their offices.

Counseling Services

Arrupe College Licensed Clinical Social Workers’ primary work is to provide students with counseling services. Counseling – also called therapy or psychotherapy – is a process of working with a licensed therapist to develop healthy coping skills and learn to deal with symptoms of anxiety and depression that may be related to current stressors or past life situations. Therapy sessions usually occur once a week for approximately 45 minutes to an hour.

Case Management Services

Arrupe College Social Work Services also provides case management. Case management is a collaborative process that assesses, plans, implements,
coordinates, monitors, and evaluates the options and services required to meet the student’s health and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost-effective interventions and outcomes.

Some common reasons for case management include linking the student to community resources including:

- Medical insurance applications
- Finding medical and psychiatric providers
- Childcare services
- Housing opportunities*
- Food pantries
- Free tax preparation

*The city has scarce housing resources, and waitlists can be anywhere between a week and several years. Please contact a member of the social work team as soon as possible to begin the process of looking for viable options.

**Wellness Programming**

The social work team also facilitates and coordinates workshops at Arrupe College, or invites university and community partners to present on topics such as:

- Mental health
- Physical health
- Sexual health
- HIV/STI testing
- Healthy relationships
- Relaxation
- Mindfulness
- Time management
- Study skills
- Childcare/parenting
The Wellness Center at Loyola University Chicago can also support students in a variety of ways, especially as it pertains to physical health issues. Feel free to reach out to them as well: www.luc.edu/wellness.

Student Leadership, Involvement, and Spirituality

Arrupe College seeks to create opportunities for learning in and out of the classroom. As students of Loyola University Chicago, students can participate in activities and organizations offered campus-wide. For a full picture of student life at Loyola, visit the Division of Student Development Website at www.luc.edu/studentdevelopment, or explore offices and programs that serve students.

Leadership and Involvement

In addition, Arrupe College is home to programs and organizations specific to Arrupe College students.

Leadership opportunities include the Arrupe Emerging Leaders Program, leadership development workshops, a sophomore leadership retreat, and service in leadership positions such as Orientation Leader and officer roles in Arrupe Student Organizations. For information on leadership development opportunities, contact David Keys Assistant Dean for Student Success, at dkeys2@luc.edu.

Involvement opportunities include membership in a variety of organizations. All students are represented by the Student Government of Arrupe College (SGAC). In addition, students participate in theatre and dance groups, clubs related to media and film, intramural teams and other athletic clubs, and groups focused on celebrating art and diversity.

For information on involvement opportunities, contact David Keys, Assistant Dean for Student Success, at dkeys2@luc.edu.

Spirituality
As members of the Loyola University Chicago community, Arrupe students are invited to explore the rich spiritual tradition of the Society of Jesus and to become men and women for and with others.

Students at Arrupe have the opportunity to attend spiritual retreats in both the first and second year of their Arrupe College experience to explore their spiritual lives and grow in deeper faith and hope.

The first-year retreat focuses on the founder of the Jesuits (St. Ignatius of Loyola) and the namesake of Arrupe College (Pedro Arrupe), and invites students to consider how they can use their greatest gifts and talents for the betterment of humanity.

The second-year retreat, called UNWRITTEN, was developed by LUC Campus Ministry and helps students ask the questions, “what story am I telling with my life,” and “what story do I want to tell?”

In addition to retreat programs, Arrupe College offers opportunities for prayer and worship throughout the year, and students can engage Campus Ministry at the Lakeshore Campus for access to other spirituality programs.

For more information about Arrupe College’s spirituality programs, contact Tommy O’Donnell, SJ @todonnell2@luc.edu.

The Tutoring Center

Mission of the Tutoring Center

The Tutoring Center embodies the mission of Loyola University Chicago by providing academic services and resources which foster development of skills and attitudes necessary to increase the knowledge and academic independence of all students. Through multiple learning services, the Tutoring Center helps to contribute towards student success and growth efforts that are made by Loyola University Chicago.
Vision of the Tutoring Center

Through learning experiences offered at the Center, students are expected to participate in not only their own academic success but also the success of their fellow classmates.

Students of Loyola University Chicago are encouraged to engage in conversations that will deepen their knowledge and understanding of the world around them. The Center provides a space where learning dialogue can take place and minds work together to achieve academic success and assert academic integrity.

The Tutoring Center provides academic and learning support for undergraduate Loyola University Chicago students.

Supplemental Instruction (SI)

Supplemental Instruction (SI) consists of regularly scheduled, out-of-class group study sessions driven by students’ needs. Sessions are facilitated by trained peer leaders (SI Leaders) who utilize collaborative activities to ensure peer-to-peer interaction in small groups (UMKC 2018). SI is offered for historically difficult 100 and 200 level courses in biology, chemistry, math, and physics courses.

Questions? Contact Annie Kelly, Associate Director of the Tutoring Center, at akelly2@luc.edu.

Small Group Tutoring

Peer tutoring is offered in some 100 and 200-level courses in study groups of 3-8 students led by an undergrad peer tutor. This is achieved through a collaborative approach. Students who are in need of academic support in higher level classes may contact Annie Kelly, Associate Director of the Tutoring Center, at akelly2@luc.edu. Although tutoring is not guaranteed, the Tutoring Center makes every effort to accommodate tutoring requests.
To sign up for tutoring, go to TutorTrac.* Questions? Contact Annie Kelly, Associate Director of the Tutoring Center, at akelly2@luc.edu.

*TutorTrac is not compatible with Google Chrome.

Success Coaching

In a free, personalized, one-on-one Success Coach meeting, students will meet to talk about their academic experiences, identify areas for growth, and create a customized, realistic plan for success. For example, students may choose to work on study skills, time management, notetaking, stress management, exam preparation, or other learning strategies. Success Coaches are highly trained, friendly, and knowledgeable graduate students who can help students identify opportunities to take academic success to the next level.

To sign up for Success Coaching, go to TutorTrac. Questions? Contact Sam Siner, Assistant Director of the Tutoring Center, at ssiner@luc.edu.

U-PASS

The U-Pass program at Loyola University Chicago is governed by a contract that has been agreed upon by Loyola University Chicago and the Chicago Transit Authority. While Loyola and CTA each have their internal policies regarding the U-Pass, there are select policies that each cardholder should know and adhere to immediately when receiving the U-Pass privilege.

Ventra U-Pass

- A students' U-Pass provides unlimited rides on the CTA during a students' enrollment as a full-time student
- A student does not need to obtain a new U-Pass each semester/term
- As long as an Arrupe student is enrolled in THREE (3) credit hours of coursework, U-Pass privileges will be loaded onto their U-Pass automatically at the start of each semester/term
• Students can add full fare passes and transit value to their Ventra U-Pass during times when school is not in session (Winter and Summer Breaks)
• Students can use their TRANSIT card (not U-Pass) on PACE year-round provided they have loaded funds to the card
• A student's U-Pass is valid for 5 years, and a student's transit account will stay active when a student is not enrolled in school (i.e. graduation)

U-Pass Replacement, Rules, and Regulations

As students begin to use their U-Pass, they should be aware of the following rules for being a U-Pass cardholder:

• Students should handle their cards carefully. There is a replacement fee if your card stops working as a result of abuse.
• A U-Pass is for the issuing student's use only. U-Passes cannot be transferred or sold. If this rule is violated, CTA and Loyola University Chicago reserves the right to confiscate the pass and prohibit a student from having a U-Pass for a full year and/or press criminal charges.
• If a U-Pass is damaged, lost or stolen, students can visit one of Loyola's (2) U-Pass customer service locations to complete a replacement pass transaction. If a student feels that their card is damaged, they must visit Ventra Headquarters at 165 N. Jefferson Chicago, IL to have them run tests on the card (this waives the replacement fee). In the event a pass is lost/stolen, a $50 non-refundable fee will be collected (Rambler Bucks only). In the event the card is damaged, Ventra will provide the student with a form that they can present to Loyola University Chicago to waive the fee and order the pass.
• All replacement passes should be arrive at Loyola between 5-7 business days after the pass was ordered.

For all U-Pass questions, visit www.luc.edu/upass.
Wellness Center

The Wellness Center provides high quality interdisciplinary medical, mental health, and health promotion services that enable our diverse student population to more fully participate and succeed in the college experience. By enhancing health and wellness, within the context of a Jesuit Catholic institution, each student is empowered to take responsibility for self-care by making informed lifestyle choices that contribute to their own success and to the well-being of the community.

Call 773.508.8883 to schedule an appointment.

Wellness Center helps students to:

GET WELL: At Loyola's Wellness Center, you will find medical, mental health, and health education professionals committed to your well-being. Together, we work to create a strong, safe campus community so that every Loyola experience is successful.

BE WELL: At Loyola's Wellness Center, you will find medical, mental health, and health education professionals committed to your well-being. Together, we work to create a strong, safe campus community so that every Loyola experience is successful.

STAY WELL: How will you stay well during your Loyola experience and beyond? Make a commitment to a healthy lifestyle today. Get involved with a campus group, feed your intellectual hungers, explore your spiritual side, and make healthy behaviors part of your everyday routine.

Eligibility & Fees

Students currently attending classes (full or part time) are eligible to use the services provided at the Wellness Center at no charge. Services include counseling, a dial-a-nurse program, health education and wellness programming.
and information, medical services, nutrition, psychiatry, a therapy dog, and wellness advocacy.

Students are welcome to use the Wellness Center to maintain or improve their health. A fee for the Wellness Center is assessed at the beginning of the Fall and Spring semesters and appears on every student's bill as part of the student activity fee. This covers medical assessment and short-term treatment by a staff nurse, physician, or nurse practitioner; assessment and either brief counseling with a mental health professional at the Wellness Center or assistance connecting to a community mental health provider; telephone advice from a nurse; and health education and wellness programs and resources at the Wellness Center, including unlimited group therapy visits. Some lab tests, immunizations, prescription medications, and materials are provided for an additional fee.

For the Wellness Center Fees Structure, visit the Wellness Center website: www.luc.edu/wellness

Furthermore, students are responsible for the cost of mental and physical health care services outside of Loyola's services (e.g., care in the emergency room, hospitalization, and specialist services). For support in navigating or obtaining health insurance, visit the Arrupe College Social Work team.
APPENDIX A
Academic Handbook

STUDENT ACADEMIC POLICIES HANDBOOK
Arrupe College of Loyola University Chicago

Mission

Arrupe College is a two-year college of Loyola University Chicago that continues the Jesuit tradition of offering a rigorous liberal arts education to a diverse population, many of whom are the first in their family to pursue higher education.

Using an innovative model that ensures affordability while providing care for the whole person – intellectually, morally, and spiritually – Arrupe prepares graduates to continue on to a bachelor’s program or move into meaningful employment. Heeding the call of its namesake, renowned Jesuit leader Pedro Arrupe, S.J., the college inspires its students to strive for excellence, work for justice, and become “persons for others.”

Overview

Arrupe College is named after Father Pedro Arrupe, S.J., a Jesuit priest and former Superior General who dedicated his life to helping others.

It is the goal of the program to offer a rigorous two-year curriculum promoting the Jesuit ideals of cura personalis (concern for the individual), acquisition and development of knowledge, and social justice while providing three core benefits:
• **Affordability** – The institution’s tuition structure is designed to ensure students whose families have an Expected Family Contribution (EFC) at or near $0 graduate with an Associate’s degree with minimal debt.

• **Accessibility** – Near the intersection of CTA and METRA transit lines, Loyola University’s Water Tower Campus is a commuter-friendly ecosystem for learning, working, and personal development.

• **Achievability** – The curriculum aligns with the requirements of the Illinois Articulation Initiative (IAI), which allows students to transfer their credits upon competition to any institution part of the state-wide agreement.

Arrupe students have access to the University’s Wellness Center, tutoring and writing services, libraries, gyms, computer labs, and most student organizations at the Lakeshore and Water Tower campuses. Within Arrupe, students enjoy on-site tutoring, transfer- and career-counseling, social work services, and academic advising.

### 101. Curriculum

Arrupe’s curriculum has three components: (1) IAI General Education Core Requirements (37 credit hours), (2) mission-specific requirements transferable to Loyola University Chicago (9 credit hours), and (3) concentration and elective credit (15 credit hours). Successful completion of these 61 credit hours will satisfy the requirements for an Associate’s degree in Business, Social and Behavioral Sciences, or Liberal Arts.

#### 101.1. Schedule

Unless otherwise approved (see 103.1.a through 103.1.c), students are required to maintain contiguous, full-time enrollment through four 16-week semesters and two 9-week Summer sessions. Time to completion is two years.
101.2. Grading System

Letter grades and plus/minus indicators (suffixes) are used by instructors to indicate a student's quality of achievement in a given academic course. The letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, F are assigned the following credit points for purposes of grade point average (GPA) calculations: A = 4.0; A- = 3.67; B+ = 3.33; B = 3.00; B- = 2.67; C+ = 2.33; C = 2.00; C- = 1.67; D+ = 1.33; D = 1.00; F = 0.

a. Incomplete Grades

For Arrupe courses, an Incomplete ("I") is a temporary grade. An Incomplete grade is warranted if there has been a pronounced change in circumstances near the end of the term (typically after the “W” drop date) due to extenuating circumstances beyond the student’s control. Justification for an Incomplete grade includes but is not limited to an incapacitating accident or illness too close to the end of the term to complete final assignments, the death of a family member or close friend coinciding with the final exam or an assignment deadline, or a disaster damaging residence or study materials so close to the end of the term as to prevent completion of final assignments or exam.

To request an incomplete, students must submit an Incomplete Grade Request Form to their instructor by the Wednesday following final exam week. Approval of this request is at the sole discretion of the instructor. If approved, students will receive a temporary grade of "I" for the course.

Students qualify for an Incomplete if their grade for submitted work averages as a 70% (“C-“) or greater.

Incomplete work must be finished according to the schedule approved by the professor, but no later than by the end of the next semester (due to the short Summer term, students who
receive an incomplete grade in the Spring have up to 8 full weeks into the Fall semester to complete outstanding coursework). Failure to complete required coursework within the allotted timeframe will result in an "F".

Should a student fail to take a scheduled final exam, this may be considered incomplete work. Exam completion should follow the same procedure as that for other incomplete work. It is the instructor’s responsibility to determine whether a make-up exam should be given for a missed final exam, to set a time for its administration, and to arrange for a proctor.

Students who have been granted an incomplete and then have approval for a leave of absence from the program are responsible for submitting all work within the preapproved timeframe unless approval is obtained in writing from the Associate Dean of Academics.

Students must receive additional approval from the Associate Dean of Academics if appealing for more than two Incompletes in a given term.

b. Withdrawal Grades

Withdrawal is defined as withdrawing enrollment from a class or classes. Withdrawal within the first two weeks of the Fall or Spring semester or first week of the Summer session will result in no financial responsibility for the dropped class(es). More information regarding this process can be found under 103.3.

Withdrawal from one or all classes after these dates will result in a proration of tuition charges and, potentially, a recalculation of Title IV funds. Student who are contemplating withdrawal should first refer to the Office of the Bursar’s tuition schedule to calculate their return and speak with a Financial Aid
representative to determine what effects, if any, withdrawal has on his/her Financial Aid package.

Students who are enrolled but receive no course credit for a semester or session may be audited by the Financial Aid Office at the end of the academic term. This audit could result in a return of Title IV funds without any tuition reimbursement.

i. **Withdrawal for a “W”**

A grade of "W" (withdrawal) is given for withdrawal after the first and through the tenth week of the 16-week semester and after the first and through fifth week of the 9-week session. This grade will appear on the student's transcript but will have no effect on the student's grade point average.

ii. **Withdrawal for a “WF”**

A grade of "WF" (withdrawal failing) will be recorded for students who withdraw from a class beyond the last day to drop for a “W” (see 102.b.i). A “WF” appears on the student's transcript and is considered for all purposes as an "F."

iii. **Withdrawal for an “NR”**

The notation of "NR" is assigned in instances where the student is registered at Arrupe but never attended or submitted work for the course in question. An “NR” grade does not affect the student’s GPA, but may result in an audit by the Office of Financial Assistance.

iv. **Illinois Articulation Agreement (IAI) Grade Requirements**
At least a “C” is required for satisfactory completion of each of the two courses in the writing sequence (ACWRI 105 and ACWRI 110). Students should know, however, that some participating institutions and some baccalaureate majors already require a “C” or better for completion of the writing courses and the oral communication course (ACCOM 105).

Aside from the two writing courses, the IAI agreement permits students to count a course in which they earned a grade of “D” towards fulfilling the other General Education Core Curriculum requirements because most bachelor degree-granting institutions permit "native" students to do so. The student's Baccalaureate Major, however, may require a “C” or better in any General Education Core Curriculum course also used to satisfy a major requirement.

Students should know they need at least a cumulative “C” average (2.00) to meet graduation requirements for an Associate’s degree. Students preparing to transfer should understand that, although the policy permits a course in which they earned a grade of “D” to count towards an Associate’s, admission to most degree-granting institutions – and to specific bachelor degree majors – is often highly competitive.¹

101.3 ACUNI 101 & 102

a. ACUNI 101 First Year Seminar

¹ From the IAI: http://www.itransfer.org/
Arrupe College’s first year seminar, ACUNI 101, is a 1 credit hour course and a graduation requirement for all incoming first year students during their first semester. The course is designed to provide a comprehensive extended orientation that is holistic in nature and focuses on academic success and students’ transition to college. The course is pass/no pass (P/NP). Students must attain a 70% or higher in the course in order to receive a passing grade.

While ACUNI 101 is only offered in the Fall semester, students who fail or withdraw from the course may satisfy this graduation requirement by successfully completing ACUNI 102 Academic Success Strategies which is offered in the Spring.

b. ACUNI 102 Academic Success Strategies

ACUNI 102 is 1 credit hour course designed to strengthen students’ academic skills so that they can become more effective learners. Enrollment in ACUNI 102 is elective for students in good academic standing and required of students who are on academic probation after their first semester and/or did not pass ACUNI 101.

102. Academic Policies

102.1. Academic Progress

Satisfactory Academic Progress (SAP) is defined by the college as a 2.0 minimum cumulative GPA. SAP is assessed by the college at the end of each session.

Separately, to remain eligible for financial aid, students must meet the 2.0 GPA requirement while successfully completing at least 67% of attempted coursework in an academic year. The Office of Financial Aid assesses student academic progress at the end of each semester and will place students falling below this target on probation. Students who do
not meet the Office’s standards by the end of the subsequent semester must file an appeal with Financial Aid. If the appeal is granted, students have until the end of their second semester on Financial Aid probation to meet SAP. Students who fail to do this will lose their financial aid package permanently.

a. Dean’s List

Students who receive a 3.5 GPA or higher within an academic term will receive a letter from the Dean and Executive Director congratulating them on their academic achievement.

b. Academic Probation

At the end of each term, students with a cumulative GPA below a 2.0 will receive an academic probation notification letter. Students on Academic Probation for the first time must complete and submit a completed Student Academic Difficulties Assessment to their academic advisor before their scheduled Academic Progress Appointment.

All students on probation – new and continuing – must contact their advisor to schedule an Academic Progress Appointment held within the first two weeks of the subsequent term. At this meeting, they will discuss and sign an Academic Improvement Plan.

Students on probation will have a registration hold placed on their account. Only after the student meets with his or her advisor will the hold be lifted. Failure to complete the aforementioned Academic Probation process during the term is grounds for dismissal.

Students who are on Academic Probation have until the end of the subsequent semester to attain a cumulative GPA of at least a 2.0. When students do not meet this target, the Academic
Standings Committee will consider their dismissal and deactivation. Any student on probation who fails to achieve either a cumulative GPA of 2.0 or a “C+” average (2.33) for the probationary semester can be dismissed for poor scholarship.

The College reserves the right to make certain terms of a student’s Academic Improvement Plan mandatory. This may include, but is not limited to, tutoring, bi-weekly Student Support Team discussions, and reoccurring academic advising appointments.

Students who fail to comply with mandatory components of their Academic Improvement Plan risk dismissal and deactivation at the end of the semester or session.

i. **Mandate for Academic Probation over Consecutive Sessions**

Students allowed by the Academic Standings Committee to continue on Academic Probation for consecutive semesters are required to attain and document at least 1.5 hours of academic enrichment activity per week during each subsequent probationary semester and three hours a week for each probationary summer session. Academic enrichment activity means meaningful interaction with the Tutoring Center (CTAE), Writing Center, Student Success workshops, an instructor or advisor, Jesuit Scholastics, and/or Arrupe-approved volunteer tutors. Students must submit record of their academic enrichment activities to their advisor on a schedule determined during the Academic
Progress Appointment. The Academic Support Log is the preferred method of record keeping.

c. Multiple Probations

Any student who is placed on probationary status more than one time will be allowed at least one semester in which to return to good standing. If the student does not return to good standing at the end of that probationary semester, he/she may be dismissed for poor scholarship.

d. Dismissal for Poor Scholarship

Any student who has a deficit of 15 or more credits, even if he/she has not had a previous semester of probationary status, may be dismissed for poor scholarship.

Any student who fails to achieve a term GPA of at least 2.33 for the probationary semester (unless he/she restores his/her cumulative GPA to a minimum of 2.00 at the end of that semester) may be dismissed for poor scholarship.

102.2. Academic Integrity

Arrupe College values participation, truth, and honesty in personal, professional, and academic communication and endeavors. In particular, as a community of scholars and learners, Arrupe College requires its members to understand and abide by the following policies and procedures regarding academic integrity in accordance with Loyola University Chicago.

The following behaviors are prohibited and will result in disciplinary action as indicated below.

a. Truancy
Missing class reduces learning opportunities and is a hindrance to achievement. Students are expected to attend all class sessions and, if an absence is inevitable, are asked to communicate with their professor in advance. Per individual course requirements, students are strongly encouraged to arrange to complete missing work for which they are eligible to receive late credit and may be asked to furnish supporting documentation.

Students who will be absent for more than two consecutive classes are strongly encouraged to first schedule a meeting with their advisor and the Associate Dean for Academic Affairs (or a representative) to help the student to determine the best path forward. The student should also consult with their professors to determine how their absence will affect their progress in individual courses.

b. **Cheating**

Cheating consists of intentionally communicating, obtaining and/or using unauthorized materials prior to or during an exam. This includes but is not limited to giving or receiving exam questions prior to and during an exam and utilizing unauthorized materials such as notes, cell phones, or calculators during an exam.

c. **Plagiarism**

Plagiarism involves intentionally or unintentionally using someone else’s intellectual or artistic work without proper citation, and thereby representing such work as one’s own. This includes quoting words, ideas, facts, statistics and reproducing images or graphs without properly identifying the original source. Plagiarism also involves utilizing another person to write
a paper, and submitting one’s own paper for credit in two or more courses without the permission of the instructors.

Faculty members have the responsibility to determine acts of academic dishonesty within their courses and classrooms. Acts of academic dishonesty will result in the student receiving a grade of “F” for the assignment or exam. All occurrences of academic dishonesty must be reported by the faculty member to the Associate Dean of Academic Affairs. Multiple instances of academic dishonesty will result in a referral to the Associate Dean of Academic Affairs for consideration of further sanctions including the recommendation of expulsion. Students have the right to appeal all sanctions to the Dean and Executive Director of the College (see the Hearing procedure below).

102.3. Transfer Credit

Generally, Arrupe abides by Loyola University Chicago’s Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB), and dual credit transfer policies. For more information, visit the Undergraduate Studies Catalog at http://www.luc.edu/academics/catalog/undergrad/reg_transfercrpol.shtml

Arrupe students must earn 61 credit hours from the College in order to graduate with an Associate’s degree. Additionally, students must maintain full-time enrollment during the fall and spring semesters and enroll in 6 credit hours in the summer. Therefore, though transfer credits may fulfill a specific program requirement, they do not diminish a student’s course load across the two years.

102.4. Reverse Credit Policy
A student who has earned 54 credits at Arrupe at the end of his or her second summer term and has been accepted into a four year institution for a Bachelor’s degree program is eligible to apply to transfer back 7 credits from the 4 year institution to complete an Associate’s degree at Arrupe College. Students must have approval of the Associate Dean of Academic Affairs prior to the end of their final semester at Arrupe and, in most cases, must complete all transferable credit in the first semester at the senior institution.

Students awarded an Associate’s degree from Arrupe College are recognized as core complete at any one of the Illinois Articulation receiving institutions including all of Loyola University Chicago’s undergraduate colleges.

Students who transfer to another college of Loyola University Chicago without having completed the Associate’s degree are eligible to apply up to 7 LUC credit hours of missing coursework towards their Associates degree. These 7 credit hours must be taken the first semester the student is enrolled at Loyola.

This policy will allow the student to fulfill his or her degree requirements, complete his or her LUC core, and maintain a timely graduation.

Students can initiate the transfer back process by completing the LUC Reverse Credit Transfer Worksheet with a College Placement Office representative.

102.5. Academic Grievance Policy

The Arrupe College process for resolving academic grievances complies with the University’s academic grievance procedures. The purpose of an academic grievance policy is to ensure fairness and consistency in the management of all academic disputes.
involving course grades and accusations of academic misconduct.

a. Grade Appeals
   i. If a student believes a grade to have been assigned by mistake or unfairly, she or he has the right to appeal the grade. The student must first contact the instructor to discuss the grade. If the instructor determines that a change of grade is warranted, the instructor submits a change of grade request via Locus. If the instructor denies the appeal, or fails to respond to the student’s request for a meeting, the student may request a formal hearing to have the appeal reviewed in an impartial and thorough manner.

   According to the University’s policy, a grade will only be changed if:
   1. is found to be in significant violation of clearly established written college policies or
   2. is a result of improper procedures or
   3. is found to be capricious. Capricious grading is the assignment of a grade to a student which is based partially or entirely on criteria other than the student's performance in the course; based on standards different from those standards of grading applied to other students registered in the same course; or based on a substantial departure from the announced grading standards for the course (University’s academic grievance procedures).

b. Academic Misconduct Appeals
   If a student believes she or he was wrongly accused of academic misconduct such as cheating or plagiarism, she or he must first discuss the matter with the instructor. If the instructor denies the appeal, the student may request a
formal hearing according to the University’s academic grievance procedures outlined below.

c. Pre-Hearing Procedure
   1. The student should attempt to resolve the problem by discussion with his/her professor.
   2. If that attempt fails the student should make a written request for a hearing to the Associate Dean of Academic Affairs within one month after the beginning of the following semester. The request should include:
      a. the nature and basis of the dispute (example: “I am appealing my grade in Professor X’s ACXXX-XX class because”)
      b. attempts to resolve the matter
      c. documentation including (personal grade records, copies of graded work, email communication, comparisons of work of other students, notes and/drafts of assignments)
   3. The student is strongly encouraged to discuss the matter with her or his advisor and seek the advisor’s assistance in compiling the written request for a hearing.

d. Hearing Board
   Upon receiving a formal written request for an academic grievance hearing, the Associate Dean of Academic Affairs will convene a hearing board of between three and five faculty members (including one chairperson) other than the faculty member involved. The chairperson of the hearing board sets the calendar, notifies all members and involved parties of the dates and times of hearings and informs students by written notice of the recommendations of the board.

e. Hearing Procedure
1. The chairperson of the hearing board sets a date and time for the hearing (within two weeks of receiving request if possible) and notifies the student, faculty and the members of the board in writing.

2. The student and instructor are invited to present documentation and relevant information to the hearing board in person; but may request to appear separately before the board.

3. The hearing will be private and all information presented is confidential.

4. Individuals appearing before the hearing board have the responsibility of presenting truthful information, and the board in reaching its decision will evaluate the credibility of the witnesses.

5. The conduct of the hearing is informal, and the board is not bound by rules of evidence or court procedures. Matters of procedure will be decided by the chairperson of the hearing board.

6. In grade disputes, it is the student’s responsibility to prove that the grade assigned was unfair, or inaccurate; in hearings concerning academic dishonesty, it is the instructor’s responsibility to prove the accusation.

7. All decisions of the board will be determined by a majority vote of the members present.

8. The student and faculty member involved will be informed in writing by the chairperson of the hearing board of the board's decision within two weeks of the hearing.

**f. Appeal**

The student may appeal the decision of the hearing board in writing to the Dean of Arrupe College within thirty days of notice of the hearing board's decision. The Dean may approve, modify, or reverse the decision of the board and will notify the student of his/her decision within two weeks.
of receiving the appeal if practicable. The decision of the dean is final.

103. Enrollment

103.1. Cohorts

Arrupe College students in their first year are part of and take classes as morning or afternoon cohorts. Though incoming students may indicate their cohort preference, cohort placement is at the discretion of the College. Second year students may enroll in any open class that meets their degree requirements.

a. Bridging Cohorts

In some instances, the Associate Dean of Academics or designated proxy may allow first year students to take classes across cohorts; that is, classes in both the morning and afternoon. In these cases, students will remain affiliated with their original cohort and return to their intended schedule for subsequent terms.

b. Changing Cohorts

First year students are allowed to submit a request to change cohorts in writing to the Associate Dean of Academics or designated proxy. Students cannot switch cohorts during an active academic term.

103.2 Full-Time Enrollment Requirement

Students at the College are required to enroll in at least six credit hours (two courses) per Summer Session and at least 12 credit hours (four courses) per semester. Loyola’s Financial Aid Office also defines full-time enrollment as 12 credit hours per semester. Only students who follow this policy are eligible for maximum financial assistance.
Though contiguous enrollment is a program requirement, students do not receive federal or state aid for the Summer session. Students may use institutional scholarship, out-of-pocket, borrowed, and/or semester refund monies to cover their Summer tuition obligation. If orchestrated with the Office of the Bursar in advance, students may schedule payments via an iPlan.

a. Verification

If a student is selected by the Office of Financial Aid to verify their FAFSA, he/she must complete the verification process before registering for subsequent sessions. Outstanding verification documentation is itemized under the “To Do” banner in LOCUS.

b. Outstanding Account Balances

Students not on a payment plan (iPlan) with an outstanding balance may not register until the account balance is settled in accordance with the Office of the Bursar’s policies and practices.

c. Part-Time Registration Appeal

Students who intend to enroll in fewer than two classes in a session or four classes in a semester must submit the Part-Time Enrollment Request Form to the Associate Dean of Academics the first of the registration month. Approval is at the discretion of the Associate Dean of Academics.

Students who enroll part-time understand that transitioning to part-time status could affect financial aid, tuition charges, and date of anticipated graduation.

d. Full-Time-Plus Registration Appeal
In certain circumstances, students may wish to take an additional class in order to maintain progress towards a timely graduation. A student may request to enroll in more than the full-time minimum by submitting a Full-Time-Plus Request Form to the Associate Dean of Academics. Eligible students must have at least a “B” average (3.0) for their 6-12 most recently attempted credit hours. Appeals are due the first day of the registration month.

Students may register for 13 credit hours without appeal if they are enrolling in a 1 credit hour lab course.

e. Request for Leave of Absence

In cases where extenuating circumstances significantly impact a student’s ability to attend class (i.e. medical condition, emotional trauma, crisis in the home, etc.), he or she may request to take a leave of absence over a semester or session by submitting a Leave of Absence Request Form to the Associate Dean of Academics by the first day of the registration month.

A student granted leave of absence will not register for classes for the subsequent term. Therefore, financial aid will not disburse nor will the student be assessed tuition or fees for that term.

Students on leave will not be deactivated from the program and will be eligible to apply for financial aid upon their return. However, students who do not register for the term in which they indicated they would return nor file an appeal with the Associate Dean of Academics for an extension of their Leave of Absence will be administratively deactivated.

f. Repetition of Course(s)
Students may repeat a course in which they previously received a passing grade only with the specific authorization of their academic dean. Students can formally request to retake a course for which they received credit by completing the Course Repeat Request Form and submitting it to the Associate Dean of Academics. Authorization to repeat courses merely to improve the grade will rarely be given.

The grade in a repeated course does not replace the original grade earned. The grades in both courses are averaged together. For example, if a student received a "D+" in a 3-hour course and a "B-" in the repeat, the quality points are added together (12.00) and divided by the total hours of both courses (6.00). This provides the course grade point (2.00).

In an authorized repetition of a course the student will not receive credit hours toward graduation for both courses. The student will only receive credit hours toward graduation for equivalent to one of the courses (3 hours) since credit hours in the course have already been earned. The repeated course, however, is counted for attempted hours and quality points for the accurate computation of grade point average for the term in which it is taken.

A student who repeats a course without permission of the dean earns neither credit hours nor quality points for the repeated course.

103.3. Cross-College Enrollment

Students may take coursework at another college within Loyola University Chicago needed to fulfill a desired program or degree requirement at the senior institution. Eligible students must meet the following criteria: 1) a cumulative GPA of a 3.0 or higher, 2) sophomore standing (27 or more earned credit hours), and 3) permission from both
the Associate Dean for Academic Affairs at Arrupe College as well as the dean from the receiving college. Students may enroll in no more than one class outside Arrupe in a given term.

103.4. Voluntary Withdrawal

Students who withdraw from a course or courses do so understanding that a change in registration status may impact financial aid (distributed and undistributed), tuition charges, and academic marks (W, WF, etc.).

a. Voluntary Withdrawal from Course(s)

If, during the academic session, a student wishes to withdraw from one or more of his or her current courses, he or she must submit a Request to Withdraw from Course(s) Form to his or her academic advisor within the first five weeks of the session. Final approval for withdrawal rests with the Associate Dean of Academics.

Barring extenuating and documented circumstances, students who stop attending a class after its first day but prior to the “W” drop date but have not officially withdrawn will receive the final grade of "WF," which is an administrative penalty grade and equivalent to a grade of "F". Students will incur full financial obligation to the college. Repeated withdrawals from class may result in the student being barred from further attendance at the college.

Students who are contemplating a “W” and receiving or expecting to receive financial assistance should consult with the Office of Student Financial Assistance prior to making the request.

b. Voluntary Withdrawal from an Academic Term
An enrolled student who wishes to withdraw from all of his or her coursework during an academic term must notify the Associate Dean of Academics in writing. A student is considered to be in attendance until such notice has been received by the Dean. All financial refunds or obligations are dated from the date of the formal notice of withdrawal and not from the date of the last class attended (see the Arrupe Academic Calendar for tuition refund timeline). It is the student's obligation to inform the Dean promptly of the intention to withdraw. Telephone messages and/or non-attendance in class are not official notification.

**e. Voluntary Discontinuance**

A student *certain* he or she would like to withdraw from Arrupe College should schedule a meeting with his or her advisor and the Associate Dean of Academics as soon as he or she reaches this decision. The purpose of this meeting is to discuss the implications of attrition and to strategize for future success.

At the conclusion of this meeting, the student will be withdrawn from all registered coursework and reimbursed for tuition based on the Office of the Bursar’s tuition recalculation schedule. The student understands a full withdrawal may trigger a Title IV financial aid review, which may result in a return of Title IV monies at term’s end. This means the student may attrite with an outstanding tuition balance, for which he or she will be held financially liable.

At this point, the student will be considered on Leave of Absence until the end of the open registration period (see 103.2.e). During this time, the student is encouraged to work with the Office of Student Success to develop and begin implementing a plan of action for life after Arrupe.
If in good academic standing, the student may renege on his or her voluntary withdrawal from the College before the end of the open registration period and register for classes the subsequent term. Full deactivation will occur only at the end of the open registration period if the student remains unenrolled (see 103.3).

f. Questioning Continuance

A student considering permanent withdrawal from Arrupe College is first encouraged to schedule a meeting with his or her advisor as soon as he or she feels such action is imminent. The purpose of this meeting is to help the student evaluate his or her justification(s) for attrition, ensure he or she understands the full implications of such a choice, and strategize for future success.

The time between this initial meeting and the end of the term or session will be viewed as a period of discernment. Students in this phase are expected to continue tending to coursework in order to secure as many transferable credit hours as possible. Students in discernment will be asked to work closely with the Office of Student Success to develop and implement a plan for transition.

At term’s end, the student will be asked to meet with the Associate Dean of Academics to make a final declaration of intent. If the student should decide that he or she wishes to continue at the College, the Associate Dean will coordinate with her staff to ensure the student is enrolled in classes the subsequent term. If the student declares discontinuance, he or she will be deactivated.

103.5. Deactivation

Deactivation means a student is no longer actively enrolled at Arrupe College, and is equivalent to an administrative suspension.
Students will be notified in writing that he/she has been administratively deactivated from the college. Students may appeal the deactivation decision by the given deadline. The appeal should be submitted to the Associate Dean of Academics via email.

Former students who wish to reactivate their program status the semester following the deactivation of their program must apply for reinstatement by filing a Reinstatement Appeal with the Dean and Executive Director of the college. The appeal must be submitted no later than one month prior to the start date of the term in which they wish to be reinstated.

a. Deactivation for Non-Attendance

Students who demonstrate no academic activity within the first week of the term will be notified of pending deactivation via campus email and post at the end of the first week. Students who do not appeal by the end of the second week will be withdrawn and deactivated from the college. By terminating enrollment, financial aid will not disburse and billing for the current term will be canceled. Students will be held financially liable for outstanding balances from previous terms.

b. Deactivation for Non-Enrollment

Unless granted appeal, students who have not registered for the subsequent term will be notified of pending deactivation from the program via campus email and post at least one week prior to the end of the late registration period. If the student in question does not appeal by the end of the late registration period he/she will be deactivated from the program. Late registration periods are noted on the Arrupe Academic Calendar.

103.6. Readmission Policy
Students who have been deactivated, withdrawn or dismissed may apply for readmission to the Office of Admission. Students must apply to be readmitted for a term no later than 1 year from the date of dismissal or deactivation. Students may apply for reentry in fall, spring or summer. The Associate Dean of Academics will review readmission applications. Students must demonstrate academic and professional potential which might include attaining a 2.0 at another accredited institution.
APPENDIX B

Community Standards

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Loyola University of Chicago
Office of Student Conduct and Conflict Resolution
Student Life and Engagement
Damen Student Center, 3rd Floor
6511 N. Sheridan Rd. Chicago, IL 60626
(773) 508-8890
www.luc.edu/osccr
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WELCOME LETTER FROM THE VICE PRESIDENT OF STUDENT DEVELOPMENT

Dear Loyola Student:

Welcome to Loyola University Chicago, your home for what will surely be one of the most exciting chapters of your life: your undergraduate college experience. You have chosen to attend a prestigious institution known around the country for its academic excellence, commitment to ethics, and of course beautiful location alongside Lake Michigan. Whether you are a “local” or came here from another state or country, you have arrived in one of the country’s most exciting, diverse, and vibrant cities: Chicago, Illinois.

In other words, you have chosen to become a Rambler, and as part of the Rambler Community you will have opportunities to study, work, pray, play, and grow with world-renowned faculty, dedicated staff, and high-achieving students. This community, along with a strong alumni network of Ramblers who came before you, believes that when we find our deepest passions and set ourselves to using those passions to meet some great need, that we will transform the world.

With this opportunity comes an important responsibility: to honor, respect, and carry forward Loyola’s proud tradition of excellence in all that you do. This means taking every opportunity to make the very most of the privilege you enjoy in being a Loyola student. It means treating your classmates and others in your
community with the respect and dignity that all people deserve. And it means using your talents in service to the community to leave it better off than before you got here.

The Rambler Community will be here to hold you accountable, to remind you of your responsibility, and to support you in moving forward. That is the purpose of these Community Standards. Please know that this document provides a platform, a floor, a minimum threshold for your conduct as a Rambler. Our expectations for what you will achieve – and how you will honor yourself, your families, and your University in the process – are far higher.

So on behalf of the entire Division of Student Development, welcome, Ramblers! We are so glad you are here.

Sincerely,

Jane Neufeld
Vice President, Division of Student Development
THE STUDENT PROMISE

In the spring of 2007 seven students representing diverse backgrounds, along with four staff members, were commissioned by the Office of Student Conduct and Conflict Resolution (then known as “Judicial Affairs”) and Office of the Vice President for Student Development to create a document that represented the voice and spirit of the student body. After many months of dialogue, reflection, and hard work, the result was “The Student Promise,” a declarative statement that unites all Loyola students while also identifying what makes a Loyola student unique – different from students at other institutions of higher education.

The unifying and distinguishing characteristic that this group identified was profound in its simplicity. To put it simply: Loyola students care.

In The Student Promise, we have a direct representation of the values of Loyola’s student body. It is important to notice that while this is different from the University Mission Statement, the two are deeply connected. The two statements complement one another, inform one another, and build upon one another. So it is with the actual student body, which grows from and adds to the extraordinary University community that makes up Loyola University Chicago.

Now, many years after its creation, The Student Promise remains an inspiring symbol of student empowerment, pride, and community accountability. As you enter into this Rambler Community, we hope you will accept the invitation that The Student Promise presents by learning it, living it, and teaching it to the generations of Loyola students who will follow in your footsteps.

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 expression or identity, 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.

Loyola University Chicago, 2007
As you probably know, Loyola University Chicago is a Jesuit, Catholic institution, and one that derives its culture and values from that Jesuit heritage. For this reason, prayer is welcomed and encouraged as part of daily life at Loyola. Prayer takes many forms, and depending on one’s spiritual tradition, may include silent meditation, singing, chanting, speaking out loud, engaging in rituals, fasting, or eating in certain ways.

Additionally, one of the core objectives of the Office of Student Conduct and Conflict Resolution is to encourage reflection among students who engage in the conduct and conflict resolution services of the University. This means that whether you are filing a report, seeking assistance with a conflict, assisting as a witness or advisor, or responding to a report or complaint of misconduct, we hope that you will take the time to reflect on the circumstances that led to the conflict you are experiencing and what lessons can be learned.

One unique tool for prayerful reflection that St. Ignatius Loyola, the founder of the Jesuits, taught was called the Examen. The Examen was offered as a guide to review the events of the day considering God’s presence and direction for us. One of the few rules of prayer that Ignatius made for the Jesuit order was the requirement that Jesuits practice the Examen twice daily. It is a habit that Jesuits and many other Christians practice to this day. Even among people who are not Catholic – or even spiritual at all – the general practice of taking time to quietly reflect or meditate is an ancient practice that many find comforting, relaxing, and a way to find peace in even the most challenging of circumstances.

The Examen is offered here as one tool for personal reflection on our own decisions, where we have felt God’s presence during our daily lives, and how we can best live extraordinary lives in the days to come.

**Step 1: Become aware of God’s presence.** Look back on the events of the day. The day may seem confusing to you—a blur, a jumble. Ask for clarity and understanding.

**Step 2: Review the day with gratitude.** Gratitude is the foundation of our relationship with God. Walk through your day in the presence of God and note its joys and delights. Focus on the day’s gifts. Look at the work you did, the people with whom you interacted. What did you receive
from these people? What did you give them? Pay attention to small things – the food you ate, the sights you saw, and other seemingly small pleasures. God is in the details.

**Step 3: Pay attention to your emotions.** One of St. Ignatius’s great insights was that we detect the presence of the Spirit of God in the movements of our emotions. Reflect on the feelings you experienced during the day. Boredom? Elation? Resentment? Compassion? Anger? Confidence? What is there to learn through these feelings?

**Step 4: Choose one feature of the day and pray from it.** Allow yourself to be directed to something that was particularly important. It may involve a feeling – positive or negative. It may be a significant encounter with another person or a vivid moment of pleasure or peace. Or it may be something that seems rather insignificant. Look at it. Reflect about it. Allow a prayer to arise spontaneously from your heart – whether you ask for God to intervene some way, give praise, ask forgiveness, or express gratitude.


If you are Catholic or Christian, consider ending the Examen with a conversation with Jesus. Ask forgiveness for your sins. Ask for protection and help. Ask for wisdom about the questions you have and the problems you face. Do all this in the spirit of gratitude for the life you enjoy and the many gifts you have to give. End the Examen with the “Our Father” or some other prayer of meaning to you.

Regardless of your religion or faith tradition, conflict can be a difficult obstacle for all of us. If things get overwhelming, consider taking a pause from your busy day to practice some form of reflection that has meaning for you. And remember that the OSCCR is here to assist with whatever conflict you are experiencing.

*(Examen adapted from [www.ignatianspirituality.com](http://www.ignatianspirituality.com))*
ARTICLE I. GENERAL INFORMATION ABOUT THE COMMUNITY STANDARDS

As a student at Loyola University Chicago, the Community Standards are the centralized place for most policies and procedures that apply to you. In this document, you will find information about the University’s expectations for student behavior, student organizations, residential living, and behavior that occurs at Loyola’s international campuses and programs. You will also find information about the processes and procedures that the University uses to enforce those expectations so that our community remains safe, welcoming, and academically focused.

101. Definitions

1. “Academic term” means fall or spring semesters. Summer sessions and January sessions (“J-term”) are not considered academic terms for the purposes of these Community Standards. For some academic programs, including but not limited to the School of Law and Quinlan School of Business, “academic term” may refer to quarters.

2. “Advisor” means a person who may accompany a complainant or respondent involved in the conduct or grievance processes and whose role is to provide a comforting and familiar presence for a student or student organization (see §407 Other Hearing Elements).

3. “Assigned outcome” (formerly known as “sanction”) is an educational, developmental, restorative, or deterrent measure assigned to a respondent because the respondent has been found responsible for some policy violation. Sanctions are mandatory and failure to complete a sanction may result in additional disciplinary action.

4. “Bias-motivated misconduct” is any offense under §201 Generally Prohibited or Regulated Conduct against another where the subject was selected wholly or partially because of protected characteristic(s).

5. “Board” means any group of representatives of the University community who are selected, trained, and authorized by the OSCCR to assist with adjudication of cases of alleged student misconduct. The Student Community Board and appeal boards are two types of board.
6. “Bullying” is antagonistic and unwelcome behavior towards another that is severe or repeated and that would be likely to intimidate, hurt, demean, defame, control, or diminish a reasonable person. This includes, but is not limited to, slurs, epithets, and derogatory terms. Bullying is not in the intention (e.g., “just joking around”) but in the perception of the behavior against another party.

7. “Business Day” means a day of regular University operation when most University offices are open (generally Monday through Friday, including most academic breaks but excluding designated University holidays).

8. “Coercion” means the use of force, threats, or intimidation to elicit an action from another person.

9. “Complainant” refers to an individual who has reported misconduct to the University and chooses to participate in the student conduct or grievance processes. A complainant may be a survivor (§101(34)) and/or reporter (§101(25)).

10. “Conduct administrator” means a University professional or paraprofessional (e.g., graduate student) who has been trained and authorized by the OSCCR to conduct investigations and/or hearings, and who is designated by the Dean of Students to have the authority to adjudicate cases. The Director of the OSCCR is the chief conduct administrator for the University.

11. “Conduct record” means a record of all incidents where a student was found responsible for misconduct. Conduct records are maintained for seven years from the date of the incident, after which time all such records (except those resulting in expulsion) are destroyed.

12. “Consent” means freely given, mutually understandable permission to engage in a specific activity. For more information regarding consent and sexual misconduct, see §201(21) Sexual Misconduct.

13. “Demonstration” means an event in which two or more people gather publicly in a coordinated and organized manner to display support or opposition for, or express a position or feeling toward a person, organization, or cause (see also §603).
14. “Discrimination” is the unjust or preferential treatment of another wholly or partially because of the subject’s protected characteristic(s).

15. “Distribution” means providing or making accessible to another any amount, no matter how small. Examples include but are not limited to: splitting a six-pack of alcohol with someone under the legal drinking age may be considered distribution of alcohol; providing a person with one pill or other small amount of a controlled substance may be considered distribution of drugs; and assisting a student to acquire a fake ID may be considered distribution.

16. “Facility” or “University Facility” means any building, grounds, property, office, or area that is owned and operated by the University. Classrooms and residence halls are considered University facilities.

17. “Guest” may mean different things in different parts of the Community Standards. Generally, a University guest is someone who is not a Loyola student. A residence hall guest is someone who is not currently assigned to live in a particular residence hall, but who may be a student or even a student who resides elsewhere on campus.

18. “Harassment” is intentional, aggressive, and unwelcome behavior towards another that is severe or repeated and that has the purpose or effect of seriously interfering with a reasonable person’s physical health, mental health, or ability to benefit from the University’s programs and services.

19. “Hazing” is a broad term encompassing actions or activities often associated with initiation or group associations which inflict or attempt to cause mental or physical harm or anxieties; or which demean, degrade, or disgrace any person regardless of location, intent, or consent of participants (see also §201(15) Hazing and §606 Hazing Resources and Information).

20. “Incapacitation” means a state in which an individual cannot understand the nature of an act (meaning they cannot comprehend the “who, what, when, where, why, or how” of an interaction) to the extent that they do not have command over their own decisions. Examples of incapacitation may include, but are not limited to: a person who consumes alcohol or
other drugs to the extent that they are severely impaired; a person who has a severe mental or physical disability that hinders their ability to understand the nature of a sexual activity; or a person who is asleep or has passed out. Evidence of incapacitation may include, but is not limited to: stumbling, experiencing a black-out, demonstrating a loss of coordination, vomiting, slurring of words, or other abnormal behavior. Engaging in sexual activity with a person who you know or reasonably should know is incapacitated is sexual misconduct (see §201(21) Sexual Misconduct).

21. “Investigator” means a conduct administrator charged with investigating complaints or other reports. This term is most often used in Article V. Grievance Process for Gender-Based (Title IX) and Bias-Motivated Incidents, where investigators are tasked with investigating and resolving gender-based or other bias-motivated incidents.

22. “OSCCR” or “Office of Student Conduct and Conflict Resolution” means the office charged with maintaining and enforcing the Community Standards and the student conduct and grievance processes. The OSCCR is located on the third floor of the Damen Student Center.

23. “Preponderance of the evidence” means such evidence that, when weighed with that opposed to it, has more convincing force and the greater probability of truth. This is the standard of evidence for all conduct decisions, and may also be thought of as a standard based on what is “more likely than not” to have occurred.

24. “Reasonable person” means a theoretical person exercising commonly accepted judgment under similar circumstances and with similar identities to the actual subject.

25. “Reporter” means any individual who notifies the University of an incident of alleged misconduct via one of the University reporting options, whether electronically or in person.

26. “Responsible Employee” means any University employee (faculty or staff), other than confidential resources, to whom a student might reasonably disclose an incident of gender-based misconduct. Responsible employees have a duty to notify the University when they become aware of incidents or reports of gender-based misconduct involving students.
Responsible employees include all faculty members, staff, and administrators who regularly interact with students with the exception of confidential resources. Employees of third party vendors, such as food service providers, are not responsible employees. If students are unsure whether an employee is a responsible employee, they may always ask before sharing sensitive information.

27. “Responsible/Not Responsible” are terms that mean whether or not a student or student organization has been found, based on a preponderance of the evidence, to be accountable for the alleged misconduct. Responsibility is determined per individual, per policy.

28. “Respondent” means a student against whom a formal complaint is made. The respondent is the person alleged to have done the misconduct.

29. “Retaliation” means any adverse action taken by or on behalf of a person or group against another person or group in response to someone reporting an incident or safety concern to the University or otherwise participating in the conduct or grievance processes in good faith.

30. “Solicitation” is defined as approaching the University community with the intent to sell, request, distribute, or promote a product or service.

31. “Student” means any person who is admitted and deposited, enrolled, or registered for study at Loyola University Chicago or Arrupe College for any academic period, and any person who attends post-secondary educational institutions other than Loyola University Chicago while residing in a Loyola University Chicago residence facility in Chicago or elsewhere. Students include undergraduate, graduate, doctoral, and non-degree-seeking persons.

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 may also be considered students. A person may also be considered a student during any period while the individual is under suspension from the University but later seeks re-enrollment, or when the person is attending or participating in any activity in preparation for the beginning of school, including but not limited to orientation, Bridge to
Loyola, Summer Enrichment Program for Arrupe College students, and residence hall check-in.

32. “Student Community Board” (SCB) means a sponsored student organization consisting of a board of student volunteers who support the mission of the OSCCR by serving as a peer-to-peer adjudicative body. Members of the SCB are outstanding student leaders who are selected, trained, and supported by the OSCCR staff to hear cases of alleged student misconduct. For information about applying for the SCB, visit www.luc.edu/osccr.

33. “Student Organization” means a student organization recognized by the University according to applicable policy. A student organization may be either a Registered Student Organization (RSO) or Sponsored Student Organization (SSO). Unless otherwise specified, the term “student organization” means both RSOs and SSOs.

34. “Survivor” is a person who has experienced sexual or gender-based discrimination or misconduct.

35. “University” or “the University” means Loyola University Chicago, including all campuses, programs, colleges, and grounds (including the John Felice Rome Center).

36. “University community” means students, staff, faculty, administration, and other employees of Loyola University Chicago.

37. “University official” means any person employed by the University who is operating in an official capacity, including but not limited to Campus Safety officers, resident assistants, and residence hall desk receptionists.

38. “University-sponsored activity” or “University-sponsored event” means any activity on or off-campus which is initiated, authorized, or supervised by the University or a recognized student organization or University program, office, or department.
102. Knowledge and Awareness of Policies

The University will communicate the Community Standards to students on an annual basis, usually at the beginning of the academic year. However, independently of the annual notice, all students are expected to familiarize themselves with all policies and procedures set forth in the Community Standards. Please read this document carefully. If you are a student, then you are accountable for its contents.

103. Categories of Violation

Article II. contains the Student Code of Conduct, which lists most student behaviors that are prohibited or otherwise regulated by the University. Throughout the Code of Conduct, as well as in certain other University policies, you will notice references to Categories A, B, and/or C, indicated in parentheses after the name of policy violations (e.g., “Breaking the Plane (B)”). These categories classify the severity of the incident and indicate the types of outcomes typically assigned by the University in response to such a violation. Category A violations, for example, are considered less severe than Category B or C violations and thus usually result in fewer and/or lower-level assigned outcomes. A policy’s category may also affect, in some cases, how a case is processed. See Article IV. Student Conduct Process for more details.

To provide students a general sense of what types of assigned outcomes to expect, the following schedule is provided. However, outcomes are always assigned on a case-by-case basis while considering the student’s conduct record at the University and may deviate from this chart when reasonable.

<table>
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<tr>
<th>Category A Violations</th>
<th>Category A violations are considered the least severe and tend to have a lower impact on one’s self, others, or property.</th>
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<td>Common assigned outcomes may include educational experiences, reflection exercises, restorative service hours, and fines.</td>
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</tbody>
</table>
### Category B Violations

Category B violations are considered moderately severe and tend to have a more significant impact on one’s self, others within the community, or property.

*Common assigned outcomes may include educational experiences, reflection exercises, increased restorative service hours, increased fines. Probation is often considered and Suspension may be considered.*

### Category C Violations

Category C violations are considered the most severe violations and tend to have a more substantial impact on one’s self, others within the community, or property.

*Common assigned outcomes include extensive service hours or educational experiences, considerable fines, and restrictions to University facilities. Probation or Suspension is likely.*

### Jurisdiction of the University

Any student of any school, campus, or program of Loyola University Chicago and Arrupe College may be held accountable under these policies and procedures. This includes students in undergraduate, graduate, or other programs. Some colleges and departments, such as Arrupe College, School of Law, Stritch School of Medicine, John Felice Rome Center, The Beijing Center, and the Department of Student Activities & Greek Affairs may enforce program-specific policies and procedures in addition to those found in these Community Standards.

The University reserves the right to investigate and adjudicate any case in which a student is alleged to violate any policy published by the University, regardless of the location where the incident occurs. Students may also be found in violation for attempting, conspiring, planning, or colluding to engage in misconduct, even in the absence of completed misconduct. Students are also
expected to follow the policies and procedures of institutions that they may visit, including study abroad programs.

105. Authority

The Office of Student Conduct & Conflict Resolution (OSCCR) is responsible for the maintenance and enforcement of the *Community Standards*. This authority is delegated by the Dean of Students and Vice President for Student Development on behalf of the Board of Trustees, and is intended to foster and maintain a safe, healthy academic environment for the University community.

The terms “Dean of Students” and “OSCCR Director” are used throughout the *Community Standards* to identify those staff members who are primarily responsible for the enforcement of the *Community Standards*. The roles and responsibilities of the Dean of Students and OSCCR Director may be delegated to other members of the University staff at the discretion of the President, Vice President for Student Development, or Dean of Students.

When a Resident Director or other University staff member trained by the OSCCR serves as a conduct administrator, that staff member is acting with the authority of the OSCCR.

The *Community Standards* are the superseding authority for University standards of student conduct. Any question of interpretation or application of the *Community Standards* will be referred to the Vice President for Student Development or appropriate designee for final determination.

106. Focus of Proceedings

The overall purpose of the *Community Standards* is to ensure the safety of the University community while balancing the needs of (a) the individual student(s) involved in an incident, (b) the rest of the University community, and (c) the University as an institution. None of the procedures or processes described in the *Community Standards* are intended to be adversarial or overly legalistic in nature; rather, these processes are intended to be informal, fair, and expeditious.
As such, the standards, terminology, and overall philosophy found in the Community Standards may be different from what some individuals expect. However, whether a conduct matter is resolved through the student conduct process, the grievance process, or a conflict resolution pathway, the University will always engage in a fundamentally fair process, and will reasonably consider the perspectives of various parties involved in an attempt to understand the facts of an incident and to determine an appropriate resolution.

1. Violations of Law and the Community Standards

The University may proceed with a hearing or other conflict resolution process despite pending civil or criminal proceedings. In some circumstances, the University may refer a case for criminal investigation. Except where expressly adopted in the Community Standards, the rules and procedures of criminal and civil courts – including rules of evidence – do not govern University proceedings. Additionally, the University is not obligated to await the resolution of a criminal or civil matter before moving forward with its own proceedings.

107. Time Limitations

There is no formal limit for when an incident of alleged misconduct may be reported; however, the OSCCR will not investigate reports submitted over one calendar year after the occurrence of the alleged incident. Exceptions may be made for serious incidents including, but not limited to, complaints made under Article V. Grievance Process for Gender-Based (Title IX) and Bias-Motivated Incidents. Deviations from the timelines or procedures described here will not invalidate a proceeding or decision unless significant prejudice to a student or to the University results.

108. Communication and Notifications

The official method of communication to correspond with students – whether in Chicago or elsewhere – about student conduct or conflict matters is the University’s Outlook email (username@luc.edu). All students are responsible for checking their Loyola email regularly and are responsible for all communications sent to their Loyola email accounts from a University official. Sensitive messages, including complaint letters, meetings requests, and decision letters, will be sent
via the OSCCR database system, ADVOCATE, whenever possible. To access ADVOCATE, log in at www.luc.edu/osccr using standard Loyola credentials (username and password). This system is used to protect students’ privacy. Students may also be contacted in person or by phone, text message, postal mail, or other means as needed.

1. **Victim Notification**

In accordance with applicable law, the University may disclose to an alleged victim (usually the complainant) the result of a disciplinary proceeding against an alleged perpetrator (respondent) of a crime of violence (alleged or attempted commission of the following offenses: arson, assault offenses, burglary, criminal homicide, manslaughter, murder, destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible sex offenses) or non-forcible sex offense (statutory rape, incest). All information about the outcome of an incident of alleged dating or domestic violence, sexual misconduct, or stalking may also be disclosed to the complainant in such a case. These disclosures may be made even without the consent of the respondent.

More information about federal regulations requiring such disclosures may be found at 34 CFR Part 99, App. A, which is available at www.ed.gov/offices/OM/fpco/ferpa.

2. **Parent or Guardian Notification**

In accordance with applicable law (FERPA), the University reserves the right to notify parents or guardians of students under the age of 21 whenever there is a concern for the well-being of the student or there is an incident involving drug or alcohol abuse. The OSCCR may also notify parents or guardians when permissible and when a student is assigned residence hall or University probation, suspension, or expulsion. The University may also notify emergency contacts when there is concern that the student is in some danger or may pose a danger to others.

109. **Students with Disabilities**

Any student has the right to request disability-related accommodations that will enable them to participate fully in the student conduct process or grievance process. Requests for such accommodations may require registration or other
verification through the Student Accessibility Center (www.luc.edu/sswd) and will be expedited for consideration on an individualized, case-by-case basis.

110. Conflict Resolution Pathways

To achieve the best educational and developmental outcome for our students, the University will at times defer more “formal” disciplinary procedures, and instead seek to resolve matters through conflict resolution pathways. These pathways include but are not limited to: mediation; conflict coaching; restorative justice conferences; peace-making circles; or other dispute resolution practices. When an issue is addressed by a conflict resolution pathway, the OSCCR may keep the content and resolution of the meeting private, so that the matter may not be reflected in the student’s conduct record.

Generally speaking, conflict resolution facilitators destroy their notes immediately after the conflict resolution meeting. In each pathway, the privacy of the process is integral to its success, so with a few notable exceptions (see below), no facilitator will share anything said during the process with anyone outside of the University. The exceptions to this policy are as follows:

a. Restorative justice conferences may be an exception, as these conferences sometimes occur as an outcome from an administrative hearing, and therefore may warrant documentation in a student’s conduct record.

b. If a facilitator becomes aware of misconduct that is a serious violation of the Student Code of Conduct or the law, the facilitator is obligated to act upon this information. In some cases, this may mean that an incident report will be filed. In such cases, OSCCR staff will take into consideration that the information was received as part of a conflict resolution meeting, and reasonable efforts will be made to ensure the privacy of all parties involved.

c. All conflict resolution facilitators at Loyola University Chicago have an ethical duty to act whenever they become aware that someone may be in danger of serious imminent harm. Such information will be reported to the appropriate authorities as needed to ensure the safety of the University community.
More information about conflict resolution pathways can be found online at www.luc.edu/osccr.

111. Responsibility of Students for their Guests

University and residence hall guests are expected to follow the Community Standards. Student hosts are 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 applies to individuals, groups, and student organizations.

112. Reservation of Rights and Other Violations

The version of the Student Code of Conduct that is in effect when the alleged conflict arises will be used to determine the outcome of an incident. Loyola reserves the right to modify the processes and policies herein without notice to address safety concerns or to assure a fundamentally fair process for all parties involved. The full and most up-to-date text of the Community Standards, including the sections found here, is available online at www.luc.edu/osccr. The online version may be updated at any time and takes precedence over any printed version.

The University also reserves the right to bring disciplinary action against a student for behaviors not specifically identified in the Community Standards, but which nevertheless violate the principles outlined in the Student Code of Conduct set forth in Article II.

113. Student Conduct Records and Privacy

Student conduct records are maintained in the OSCCR for seven years from the date of the incident, with the exception of cases resulting in University expulsion (such files are retained indefinitely). Such files may contain contact information, correspondence, decisions, assigned outcomes, reports, and other information pertaining to any case in which a student was found responsible.

Students have a right to view a redacted copy their conduct file, with any protected information about other students removed, during regular business
hours in the OSCCR. The OSCCR requires a minimum of two business days’ notice to prepare files for review. Students may also access limited information on their record via the ADVOCATE database (luc-advocate.symplicity.com).

Privacy applies to respondents, complainants, witnesses, advisors, conduct administrators, and members of hearing boards. All individuals are expected to adhere to the regulations set forth by the Family Educational Rights and Privacy Act of 1974 as Amended (“FERPA”) regarding the dissemination of information pertaining to the student conduct or grievance processes. All proceedings are private and unauthorized recording by any means is prohibited. The University reserves the right to share information regarding a case with other appropriate parties on a need-to-know basis.

ARTICLE II. STUDENT CODE OF CONDUCT

As members of the Loyola University Chicago community, all students, student groups, and other student communities are expected to adhere to the highest standards of civility and respect in their conduct towards one another. As living representatives of the values and mission of the University, students should constantly strive to exemplify the values of service, justice, learning, and faith.

All Loyola University Chicago students are expected to adhere to all University policies including but not limited to those outlined in this Community Standards document, as well as all local, state, and federal laws. The Student Code of Conduct provides a baseline guide for acceptable student conduct to which all students, student organizations, guests, and visitors are expected to adhere.

201. Generally Prohibited or Regulated Conduct

The following behaviors are prohibited and/or regulated at Loyola University Chicago, and may subject students to disciplinary action. For common assigned outcomes, refer to the “Categories of Violation” graphic (§103 Categories of Violation).

1. Abusive Conduct (B or C)
Abusive conduct is strictly prohibited. Abusive conduct includes any intentional conduct that inflicts or attempts to inflict bodily harm or severe emotional harm upon any person, any reckless action that could result in bodily harm, and any action that would reasonably cause another to be fearful that their health or safety is in immediate danger. Using or attempting to use alcohol or other drugs intentionally to incapacitate another individual is also considered abusive conduct and is prohibited.

When a student harms or attempts to harm oneself, the student may be required to meet with a representative of the Office of the Dean of Students and/or Behavioral Concerns Team to determine the most appropriate course of action.

2. **Alcohol (A, B, or C)**

The following conduct is expressly prohibited regardless of age, except where otherwise specified:

a. Consuming or possessing alcohol while under 21 years of age (A)
b. Possessing an open alcohol container in public view (A)
c. Disruptive activity due to intoxication (B)
d. Manufacture, sale, or unauthorized distribution of alcohol (B)
e. Public intoxication on University property or at University-sponsored events (B)
f. Severe intoxication resulting in concern for student’s well-being (C) (Degree of intoxication constituting “of concern” is at the reasonable discretion of the OSCCR.) Students under the age of 21 and who are determined to be intoxicated do not have the right to refuse medical care under Illinois law.

3. **Bias-Motivated Discrimination and Misconduct (C)**

In accordance with the University’s Non-Discrimination Policy (§610), it is prohibited to discriminate or otherwise engage in misconduct against any person or group of people based on one’s actual or perceived: race, color, national or ethnic origin, ancestry, sex, gender identity, sexual
orientation, disability, religion, age, military or veteran status, parenting status, marital status, or any other characteristic protected by applicable law. Such laws include Title IX of the Education Amendments of 1972, which also prohibits any student from discriminating or otherwise engaging in misconduct against any person or group based on actual or perceived gender expression or pregnancy. See also §604 Gender-Based Discrimination and Misconduct Rights & Resources. Incidents involving discrimination or bias-motivated misconduct threaten to disrupt the environment of care and mutual respect that is central to Loyola’s educational mission. Such incidents will be promptly investigated and may result in serious or escalated outcomes.

4. **Breaking the Plane (B)**

Breaking the vertical plane of a window, balcony, stair railing, or similar structure is prohibited. Breaking the plane includes objects or people sitting on window ledges, on stair railings, or balconies; it includes reaching, extending, throwing, etc. any object or body part (including bodily or other fluids) through the vertical plane of a structure, whether or not the plane is open (i.e., dropping a key from an open window). Any object breaking the plane that could cause harm to a person or damage to property may be considered a dangerous object (see §201(5) Dangerous Objects) whether or not anyone or anything was actually in immediate danger.

5. **Dangerous Objects (B or C)**

The unauthorized or illegal possession, display, or use of dangerous objects is strictly prohibited. Dangerous objects may include, but are not limited to: firearms (including BB, pellet, and paintball guns); fireworks; smoke bombs; explosives; ammunition; hunting knives; swords (including decorative or ceremonial); sabers; or anything that could be perceived or misrepresented as a weapon. Consistent with Chicago ordinance, it is also prohibited to carry a concealed knife with a blade that is longer than 2.5 inches.
Only 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.

The following conduct is expressly prohibited:

a. Possession of a prohibited dangerous object other than a firearm (B)

b. Possession of a firearm (C)

c. Use, display, or threat of use of any prohibited dangerous object (C)

6. **Dating and Domestic Violence (C)**

   Dating violence is any violence (including but not limited to emotional, physical, sexual, and financial abuse or threat of abuse) between two people who are or have been in a social relationship of a romantic or intimate nature. The existence of such a relationship will depend on the length and type of the relationship and the frequency of interactions between the persons involved. Such prohibited behavior may also meet the definition of abusive conduct under §201(1).

   Domestic violence is violence between two people who are or have been in an intimate or romantic relationship, who share a child in common, or who live or have lived together as spouse or intimate partners or roommates. Violence against any person by that person’s caretaker or guardian (such as abuse against an elderly, young, or person with disabilities) may also be considered domestic violence. Examples of domestic violence include but are not limited to physical, emotional, sexual, and financial abuse or threat of abuse.

   **When violence occurs between roommates occurs in a residence hall, the case will typically be referred to OSCCR for resolution through a student conduct or conflict resolution pathway, regardless of whether a student wishes to pursue the Grievance Process (Article V.). Concerns about this course of action should be directed to the Title IX Deputy Coordinator within two business days of outreach.**

7. **Disruptive and Disorderly Conduct (B)**
The ability of our University community, neighboring communities, and other University partners to support the academic mission of the University depends on a basic spirit of mutual respect and cooperation between students and other community members. It is therefore prohibited to intentionally or recklessly cause or provoke a disruption to academic pursuits or to infringe upon the rights, privacy, or privileges of another person or group of people in our community. Any action that disrupts the normal operations of the University is also prohibited.

Such activity includes, but is not limited to, the following:

a. Any conduct on or off-campus that is disorderly, lewd, or indecent, or that significantly disturbs the peace and comfort of others or the University community, such as but not limited to:
   - Urinating or defecating in public view or in any public or private space not intended for such a purpose;
   - Shouting slurs, epithets, or profane language in public spaces; and
   - Displaying obscene materials in public view

b. Behavior in a classroom, instructional program, research setting, administrative office, or other University program or facility that significantly interferes with the orderly functioning of the University or prevents others from benefiting from the class or program

c. Behavior on or off-campus that significantly interferes with the ability of others to live in a safe and reasonably peaceful environment

8. **Drugs (A, B, or C)**

Possession, use, transfer, distribution, manufacture, or sale of illicit drugs is prohibited. Illicit drugs include both illegal drugs and legal substances used outside the directions of a valid prescription. Students may not possess any form of drug paraphernalia (any items or articles needed for, intended for, or typically associated with illicit drug use), even if the
paraphernalia has never been used. The following conduct is expressly prohibited:

a. Being in the presence of illicit drugs (A)
b. Possession of drug paraphernalia (A)
c. Possession or use of illicit drugs (B)
d. Manufacture, sale, transfer, or distribution of illicit drugs (including “sharing” or otherwise distributing prescription drugs) (C)
e. Severe intoxication resulting in concern for student’s well-being (C) (Degree of intoxication constituting “of concern” is at the reasonable discretion of the OSCCR.)

A number of states, including Illinois, have passed laws that make the use of marijuana for some medical conditions legitimate under the law of that state. However, the possession or use of marijuana remains an offense under the Controlled Substances Act, a federal law. Loyola University Chicago is obligated to comply with all federal laws and regulations. In order to remain in compliance, Loyola will not permit the possession or use of marijuana at educational or other activities sponsored, conducted, or authorized by Loyola or its student organizations, whether on or off campus; in any on-campus housing, or in any other Loyola buildings or other property.

9. **Facility Use and Access (A or B)**

Unauthorized access to, presence in, or use of University facilities, grounds, or construction sites is prohibited. Students may not prop open any controlled access door (e.g. fire doors, doors requiring a Campus Card to open, secured exterior doors). The use of "hoverboards" and similar devices typically powered by rechargeable lithium ion batteries, excluding those protected under the American Disabilities Act, are prohibited. Many areas of campus are accessible only with keys or a Campus Card (Student or Staff ID Card).

The following conduct is expressly prohibited:
a. Rollerblading, skateboarding, skating, or playing unauthorized sports in a University facility (A)
b. Accessing University facilities, grounds, or construction sites without authorization (B)
c. Providing others unauthorized access to University facilities (B)
d. Duplication of keys or Campus Cards (B)
e. Tampering or interfering with security systems (surveillance cameras, etc.) (B)
f. Possession, use, or storage of unauthorized motorized personal transportation devices (such as "hoverboards") on campus (A)

10. Failure to Comply (B)

The Community Standards and all other University policies are designed with the safety and well-being of the University community in mind. Actions that appear to be inconsistent with local, state, or federal law may subject students to disciplinary action through the University in addition to criminal and civil courts. Students are expected to comply fully with all University policies and procedures and to cooperate with University officials and emergency personnel who are acting in their official capacity.

The following conduct is expressly prohibited:

a. Failure to conduct oneself in accordance with local, state, or federal law (including laws of the host nation when studying or traveling abroad) (B)
b. Failure to comply with any other University policy (category depends of severity of offense)
c. Failure to comply promptly with the reasonable request or instruction of a University official or emergency personnel acting in an official capacity (e.g. refusing to dispose of alcohol when instructed, running away when confronted on behavior, refusing to provide identification, refusing to follow an RA’s instructions,
violating a No Contact Directive or any other restriction issued by University, etc.) (B)

d. Failure to comply with an assigned outcome of a conduct proceeding or any interim or administrative measure implemented in association with a conduct matter (B)

e. Failure to comply with an administrative action of the Behavioral Concerns Team or Office of the Dean of Students (see §602 Behavioral Concerns Team) (B)

11. Fire-Related Misconduct (B or C)
Any fire-related action that compromises safety is strictly prohibited. Students are expected to comply promptly with all fire drills, evacuations, or other emergency procedures, and to respect all posted regulations about the use of fire doors, emergency exits, and fire escapes. In the event of a fire alarm, all students must evacuate the building immediately; University staff will not enter buildings to evacuate residents or guests.

The following conduct is expressly prohibited:

a. Failure to evacuate a building immediately upon a fire alarm (B)

b. Tampering with, disabling, or misusing fire alarms or equipment (B)

c. Intentionally or unintentionally damaging property by fire or explosives (C)

12. Fraud, Misrepresentation, and Dishonesty (B or C)
Loyola students are held to the highest standards of integrity and truthfulness. The following conduct is strictly prohibited:

a. Knowingly submitting or providing false information to the University or any University official (B)

b. Falsification, alteration, forgery, or misuse of University records, documents, or other materials pertaining to the University, including electronic records (C)
c. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire or other emergency; or filing a false report of alleged misconduct in bad faith (e.g. activating emergency call buttons or other alarm systems) (C)

d. Use, possession, manufacture, sale, transfer, or distribution of false or fraudulent identification (“fake IDs”), including possessing or using another individual’s identification or modifying an otherwise valid identification under circumstances indicating fraudulent intent (B or C)

13. **Gambling (B)**

Gambling, raffles, any form of illegal wagering, bookmaking, and unauthorized games or contests of chance are prohibited on University premises or when associated with a recognized student organization. Such activities are prohibited as part of University-sponsored functions, events in University residence halls, and sporting events, unless facilitated by a licensed third party vendor. For the purposes of this policy, “raffle” means any event requiring a fee for a chance to win a prize. Additionally, students may not knowingly provide information to assist any individual involved in any gambling activities.

14. **Harassment and Bullying (B or C)**

Ours is a community of care, where all people are to be treated with dignity and respect. Members of our University community are expected to demonstrate concern for the welfare of others, to consider the impact (whether direct or indirect) of their behavior on others, and to act in a manner that minimizes harm.

Accordingly, harassment and bullying (as defined in §101(18) and §101(6), respectively) are strictly prohibited at Loyola University Chicago. Both harassment and bullying may be verbal, physical, or psychological and may occur through electronic means (cyber-bullying). Harassment and bullying can occur through one isolated, but severe, incident, or through a pattern of repeated incidents. Such actions are unwelcome and pose a risk to the health and safety of the University community.
Petty slights, annoyances, and isolated incidents (unless serious and pervasive) will not rise to the level of a policy violation.

15. **Hazing (C)**

Hazing is a broad term encompassing actions or activities often associated with initiation or group associations which inflict or attempt to cause mental or physical harm or anxiety, or which demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. Hazing can also be defined as any behavior that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation, full admission, or affiliation with any organization or group. Any activity that promotes a class system or subjects a certain sub-group to subservience in any form may also be considered hazing. Hazing is expressly prohibited by the University and by Illinois law (720 ILCS 120).

16. **Identification (Campus Card) Non-possession and Misuse (A)**

To ensure the safety of the University community, every registered student is required to carry a University identification card (“student ID” or “Campus Card”) at all times while on-campus, unless the ID is being held at a residence hall security desk while the student is checked in as a guest. Student IDs are issued to individual students and are non-transferable. Permitting another to use one’s own student ID is also a violation, and when used fraudulently may also constitute a violation under §201(12) Fraud, Misrepresentation, and Dishonesty.

17. **Neighborhood Disturbance (B)**

Loyola enjoys a positive, mutually supportive relationship with its neighboring residential and business communities in Rogers Park, Edgewater, Maywood, Woodstock, and abroad. To sustain those relationships into the future, Loyola students must conduct themselves as mature and responsible neighbors when off-campus. Students are responsible for upholding all federal, state, and city laws and ordinances
wherever they reside, travel, or socialize, especially those relating to noise, traffic, littering, parking, zoning, and alcohol and drug use. Students are prohibited from causing a disturbance in the University’s neighboring communities by irresponsible or unreasonably noisy social hosting, disruptive or unruly behavior, damage to property, or other disruptive activities. Students who reside at, own, or are listed on a lease for a property where this policy is violated may be subject to disciplinary action whether or not they were actually present during the offense.

18. **Peer-to-Peer File Sharing (A)**

Peer-to-Peer (“P2P”) file sharing of copyrighted material is a violation of the Digital Millennium Copyright Act (DMCA) and is prohibited. Students who are reported to the University for possessing copyrighted material on their computers or devices will be subject to disciplinary action.

19. **Property Damage (B)**

Tampering with, defacing, or causing damage to University, public, or private property or equipment is prohibited. Students may be responsible for paying restitution for any damage they cause, in addition to further disciplinary action.

20. **Retaliation (B)**

All members of the University community have a right to bring forth information that helps support an environment of safety and support. Accordingly, any act of retaliation taken against another is a serious violation of University policy. Retaliation means any adverse action taken by or on behalf of a person or group against another person or group in response to someone reporting an incident to the University or otherwise participating in the conduct process in good faith. Even if a person or group is believed to be acting in bad faith, students must contact Campus Safety, the OSCCR, or another University resource to address the behavior, and may never retaliate, intimidate, threaten, coerce, or otherwise engage in misconduct towards any person or group for exercising their rights or responsibilities under any provision of this Code.
21. Sexual Misconduct (C)

Sexual misconduct is sexual activity of any kind and between any two persons without consent. The requirements of this policy apply to all individuals regardless of sexual orientation, sex, or gender expression or identity.

“Consent,” means freely given, mutually understandable permission to engage in a specific activity. Silence or a person’s lack of verbal or physical resistance does not equal consent. Submission resulting from force, coercion, or intimidation is not consent. A person’s manner of dress does not convey consent. A person’s consent to one form of sexual activity or sex act does not grant consent to any other sexual activity or sex act. Past consent does not equal consent; consent must be gained for every sexual interaction. Consent may be withdrawn at any time, at which point sexual activity must cease. A person’s consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. Persons who are related to their sexual partner or who are under the legal age (which is 17 in Illinois) cannot give consent to sexual activity under any circumstances. Additionally, if a person is known or reasonably should be known to be incapacitated as defined in §101(20), then any sexual activity with that person is sexual misconduct.

A respondent being intoxicated or impaired by drugs or alcohol is never an excuse for misconduct and does not diminish any responsibility to obtain consent.

Sexual misconduct offenses prohibited by this policy include but are not limited to those categorized as follows:

   a. Non-Consensual Sexual Penetration

Non-consensual sexual penetration (commonly known as rape or sexual assault) is defined as any sexual penetration (anal, oral, or vaginal, including any contact between mouth and genitals) however slight, using any body part or object, by a person or upon another person regardless of sex or gender identity without consent (as defined above).
b. **Non-Consensual Sexual Contact**

Non-consensual sexual contact (also a form of sexual assault) is defined as any intentional sexual contact, however slight, using any body part or object by a person upon another person, regardless of sex or gender identity, without consent (as defined above).

Sexual contact includes intentional contact by any body part or object with the breasts, buttocks, groin, or genitals; or making another individual touch you or themselves on the breasts, buttocks, groin, or genitals using any body part or object. Sexual contact may also include other intentional bodily contact that is done in a sexual manner.

c. **Sexual Exploitation**

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another or exceeding the boundaries of consent or law. The behavior may not otherwise fall under the definition of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- prostituting oneself or another
- soliciting or receiving payment or compensation in exchange for sexual activity
- non-consensual video or audio-taping of sexual activity
- distributing or otherwise sharing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;
- letting someone watch you engage in sexual activity with another, but without the other person’s knowledge or consent
- posting sexual photos without permission to do so
- peeping (watching someone without their knowing)
• knowingly transmitting a sexually transmitted infection to another individual
• sexual activity that would be considered incest under Illinois law
• sexual activity between any person and a person under the legal age of consent by law

d. **Sexual Harassment**

Sexual harassment is broadly defined as unwelcome conduct of a sexual nature (including but not limited to unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical sexual conduct) that is serious or pervasive (repetitious) enough to substantially interfere with or limit a reasonable person’s ability to participate in or benefit from the University’s educational programs or services, thereby creating a hostile environment. Sexual harassment may also include inviting or exchanging sexual acts for preferential treatment (known as “quid pro quo” harassment).

*For more information about how reports of sexual misconduct are handled, including a comprehensive list of all possible outcomes, see §506 Assigned Outcomes under Article V. Grievance Process for Gender-Based (Title IX) and Bias-Motivated Incidents.*

22. **Smoking (A)**

In compliance with Illinois law, smoking is prohibited in all campus buildings and within 15 feet of all entrance ways and fresh air intake areas. This policy applies to all University facilities on all campuses in Chicago and Rome (JFRC). Electronic smoking devices (e.g. e-cigarettes,” vaporizers, or “vapes”) or any electronic product that can be used to simulate smoking may not be used indoors, and are treated the same as regular cigarettes for the purposes of all University policies, unless tampered with or intended for use with illicit drugs (in which case, see §201(8) Drugs).

23. **Solicitation (B)**
Organized efforts to engage in solicitation (defined at §101(30)) on Loyola’s campuses and at University-sponsored events are regulated as follows:

- Recognized student organizations are required to complete and submit a LUCentral Activity Request to seek authorization to sell or solicit on campus or at University events.
- Individual students or student groups (including unrecognized student organizations) must seek special authorization by the Dean of Students to obtain permission to sell or solicit on campus or at University events, or else must be sponsored by a recognized student organization or University department.
- Residence halls and sacramental spaces are restricted areas and may not be used for sale or solicitation. Any exceptions to this rule must be approved by the Director of Residence Life or Director of Campus Ministry, as applicable.

The Dean of Students reserves the right to cancel or prohibit any solicitation activities if the activities violate University policies and procedures, interfere with other functions of the University, or do not align with the values of the University’s Jesuit, Catholic mission. For more information about the institutional values of Loyola, see www.luc.edu/mission.

24. Stalking (C)

Stalking is a serious offense, and is expressly prohibited. Stalking is an unwanted course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to feel fear for their safety or the safety of others or to suffer substantial emotional distress. Examples of stalking acts may include, but are not limited to, the following:

- non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, written letters, gifts, or any other communications that are undesired
- use of online, electronic, or digital technologies, including: posting of pictures online, sending unwanted/unsolicited electronic
communication, posting private or public messages on social media sites, installing spyware on someone’s computer, and using GPS to monitor a person

- pursuing or following someone or waiting uninvited near a place where a person frequents
- surveillance or other types of unreasonable observation, including staring or peeping
- trespassing or vandalism
- gathering information about an individual from friends, family, or co-workers
- threatening harm to self or others

Any of the above acts may still be considered stalking behaviors even if facilitated by a third party. Substantial emotional distress means significant mental anguish or suffering that may – but does not necessarily – require medical or other professional treatment or counseling.

For more information about how reports of stalking are handled, see §506 Assigned Outcomes under Article V. Grievance Process for Gender-Based (Title IX) and Bias-Motivated Incidents.

25. **Taking of Property (B or C)**

The unauthorized taking (stealing, theft) of University, public, or personal property and the sale, receipt, or possession of stolen articles including services, equipment, or products are prohibited. Severity is dependent upon the estimated value of the property as determined by the conduct administrator.

26. **Trash Disposal (A)**

Students and their guests are expected to dispose of their trash (including cigarette butts) in the appropriate receptacles. Failure to do so is a violation of this policy and subject to disciplinary action.
202. **Residence Hall (On-Campus Housing) Regulations**

As a residential campus committed to the education of the whole person, the residential experience is considered an integral part of a student’s education and the Loyola Experience. To support this experience, students living in or visiting any residence hall (any residential building owned by the University and operated by the Department of Residence Life) are subject to additional policies. Students assigned to living spaces on campus are responsible for the contents of the space and activities occurring in the space. Additional Residence Life information, including information about the on-campus living requirement, residence hall housing agreements, housing selection process, check-in and check-out procedures, and more, is available online at [www.luc.edu/reslife](http://www.luc.edu/reslife). The Department of Residence Life main office is located in Simpson Hall, Room 107.

1. **Alcohol – Residential (A or B)**

Students and their guests, regardless of age, are subject to additional regulations concerning alcohol when in a residence hall. Students must properly dispose of all alcohol present when asked by a University official.

The following conduct is prohibited for residents and guests who are under 21 years of age (“underage students”) in a residence hall, except where otherwise specified:

a. Being in the presence of alcohol, unless in one’s own room/apartment when the alcohol is in the possession of a roommate who is 21 or over (A)

b. Alcohol being stored in rooms by students over the age of 21 must be labeled if they have underage roommate(s) (A)

The following conduct is prohibited regardless of age:

c. Consuming alcohol in a residence hall in the presence of underage students (in rooms or apartments where some residents are under 21 and others underage, residents who are 21 or over and their 21 or over guests may consume alcohol in
the presence of the underage roommate; however, underage guests are not permitted to be present when alcohol is in plain view or being consumed.) (A)

d. Possession of collections or displays of containers that contain or previously contained alcohol (e.g. empty bottles, etc.) (A)

e. Possession of alcohol paraphernalia used for high risk drinking (beer bongs, etc.) (A)

f. Possession of excessive amounts of alcohol (including any sized keg) as determined by a University official (B)

g. Use or possession of alcohol in building common areas (B)

2. **Decorations (A)**

To ensure the safety and security of the residence halls and to minimize damage to the buildings, decorations are regulated as follows. Any marks or damage on residence hall property from decorations are the responsibility of the resident. Dry-erase boards are subject to additional consideration by Residence Life staff because of their visibility and commonplace use of dry-erase boards to the University and non-University communities. Additional regulations include:

a. Permanent alterations to walls, ceilings, floors, furniture, and other fixtures are prohibited

b. Painting, wallpapering, writing on, adhering stickers to, or drawing on room surfaces

c. Use of tape of any kind on ceilings or floors is prohibited.

d. Light fixtures or lamps should not be covered or draped in any way.

e. All decorative lights must be UL approved and low wattage or LED.

f. Light bulbs may not be removed and replaced with colored lights (except with permission from Residence Life).
g. Decorations, displays, or postings on residence hall windows facing in or out are prohibited.

3. **Facility Use and Access – Residential (A or B)**

In addition to those policies in §201(9) Facility Use and Access, the following regulations apply to all residence halls.

Regarding the condition/content of student living areas and common spaces, the following are Category A violations and are prohibited:

   a. Adding permanent fixtures or making structural changes in rooms or common areas

   b. Detaching fixed furniture, disassembling furnishings, stacking furniture that is not designed to be stacked, removing furniture from rooms or common areas, and possessing furniture designated for common areas

   c. Attaching or securing personal property in any manner to the ceiling, floor, or walls of a room; and storing personal property in a public area (lobby, lounge, shared bathroom, etc.)

   d. Altering windows to open past the point of the window blocks or opening windows past the point of the window blocks

Regarding residence hall access, the following are Category B violations and are prohibited:

   e. Altering, covering, or obstructing door locking mechanisms or eye holes

   f. Propping open corridors, stairways, fire/smoke doors, or exterior doors; opening a secured outside doors; tampering with door locks

   g. Granting or allowing access to an unauthorized or unknown individual, including holding open entrance doors for another person not known to be a resident or authorized guest of the building

   h. Using non-designated entrances/exits
i. Extending antennas, wires, cables, or other items outside a room/apartment from within any room/apartment

Regarding cleanliness and safety in student living areas, the following regulations are expected of all residents and guests. Failure to comply with any of the following may be a Category A violation of this policy.

j. Trash must be removed and disposed of properly.

k. Food products must be 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.

l. Clothing must be laundered and/or properly stored.

m. Rooms must be free from unpleasant odors.

n. Carpet must be vacuumed and free of stains. Floors must be swept and mopped.

o. Personal items must be neatly arranged and may not interfere with the intended use of the room.

p. Expectations for cleanliness and use of the room as agreed upon in the roommate agreement must be upheld.

4. Fire Regulations – Residential (A)

In addition to those policies in §201(11) Fire-Related Misconduct, the following conduct is expressely prohibited in residence halls:

a. Creating situations that endanger the quick and efficient evacuation of a room or buildings

b. Possession or use of candles, incense, incense burners, hookahs, and other lighted, flaming, or flammable liquids not specifically authorized by Residence Life
c. Exceeding the electrical capacity of an outlet; modifying the permanent electrical wiring of a residence hall; or maintaining an power strip or electrical cord in a manner that creates a fire hazard (e.g., stapling an electrical cord, running an electrical cord under a rug, or connecting multiple power strips or electrical cords)

d. Tampering with, covering, obstructing, or hanging items from smoke detectors, sprinkler heads, fire alarm pull stations, fire extinguishers, exit signs, egress (exit) paths, windows, window screens, heating and ventilation units, or ceilings

e. Decorations, displays, or furniture of any kind that block or obstruct an exit door, window, hallway, circuit breaker panel, sprinkler, fire hose cabinet, or fire extinguisher

f. Possession of a halogen lamp of any kind

g. Possession of natural vegetation of a combustible nature (e.g. live holiday trees and evergreen boughs)

h. Leaving any heat-generating appliances (e.g. stoves, ovens, microwaves, toasters, clothing irons, or hair-styling tools, etc.) unattended

5. **Guests and Visitation (A)**

A residence hall guest (“guest”) is someone who is not currently assigned to live in the residence hall they are visiting. A host is a current resident who is responsible for the guest.

a. General Guest Policies

The following policies apply to all guests regardless of time of day or building, except where otherwise noted:

i. The right of a residential student to live in reasonable privacy supersedes the right of a roommate to entertain people in the room. 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, or bathroom. In the practical application of determining when guests should be invited to a residence hall, mutual respect for those sharing the living environment should prevail.

ii. Because residence hall resources are intended for use by the student who is assigned a specific space, the consistent presence of a guest(s) is not permitted in University residence halls or apartments. Guests or visitors who are found to be a consistent presence regardless of time of day are not allowed.

iii. A “Request Form for Minor Visitation in the Residence Halls” must be completed for any minor (under age 18) requesting to visit a student in a residence hall overnight without a parent or guardian present for the duration of the visit. The form must be received by Residence Life no later than 12:00 PM (noon) on the business day before 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.

iv. Hosts must escort their guests at all times including escorting guests from the building upon departure.

v. Guests are expected to follow the Community Standards of the University. Residential students are 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.

vi. Residence Life or other staff have the authority to limit guest privileges as needed.

vii. In buildings with front desks, residents must (a) properly check in all guests at the desk, and (b) provide a guest’s Loyola ID or a valid government issued photo ID (state driver’s license, state identification card, or passport). Guests without proper ID will not be allowed in the buildings.
viii. Hosts and guests must return to the front desk together to check out.

ix. Students removed from on-campus housing cannot be signed in as guests.

b. Overnight Guest Policies – First-Year Residence Halls

Students living in first year residence halls may have overnight guests with the following provisions:

i. Non-Loyola guests are permitted to remain in a room or on a floor during the following visitation hours: 6:00 AM until 12:00 AM, Sunday through Thursday; and 6:00 AM until 2:00 AM on Friday and Saturday.

ii. Residents may host overnight guests 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.

iii. A resident can be issued up to 18 one-night guest passes per semester. 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 consecutive nights in a one-month period. The guest pass must be received by Residence Life no later than 10:00 PM on the business day prior to the overnight guests visit to the residence halls. All guest pass requests will be reviewed on a case-by-case basis by a Department of Residence Life staff member.

iv. Residents may host members of their immediate family (i.e., parents, guardians, siblings) beyond visitation hours, provided that the resident host has the approval of their roommate(s) and all other guest policies are followed.
v. Overnight guests are not permitted between the date of move-in and Labor Day. The first night a first-year student may have an overnight guest is the Tuesday following Labor Day.

c. Overnight Guest Policies – Upper Class and Graduate Halls

Students living in upper class and graduate halls may have overnight guests with the following provisions:

i. A guest may stay overnight only with the consent of the host’s roommates and in accordance with the roommate agreement.

6. **Noise and Quiet Hours (A)**

Residence halls are an extension of the University’s academic environment. For this reason, conduct that infringes upon the rights of the University community to reasonable peace and quiet is prohibited at all times. Such conduct includes, but is not limited to playing or using stereos, musical instruments, or amplified sound systems in the residence halls in a manner that disturbs the residential community or University community at large. Students are expected to abide by the following policies:

a. Courtesy hours are in effect at all times. To protect the rights of others to a conducive academic environment, no noise may disrupt other members of the community

b. Quiet hours are in effect from 11:00 PM to 8:00 AM Sunday through Thursday, and from 12:00 AM (midnight) to 8:00 AM Friday and Saturday in all residential buildings. Each floor or building may establish additional quiet hours.

c. During study days and final exam periods, quiet hours are 24 hours a day, 7 days a week in all residence halls.

7. **Occupancy (A)**

In the residence halls, occupancy may not exceed more than four times the designated occupancy or twelve people (including the residents of the room who are present), whichever is lower. In other words, 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 room at any one time.

8. **Pets – Residential (A)**

Except as otherwise specified in this policy, unauthorized animals are prohibited in all residence halls.

Harmless fish are permitted in all residence halls. Aquariums must be no larger than ten gallons and must be unplugged when the residence halls are closed, including breaks and when residents will be away from their room for an extended time. Animals must vacate when buildings are closed during break periods.

Students requiring the assistance of service animals or emotional support animals must request such accommodations with staff and the Student Accessibility Center (visit [www.luc.edu/sswd](http://www.luc.edu/sswd); see §614 Pets and Service Animals Policy at [www.luc.edu/policy](http://www.luc.edu/policy)).

9. **Prohibited and Restricted Items (A)**

For health, safety, legal, and insurance liability reasons, residents are prohibited from possessing the following items in residence halls. This list is not exhaustive. Additional restrictions may also apply.

- Any appliance exceeding 800 watts
- Beds of any kind other than those provided by the University (except for accommodations approved by Residence Life and the Student Accessibility Center)
- Bicycles (other than in designated areas)
- Candles
- Combustibles
- Deep fat fryers
- Drug paraphernalia (see §201(8) Drugs)
- Electric blankets
- Extension cords
- Grills intended for outdoor use (gas, charcoal, or outdoor electric)
- Fog machines
- Gasoline fueled vehicles and other items
- Halogen lamps
- Grow lamps (lighting intended for growing or cultivating plants or vegetation)
- Heaters that are kerosene or electric
- Hookahs
- Incense
- Lava lamps
- Lofts other than those provided by the University
- Mopeds, motorbikes, motorcycles
- Open flames
- Plug-in air fresheners with built-in power outlets
- Power tools (drills, saws, sanders, etc.)
- Water filled furniture
- Weapons (see §201(5) Dangerous Objects)

The following items are prohibited in traditional and suite-style buildings:
- Electric grills intended for indoor use
- Hot plates
- Refrigerator with dimensions no larger than 4.2 cubic feet
- Toaster ovens or open coil toasters

The following items are prohibited in apartment-style buildings:
- Refrigerators, other than those provided by the University, including mini-fridges

10. Property Damage – Residential (A, B, or C)
Damage to University, public, or private property in the residence halls is prohibited.

Room or apartment damages are recorded on the room or apartment inventory form every time a student changes rooms or checks out. Damage assessments may reflect replacement costs as well as administrative and labor fees. Residence Life staff will determine the breakdown of costs when students are charged for specific damages. Every time a student checks out of a room or changes rooms, public area damages assessed to that student’s living unit may be 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. See also §201(19) Property Damage.

11. Room Entry, Search, and Inspections (A)

The University reserves the right to allow authorized personnel to enter student rooms. When such entry is deemed necessary, the University will make a reasonable attempt to protect the student’s privacy. Authorized University officials may remove items that are in violation of federal, state, local, or University laws, policies, or regulations. A reasonable effort will be made to have the students in question present if their rooms are to be searched. Students will be notified by a University official after such an entry is made and, when applicable, students will be advised if any violations were discovered or items removed.

In addition, the University reserves the right to search a student’s room, including but not limited to refrigerators, closets, safes, desks, bags or boxes. Students are required to open any items that may be locked or otherwise secured. Failure to open locked items may result in their confiscation by Campus Safety until their content can be verified. If the student fails to open the locked item, the University reserves the right to force entry. The University is not responsible or liable for any damage resulting from opening any locked item without a student’s assistance. Prohibited items that are found in the locked items will be confiscated and not returned to the owner.
Students are expected to keep residence hall rooms and public areas in a clean and safe condition at all times. Residence Life staff conduct periodic inspections of all student rooms and community spaces. Whenever possible, notice is provided to students in advance of formal inspections.

Students in violation of the above guidelines may also be in violation of the *Student Code of Conduct*, and other potential policy violations may be assigned when appropriate. Prohibited items found during inspections will be confiscated.

12. **Roommate, Community, and Hall Agreements (A)**

Roommate, community, and hall agreements are the documents that members of residence hall rooms, apartments, floors, or building communities develop and agree to abide by throughout the year. Violations of these agreements may result in an administrative move of one or multiple roommates as determined by a Residence Life staff member.

13. **Solicitation and Business Operations – Residential (B)**

Residence halls are restricted areas and may not be used for sale and solicitation of goods and services, the collection of information, or to gain support for organizations or causes. See also §201(23) *Solicitation*. Additionally, residents must occupy their assigned spaces solely as personal residences. Students may not operate a business or other commercial enterprise from a residence hall. Students may not use room/apartment addresses, phone numbers, data jacks, or wireless access for non-residential purposes without prior written consent from the Department of Residence Life.

14. **Other Residence Life Policies and Procedures (B)**

In addition to all policies contained in these *Community Standards*, all residents and guests are expected to comply with all other policies and procedures of Residence Life. These include, but are not limited to the following: terms of the Student Housing Agreement, move-in procedures, hall closing procedures, move-out procedures, roommate
agreements, floor agreements, hall agreements, key and temporary access card policies, and health and safety check procedures.
203. Student Organization Regulations

It is a privilege to be a student organization that is recognized by Loyola University Chicago. Student organizations are expected to exercise good judgment in planning and promoting their activities; therefore, they are responsible for assuring compliance with procedures and policies as outlined in the Student Organization Handbook and the Community Standards. The following policies apply to all student organizations whether registered or sponsored by the University, unless otherwise specified. Any organization using the Loyola University Chicago, or any derivation of the name, will be subject to these policies. Behavior by unrecognized groups may also result in individual disciplinary action for participating students. Student organizations who violate the policies described here may face disciplinary action as an organization and/or as individual students, depending on the circumstances.

1. Alcohol – Student Organizations (B)

Any event with alcohol present is considered a special event (see §203(5) Special Events). When hosting an event or activity where alcoholic beverages may be served and/or consumed by individuals 21 and older it is expected that the Student Organization Alcohol Policy & Guidelines be followed and enforced. The policy can be found on the Student Activities & Greek Affairs (“SAGA”) website at www.luc.edu/saga. All recognized student organizations are subject to the regulations concerning alcohol when hosting sponsored events on or off-campus. This includes any event an observer would associate with the student organization.

a. General Guidelines for All Student Organizations:
   i. No alcohol may be purchased with Student Activity Funds (SAF) or organizational funds
   ii. Student organizations are prohibited from hosting fundraising events with alcohol
   iii. No student organization may sell alcoholic beverages
iv. The cost of the alcoholic beverages may not be included in any admission, meal, or entertainment charge

v. No student organization may collect a cover charge, donation, or admission fee, which entitles a guest to alcoholic beverages

vi. No student organization may utilize alcoholic beverages as prizes (contest, silent auction, etc.)

vii. Events involving alcohol must be closed events with a set guest list submitted three business days in advance of the event

viii. At any organization event involving alcohol, the sponsoring organization must designate at least two sober representatives. After the two representatives, there should be one representative for every 20 additional people. A sober monitor is a willing and sober individual that will remain present and sober for the duration of the event. The sober representative’s name and contact information must be submitted to SAGA at least three business days before the event

ix. Student organizations are prohibited from serving or selling alcohol to minors or purchasing alcohol for minors

x. All alcohol at events must be served by a licensed third party vendor at a third party vendor location (restaurant, hotel or similar operation)

xi. Student organizations must take reasonable precautions to prevent underage consumption of alcohol by having a third-party check attendee identification

xii. Sponsorship with corporations or businesses that produce, sell, or distribute alcoholic beverages is prohibited.

xiii. Alcohol is absolutely prohibited at membership recruitment and new member activities

xiv. Promotion and advertising materials may not include alcohol related messaging
xv. Student organizations must ensure that alcohol is not the focal point, the reason for, or the drawing card for an event

xvi. Student organizations must provide food and non-alcoholic beverages free of charge when alcohol is present at an event

xvii. On-campus events with alcohol must follow all applicable campus policies

b. Sponsored Student Organizations (SSO):
   i. When hosting an event or activity with alcohol, on or off-campus, it is the expectation that all SSOs coordinate activities with their sponsoring department or office and comply with the University policy (see §601 Alcohol and Other Drugs at Loyola University Chicago).

c. Registered Student Organizations (RSO):
   i. When hosting an event or activity with alcohol, on or off-campus, it is the expectation that all RSOs coordinate activities with SAGA abiding by all activity request requirements specified in the Student Organization Handbook and the University policy (see §601 Alcohol and Other Drugs at Loyola University Chicago).

2. Corporate/Nonprofit Co-Sponsorship (B)

Any student organization engaging in soliciting on or off-campus individuals or companies must coordinate these activities with SAGA. Only registered student organizations may accept any form of sponsorship. All sponsorship must be appropriate for a Jesuit, Catholic university. The exclusive right of a sponsor to be the sole support of any student organization is prohibited. Any sponsorship must abide by all approval requirements as specified by SAGA.

Marketing and promotional materials, decorations, etc., may not display the sponsor’s information (name, logo, etc.) more prominently than that of the sponsored student organization. All promotional events must conform to all existing federal, state, and municipal laws and University policies. Sponsorship with corporations or businesses that produce, sell,
or distribute alcoholic beverages is prohibited. All sponsored programs should have an educational value.

3. **Fundraising (B)**

Student organizations may participate in fundraising activities for educational or public services/programs; however, all fundraising activities must be approved through SAGA. Funds raised cannot be used in any way for the personal or individual gain of members of the sponsoring organizations.

RSOs may raise money for internal organization operations or for philanthropic purposes. Any revenue generated by an SAF-supported event must be donated to a non-profit organization, or it will be reallocated back into the SAF. Any revenue generated by an event that is not supported by the SAF must be deposited into the organization’s revenue (2510) account and will carry over from year to year. The fundraising activities should relate to the organization’s mission.

**All registered student organizations wishing to fundraise (on or off-campus) must receive approval from SAGA prior to collecting any money or goods. Any funds raised must be in accordance with the expectations set forth by SAGA.**

Prohibited fundraising methods include but are not limited to:

a. Campaign solicitations and campaign fundraising activities. Funds for political candidates or campaigns may not under any circumstances be solicited in the name of Loyola University Chicago or on Loyola’s campuses. Loyola students, faculty, and staff may make personal contributions to the candidate(s) of their choice

b. Raffles and/or lotteries. Any event requiring a fee in exchange for a chance at a prize may qualify under Illinois law as a raffle. The legal ramifications of holding a raffle are serious. If there is any question about whether your activities could be considered a raffle or lottery please contact SAGA (see also §201(13) Gambling Policy).
c. Events/activities promoting and/or providing alcohol
d. Eating contests
e. Date auctions
f. Online fundraising (GoFundMe, Chase Quick Pay, Venmo, Square, Paypal, etc.)

When organizations are working directly with a philanthropic organization in their fundraising efforts, the use of online fundraising platforms may be permitted. All organizations that wish to fundraise directly through the philanthropic organization must receive approval from SAGA.

4. Posting and Distribution (A)

Student organizations may post and distribute print materials on-campus. All materials must indicate the name of the posting student organization. If funded through the student activity fund (“SAF”), the SAF must be listed as a co-sponsor. Any materials written in a language other than English must include the equivalent English translation. Students may advertise activities with posters and/or flyers in campus buildings and residence halls, with the understanding that different buildings may have different guidelines. It is the organization’s responsibility to obtain appropriate approval for each individual building.

The Dean of Students or a designee reserves the right to cancel or prohibit the posting and distribution of materials if the content of the materials violate University policies and procedures, interfere with other functions of the University, or conflict with the values of the University’s Jesuit, Catholic institution. For more information about the institutional values of Loyola, see www.luc.edu/mission.

Only staples, tacks or masking tape may be used to post flyers. Materials may be posted only on bulletin boards in hallways and classrooms designated for general use. Postings may not cover, deface, or remove the posted materials of another organization. The appropriate office or department that manages the space in question must approve all postings.
The use of sidewalk chalk is prohibited on campus.

The organization and the individual students participating are jointly responsible for the content of posted 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. Materials may not be distributed outside or inside buildings where normal traffic flow may be impeded. Materials may not be placed on car windshields.

5. Special Events (B)

The Dean of Students or a designee reserves the right to classify programs as special events due to their size and nature. Special events may include, but are not limited to, events with alcohol, speakers, concerts, dances, or performances. Special events may be closed to individuals who are not part of the University community at the discretion of the Dean of Students. Student organizations may host special events under these guidelines:

- The organization sponsoring the event is expected to ensure that all federal, state, county and municipal laws and University policies are followed.
- Student representatives must receive the proper approval in advance from SAGA as outlined in the Student Organization Handbook.
- For events where contract approval is necessary, the contracts must be submitted to SAGA at least four weeks before the event. The Director of SAGA or a designee must review any contract relating to the event. Contracts must be fully executed and approved prior to hosting any events with vendors/talent.
- Student leaders responsible for campus events are expected to maintain decorum for the event appropriate to a university setting. Based on the nature of the event, you may be required to have security/or EMS. The number of security personnel will
depend on the expected size and nature of the event. Campus Safety will determine the appropriate number of security personnel in consultation with SAGA and the sponsoring organization. Arrangements must be made through SAGA in partnership with Campus Safety for adequate security.

The sponsoring organization is responsible for all damages incurred and any special facility arrangements that may be required (see also §201(19) Property Damage and §201(9) Facility Use and Access).
ARTICLE III. STUDY ABROAD, TRAVEL, AND CAMPUS-SPECIFIC REGULATIONS

Loyola students and student organizations are subject to additional regulations, including but not limited to those included below, whenever traveling, studying abroad, or visiting other campuses as representatives of the University or in circumstances where others may reasonably perceive them to be representatives of the University.

Except where otherwise specified, all students enrolled for any period in a study abroad program are subject to the Community Standards of Loyola University Chicago during the period of enrollment, regardless of the student’s home institution. These policies are intended to amend or supplement other University policies to account for the unique cultural and legal contexts and safety needs of students at specific campuses. In all cases, students are expected to follow the local, regional, state, and national laws of the jurisdiction. Students at all campuses are responsible for and will be held accountable for the conduct of their guests. Ignorance of these policies is not an excuse for or defense to violating them.

Students performing coursework while abroad must maintain full-time status during their time abroad in order to remain enrolled (i.e., 12 credit hours during fall and spring semesters, six credit hours during summer sessions). Students may be withdrawn from the abroad program if this minimum is not met.

Other offices or programs may also provide supplemental guidelines, rules, or expectations for students who participate in programs involving travel. Such guidelines may be considered “other University policies” under §201(10)(b) Failure to Comply.

For more information about studying abroad, visit www.luc.edu/studyabroad.

301. John Felice Rome Center (JFRC) Regulations
The following policies apply to all students studying at or visiting the John Felice Rome Center (“JFRC”). For the purposes of the Community Standards, the Zone Hotel is considered an extension of the JFRC residence hall and campus, and subject to the same regulations as applicable. JFRC may also establish policies for student organizations operating at JFRC. If students attending JFRC from home institutions other than Loyola University Chicago are alleged to have violated Loyola policy, Loyola may share related information with a student’s home institution. It is the prerogative of the home institution to determine if the students face further disciplinary actions at the home institution. See also §408(3) Assigned Outcomes Specific to Study Abroad Programs.

1. **JFRC Alcohol Policy (A, B, or C)**

Students who study at the JFRC and are over the age of 18 are permitted to consume alcohol legally. Students who choose to consume alcohol are expected to do so responsibly and with maturity, whether on or off-campus. Students who demonstrate a lack of control when consuming alcohol may be subject to student conduct proceedings in the interest of protecting the student from harm to self or others at any time on or off-campus.

Alcohol is permitted on-campus in the residence hall, but restricted to responsible private consumption in one’s room, including the Zone Hotel rooms. Students residing at the Zone Hotel should consider the hotel terrace as a public space where consuming alcohol is not permitted, unless purchased at the hotel restaurant.

Designated areas on campus have been established for the purposes of special events where alcoholic beverages may be served. Permission must be secured from the Dean of Rome Student Life before an event that involves alcohol can occur, and specific regulations must be followed. Admission to social events is restricted to the JFRC community and those guests approved by the Dean of Rome Student Life.

The sale of alcoholic beverages by anyone anywhere on the JFRC campus is strictly prohibited. Non-alcoholic beverages and food must be available at all events where alcohol is served and should be featured at least as
prominently as alcoholic beverages. The time during which alcohol may be served at an event may be limited at the discretion of the Dean of Rome Student Life.

The following conduct is expressly prohibited at the JFRC regardless of age:

a. Possessing or transporting alcohol in an open or unsealed container (any container that has previously been opened) in public view, including soccer (calcio) games (A)

b. Hosting or attending an unapproved party or gathering at which alcohol is present (A)

c. Public intoxication on University property or at University-sponsored events (B)

d. Manufacture or sale of alcohol on campus (B)

e. Disruptive activity due to intoxication (B)

f. Severe intoxication that requires assistance returning to or navigating the JFRC campus or that requires hospitalization (C)

For JFRC students under 21 years of age, parents or guardians may be notified of any violation of this policy.

2. **Alteration or Change of JFRC Room (A)**

Students may not detach fixed furniture, paint or wallpaper room surfaces, remove furniture or mattresses from rooms or keep public furniture or other equipment (speakers, computers, televisions, etc.) in private rooms, add permanent fixtures, or make structural changes in the room. Students may not tape or thumbtack signs onto painted walls within the JFRC. Informational posters may only be posted on metal doors with the approval of the JFRC staff.

Students may not change or swap room assignments (e.g. move, trade, etc.) without prior JFRC staff approval.

3. **JFRC Drug Policy (A, B, or C)**
Possession, use, transfer, distribution, manufacture or sale of drugs, controlled substances, narcotics or hallucinogens without a valid medical prescription or appropriate authority is strictly prohibited at the JFRC. Students must keep a prescription for any legitimate psychotherapeutic medications and an explanatory note from their treating doctor. Students may not possess any form of drug paraphernalia.

The following conduct is expressly prohibited:

a. Being in the presence of illicit drugs (A)
b. Possession of drug paraphernalia (B)
c. Possession or use of illicit drugs (B)
d. Manufacture, sale, transfer, or distribution of illicit drugs (including “sharing” or otherwise distributing prescription drugs (C)
e. Severe intoxication resulting in hospitalization or concern for student’s well-being (C) (Degree of intoxication constituting “of concern” is at the reasonable discretion of the OSCCR.)

All drug-related policies of Loyola University Chicago also apply at the JFRC, but Category B and Category C violations by JFRC students may result in JFRC dismissal. Parents or guardians may be notified of any violation of this policy.

4.  JFRC Guest Policy (B)

JFRC guests visiting the campus must register at the Portineria in the presence of their host and must be accompanied by their host at all times while on campus. Students are 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.

Guests will be issued a “Visitor’s Pass” to be worn visibly at all times. Guests are only permitted in the reception area, Mensa (upon paying the meal fee), Information Commons, computer lab, and Rinaldo’s Bar. Guests are not permitted in the residence hall. Guests may be on campus
only between 8:00 AM and 10:00 PM (8:00-22:00) and their visitation may be limited.

Students residing at the Zone Hotel may only host other Zone student residents or paying Zone guests, but may not host other JFRC students or visitors in their rooms. Visitors to the Zone are welcomed in the lobby and public areas of the hotel.

5. **JFRC Identification (Campus Card) Non-possession and Misuse (A)**

All registered JFRC students are required to carry their JFRC identification card ("student ID") at all times, both while on-campus and off-campus. Student IDs are issued to individual students and are non-transferrable. Failure to provide a student ID immediately at the request of a JFRC staff person while on campus is a violation of this policy. JFRC students are required to show the JFRC ID particularly between the hours of 10:00 PM and 8:00 AM when entering campus.

Permitting another to use one’s own student ID is also a violation, and when used fraudulent, may also constitute a violation under §201(12)(d) Fraud, Misrepresentation, and Dishonesty.

6. **JFRC Mobile Phone & SAFEY Application (A)**

Students attending the JFRC must have access to a data-enabled international mobile phone to benefit from the SAFEY application. The Office of Rome Student Life relies on students’ ability to use the SAFEY app, regardless of location, and may use mobile numbers and/ or the SAFEY app to contact students in cases of emergency.

7. **JFRC Noise and Quiet Hours (A)**

Residential floors are extensions of the University’s academic environment. For this reason, conduct that infringes upon the rights of the University community to maintain reasonable peace and quiet is prohibited at all times. Such conduct includes, but is not limited to, playing or using stereos, musical instruments, or amplified sound systems on the residential floors in a manner that disturbs the community. Students are expected to abide by the following policies:
a. **Courtesy Hours** are in effect at all times in community spaces. To protect the rights of others to a conducive academic environment, no loud noise is allowed that may reasonably disrupt other members of the community.

b. **Quiet Hours** are in effect from 11:00 PM to 8:00 AM, seven days a week on the residential floors.

c. During **Exam Study Days** and **Final Exam** periods, quiet hours are 24 hours a day, seven days a week on all residential floors.

8. **JFRC Occupancy (A)**

In the JFRC residence hall (including Zone Hotel), occupancy should not exceed more than three times the designated occupancy. There may be no more than a total of three people in a single room and six people in a double room at any one time. At least one resident assigned to the room must be present at all times while hosting guests. The right of a residential student to live in reasonable privacy supersedes the right of a roommate to entertain people in the room.

9. **JFRC Pet Policy (B)**

All unauthorized animals and pets are prohibited at the JFRC and Zone Hotel.

Students requiring the assistance of service animals must request such accommodations with the Student Accessibility Center [www.luc.edu/sswd](http://www.luc.edu/sswd) who will collaborate with the JFRC staff and the Office of International Programs as needed.

10. **Italian Immigration Policy (C)**

Students attending the JFRC are required by Italian immigration law and University policy to declare their presence in Italy within the first eight days of arrival during fall or spring semesters, and within two days during summer sessions. During fall and spring semesters, students must also obtain a student visa in advance of their arrival in Rome (unless they have citizenship in a European Union country). Students attending the JFRC are required by Italian immigration law and University policy to
have European or Italian permit to stay documents (or copies of such documentation) on their person at all times.

Failure to do so may subject the student to legal action within the Italian immigration system and constitutes failure to comply under §201(10).

11. **JFRC Motorized Vehicles (B)**

For safety reasons, students at the JFRC who do not have an Italian or European Union country driver’s license are prohibited from renting, purchasing, or keeping on campus any motorized vehicle, including cars, motorbikes, motorcycles, scooters, and motorini. This includes any car share program. The JFRC is not responsible for any accident or injury that results from use of such a vehicle. The JFRC is not responsible for any damage done to vehicles parked in the school parking area.

12. **JFRC Weekend Plans Log (A)**

Each week, students are required to complete a JFRC Weekend Plan Log to ensure the JFRC’s ability to account for its students, to enable communication during emergencies, and to plan for weekend campus services. Regardless of whether students will remain in Rome or travel, students are required to complete the JFRC Weekend Plan Log by 9:00 AM each Thursday.

The Office of Rome Student Life will send the Weekend Plan Log promptly every Monday to each JFRC student’s Loyola email address.

302. **Loyola Vietnam Center Regulations**

All Loyola Vietnam Center (LVC) students will reside at the Bach Khoa University residence hall and are therefore expected to abide by the regulations of the residence hall, as well as the Community Standards. All rules and regulations apply to students while on LVC sanctioned excursions and optional extensions as well as while on campus of academic partner Open University. See §408(3) Sanctions Specific to Study Abroad Programs.

1. **LVC Alcohol Policy (B or C)**
Vietnamese law permits purchase of alcohol by those eighteen years or older; there is no minimum drinking age under Vietnamese law. Therefore, most students studying at LVC are able to buy and consume alcohol legally. Students who choose to consume alcohol are expected to do so responsibly. Alcohol consumption is not permitted at the university residence hall or at the university campus. These are Bach Khoa University rules. Students are subject to the disciplinary actions of residence hall administration and the university itself if they are found to be consuming alcohol on site at the dorm, or on campus at a non-university sponsored event.

LVC staff may determine, by any means at their disposal, whether a student is engaging in excessive drinking and may take reasonable steps to ensure that the student does not cause harm to self or others while studying at the LVC program.

Any LVC student who engages in any form of alcohol consumption will hold harmless the LVC, Loyola University Chicago, and its Board of Trustees from any and all claims and causes of action for damage to or loss of property, personal illness or injury, or death arising out of activity conducted while alcohol was present.

The following conduct is expressly prohibited at the LVC:

a. Disruptive activity due to intoxication (B)

b. Severe intoxication that requires assistance returning to or navigating the residence hall or campus, or that requires hospitalization (C)

2. **LVC Drug Policy (C)**

Possession, use, transfer, distribution, manufacture or sale of drugs, controlled substances, narcotics or hallucinogens without a valid medical prescription or appropriate authority is prohibited at the LVC program. Students must keep a prescription for any legitimate psychotherapeutic medications and an explanatory note from their treating doctor. Students may not possess any form of drug paraphernalia.
Vietnamese law prohibits the possession, sale, or use of marijuana, narcotics, and hallucinogens, except under medical supervision. It must be clearly understood that in Vietnam the mere possession of marijuana constitutes a felony. Students should inform themselves about and understand the severity of Vietnamese laws regulating drugs and the conditions in Vietnamese prisons and govern their actions accordingly.

The U.S. Embassy and Consulates can do very little for U.S. citizens arrested on drug charges. Consular officers can typically visit detainees three or four days after their arrest to inform them of their rights, provide a list of lawyers, contact family or friends for assistance, and attempt to ensure that U.S. citizens receive the same treatment that a Vietnamese citizen would receive. Consular officers cannot act as lawyers or give legal advice, and U.S. government funds cannot be used to pay legal fees or other expenses of arrested U.S. citizens.

For the reasons stated above, all drug-related policies of Loyola University Chicago also apply at the LVC, but violations by LVC students are Category C violations and therefore may result in LVC dismissal.

For LVC students under 21 years of age, parents or guardians may be notified of any violation of this policy.

3. **Bach Khoa University Residence Hall Regulations (B)**

The following are some of the relevant regulations as published by Bach Khoa University. This list is not exhaustive. All LVC students and their guests are expected to comply with these and all other policies of Bach Khoa University.

- a. Opening time is from 5:00 AM to 11:00 PM (11:30 PM on holidays)
- b. Students must have an ID to get in/check in/check out; guests must follow instructions from security guards or dorm staff
- c. Possession of alcohol or non-prescription drugs are strictly prohibited
- d. The unauthorized or illegal possession, display, or use of dangerous objects is strictly prohibited. Dangerous objects may
include, but are not limited to, firearms, fireworks, smoke bombs, explosives, ammunition, hunting knives, swords (including decorative or ceremonial), sabers, or anything that could be perceived or misrepresented as a weapon.

e. Get an authorized permission from a director before you get in/out beyond the standard opening time; no strangers (friends/guests) are allowed in dorm; relatives can visit with prior authorization of dorm staff

f. No vehicles are allowed in residence hall

g. Need to keep a "clean" environment (no loud music, no sports in the building, no boy/girlfriends visiting at your room, no sleeping at public places like lobby, library, etc.)

h. Cooking, use of a kettle, or the microwave is restricted to the LVC Common room. Cooking or use of cooking appliances in any other area of the residence hall is prohibited

i. Bach Khoa residence hall is a tobacco-free community. Smoking is prohibited in the residence hall and within 15 feet of all entrance ways and fresh air intake areas

4. LVC Motorized Vehicles (B)

For safety reasons, students at the LVC are prohibited from renting, purchasing, or driving any motorized vehicle, including cars, motorbikes, motorcycles, and scooters. Obtaining or holding a valid Motorcycle Class License or International Class License does not exempt LVC students from this rule. LVC assumes no responsibility for any accident or injury that results from use of such a vehicle. Also, LVC is not responsible for any damage done to vehicles parked in the school parking area.

303. Beijing Center Regulations

The Beijing Center (TBC) is unique in that it is managed as a separate entity from Loyola University Chicago. The Beijing Center, however, abides by the same Community Standards as Loyola University Chicago in
addition to the policies below. Incidents of serious misconduct by Loyola students occurring at Beijing may be reported to Loyola University Chicago and may become part of the student’s conduct record at Loyola.

The following policies apply to all students studying at or visiting The Beijing Center. For the purposes of the Community Standards, the University of International Business and Economics (UIBE) and any facility used during TBC excursions are considered extensions of The Beijing Center residence hall and campus, and are subject to the same regulations. If students attending TBC from home institutions other than Loyola University Chicago are alleged to have violated TBC policy, TBC may share related information with a student’s home institution. It is the prerogative of the home institution to determine if the students may face further disciplinary actions at the home institution. The Beijing Center campus consists of buildings and structures that are constructed differently than in the United States. To support safety, students are prohibited from taking any action that may create a substantial risk such that bodily harm could result to any person.

1. TBC Alcohol Policy (A, B, or C)

Because Chinese law permits consumption of alcohol by individuals 18 years of age and older, most students who study at TBC are able to consume alcohol in China. Students are expected to follow all Chinese laws and regulations, as well as all TBC policies pertaining to the manufacture, possession, use, sale, and distribution of alcohol. Unless sanctioned by TBC staff, alcohol is not permitted at any TBC event or activity, including excursions.

Alcohol is not often a prominent part of Chinese culture and consumption of alcohol is likely to be perceived negatively in certain contexts, especially where foreigners are concerned. Students who choose to consume alcohol are expected to do so responsibly at all times. Students should also be aware that drunken behavior of any sort by foreigners in China can be considered grounds for detention and
possible expulsion from China. Alcohol is permitted on campus in the residence hall. Open containers of alcohol may not be consumed or transported in public or common areas except for in restaurants, taverns, or other places where alcohol is legally served. Students residing with host families may be subject to additional restrictions or guidelines concerning the use of alcohol in their home at the discretion of the host family. TBC staff may determine whether a student has engaged in excessive drinking and may take reasonable steps to ensure that the student does not cause harm to self or others, including but not limited to dismissing a student from TBC.

Students must properly dispose of all alcohol when requested by a TBC official. The following conduct is expressly prohibited regardless of age:

a. Collections of containers of alcohol or that previously contained alcohol (A)

b. Consumption of alcohol in open view other than a designated area where alcohol is legally served (B)

c. Public intoxication on TBC grounds and facilities or at TBC-sponsored events (C)

d. Manufacture, sale, distribution of alcohol (C)

e. Possession of excessive amounts of alcohol (including kegs) (B)

f. Disruptive activity due to intoxication (B)

g. Severe intoxication resulting in concern for student’s well-being (C)

For students under 21 years of age, parents or guardians may be notified of any violation of this policy.

2. TBC Drug Policy (C)

Possession, purchase, use, transfer, distribution, manufacture or sale of illicit drugs is prohibited. Illicit drugs include both illegal drugs and other recreational substances used as if drugs and prescription medications
used outside the directions of a valid prescription. Students may not possess any form of drug paraphernalia (any items or articles needed for, intended for, or typically associated with illicit drug use) used for illegal drug use. The following conduct is expressly prohibited:

a. Being in the presence of illicit drugs (C)
b. Possession of drug paraphernalia (C)
c. Possession or use of illicit drugs (C)
d. Manufacture, sale, transfer, or distribution of illicit drugs (C)
e. Severe intoxication resulting in concern for student’s well-being (C)

TBC maintains and enforces a strict no tolerance policy for any violation of the TBC Drug policy. Students found in violation of the policy will more likely than not be dismissed from TBC. Drug crimes in China are generally punished by capital punishment independent of the nationality of the violator. For students under 21 years of age, parents or guardians may be notified of any violation of this policy.

3. TBC Identification Non-Possession and Misuse (A)

To ensure the safety of the TBC community, every registered student is required to carry a TBC Student Identification Card at all times. This is especially critical for the off-campus activities organized by TBC as prices paid vary based on ability to prove membership as a student at TBC. Identification consists of at least a copy of a valid passport, visa, and the most recent entry stamp. Failure to provide these copies immediately at the request of a TBC staff person is a violation of this policy. Permitting another to use one’s own ID is also a violation, and when used fraudulently, may also constitute a violation under §201(12) Fraud, Misrepresentation, or Dishonesty.

4. TBC Motorized Vehicles (B)

TBC students are expressly prohibited from operating any motorized vehicle in China, including motorcycles and e-bikes. Additionally, TBC
prohibits students from being passengers on motorcycles and e-bikes in China during any academic period.

5. TBC Overnight Trips (A)
TBC students who will be away from TBC for one or more nights are required to complete and submit to Student Development an Overnight Travel Form. Forms may be submitted to the Office of Student Development any time prior to the student’s departure from campus for the overnight trip. The information provided on the form will be used only in situations deemed by TBC to constitute an emergency. Submission of a form does not constitute TBC’s approval or awareness of a student’s personal travel plans, as the forms might only be read in the event of a known emergency.

6. TBC Pets (A)
Students requiring the assistance of service animals must submit a special accommodation request in writing to the Student Accessibility Center at Loyola University Chicago, who will work in conjunction with TBC staff to forward it to UIBE. TBC will assist and advocate for the request, but approval is dependent on UIBE’s discretion and Chinese regulations.

Except as otherwise specified in this policy, unauthorized animals and pets are prohibited in all TBC facilities, including residence halls. Students requiring the assistance of service animals must request such accommodations with the Student Accessibility Center at Loyola University Chicago (www.luc.edu/sswd).

7. TBC Posting and Distribution (A)
All student postings must receive approval from the Director of Student Development. In addition to posting and distribution guidelines set forth in §203(4) Posting and Distribution, postings may not include any information that violates Chinese national and local laws or policies.
Chinese authorities are especially attentive to issues of a political or social nature, and even depictions of Chinese nationals can create difficulties. Criticisms, overt or implied, of China’s history or present situation can also be seen as inappropriate as can well-intentioned attempts at humor about China.

8. TBC Residence Hall Regulations (University of International Business and Economics Residence Hall) (A, B, or C)

The following are some of the relevant regulations as published by the University of International Business and Economics. Residential policies outlined in §202 Residence Hall Regulations also apply to students studying at TBC. This list is not exhaustive. All TBC students and their guests are expected to comply with these and all other policies of UIBE.

a. Alteration or Misuse of Living and Common Spaces (A)

In addition to §202(4) Facility Use and Access – Residential, the following guidelines have been implemented in regards to the condition/content of housing rooms, and common spaces:

i. Lofts are prohibited in all TBC spaces.

ii. Removing window screens is prohibited.

b. Guests and Visitation (A)

UIBE does not allow international undergraduate students to have overnight guests in their rooms, and as such, TBC prohibits all TBC students from having overnight guests in TBC-provided housing accommodations. For the purpose of this policy, “overnight” shall constitute a period of two or more consecutive hours between the hours of 12:00am to 8:00am. For the purpose of this policy, “guest” includes any person who is not assigned to a given living or sleeping space. The right of a residential student to live in reasonable privacy supersedes the right of a roommate to entertain people in the room.
c. **Noise (A)**
TBC utilized residence halls are extensions of the academic environment. For this reason, conduct that infringes upon the rights of the community to reasonable peace and quiet is prohibited at all times. **Students are hereby informed that UIBE maintains and exercises the right to turn off student access to electricity without prior notification and for an undefined period of time (usually one night) in instances where complaints of noise are made against a student.**

d. **Occupancy (A)**
In addition to §202(7) Occupancy, students are not allowed to share a seat or sleeping surface with persons not assigned to that particular seat or sleeping surface when on trains and planes.

e. **Prohibited and Restricted Items (A)**
For health and safety reasons, residents are prohibited from possessing the following items in the residence hall in addition to items in §202(8) Prohibited and Restricted Items. Additional restrictions may also apply.
- Ceiling fans other than those provided by the University
- Dishwashers
- Flammable liquids or lighting of any kind not specifically authorized by Student Development
- Hotplates
- Lofts
- Major electrical appliances
- Microwave ovens over 700 watts
- Water heaters of any kind
- Toasters, toaster ovens, or open coil toasters

f. **Room Entry, Search, and Inspections (A)**
Due to cultural and legal characteristics of China, expectations of reasonable privacy in the dormitories might be different from students’ home institutions. While TBC staff will make reasonable efforts to respect students’ privacy, TBC is not responsible for the administration of services such as maintenance, cleaning, etc. in the residence hall and students may experience unannounced visits to their rooms.

TBC reserves the right to allow authorized personnel to enter student rooms. Authorized officials may remove items that are in violation of laws, policies, or regulations. Students are expected to keep residence hall rooms and public areas in a clean and safe condition at all times. The standards for cleanliness and safety in student living areas include those outlined in §202 in addition to the following:

i. Violations of TBC policies and local, state, and federal laws are not present in the room

ii. Smoke detectors are in working condition, windows and student room doors are not impeded, and windows, heating, and ventilation units are not blocked.

**g. Roommate, Host Family, and Community Agreements (A)**

Roommate, host family, and community agreements are any documents that members of the community develop and agree to abide by throughout the year. These agreements may go beyond the stated policies in the Community Standards. Violations of these agreements are considered violations of the Community Standards and may be adjudicated accordingly.

**h. Student Lounge Policies (A)**

Student lounges are reserved for TBC students, their UIBE student roommate, and may be reserved for faculty or staff. Access to the TBC student lounge on the third floor is via non-
transferrable key cards. Lounge doors are to remain closed at all times. Students may not charge batteries of electrical vehicles or leave equipment unattended. **A student’s right to quiet study supersedes a student’s right to make noise in the basement lounge.**

9. **TBC Other Administrative Policies**
   a. **TBC Emergency Administrative Actions**
      The Director of Student Development and certain designees shall have the authority to immediately dismiss a student from TBC, relocate an individual, and/or otherwise restrict the activities of a student, pending investigation and adjudication of the incident according to the student conduct process. Such measures will only be enforced when it is reasonably believed that failure to take such measures would seriously disrupt the TBC community or pose a danger to the health, safety, or welfare of the TBC community, TBC property, the student, or others. In such circumstances, the student will be notified of the action being taken. Parents, academic deans, home institutions, or other personnel may also be notified of the action as needed. Emergency administrative actions may also be applied as sanctions pursuant to the standard student conduct procedures. **Alleged misconduct during TBC excursions may result in removal from the excursion or other Emergency Administrative Action.** All expenses associated with Emergency Administrative Actions may be the responsibility of the student.

   b. **TBC Free Expression and Dissent Policy**
      The Beijing Center, 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. Much of that process will occur within the classroom; there will also be other occasions at TBC. The existence of the free exchange of ideas and the expression of individual dissent within the TBC
community are considered indications of intellectual vitality and social awareness, which are important elements in the pursuit of knowledge.

As all TBC students are visitors in the educational context of China, however, it is imperative that such dialogue occurs in a manner that is respectful of the laws, local customs, and well-established traditions of the host country.

Therefore, TBC students wishing to engage in discourse about sensitive topics in a setting outside the classroom are invited to request a meeting with the Director of Student Development and the Academic Dean. Such discourse does not imply acceptance or endorsement of any view by TBC. Students should understand that here, as in other instances, TBC will not be able to intercede to prevent sanctions from Chinese authorities when violations of Chinese law occur.

TBC expressly prohibits public demonstrations of all kinds, including sit-ins, petitions, public support of political campaigns, candidates, or issues, or other forms of public dissent. Any student participating in any form of public dissent in violation of Chinese laws will be subject to immediate administrative action, including but not limited to dismissal from TBC. Students engaging in public dissent may also be subject to serious consequences from Chinese authorities.

c. **TBC Non-Discrimination Policy**

   TBC admits students without regard to their race, religion, color, sex, gender, gender identity, gender expression, 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 TBC. Under TBC’s agreement with
UIBE and due to Chinese educational regulations, TBC is not able to admit students who hold wholly Chinese citizenship, unless they have permanent resident status or citizenship status in at least one country other than China.

Applicants to TBC who have accessibility needs are strongly encouraged to speak with a TBC representative prior to making a decision to attend TBC so as to understand any limits which may exist in accommodating students’ needs in the context of China and the excursion-heavy nature of the academic environment at TBC.

d. TBC Visa and Passport Policies
It is the responsibility of each individual TBC student to ensure they are in China legally, with the appropriate passport and visa for their stay. Students are required to keep a photocopy of their visa and passport with Student Development at all times. Students are expected to keep a personal photocopy of their visa and passport at all times. It is good practice, where possible, to ensure someone in the student’s home country (parent, guardian, etc.) also has a photocopy of their visa and passport. Students are expected to have their passport and visa on their person and available for review. In accordance with Chinese visa policies, students may not be employed while in China with a visa. Failure to follow all visa and passport policies may result in a student’s dismissal from TBC and/or their removal from China at the student’s expense.

e. UIBE Policies
As guests of the UIBE campus, all TBC students are required to follow the rules set forth by UIBE for all international undergraduate students at the UIBE campus. Failure to do so may result in consequences under the TBC Student Code of Conduct and/or under UIBE administration. Failure to follow
UIBE policies may result in the cancellation of a TBC student’s student visa.

f. UIBE Policy regarding UIBE Student and TBC Student Relations
TBC students are prohibited from having any sexual contact, whether consensual or not, with their TBC assigned UIBE-student roommate or their TBC assigned UIBE-student tutor. Changes to UIBE-student roommate or UIBE-student tutor assignments will not be made on the basis of desired sexual contact.

304. University Travel
Students are responsible for upholding these Community Standards regardless of location. This is especially important when traveling with a program sponsored by the University or as a representative of the University. This includes but is not limited to alternative break immersion (“ABI”) trips, study abroad, travel for athletics (intramural, club, and NCAA), service projects, and travel associated with recognized student organizations. All reports of student misconduct that are received will be investigated and may result in disciplinary action.

305. HSD, LUREC, and Cuneo Mansion
Loyola University Chicago encompasses multiple campuses and facilities spread over three countries and throughout Chicagoland. Each of these campuses, including the Health Sciences Division (HSD) in Maywood, IL, the Loyola University Retreat and Ecology Campus (LUREC) in Woodstock, IL, and the Cuneo Mansion in Libertyville, IL, have unique policies and regulations that are specific to the campus and the students who are served there. All Loyola students are expected to comply with these policies; violations may be reported to the OSCCR and may become part of a student’s conduct record.
ARTICLE IV. STUDENT CONDUCT PROCESS

The following procedures are typically employed to resolve cases of alleged misconduct by students or student organizations, with the exception of gender-based and bias-motivated incidents specifically falling under Article V. Grievance Process for Gender-Based (Title IX) and Bias-Motivated Incidents. Questions concerning the student conduct process (or “the conduct process”) should be addressed to the OSCCR. Every case is handled individually, and in some cases certain elements of these procedures may not be necessary or may be modified. In this section, any references to “student” or “students” can also be understood to mean “student organization” or “student organizations” when applicable.

The OSCCR has identified intended learning outcomes for the student conduct process to promote reflection on one’s decision-making process and the impact of one’s actions on themselves and others.

401. Incident Reporting and Case Referral

Cases of alleged student misconduct will be referred to the OSCCR through an incident report or referred complaint for resolution. Anyone can submit an incident report or complaint to the OSCCR describing potential student misconduct. Incident reports or complaints should contain the date, time, and location of the incident, the names of individuals involved, and a narrative description of the incident. Incident reports may be submitted online at www.luc.edu/osccr or in person to the OSCCR suite on the third floor of the Damen Student Center.
Incident reports or complaints should include the name, phone number, and email address of the complainant. While anonymous incident reports will be reviewed by the OSCCR, the University’s ability to address potential violations from anonymous sources is significantly limited; therefore, anonymous reports are discouraged.

Students or other members of the University community seeking assistance with filing an incident report or complaint may contact Campus Safety, the OSCCR, or Residence Life staff.

The timeline for case resolution varies due to several factors, but the goal of the OSCCR is to resolve a case fully within 10 business days of receiving a report (five business days for the JFRC). The submission of an incident report does not automatically initiate conduct proceedings and in some cases no action may be taken.

402. Consideration and Resolution Options

Upon receipt of an incident report, the case is assigned to a conduct administrator for investigation and resolution. Cases are addressed by incident. Based on the information available about the reported incident, the conduct administrator may pursue the following resolution options:

- **Notification of Complaint:** If there is reasonable information presented in an incident report that suggests a violation occurred, potential policy violations may be assigned and a hearing may be scheduled (see also §403 Hearings). In many cases, when a case is processed the conduct administrator will send a letter to the respondent(s) through the ADVOCATE database. Students will receive an email to their LUC Outlook account notifying them that they have received correspondence from the OSCCR and must log into ADVOCATE to review their letter. The notification of complaint (complaint letter) will contain the following:
a. A brief description of the potential violation, including the time, date, and place the incident allegedly occurred;
b. A list of any University policies potentially violated;
c. The type of meeting in which the case will be adjudicated or resolved;
d. Information about when the meeting is to take place or be scheduled; and
e. A reminder that students may obtain an advisor to support them through the conduct process.

- **Informational Meeting:** Occasionally students will be notified that they must meet with a conduct administrator for an informational meeting. Informational meetings are mandatory and may be needed to further investigate an incident, clarify a report, obtain personal statements, notify a student of emergency administrative action, or otherwise discuss an alleged incident with students involved. The conduct administrator may offer an agreed resolution during an informational meeting where relevant violations of the Community Standards and outcomes are collaboratively determined and agreed upon in writing in lieu of an administrative hearing. Informational meetings and any agreed upon resolutions may be offered at the discretion of the conduct administrator. Should a student or organization agree to a resolution during an informational meeting, they waive their rights to notice of potential policy violations and their right to appeal.

- **Acceptance of Responsibility (AOR) Letter:** The conduct administrator may send an AOR letter in lieu of a notification of complaint. An acceptance of responsibility letter contains the same information as a complaint letter, except it provides the respondent the option to forego a hearing and accept responsibility for an alleged violation. Acceptance of responsibility letters are only used for relatively minor incidents.
at the discretion of the conduct administrator assigned to the case. Respondents may always decline to accept responsibility and request a hearing instead. Failure by a student to respond to an acceptance of responsibility letter within five business days (or 24 hours at the JFRC) will result in the decision being finalized, and any proposed outcomes will be applied. Decisions rendered by either acceptance of responsibility or failure to respond pursuant to an acceptance of responsibility letter may not be appealed, except on the grounds that the student did not have a reasonable opportunity to receive and respond to the letter.

- **Conflict Resolution Pathways:** Certain cases may also be referred to conflict resolution pathways if the parties involved are willing to participate and the conduct administrator deems the pathway an appropriate resolution option. Conflict resolution pathways include, but are not limited to, conflict coaching, mediation, council, and restorative justice circles and are described in detail on the OSCCR website at [http://www.luc.edu/osccr](http://www.luc.edu/osccr) (see also §113 Conflict Resolution Pathways).

- **No Action:** If the conduct administrator finds no information reasonably suggesting that a violation has occurred, the case may be closed with no further action taken. In some cases, the conduct administrator may determine that an alternative response would best resolve the situation. Examples of alternative responses include a warning to cease current behaviors or changes in academic, work, or living arrangements.

403. **Hearings**

1. **Scheduling**

Hearings are either (a) scheduled by the conduct administrator, or (b) scheduled by the student at the instruction of the conduct administrator. When scheduled by the conduct administrator, hearings will typically take place within 10 business days of receipt of the report. When a
conduct administrator instructs a student to schedule a hearing, the student must respond within two business days and the hearing must take place within 10 business days of the date of the complaint letter.

At the JFRC, respondents will receive a complaint letter with the time and date of the scheduled hearing within two business days of the incident report. The respondents will have 24 hours to reschedule the hearing if needed; otherwise a decision will be made based on the information available.

For hearings involving more than one responding student, the standard procedure is to resolve complaints jointly; however, students may be permitted to meet individually at the discretion of the conduct administrator. In joint hearings, separate determinations of responsibility and outcomes will be made for each responding student.

It is the student’s ultimate responsibility to schedule and attend a hearing. Hearings will be scheduled around students’ classes and final exams, but otherwise hearings are mandatory and take precedence over conflicting obligations, including athletic events, student organization meetings, and work commitments. Though it is the goal of the OSCCR to accommodate the scheduling needs of all parties, the OSCCR cannot guarantee scheduling around the availability of advisors, and students should select their advisors accordingly (see also §407(1) Advisors, below).

If a student fails to respond to a complaint letter or to schedule or attend a hearing by the hearing deadline, the conduct administrator may make a decision based on the information available. In cases where a respondent is alleged to have committed a violation that may result in separation from the University, hearings will not be scheduled during final exam periods.

2. Hearing Types

There are three different types of hearings (explained in detail below): administrative hearings, board hearings, and Student Community Board hearings. The OSCCR will decide which hearing type is most appropriate for a particular case.
a. Administrative Hearing

Administrative hearings are facilitated by the conduct administrator assigned to the case. Conduct administrators are members of the professional or paraprofessional University staff, usually from within the Division of Student Development. Conduct administrators are trained by the OSCCR to handle matters of student conduct according to the policies and procedures of the Community Standards. In some cases an administrative hearing may be facilitated by more than one conduct administrator working together depending on the nature and severity of the incident.

b. Board Hearing

Boards may be comprised of three to five representatives from the faculty, staff, and/or student body who have been selected and extensively trained to handle matters of student conduct. Boards have authority to impose all outcomes, including University suspension or expulsion. Board hearings may not be available during study days, final exam periods, breaks, or the summer term.

The hearing board chair is responsible for the overall implementation of formal hearing procedures and ensures that participants receive the procedural rights granted to them. The hearing board chair speaks on behalf of the hearing board to address matters regarding a hearing’s proceedings and decisions. However, with respect to findings of responsibility and outcomes, all board members (including the board chair) enjoy equal standing, regardless of the members’ positions or roles at the institution.

c. Student Community Board Hearing

The Student Community Board (“SCB”) is a standing board made up of 10-15 students who resolve cases that tend to have a more substantial impact on the University or residential community. Each hearing is facilitated by three or more students from the SCB who have been selected and extensively trained by the OSCCR staff. Each SCB is chaired by a student and advised by a conduct administrator. The SCB is not in
session during study days, final exam periods, breaks, and the summer term.

3. **Student Rights in the Hearing Process**

All students have the right to be treated with dignity and respect throughout any interaction with the conduct process and have the following procedural rights during hearings:

1. **Right to Notice**: To have notice of the potential violations before the hearing and have the relevant policies explained clearly and fully at every level of the conduct process.

2. **Right to Participate**: To be present throughout the hearing but not during the deliberation process of the conduct administrator or board.

3. **Right to an Advisor**: To be accompanied by an advisor, if desired.

4. **Right to Review**: To review all documentation concerning the potential policy violations during the hearing.

5. **Right to Refute**: To refute information provided by witnesses.

6. **Right to Appeal**: To be advised of the appeal process.

Generally, respondents or other students involved in an incident do not have a right to review the incident report itself until a point in a conduct meeting determined by the conduct administrator or board. However, in cases where either (a) the respondent was not present at the time an incident was documented, or (b) the incident was not documented by a University official, the respondent may request to review the incident report by request in person before the hearing at the OSCCR suite.

4. **Hearing Format**

Hearings generally proceed according to the following format:

a. Introduction of all parties present (including witnesses, when applicable) and an overview of the hearing process.

b. Review and signing of the “Student Rights in the Conduct Process” form.
c. Conduct administrator or board reviews the nature of the alleged conduct and the University policies potentially violated

d. Witnesses are excused until statements are needed (if applicable)

e. Respondent(s) (and complainant(s) when applicable) provide a personal account of the reported incident

f. Respondent(s) are given opportunity to (a) accept full responsibility for all policy violations, (b) accept responsibility for some violations and refute others, or (c) refute all suggested violations

g. Respondent(s) (and complainant(s) when applicable) have the opportunity to review all documentation relevant to the case that will be used by the conduct administrator or board to make a decision

h. Conduct administrator(s) asks any remaining investigative and developmental questions to the parties present (including witnesses, if applicable)

i. Respondent(s) are invited to comment on any harm or impact caused by the alleged incident and offer recommendations related to outcomes that will repair harm.

j. Respondent(s) are provided a final opportunity to make any closing comments

k. The conduct administrator or board may excuse all parties for deliberation if needed

l. Respondent(s) (and complainant(s) when applicable) are notified of the decision and any related outcomes either immediately after deliberation or, when further deliberation is needed, typically within three business days

4. **Deliberations**

Hearing deliberations of conduct administrators are closed to all parties except the conduct administrators. In board hearings, deliberations are
closed to all parties except the members of the hearing board. In SCB hearings, deliberations are closed to all parties except the members of the board and the board’s advisor. In all cases, deliberations will be conducted unhurriedly and may, in some cases, extend beyond the day of the hearing.

5. **Preponderance of the Evidence**

The standard of evidence required for a conduct administrator or board to determine responsibility is known as a “preponderance of the evidence.” This means that the conduct administrator or board must determine that it is *more likely than not* that an alleged violation occurred, based on the totality of available evidence.

6. **Decision**

Following the hearing, the conduct administrator or board will issue a decision about each individual respondent’s potential policy violations according to the preponderance of the evidence. Each policy cited as a potential violation will result in one of the following two outcomes:

a. **Not Responsible**

If it is concluded that it is more likely than not that the respondent did not violate University policy, or if there is not enough information available to find a respondent responsible, a finding of “not responsible” will be issued and the complaint will be dismissed. No outcomes will be assigned and the potential policy violation will not be reported to parties outside the University as part of the student’s disciplinary record.

b. **Responsible**

If it is concluded that it is more likely than not that the respondent did violate University policy, or if the student accepts responsibility for violating University policy, a finding of “responsible” will be issued and appropriate outcomes will be assigned (see also §408 Assigned Outcomes).

In all cases, the conduct administrator or board will confirm all decisions and outcomes via a decision letter that will be sent to the respondent(s) via the ADVOCATE database (a notification email will be sent to the
student’s Outlook account). Decision letters are usually sent within three business days of the decision.

7. **Disqualification or Recusal**

If conduct administrators or board members believe themselves to be unqualified to serve in such a capacity for personal or official reasons, they may recuse themselves. Respondents may not object to the membership of the board except for reasons of official or personal conflict of interest. When an objection concerns a board hearing, the chair or facilitator will determine the validity of such objections and make a final determination whether or not to disqualify a board member. When an objection concerns a SCB hearing, the board chair will consult with the advisor to make a final determination whether or not to disqualify a board member.

404. **Appealing a Hearing Decision**

Respondents who are found responsible for a violation may appeal all or part of the decision according to the following guidelines. An appeal is not a re-hearing of the case. The Dean of Students and/or appropriate designee(s) will review all appeal requests to determine if there are sufficient grounds for the appeal. At the JFRC, appeals are reviewed by the Dean of Rome Student Life or may be assigned to the Dean of Students in Chicago.

In cases of alleged gender-based misconduct or bias-motivated incidents, a modified appeal process is used, which is detailed in §507); however, in all cases (including §507) the grounds for appeal may be as follows:

1. **Grounds for Appeal**

Any request for appeal must be based on one or more of the following grounds:

   a. **New substantive information** is available that could not have been discovered by a diligent respondent at the time of the hearing and that would have likely changed the outcome of the case.
b. A **substantive procedural error** or error in the interpretation of University policy occurred that denied the respondent the right to a fair hearing and decision.

c. The finding (as to responsibility or assigned outcomes or both) was **manifestly contrary** to the information presented at the hearing or to the established *Community Standards* (i.e., the decision was clearly unreasonable and unsupported by the preponderance of the evidence).

2. **Timeline and Format**

A student has five business days from the time the decision letter is sent to request an appeal (or 24 hours at the JFRC). Appeals must be requested online via a hyperlink at the bottom of the decision letter. Electronic submission is the only accepted method to request an appeal. At the end of the designated appeal period, the hyperlink will no longer be active. Failure to submit a request within this period waives the right to appeal and renders the decision final.

While a request for appeal is under review (final decision is pending), assigned outcomes and other disciplinary actions may be enforced on an interim basis at the discretion of the OSCCR or University administration. Appellate review of a case may take two weeks or longer to complete. Once the appellate review has been completed, students will be notified in writing of the final decision within five business days (two business days at the JFRC).

3. **Appeal Statements**

Requests for appeal must state the grounds for appeal and include a personal statement explaining, in detail, why the student is contesting the results of the hearing. Any relevant documentation available that substantiates or clarifies the request for appeal. Such additional documentation may be uploaded electronically via the online appeal request form.

4. **Review and Final Decision**
All properly completed requests for appeal will be considered by the Dean of Students and/or designee(s) (“appeal officer(s)”), who will determine whether there is sufficient basis for modifying the original decision. The appeal officer may or may not request to meet with the respondent, complainant, or other relevant individuals before making a final decision. The degree and nature of the appealing student’s engagement and participation in the conduct process may also be strongly considered in making an appellate determination. Respondents participating in an agreed resolution process and who approve the terms of the agreement waive their right to an appeal (see §402 Consideration and Resolution Options).

The responsibility lies with the appealing student to provide clear and convincing information demonstrating that the original process or decision was substantively flawed.

The appeal officer will choose one of four possible outcomes for all appeals:

a. Affirm the original decision and uphold the original outcome(s)
b. Affirm the original decision but modify the original outcome(s)
c. Overturn all or part of the original decision and uphold, assign, modify, or remove outcome(s) appropriately
d. Remand for further investigation and/or a new hearing. The outcome of a remanded case may be appealed again (as if the case were being decided for the first time).

*The disposition of a case by the appeal officer following an appellate review is final within the University and is not subject to further review.*

**405. Interim Administrative Action**

When it is reasonably believed that a student may pose a danger or threat to the health, safety, or welfare of the University community or property, the Vice President for Student Development, Dean of Students, and certain other designees may take interim administrative action
immediately and temporarily, pending investigation and adjudication of
the matter according to the student conduct process. In such cases, the
student will be notified in writing of the interim administrative action.
Parents, academic deans, Campus Safety, or other personnel may also be
notified of the action as needed. Similar administrative actions may also
be applied as sanctions or other outcomes pursuant to the standard
student conduct procedures. Some examples of interim administrative
actions include the following:

1. **Administrative Move**
A student may be required to move to another room assignment within
the residence hall system pending the outcome of an investigation and
hearing.

2. **Limitations on University Activities and Access (LUAA)**
An LUAA may be imposed for a specified period. Activities or access that
may be limited 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 or grounds; and
- contact or association with specific members or groups of the
  University community

3. **No Contact Directive**
The Dean of Students, a conduct administrator, or a hearing board may
direct a student to have no contact with another individual for a
specified period. Such a directive may be stated in writing before, as a
result of, or after a hearing. In some cases, such a directive may be
imposed before the initiation of any hearing proceedings, in which case
the directive will only apply in the interim period until the conclusion of
the student conduct process (if needed, a subsequent directive may be
re-issued after the hearing). The person(s) who is protected by this
directive may receive a written statement notifying them that such a directive has been issued, as permitted by applicable law.

406. Assigned Outcomes

When a student or student organization is found in violation of the Community Standards, any of the following types of assigned outcomes may be assigned. In certain cases, the OSCCR may convene a restorative justice conference to allow the impacted parties and respondent to co-determine the outcomes with the assistance of a trained facilitator. In all cases, outcomes should be appropriate to the violation(s) for which they are assigned, considering the following:

- the context and seriousness of the violation;
- the respondent’s demonstrated commitment not to engage in the same behavior in the future;
- the respondent’s prior conduct history (if applicable);
- and outcomes that appropriately foster accountability for one’s behavior, prevent recurrence of similar behaviors, and repair harm.

Compliance with all assigned outcomes within the time allocated is mandatory. Failure to complete or comply with any assigned outcome, or failure to meet an assigned deadline (if applicable) may result in further disciplinary action, including but not limited to a $150 fee and placing a disciplinary hold on a student’s University account preventing the student from registering, adding a course, or obtaining transcripts until the assigned outcome(s) is completed.

1. Assigned Outcome Descriptions

a. Alcohol and/or Drug Education Referral

Students may be assigned various educational programs focused on alcohol and other drugs, and must make a good faith effort to attend and engage in the program. Such programs include, but are not limited to: Alcohol Edu for Sanctions (online module), CHOICES, Brief Alcohol Screening and Intervention for College Students (BASICS), and
Motivational Intervention for Marijuana. Students may also be referred to the Chapman Center at Evanston Hospital for additional services related to alcohol and other drug abuse and dependency.

b. Educational Experiences

Educational experiences or projects may include attendance and participation in an event, workshop, special project, or other initiative. Such experiences provide space for students to reflect upon their conduct; to identify harm to self, to others, or to the community; to explore why such conduct was unacceptable; and/or to educate other students about the University’s **Community Standards**. Examples of such projects include reflection or research papers about a specific topic or issue and/or participation in the Campus Involvement Challenge, Restore LUREC, or the Values Workshop. Deadlines for educational experiences may vary.

c. Fines

Fines are monetary costs intended to dissuade students from violating the **Community Standards**. Fines may be paid directly to the OSCCR by delivering or mailing a check, money order, or cash in the exact amount of bills to the OSCCR suite on the third floor of the Damen Student Center. Checks should be payable to Loyola University Chicago. Fines collected are used by the University to fund services and programs for students. Failure to pay a fine will result in the amount being billed directly to the student’s University account (no penalty is assigned if a student chooses to have the amount billed). Fines must typically be paid within two weeks of assignment.

d. Loss of Privileges

Students who have engaged in misconduct may temporarily or permanently forfeit certain privileges otherwise afforded to them. Examples include but are not limited to: restrictions on guest privileges in the residence halls; restrictions on access to the University network, email, or other computing systems; and restrictions from accessing certain facilities, programs, or services of the University (such as the shuttle bus, Halas Recreation Center, the Information Commons [“IC”],
specific residence halls, study abroad programs, etc.). In some cases, students may be reassigned to a different living space.

e. Residence Hall Expulsion

Residence hall expulsion requires a student to vacate an assigned residence hall room or apartment permanently, with the understanding that the student may not return to, enter, visit, or reside in any residence hall of Loyola University Chicago in the future. Dismissed students must comply with all Residence Life vacancy procedures, including properly turning in keys and checking-out of the hall. All access to the residence halls will be terminated and housing fees may be forfeited. Students who have been dismissed from the residence halls may not study abroad.

f. Residence Hall Probation

Residence hall probation is formal notice that a student’s behavior or pattern of behavior was unacceptable and caused harm to the residential community. During the probation period, students should demonstrate a willingness and ability to respect and comply with the standards of behavior appropriate to residence hall life. Students may be required to resign any office or committee appointment associated with Residence Life or its affiliated student organizations. Continued misconduct of any kind (even of a kind different from that which resulted in probation) during the probation period may result in University Probation or residence hall suspension or expulsion. Residence hall probation is typically assigned for a minimum of the rest of the semester, and may be assigned for up to two years.

g. Residence Hall Suspension

Residence hall suspension requires a student to vacate an assigned residence hall room or apartment for a specified period of time, with the understanding that student may return to a space within the residence hall system at the conclusion of that period. Suspended students must comply with all Residence Life vacancy procedures, including properly turning in keys and checking-out of the hall. All access to the residence halls will be terminated and students may not enter into or visit any residence hall during the suspension period. Housing fees may be
forfeited. Students on residence hall suspension may not study abroad, and may not be approved to study abroad until 90 days after their suspension period has ended. Residence hall suspension is typically assigned for a minimum of the rest of the semester, and may be assigned for up to two years.

h. Restitution

Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed University, public, or private property or services. Amounts charged to students may include cost to repair, replace, recover, clean, or otherwise account for the property or services affected.

i. Restorative Service Hours

Restorative service hours may be assigned to provide students the opportunity to symbolically repair harm caused and restore a sense of balance in the community. All service hours must be completed (a) at a non-profit organization, (b) under supervision of an employee or volunteer coordinator who is not a relative of the student, and (c) without payment or other compensation for the work performed. Restorative service hours may, but need not, be completed for an office or department of Loyola University Chicago. Restorative service hours may not count towards service learning hours or other community service required by another program, scholarship, or organization. Court-mandated community service may count towards restorative service hours. In some cases, students will be directed to complete their service under the guidance of a specific staff or faculty member. Deadlines for restorative service hours vary based on number of hours, academic calendar, and other factors.

j. Student Organization Outcomes

Any outcome may be modified to apply to registered or sponsored student organizations. Additionally, certain outcomes will only apply to student organizations. For example, an organization’s national representatives, officers, and/or advisors may be officially notified of the incident as part of an outcome. In cases of serious or repeated
misconduct by a student organization, the organization’s registration may be suspended (temporary) or terminated (permanent). Suspension/termination prohibits the organization, its members, and its supporters from conducting any activity on any University campus or at any University-associated event that in any way promotes the goals, purposes, identity, programs, or activities of the organization.

k. University Expulsion

Expulsion from the University (also commonly known as dismissal) is the most serious University disciplinary action and means the permanent exclusion of the student from the University. Expulsion may include: 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 the student’s parents or guardians; permanent notation of the expulsion on the student’s disciplinary record; withdrawal from all courses (resulting in “W” grades); 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 advance and in writing by the Dean of Students.

l. University Probation

University probation is formal notice that a student’s behavior or pattern of behavior was unacceptable and caused harm to the University community. During the probation period, students should demonstrate a willingness and ability to respect and comply with the standards of behavior appropriate to a Jesuit, Catholic university. Continued misconduct of any kind (even of a kind different from that which resulted in probation) during the probation period may result in University suspension or expulsion. University probation is typically assigned for a minimum of the rest of the semester, and may last until graduation.

For student organizations placed on University probation, the organization is ineligible to request money from the Student Activity Fund for the duration of their disciplinary period.

m. University Suspension
University suspension 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 entails being withdrawn from all enrolled courses (resulting in “W” grades), forfeiting all applicable fees, and restriction from visiting the University premises except when engaged in official business approved by the Dean of Students. University suspension may also include any other disciplinary action that is judged to be of value to the student. Persons notified of a student’s University suspension status may include: parents or guardians, academic deans, Campus Safety, or other appropriate personnel at the discretion of the Dean of Students. Suspended students may not study abroad or travel with the University, and may not be approved to study abroad until 90 days after their suspension period has ended. University suspension is typically assigned for a minimum of the rest of the semester and may last any number of years.

When a suspension period is over and the student has completed the conditions accompanying the suspension, the student must contact the Office of the Dean of Students requesting reinstatement and providing documentation demonstrating that the student has satisfied the terms of the suspension (if applicable). The Dean of Students may, if needed, require a meeting with the student before permitting re-enrollment. The student may re-enroll at the University only after the Dean of Students has made an affirmative decision, notified the student, and released the hold on the student’s University account.

n. University Warning

A University Warning is an official notice to the student that the student’s conduct was inappropriate and violated the Community Standards. University Warnings are only assigned for relatively minor violations.

o. Other Outcomes
Any reasonable outcome may be assigned that appropriately promotes the education and development of a student or student organization, ensures safety, or otherwise furthers the mission of the OSCCR.

2. **Requesting a Stay of Assigned Outcomes**

Assigned outcomes are in effect immediately upon being communicated by a conduct administrator or board. In the case of University Probation, (which restricts a student from holding a leadership office or representing the University in athletic contest), University Suspension, Residence Hall Suspension, University Expulsion, or Residence Hall Expulsion, a student may request a “stay” (postponement of execution for a just cause) of the assigned outcomes until the resolution of the appeal. Students wishing to stay their outcomes may make a request in writing to the Dean of Students within the appeal period of five business days. Stay requests should be submitted directly to the Dean of Students via email at deanofstudents@luc.edu. The Dean of Students or a designee will review the requests to determine if there are sufficient grounds to modify a student’s restricted access.

3. **Outcomes Specific to Study Abroad Programs**

The following are additional outcomes that apply only to students studying abroad. All other University outcomes may also be applied to students studying abroad as needed. Amounts of fines stated throughout the *Community Standards* in US dollars ($) are translated to Euros (€) at the JFRC and Dong (₫) and the Vietnam Center.

   a. **Notification of Home Institution**

   The JFRC and LVC reserve the right to notify students’ home institutions of violations of the *Community Standards*.

   b. **JFRC/LVC/TBC Probation**

   JFRC, LVC, or TBC probation is formal notice that a student’s behavior or pattern of behavior was unacceptable and caused harm to the University community. During the probation period, students should demonstrate a willingness and ability to respect and comply with the standards of behavior appropriate to a study abroad program at a Jesuit, Catholic
university. Continued misconduct of any kind (even of a kind different from that which resulted in probation) during the probation period may result in expulsion from the JFRC, LVC, or TBC and/or University suspension or expulsion (from Loyola University Chicago). Parents, academic deans, security personnel, or other appropriate staff may be notified of a student’s probation status. JFRC, LVC, or TBC probation is typically assigned for a minimum of the rest of the semester.

c. Dismissal from the JFRC, LVC, or TBC

Dismissal from the JFRC, LVC, or TBC involves the permanent exclusion of the student from the study abroad program and is equivalent to a University Suspension. Dismissal involves: notifying the student, the student’s home institution, and the student’s parent(s) or guardian(s) if the student is a dependent; withdrawal of the student from all courses (resulting in “W” grades); and forfeiture of all applicable tuition and fees. Any student dismissed from the JFRC, LVC, or TBC must refrain from visiting the campus premises except when engaged in official business approved in writing by program staff. Dismissed students must return home on the earliest available flight within 72 hours of the finalized decision, at their expense, and may not re-enroll at any other campus of the University during the same term they were dismissed.

407. Other Procedural Elements

1. Advisors

Any complainant or respondent (including any student organization, in organizational cases) involved in the conduct process in any way may be accompanied by one advisor of their choice throughout the conduct process. The choice whether or not to invite an advisor is solely that of the student(s) involved. Typically advisors are parents or members of the campus community, but students may select whomever they wish to serve as their advisor. Hearings and other meetings may not be able to accommodate the availability of advisors (see §403(1) Scheduling) so students are encouraged to select an advisor who can be flexible with regard to scheduling. Advisors need not be the same/consistent
throughout the conduct process. If an advisor is an attorney, this must be disclosed to the OSCCR, and the University reserves the right to have its own legal counsel present for the hearing. Advisors may not also serve as witnesses in a hearing about the same matter.

The role of an advisor is to provide a comforting and familiar presence for a student or student organization and to assist in the advisee’s understanding of the conduct process. An advisor may only speak to the advisee and may not formally address the conduct administrator, board, or other party unless asked a direct question by the conduct administrator, investigator, or board. Advisors may not ask questions, interject, advocate for, or otherwise speak on behalf of a student or student organization. Even if an advisor is an attorney, the advisor may not function as legal counsel or “represent” an advisee for the purposes of the University conduct process.

If any advisor conducts themselves in a manner inconsistent with these guidelines, or if the advisor’s behavior obstructs or otherwise interferes with the conduct process, then the advisor will be warned by the conduct administrator, investigator, or board. If the advisor’s interfering behavior continues or if the advisor at any point engages in a manner that harasses, abuses, or intimidates any other participant, the individual serving as an advisor will no longer be considered an advisor and will be excused from the hearing or meeting.

A student may also request that the OSCCR assign an advisor to them, who will be either a student or staff member trained to serve in such a capacity. Such requests do not guarantee that an advisor will be available, and should be made as soon as possible. Assigned advisors are not available at the JFRC, Beijing Center, or Vietnam Center.

2. Witnesses

Witnesses are permitted in the hearing process and may be invited by a respondent, complainant, conduct administrator, and/or board. A witness is someone who can provide a firsthand account of something seen, heard, or experienced relating to the alleged incident. “Character witnesses” and other witnesses deemed to be irrelevant by the conduct
administrator, moderator, or board are not permitted. The conduct administrator or board chairperson may meet with witnesses as a part of the investigation before the hearing, and 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 contribution. It is the responsibility of the party who invites the witness to request the witnesses’ attendance at the hearing. If a witness is unable or unwilling to attend the hearing, the witness may provide a signed written statement to the OSCCR by the hearing date. The hearing may proceed even if all witnesses are not present.

3. **Authorized Audio and Video Recording**

In some cases, at the discretion of the OSCCR Director or Dean of Students, audio or video of hearings may be recorded. Deliberations by conduct administrators or boards are never recorded. Any recording of a hearing becomes property of the University and may be retained as part of the disciplinary record. Recordings may be reviewed in deciding an appeal, or may be used internally for documentation or training purposes.
ARTICLE V. GRIEVANCE PROCESS AND RESOURCES FOR GENDER-BASED AND BIAS-MOTIVATED INCIDENTS

Loyola University Chicago is committed to maintaining an environment that is free from prohibited discrimination of any kind for members of the campus community, guests, and campus visitors. Accordingly, the University employs an administrative grievance process to resolve complaints involving gender-based or other bias-motivated misconduct. This process is distinct from the process for addressing other student conduct matters, in that it employs an investigative model rather than a hearing model.

When an individual requests that a report of gender-based misconduct, discrimination, or other bias-motivated misconduct by a Loyola student or organization be investigated and adjudicated under this process, that report will be considered a “grievance” and the University will commence the process to investigate and adjudicate the matter (“the grievance process”). The individual bringing the grievance forward is the “complainant,” and the student or organization who allegedly committed the violation is the “respondent.” In addressing grievances, the University will balance the needs and rights of all parties in a fair and unbiased process.

The grievance process is available to any individual who reports being harmed by a Loyola student in a discriminatory manner and in alleged violation of the University's policies prohibiting the following:

- §201(3) Bias-Motivated Discrimination and Misconduct;
- §201(6) Dating and Domestic Violence;
- §201(21) Sexual Misconduct;
- §201(24) Stalking; or
- Any other misconduct (such as abusive conduct, harassment and bullying, hazing, etc.) that appears to have been motivated by discrimination or bias on the basis of one or more characteristics protected under the University's Non-Discrimination Policy (§614).

Complainants who identify as survivors of gender-based discrimination or misconduct (including sexual misconduct, dating or domestic violence, and
stalking) should review §604 for additional rights, resources, and information specific to their needs.

Please note that only student and student organization conduct is subject to disciplinary action under the Community Standards. Incidents of alleged misconduct by a faculty or staff member will be investigated and adjudicated according to faculty or staff disciplinary processes, respectively. For more information about reporting faculty and staff misconduct, please see §610 Non-Discrimination Policy.

The grievance process set forth here is separate and distinct from any criminal investigation or proceeding and is therefore fundamentally different in nature and scope from a criminal proceeding. Any criminal or civil lawsuit, investigation, or prosecution that may also take place will not relieve the University of its duty to respond, but the University may briefly delay an investigation to allow evidence collection or otherwise support the efforts of law enforcement.

501. Rights of All Parties in the Grievance Process

All individuals have the right to be treated with dignity and respect throughout any interaction with the grievance process. Complainants and respondents (as defined in §101(9) and §101(28)) in the process also have the following rights:

a. All grievances and their potential impact on both parties will be treated seriously, and the University will respond promptly and proceed in a timely manner.

b. Both parties will receive timely notice of any required meetings, and will have the opportunity to review and respond to the information to be considered before a decision is rendered.

c. Both parties will be notified in writing of the potential policy violations assigned at the beginning of the investigation.

d. Both parties will have the opportunity to raise any concerns about any proposed investigator or appeal officer before that individual makes contact with the parties. If credible information is presented to the Deputy Coordinator indicating a conflict of
interest, the Deputy Coordinator will replace the investigator or appeal board member as needed.

e. Both parties may elect to participate in the grievance process, but neither will be compelled to do so. However, choosing not to participate limits an individual’s ability to respond to questions and may impede the ability of the University to respond effectively to reports.

f. Both parties may present or refute evidence throughout the investigation and may propose witnesses to be considered for interviewing. For more information about witnesses, which are considered the same as in the student conduct process, see §407(2).

g. As with all University conduct processes, each party may choose to be accompanied by one advisor of their choice. The advisor may accompany either party at any point in time throughout the grievance process. For more information about the role of an advisor, which functions the same in the grievance process as in the student conduct process, see §407(1).

h. Both parties will be notified simultaneously and in writing of the outcome of the grievance process, including a decision rationale, information about sanctions, and the outcome of any appeal, if applicable.

i. Both parties have a right to appeal the decision of an investigator to an appeal board.

j. Both parties have a right not to have personally identifiable information disclosed outside of the grievance process except as necessary to resolve the complaint, to implement interim protective measures or assistance, or when otherwise provided by Illinois state or federal law.

502. Procedures for Filing a Grievance

EthicsLine Reporting Hotline, a third party internet and telephone hotline provider, is available to provide the University community with an automated and, if desired, anonymous way to file a grievance. Students
may file an anonymous report through the website at www.luc.edu/ethicsline or by dialing (855) 603-6988. The University may be limited with respect to the actions it can take in responding to anonymous grievances.

Although these Community Standards only govern alleged misconduct of students, the University strongly encourages all faculty, staff, students, administrators or other concerned parties to use the EthicsLine system to call attention to wrongful acts by any member of the University community. No University administrator, faculty, staff or student may interfere with the good faith filing of a grievance; and the University will seek to protect any individual who files a grievance in good faith from retaliation, including harassment or any adverse employment, academic, or educational consequence. Grievances will be handled as promptly and discreetly as possible, and information will only be shared with those who need to ensure the safety of the campus community or investigate and resolve the matter.

In compliance with Title IX of the Educational Amendments of 1972 (“Title IX” federal law) and the Preventing Sexual Violence in Higher Education Act of Illinois (110 ILCS 155), additional reporting options are available to students who have experienced gender-based misconduct. These are referenced in §604(2) Reporting Incidents of Gender-Based Misconduct.

503. Management of the Grievance Process

All grievances of alleged student misconduct are managed by the Office of the Dean of Students, typically by the Title IX Deputy Coordinator/Assistant Dean for Student Safety & Equity (“Deputy Coordinator”). In managing the resolution of grievances, the Deputy Coordinator will assign and oversee the investigator(s) and ensure that the grievance process is conducted in accordance with the Community Standards, Title IX, and other applicable laws.

The Deputy Coordinator is also a resource to both parties, and will share information about available and relevant resources and support services.
as needed/requested. Such resources may include, but are not limited to counseling services, interim protective measures (including but not limited to the interim administrative actions listed in §405), and assistance identifying an advisor. For complainants reporting gender-based misconduct, additional information about available assistance specific to such grievances can be found in §604 Gender-Based Discrimination and Misconduct Rights & Resources.

When a complainant elects to initiate the grievance process, or when the University determines that a report must be investigated independently of a reporter’s wishes (see §604(3)), the Deputy Coordinator will begin by reviewing the initial report. If the Deputy Coordinator determines that sufficient evidence has been presented to warrant a full investigation, the University will commence with a prompt, fair, and impartial investigation, which will be conducted by one or more investigators assigned by the Deputy Coordinator. Investigators for gender-based discrimination or misconduct cases, in compliance with Illinois law, have received at least eight hours of annual training on issues related to gender-based misconduct, cultural competency, trauma-informed investigations, and the University’s related policies and procedures. Investigators may confer with the Deputy Coordinator openly and at any time on all matters related to the grievance.

The grievance process (through resolution, but not including appeal) will normally be completed within 60 days after the University begins its investigation. The Deputy Coordinator or investigator may extend this time frame for good cause with written notice to the complainant and respondent. Good cause for such extension may include but is not limited to, the following: the complexity of the case requires additional time; multiple parties are involved; witnesses or parties are unavailable or uncooperative; the University is closed or on an academic break; or a University investigation would compromise a law enforcement investigation.

A complainant may initiate or withdraw from participation in the grievance process at any time. Once an investigation has begun,
however, the University may proceed with the conclusion of the investigation without the complainant’s participation if the report involves pattern, predation, threat, weapons, and/or violence, or if it is otherwise determined that a significant threat to the University community must be addressed.

504. Notice of Investigation

Upon a complainant’s request to proceed with the grievance process, the Deputy Coordinator or a designee will send both parties a Notice of Investigation (“NOI”). For students, this notice will be sent via the ADVOCATE database and/or LUC Outlook account. The NOI will inform the parties that a grievance has been filed and an investigation is commencing, and will identify potential policy violations indicated by the initial report and the name and contact information of the investigator or investigators assigned to the case. If either party is aware of a conflict of interest with a given investigator, they should communicate this to the Deputy Coordinator as soon as possible (see §501(d)).

505. Investigation and Resolution of a Grievance

Investigations will generally proceed with the investigator reviewing statements obtained from all parties; conducting interviews with complainant, respondent, and witnesses (if applicable); and identifying, locating, and reviewing other relevant information.

Complainant and respondent will have the same opportunity to propose witnesses for the investigator to interview. The investigator has the right to forgo interviewing a witness if the investigator determines that the proposed individual is unlikely to have new and relevant information pertaining to the investigation. Investigators generally will not meet with character witnesses or other individuals who do not have firsthand information directly relevant to the alleged misconduct.

Parties are not permitted to “cross examine” one another. Complainants(s) and respondent(s) may suggest questions to be posed
to the other party by the investigator. Whether or not to pose such suggested questions is at the sole discretion of the investigator.

The University reserves the right to audio record individual interviews and meetings conducted as part of the investigation. Audio records will be preserved through the end of the appeal process or longer (at the discretion of the University), and may be accessed by an appeal board as needed. All audio records are the property of Loyola University Chicago and may be retained as part of the educational record. Participants (including advisors) may not make their own recordings. See also, §407(3) Authorized Audio and Video Recording.

1. **Preliminary Investigation Report Review**

Once a thorough review of all available information has been completed, the investigator will draft a Preliminary Investigation Report ("PIR"). The PIR will contain a summary of the facts as alleged by both parties, along with copies of all information considered by the investigator to be relevant to the grievance. The PIR may also amend the list of potential policy violations initially indicated in the NOI to include new potential policy violations discovered in the course of the investigation (the inclusion of new potential violations does not mean that the respondent will necessarily be found responsible for them).

The PIR will be made available to the complainant and respondent to review separately but in person, in a private space on-campus. To protect the privacy of the parties involved, no electronic recording devices (including cell phones) are permitted in the room while parties are reviewing the PIR, and the PIR may not be copied or made available for either party to take outside of the room where it is reviewed. Each party is responsible for making an appointment to review the PIR in a timely manner.

After each party has had a reasonable opportunity to review the PIR (no fewer than two business days), the investigator will typically meet or correspond with each party one final time to provide an opportunity for the party to respond to the totality of information presented in the PIR.

2. **Final Investigation Report and Resolution of Grievance**
Once both parties have had a reasonable opportunity to respond to the PIR, the investigator will amend the PIR to include the investigator’s decision on responsibility and assigned outcomes (formerly known as “sanctions”) (if applicable). This amended report, known as the Final Investigation Report (“FIR”), will include any notes or correspondence from the parties in response to the PIR, as well as the investigator’s rationale for the decision.

Each policy cited as a potential violation will result in one of the following two outcomes:

a. Not Responsible

If the investigator concludes that it is more likely than not that the respondent did not violate University policy, or if there is not enough information available to find a respondent responsible, a finding of “Not Responsible” will be issued and the alleged violation will be dismissed. No outcomes will be assigned and the alleged violation will not be reported to parties outside the University as part of the student’s conduct record.

b. Responsible

If the investigator concludes that it is more likely than not that the respondent did violate the University policy, or if the student has accepted responsibility for violating the University policy, a finding of “Responsible” will be issued and appropriate outcomes will be assigned.

As with all University disciplinary proceedings, determinations of responsibility will be made using the “preponderance of the evidence” standard (see §101(23)).

The investigator will inform both parties of the outcome simultaneously and in writing within five business days of a decision. The decision letter will indicate any assigned outcomes imposed and the rationale for the decision and outcomes. Parties will also be informed of their right to review the FIR in its entirety (by request) and right to appeal. The FIR will be made available to the complainant and respondent to review separately but in person, in a private space on-campus. To protect the
privacy of the parties involved, no electronic recording devices (including cell phones) are permitted in the room while parties are reviewing the FIR, and the FIR may not be copied or made available for either party to take outside of the room where it is reviewed.

506. **Assigned Outcomes for Gender-Based and Bias-Motivated Incidents**

Gender-based and bias-motivated incidents are among the most serious offenses at Loyola. If it is determined that such misconduct did occur, then the University strives to ensure that the behavior is stopped and prevented and that its resulting harm is remedied through effective and educational outcomes. Assigned outcomes (formerly known as “sanctions”) for these violations vary depending on the circumstances, but may include any of the following: Educational Experience or Project; Extension of Emergency Administrative Actions; Loss of Privileges; Residence Hall Probation, Suspension, or Expulsion; Student Organization Sanctions; or University Probation, Suspension, or Expulsion. For more information on these potential outcomes, see §406 Assigned Outcomes.

Additionally, though outside the purview of these Community Standards, campus guests, visitors and/or individuals engaged in University-affiliated programs or services who are believed to have engaged in or supported such behavior are subject to loss of campus privileges, restriction from accessing University campuses or facilities, and/or criminal prosecution. In all cases, the University will consider the safety and concerns of the complainant, the respondent, and the greater University community in determining appropriate assigned outcomes.

507. **Appealing a Grievance Finding**

Due to the unique nature of the grievance process, appeals of grievance decisions are handled differently from standard conduct appeals.

Parties may request an appeal on one or more of the following grounds:
a. **New substantive information** is available that could not reasonably have been discovered by the appealing party at the time of the investigation interview(s) and that would have likely changed the outcome of the case.

b. A **substantive procedural error** or error in the interpretation of University policy occurred that denied the appealing party the right to a fair hearing and decision.

c. The finding (as to responsibility or assigned outcomes or both) was **manifestly contrary** to the information presented during the investigation or to the established *Community Standards* (i.e., the decision was clearly unreasonable and unsupported by the preponderance of the evidence).

In the grievance process, either or both parties may appeal all or part of an investigator’s decision within five business days of the date of the decision letter. Any party who files an appeal must do so in writing by submitting a request to the Deputy Coordinator, who will determine if the appeal is timely. If the appeal is timely, the Deputy Coordinator will begin preparations for a review of the decision by an appeal board.

Requests for appeal must include the grounds for appeal, a personal statement explaining in detail why the party is contesting the results of the investigation, and any relevant documentation available that substantiates or clarifies the request for appeal.

A copy of the appeal request will be promptly provided to the nonappealing party, who may submit a response within five business days and this response will be shared with the initial appealing party.

Appeal boards are comprised of Loyola faculty or staff who, as with investigators, have received at least eight hours of annual training on issues related to Title IX, cultural competency, trauma-informed investigations, and the University’s related policies. Appeal board members are assigned by the Deputy Coordinator and may confer with the Deputy Coordinator or investigator at any time in the course of reviewing the appeal. Appeal board members will not have participated
previously in the investigation or resolution of the grievance process and
will not have a conflict of interest with either party.

An appellate review is not a hearing, re-investigation, or a replacement
for the investigator’s original decision. Rather, it is a review of the
investigation and resolution to ensure that all University policies and
procedures were followed and that parties’ rights in the grievance
process were upheld. Accordingly, the standard of evidence for an
appeal is different from the “preponderance of the evidence” standard
used in the original grievance process. In an appeal, the responsibility lies
with the appealing party (either respondent or complainant) to provide
clear and convincing information demonstrating that the original process
or decision was substantively flawed. Appeal decisions are deferential to
the original investigative decision, but may overturn or modify that
decision (with respect to responsibility, outcomes, or both) or remand a
case when there is a clear need to do so. The outcome of a remanded
case may be appealed again (as if the case were being decided for the
first time). An appeal board may wish to meet with the parties
individually as a part of an appellate review but is not compelled to do
so. While a request for appeal is under review (final decision is pending),
assigned outcomes and other disciplinary actions may be enforced on an
interim basis at the discretion of the University (see §406(2) Requesting a
Stay of Assigned Outcomes).

After reviewing all records pertaining to the grievance, the appeal board
will communicate their final decision, including rationale, to the parties
simultaneously and in writing. Unless extenuating circumstances cause
unavoidable delay, parties will be informed of the appellate decision
within five business days of the conclusion of the appellate review.

The disposition of a case by an appeal board following an appellate review
is final within the University and is not subject to further review.

ARTICLE VI. OTHER UNIVERSITY POLICIES AND RESOURCES

601. Alcohol and Other Drugs at Loyola University Chicago
Students at Loyola are expected to follow all laws pertaining to alcohol and other drug consumption. The most important reason for this expectation is student safety. While many Loyola students choose not to drink alcohol or use other drugs, the University understands that regardless of policies or laws, some will. Students must always exercise good judgment and safe decision-making when it comes to these important issues.

For a more in-depth description of the University’s perspective and policies on alcohol, as well as various other alcohol-related resources, please visit www.luc.edu/media/lucedu/policy/pdf/alcoholandotherdrugspolicy.pdf.

602. Behavioral Concerns Team (BCT)

The Behavioral Concerns Team (“BCT”) serves as the centralized coordinated body for discussion and action regarding students exhibiting behaviors that indicate distress, cause a disturbance in the community, and/or present a danger to oneself or others. Committed to proactive, early intervention, the BCT supports students directly and through consultation with campus partners. When necessary, the BCT also assesses risk of harm to the University community and coordinates appropriate action to ensure the safety of individual students and the University at large.

Students who are contacted under the purview of the BCT are expected to comply with requests of staff as needed to ensure the safety of the student and the rest of the University community. For more information about the BCT, please visit www.luc.edu/bct.

603. Free Expression: Student Demonstration and Fixed Exhibit Policy

As an institution committed to social justice and higher education in the Jesuit tradition, Loyola University Chicago recognizes the importance of its role as a marketplace of ideas, where freedom of inquiry and open exchange of conflicting viewpoints is supported and encouraged. Such
discourse is essential for the University to uphold the Jesuit mission of “service of faith and promotion of justice.”

Accordingly, all Loyola students have the right to freedom of speech, expression, and assembly, including but not limited to timely demonstrations in response to current events. Students are free to express their views individually or in organized groups, on any topic, on all Chicago campuses, subject only to rules necessary to preserve the equal rights of others and the other functions of the University. For the purposes of this policy, the term “demonstration” will refer broadly to the organized display of these rights.

Free expression may also take the form of fixed exhibits, such as ribbons or banners tied to trees or lamp posts; temporary walls or other erected structures; or flags, crosses, signs, or other items planted in the ground.

Demonstrations and fixed exhibits – regardless of the content or viewpoints expressed – are permitted on Loyola’s Lake Shore and Water Tower campuses so long as they are orderly, lawful, and congruent with the standards below and all other policies within the Community Standards.

1. Demonstrations

The right of students to demonstrate on campus may not interfere with the rights of others to engage in and benefit from the educational programs and services of the University. Accordingly, demonstrations are subject to the following standards regarding the time, place, and manner in which they occur:

   a. Time

Demonstrations must occur within the hours of normal operations for the facility or space in which they occur (if applicable). Buildings will not be kept open beyond regular hours to accommodate demonstrations. Demonstrations are prohibited during final exams.

   b. Place

Demonstrations may not take place indoors with the exception of the Damen Student Center (LSC) and the Terry Student Center (WTC), or in
any space that has been concurrently reserved by other members of the University community or guests. Demonstrations may not impede the free flow of pedestrian or vehicular traffic, block thoroughfares, or obstruct campus building entry or exit points.

c. Manner

As a Jesuit institution, the manner in which Loyola students engage in civil discourse – regardless of content or viewpoints being expressed – is held to a high standard. Just as students are encouraged to engage in critical thought and social action, so are they expected to do so in a civil manner that honors the inherent dignity of all people, even those who may disagree.

Therefore, demonstrations may not take place in a manner that endangers the University community, violates the law, defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades the rights of others, or interrupts the functioning of the University. Additionally, demonstrations may not utilize amplified sound in a manner that substantially interferes with classes or other events in progress. Amplified sound may not be used inside any building at any time. The use of sidewalk chalk is strictly prohibited.

Additionally, demonstrators may not claim to speak for or otherwise represent the position of the University, unless officially sanctioned by the Dean of Students.

d. Notifications

Individual students or recognized student organizations intending to organize a demonstration are encouraged to notify the Office of the Dean of Students (DOS) two business days before the demonstration. Upon receiving notification, a representative of the DOS will offer to meet with organizers to provide appropriate support and resources to mitigate risk and protect participants’ rights. Notifications received fewer than two business days before the demonstration may be reviewed subject to staff availability; however, support and resources may be limited. This meeting is not an attempt by the University to censor or
otherwise limit content or viewpoint, but rather to advise organizers regarding applicable standards for time, place, and manner. The Demonstration and Fixed Exhibit Form is available through LUCentral.

2. **Fixed Exhibits**

Fixed exhibits, due to their unique nature, must be coordinated with the DOS in consultation with other stakeholders (Campus Reservations, Campus Safety, Facilities, etc.). Individual students or recognized student organizations wishing to sponsor a fixed exhibit must submit a request via LUCentral at least two business days before installation. Following receipt of this request, the sponsoring party must meet with a member of the DOS to discuss expectations, rights, responsibilities, and logistical considerations (time, place, and manner), which must be mutually understood and accepted. Requests will be considered without regard to content or viewpoint.

Prior to the installation of the fixed exhibit, sponsoring parties will receive written notification of the agreed upon parameters from the DOS, which will have the effect of policy. Fixed exhibits may only remain displayed for five or fewer consecutive days and may not be displayed during University holidays. The sponsoring party is responsible for any damage to university property resulting from the exhibit.

3. **Accountability**

Demonstrations and fixed exhibits that appear to violate this or other policies of the *Community Standards* may be interrupted or stopped at the direction of the Dean of Students or designee. Upon report of any possible violation of these or other policies of the *Community Standards* that takes place as part of a demonstration or fixed exhibit, participants, organizers, or sponsors may be subject to the student conduct process.
Gender-Based Discrimination and Misconduct Rights & Resources

Under Title IX of the Educational Amendments of 1972 ("Title IX"), Loyola has a specific responsibility to respond promptly and effectively to notifications and reports of gender-based discrimination and misconduct. For the purposes of this section, “gender-based misconduct” includes the following as they are defined in the Community Standards:

- Discrimination based on actual or perceived sex, sexual orientation, gender expression or identity, or pregnancy or parenting status;
- Dating and domestic violence;
- Sexual misconduct (including non-consensual sexual contact or penetration, sexual harassment, and sexual exploitation); and
- Stalking

Any other misconduct (such as abusive conduct, harassment and bullying, hazing, etc.) that appears to have been motivated by discrimination or bias on the basis of an individual’s perceived or actual sex, sexual orientation, gender identity, or gender expression may also be considered gender-based misconduct under this policy. See §201(21) Sexual Misconduct for the definition of consent.

The Title IX Coordinator and Deputy Coordinators are responsible for ensuring that the University response to all notifications and reports of gender-based misconduct is appropriate and in compliance with all applicable laws.

The Title IX Coordinator for Loyola University Chicago is Thomas M. Kelly, Senior Vice President for Administrative Services, whose office is in Lewis Towers, Suite 1500, and who can be reached at (312) 915-6400 or tkelly4@luc.edu.

The Title IX Deputy Coordinator for student concerns for Loyola University Chicago is Jessica Landis, Assistant Dean of Students, whose
office is in Damen Student Center, Suite 300, and who can be reached at (773) 508-8834 or jlandis@luc.edu.

1. **Rights of Survivors at Loyola University Chicago**

Regardless of whether they pursue resolution through the University’s formal grievance process, individuals who experience gender-based misconduct (“survivors”) have the following rights:

   a. The right to be informed in writing of all available reporting options, including reporting to the Office of the Dean of Students, OSCCR, Campus Safety, and/or local law enforcement.

   b. The right to be informed in writing of available counseling services, medical services, evidence collection options, victim advocacy services, legal assistance, visa and immigration assistance, and other supports and remedies available within the institution and in the local community within 12 hours of submitting an electronic report (see §604(2)(a)).

   c. The right to request interim protective measures through the University, including temporary no contact directives and/or changes to academic, living, dining, transportation, and/or working situations.

   d. The right to request the University’s assistance with obtaining a civil or criminal order of protection, restraining order, or similar court-ordered intervention.

   e. The right to pursue resolution of a grievance through the grievance process (see Article V.), the criminal or civil courts, both, or neither.

   f. The right not to have their identity disclosed except as necessary to resolve a grievance, implement interim protective measures or provide other assistance, or when otherwise provided by Illinois state or federal law.

2. **Reporting Gender-Based Misconduct**
Whenever a student discloses an incident of gender-based misconduct to a responsible employee (as defined in §101(26)), regardless of when or where the incident occurred, the responsible employee must share all known information about the incident with the Deputy Coordinator. With the exception of designated “Confidential Resources” listed below (see §604(8)(a)), responsible employees are not authorized to have confidential conversations with students about gender-based misconduct.

Once the Deputy Coordinator has been informed of a reported incident (known as a “report”), the Deputy Coordinator will then reach out to offer resources and resolution options to the survivor or reporter. Reporting to the Deputy Coordinator – whether by a survivor directly or via a responsible employee – does not necessarily mean that the grievance process (described in Article V.) will be initiated, and the Deputy Coordinator will maintain students’ privacy to the greatest extent possible.

Please note that survivors or other students who report gender-based misconduct to the University will not themselves face disciplinary action for prohibited behavior (such as underage drinking) that they may have engaged in during the incident. For more information and details about this policy, see §605 Good Samaritan and Medical Amnesty Protocol.

a. How to Report to the University

The following are the various reporting options available to students, faculty, staff, third parties, and any other individuals seeking to report an incident to the University.

- **EthicsLine Electronic Reporting:** Electronic reporting is available through the EthicsLine reporting hotline (855) 603-6988 or website ([www.luc.edu/ethicsline](http://www.luc.edu/ethicsline)). Reports submitted through EthicsLine are assigned automatically to the Deputy Coordinator and may be submitted anonymously.

- **Title IX Coordinator or Deputy Coordinator:** Individuals may report directly to the Title IX Coordinator or Deputy Coordinator in person,
via email, by phone, or by any other means. (See above for contact information.)

- **Department of Campus Safety:** Individuals may call (773) 508-6039 or 44-911 (from an on-campus phone) or visit any Campus Safety office to initiate a University report or to receive assistance in filing Chicago Police report.

b. **How to Report to Local Law Enforcement**
Survivors who wish to file a police report directly with local law enforcement (without reporting to the University) may do so by calling 911 or visiting any police station. The following is contact information for the nearest local law enforcement agencies to Loyola’s Chicago-area campuses:

- **Lake Shore Campus:** Chicago Police (24th District): (312) 744-5907 (6464 N. Clark Street, Chicago, IL 60626)
- **Water Tower Campus:** Chicago Police (18th District): (312) 742-5870 (1160 N. Larrabee St., Chicago, IL 60610)
- **Health Sciences Division (Maywood):** Cook County Sheriff’s Police: (708) 865-4700 (1401 S. Maybrook Dr., Maywood, IL 60153)

c. **How to Access Resources without Reporting**
Survivors or other individuals who seek resources related to gender-based misconduct but who do not wish to report the matter to the University can find information on “confidential resources” below (see §604(8)(a)).

3. **Preliminary Review of a Report and Resulting Obligations**
Once the Deputy Coordinator receives a report of gender-based misconduct, the University must, in consideration of the survivor’s wishes, take prompt action to (a) stop the misconduct and eliminate any resulting hostile environment, (b) prevent recurrence of the misconduct, and (c) attempt to remedy any harm caused. Balancing the requests and needs of the survivor with the obligations of the University is the role of the Deputy Coordinator. The University reserves the right to take action based on a report independently of a survivor’s wishes, but will only do
so when the report involves a pattern, predation, threat, weapons, and/or violence, if it is otherwise determined that a greater threat to the University community is present, or if required by law. When violence occurs between roommates in a residence hall, the case will typically be referred to OSCCR for resolution through a student conduct or conflict resolution pathway, regardless of whether a student wishes to pursue the Grievance Process. Concerns about this course of action should be directed to the Deputy Coordinator within two business days of outreach.

The Clery Act (20 USC 1092(f), 34 CFR 668.46) requires that when there is an imminent and serious threat to the safety of the University community, Campus Safety must issue timely warnings and/or take other measures to protect the University community. Such measures are rarely necessary, and whenever possible, the Deputy Coordinator will make a reasonable attempt to notify reporters before any such warnings are issued. No personally identifiable information about the reporter or survivor will ever be included in such warnings.

Additionally, the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/11.8) requires that all personnel of institutions of higher education must notify the Illinois Department Child and Family Services of any allegation or reasonable suspicion of current child abuse or neglect upon a person under the age of 18. In such instances, the Deputy Coordinator will work with any students involved to maximize their privacy and safety.

4. Outreach to Reporter and/or Survivor

Upon receiving a report of gender-based misconduct involving a student, the Deputy Coordinator will provide the reporter or survivor with written information concerning their rights and resources and an invitation to meet in-person. Upon meeting, the Deputy Coordinator will review the following:

a. The University’s policies and procedures regarding gender-based misconduct
b. The rights of all parties involved
c. Expected timelines should the survivor choose to proceed with the grievance process.

d. Support services available on campus and off; these may include, but are not limited to:
   - counseling services
   - medical services (including but not limited to forensic exams)
   - advocacy services
   - legal assistance
   - visa and immigration assistance

e. Interim on-campus protective measures and other assistance that may be helpful, including but not limited to:
   - academic assistance (e.g., notification to faculty)
   - temporary no contact directives and assistance enforcing orders of protection
   - directives to temporarily limit a person’s access to campus and University activities
   - immediate on-campus housing relocation or assistance accessing dining options
   - transfer of classes
   - transportation assistance
   - working assistance
   - other measures to prevent unnecessary or unwanted contact or proximity to a respondent(s) when reasonably available

Assistance may be requested with academic and other matters regardless of whether or not a student elects to participate in the University’s grievance process or pursue criminal charges. Such requests may be made through the Loyola Sexual Assault Advocate (see §604(8)(a) Confidential Resources) or through the Deputy Coordinator. Whenever possible, the University will maintain a student’s privacy when arranging protective measures or providing other support.

5. Investigation and Resolution Process
Survivors who have reported an incident to the University may request that the University investigate and adjudicate the matter within the framework of the Community Standards. This process, known as the “grievance process,” is only available when the alleged misconduct was committed by a Loyola student (as defined in §101(31)). Due to the unique nature of gender-based misconduct and related state and federal guidelines, the grievance process is different from the process for addressing reports of other student misconduct. A survivor always has the right to pursue resolution through the grievance process, the criminal or civil courts, both, or neither. Please also see Article V. Grievance Process for Gender-Based (Title IX) and Bias-Motivated Incidents, which includes detailed information about how grievances are investigated and resolved and a range of all possible outcomes (if applicable).

6. Prohibition of Retaliation

The University strongly encourages all faculty, staff, students, administrators or other concerned parties to report gender-based misconduct or other suspected or wrongful acts by members of the University community. No University administrator, faculty, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct. Additionally, the University will make every effort to ensure that no member of the campus community is subjected to retaliation by a University or non-University member or group. Any act of retaliation by a student is a violation of the Code and will result in expedited and serious disciplinary action – up to and including University expulsion (see also §201(20) Retaliation).

7. Educational Records, FERPA, and Gender-Based Misconduct

Students involved in cases of gender-based misconduct may have special rights and/or restrictions pertaining to their privacy under FERPA. The University will comply with FERPA in all such matters. For more information about student rights under FERPA, see §612 Privacy of Records, FERPA, and Release of Student Information.

8. Confidential and Other Resources
When an individual would like confidential support and/or does not wish to officially report an incident (or is unsure) but would like assistance from someone at the University, the individual may speak with a confidential resource. Any student may utilize these resources to process their experience and/or seek support, including individuals who are alleged to have committed a violation.

a. Confidential Resources

The following are the three categories of confidential resources on campus where assistance can be requested while ensuring complete confidentiality:

- **Counseling and Medical Professionals**: Available at the Wellness Center, call (773) 508-8883 to schedule an appointment. Disclosing to other Wellness Center staff in an effort to meet with a counselor, medical professional, or advocate will not generate a mandatory report to the University.

- **Counselors from “Perspectives for Students”**: Available for students at the Health Sciences Division campus. Unlimited 24/7 toll-free access (1-800-456-6327) to call center counselors to access information, resources, and crisis support.

- **Loyola Sexual Assault Advocates**: Available during certain hours via the Advocacy Line at (773) 494-3810; visit [www.luc.edu/wellness/resources/sexualassault/advocacy](http://www.luc.edu/wellness/resources/sexualassault/advocacy) for more information.

- **Robin Berman** is the Senior Health Educator in the Wellness Center whose office is located in the Grenada Center, Suite 350, and can be reached at (773) 508-2530 or rberman1@luc.edu.

- **Mira Krivoshey** is the Assistant Director for Health Promotions in the Wellness Center whose office is located in the Granada Center, Suite 350, and can be reached at (773) 508-2188 or mkrivoshey@luc.edu.

- **Pastoral Counselors**: A pastoral counselor is a person who (a) is associated with a religious order or denomination, (b) is recognized
by that religious order or denomination as someone who provides confidential counseling, and (c) is functioning within the scope of that recognition. In the Catholic faith, this would include a priest from whom a person has sought private spiritual counsel. Campus Ministers are not confidential resources, but Campus Ministry can help locate a pastoral counselor from your faith tradition upon request. Please contact Advocates Robin Berman or Mira Krivoshey, or Deputy Coordinator Jessica Landis at the contact information above to request a referral to a pastoral counselor.

Disclosure of an incident of gender-based misconduct to one of these confidential resources does not constitute “reporting” the incident to the University. A confidential disclosure will not be shared with any other University employee or office, including the Deputy Coordinator. Students who seek confidential support can expect to be listened to, offered appropriate resources, and supported according to the “Rights of Survivors at Loyola University Chicago” section above. No other official action will be taken unless explicitly requested by the student. For more information about confidential resources, visit www.luc.edu/titleix.

The following are other confidential support resources off-campus:

- **Chicago Rape Crisis Hotline (RVA)** (sexual assault)
  (888) 293-2080
  180 N. Michigan Ave. Suite 600 Chicago, IL 60601
  www.rapevictimadvocates.org

- **National Sexual Assault Hotline (sexual assault)**
  (800) 656-4673
  www.rainn.org/about-national-sexual-assault-telephone-hotline

- **Between Friends Chicago (dating/domestic violence and stalking)**
  (800) 603-4357
  P.O. Box 608548 Chicago, IL, 60660
  www.betweenfriendschicago.org

- **Chicago Domestic Violence Help (dating/domestic violence and stalking)**
If a survivor wishes to report to law enforcement, it is important to preserve any physical evidence when possible. Pursuant to the Sexual Assault Survivors Emergency Treatment Act ("SASETA"), a survivor may have a medical forensic examination and/or medical treatment related to the sexual assault completed in Illinois at no cost to the survivor. Please note that although medical treatment is available regardless of the time since the incident, an evidence collection kit may be offered only within seven days of an assault, and certain specific medical support may only be available if administered within 72 hours of the incident. The following are medical facilities and/or agencies nearest to each campus where a survivor may ask for a “sexual assault advocate,” support, or other services upon check-in.

- **Lake Shore Campus**
  Methodist Hospital, 5025 N. Paulina St., Chicago, IL 60640, phone: (773) 271-9040

- **Water Tower Campus**
  Northwestern Memorial Hospital, 251 E. Huron St., Chicago, IL 60611, phone: (312) 926-2000

- **Health Sciences Division**
West Suburban Medical Center, 3 Erie St., Oak Park, IL 60302, phone: (708) 383-6200

• **John Felice Rome Center**  
Policlinico Universitario Agostino Gemelli, Largo Agostino Gemelli, 00136 Roma, Italia,  
phone: +39-06-30151

• **Loyola University Retreat and Ecology Center (LUREC)**  
(advocacy) The CARE Center in Crystal Lake, 104 Minnie St. Crystallake, IL 60014,  
phone: (815) 671-4004  
(evidence collection) Emergency Room, 4201 Medical Center Dr. McHenry, IL 60050,  
phone: (815) 344-5000

• **Cuneo Mansion and Gardens**  
(advocacy) Zacharias Sexual Abuse Center, 4275 Old Grand Ave., Gurnee, IL 60031,  
phone: (847) 872-7799  
(medical care) Advocate Condell Medical Center, 801 S Milwaukee Ave, Libertyville, IL 60048,  
phone: (847) 362-2900  
c. International Resources for the JFRC

The following are various Anti-Violence Centers in Rome (“Centri Antiviolenza”). Although many of the following resources are marketed toward women, men in need of assistance for dating or domestic violence, sexual misconduct, or stalking issues are encouraged to contact the Dean of Rome Student Life or other JFRC staff.

**Telefono Rosa (two locations)**  
Viale Giuseppe Mazzini, 73  
00195 Roma  
06 37 51 82 82  
06 37 51 82 89 (fax)

**Centro Donna L.I.S.A**  
Via Rosina Anselmi 41/42  
00139 Roma  
06 871 41 661  
06 872 30 457 (fax)
Centro Antiviolenza  
Associazione Differenza Donna  
Viale di Villa Pamphili, 86/B  
00100 Roma  
06 581 0926  
06 581 1473 (fax)  
ceproant@tiscalinet.it  
www.differenzadonna.org

Casa Internazionale delle Donne  
Via della Lungara, 19  
00165 Roma  
www.casainternazionaleledelledonne.org

Centers in other Italian cities can be found at:  
www.vitadidonna.it/salute/aborto/4111-centri-antiviolenza.html#an45

Good Samaritan and Medical Amnesty Protocol

At Loyola University Chicago, student safety is paramount. 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 and Medical Amnesty Protocol was created to reduce barriers to seek help.

The Good Samaritan and Medical Amnesty Protocol may be enacted in crisis situations involving:

- Alcohol use
- Drug use
- Sexual misconduct
- Dating/domestic violence
- Stalking

The University strongly considers the positive impact of taking responsible action when determining the appropriate response to any
incident. When the University becomes aware of the above situations only because a fellow student or students took responsible action to secure medical or emergency assistance (subject to the conditions below), no formal University conduct record will be accrued by the reporting student(s) or the student in need of help.

Additionally, no formal University disciplinary record will be accrued by the reporting student(s) or survivor of gender-based misconduct for student conduct violations (such as underage drinking) that are recalled in the course of a report when any student reports in good faith to a responsible employee (as defined in §101(26)), unless the University determines that the student conduct violation was egregious.

Incidents covered by the Good Samaritan and Medical Amnesty Protocol will still be documented, and the completion of educational and/or health interventions, such as BASICS or other intervention will likely be required. Failure to complete the educational and/or health intervention may result in revocation of the amnesty.

1. **Alcohol/Drugs**

To enact the Good Samaritan and Medical Amnesty Protocol, students are expected (1) to contact Campus Safety (at (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. This policy also provides amnesty for students who report their own medical emergency.

2. **Sexual Misconduct**

In a situation where sexual misconduct (as defined in §201(21)) has been alleged to have been committed against any individual(s), students are encouraged (1) to contact any responsible employee, including but not limited to, Campus Safety (at (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. This policy provides amnesty for the complainant(s) and any supportive witness(es) only.

This policy does not protect repeated, flagrant, or serious violations of the Community Standards (e.g., Abusive Conduct, Sexual Misconduct, sale or distribution of alcohol or drugs, Hazing, Theft, Good Neighbor Policy violations, 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 in emergent or potentially life-threatening situations (where action is clearly warranted and harm results) may constitute abusive conduct (see §201(1)) under the Community Standards and will void all protections under this provision.

606. Hazing Resources and Information

Hazing, as defined in §101(19), is expressly prohibited by the University under §201(15). Hazing is a Category C violation, the most serious category.

For the purposes of this section, “associate” means any potential new member, new member, new teammate, new initiate, neophyte, pledge, etc.; “member” means any team member, organizational member, or other initiate; “organization” means any team, association, RSO, or other group where Loyola students are affiliated.

Loyola’s prohibition on hazing applies to individual students as well as any student group or student organization, including but not limited to club sports teams and NCAA athletic teams. Acts of hazing may include but are not limited to the following:

- All forms of strenuous physical activity that might reasonably endanger the health or safety of an associate and that is not part of an organized voluntary athletic contest or specifically directed toward constructive work
• Paddling, beating, pushing, or otherwise permitting anyone to strike an associate
• Activities that interfere with an associate’s academic effort by causing an unreasonable loss of sleep or study time (associate activities may not exceed four hours in one day or 15 hours in one school week)
• Forcing or coercing an associate to eat or drink any substance
• Abductions, road trips, etc., conducted in a manner which might reasonably endanger the health or safety of an associate
• Subjecting an associate to cruel psychological conditions
• Servitude of any kind asked or required of an associate
• Any requirement which forces an associate to participate in any activity which is illegal, indecent, morally degrading, or contrary to the Community Standards

In response to complaints or reports of hazing, it is not a defense that:
• The associate gave consent to the conduct
• The conduct was not part of an official organizational event or sanctioned or approved by the organization
• The conduct was not done as a condition of membership in the organization

1. Responsibility of Officers, Organizations, and Members

This policy is distributed annually to all executive officers (typically presidents and/or captains) of organizations that are known to engage in pre-membership initiation. Each officer, in turn, is responsible for communicating this policy to all members and associates and for ensuring that the entire organization strictly adheres to this policy.

Organizations and their members 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 are personally accountable for their own actions and may be subject to individual disciplinary action.
2. Complaints and Investigations

Students wishing to report incidents of alleged hazing are encouraged to submit a report via the EthicsLine reporting hotline at (855) 603-6988 or online at www.luc.edu/ethicsline. Reports may be submitted anonymously, but anonymous reports are more difficult for the University to address.

All reports of hazing are taken seriously, and no one who makes a good faith report of hazing will suffer retaliation or reprisal from the University. Any act of retaliation taken against another in response to such good faith reporting of hazing is a serious violation subject to disciplinary action, (see §201(20) Retaliation). The privacy of all parties involved will be respected as much as possible, considering the need to conduct a thorough investigation and to take corrective action.

Hazing investigations vary depending on the nature of the reported incident, but often involve interviews and collection of other information, and usually result in a formal board hearing. Following the investigation and adjudication (if applicable) of a hazing incident, effective corrective action will be taken to eliminate the hazing behavior and to reasonably ensure that it does not reoccur.

607. HIPAA Policy for Clinical Students

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") is a federal law that provides for the protection and privacy of personal health information. The Privacy Rule and the Security Rule of this law affect health care providers, including students enrolled in clinical education activities. The Privacy Rule of the HIPAA defines protected health information as:

“information, including demographic data, that relates to the individual’s past, present, or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual; and, that
identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual”

(www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html?language=en)

All students must follow the HIPAA Privacy Rules and Guidelines when participating in clinical educational activities. Compliance with these rules and guidelines includes, but is not limited to, maintaining confidentiality of paper and electronic health records and protected health information.

All students participating in clinical educational activities are also required to complete HIPAA training, as mandated by their educational program. In addition to program-specific training, all students are required to complete any additional training mandated by the clinical facility where their clinical education is occurring.

When a concern is raised that a student has violated the confidentiality and privacy of patient information, the concern is addressed through the formal disciplinary process of the student’s school or college of Loyola University Chicago.

608. Information Services Policies

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 pertaining to 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 complies with all policies governing that access and use.

1. **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. All of the following policies can be found in their entirety at [www.luc.edu/its/itspoliciesguidelines](http://www.luc.edu/its/itspoliciesguidelines):

   a. Acceptable Use Policy for University Computing Labs
   b. Acceptable Use Policy for Electronic University Resources
   c. Electronic Mail and Voice Mail Use and Disclosure Policy
   d. Peer-to-Peer File Sharing Programs and Services
   e. Ownership and Use of Data
   f. Access and Responsible Use of University Electronic Mail Systems for Email Mass Communications
   g. Access and Responsible Use of University Electronic Mail Systems
   h. Digital Millennium Copyright Act (DMCA) Policy

2. **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 copyright holders detect that files were uploaded or downloaded without permission, they will send a Digital Millennium Copyright Act (DMCA) notice to Loyola University Chicago asking that the University 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 outcomes.

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

- 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 others 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 luc.edu/uiso/compliance/dmca.shtml.

For more information about DMCA at Loyola, visit luc.edu/uiso/compliance/dmca.shtml.

**609. Mailroom (Campus Mail) Policies**

Students who use the campus mail or have mail delivered to them through the mailroom services are expected to comply with all relevant policies, laws, and stated procedures of the mailroom staff. Packages, letters, or other items processed through the University mailroom may be subject to investigation or search if suspected to be in violation of a law or University policy. Typically, students who are the intended recipients of suspicious packages will be invited to open their packages in the presence of an OSCCR and/or Campus Safety staff member or designee. Students may be held responsible for prohibited items (such as a package containing drugs, for example) that are addressed to them, even if the items are intercepted. Use or attempted use of campus mail
to engage in prohibited behavior may be grounds for increased assigned outcomes.

610. Non-Discrimination Policy

Loyola University Chicago admits students without regard to their race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, 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, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, 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, or in any aspects of its employment of faculty and staff. If you have questions about this policy or believe you have been discriminated against because of your race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law, please contact the EthicsLine reporting hotline at (855) 603-6988 or submit a report online at www.luc.edu/ethicsline.

Questions regarding Title IX may also be referred to Loyola University Chicago’s Title IX Coordinator, Thomas M. Kelly, Senior Vice President for Administrative Services, Lewis Towers, Suite 1500, who can be reached at (312) 915-6400 or tkelly4@luc.edu, or to the Department of Education’s Office for Civil Rights.

Questions regarding Title VI of the Civil Rights Act of 1964 (“Title VI”) may also be referred to Tobyn L. Friar, Director of Financial Aid, Sullivan Center, Suite 190, who can be reached at (773) 508-8636 or tfriar@luc.edu, or the Department of Education’s Office for Civil Rights.
Questions regarding Section 504 of the Rehabilitation Act of 1973 (“Section 504”) may also be referred to Shawna Cooper-Gibson, Assistant Provost for Student Academic Services, Sullivan Center, Suite 256, who can be reached at (773) 508-7067 or scoopergibson@luc.edu, or the Department of Education’s Office for Civil Rights.

611. Off-Campus Student Life Policies

The following policies apply to students who live off-campus or are transitioning to off-campus living.

1. Off-Campus Living Seminars

All students who choose to live off-campus for the first time, regardless of class status, must complete the “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. Sessions will be offered in the spring semester. Failure to complete the Off-Campus Living Seminar may result in increased student conduct outcomes for any off-campus related violation of the University’s Community Standards, including but not limited to §201(17) Neighborhood Disturbance and any disruptive behavior.

2. Registering Off-Campus Addresses

All non-residential students must 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 will result in a registration hold on the student’s LOCUS account. Providing false or inaccurate information may also be considered a violation of University policy (see §201(12) Fraud, Misrepresentation, and Dishonesty Policy).

3. Reasonable Requests by University Officials or Emergency Responders
As a student of Loyola University Chicago, we hold our community to a high standard regarding their conduct and decision-making. As a non-residential student, Loyola maintains an expectation that students living off-campus will demonstrate civility, accountability, and respect for others and for the greater community. As such, when incidents of concern are addressed by Campus Safety, University staff, or local law enforcement, students are expected to comply promptly with their reasonable requests (see §201(10) Failure to Comply). For example, students living off-campus are expected to respond to Campus Safety or Chicago Police regarding complaints of noise or neighborhood disturbance.

612. Privacy of Records, FERPA, and Release of Student Information

The University complies with provisions of the Family Educational Rights and Privacy Act of 1974 ("FERPA"; Buckley Amendment) when releasing personally identifiable information concerning students.

FERPA specifically addresses the rights of students pertaining to 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 students’ rights and provides information to help Loyola students better understand their responsibilities under FERPA.

1. Loyola students have the right to inspect and review their education records within 45 days from the business 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 business day the Loyola receives the student’s request for access. If a student wishes to review parts of an education record that are not directly available to them through LOCUS (the student portal into the student information system), the following procedures should be followed:
a. Submit a written, signed request to the director of the department maintaining the record being requested;
b. Identify the record(s) to be inspected;
c. State to whom the record is to be released; and
d. Indicate the purpose of the request.

The University official will arrange 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 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, and transfer credit articulation
- **Residence Life**: Residence Life and housing services files
- **Student Life**: Student activity files, student disciplinary files, multicultural 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 similar 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, the student will be notified in writing of the decision. The student will be advised 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.**

Consent to disclose personally identifiable information must contain the following information:

- the specific information to be released;
- the purpose of the release;
- the identity of the person to whom the information is being released; and
- signed and dated by the student.
Permission to release may also be granted electronically through LOCUS in the form of a transcript or verification of education request.

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).
- 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.

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

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.

Upon request, 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, or is already enrolled, if the disclosure is for purposes of the student’s enrollment or transfer.

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)
- Email 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, e.g., freshman, sophomore, junior, senior or graduate level
- Enrollment status, e.g., 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

Directory Information will never include the following:

- Race
- Gender
- Social Security Number (or a part thereof)
- Grades
- GPA
• Country of Citizenship
• Religion

Loyola students have the right to have the release of their Directory Information blocked. Students may apply and remove a block by simply going through their student page in LOCUS. The Directory Information Non-Disclosure Form is also available to make this request of the Office of Registration and Records. A FERPA Block remains in effect until the student removes it or notifies the Office of Registration and Records, in writing that the Directory Information block is to be removed.

Please note the following impact of 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.

• Loyola officials must inform the enquiring third party that, “Loyola University Chicago has no record of the named individual being a student at our institution.”

• 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 resulting from honoring your request, nor does the University assume the responsibility to contact you for subsequent permission to release the hold.

5.  **Loyola students have the 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.**
613. Residency Requirement

All full-time first-year and second-year students are required to live in Loyola University Chicago Residence Life housing and purchase a meal plan. Typically, this requirement requires four semesters of residency in Loyola’s residence halls (not including summer terms). This residency requirement is published in the Undergraduate Bulletin of Information, on the University website, and in these Community Standards.

Conscious that a small number of students may be interested in pursuing their educational goals without this residential experience, Loyola University Chicago affords a non-residential option for students living at home with parent(s)/legal guardian(s). Students seeking a non-residential experience must complete the exemption request process and meet established criteria to be approved. Allowable criteria include:

- Living with parent/guardian in the greater Chicago area
- Marriage or civil union
- Financial hardship
- Student is 21 years of age or older by first day of fall semester

Any student required to live on campus that has been granted an exemption with permission to live at home with a parent or legal guardian who is found living at an address that is not an approved home address will be expected to come into compliance with the Residency Requirement. For more information regarding the Residential
Experience, or Residence Life in general, visit www.luc.edu/reslife. Students found in violation of this requirement may face serious financial and other disciplinary consequences, depending on the circumstances.

614. Other University Policies

Loyola University Chicago publishes a number of other policies pertaining to students, faculty, and staff that ensure a safe, learning-centered, and compliant campus community. All students are expected to comply with other Loyola University Chicago policies not published in the Community Standards which are available at www.luc.edu/policies. The policies governing students include but are not limited to the following:

- Academic Policies (including academic integrity, cheating, and plagiarism)
- Alcohol and Other Drugs Policy
- Bursar Services Policies
- Good Neighbor Policy
- Guidelines for Political Activities
- International Travel Policy
- John Felice Rome Center Policies
- Library Policies
- Loyola University Health System Policies
- Pets and Service Animals Policy
- Respect the Conversation: Guidelines for Campus Dialogue
- Speaker Policy
- Stritch School of Medicine Policies