Pre-College Summer Scholars is a residential and commuter summer program open to high school students who wish to experience college life, learn more about different fields of study offered at Loyola, and explore career possibilities while taking non-credit bearing college courses. Additional activities engage students in on-campus recreation; introduce them to cultural arts, local landmarks, and service-based activities in Chicago; and help them discover what residential life is like at a great urban university.

Summer Scholars will have the opportunity to interact with college students and other Loyola staff to get a sense of what the college experience could look like for them. Students will take courses in disciplines of their interest including STEM fields, Business & Leadership, Psychology and Pre-Health & Wellness as well as experience Loyola’s campus and the Chicago area.
LOYOLA UNIVERSITY CHICAGO’S ETHOS STATEMENT

The office of Student Transitions and Outreach (STO) complement the University’s mission by sponsoring programs, services, and activities that assist students to develop intellectually, spiritually, socially, physically, and personally. In partnership with students, faculty, and staff, STO helps to create an educational climate consistent with principles rooted in Loyola’s Catholic, Jesuit tradition.

These principles challenge students to aspire to a transformational educational experience that encourages excellence, becoming men and women in service to others, integrating classroom and out-of-classroom learning, developing their talents through discovery and reflection, and being concerned for the whole person (cura personalis). To achieve these ideals, all students are expected to contribute, through their words, actions, and commitments, to the development and sustenance of a community characterized by respect, caring, responsibility, and honesty. These characteristics are essential to ensure the rights and privileges of all students and to preserve the integrity of our educational community.

COMMUNITY STANDARDS

PERSONAL INTEGRITY
The University sets expectations for personal integrity with the aim of encouraging students to appreciate their own talents, take themselves and their academic pursuits seriously, and engage in self-enhancing behaviors. In addition, students are expected to conduct their lives in accordance with the policies of the University community and to follow local, state, and federal laws. This principle requires students to demonstrate the personal characteristics of honesty and integrity both inside and outside the classroom.

RESPONSIBLE USE OF PROPERTY
The responsible use of property involves respect for property, including real estate, buildings, and tangible personal or University property. Demonstrating a respect for property fosters a well-maintained environment and a sense of security. This principle requires students to respect both personal and institutional property, both inside and outside the Loyola community.
CARE FOR OTHERS
It is expected that students will be open to learning, including learning about and respecting persons and cultures different from their own. Loyola expects all members of the University community to act towards one another with sensitivity, consideration, understanding, appreciation, tolerance, civility, and an active concern for the welfare of others. The University is particularly concerned that its members show respect for others regardless of race, creed, religion, gender, age, disability, sexual orientation, nationality, and other characteristics protected by applicable law, and refrain from all forms of harassing or offensive behaviors that demean the inherent dignity of others.

ALCOHOL
Students and guests are subject to Illinois state law, which prohibits the sale, possession, consumption, or provision of alcoholic beverages to or by any person under the age of 21. Possession and consumption of alcoholic beverages on campus by individuals 21 years of age or older is prohibited in any public area. For participants of the Pre-College Summer Scholars Program, any alcohol usage is prohibited and subject to removal from the program. Alcohol usage of any kind is prohibited by any Summer Scholar student; anyone found in violation will be subject to disciplinary action up to and including dismissal from the program.

DRUGS
Possession, use, transfer, distribution, or sale of drugs, controlled substances, narcotics, or any hallucinogen without a medical prescription or appropriate authority is prohibited. Students may not possess any form of drug paraphernalia. Program staff will speak to any student who is suspected of being under the influence and reserve the right to inspect a student’s room for drugs and/or paraphernalia. Anyone in possession of drugs and/or paraphernalia will be referred to Student Transitions and Outreach and/or Campus Safety. Any Summer Scholar student, who is in possession of drugs and/or paraphernalia will be subject to disciplinary action up to and including dismissal from the program.

SMOKE-FREE
Smoking is prohibited in all campus buildings. In order to promote a healthy living environment for our resident students, their guests, and those employees who work in residence halls and apartments, Loyola prohibits smoking of any kind within residence halls and apartments. The state of Illinois does not permit anyone under the age of 18 years old to purchase and/or consume tobacco products. Campus Safety and program staff will monitor to promote a smoke-free campus. A student who is of legal age must comply with Loyola policy and refrain from smoking within 15 feet of any building entrance. Sharing cigarettes with minors is unlawful and subject to review by STO. Any Summer Scholar student, under the age of 18, who is observed smoking will be subject to disciplinary action up to and including dismissal from the program.

RESPECT FOR AUTHORITY
Authority derives its legitimacy from its commitment to act on behalf of the common good. At Loyola, that authority especially resides in the Board of Trustees, officers of the University, its faculty, administrators, staff, and student employees. Each of these individuals has been charged with responsibilities essential to the orderly operation of the University. The successful exercise of authority depends in part on the respect it enjoys from the community it serves.

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

ALTERATION OF RESIDENCE HALL ROOMS OR APARTMENTS
- Students may not detach fixed furniture, paint, wallpaper, or write or draw on room surfaces, remove University furniture from rooms or public areas, add permanent fixtures, and/or make structural changes in the room.
- The following are not allowed in traditional student rooms: hot plates, toasters, microwave ovens, cooking appliances of any nature, cup-type immersion water heaters, and major electrical appliances (see also “Fire Safety”).
- The following are not allowed in any residence hall rooms or apartments: ceiling fans, dishwashers, waterbeds, George Forman or any other type of grills, and major electrical appliances.
- Residents are not permitted to keep in their possession or remove from the area furniture designated for public areas. Any resident(s) in possession of public area furniture is subject to a fine.
- Students may not unhook, remove, or relocate screens from windows.
- Damages are subject to fines, which will be billed to student accounts. Assessed fines will be determined upon check out or at time of incident.

BATHROOM PRIVACY
Individuals are prohibited from entering bathrooms designated for members of the opposite sex. Students must be conscious of others and limit bathroom usage during peak hours in addition to maintaining cleanliness.

BODILY HARM
Inflicting bodily harm upon any person, taking any action for the purpose of inflicting harm upon any person, taking any reckless but accidental action from which bodily harm could result to any person, causing any person the reasonable belief that the respondent or his or her agent may cause harm to that person or any other person, inflicting or attempting to inflict bodily harm to oneself, or any action that results in the death of any person is prohibited. Escalated incidents will be referred to Campus Safety and documented within STO. Summer Scholar student will be subject to disciplinary action up to an including dismissal from the program.
COMMUNITY AGREEMENT
The Community Agreement is a standard created at the beginning of the week that members of the residence hall will agree on and abide by. Violations of this agreement are considered a violation of the Code of Conduct and may be adjudicated accordingly. Further, students are expected to demonstrate a positive adjustment to the Loyola community. Behavior that demonstrates a poor adjustment to the community will be adjudicated accordingly.

PROGRAM CURFEW
Students should not leave the building after evening programming has ended for the night. Students may stay within the building in any of the lounges until 10PM. At that time, students must be on their respective, gendered floors. Floor checks will occur at 10:00PM Sunday-Friday. Bed checks will occur at 12:00AM and students should be asleep at that point. Final walkthroughs will be at 1:00AM to check for noise level.

DANGEROUS OBJECTS
The possession, display, and/or use of dangerous objects including, but not limited to, firearms (including BB or pellet guns), fireworks, smoke bombs, explosives (see also “Fire Safety”), ammunition, hunting knives, swords, sabers, or anything that could be perceived or misrepresented as a weapon is prohibited on University property. Employees of government law enforcement agencies who are required to carry firearms at all times are exempt from the University’s policy prohibiting the possession of firearms on campus. Any thrown object that could cause harm to a person or damage to property is considered to be a dangerous object, whether there was anyone or anything in immediate danger. This includes, but is not limited to, food, cans, and bottles.

DRESS CODE
Appropriate clothing should be worn in an academic environment. Please refrain from wearing clothing that references alcohol, tobacco, or drugs. Please be mindful that you are in a Jesuit institution of higher learning, and while warm weather dictates summer attire, students should avoid exposed midriffs, exceedingly short shorts, and pajamas.

EXTERIOR AREAS
Students are not permitted on any roof, fire escape (except during an evacuation, see “Fire Safety”), building ledge, overhang, or similar area. Students may not prop open any secured exterior door. Doors and gates are locked for students’ safety. Students may not allow access to any unapproved person.

FACILITY USAGE
Activities such as roller-blading, skating, skate boarding, bicycle riding, and unauthorized sports are prohibited in University facilities, including residence halls. Unauthorized access to, presence in, or use of University facilities or grounds is prohibited.

FALSEIFICATION OF UNIVERSITY RECORDS AND INFORMATION
Engaging in forgery, alteration, unauthorized use, or fraud involving University records, documents, or instruments of identification (see also “Identification”) is prohibited. Submitting false information (written or oral) to any University office, department, proceeding, or individuals acting in their official capacity is also prohibited.

DISSENT
General Policy
Loyola University Chicago, in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The University community recognizes that the freedom of inquiry and expression that we seek to encourage may produce conflicts of beliefs and of proposals for action. The existence of the free exchange of ideas and the expression of dissent (individual or group activity that expresses grievances held against, or changes desired of, society or campus or both; may be more general than a single grievance or remedy and may have an ideological base; often includes proposed solutions as well as complaints) within the University community are considered indications of intellectual vitality and social awareness, which are important elements in the pursuit of knowledge. It is the responsibility of all members of the University community to maintain channels of communication that will foster a climate favorable to the freedom of expression.

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

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

FAILURE TO COMPLY
Failure to comply includes, but is not limited to:

- Failing to comply with the directions of a University employee (such as a Campus Safety officer, desk monitor, Halas monitor, or residence hall staff) acting in the performance of his/her duties.
- Failing to comply with the University Ethos Statement, policies of the University, and other institutions students visit or attend, and local, state, and federal laws.

FIRE SAFETY
The safety of the University community is of utmost importance. Any fire-related action that compromises safety is a violation of these Community Standards. Such actions include, but are not limited to, the use of fire or explosives to burn any public or private property. Standard sanctions for such actions will include expulsion from the program.
Improper Use of and/or Tampering
The improper use of and/or tampering with fire information and/or safety equipment or failing to follow fire drill or other emergency procedures is prohibited.

- Tampering with emergency equipment (fire alarms, smoke detectors, fire hoses, fire extinguishers, alarmed emergency exits, fire doors, and emergency P.A. systems) or creating situations that endanger the quick evacuation of a room or building (tampering with locks or obstructing an exit) is prohibited and will result, minimally, in a $100 fine.
- It is against the law to transmit in any manner a false alarm of fire knowing at the time of such transmission that there are no reasonable grounds for believing that such fire exists. Those knowingly causing false alarms may be legally prosecuted.
- Using fire escapes or fire exits in non-emergency situations is prohibited and will result, minimally, in a $100 fine (see “Exterior Areas”).
- Students must evacuate the building quickly and orderly every time the fire alarm sounds. Students may be fined for failing to evacuate. In the event of a fire, staff will not go into a building to evacuate residents.
- Fire doors at any location within the residence halls may not be propped open (see “Exterior Areas”).
- Any student found tampering with safety equipment will be immediately referred to STO.

Residence Hall Regulations
- Possession or use of candles, incense, incense burners, and other lighted, flaming devices or flammable liquids is not authorized in the residence halls.
- Extension cords should not be tacked down, placed under rugs, or used in places where pedestrian traffic can cause damage to them. Only authorized employees of the University may perform any and all modifications of the existing permanent wiring of building.
- The electrical capacity of outlets provided in the room should not be exceeded. Do not overload the circuits or exceed the capacity of any type of extension cord.
- Decorations, displays, or structures of any kind erected in a manner that block or obstruct an exit door, hallway, circuit breaker panel, fire hose cabinet, or fire extinguishers are prohibited.
- Halogen lamps over 275 watts or halogen lamps, which do not have a protective grating over the bulb, are not permitted in the residence halls.

FIRE EVACUATION
Students should respond to every alarm as if it were an actual emergency. All students must evacuate the building quickly and orderly. Staff may be present to assist students. Under no circumstances should students take the elevator to evacuate the building. Always exit via the stairs if the alarm is activated. It is the responsibility of each student to respond to a fire alarm every time one sounds. If students fear that they may not hear an alarm in their sleep, it is their responsibility to make the necessary arrangements to be awakened whenever an alarm sounds. Each residence hall has established its own evacuation procedures. Residents will receive instructions on those procedures from their program staffs. Students are required to respond to all fire alarms. The designated meeting area for Campion Hall is the quad entrance of Centennial Forum Student Union (CFSU).

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

GOOD NEIGHBOR
Students are expected to conduct themselves as mature and responsible members of the Chicago and University communities. As such, they are responsible for upholding all federal, state, and city laws and ordinances, especially those relating to noise, traffic, parking, zoning, and consumption of alcohol. In addition, as responsible members of society, they are expected to foster an atmosphere that nurtures positive educational pursuits, the development of understanding and tolerance of those with different cultural and political points of view, and an environment that encourages responsible behavior in the community. Please keep in mind that Loyola is set in an urban environment, and all students are expected to show respect for our Rogers Park neighbors.

GUEST POLICY
Guests of members of the Loyola community are expected to conduct themselves in accordance with the policies and standards of the University. Students and their parents will be accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests. A guest is defined as someone who is not currently assigned to live in the residence hall that he/she is visiting. A host is a current resident of the hall. The right of a student to live in reasonable privacy takes precedence over the right of his or her roommate to entertain people in the room. In the practical application of determining when guests should be invited to a residence hall, common sense and mutual respect for those sharing the living environment should prevail.

Visiting Guests
- Guests must present their official ID at the front desk and sign in with a resident host.
- Loyola believes that visits by guests can be an infringement upon the privacy and convenience of the persons sharing the space. Guest visitation is not encouraged during the week and is accepted on a limited basis; roommates will need to give consent to allow another person in their room.
- Guests of the opposite sex are not allowed in the rooms at any time; students may use the lounges to socialize.
- Hosts must escort their guests at all times. Hosts will be responsible for the actions of their guests and will be held accountable for any damages, loss of property, or behavior that is initiated by their guests.
- Parents/guardians are required to notify program staff of guests in writing 24 hours in advance via e-mail.
- The Pre-College Summer Scholars program staff has the authority to limit guest privileges.
HARASSMENT, DISCRIMINATION, AND ABUSE

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

Discrimination is adverse treatment of a person or group based on race, color, national origin, gender, sexual orientation, disability, religion, age, or any other characteristic protected by applicable law, and not individual merit. Abuse is defined as verbal, written, or physical conduct directed at a person or group based on one’s race, color, national origin, gender, sexual orientation, disability, religion, age, or any other characteristic protected by applicable law, where the offensive behavior is intimidating and/or demeaning. It may include verbal slurs, invectives or epithets referring to an individual’s race, color, national origin, gender, sexual orientation, ability, religion, or age.

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

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

STALKING

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

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

SEXUAL HARASSMENT (CONT.)

All complaints are taken seriously and no one reporting sexual harassment, including third parties, will suffer retaliation or reprisal from the University. Complaints of sexual harassment will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action. If it is determined through an appropriate and prompt investigation that sexual harassment has occurred, effective corrective action will be taken to eliminate the sexual harassment and to attempt to ensure that it does not recur. Depending on circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including “harmless” flirting, joking, or teasing.

SEXUAL ASSAULT

Loyola will not tolerate any form of coercive sexual behavior, including sexual assault, against any of its students. Sexual assault is defined as any actual or attempted non-consensual sexual activity that injures or threatens to injure another person including but not limited to rape, attempted intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature.

Non-consensual activity shall include, but not be limited to, situations where the victim is unable to consent because he/she is mentally incapacitated, is physically helpless due to drug or alcohol consumption, is unconscious, or changes his/her mind.

All complaints are taken seriously and no one reporting sexual assault, including third parties, will suffer retaliation or reprisal from the University. Complaints of sexual assault will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action. It is important to preserve evidence, as it may be necessary for proof of criminal sexual assault. If it is determined through an appropriate and prompt investigation that sexual assault has occurred, effective corrective action will be taken to attempt to ensure that it does not recur. Depending on circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion.

Responding to Sexual Assault

Loyola encourages the reporting of all incidents of sexual assault. The privacy of the victim will be respected at all times. It is the victim’s decision whether to press a complaint or to continue with any form of resolution. It is the right of the victim not to report, but if she/he does report, no action will be taken without the victim’s consent.

A student who has been a victim of a sexual assault is encouraged to report the incident. A staff member will advise the student of her/his rights and the appropriate procedures for filing a complaint. Information will be given to the student regarding the reporting procedures of Campus Safety and the Chicago Police Department. If a student decides to file a formal charge, an incident report should be completed and submitted to STO.

SEXUAL HARASSMENT

Loyola will not tolerate sexual harassment by or of its students, faculty, and employees. To the extent practicable, the University will attempt to protect its community from sexual harassment by vendors, consultants, and other third parties who interact with the University. Loyola is promulgating this policy to reaffirm its opposition to sexual harassment and to emphasize that learning opportunities and employment opportunities must not be interfered with by sexual harassment. Loyola will attempt to take prompt corrective action against any sexual harassment by or of its students, faculty, and employees. This policy is designed to encourage persons who believe that they have been harmed by sexual harassment to bring the conduct to the attention of appropriate individuals within the University so that the University can take prompt corrective action.
State Law Regarding Sexual Assault
It is important for members of the campus community to be aware that there can be serious legal consequences for certain sexual conduct. Under Illinois law, sexual violence is divided into two categories: 1) sexual penetration, which includes genital contact and rape by object, and 2) sexual conduct, which involves touching or fondling.

The crimes involving sexual penetration are called Criminal Sexual Assault and Aggravated Criminal Sexual Assault.

- Criminal Sexual Assault (a Class 1 felony) is generally defined as sexual penetration by force or threat of force.
- Aggravated Criminal Sexual Assault (a Class X felony) is charged when there is an additional aggravating circumstance, such as use of a dangerous weapon, bodily harm, or commission of another felony.

The crimes involving sexual conduct are called Criminal Sexual Abuse (a Class A misdemeanor) and Aggravated Criminal Sexual Abuse (a Class 2 felony). The law focuses on the behavior of the offender. Behaviors are considered criminal if the offender:

- Uses force or threat of force
- Overcomes the victim by using superior strength or size
- Threatens to harm the victim or any other person.
- Knows that the victim is unable to understand the nature of the act or was unable to giving knowing consent. The law also focuses on the age of the offender and victim.

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

The University Campus Card is issued to the individual student and is non-transferable. It is illegal and in violation of University policy to possess and/or manufacture false identification or possess materials necessary to produce false identification (see also “Falsification of University Records and Information”). Any student using a card improperly will be subject to discipline. All students utilizing facilities or services on campus that require the presentation of or swipe of their identification card must only use their own personal identification card and must present this card upon request.

KEYCARDS
Students may not tamper with existing locks, door mechanisms, or swipe readers, or add any locks to University doors or equipment. Any students who are issued keys and/or a swipe card are not permitted to loan, duplicate, or transfer the use of any key or a swipe card.

NOISE
Noise or sound that infringes upon the rights of members of the University community to reasonable peace and quiet is prohibited, whether on- or off-campus. Also, please be respectful of shared spaces when other students are attempting to study or sleep.

TRASH DISPOSAL
Students are expected to dispose of their trash in the appropriate receptacles. The residence hall is a shared living space, and students must be mindful of tidiness and disposing of personal trash.

INFORMATION SERVICES & INTERNET POLICY
Loyola is committed to providing reliable, secured, and equitable access to and use of its computing, networking, telephony, and information resources. These resources are intended for the use of Loyola students, faculty, staff, administrators, and authorized guests in support of the University’s missions of education, research, patient care, and community service. Access and use of University computing resources implies that the student knows of and is in compliance with all policies that govern it. Loyola monitors are network transactions. Excess downloading of music, movies, and software programs will be reported directly to STO.

Additionally, any form of cyber bullying will not be permitted within the program and all electronic devices should be used responsibly. Taking photos and/or videos of another individual without his/her consent is also strictly prohibited and nothing should be posted online without consent.

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

In Residence Halls: Room or apartment damages are recorded on the room or apartment inventory form every time a student changes rooms or checks out. The damage costs assessed to the student reflect not only replacement costs but also administrative and labor fees. The hall staff tabulates public area damages. Public area damage assessment includes extra cleaning charges caused by student negligence or destructive or inappropriate behavior. Students found intentionally damaging University or personal property will be penalized to the fullest extent of the University’s disciplinary policy and may be required to make financial restitution to the injured party. All fines or assessed charges will be billed directly to student’s account.

ROOM ENTRY AND SEARCH
The University reserves the right to allow authorized personnel to enter student rooms. When such entry is deemed necessary, the University will seek within all reasonable bounds to protect the student’s privacy. Authorized University personnel may remove items that are in violation of federal, state, local, or University regulations.

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

STEALING
The unauthorized taking of personal or University property and the sale, receipt, or possession of stolen articles including services, such as telephone service, equipment, or products is prohibited and subject to review by program staff.
**DISCIPLINE PROCESS**

**CASE REFERRAL**

Cases involving alleged misconduct of students shall be referred to STO through an incident report. Any member of the University community or off-campus individuals can submit an incident report detailing a potential student violation of the Community Standards. The report contains the date, time, location, names of individuals involved, and details of the incident.

**CONSIDERATION AND INVESTIGATION**

Upon receipt of an incident report, a case file is generated and distributed to the STO staff and administration, program manager, and program coordinator. They will consider all information acquired from a complainant and may augment that information through further investigation in order to determine if there is a reasonable suspicion to believe that a violation may have occurred.

In cases in which the staff determines that there is not a reasonable suspicion to believe that a violation may have occurred, they may decide not to pursue the case. If there is credible information suggesting that a violation may have occurred, staff will then determine which policies the student will be charged with violating.

Cases are addressed by incident. Therefore, when more than one student is involved, the matter may be handled as a single case. Similarly, when any combination of students is involved, the matter may be handled as a single case. All respondents (students responding to allegations) will be heard at the same time utilizing the hearing procedure appropriate for the highest level of alleged violation.

**SANCTIONS**

When a student is found in violation of the Community Standards, any of the following types of student disciplinary action may be imposed such as community service, creation of an educational program in area of violation, restriction of extra-curricular activities, and/or dismissal from program. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation and the respondent’s prior judicial history.

Where there is reasonable information that a violation of University policies or campus regulations has been committed against any person or group because of the person’s or group’s race, color, religion, ancestry, national origin, age, disability, gender, sexual orientation, or any other characteristic protected by applicable law, sanctions will be imposed and may result in expulsion from the program.

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

*Parental Notification* - STO will notify parents regarding a student’s judicial status in the following situations:

- Drugs
- Alcohol
- Smoking
- Theft
- Bodily harm
- Failure to comply

**NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Loyola University Chicago admits students without regard to their race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. Loyola does not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. If you have questions about this policy or believe you have been discriminated against because of your race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law, please contact STO at 773.508.7381.

**DISCLAIMER OF LIABILITY**

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

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

**RIGHTS RESERVED**

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

**EMAIL**

The University considers electronic mail, using the official @luc.edu e-mail address that is provided by the University to every enrolled student, an official form of communication between the University and the student. Students are responsible for all communications sent by the Bursar’s Office or other university officials to their Loyola e-mail accounts.
PRIVACY RECORDS
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review your education records within 45 days of the day the University receives a request for access.**
   Submit your written request that identifies the record(s) you wish to inspect to the director of Registration and Records, the dean of the college or director of the program in which you are enrolled, the head of your academic department, or other appropriate official. The University official will make arrangements for access and notify you 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 you of the correct official to whom the request should be addressed.

   The academic and administrative offices of the University maintain several types of student education records. Examples of University offices and the information they maintain include:
   - **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 schedule.
   - **Residence Life:** Residential 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 files, including placement information and employers’ files, international programs and services files.
   - **Undergraduate Admission and other admission offices:** Admission files on prospective students.
   - **University Library:** Circulation records.

2. **The right to request the amendment of your education records that you believe are inaccurate or misleading or otherwise violate your privacy rights under FERPA.**
   Write to the University official responsible for the record, clearly identify the part of the record you want changed, and specify why it should be changed. If the University decides not to amend the record as you requested, we will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

3. **The right to provide written consent before the University discloses of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.**
   One exception that 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 (such as an attorney, auditor, collection agent, temporary staffing agency and outsourced vendor).
   - 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 your education record in order to fulfill his or her professional responsibility. 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 you with procuring textbooks and other course materials. The University may disclose your education records without your consent to officials of another school in which you have applied or seek to enroll, upon their request. The University will make a reasonable attempt to notify you by using your University e-mail address.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA.**
   FERPA is administered by:
   - Family Policy Compliance Office
   - U.S. Department of Education
   - 400 Maryland Avenue, SW
   - Washington, D.C. 20202-5920
   - Inquiries about the use of directory information or any other FERPA issues should be sent to Eric C. Pittenger, Associate Registrar, Office of Registration and Records, Loyola University Chicago, or e-mailed to FERPA@luc.edu.

   You may also contact the Family Policy Compliance Office at:
   - Phone: 202.260.3887
   - Fax: 202.260.9001
   - E-mail: FERPA@ed.gov
   - Web site: www.ed.gov/offices/OM/Fpco
5. Public Notification of Directory Information
At its discretion, Loyola University Chicago may provide “directory information” in accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Loyola University Chicago has designated the following directory information:

- Name
- Address(es) and telephone number
- University e-mail address
- Photograph
- Major and minor field(s) of study, including the college, division, department, institute, or program in which the student is enrolled.
- Dates of attendance
- Grade level (such as freshman, sophomore, junior, senior, or graduate level)
- Enrollment status (undergraduate or graduate, full-time or part-time)
- Date of graduation
- Degree(s) received
- Honors or awards received, including selection to a dean’s list or honorary organization
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams

You have the right to have the release of your directory information blocked. Use the Student Directory Information Non-Disclosure Form, available on the Web at LUC.edu/regrec/pdfs/directory_nondisclosure.pdf, to notify the Office of Registration and Records of your request. The block will remain in effect until you inform the Office of Registration and Records in writing to remove it.

Please note three important details regarding placing a “Non-Disclosure” block on your record:

- The University 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 non-disclosure block on your record will preclude release of such information, even to those people.
- A non-disclosure block applies to all elements of directory information on your record. Loyola does not apply a non-disclosure block differentially to the various directory information data elements.
- The University maintains an online student directory which contains the student’s name, address, phone number, and e-mail address. If you do not want this information appearing in the directory, you must complete the Directory Information Non-Disclosure Form.

SAFETY INFORMATION

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

REPORTING EMERGENCIES
For any police, fire, or medical emergency, call the Department of Campus Safety at 44-911 when on campus. When you call, be prepared to:

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

The dispatcher will follow up your call by activating the appropriate agency; either Campus Safety or Community Service Officers, police, fire, or ambulance units.

EMERGENCY CALL BOXES
The University currently has more than 400 emergency call box telephones, which are positioned at many locations across both campuses. They are provided as a means of securing quick and easy access to emergency services. Simply press the “On” button and you will be connected to the Campus Safety dispatcher. Please note that some units consist of regular courtesy telephone boxes with an emergency one button feature.

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

- Sexual Assault Prevention, focusing on strategies and precautions for women, as well as information on how to react to crisis situations.
- Women’s Self-Defense classes, which utilize the Rape Aggression Defense System (RAD) program of hands-on training of defensive tactics and techniques.
- Hot Spots Tours offer students the opportunity to see what’s hot and what’s not in the neighborhood from the comfort of a vehicle.

Additional classes can be designed to meet individual needs and specific circumstances. Simply contact the Training and Crime Prevention Office at ext. 82463 with your requests.
SAFETY ON PUBLIC TRANSPORTATION
- Always keep your dorm room locked while away.
- Avoid bringing any valuable possessions to campus.
- Do not loan your keys to anyone.
- Do not mark your key chain with your name or address.
- Report lost or stolen keys and Campus Cards immediately.
- Do not let unfamiliar people into the building or into your room.
- Do not prop open any locked doors. That compromises the safety of everyone.
- Call Campus Safety if you see suspicious activity or if you notice strangers loitering in or around the dorms.

FIRE SAFETY
- Activate the fire alarm pull station.
- Evacuate the building using pre-planned escape routes.
- Assist mobility impaired individuals if possible.
- Do not use elevators.
- Gather at a pre-planned assembly location outside of the building.
- Inform Campus Safety of anyone who is unable to evacuate the building.
- Do not re-enter the building until told to do so by Campus Safety.

PERSONAL SAFETY
- Walk or jog in well-lit, populated areas only. Stay away from alleys, and do not take short cuts.
- Walk or jog with a friend or in groups.
- Stay alert to your surroundings. Do not walk or jog with headphones on or while using a cell phone.
- Sign out before you leave Campion Hall and indicate your destination and the names of group members.
- Carry a cell phone and make sure that it is fully charged.

SAFETY ON PUBLIC TRANSPORTATION
- When taking public transportation, know ahead of time which train line you should be on, how to get there, where you will transfer, where you will get off, and how you will get to your final destination.
- Always travel in groups. There is safety in numbers.
- If ridership is low, sit as close to the bus driver as possible, or choose the car with the conductor on it.
- Wait only at train platforms and bus shelters that are well lit and populated, even during off-peak and night hours. If necessary, wait by the ticket agent until the train is approaching.
- Do not sleep while traveling. That is an invitation for thieves.
- Do not allow yourself to be engaged in conversation by people whom you do not know. Criminals will often try to gain your confidence before they strike.
- Hide your jewelry and leave your purse at home, if possible. Never flash cash.
- Avoid wearing garments that could impede an escape should one become necessary (high heels, tight clothing, etc.).
- Stay alert, not only while on the train or bus, but especially when you are walking home from the station. People often become less vigilant once they have left the platform, so crimes often occur in the surrounding neighborhoods. (See “Personal Safety” tips above.)

THEFT PREVENTION
- Never leave personal property of any kind unattended, especially laptop computers, even in familiar areas like classrooms, libraries, and study areas.
- Lock your bicycle to a bike rack using a late model kryptonite lock. If you lock your bike to a sign post, make sure that the post is permanently affixed and cannot be lifted up or removed. Secure or remove quick-release accessories like front tires, seats, and handlebars.
- Report all suspicious people, activity, and circumstances to Campus Safety without delay by calling ext. 44911.
- Report all thefts to Campus Safety immediately.

IDENTITY THEFT PREVENTION
- Do not give out personal information over the phone, through the mail, or over the Internet unless you are certain with whom you are speaking. Find out how your personal information will be used, secured, and whether it will be shared with others.
- Tear up or shred any paperwork that you are throwing away or recycling which might contain personal information, like credit card receipts, bank statements, insurance forms, and even blank credit card applications.
- Do not carry your Social Security Card with you. Be aware of scams that are aimed at getting you to reveal your Social Security Number and other personal information.
- Secure personal information in a safe area inside your dorm room.
- Select passwords and PIN numbers carefully. Avoid passwords that are based on your birth date, mother’s maiden name, last four digits of your Social Security Number, street address, consecutive numbers, pet’s name, etc. Do not share your passwords or PIN numbers with anyone.
- Refrain from publicizing personal information on the Web. If you allow others to sue your computer, ensure that you are logged off before doing so. You are responsible for all electronic activity that occurs while you are logged in.

THE CLERY ACT
The Jeanne Clery Disclosure Act requires all postsecondary institutions that participate in federal student financial aid programs to produce and disseminate an annual campus crime report. This report contains statistical information regarding criminal activity on campus for the preceding three years. To access this report, please go to LUC.edu/safety/cleryact.shtml. For a hard copy of this report, please call ext. 82463. In addition, Campus Safety maintains bulletin boards on both campuses which contain monthly crime statistics, neighborhood crime maps, alerts, and safety information. At the Lake Shore Campus, these bulletin boards are located in CFSU, Cudahy Library, Damen Hall, Halas Sports Center, Sullivan Center, and Simpson Hall. At Water Tower Campus, the bulletin board is in the Corboy Law Center. Finally, a scrolling crime alert is located on Campus Safety’s Web site. This feature is designed to disseminate information about specific criminal events quickly and efficiently.
RIGHTS RESERVED
The Pre-College Summer Scholars program reserves the right to change the policies and procedures announced in this handbook, and to change the schedules, fees charged, and regulations affecting students. It is the responsibility of each student to acquire an active knowledge of all policies and procedures set forth in this handbook. Please read this document carefully. You are accountable for its contents. Students who violate the policies and procedures described in the handbook may be subject to disciplinary action as outlined. The full text of the Student Handbook, including the sections found here, is online at LUC.edu/summerscholars; the online version is updated regularly and therefore takes precedence over this printed document.

STAFF COMMUNICATION TERMINATION
Our staff is trained to cease all communication with the Pre-College Summer Scholars participants once their session(s) has ended.

UNIVERSITY CONTACTS

STUDENT TRANSITIONS AND OUTREACH
Phone: 773.508.7381
Web site: LUC.edu/sto

BURSAR
Phone: 773.508.7705
Web site: LUC.edu/bursar

CAMPUS RECREATION
Lake Shore Campus
Phone: 773.508.2602
Web site: LUC.edu/campusrec

CAMPUS SAFETY
On-Campus Emergency: 44911
Off-Campus Emergency: 911
Lake Shore Campus
Phone: 773.508.6039
Water Tower Campus
Phone: 312.915.6476
Web site: LUC.edu/safety

HELP DESK
Lakeshore Campus
Phone: 773.508.7190
Dial x4444 on any campus phone

PARKING SERVICES
Lake Shore Campus
773.508.7036
Web site: LUC.edu/parking