REVISED: January 2016 – updated policy in red text
ARTICLE I.  THE RAMBLER COMMUNITY
101. Welcome Letter from the Vice President of Student Development ...............6
102. The Student Promise ..................................................................................7
103. The Daily Examen: A Jesuit Tradition .......................................................8

ARTICLE II.  STUDENT CODE OF CONDUCT
201. Definitions and General Information ........................................................9
202. Generally Prohibited or Regulated Conduct ...........................................13
   1. Abusive Conduct (C) ..............................................................................13
   2. Alcohol (A, B, or C) ...........................................................................13
   3. Bias-Motivated Discrimination and Misconduct (B) .............................14
   4. Breaking the Plane (B) .........................................................................14
   5. Dangerous Objects (B or C) .................................................................14
   6. Dating and Domestic Violence (C) .........................................................14
   7. Disruptive and Disorderly Conduct (B) .................................................15
   8. Drugs (A, B, or C) ..............................................................................15
   9. Facility Use and Access (A or B) ............................................................15
  10. Failure to Comply (B) ...........................................................................16
  11. Fire-Related Misconduct (B or C) ..........................................................16
  12. Fraud, Misrepresentation, and Dishonesty (B or C) .............................16
  13. Gambling (B) .......................................................................................17
  14. Harassment and Bullying (B) ..................................................................17
  15. Hazing (C) ............................................................................................17
  16. Identification (Campus Card) Non-possession and Misuse (A) ............17
  17. Neighborhood Disturbance (B) ..............................................................18
  18. Peer-to-Peer File Sharing (A) ..................................................................18
  19. Property Damage (A, B, or C) ...............................................................18
  20. Retaliation (B) .......................................................................................18
  21. Sexual Misconduct (C) ..........................................................................18
  22. Smoking (A) ........................................................................................20
  23. Solicitation (B) .....................................................................................20
  24. Stalking (C) ..........................................................................................20
  25. Taking of Property (B or C) .................................................................21
  26. Trash Disposal (A) ...............................................................................21
203. Residence Hall (On-Campus Housing) Regulations ..............................21
   1. Alcohol – Residential (A or B) ............................................................21
   2. Decorations (A) ...................................................................................22
   3. Facility Use and Access – Residential (A or B) .....................................22

Community Standards
4. Fire Regulations – Residential (A) ................................................................. 23
5. Guests and Visitation (A) ............................................................................. 24
6. Noise and Quiet Hours (A) ........................................................................... 25
7. Occupancy (A) ............................................................................................... 25
8. Pets – Residential (A) .................................................................................. 25
9. Prohibited and Restricted Items (A) ............................................................... 26
10. Property Damage – Residential (A, B, or C) ................................................ 26
11. Room Entry, Search, and Inspections (A) ..................................................... 26
12. Roommate, Community, and Hall Agreements (A) ......................................... 27
13. Solicitation and Business Operations – Residential (B) ............................... 27
14. Other Residence Life Policies and Procedures .............................................. 27

204. Student Organization Regulations .............................................................. 27
1. Alcohol – Student Organizations (B) ............................................................ 27
2. Corporate Co-Sponsorship (B) ....................................................................... 29
3. Fundraising (B) ............................................................................................... 29
4. Posting and Distribution (A) ........................................................................ 30
5. Special Events (B) .......................................................................................... 30

ARTICLE III. STUDY ABROAD, TRAVEL, AND CAMPUS-SPECIFIC REGULATIONS

301. John Felice Rome Center (JFRC) Regulations ............................................ 32
1. JFRC Alcohol Policy (A, B, or C) ................................................................. 32
2. Alteration or Change of JFRC Room (A) ......................................................... 33
3. JFRC Drug Policy (C) .................................................................................... 33
4. JFRC Guest Policy (B) .................................................................................. 34
5. JFRC Identification Non-possession and Misuse .......................................... 34
6. JFRC Noise and Quiet Hours ....................................................................... 34
7. JFRC Occupancy (A) .................................................................................... 34
8. JFRC Pet Policy (A) ..................................................................................... 34
9. Permesso di Soggiorno (Permission to Stay) Policy (C) ............................... 35
10. JFRC Motorized Vehicles (B) ...................................................................... 35

302. Loyola Vietnam Center Regulations .......................................................... 35
1. LVC Alcohol Policy (B or C) ........................................................................ 35
2. LVC Drug Policy (C) ..................................................................................... 35
3. Bach Khoa University Dormitory Regulations (B) ....................................... 36
4. LVC Motorized Vehicles (B) .......................................................................... 36

303. Beijing Center Regulations ........................................................................ 36
304. University Travel ......................................................................................... 37
305. HSD, LUREC, and Cuneo Mansion ............................................................. 37
ARTICLE IV. STUDENT CONDUCT PROCEDURES

401. Student Rights in the Conduct Process ................................................................. 38
402. Incident Reporting and Case Referral ................................................................. 38
403. Consideration and Investigation ........................................................................... 39
404. Notice to Respondent .......................................................................................... 39
405. Hearings .............................................................................................................. 40
406. Other Hearing Elements ..................................................................................... 42
407. Sanctions ............................................................................................................. 43
408. Emergency Administrative Action ....................................................................... 47
409. Gender-Based Misconduct and Title IX ............................................................... 47
   1. Relevant Definitions and Concepts ..................................................................... 48
   2. Rights of Survivors at Loyola University Chicago .............................................. 49
   3. Confidential Resources ..................................................................................... 50
   4. Notifying the University of an Incident of Gender-based Misconduct .............. 50
   5. Investigation and Resolution Process ............................................................... 52
   6. Retaliation and Gender-based Misconduct ....................................................... 54
   7. Other Confidential Support Available Off-Campus ......................................... 55
   8. Educational Records and FERPA ..................................................................... 55
410. Bias-Motivated Incidents ..................................................................................... 55
411. Appeals ............................................................................................................... 56
412. Disciplinary Records ......................................................................................... 58
413. Victim Notification ............................................................................................. 58
414. Parent or Guardian Notification ......................................................................... 58

ARTICLE V. OTHER UNIVERSITY POLICIES, RESOURCES, AND INFORMATION

501. Academic Policies ............................................................................................... 59
502. Alcohol and Other Drugs at Loyola University Chicago .................................... 59
503. Behavioral Concerns Team ................................................................................ 59
504. Clery Act ............................................................................................................. 59
505. Email .................................................................................................................. 59
506. Financial Responsibility ...................................................................................... 59
507. Demonstration and Fixed Exhibit Policy ............................................................ 60
508. Good Neighbor Policy ....................................................................................... 61
509. Good Samaritan Policy ....................................................................................... 61
510. Hazing Resources and Information ................................................................... 62
511. Information Services Policies ............................................................................ 63
512. Mailroom (Campus Mail) Policies ...................................................................... 64
513. Non-Discrimination Policy ................................................................................ 64

Community Standards
ARTICLE I. THE RAMBLER COMMUNITY

101. 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

“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.”

Loyola University Chicago Mission Statement
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
103. The Daily Examen: A Jesuit Tradition

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’s 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)*

8 Community Standards
ARTICLE II. STUDENT CODE OF CONDUCT

As members of the Loyola University Chicago community, all students, student groups and organizations, 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 (hereinafter “the Code”) provides a baseline guide for acceptable student conduct to which all students, student organizations, guests, and visitors are expected to adhere. Students are also responsible, and may be held accountable, for the actions of their guests.

201. Definitions and General Information

1. Definitions

   a. “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.

   b. “Advisor” means a person who may accompany a complainant or respondent involved in the conduct process and whose role is to provide a comforting and familiar presence for a student or student organization (see also §406(1)).

   c. “Board” means any group of representatives of the University community who are selected and trained and authorized by the OSCCR to adjudicate cases of alleged student misconduct. The Student Community Board is one type of board.

   d. “Complainant” means the party who alleges that someone has engaged in misconduct. The complainant may or may not be the person who was affected by the misconduct (see also §409(1)(b)).

   e. “Conduct Administrator” means a University professional or paraprofessional (e.g. graduate student) who has been trained and authorized by the OSCCR to conduct 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.

   f. “Day” means regular University business day (Monday through Friday, not including holidays) when most University offices are open.

   g. “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 §507).

   h. “Disciplinary record” means a record of all incidents where a student was found responsible for misconduct. Disciplinary records are maintained for seven (7) years from the date of final decision, after which time all records (except those resulting in dismissal) are destroyed.

   i. “Distribution” means providing or making accessible to another any amount, no matter how small. 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. Assisting a student to acquire a fake ID may be considered distribution.

   j. “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.

   k. “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.
l. “Hazing” is a broad term encompassing actions or activities often associated with initiation or group associations which do not contribute to the positive development of a person; or 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 §202(15) Hazing).

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

n. “Preponderance of the evidence” means such evidence as, 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.

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

p. “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.

q. “Respondent” means the person against whom a formal complaint is made. The respondent is the person alleged to have done the misconduct (see also §409(1)(k)).

r. “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 process in good faith.

s. “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.

t. “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.

u. “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.

v. “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.

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

x. “University community” means students, staff, faculty, administration, and other employees of Loyola University Chicago.
2. Format of Student Code of Conduct and Categories of Violation

In the Code as well as in certain other University policies, readers will notice references to Categories A, B, and/or C, indicated in parentheses after the name of policy violations (e.g. “(A”)]. These categories classify the typical response by the University to violations of policy within each category. Category A violations, for example, are considered less severe than Category B or C violations. This distinction may affect what sanctions are assigned and in some cases how a case is processed. See Article IV. Student Conduct Procedures, for more details.

To provide students a general sense of what sanctions to expect, the following schedule is provided. **However, sanctions are always assigned on a case-by-case basis and often deviate from the values in this chart.**

<table>
<thead>
<tr>
<th></th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fines</td>
<td>$25-150</td>
<td>$100-250</td>
<td>$200 and up</td>
</tr>
<tr>
<td>Restorative Service Hours</td>
<td>10-20 hours</td>
<td>20-40 hours</td>
<td>30 hours and up</td>
</tr>
<tr>
<td>University Probation/Suspension</td>
<td>Seldom assigned, except for repeated violations</td>
<td>Probation often assigned, ranging from a semester to a year; suspension sometimes assigned, but typically only for repeated or serious violations</td>
<td>Probation almost always assigned at minimum, ranging from a semester to multiple years; suspension assigned in cases of serious violation or where safety is at issue</td>
</tr>
<tr>
<td>Educational, Developmental, and/or Restorative Sanctions</td>
<td>Brief reflection papers, journals, minor projects, interviews, creation of passive program or poster, Restorative Justice Conference</td>
<td>More in-depth reflection papers or intentional experiences, long-term engagement with an assigned project, facilitation of University or community educational program, service paired with a mentor</td>
<td>Permanent restrictions on access to University facilities; long-term projects and significant research papers; mandatory regular meetings with administrators</td>
</tr>
</tbody>
</table>

3. Interpretations of the Community Standards and Appropriate Sanctioning

A description of “common sanctions” is provided after most policies to provide students with an idea of the potential consequences for violating a particular policy. **Conduct administrators and boards will always use their discretion in assigning the most appropriate sanctions for the circumstances and frequently assign sanctions other than those listed.** When appropriate, sanctions may be determined through a Restorative Justice Conference. The existence of a prior history of misconduct or a determination that the misconduct was motivated by bias will increase the severity of sanctions beyond what is described.

Due to the unique structure of Arrupe College, some sanctions may be applied differently for students of Arrupe.

4. 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,
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.

5. Authority

The OSCCR is responsible for the maintenance and enforcement of the Community Standards. This authority is delegated by the Dean of Students and Vice President of 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 shall be referred to the Vice President for Student Development or appropriate designee for final determination.

6. 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. The OSCCR will always reasonably consider the perspectives of various parties involved in an attempt to understand the facts of an incident and to determine an appropriate outcome.

7. 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.

8. Time Limitations

There is no limit for when an incident of alleged misconduct may be reported; however, the OSCCR may not investigate reports submitted over one calendar year after the occurrence of the alleged incident. Exceptions may be made for serious incidents.

9. Method of Communication

The standard 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. Sensitive messages, including complaint letters and decision letters, will be sent via the OSCCR database system, ADVOCATE. 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.

10. 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.
11. Student Organizations

All student organizations are expected to adhere to the Community Standards at all times. Student organizations who violate the policies described here may face disciplinary action as an organization and/or as individual students, depending on the circumstances. For more information, see §204 Student Organization Regulations.

12. Reservation of Rights

Loyola University Chicago reserves the right to change the policies and procedures outlined in the Community Standards and to change the schedules, fees, and regulations affecting students at any time. The version of the Community Standards that is in effect when the alleged conflict arises will be used to determine the outcome of an incident, even if the Community Standards have been updated since then. When changes are made, a reasonable attempt will be made to publish notice to the University community, but it is the student’s responsibility at all times to remain informed about current University policies. 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.

13. Knowledge and Awareness of Policies

Students are expected to familiarize themselves with all policies and procedures set forth in the Community Standards. Please read this document carefully. You are accountable for its contents.

202. Generally Prohibited or Regulated Conduct

The following behaviors are prohibited and/or regulated at Loyola University Chicago, and may subject students to disciplinary action.

1. Abusive Conduct (C)

Abusive conduct is strictly prohibited. Abusive conduct includes any intentional conduct that inflicts or attempts to inflict bodily or severe emotional harm upon any person or group of people, any reckless action that could result in bodily harm to others, and any action that would reasonably cause another to be fearful that their health or safety is in immediate danger. When a student harms or attempts to harm oneself, the student may be required to meet with the Dean of Students and/or may be referred to the Behavioral Concerns Team to determine the most appropriate course of action.

Common sanctions include: residence hall or University suspension or dismissal.

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 twenty one (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 hospitalization or concern for student’s well-being (C)
      (Degree of intoxication constituting “of concern” is at the reasonable discretion of the
      OSCCR.)

The use or possession of "palcohol" (powdered alcohol) is prohibited.

Common sanctions for a first-time offense include: (for Category A) $75-200 fine, 10-20 restorative service hours, educational experience or project; (for Category B) $200-300 fine, 20-30 restorative service hours, more intensive educational experience or project, residence hall or University probation; (for Category C) extensive fines, 30-40 restorative service hours, extensive educational experience or project, residence hall or University probation or suspension. For students under 21 years of age, parents or guardians will be notified of (a) any second violation of this policy, and (b) any Category C violation as permitted under FERPA (see also, §414).
Residential students and their guests are subject to additional regulations concerning alcohol in the residence halls (§203(1)) and abroad (Article III, generally). Student organizations are subject to additional regulations concerning alcohol at events (§204(1)).

3. Bias-Motivated Discrimination and Misconduct (B)

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 origin, gender expression or identity, sexual orientation, disability, religion, age, socio-economic class, citizenship status, military or veteran status, pregnancy, or any other characteristic protected by applicable law. Discrimination is the unjust or preferential treatment of another wholly or partially because of the subject’s protected characteristic(s). Bias-motivated misconduct is any other offense under the Code against another where the subject was selected wholly or partially because of protected characteristic(s). 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 sanctions.

Common sanctions include: residence hall or University probation, suspension, or dismissal. For more information about how bias-motivated misconduct complaints and reports are handled, see §410 Bias-Motivated Incidents and §409 Gender-Based Misconduct and Title IX.

4. Breaking the Plane (B)

Breaking the vertical plane of a window, balcony, stair railing, or similar structure is prohibited. Breaking the plane 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 is considered a dangerous object (see §202(5) Dangerous Objects), whether or not there was anyone or anything in immediate danger.

Common sanctions include: residence hall suspension or dismissal, University probation and when dangerous objects are projected, University suspension or dismissal.

5. Dangerous Objects (B or C)

The unauthorized possession, display, use, and threat of use of dangerous objects including, but not limited to, firearms (including BB, pellet, and paintball guns), fireworks, smoke bombs, explosives, ammunition, hunting or other non-kitchen knives with blades over 2.5 inches, swords (including decorative or ceremonial), sabers, or anything that could be perceived or misrepresented as a weapon is strictly prohibited on University property.

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 non-firearm dangerous object (B)

b. Possession of firearm (C)

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

Common sanctions include: (for Category B) $200 fine, 50 restorative service hours, residence hall suspension, and University probation; (for Category C) University suspension or dismissal.

6. Dating and Domestic Violence (C)

All members of the University community should be able to live free from all forms of violence, especially from those with whom they share or have shared a special relationship. Accordingly, dating and domestic violence are strictly prohibited.

DATING VIOLENCE IS A FELONY OR MISDEMEANOR CRIME OF VIOLENCE (UNDER ILLINOIS LAW) 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. VIOLENCE AGAINST ANY PERSON BY THAT
person’s caretaker or guardian (such as abuse against an elderly, young, or disabled person) may also be considered domestic violence.

**Common sanctions include: residence hall or University suspension and dismissal. For more information about how complaints and reports of dating or domestic violence are handled, see §409 Gender-Based Misconduct and Title IX.**

### 7. Disruptive and Disorderly Conduct (B)

It is prohibited to interfere with or invade the rights of others in the University and its neighboring communities. Any action that disrupts the normal operations of the University, the University community, or external community members is prohibited. Behavior that interferes with or disturbs the educational mission of the University or its buildings, equipment, or facilities 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
- b. Behavior in a classroom or instructional program that interferes with the instructor’s lesson or prevents others from profiting from the class or program
- c. Behavior in a residence hall or off-campus that interferes with the ability of other students or neighbors to live in a safe, reasonably peaceful environment

**Common sanctions include: fines, service hours, educational sanctions, removal from specific classes, and residence hall or University probation or suspension**

### 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 other substances used as if drugs and prescription medications used outside the directions of a valid prescription. Marijuana is illegal under federal law and is therefore prohibited even with a valid medical 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 hospitalization or concern for student’s well-being (C) (Degree of intoxication constituting “of concern” is at the reasonable discretion of the OSCCR.)

**Common sanctions for a first-time offense include: (for Category A) $50-100 fine, 10-20 restorative service hours, and an educational experience or project; (for Category B) $150-200 fine, 20-40 restorative service hours, a more extensive educational experience or project, and residence hall or University probation or suspension; (for Category C) residence hall or University suspension or dismissal. For students under 21 years of age, parents or guardians will be notified of any violation of this policy as permitted under FERPA (see also, §414).**

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

Unauthorized access to, presence in, or use of University facilities or grounds is prohibited. Students may not prop open any controlled access door (e.g. fire doors, doors requiring a Campus Card to open, secured exterior doors). Activities such as rollerblading, skating, skateboarding, bicycle riding, and unauthorized sports are prohibited in University facilities, including residence halls. 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 by “swiping in” with a Campus Card (Student or Staff ID Card). Students may not duplicate or lend their keys or Campus Cards under any circumstances.

The following conduct is expressly prohibited:

- a. Presence in a gender-specific bathroom not intended for one’s own gender (A)
b. Rollerblading, skateboarding, skating, or playing unauthorized sports in a University facility (A)

c. Accessing University facilities without authorization (B)

d. Providing others unauthorized access to University facilities (B)

e. Duplication of keys or Campus Cards (B)

f. Tampering or interfering with security systems (surveillance cameras, etc.) (B)

g. Possession, use, or storage of unauthorized motorized personal transportation devices (such as "hoverboards") on campus

Common sanctions include: restriction from accessing certain University facilities, fines, restorative service hours, and residence hall or University probation or suspension.

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 on 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 (examples include: refusing to dispose of alcohol when instructed, running away when confronted on behavior, refusing to provide identification, refusing to follow an RA’s instructions, etc.) (B)

d. Failure to comply with a sanction, decision, or outcome of a conduct proceeding or any interim measure implemented while a conduct proceeding is pending or underway (B)

e. Failure to comply with an administrative action of the Behavioral Concerns Team or Office of the Dean of Students (see also, §503) (B)

Common sanctions include: fines, educational experiences or projects, and residence hall or University probation, suspension, or dismissal.

11. Fire-Related Misconduct (B or C)

Any fire-related action that compromises safety, including tampering with, disabling, or misusing emergency equipment (e.g. smoke detectors, fire alarms, fire extinguishers), 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)

Common sanctions include: fines, restitution, restorative service hours, educational experiences or projects, and residence hall or University probation, suspension, or dismissal. See also §203 Residence Hall (On-Campus Housing) Regulations.

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:

16 Community Standards
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; this includes activating emergency call buttons or panic 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 (C)

Common sanctions include: fines, educational experiences or projects, and residence hall or University probation, suspension, or dismissal. Confiscated fake IDs may be submitted to the Secretary of State for investigation and/or criminal processing.

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.

Common sanctions include: fines, restorative service hours, an educational experience or project, and residence hall or University probation.

14. Harassment and Bullying (B)

Ours is a community of care, where all people are treated with dignity and respect; accordingly, harassment and bullying are prohibited. Harassment is intentional aggressive behavior towards another that is severe or repeated and that seriously interferes with a person’s ability to benefit from the University’s programs and services. Bullying is intentional aggressive behavior towards another that is severe or repeated and that would be likely to intimidate, hurt, demean, control, or diminish a reasonable person. Both harassment and bullying may be verbal or physical, and may occur through electronic means (cyber-bullying). Bullying and harassment can occur through one isolated, but severe, incident, or through a pattern of repeated incidents.

Common sanctions include: residence hall or University probation or suspension.

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).

Common sanctions vary depending on the context and severity of the conduct, and may range from a University Warning to University suspension or dismissal. Responsibility and/or sanctions may be assigned to individuals as well as organizations. Organizational sanctions may range from a formal warning to extended suspension of organizational recognition. For more information about hazing and how to report violations, see §510 Hazing Resources and Information.

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-transferrable. Failure to provide a student ID immediately at the request of a University staff person while on campus is a violation of this policy. Permitting another to use one’s own student ID is also a violation, and when used fraudulently, may also constitute a violation under §202(12)d Fraud, Misrepresentation, and Dishonesty.

**Common sanctions include:** University Warning, $25 fine, or 10 restorative service hours.

### 17. Neighborhood Disturbance (B)

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 they were actually present during the offense or not.

**Common sanctions for a first offense include:** $150 fine per student involved and/or an educational experience or project. For a second offense, sanctions may include: $300 fine, a more extensive educational experience or project, and University probation. See also, §508 Good Neighbor Policy.

### 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.

**Common sanctions include:** fines, an online educational course about file sharing, and temporary suspension of computing or network privileges. For more information about P2P file sharing, see §511(2) Peer-to-Peer File Sharing.

### 19. Property Damage (A, B, or C)

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.

Violation of this policy is a Category A, B, or C violation, depending on the value of the damaged property:

- a. Damage to property valued under $100 (A)
- b. Damage to property valued from $100 to $499 (B)
- c. Damage to property valued $500 and over (C)

**Common sanctions include:** restitution and residence hall or University probation, suspension, or dismissal.

### 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.

**Common sanctions vary greatly based on circumstances, but may include:** residence hall or University probation or suspension. Retaliation against a complainant or witness in a gender-motivated or bias-motivated incident will absolutely not be tolerated and will result in serious disciplinary action. For more information about retaliation, including the prohibition of retaliation by the University, see §409 Gender-Based Misconduct and Title IX.

### 21. Sexual Misconduct (C)

Sexual misconduct is sexual activity of any kind and between any two persons without consent, and is expressly prohibited. The requirements of this policy apply to all individuals regardless of sexual orientation, sex, or gender expression or identity.
“Consent,” at a minimum, means freely given, mutually understandable permission to engage in a specific sexual activity. Silence or a person's lack of verbal or physical resistance does not equal consent. Submission resulting from intimidation, the use of force or the threat of force is not consent. A person’s manner of dress cannot convey consent. A person’s consent to one form of sexual activity or sex act does not automatically grant consent to any other sexual activity or sex act. Past consent does not convey consent to future sexual activity; consent must be gained for every 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. In the following circumstances, a person is incapable of giving consent (meaning that even if they appear to give consent, it may not be valid): (1) the person is incapacitated (as defined §409(1)(g)); (2) the person is under age (under 17 in Illinois); (3) the person is unable to understand the nature of the sexual activity for some other reason; or (4) the sexual activity is between persons who are related to each other within the degrees wherein marriage is prohibited by law in Illinois.

If the respondent knew, or should have reasonably known, that the complainant was incapacitated by use or consumption of drugs or alcohol, or that the complainant's physical or mental condition would hinder their ability to give consent, the respondent did not receive consent. A respondent being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct, stalking, or dating/domestic violence, and does not diminish the respondent's responsibility to obtain consent or recognize incapacitation.

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 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. 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
   - exceeding the boundaries of consent (for example, letting friends hide in a closet to watch you having consensual sex, or posting consensual sexual photos to a public website without permission to do so)
   - peeping (watching someone without their knowing)
   - knowingly transmitting a sexually transmitted infection (STI) to another individual
• sexual activity that would be considered incest under Illinois law
• sexual activity between any person and a person under seventeen (17) years of age

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; exchange of sexual acts for preferential treatment; 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.

*Sanctions for sexual misconduct offenses vary based on the circumstances, but often include residence hall or University suspension and dismissal. For more information about how complaints and reports of sexual misconduct are handled, including a comprehensive list of all possible sanctions, see §409 Gender-Based Misconduct and Title IX.*

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 cigarettes ("e-cigarettes") may not be used indoors, and are treated the same as regular cigarettes for the purposes of all University policies, unless tampered with for use with illicit drugs (see §202(8) Drugs).

*Common sanctions include: $100 fine or equivalent.*

23. Solicitation (B)

Solicitation is an attempt to approach the University community with the intent to sell, request, or promote an idea, product, or service. Solicitation is regulated as follows.

Recognized student organizations are required to complete and submit an OrgSync Activity Request to seek authorization to solicit on campus. All on-campus sales or solicitation by individuals or unrecognized student organizations must seek special authorization by the Dean of Students, or else must be sponsored by a recognized student organization or University department.

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

The Dean of Students reserves the right to cancel approved solicitation activities if University policies and procedures are violated.

*Common sanctions vary, depending on the circumstances.*

24. Stalking (C)

Stalking is a serious offense, and is expressly prohibited. Stalking is a 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 email or chat requests, 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 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.

*Common sanctions include: residence hall or University suspension and dismissal. Although stalking may occur for a variety of reasons, it is usually investigated as a gender-based offense. For more*
information about how complaints and reports of stalking are handled, see §409 Gender-Based Misconduct and Title IX.

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. Whether the behavior is a Category B or C violation depends on the estimated value of the property, as determined by the conduct administrator.

a. Taking of property valued under $500 (B)
b. Taking of property valued $500 or more (C)

Common sanctions include: restitution, restorative service hours, educational projects, and residence hall or University probation or suspension.

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.

Common sanctions include: fines, restitution for cost of cleaning, restorative service hours, and residence hall probation.

203. 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 the following additional policies. Students assigned to a room or unit on campus are ultimately responsible for the content and activity that occur in that assigned space. Additional information about Residence Life at Loyola, 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. The Department of Residence Life main office is located in Simpson Hall room 107.

1. Alcohol – Residential (A or B)
Students and their guests 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 all residence halls, 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. Possession of containers that contain or previously contained alcohol or that are commonly used to consume alcohol (including but not limited to wine bottles, liquor bottles, shot glasses, and flasks) (A)

c. Consuming alcohol in the residence halls 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 (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 common areas or within rooms/apartments where entry doors are open (in an apartment, bedroom doors may be open) (B)

For common sanctions and other information about alcohol violations, see §202(2) Alcohol.

2. Decorations (A)

To ensure the safety and security of the residence halls and to minimize damage to the buildings, decorations in the residence halls are regulated as follows. Any marks or damage on residence hall property from decorations are the responsibility of the resident. Additional regulations include:

a. Flammable materials (flags, posters, etc.) may not cover more than 20% of any surface (doors, walls, ceilings, etc.).

b. Decorations on windows and dry-erase boards are subject to additional content regulation because of their visibility to the University and non-University communities. Accordingly, decorations on windows may not include content that is indecent, obscene, offensive, or contrary to the mission and identity of the University. Such determinations may be made at the discretion of Residence Life professional staff.

c. Alterations to walls, ceilings, floors, furniture, and other fixtures are prohibited.

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

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

f. Holiday trees and other greenery must be artificial.

g. Decorative lights hung in rooms or apartments must be kept to a minimum (no more than 4 strings of lights per room, including the door of the room). All decorative lights must be UL approved and low wattage or LED.

h. Light bulbs may not be removed and replaced with colored lights (except with permission from the Department of Residence Life).

Common sanctions include: fines, educational projects.

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

In addition to those policies in §202(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. Painting, wallpapering, writing on, adhering stickers to, or drawing on room surfaces

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

c. 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

d. Attaching, wedging, 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.)

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

f. 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

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

g. Leaving room/apartment doors unlocked when residents are not home (not including bedroom doors)
h. Altering, covering, or obstructing door locking mechanisms or eye holes
i. Propping open corridors, stairways, fire/smoke doors, or exterior doors; opening a secured outside doors; tampering with door locks
j. 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
k. Using non-designated entrances/exits
l. 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.

m. Trash must be removed and disposed of properly.

n. 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.

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

p. Rooms must be free from unpleasant odors.

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

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

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

Common sanctions include: restitution, fines, and restorative service hours.

4. Fire Regulations – Residential (A)

In addition to those policies in §202(11) Fire-Related Misconduct, the following conduct is expressly 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 the Department of Residence Life

c. Exceeding the electrical capacity of an outlet; modifying the permanent electrical wiring of a residence hall; or maintaining an extension cord in a manner that creates a fire hazard (e.g. stapling an extension cord or running one under a rug, connecting multiple extension cords)

d. Maintaining decorations, displays, or structures of any kind that block or obstruct an exit door, window, hallway, circuit breaker panel, sprinkler, fire hose cabinet, or fire extinguisher

e. Possession of a halogen lamp of any kind

f. Possession of natural vegetation of a combustible nature, including live trees and evergreen boughs

g. Leaving any cooking appliance (stoves, ovens, microwaves, toasters, etc.) unattended while in use

h. Using light bulbs in excess of 100 watts or the lamp’s specific wattage limitations

Common sanctions include: $25-100 fine, an educational experience or project, and residence hall probation.
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 of the hall who is responsible for a residence hall guest.

a. **General Guest Policies**

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

i. 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. 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. The right of a residential student to live in reasonable privacy supersedes the right of a roommate to entertain people in the room.

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. Visitors who are found to be a consistent presence regardless of time of day are not allowed.

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

iv. Residence hall 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.

v. Residence Life staff have the authority to limit guest privileges as needed.

vi. 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.

vii. Hosts and guests must return to the front desk together to check out.

b. **Overnight Guest Policies – First-Year Halls**

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

i. Non-Loyola student guests of the opposite gender 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 7:30 AM until 2:00 AM on Friday and Saturday.

ii. Residents may host overnight guests of the same gender if they have the consent of their roommates and are in accordance with the roommate agreement. Residents must obtain a guest pass for any overnight guests. Passes will be issued by Residence Life staff during designated hours.

iii. A resident may not have overnight guests for more than four days in a one-month period. The resident can be issued up to four (4) one night guest passes. Each guest pass is valid for one overnight guest. All roommates must agree to allow overnight guests in the room/apartment. Regardless of host, a guest may not stay overnight more than three nights in a one-month period. The guest pass must be received by Residence Life no later than 10:00 PM on the 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), regardless of gender, beyond visitation hours, provided that the resident host has the approval of their roommate(s) and all other guest policies are followed.

v. 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 the residence halls 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.

vi. 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.

ii. 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 the residence halls 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.

Common sanctions include: $25-50 fine, restrictions on guest privileges, and an educational experience or project.

6. Noise and Quiet Hours (A)

Residence halls are extensions 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 residence hall 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.

Common sanctions include: $25 fine, increasing for subsequent violations.

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.

Common sanctions include: $25 fine or an educational experience or project.

8. Pets – Residential (A)

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

Harmless fish are permitted in all residence halls. Aquariums must be no larger than two 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.

Students requiring the assistance of service animals must request such accommodations with the Department of Residence Life and the Office of Services for Students with Disabilities (visit www.luc.edu/sswd).
Common sanctions include: fines, fees for cleaning, and residence hall probation.

9. Prohibited and Restricted Items (A)
For health, safety, and insurance liability reasons, residents are prohibited from possessing the following items in the 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 through the Department of Residence Life and Services for Students with Disabilities)
- Bicycles (other than in designated areas)
- Candles
- Combustibles
- Deep Fat Fryers
- Electric Blankets
- 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
- Lofts other than those provided by the University
- Mopeds, motorbikes, motorcycles
- Open flames,
- Power tools (drills, saws, sanders, etc.)
- Water filled furniture

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

Common sanctions include: fines, mandated removal of prohibited items, residence hall probation.

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 §202(19) Property Damage.

Violation of this policy is a Category A, B, or C violation, depending on the value of the damaged property (under $100 = A; $100-$499 = B; $500 and over = C). Common sanctions include: fines, restitution, and residence hall probation or suspension.

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 shall 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. Department of Residence Life staff members conduct periodic inspections of all student rooms and community spaces in the residence halls. Whenever possible, notice is provided to students in advance of formal inspections.

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.

Common sanctions include: fines, restitution, restrictions on use of University facilities, and additional inspections, or residence hall probation.

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 Department of Residence Life staff member.

Common sanctions vary, depending on the circumstances of the incident.

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, §202(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 of the Department of Residence Life.

Common sanctions vary, depending on the circumstances of the incident.

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 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.

204. Student Organization Regulations

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.

In all cases of student organizational violations, sanctions will vary based on the circumstances of the offense.

1. Alcohol – Student Organizations (B)

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 Recognized Student Organization Handbook and the Community Standards. Additionally, 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 Loyola University Chicago Alcohol and Other Drugs Policy be followed and enforced. The policy can be found here: http://www.luc.edu/media/lucedu/policy/pdf/alcoholandotherdrugspolicy.pdf. 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 SAF or organizational funds
   ii. Student organizations are prohibited from hosting fundraising events with alcohol
   iii. No student organization shall 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 shall collect a cover charge, donation, or admission fee, which entitles a guest to alcoholic beverages
   vi. No student organization may utilize alcoholic beverages as contest prizes
   vii. Events involving alcohol must be closed events with a set guest list
   viii. At any organization event involving alcohol, the sponsoring organization must designate at least 2 sober representatives. After the 2 representatives, there should be 1 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 3 business days before the event
   ix. Student organizations are prohibited from serving or selling alcohol to minors or purchasing alcohol for minors, and the organization must take reasonable precautions to prevent underage consumption of alcohol
   x. Sponsorship with corporations or businesses which produce, sell, or distribute alcoholic beverages is prohibited.
   xi. Alcohol is absolutely prohibited at membership recruitment and new member activities
   xii. Promotion and advertising materials may not include alcohol related messaging
   xiii. Student organizations must ensure that alcohol is not the focal point, the reason for, or the drawing card for an event
   xiv. Student organizations must provide food and non-alcoholic beverages free of charge when alcohol is present at an event
   xv. All alcohol at events must be served by a licensed third party vendor (restaurant, hotel or similar operation)
   xvi. 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 §502 Alcohol and Other Drugs at Loyola University Chicago).

c. Registered Student Organizations (RSO):
   i. Must register activities through an OrgSync Activity Request at least 14 days before the event
   ii. When hosting an event or activity, on or off-campus, RSOs must check the box on the Activity Request indicating alcohol will be present and follow the subsequent prompts in order to comply with the University policy (see §502 Alcohol and Other Drugs at Loyola University Chicago)
iii. Submit the set guest list (including name/birthdate of all attendees and designation of the organization’s sober representative) to SAGA at least 3 business days before the event.

iv. Keep a copy of the approved Activity Request Form at the event.

2. Corporate Co-Sponsorship (B)

Any student organization engaging in soliciting on or off-campus individuals or companies must coordinate these activities with Student Activities and Greek Affairs (SAGA). The organization’s advisor and SAGA must approve a request for corporate co-sponsorship for an event at least 30 business days prior to the event, and all events must be submitted using the Event Request Form (www.luc.edu/saga). Only registered student organizations may accept any form of corporate sponsorship. All sponsorship must be appropriate for a Jesuit, Catholic university. Student organizations are encouraged to solicit proposals from more than one similar vendor for the same event. The exclusive right of a corporate sponsor to be the sole support of any student organization is prohibited.

All promotions must clearly designate that the event is sponsored by the student organization. Corporate sponsor’s identification may not exceed the amount of the identification of the student organization. All promotional events must conform to all existing federal, state, and municipal laws and University policies. Sponsorship with corporations or businesses which 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 swept back into the SAF to be re-allocated. 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 have an approved Activity Request Form on file with SAGA prior to collecting any money or goods.

Funds raised must not be considered taxable revenue. If the following three factors apply, the revenue MAY be taxable:

- If the trade or business activity seeks to generate a profit
- If the activity occurs on a regular basis (daily, weekly, monthly, etc.)
- If the activity does not specifically relate to Loyola University Chicago’s educational mission

Any external group or organization receiving a donation from an LUC student organization must meet the following criteria.

- Must be a 501(c)(3) non-profit organization
- Cannot be a political organization
- Must align with the RSO’s mission

The following fundraising options are permitted on campus, but are not limited to:

- Bake Sales (see University Food Safety Policy - http://www.luc.edu/saga)
- Selling items (flowers, donated items, etc.)
- Selling services (car washes, waiting tables, etc.)
- Rummage Sales
- Charging admission, in the form of ticket sales
  - For an SAF funded event, proceeds from the event can only be used to support the charity of the student organization’s choice
- Requested donations at events (funds raised will be deposited into RSO revenue account to be carried over from year to year)
- Selling concessions at an event (SAF cannot be used to purchase supplies/concessions)
- Collection of dues or membership fees
• Off-campus business donations of goods or services (to be used at an event – pizza, prizes, etc.)
• Asking for monetary donations

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 the Office of Student Activities & Greek Affairs (see also §202(13)).

  c. Events/activities promoting and/or providing alcohol

  d. Eating contests

  e. Date auctions

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. All materials written in a foreign language 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.

Materials may not be approved if they contain:

  a. Any reference to illegal substances, unless in connection with an anti-drug message

  b. Offensive language, images, and/or graphic illustrations

  c. Language and/or graphic illustrations that dehumanize individuals based on race, age, color, sex, religion, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law

  d. Any information that violates local, state, or federal law or University policies

  e. References by undergraduate student organizations to the use, sale, or possession of alcohol at an event sponsored by the organization

  f. Material that is contrary to the values of a Jesuit, Catholic university

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.

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. For approved activities, a place for distribution will be assigned and tables, chairs, or booths may be provided. Materials may not be distributed outside buildings where normal flow may be impeded or inside buildings and offices, except from reserved tables/booths. Materials may not be placed on car windshields.

5. Special Events (B)

Special events generally include speakers, concerts, dances, or performances. The Dean of Students or designee reserves the right to classify other programs as special events due to their size and nature. 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 from the sponsoring organization must submit an Activity Request through OrgSync and schedule a follow-up meeting with a SAGA representative to discuss details related to the event.

• The room reservation and Activity Request must be completed at least 14 days prior to the event. For events where contract approval is necessary the contracts must be submitted to SAGA at a minimum of four weeks prior to the event.

• The Director of Student Activities and Greek Affairs must review any contract relating to the event.

• 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 the Department of 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, §202(19) Property Damage and §202(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.

Other offices or programs may also provide supplemental guidelines, rules, or expectations for students who participate in programs involving travel. Such guidelines are considered "other University policies" under §202(10)(b).

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. See also, §407(3) Sanctions Specific to Study Abroad Programs.

The JFRC 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. Such action includes, but is not limited to, objects or people sitting in window ledges, on stair railings, or balconies. See also §202(1) Abusive Conduct, §202(4) Breaking the Plane, §402(7) Disruptive and Disorderly Conduct, and §202(9) Facility Use and Access.

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

Italian law permits consumption of alcohol for those over age sixteen, students who study at the JFRC are able to consume alcohol. Students who choose to consume alcohol are expected to do so responsibly and with maturity, whether on or off-campus. If a student demonstrates a lack of control while under the influence of alcohol, JFRC staff reserves the right to address the student’s behavior in the interest of protecting the student from harm to self or others.

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 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 Director of Residence Life and Student Services or the Associate Dean of Students 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 Director of Residence Life and Student Services or Associate Dean of Students.

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 Director of Residence Life and Student Services or Associate Dean of Students.
Any JFRC student who engages in any form of alcohol consumption will hold harmless the JFRC, 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 JFRC regardless of age:

- a. Possessing or transporting alcohol in an open or unsealed container in public view (A) (*an unsealed container is any container that has previously been opened.)
- 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)

Common sanctions for a first-time offense include: (for Category A) €25-50 fine, 5-10 restorative service hours, educational experience or project; (for Category B) €50-100 fine, 10-20 restorative service hours, more intensive educational experience or project; (for Category C) €200-400 fine, 20-30 restorative service hours, extensive educational experience or project, and/or JFRC dismissal.

*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 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 (i.e. move, trade, etc.) without prior JFRC staff approval.

Common sanctions include: €50 fine (increasing for subsequent violations) and restorative service hours.

3. JFRC 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 strictly prohibited at the JFRC. Students should 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.

Italian law prohibits the possession, sale, or use of marijuana, narcotics, and hallucinogens, except under medical supervision. It must be clearly understood that in Italy the mere possession of marijuana constitutes a felony. All Mediterranean countries invoke severe penalties for drug abuse. Students should inform themselves about and understand the severity of Italian laws regulating drugs 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 an Italian 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 JFRC, but violations by JFRC students are Category C violations and therefore 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 porter’s desk 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. This policy is in accord with University policy and strict Italian laws.

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).

Exceptions may be made for immediate family members (i.e., parents, siblings). If a visiting family member wishes to see a student’s room, the host must request permission from the Director of Residence Life and Student Services. Visits to students’ rooms are limited to 15 minutes.

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.

*Common sanctions include:* €100-200 fine.

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

To ensure the safety and security of the JFRC community, every registered student at the JFRC is required to carry their JFRC identification card (“student ID”) at all times while on-campus and when out in the city of Rome. Student IDs are issues 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 §202(12)(d) Fraud, Misrepresentation, and Dishonesty.

*Common sanctions include:* University Warning, €25 fine, or 10 restorative service hours.

6. **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 10:00 PM to 8:00 AM, 7 days a week on the residential floors.

c. During study days and final exam periods, quiet hours are 24 hours a day, 7 days a week on all residential floors.

*Common sanctions include:* €25 fine, increasing for subsequent violations

7. **JFRC Occupancy (A)**

In the JFRC residence halls (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.

*Common sanctions include:* €25 fine or an educational experience or project.

8. **JFRC Pet Policy (A)**

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 Office of Services for Students with Disabilities (www.luc.edu/sswd) who will collaborate with the Director of Residence Life and Student Services and Office of International Programs.

Common sanctions include: €100-200 fine, fees for cleaning, and JFRC probation.

9. Permesso di Soggiorno (Permission to Stay) 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. Failure to do so may subject the student to legal action within the Italian immigration system and constitutes Failure to Comply (Student Code of Conduct 202(10)).

Common sanctions include: €100-200 fine and (if not immediately rectified) JFRC dismissal.

10. JFRC Motorized Vehicles (B)

For safety reasons, students at the JFRC are prohibited from renting, purchasing, or keeping on campus any motorized vehicle, including cars, motorbikes, motorcycles, scooters, and motorini. The JFRC assumes no responsibility for any accident or injury that results from use of such a vehicle. Also, the JFRC is not responsible for any damage done to vehicles parked in the school parking area.

Common sanctions vary based on the circumstances of the violation.

302. Loyola Vietnam Center Regulations

All Loyola Vietnam Center (LVC) students will reside at the Bach Khoa University dormitory and are therefore expected to abide by the regulations of the dormitory, as well as the Community Standards. See also, §407(2) 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 dormitory or at the university campus. These are Bach Khoa University rules. Students are subject to the disciplinary actions of dormitory 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 regardless of age:

a. Disruptive activity due to intoxication (B)

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

Common sanctions include: (for Category B) $150 fine, 10-20 restorative service hours, educational experience or project; (for Category C) $400 fine, 20-30 restorative service hours, extensive educational experience or project, and/or LVC dismissal.

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

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 Dormitory 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.

- Opening time is from 5:00 AM to 11:00 PM (11:30 PM on holidays)
- Students must have an ID to get in/check in/check out; guests must follow instructions from security guards or dorm staff
- People inappropriately dressed are not allowed to get in dorm (this includes shorts, short pants, no shirt, etc.); people are not allowed to go in dorm if they have used alcohol
- Do not bring any shape/kind of weapon, alcohol, drugs, or flammables to dorm
- 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
- No vehicles are allowed in dorm
- Need to keep "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.)
- No cooking and no smoking

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. 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.

Common sanctions include: $150 fine (repeated violations may result in dismissal from the program).

303. Beijing Center Regulations

The Beijing Center is unique in that it is managed as a separate entity from Loyola University Chicago. Accordingly, the Beijing Center has a completely separate set of Community Standards, which are distributed to students upon arrival. 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 disciplinary record at Loyola.

For more information about the Beijing Center, visit www.luc.edu/beijing.
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 (intermural, club, and NCAA), service projects, and travel associated with recognized student organizations. All reports of student misconduct that are received by the OSCCR will be investigated and may result in disciplinary action.

Students who are on University probation may not travel on behalf of the University, including studying abroad.

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 PROCEDURES

The following procedures may be employed to resolve cases of alleged misconduct by students or student organizations. Questions concerning these procedures should be addressed to the Office of Student Conduct and Conflict Resolution (OSCCR). Every case is handled individually, and in some cases certain elements of these procedures may not be necessary. In this section any references to “student” or “students” can also be understood to mean “student organization” or “student organizations” when applicable.

Proceedings conducted pursuant to this section shall be informal, fair, and expeditious. Except where expressly adopted in the Community Standards, the rules and procedures of criminal and civil courts – including rules of evidence – shall not govern student conduct proceedings. Deviations from the timelines or procedures described here shall not invalidate a proceeding or decision unless significant prejudice to a student or to the University results.

401. Student Rights in the Conduct Process

All students have the right to be treated with dignity and respect throughout any interaction with the conduct process. Students also have the following procedural rights in the conduct process:

1. 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. To be present throughout the hearing but not during the deliberation process of the conduct administrator or board
3. To be accompanied by an advisor, if desired
4. To review all documentation concerning the potential policy violations during the hearing
5. To refute information provided by witnesses
6. 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 the hearing 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 review the incident report by request in person before the hearing at the OSCCR suite.

402. Incident Reporting and Case Referral

Cases of alleged student misconduct shall 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 (5 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.
403. Consideration and Investigation

Upon receipt of an incident report, a case file is generated and assigned to a conduct administrator for investigation and resolution. If there is reasonable belief that a violation has occurred, potential policy violations will be assigned individually to relevant students.

If the conduct administrator finds no reasonable belief that a violation may have occurred, the case may be closed with no further action taken.

Certain cases may be referred to conflict resolution if the parties involved are willing to participate. Conflict resolution pathways include, but are not limited to, conflict coaching, mediation, council, and Restorative Justice Circles. When an issue is addressed by an alternative conflict resolution pathway, the OSCCR has the discretion to keep the content of the meeting private and will not be reflected in the student’s educational record. Any notes the facilitator takes will be destroyed immediately after the conflict resolution meeting. No facilitator will willingly disclose (outside of OSCCR) anything that is said through the participation in a conflict resolution meeting, with the exception of Restorative Justice Conferences. Restorative Justice Conferences may occur as outcome of an administrative hearing. In those cases, a decision of responsibility and the agreed resolution to the incident will be documented in a student’s conduct history.

If the facilitator becomes aware of misconduct that is a serious violation of the Community Standards or the law, they are obligated to act upon this information. In some cases, this may mean that an incident report will be filed. In all 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. All conflict resolution facilitators at Loyola University Chicago have an ethical duty to report 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 all Loyola community members.

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.

Cases are addressed by incident. Therefore, when any combination of more than one student and/or student organizations is involved, the matter may be handled as a single case. All respondents may be adjudicated at the same time utilizing the hearing type appropriate for the highest level of alleged violation.

404. Notice to Respondent

1. Notification of Complaint

In most cases, when a case file 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 hearing in which the case will be adjudicated or resolved
d. Information about when the hearing is to take place or be scheduled
e. A reminder that students may obtain an advisor to support them through the conduct process

2. Acceptance of Responsibility

Occasionally the conduct administrator may send students an acceptance of responsibility 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 (5) business days (or 24 hours at the JFRC) will result in the decision being finalized, and any proposed sanctions 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.

3. Informational Meeting

Occasionally students will be notified that they must meet with a conduct administrator for an informational meeting. Such meetings are mandatory and may be needed to 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.

405. 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 five (5) business days of the incident being reported. 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 ten 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.

In all cases, it is the student’s ultimate responsibility to schedule and attend a hearing. Hearings will be scheduled around students’ classes, but otherwise hearings are mandatory and take precedence over conflicting obligations, including athletic events, student organization meetings, and work commitments.

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.

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. In cases where a respondent is alleged to have committed a Category C policy violation, the student’s preferences for hearing type will be taken into consideration upon request.

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.

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 by the OSCCR to handle matters of student conduct. Board hearings are typically moderated by a member of the OSCCR staff who acts as a neutral facilitator. Boards have authority to impose all sanctions, including University suspension or dismissal. Board hearings may not be available during study days, final exam periods, breaks, or the summer term.
c. Student Community Board Hearing

The Student Community Board (SCB) is a standing board made up of 15-20 students who hear cases where student conduct has been alleged to have had a substantial impact on the University community. Each hearing is facilitated by three to five 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 member of the OSCCR staff. The SCB is not in session during study days, final exam periods, breaks, and the summer term.

3. Hearing Format

Hearings generally proceed according to the following format:

a. Introduction of all parties present (including witnesses, when applicable) and of the hearing procedures and expectations
b. Review and signing of the “Student Rights in the Conduct Process” form
c. Conduct administrator or board describes to the respondent(s) the nature of the alleged conduct at issue and the University policies potentially violated
d. 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
e. Witnesses are excused until statements are needed (if applicable)
f. Respondent(s) (and complainant(s) when applicable) are given opportunity to provide a personal account of the alleged incident
g. Respondent(s) (and complainant(s) when applicable) have the opportunity to inspect all documentation relevant to the case that will be used by the conduct administrator or boards to make a decision
h. Any applicable parties are questioned (including witnesses, if applicable)
i. Respondent(s) are provided a final opportunity to make any closing comments
j. The conduct administrator or board may excuse all parties for deliberation if needed
k. Respondent(s) (and complainant(s) when applicable) are notified of the decision and any related sanctions either immediately after deliberation or, when further deliberation is needed, typically within three business days

4. Deliberations

In administrative hearings, 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 hearing board and the board’s advisor. In all cases, deliberations will be conducted unhurriedly and may in some cases extend into the next business day.

5. Decision

At or after the conclusion of a hearing, the conduct administrator or board will issue a decision about each individual respondent’s potential policy violations. 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 sanction 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 sanctions will be assigned.

In all cases, the conduct administrator or board shall confirm all decisions and sanctions 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.

6. 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 that an alleged violation occurred than that it did not occur.

7. Disqualification or Recusal
If conduct administrators or members of a hearing board 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.

406. Other Hearing Elements
1. Advisors
Any complainant or respondent involved in the conduct process may be accompanied by one advisor of their choice throughout the conduct process. The role of an advisor is to provide a comforting and familiar presence for a student or student organization. The choice whether or not to invite an advisor is solely that of the student(s) involved. The OSCCR must be notified via email to oscr@luc.edu that an advisor will be present at least two business days before the scheduled meeting or hearing, unless circumstances call for an expedited hearing.

An advisor may not speak in a hearing unless asked a direct question by the conduct administrator or board. Advisors may not ask questions, interject, coach, advocate for, or otherwise speak on behalf of a student or student organization. An advisor may not function as legal counsel or “represent” a student or student organization for the purposes of the University conduct process. Advisors may not also serve as witnesses in a hearing about the same matter.

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. If any advisor conducts themselves in a manner inconsistent with these guidelines, then the individual will no longer be considered an advisor and the conduct administrator or board chair may excuse the individual from the conduct process.

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. Privacy
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 (FERPA) of 1974, as Amended, regarding the dissemination of information pertaining to the student conduct process. All proceedings are private and unauthorized recording by any means is prohibited. All notes taken during student conduct proceedings by any party present will be gathered and destroyed. Only conduct administrators or board chairs may include notes in the case file. The University reserves the right to share information regarding the case with other appropriate parties on a need-to-know basis.
3. Written Statements

Students may be required to submit a signed written statement responding to the complaint or report of misconduct up to 24 hours prior to the hearing. For administrative hearings this statement should be submitted to the conduct administrator assigned to the case. For board hearings this statement should be submitted to the OSCCR.

4. 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.

5. 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.

407. Sanctions

When a student or student organization is found in violation of the Community Standards, any of the following types of sanctions may be assigned. In certain cases, the OSCCR may convene a Restorative Justice Conference to allow the impacted parties and the respondent to co-determine the sanctions with the assistance of a trained facilitator. Sanctions should be appropriate to the violation(s) for which they are assigned, considering the context and seriousness of the violation, the respondent’s demonstrated commitment not to engage in the same behavior in the future, and the respondent’s prior conduct history (if applicable).

Compliance with all assigned sanctions within the time allocated is mandatory. Failure to complete or comply with any assigned sanction, or failure to meet an assigned deadline (if applicable) may result in further disciplinary action, including but not limited to: billing the student’s University account 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 sanction is completed. Where it is reasonably believed that a violation of the Community Standards has been committed against any person or group because of the person’s or group’s race, color, religion, ancestry, national origin, age, disability, gender, sexual orientation, any other characteristic protected by applicable law, or because of the perception that a person or group has some such characteristic, sanctions may be enhanced up to and including University suspension or dismissal.

Sanctions are in effect immediately upon being communicated by a conduct administrator or board. In the case of University Suspension, Residence Hall Suspension, University Dismissal, or Residence Hall Dismissal, a student wishing to “stay” their sanctions pending an appeal may make a request in writing to the Dean of Students within the appeal period of 120 hours. Stay requests should be submitted directly to the Dean of Students via email, kmmeje@luc.edu. The Dean of Students or designee will review the requests to determine if there are sufficient grounds to modify a student’s restricted access.

1. Sanction Descriptions
   a. Alcohol and/or Drug Education Referral
Students may be sanctioned to participate in or complete 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, BASICS, and Motivational Intervention for Marijuana. Students may also be referred to the Chapman Center at Evanston Hospital or Peer Services for additional services related to alcohol and other drug abuse and dependency.

b. Educational Experience or Project

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, identify harm to self or to the community, explore why such conduct was unacceptable, and/or 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, specific residence halls, study abroad programs, etc.). In some cases, students may be reassigned to a different living space as part of this sanction.

e. Residence Hall Dismissal

Residence hall dismissal requires a student to vacate an assigned residence hall room or apartment permanently, with the understanding that student may not ever 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 University 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 dismissal. Students on residence hall probation may not study abroad until after their probation period has ended. 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 (Mentored Service). Deadlines for restorative service hours vary based on number of hours, academic calendar, and other factors.

j. Student Organization Sanctions

Any sanction may be modified to apply to registered or sponsored student organizations. Additionally, certain sanctions 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 a sanction. 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 Dismissal

Dismissal from the University (also commonly known as expulsion) is the most serious University disciplinary action and means the permanent exclusion of the student from the University. Dismissal may include forfeiture of all rights and degrees not actually conferred at the time of the dismissal; notification of the dismissal to the student, the student’s college, and the student’s parents or guardians; permanent notation of the dismissal on the student’s disciplinary record; withdrawal from all courses according to the policies of the student’s college or program; and forfeiture of tuition and fees. Any student dismissed 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. Students on University probation may not represent the University in any official capacity, and may be required to resign from any office or committee appointment associated with Loyola University Chicago or any RSO. 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 dismissal. Students on University probation may not study abroad until after their probation period has ended. 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 according to the policy of the applicable college or school, 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 Dean of Students requesting reinstatement and providing documentation demonstrating that the student has satisfied the terms of the suspension (if applicable). The Dean 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 Sanctions
Any reasonable sanction 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. Final Exams and Sanctioning
Policy violations occurring during study days or final exams may result in immediate suspension from the residence halls and/or restriction of access to University facilities. Additionally, sanctions that are assigned for violations occurring during study days or final exams may be increased or extended to convey the importance of maintaining a peaceful University environment during those periods.

3. Sanctions Specific to Study Abroad Programs
The following are additional sanctions that apply only to students studying abroad. All other University sanctions 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.

a. Notification of Home Institution
The JFRC and LVC reserve the right to notify students’ home institutions of serious violations of the Community Standards.

b. JFRC/LVC Probation
JFRC or LVC 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 dismissal from the JFRC or LVC and/or University suspension or dismissal (from Loyola University Chicago). Parents, academic deans, security personnel, or other appropriate staff may be notified of a student’s probation status. JFRC/LVC probation is typically assigned for a minimum of the rest of the semester.

c. Dismissal from the JFRC/LVC
Dismissal from the JFRC or LVC involves the permanent exclusion of the student from the study abroad program. 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; and forfeiture of all applicable tuition and fees. Any student dismissed from the JFRC or LVC must refrain from visiting the campus premises except when engaged in official business approved in writing by program staff. Dismissed students will be sent home on the earliest available flight, at their expense, and may not re-enroll at any other campus of the University during the same term they were dismissed.

408. Emergency Administrative Action

The Dean of Students and designees shall have the authority to immediately suspend a student from the University or residence halls, relocate a student within the residence halls, or restrict activities of a student on-campus pending disciplinary procedures when it is believed that the presence of the student would seriously disrupt the University or constitute a danger to the health, safety, or welfare of the University community or property. In such cases the student will be notified in writing of the emergency administrative action. Parents, academic deans, Campus Safety, or other personnel may also be notified of the action as needed.

The Vice President for Student Development and certain designees shall have the authority to immediately suspend a student from the University or residence halls, relocate an individual within the residence halls, and/or otherwise restrict the activities of a student or organization, pending investigation and adjudication of the student 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 University community or pose a danger to the health, safety, or welfare of the University community, University property, the student in question, or others. In such circumstances the student will be notified in writing of the action being taken. Parents, academic deans, Campus Safety, 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.

Some examples of emergency administrative actions include:

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

Limitations on University activities and/or access to University facilities may be imposed for a specified period of time. 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 board may direct a student to have no contact with another individual for a specified period. This 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.

409. Gender-Based Misconduct and Title IX

Loyola University Chicago is committed to maintaining an environment that is free from discrimination of any kind for members of the campus community, guests, and campus visitors. Under Title IX of the Educational Amendments of 1972 ("Title IX"), Loyola has a responsibility to respond promptly and effectively to notifications and reports of gender-based misconduct. Gender-based misconduct includes the following as they are defined in the Community Standards:
• All forms of dating and domestic violence; and

• All forms of sexual misconduct

Additionally, other misconduct may also be considered gender-based misconduct when the complainant has been targeted because of perceived or actual sex, sexual orientation, gender identity, or gender expression. Examples include, but are not limited to:

• Stalking;

• Harassment and bullying; and

• Hazing

The Title IX Coordinator and Deputy Coordinators are responsible for ensuring that the University response to all notifications are 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 **Rabia Khan Harvey**, Assistant Dean of Students, whose office is in Damen Student Center, Suite 300, and who can reached at (773) 508-8016 or rkhan@luc.edu.

Whenever the University receives notification or report of gender-based misconduct, prompt action will be taken to (a) stop the misconduct and eliminate any resulting hostile environment, (b) prevent recurrence of the misconduct, and (c) reasonably attempt to remedy any harm caused.

1. **Relevant Definitions and Concepts**

   a. “Coercion” means unreasonable pressure for any activity. For example, when an individual makes clear that the individual does not want sex, wants to stop, or does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercion.

   b. “Complainant” in this section means a person who files a complaint as a survivor or victim of gender-based misconduct and seeking resolution of this complaint through the University’s conduct process.

   c. “Confidential Resource” means a University employee who can provide support to a student confidentially. At Loyola, confidential resources include University mental health and medical health professionals, Sexual Assault Advocates in the state of Illinois and University clergy acting in that role. For more information. (see §409(3) Confidential Resources)

   d. “Consent,” at a minimum, means freely given, mutually understandable permission to engage in a specific sexual activity. Silence or a person’s lack of verbal or physical resistance does not equal consent. Submission resulting from intimidation, the use of force or the threat of force is not consent. A person’s manner of dress cannot convey consent. A person’s consent to one form of sexual activity or sex act does not automatically grant consent to any other sexual activity or sex act. Past consent does not convey consent to future sexual activity; consent must be gained for every 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. In the following circumstances, a person is incapable of giving consent (meaning that even if they appear to give consent, it may not be valid): (1) the person is incapacitated (see §409(1)(g)); (2) the person is under age (under 17 in Illinois); (3) the person is unable to understand the nature of the sexual activity for some other reason; or (4) the sexual activity is between persons who are related to each other within the degrees wherein marriage is prohibited by law in Illinois.

   If the respondent knew, or should have reasonably known, that the complainant was incapacitated by use or consumption of drugs or alcohol, or that the complainant's physical or mental condition would hinder their ability to give consent, the respondent did not receive consent. A respondent being intoxicated or impaired by drugs or alcohol is never an
e. “Date-rape drug” means any substance used or intended to incapacitate people to engage them in sexual activity. This includes giving someone a date rape drug so that they may be intoxicated to a degree wherein they become easily manipulated or coerced. Any intoxication used for such a purpose, including alcohol, is considered a date-rape drug.

f. “Force” means the use of physical violence, threats, intimidation (implied threats), and/or coercion to overcome resistance or objection.

g. “Incapacitation” means a state where an individual is temporarily or permanently impaired to the extent that they do not have command over their own decisions. Incapacitation may be caused by mental or physical disability, illness, sleep, or when a person has used alcohol or other drugs to an extent where that person can no longer make rational, informed decisions. A person who does not comprehend the “who, what, when, where, why, or how” of a sexual interaction may be incapacitated. Signs of incapacitation may include, but are not limited to, amount of alcohol/drugs consumed, stumbling, vomiting, slurring of words. If a person knows or should reasonably know that someone is incapacitated, then all potential sexual activity must cease until consent can again be clearly given.

h. “Investigators” means highly trained faculty or staff members who are assigned by the Title IX Deputy to investigate and adjudicate reports of gender-based misconduct.

i. “Reporter” means a Survivor or any other individual who reports an occurrence of alleged gender-based misconduct affecting the University community.

j. “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 Aramark, are not responsible employees. If students are unsure whether an employee is a responsible employee, they may always ask before sharing sensitive information.

k. “Respondent” in this section means a person whom a complaint or formal report of gender-based misconduct has been filed.

l. “Sexual activity” may include intercourse, other sex acts, and other intentional sexual contact regardless of the gender, sex, sexual orientation, or preference of individuals involved.

m. “Survivor” means a student who has experienced gender-based misconduct (also commonly called a “victim”), regardless of whether the student files a formal complaint through the University’s conduct process.

2. **Rights of Survivors at Loyola University Chicago**

Regardless of whether they pursue formal resolution through the University’s conduct process, students who experience gender-based misconduct have the following rights:

a. The right to be informed in writing of all available reporting options, including reporting to the 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 available supports within the institution and in the local community

c. The right to obtain 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 University assistance in enforcing a civil or criminal court-mandated order of protection, restraining order, or order of no contact
The right to pursue resolution of a complaint through the University conduct process, the
criminal or civil courts, both, or neither

The right to maintain one’s privacy and autonomy to the maximum extent reasonable

3. Confidential Resources

When a survivor or other student would like confidential support and/or does not wish to file a formal
report (or is unsure) but would like assistance from someone at the University, the individual may
speak with a confidential resource.

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.

- **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.

- **Pastoral Counselors:** A pastoral counselor is a person who is associated with a religious order
or denomination, recognized by that religious order or denomination as someone who provides
confidential counseling, and functioning within the scope of that recognition as a pastoral
counselor. (In the Catholic faith, this would mean a priest from whom a person has sought
private spiritual counsel.) Campus Ministers are generally not confidential resources, but
Caminus Ministry can help you locate a pastoral counselor from your faith tradition upon request
at 773-508-2200.

Disclosure of an incident of gender-based misconduct to one of these confidential resources does not
constitute “reporting” the incident to the University. The disclosure will not be shared with any other
University employee or office, including the Title IX Deputy Coordinator. Students 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.

4. Notifying the University of an Incident of Gender-based Misconduct

When a survivor or other student reports an incident of gender-based misconduct to a responsible
employee of the University, the University must
respond appropriately under the law. With the
exception of confidential resources, most University faculty and staff who have direct contact with
students are responsible employees and must notify the University when they become aware of
incidents of gender-based misconduct – even if asked to “keep it private” or “not tell anyone else.”

Many responsible employees have undergone extensive specific training, called “I’m Here For You”,
about how to support survivors of gender-based misconduct. These employees may display stickers
or placards in their office indicating that they have completed this training and are especially prepared
to support students. All Campus Safety personnel, OSCCR Staff, Residence Life staff, and staff in the
Office of the Dean of Students have undergone “I’m Here For You” training. For more information,
please visit [www.luc.edu/ccrt](http://www.luc.edu/ccrt).

**Disclosing an incident to a responsible employee does not necessarily mean a formal report
has been filed.** To file a report, the University has several options available:

- **Options for Reporting**

  The following are the various reporting options available to survivors, third parties, and other
individuals seeking to report an incident to the University. In all cases, the reporter can expect
personalized follow-up within 3 business days.

  i. **EthicsLine:** Students are encouraged to report directly 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 Title IX Deputy Coordinator. EthicsLine
reports may be submitted by students studying abroad or at one of Loyola’s remote
campuses, and will be addressed as is reasonable and appropriate given the unique
circumstances of the location.

  ii. **Anonymous Reporting:** Students may report anonymously through EthicsLine. It is
important to note that anonymous reporting seriously limits the ability of the University to
respond to and address incidents. Although every report will be investigated, in many
cases no formal action will be possible when the identity of the harmed party remains unknown.

iii. Title IX Coordinator or Deputy Coordinator: Students may report directly to the Title IX Coordinator or Deputy Coordinator in person, via email, phone, or any other means.

iv. Department of Campus Safety: Students 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 be assisted in filing Chicago Police report.

v. Other Faculty or Staff: The following offices are particularly well-equipped to assist students who wish to report an incident:
   - Campus Ministry (773) 508-2200
   - Office of the Dean of Students (773) 508-8840
   - OSCCR (773) 508-8890
   - Residence Life (contact your RA, ARD, or RD)
   - SDMA (773) 508-3909
   - Wellness Center (773) 508-2530 Lakeshore
     (312) 915-6360 Water Tower Campus

b. Preliminary Role of the Deputy Coordinator

If a reporter has notified a responsible employee, then that employee must notify the Title IX Deputy Coordinator. The purpose of this requirement (demanded by law) is to ensure that the reporter receives accurate information about available resources and their options moving forward.

i. Preliminary Review

Once the Deputy Coordinator receives a report or notification of alleged gender-based misconduct, the Deputy Coordinator will review the report and if needed discreetly consult with the University’s Threat Assessment Team to determine if the incident poses an imminent and severe campus threat and/or if further notifications to outside parties are necessary.

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, the University must issue timely warnings and/or take other measures to protect the University community. Such measures are rarely necessary, and even in such cases, the Deputy Coordinator will make a reasonable attempt to notify the survivors and/or reporters before any warnings are issued. No personally identifiable information about survivors or reporters will be included in any such warning.

Additionally, the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1-11.8) 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.

ii. Outreach to Reporter and/or Survivor

Within three days of the Deputy Coordinator receiving a report or notification of alleged gender-based misconduct involving a student, the Deputy Coordinator will request to meet individually with the survivor (or reporter, if not the survivor). At these meetings, the Deputy Coordinator will review the University’s procedures, the rights of all parties involved and answer any questions.

iii. Interim Protective Measures and Other Accommodations

The Deputy Coordinator will share information about available resources and support services. These may include, but are not limited to, the following: counseling services, medical services, advocacy services, legal assistance, visa and immigration assistance, interim protective measures (including temporary no contact directives and directives temporarily limiting university access and activities), and other services available for survivors within the institution and in the community.

Survivors may also request immediate on-campus housing relocation, transfer of classes, transportation assistance, working assistance, or other measures to prevent unnecessary or unwanted contact or proximity to a respondent(s) when reasonably available. Such accommodations may be requested, even if the survivor elects not to participate in the University’s formal conduct process or pursue criminal charges. Whenever possible and to the extent that it does not impede the providing of such accommodations, the University will maintain privacy when providing any accommodations or protective measures.
iv. Survivor-centered University Response

Even after the University has been notified, survivors retain much ability to determine what happens next. A survivor always has the right to pursue a formal complaint through the University's conduct process (outlined below), the criminal or civil courts, both, or neither. Additionally, survivors may always initiate or withdraw from the University's conduct process at any time.

5. Investigation and Resolution Process

As stated above, any survivor may elect to pursue a formal complaint through the University's established student conduct process. Investigation and resolution of complaints alleging gender-based misconduct will be prompt, impartial, and thorough. The Deputy Coordinator coordinates the investigation process as described below. The process for investigating and adjudicating such cases is slightly different from the standard university conduct process, and is described in detail below. The investigation and resolution process of reports or notifications of gender-based misconduct will always be prompt, impartial, and thorough.

The formal complaint resolution process (from investigation through hearing and decision) will conclude within 60 days from the beginning of an investigation, unless extenuating circumstances cause unavoidable delay (e.g. academic breaks, school closings, unavailability of one or more party). Any criminal or civil lawsuit, investigation, or prosecution that may also take place will not delay a University conduct process or relieve the University of its duty to respond.

a. Rights of All Parties

All complainants and respondents involved in the University's formal conduct process can expect the following:

i. All complaints and reports of gender-based misconduct and the potential impact on both complainants and respondents will be treated seriously.

ii. Both parties will be treated with dignity and respect.

iii. Both parties will receive timely notice of any required meetings, and will have the opportunity to review any investigative report after the investigation has concluded but before a formal hearing.

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

v. Both parties will be notified via a Notice of Investigation (NOI) letter, of the names of both investigators assigned to the case. If either party believes there is a conflict of interest with either investigator, the party may request a different investigator. Both parties will have the opportunity to make such a request to the Title IX Deputy Coordinator before the investigators initiate contact.

vi. Both parties may elect to participate in the formal conduct process but will not be compelled to do so. However, choosing not to participate limits the student's ability to respond to questions and information presented in the hearing.

vii. 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 conduct process. For more information about the role of an advisor, see §406(1) Advisors.

viii. Each party has the right to choose whether to be physically present in the hearing room. If either party does choose to be physically present but can request accommodations such as separating parties via a screen, coordinating for remote participation from a private location via telephone or video, etc. Requests for such arrangements must be communicated to the OSCCR at least one business day prior to the hearing.

ix. Both parties will be notified simultaneously and in writing of outcome of the case, including any sanctions imposed and the rationale for any such decision.

x. Both parties have a right not to have their identities disclosed except as necessary to resolve the complaint, to implement interim protective measures or accommodations, or when otherwise provided by Illinois state or federal law.

b. Investigation Process

52 Community Standards
A formal investigation begins:

- Once a complainant notifies the Deputy Coordinator of their desire to pursue the formal conduct process; or
- If the University determines that an investigation is necessary for the safety of the campus community.

Title IX Investigators will:

- Request meetings and separately interview complainant(s), respondent(s), and relevant witnesses (if applicable)
- Coordinate the collection of all relevant information, including written statements by the complainant(s), respondent(s), and/or witnesses; physical evidence; etc.
- Submit a Final Investigation Report, summarizing the investigation, to the OSCCR and Deputy Coordinator
- Attend and participate in the conduct hearing (if schedules permit)

Investigators reserve the right to audio record each individual interview collected during meetings for the sole purpose of preparing the Final Investigation Report. These audio recordings will not be shared with the other party or with the Hearing Board and are not retained as part of an educational record. All parties will have the opportunity to review and verify the summary of their interview and documented statements before the Final Investigative Report is finalized. Audio recordings of interviews will be deleted once the Final Investigation Report is submitted at the conclusion of the investigation.

The length of time for an investigation can vary. Typically, the investigation takes between two and four weeks. The investigation is concluded once the Final Investigation Report is submitted to the OSCCR.

c. Hearing

Following an investigation, the OSCCR reviews the Final Investigation Report, assigns final suggestion of policies potentially in violation, and schedules the hearing. Hearings for alleged gender-based misconduct are adjudicated by a board of three staff and/or faculty from the University. Those serving on such a board have received a minimum of 8-10 hours of annual training on issues related to sexual violence; domestic/dating violence; stalking; consent; the role of alcohol and other drugs; cultural factors that play a role in gender-based misconduct; the neurobiology of sexual assault; and how to conduct the University’s student conduct process. Such training is in addition to the annual training provided to all responsible employees. The Director of the OSCCR or appropriate designee serves as Board Chair.

Hearings are scheduled within two business days of a completed Final Investigation Report; hearings take place within ten business days of the completed investigation whenever possible. At least two business days before the hearing, each party will be offered the opportunity to review in person the Final Investigation Report and any other relevant information that will be considered by the board. It is the parties’ responsibility to arrange to review the Final Investigation Report before the hearing. No personal copies of the reports will be provided to either party.

Parties are instructed to address the board only, and are not permitted to interrupt, directly question, or “cross examine” one another. However, at a designated time, both parties may suggest questions to be posed to the other party by the hearing board. Whether to pose such suggested questions is at the sole discretion of the board.

During the hearing, usually only the investigators, complainant(s), respondent(s), board members, witnesses, and/or advisors may be present. A hearing may be conducted in the absence of any party or witness at the discretion of the OSCCR. Witnesses will be present in the room only when sharing information with the board. All reasonable attempts will be made to ensure the safety and comfort of the parties present.

The board uses the Final Investigation Report as a basis for the hearing. The board will ask questions of the participants as needed. At any time the board may break to deliberate in private, temporarily excusing all participants.

If either party elects not to attend the hearing or chooses not to speak, the procedures outlined here are still followed and a decision is made based on the information available.

Loyola University Chicago 53
Hearings are typically audio recorded to preserve an audio record of the hearing. The board’s private deliberations are not recorded. All audio records are the property of Loyola University Chicago and are retained as part of the educational record. Participants (including advisors) may not make their own recordings.

The OSCCR reserves the right to remove from a hearing any individual who impedes the conduct process – including advisors. In such an event, a case may be recessed or continued at the discretion of the Board Chair.

d. Findings and Notice of Outcome

Parties will be informed simultaneously and in writing by the Board Chair as to the outcome of the case, any sanctions imposed, and the rationale for the decision and sanctions. Decisions will be communicated within two business days of the conclusion of the hearing.

e. Sanctions

All forms of dating and domestic violence, sexual misconduct, and stalking are classified as Category C violations and are among the most serious offenses at Loyola. Sanctions for such 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 Dismissal; Student Organization Sanctions; or University Probation, Suspension, or Dismissal. For more information on these and other sanctions, see, §407(1) Sanctions.

Additionally, campus guests, visitors and/or individuals engaged in University-affiliated programs or services who engage in such behavior are subject to loss of campus privileges, University access, and/or criminal prosecution. The University will consider the safety and concerns of the complainant(s), the respondent(s), and the greater University community in determining appropriate sanctions.

f. Appeals

In cases of alleged gender-based misconduct, either or both parties may appeal all or part of the outcome of a case within 120 hours from the written notification of the initial outcome. This is different from the standard University appeal process, only in that appeals may be requested by either the respondent or the complainant. Once an appeal has been submitted by one party, the other will be notified and will have another 120 hours to review the appeal request and submit a response. For example, if the respondent files an appeal, the appeal is shared with the complainant, who may also wish to file a response and/or bring their own appeal on separate grounds; this response or appeal will be shared with the initial appealing party. Based on the written requests/responses and/or on interviews if applicable, the appellate officer will make the final decision and notify both parties simultaneously and in writing.

6. Retaliation and Gender-Based Misconduct

Especially in cases of gender-based misconduct, it is essential that the University community be free to report information that helps to ensure the safety and well-being of the community. The University will make every effort to ensure that no student will be subject to any adverse action (either by the University or by another person or group) because they report what they honestly believe is a violation of the Community Standards.

Accordingly, any act of retaliation by a student taken against a complainant, witness, reporter, or other individual in response to the reporting or investigation of a report of gender-based misconduct is a serious violation of the Community Standards and will result in expedited and serious disciplinary action up to and including dismissal (see generally, §202(20) Retaliation).

Also, no officer, employee, or agent of the University, may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for reporting an incident to the University or otherwise exercising their rights or responsibilities in the conduct process in good faith. Any individual who experiences retaliation by a member of the University community is encouraged to report it directly to the Title IX Deputy Coordinator or to EthicsLine.

7. Other Confidential Support Available Off-Campus

The following are other confidential support resources off-campus:

- Chicago Rape Crisis Hotline (888) 293-2080 (sexual assault)

54 Community Standards
- National Sexual Assault Hotline (800) 656-4673 (sexual assault)
- Wellness Center Advocacy Line (773) 494-3810 (all gender-based misconduct)
- Between Friends Chicago (800) 603-4357 (dating/domestic violence and stalking)
- Chicago Domestic Violence Help (877) 863-6338 (dating/domestic violence and stalking)
- National Stalking Resource Center (800) FYI-CALL (dating/domestic violence and stalking)
- YWCA Evanston-North Shore (847) 864-8445 (dating/domestic violence and stalking)

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 Director of Residence Life and Student Services or other JFRC staff.

**Telefono Rosa (two locations)**
Via Tor di Nona, 43  
Viale Mazzini, 73  
00100 Roma  
00195 Roma  
06 683 2690  
06 375 18 261, 06 375 18 262  
06 683 2820  
06 375 18 289 (fax)  
[www.telefonorosa.it](http://www.telefonorosa.it)  
[telefonorosa@libero.it](mailto:telefonorosa@libero.it)

**Centro Antiviolenza**
Associazione Differenza Donna  
Via Rosina Anselmi 41/42  
06 871 41 661  
06 872 30 457 (fax)  
[www.centrodonnalisa.it](http://www.centrodonnalisa.it)  
[donneingenere@tiscalinet.it](mailto:donneingenere@tiscalinet.it)

**Centro Donna L.I.S.A.**
Via della Lungara, 19  
00105 Roma  
[www.casainternazionaledelledonne.org](http://www.casainternazionaledelledonne.org)

Centers in other Italian cities can be found at:
[www.vitadidonna.it/salute/aborto/4111-centri-antiviolenza.html#an45](http://www.vitadidonna.it/salute/aborto/4111-centri-antiviolenza.html#an45)

### 8. Educational Records and FERPA

Students involved in cases of alleged sexual 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 §517 Privacy of Records, FERPA, and Release of Student Information.

### 410. Bias-Motivated Incidents

As stated in the University’s Non-Discrimination Policy (§513), Loyola University Chicago does not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law.

In addition to these protected characteristics, according to §202(3) Bias-Motivated Discrimination and Misconduct, it is also a violation for any student to discriminate or otherwise engage in misconduct against any person or group based on actual or perceived gender expression or identity, socio-economic class, citizenship status, military or veteran status, or pregnancy.

In such cases where a subject is targeted because of one’s identity, that person’s access to Loyola’s educational mission is compromised. Accordingly, such behavior is strictly prohibited.

#### 1. Procedures for Reporting Bias-Motivated Incidents

Loyola University Chicago has implemented EthicsLine Reporting Hotline, through a third party internet and telephone hotline provider, to provide the University community with an automated and, if desired, anonymous way to report activities that may involve discrimination or other bias-motivated misconduct. Students may file an anonymous report through the website at [www.luc.edu/ethicsline](http://www.luc.edu/ethicsline) or by dialing (855) 603-6988.
The University strongly encourages all faculty, staff, students, administrators or other concerned parties to use this EthicsLine system to report bias-motivated incidents or other suspected or wrongful acts of conduct by Loyola University Chicago community members. No University administrator, faculty, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic, or educational consequence, because of making a report.

2. Investigation and Adjudication of Bias-Motivated Incidents

Reports submitted via the EthicsLine system will be handled as promptly and discreetly as possible, with facts made available only to those who need to investigate and resolve the matter. Due to the nature of certain claims, the University may be limited with respect to the actions it may be able to take in response to a report if the individual submitting the report does not wish to make his or her identity known.

Please note that only student conduct is subject to disciplinary action under the Community Standards. Incidents where the alleged perpetrator is a faculty or staff member will be investigated and adjudicated according to faculty or staff disciplinary processes respectively.

a. Reports against Students

When a report alleges misconduct by a student, the Director of the OSCCR will review the complaint and refer the case to the OSCCR, Department of Residence Life, or other appropriate office for investigation. Following the investigation, if sufficient evidence is found to initiate the student conduct process, a report will be submitted on behalf of the investigator(s) to the OSCCR for adjudication by hearing or other appropriate conflict resolution process.

b. Reports against Faculty

When a report alleges misconduct by a faculty member, the Provost’s office or Human Resources will review the complaint and typically will refer the case to the Academic Chairperson, Dean, Dean’s designee, or other appropriate senior academic officer for investigation. Following the investigation, if sufficient evidence is found to initiate disciplinary action against the faculty member, a report will be submitted on behalf of the investigator(s) to the appropriate individual to initiate the disciplinary process in accordance with the Faculty Handbook.

c. Reports against Staff

When a report alleges misconduct by a staff member, the Human Resources Office will review the complaint and typically will refer the case to the staff member’s supervisor for investigation. Following the investigation, if sufficient evidence is found to initiate disciplinary action against the staff member, appropriate steps will be taken through the HR Office.

In some cases, efforts may be made to resolve the complaint using mediation or other less formal conflict resolution processes. If such efforts are unsuccessful, a hearing or other more formal disciplinary process may be initiated.

411. Appeals

Respondents who are found responsible for a violation may appeal all or part of the decision according to the following guidelines. In cases of alleged gender-based misconduct or bias-motivated discrimination or misconduct, complainants may also appeal all or part of the decision. An appeal is not a re-hearing of the case. The Dean of Students or designee will review all appeal requests to determine if there are sufficient grounds for the appeal. In the event that the Dean of Students was the conduct administrator who made the original decision, appeal requests will be reviewed by the Vice President for Student Development. If the Vice President for Student Development is unavailable, the Senior Vice President for Administrative Services will review the appeal request.

At the JFRC, appeals are reviewed by the Associate Dean of Students at the JFRC or may be assigned to the Dean of Students or designee in Chicago.

Respondents who fail to appear for a scheduled hearing of which they were reasonably notified, and respondents who accept responsibility pursuant to an acceptance of responsibility letter may not appeal the decision.
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 sanctions 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 great weight of information).

2. **Timeline and Format**

A student has 120 hours 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), sanctions and other disciplinary actions may be enforced on an interim basis at the discretion of the OSCCR or University administration.

For complainants in cases of alleged dating or domestic violence, sexual misconduct, or stalking, the link to the online appeal request form will be included in the victim notification letter and the same designated appeal period applies.

Students will be notified in writing of the final decision within five (5) business days of the conclusion of the appellate review (two business days at the JFRC).

3. **Content**

Requests for appeal must include the grounds for appeal, a personal statement explaining in detail why the student is contesting the results of the hearing, and 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 or designee, who will determine whether there is sufficient basis for modifying the original decision. The Dean of Students or designee may or may not request to meet with the respondent, complainant, or other relevant individuals before making a final decision.

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

The Dean or designee will choose one of four possible outcomes for all appeals:

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

Students will be notified of the final decision within two weeks of receipt of the request.

*The disposition of a case by the Dean of Students or appropriate designee following an appellate review is final within the University and is not subject to further review.*

Loyola University Chicago  57
412. Disciplinary Records

Student disciplinary files are maintained in the OSCCR for seven years from the date of the incident, with the exception of cases resulting in University dismissal (such files are retained indefinitely). Conduct files may contain contact information, correspondence, decisions, sanctions, reports, relevant documentation, and notes from 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 two business days’ notice to prepare files for review. Students may also access limited information in their disciplinary record online using the ADVOCATE database (http://luc-advocate.symplicity.com).

413. 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.

414. 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 will also notify parents or guardians when permissible and when a student receives a sanction of residence hall or University dismissal, probation, or suspension. For students over the age of 21, the University will only notify emergency contacts when there is concern that the student is in some danger or may pose a danger to others.
ARTICLE V. OTHER UNIVERSITY POLICIES, RESOURCES, AND INFORMATION

501. Academic Policies
For the University Academic Policies, which cover academic integrity, plagiarism, grievance procedures, and other important policies and procedures relating to academics, please visit www.luc.edu/policy.

502. 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/osccr.

503. 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/dos.

504. 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 containing statistical crime information for the preceding three years. To access this report, visit: www.luc.edu/safety/clery. To obtain a hard copy of this report, call: (773) 508-6039. Campus Safety also maintains bulletin boards around campus which contain monthly crime statistics, crime maps, alerts, and other safety information. An online crime alert service, Rambler Alert, is located on Campus Safety’s website as well. For more information, visit: www.luc.edu/safety.

505. Email
The University considers electronic mail, using the official “@luc.edu” email 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 to their Loyola email accounts from a University official, including but not limited to OSCCR, Dean of Students, Residence Life, or any other University conduct administrators. This includes email sent through the ADVOCATE database.

506. Financial Responsibility
It is the responsibility of each student to the student’s University financial account in good standing. If an account becomes past due, the University may assess a 1.5% monthly late fee and place the account with a collection agency. A student may also be responsible for all fees and costs incurred by
the University for the collection of the past due amount, including collection fees and attorneys’ fees. Once an account becomes past due, a transcript and registration block is placed on the student’s account. All returned checks are charged a returned check fee of $40.00. If an electronic payment is returned unpaid due to insufficient funds (NSF), account closure, inability to locate bank account, stopped payment, or invalid account number, a $40.00 return fee will be added to the student’s account.

507. Demonstration and Fixed Exhibit Policy:

Demonstrations are permitted on campus so long as they are peaceful, orderly, lawful, and congruent with the Community Standards. Safety, protecting the reputation and good name of the institution, and maintaining the uninterrupted operations of the campus are paramount concerns for the University.

Demonstrations that are disruptive, unlawful, unsafe, or contradict the Community Standards will be stopped or suspended at the direction of the Dean of Students or designee. (see also, §202(1) Abusive Conduct, §202(3) Bias-Motivated Discrimination and Misconduct, §202(7) Disruptive and Disorderly Conduct, §202(9) Facility Use and Access, §202(14) Harassment and Bullying, and §202(19) Property Damage)

Impromptu prayer vigils or religious services are exempt from this policy provided that Campus Ministry is a co-sponsor and has a representative present for the duration of the event, even if not leading the service.

1. Demonstrations On-Campus in Areas Other than the Damen North Lawn

Individual students, student groups, or registered student organizations intending to organize a peaceful demonstration must obtain prior approval through the Office of the Dean of Students three (3) business days in advance of the scheduled demonstration when hosting a demonstration anywhere on-campus other than the Damen North Lawn.

Approval must be requested by submitting a “Demonstration Proposal” form three (3) business days before the scheduled demonstration. This form is available through OrgSync website, or LUC.edu/dos. No demonstration may take place until organizers receive written notification of approval from the Office of the Dean of Students. Visit LUC.edu/dos for tips and guidelines to help plan and execute a successful demonstration.

Once a proposal is reviewed, the demonstration organizer(s) must meet with an appropriate University representative to discuss the proposal. All elements of the planned demonstration should be shared at the meeting, including any intended movements to other areas of campus. During this meeting expectations, rights, responsibilities, and logistical considerations may be discussed and must be mutually understood and accepted. Organizers are encouraged to ask questions and seek assistance from the University during this time if needed.

2. Demonstrations in the Damen North Lawn

Individual students, student groups, or registered student organizations intending to organize a peaceful demonstration that will solely be held in the Damen North Lawn are not required to obtain prior approval through the Office of the Dean of Students; however, they must reserve the Damen North Lawn through Campus Reservations.

3. All On-Campus Demonstrations

Regardless of specific location, no on-campus demonstration may use amplified sound, block thoroughfares or campus building entry or exit points, interfere with the rights of others, or disrupt the operations of the University. Additionally, demonstrators may not claim to speak for or otherwise represent the position of the University. Demonstrating guests are expected to follow the Community Standards of the University. Individuals or groups who organized the demonstration are accountable for the conduct of their guests and may be subject to disciplinary action accordingly.

At the conclusion of any demonstration, organizers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the demonstration.
4. Fixed Exhibit Policy

Fixed exhibits are here defined as temporary structures, displays, installations, or arrangements of a stationary or fixed nature on University property that symbolically or literally depict a group’s feelings towards a person or a cause. Examples of fixed exhibits include, but are not limited to: ribbons or banners tied to trees or lamp posts; temporary walls or other erected structures; and flags, crosses, or other items planted in the ground. Fixed exhibits are only permitted in the Damen North Lawn.

Only Registered Student Organizations (RSOs) may be allowed to erect or display fixed exhibits. RSOs intending to sponsor a fixed exhibit are not required to obtain prior approval through the Office of the Dean of Students; however, they must reserve the Damen North Lawn through Campus Reservations and must clearly identify their RSO name on the exhibit. No fixed exhibit may remain displayed for longer than five (5) consecutive business days or be displayed on any weekend, University holiday, or during certain campus-wide sponsored events.

Exhibits may only be on display between 8 AM and 8 PM Monday – Friday. It is the responsibility of the sponsoring student organization to set up, take down, and store the exhibit each day. For special circumstance requests contact the Office of the Dean of Students.

The University reserves the right to restrict or remove any exhibit that presents a safety hazard and/or is believed to be in violation of any other Community Standard. The determination will be made by the Dean of Students or designee.

508. Good Neighbor Policy

Loyola enjoys a positive, mutually supportive relationship with its neighboring local 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.

509. Good Samaritan Policy

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 Policy was created to alleviate such concerns and reduce hesitation by Loyola students to seek help.

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

This policy does not protect repeated, flagrant, or serious violations of the Community Standards (e.g. abusive conduct, sexual misconduct, 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 under this policy where action is clearly warranted and harm results may, in egregious circumstances, constitute “abusive conduct” under the Community Standards and will void all protections under this provision.

1. Alcohol/Drugs

In a situation involving imminent danger to the health and safety of any individual(s), students are expected (1) to contact Campus Safety (773) 508-6039 or 8-6039 from a campus phone), Residence Life, or other emergency officials to report the incident; (2) to remain with the individual(s) needing
emergency treatment and cooperate with emergency personnel as long as it is safe to do so; and (3) to meet with appropriate University officials after the incident and cooperate with any University investigation. This policy does not provide amnesty for students who report their own medical emergency.

2. Sexual Misconduct

In a situation where sexual misconduct (as defined in §202(21)) has been alleged to have been committed against any individual(s), students are encouraged (1) to contact Campus Safety (773) 508-6039 or 8-6039 from a campus phone), Residence Life, or other emergency officials to report the incident; (2) to remain with the individual(s) needing support and cooperate with emergency personnel as long as it is safe to do so; and (3) to meet with appropriate University officials after the incident and cooperate with any University investigation. This policy provides amnesty for the complainant(s) and any supportive witness(es) only.

510. Hazing Resources and Information

Hazing, as defined in §202(15), is expressly prohibited by the University and by Illinois law (720 ILCS 120). Hazing is a Category C violation.

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 also §202(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.

Hazing is a Category C violation. Appropriate sanctions vary depending on the context and severity of the conduct, and may range from a University warning to University suspension or dismissal. Responsibility and/or sanctions may be assigned to individuals as well as organizations. Organizational sanctions may range from a formal warning to extended suspension of organizational recognition.

511. 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.


   b. Acceptable Use Policy for Electronic University Resources: http://www.luc.edu/its/policiesguidelines


   d. Peer-to-Peer File Sharing Programs and Services: http://www.luc.edu/its/policiesguidelines

   e. Ownership and Use of Data: http://www.luc.edu/its/policiesguidelines

   f. Access and Responsible Use of University Electronic Mail Systems for Email Mass Communications: http://www.luc.edu/its/policiesguidelines

   g. Access and Responsible Use of University Electronic Email Systems: http://www.luc.edu/its/policiesguidelines

   h. Digital Millennium Copyright Act (DMCA) Policy: www.luc.edu/its/policy_dmca

Printed versions of these policies are available at all open-access computing centers and at: www.luc.edu/its/policies.
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 sanctions.

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 your friends install P2P file-sharing software on your computer, you will be held responsible for their actions.
- If you have any access point, or router, registered to your UVID and you allow others to connect to this device, you are responsible for their actions. For this reason it is advisable NOT to install routers in the residence halls.
- Respect the rights of copyright holders. Information about different types of copyrighted material is available at www.luc.edu/its/policy_dmca.

For more information about DMCA at Loyola, visit: www.luc.edu/its/policy_dmca

512. 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. 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 sanctions.

513. Non-Discrimination Policy

Loyola University Chicago admits students without regard to their race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. Loyola University Chicago does not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. If you have questions about this policy or believe you have been discriminated against because of your race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law, please contact the 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.
514. 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 a seminar will result in a disciplinary hold on a student’s University account preventing the student from registering, adding a course, or obtaining transcripts until the seminar is completed.

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 may be considered a violation of University policy. Providing false or inaccurate information may also be considered a violation of University policy (see, §202(12) Fraud, Misrepresentation, and Dishonesty).

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, §202(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.

515. Pets and Service Animals Policy
Pets must be on a leash at all times while on University premises, and except as otherwise specified in this policy, unauthorized animals and pets are prohibited in all University facilities, including residence halls.

Students requiring the assistance of service or support animals must request such accommodations with the Office of Services for Students with Disabilities, please visit www.luc.edu/sswd.

516. Political Activities Policy
For the “Guidelines for Political Activities for Students, Faculty, and Staff” which govern how the University community should express support for political candidates and campaigns, please visit http://www.luc.edu/policy.

517. 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.

The Family Educational Rights and Privacy Act (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 day the University receives a request for access.
Students of Loyola University Chicago have the right to inspect and review their education records within 45 days from the day the Loyola receives the student's request for access. If a student wishes to review parts of an education record that are not directly available 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
- **Residence Life**: Residence Life and housing files
- **Student Life**: Student activity files, student disciplinary files, multi-cultural programs and services files, and intramural sports files
- **Student Services**: Career planning and placement files, international program files, services files, and learning assistance services files
- **Undergraduate Admission and other admission offices**: Admission files on prospective students
- **University Library**: Circulation records

Please note that the Stritch School of Medicine and the School of Law maintain their own admissions, registrar, financial, and student affairs offices and keep records 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, to Registration and Records that the University amend an academic record that the student 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 and advised of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student upon notification of the right to a hearing.

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

One exception which permits disclosure of personally identifiable information contained in your education records without your consent is disclosure to school officials with legitimate educational interests. A school official is a:
• Person serving on the Board of Trustees, or person employed by the University in an administrative, supervisory, academic or research, or support staff position (including campus police and security personnel and health staff), acting in the student's educational interest within the limitations of their "need to know"
• Person or company with whom the University has contracted as its agent to provide a service in lieu of using University employees or officials (such as an attorney, auditor, or collection agent, temporary staffing agencies and outsourced vendors)
• Student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks

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

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

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

- Name
- Address(es)
- Telephone number(s)
- 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 (such as freshman, sophomore, junior, senior or graduate level)
- Enrollment status (undergraduate or graduate, full-time or part-time)
- Date of graduation
- Degree(s) received
- Honors or awards received, including selection to a dean's list or honorary organization
- Participation in officially recognized activities and sports
- Weight and height where the student is a member of athletic teams

Loyola students have the right to have the release of their Directory Information blocked. The Directory Information Non-Disclosure form (available online at www.luc.edu/regrec/ferpa.shtml) is used to make this request of the Office of Registration and Records. The block will remain in effect until the Office of Registration and Records is requested in writing to remove it.

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

- Loyola receives many inquiries for Directory Information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media and honor societies. Having a Directory Information Hold on the student's record will preclude release of such information, even to those people.
- A non-disclosure hold applies to all elements of directory information on your record. Loyola does not apply a non-disclosure hold to individual directory information items.
- The University assumes no liability 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.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Inquiries about the use of directory information or any other FERPA related matter should be directed to the Office of Registration and Records, Loyola University Chicago, by phone at (312) 915-7221 or by email at FERPA@luc.edu.

518. 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

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.

519. Speaker Policy

For the University Speaker Policy, which governs how to invite non-University speakers to campus for events and programs, please visit www.luc.edu/policy.