



Preparing people to lead extraordinary lives

2007-2008
LOYOLA UNIVERSITY
CHICAGO
STUDENT HANDBOOK

Updated September 27, 2007

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Rights Reserved

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

University Contacts

ACADEMIC UNITS

Academic Advising and Services

Lake Shore Campus
773.508.7714
Water Tower Campus
312.915.6984
[www.luc.edu/
advisingservices](http://www.luc.edu/advisingservices)

College of Arts and Sciences

Lake Shore Campus
773.508.3500
Water Tower Campus
312.915.6520
www.luc.edu/cas

The Graduate School

Lake Shore Campus
773.508.3396
www.luc.edu/gradschool

Saint Joseph's Seminary

Lake Shore Campus
773.973.9700
www.stjoseph.luc.edu

School of Business Administration

Water Tower Campus
312.915.6113
www.luc.edu/sba

School of Continuing and Professional Studies

Water Tower Campus
312.915.6501
www.luc.edu/scps

School of Education

Lake Shore Campus
773.508.8284
Water Tower Campus
312.915.6800
www.luc.edu/education

School of Law

Water Tower Campus
312.915.7120
www.luc.edu/law

School of Nursing

Lake Shore Campus
773.508.3249
www.luc.edu/nursing

School of Social Work

Water Tower Campus
312.915.7005
www.luc.edu/socialwork

ADMINISTRATIVE AND STUDENT AFFAIRS UNITS

Athletics

Lake Shore Campus
773.508.2560 (General
Information)
773.508.WOLF (Ticket
Information)
www.loyolaramblers.com

Bursar
Lake Shore Campus
773.508.7705
www.luc.edu/bursar

Campus Recreation
Lake Shore Campus
773.508.2602
www.luc.edu/depts/campusrec

Campus Safety
On-Campus Emergency
44.911
Off-Campus Emergency
911
Lake Shore Campus
773.508.6039
Water Tower Campus
312.915.6476
www.luc.edu/depts/safety

Career Development Center
Lake Shore Campus
773.508.2874
Water Tower Campus
312.915.7300
www.luc.edu/career

Centennial Forum Student Union
Lake Shore Campus
773.508.8880
www.luc.edu/studentcenters/index.shtml

Dean of Students
Lake Shore Campus
773.508.8840
www.luc.edu/studentlife

Dining Services
Lake Shore Campus
www.loyoladining.com

Escort Service
8-RIDE
www.luc.edu/depts/safety/escort.html

EVOKE
Lake Shore Campus
773.508.8022
www.luc.edu/evoke

International Programs
Lake Shore Campus
773.508.3899
www.luc.edu/studyabroad

Judicial Affairs
Lake Shore Campus
773.508.8840
www.luc.edu/judicial

Learning Assistance Services
Lake Shore Campus
773.508.7714
www.luc.edu/las

Libraries
Lake Shore Campus
Cudahy Library
773.508.2632
Water Tower Campus
Lewis Library
312.915.6622
www.luc.edu/libraries

Magis
Lake Shore Campus
773.508.7715
www.luc.edu/magis

Parking Services
Lake Shore Campus
773.508.7036
www.luc.edu/parking

Residence Life
Lake Shore Campus
773.508.3300
www.luc.edu/reslife

Services for Student with Disabilities
Lake Shore Campus
773.508.7714
www.luc.edu/sswd

Student Activities and Orientation
Lake Shore Campus
773.508.8850
www.luc.edu/studentlife

Student Diversity
Lake Shore Campus
773.508.8840
www.luc.edu/diversity

Student Financial Assistance
Lake Shore Campus
773.508.7704
www.luc.edu/finaid

Terry Student Center
Water Tower Campus
312.915.6642
www.luc.edu/baumhart/terry.shtml

Transportation Office
Lake Shore Campus
773.508.2399
www.luc.edu/transportation

University Ministry
Lake Shore Campus
773.508.2200
www.luc.edu/ministry

U-PASS
773.508.7277
Water Tower Campus
312.681.3088
www.luc.edu/upass

Wellness Center
Lake Shore Campus
773.508.2530
www.luc.edu/wellness

A Message for Students

Dear Student:

Welcome to all new and returning students! The Division of Student Affairs complements the university's mission by sponsoring programs, services and activities that assist students to develop intellectually, spiritually, socially, physically and personally. In partnership with students, faculty and staff, Student Affairs helps to create an educational climate consistent with principles rooted in its Catholic, Jesuit tradition.

These principles challenge you:

- to strive for excellence;
- to become men and women in service to others;
- to integrate classroom and out-of-classroom learning;
- to develop your talents through discovery and reflection; and
- to be concerned for all people (*cura personalis*).

To achieve these ideals, you are expected to contribute, through your words, actions and commitments, to the development and sustenance of a community characterized by respect, caring, responsibility and honesty. These characteristics are essential to ensure the rights and privileges of all students and to preserve the integrity of our educational community.

Together with faculty and staff, you can help foster a campus atmosphere that furthers the mission of the university. May God bless you during your academic year.

Sincerely,

Reverend Richard P. Salmi, S.J.
Vice President for Student Affairs

Student Promise

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

CARE FOR MYSELF

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

CARE FOR OTHERS

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

CARE FOR COMMUNITY

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

Community Standards

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

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

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

In this section, readers will notice reference to Categories A, B and C. These Categories classify the typical response by the university to violations of policy within each category. A violation of a policy within Category A is considered less severe than a violation of a policy within Categories B or C. This distinction may impact how a case is adjudicated. Please reference the “Student Judicial Procedures” section of this handbook (p. 52) for more details.

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

Note: The term “Dean of Students” is used throughout the “Judicial Affairs” section of this handbook. It should be understood that the roles and responsibilities relegated to the Dean of Students in this handbook may be delegated to other members of the university staff at the discretion of the President, Dean of Students or Vice President for Student Affairs. Further, any question of interpretation or application of the *Student Handbook* shall be referred to the Vice President for Student Affairs or his or her designee for final determination.

ALCOHOL

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

Residence Halls

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

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

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

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

On-Campus Student-Sponsored Events

- Undergraduate student organizations may not sponsor events where alcohol is present.
- Groups eligible to apply to host events at which alcoholic beverages will be served are limited to registered student organizations whose membership is restricted to graduate or professional students.

- Graduate or professional student organizations interested in hosting an event where alcohol will be served must obtain a set of event guidelines from the Office of the Dean of Students.

Category A Violations:

- Collections of containers that contain or previously contained alcohol by any student
- Consumption of alcohol in the presence of minors in the residence halls, with the exception of underage roommates
- In the presence of alcohol by any person under the age of 21, with the exception of underage roommates
- Possession or consumption of alcohol by any person under the age of 21
- Transportation or consumption of alcohol in open view in public areas
- Under the influence of alcohol while at a university event

Category B Violations:

- Sale of alcohol to anyone, regardless of age
- Distribution of alcohol to anyone under 21 years of age
- Possession of excessive amounts of alcohol as determined by the Department of Residence Life or other university staff
- Unauthorized provision of alcohol at student-sponsored events
- Failure to comply with the policies for serving alcohol at student-sponsored events

Category C Violation:

- Hospitalization due to excessive consumption of alcohol*

**Students alleged of the above violation are required to meet with the Chief Judicial Affairs Officer to resolve their case.*

Standard sanctions may include:

	First Offense	Second Offense	Third Offense
Category A	\$50 fine, 10 disciplinary service hours and an educational experience	\$75 fine, 20 disciplinary service hours, an educational experience and residence hall probation	\$100 fine, 40 disciplinary service hours, residence hall suspension and university probation

Category B	\$100 fine, 20 disciplinary service hours, an educational experience and residence hall probation	\$150 fine, 40 disciplinary service hours, residence hall suspension and university probation	Suspension from the university
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ALTERATION OF RESIDENCE HALL ROOMS OR APARTMENTS

- Students may not detach fixed furniture, paint, wallpaper, write or draw on room surfaces; remove university furniture from rooms or public areas; add permanent fixtures and/or make structural changes in the room.
- Lofts are prohibited in all residence halls and apartments.
- The following items are not allowed in traditional student residence hall rooms (Campion Hall, Coffey Hall, Creighton Hall, Mertz Hall, Regis Hall and Simpson Living Learning Center): hot plates, toasters, microwave ovens over 800 watts, cooking appliances of any nature, cup-type immersion water heaters and major electrical appliances (see also "Fire Safety").
- The following items are not allowed in any residence hall rooms or apartments: ceiling fans, dishwashers, waterbeds, George Foreman grills or major electrical appliances.
- Residents are not permitted to keep in their possession or remove from the area furniture designated for public areas. Any resident(s) in possession of public area furniture is subject to a fine.
- Students may not unhook, remove or relocate window screens.

Standard sanctions may include restitution and fines.

BATHROOM PRIVACY

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

Standard sanctions may include fines and disciplinary service hours.

BODILY HARM

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

Standard sanctions may include suspension or expulsion from the university.

**When a student harms or attempts to harm him/herself, the student will meet with the Dean of Students. Through this conversation, the Dean will determine the most appropriate response by the university in the best interest of the student and the university community.*

BREAKING THE PLANE

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

Standard sanctions may include university probation, immediate removal from housing, and suspension or expulsion from the university when dangerous objects are projected.

CAMPAIGNS

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

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

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

COMMUNITY AGREEMENT

Community agreements are the documents that members of residence hall floors or building communities develop and agree to abide by throughout the year. These agreements go beyond the stated policies and procedures in the *Student Handbook*. Violations of these agreements are considered violations of the community standards and may be adjudicated accordingly. Further, students are expected to demonstrate a positive adjustment to the Loyola University Chicago community. Behavior that demonstrates a poor adjustment to the community will be adjudicated accordingly.

CORPORATE CO-SPONSORSHIP

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

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

DANGEROUS OBJECTS

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

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

Category B Violations:

- Possession and/or display of a dangerous object

Category C Violations:

- Use or intent to use a dangerous object

Standard sanctions may include:

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

DISORDERLY CONDUCT

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

Standard sanctions may include university probation or suspension.

DISRUPTIVE ACTIVITY

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

Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.

Standard sanctions may include university probation, removal from specific classes, or suspension.

DISSENT

General Policy

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

The existence of the free exchange of ideas and the expression of dissent (individual or group activity that expresses grievances held against, or changes desired of, society or campus or both; may be more general than a single grievance or remedy and may have an ideological base; often includes proposed solutions as well as complaints) within the university community are considered indications of intellectual

vitality and social awareness, which are important elements in the pursuit of knowledge. It is the responsibility of all members of the university community to maintain channels of communication that foster a climate favorable to the freedom of expression.

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

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

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

Guidelines for Demonstrations

Students planning a demonstration should complete a demonstration registration form (available in the Dean of Students Office) and arrange a meeting with the Dean of Students to discuss the arrangements for the event. Participants in demonstrations are not permitted to:

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

In planning a demonstration, the organizers and participants should keep in mind all regulations pertaining to the use of campus facilities as well as the rights of all members of the university community to move

around the campus in a free and unhindered manner (see also "Facility Usage").

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

Disruptive Demonstrations

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

Disruptive demonstrations are also construed activity that:

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

Procedures for Handling Disruptive Demonstrations

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

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

If the above described internal measures fail to achieve the desired results, the university reserves the right to ask for the assistance of the

civil authorities. Any student participating in a disruptive demonstration when the civil authorities are called for assistance may be arrested and prosecuted and may be suspended pending action consistent with the university judicial system. Any person not officially associated with the university who is participating in a disruptive demonstration when the civil authorities are called for assistance may be arrested and prosecuted.

DRUGS

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

Category A Violations:

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

Category B Violations:

- a. Possession or use of a controlled substance

Category C Violations:

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

Standard sanctions may include:

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

FACILITY USAGE

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

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

Category A Violations:

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

Category B Violations:

- Unauthorized access to, presence in, or use of university facilities
- Unauthorized propping of exterior doors

Standard sanctions may include:

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

FALSIFICATION OF UNIVERSITY RECORDS AND INFORMATION

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

Standard sanctions may include university probation, suspension, or expulsion.

FAILURE TO COMPLY

Failure to comply includes, but is not limited to:

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

Standard sanctions may include residence hall or university probation.

FIRE SAFETY

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

Standard sanctions for such actions may include restitution, suspension, or expulsion from the university and/or residence hall.

Improper Use and/or Tampering

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

- Tampering with emergency equipment (fire alarms, smoke detectors, fire hoses, fire extinguishers, alarmed emergency exits, fire doors and emergency P.A. systems) or creating situations that endanger the quick evacuation of a room or

building (tampering with locks or obstructing an exit) is prohibited.

- It is against the law to transmit a false fire alarm in any manner knowing at the time of such transmission that there are no reasonable grounds for believing that such fire exists. Those knowingly causing false alarms may be legally prosecuted.
- Using fire escapes or fire exits in non-emergency situations is prohibited.
- Students must evacuate the building quickly and orderly every time the fire alarm sounds. Students may be fined for failing to evacuate. In the event of a fire, staff will not go into a building to evacuate residents.
- Fire doors at any location within the residence halls may not be propped open.

Residence Hall Regulations

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

Fire Evacuation

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

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

Standard sanctions may include:

		First Offense	Second Offense	Third Offense
Category B	Improper use or Tampering	\$100 fine, 40 disciplinary service hours, residence hall suspension and university probation	Suspension from the university	Expulsion from the university
	Residence Hall Regulations	\$25 fine, 10 disciplinary service hours and an educational project	\$50 fine, 20 disciplinary service hours and residence hall probation	Residence hall suspension and university probation
	Failure to Evacuate	\$25 fine and 10 disciplinary service hours	\$50 fine, 20 disciplinary service hours and residence hall probation	\$100 fine, 40 disciplinary service hours, administrative move

FUNDRAISING

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

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

GAMBLING

Loyola University Chicago prohibits gambling or any form of illegal wagering, bookmaking or unauthorized games or contests of chance on university premises, including but not limited to university residence halls and/or university-sponsored functions, including sporting events. Authorization for such events will be granted by the Dean of Students if the proposed activity is in accordance with the educational mission of the university and local, state and federal laws. In addition, students shall not knowingly provide information to assist any individual involved in any gambling activities.

GOOD NEIGHBOR

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

Standard sanctions may include fines, disciplinary service hours, or university probation.

GUESTS

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

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

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

Guest Procedures: First-Year Halls

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

- Loyola University Chicago student guests must present their student IDs at the front desk and sign in with a resident host.
- Non-Loyola student guests must sign in at the front desk and leave a form of photo identification (university ID, driver's license or state identification card) to be picked up upon departure. The host and guest must check in at the monitor station together. The host must

present a Loyola University ID card. The host and guest must return to the monitor station together to check out.

- Non-Loyola student guests of the opposite gender are permitted to remain in a room or on a floor during the following visitation hours: 10 a.m. until 12 midnight, Sunday through Thursday; and 10 a.m. until 2 a.m. on Friday and Saturday. Overnight guests of the same gender are permitted provided that the student obtains an overnight guest pass.

Guest Procedures: Lake Shore Campus Upper-Class Halls

Guests are permitted in Coffey Hall, Creighton Hall, Fairfield Hall, Fordham Hall, Georgetown Hall, Holy Cross Hall, Marquette Hall, Rockhurst Hall, Santa Clara Hall, Seattle Hall, St. Louis Hall and Xavier Hall with the following provisions:

- Resident hosts must accompany their guests at all times.
- A guest may stay overnight only with the consent of the host's roommates and in accordance with the roommate agreement.
- When applicable, the host and guest each must show picture identification at the front desk or designated check-in area of the building. The guest must also sign the guest register.

Guest Procedures: Baumhart Hall

Undergraduate residents are permitted to have guests with the following provisions:

- Residents may host guests between the hours of 8 a.m. and 1 a.m. Guests, in the company of their hosts, must sign in at the front desk and present a Loyola ID, driver's license or state identification card. The guest will receive a guest ID which must be carried at all times and returned upon departure.
- Residents may host overnight guests providing 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 Baumhart Hall Residence Life staff during designated hours. Upon arrival, overnight guests must present themselves at the front desk in the company of their host. The host is required to present the guest pass and the guest must present a Loyola ID, driver's license or state identification card. The guest will receive a guest ID which must be carried at all times and returned upon departure.

Occupancy

In the residence halls, there may be no more than a total of three people in a single room; six people in a double room; nine people in a triple room; and twelve people in a quad room at any one time.

Standard sanctions may include:

	First Offense	Second Offense	Third Offense
Category A	\$25 fine	\$50 fine, temporary loss of guest privileges	\$100 fine, permanent loss of guest privileges, and resident hall probation
Category B	\$50 fine, temporary loss of guest privileges	\$100 fine, permanent loss of guest privileges, and residence hall probation	Resident hall suspension

HARASSMENT, DISCRIMINATION AND ABUSE

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

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

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

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

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

Standard sanctions may include university probation or suspension from the university.

Procedures for handling harassment

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

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

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

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

HAZING

Hazing is any intentional or reckless action or situation, created to produce emotional or physical discomfort, harassment, humiliation or ridicule. Actions and activities that are explicitly prohibited include, but are not limited to, the following:

- All forms of strenuous physical activity not part of an organized voluntary athletic contest or specifically directed toward constructive work that might reasonably be expected to bring physical harm to the individual.
- Paddling, beating, pushing or otherwise permitting anyone to strike a member.
- Activities that interfere with a member's academic effort by causing an unreasonable loss of sleep or study time. In the case of Greek organizations, pledge activities may not exceed four hours in one day or 15 hours in one school week. Graduate and professional fraternities normally impose additional time restrictions on all pledge activities.
- Forcing or coercing a member to eat or drink any substance.
- Abductions, road trips, etc., that are conducted in a manner which endangers the health or safety of a member.
- Subjecting a member to cruel psychological conditions.
- Behavior that disrupts the normal functioning of the university or is disruptive to the normal living environment.
- Any requirement which forces a member to participate in any activity which is illegal, publicly indecent, morally degrading or contrary to the rules, policies and regulations of Loyola University Chicago.

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

All complaints are taken seriously and no one reporting hazing, including third parties, will suffer retaliation or reprisal from the university. Complaints of hazing will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and

to take corrective action. If it is determined through an appropriate and prompt investigation that hazing has occurred, effective corrective action will be taken to eliminate the hazing and to attempt to ensure that it does not recur. Depending on circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion.

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

Standard sanctions may include suspension from the university.

IDENTIFICATION

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

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

Category A Violations:

- a. Misuse of university identification

Category B Violations:

- a. Possession of false identification

Category C Violations:

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

Standard sanctions may include:

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

INFORMATION SERVICES

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

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

Use of Technology Resources

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

- Access and Acceptable Use of Public Access Computing and Networking Facilities and Services:
www.luc.edu/its/policy_acceptableuse_public.shtml
- Access and Acceptable Use of University Computing, Networking, Telephony and Information Resources:
www.luc.edu/its/policy_acceptableuse.shtml
- E-mail and Voice Mail Use and Disclosure Policy:
www.luc.edu/its/policy_email_voicemail.shtml
- Network Capacity and Policy Issues Arising from the Use of Peer-to-Peer File Sharing Programs and Services:
www.luc.edu/its/policy_p2p.shtml
- Ownership and Use of Data:
www.luc.edu/its/policy_ownership.shtml
- Policy and Guidelines Regarding Use of University E-mail Systems for E-mail Mass Communications:
www.luc.edu/its/policy_email_broadcast.shtml
- Policy Regarding Access and Responsible Use of University E-mail Systems:
www.luc.edu/its/policy_email_general.shtml
- University Digital Millennium Copyright Act Policy:
www.luc.edu/its/policy_dmca.shtml

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

Standard sanctions may range from fines and temporary suspension of computing privileges to expulsion from the university.

KEYS AND SWIPE CARDS

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

Standard sanctions may include disciplinary service hours and residence hall or university probation.

NOISE

Noise or sound that infringes upon the rights of members of the university community to reasonable peace and quiet is prohibited, whether on- or off-campus.

In Residence Halls

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

Standard sanctions may include:

First Offense	Second Offense	Third Offense
\$25 fine	\$50 fine, 10 disciplinary service hours and residence hall probation	\$75 fine, 20 disciplinary service hours and administrative move or residence hall suspension

PEER-TO-PEER FILE SHARING

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

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

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

- Remove P2P file-sharing software from your computer.
- Do not let anyone install programs on your computer unless you know exactly what is being installed. If your friends install P2P file-sharing software on your computer, you will be held responsible for their actions.
- Respect the rights of copyright holders. Information about different types of copyrighted material is available at:
www.luc.edu/resources/copyright/duplication.shtml

For more information about DMCA at Loyola, visit:

www.luc.edu/its/policy_dmca.shtml

For more information on how to legally share music, visit:

www.luc.edu/its/file-sharing.shtml

Standard sanctions may include fines, termination of university network access, and university probation.

PETS

- Pets must be on a leash at all times while on university premises.
- Unauthorized animals or pets are not allowed in any university facility, including residence halls.
- Tropical fish are permitted in the residence halls; however, aquariums must be unplugged when the halls are closed, including Winter and Spring Break.

Standard sanctions may include charges for cleaning and residence hall probation.

POSTING AND DISTRIBUTION

Registered student organizations may have information posted and distributed on-campus. All materials must indicate the name of the sponsoring registered student organization. For campus concerts, dances and special events, the promotional material must include the statement "Current College ID Required." All materials written in a foreign language must include the equivalent English translation. Materials will not be approved if they contain:

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

Posting

- Only staples, tacks or masking tape may be used to post flyers.
- Materials may be posted only on bulletin boards in hallways and classrooms designated for general use.
- Postings may not cover, deface or remove the posted materials of another organization.
- The appropriate office must approve all posting.

Distribution

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

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

PROPERTY DAMAGE

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

In Residence Halls

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

Standard sanctions may include restitution, service hours, and/or residence hall/university probation.

QUIET HOURS

- The campus quiet hours are from 10:30 p.m. through 10 a.m. seven days a week. Courtesy hours are in effect at all times.
- During study days and final exam periods, there are 24-hour quiet hours in effect in every residence hall (see also “Noise”).

Standard sanctions may include:

First Offense	Second Offense	Third Offense
\$25 fine	\$50 fine, 10 disciplinary service hours and residence hall probation	\$75 fine, 20 disciplinary service hours and administrative move or residence hall suspension

ROOMMATE AGREEMENT

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

ROOM ENTRY AND SEARCH

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

ROOM AND COMMUNITY INSPECTIONS

Students are expected to keep residence hall rooms and public areas in a clean and safe condition at all times. Department of Residence Life staff members conduct periodic inspections of all student rooms and community spaces in the residence halls. Whenever possible, notice is provided to students in advance of formal inspections. The standards for cleanliness and safety in student living areas include, but are not limited to the following:

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

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

Standard sanctions may include residence hall probation and restitution for any damage to university property.

SEXUAL ASSAULT

Loyola University Chicago will not tolerate any form of coercive sexual behavior, including sexual assault, against any of its students.

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

Non-consensual activity includes, but is not limited to, situations where the victim is unable to consent because he/she is mentally incapacitated, or is physically helpless due to drug or alcohol consumption, or is unconscious.

Consent is the mutual, deliberate and voluntary agreement to engage in sexual activity. Consent is a clear YES to the sexual act in question. Consent is an ongoing process and should be obtained for each level of sexual contact. The fact that a victim does not fight back or escape or endanger his/her life by resisting the assault does not constitute consent. Also, the victim's prior association with the respondent does not constitute consent.

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

Standard sanctions may include expulsion from the university. Note that an immediate course of action by the Dean of Students Office/Judicial Affairs, upon learning of a complaint of sexual assault, may be to temporarily move or remove a student from his/her campus residence.

Responding to Sexual Assault

A student who has experienced sexual assault is encouraged to report the incident to the Office of Judicial Affairs. A staff member will advise the student of her/his rights and the appropriate procedures for filing a complaint. Information will be given to the student regarding the reporting procedures of Campus Safety and the Chicago Police

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

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

The student will be informed of the various support services available through the university, including counseling and medical assistance.

The student may choose an informal remedy or may decide to file a complaint through the university judicial system. If a student decides to file a formal charge, an incident report should be completed and submitted to the Office of Judicial Affairs.

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

Programs to Promote Awareness

The university Wellness Center, upon request, offers educational programs to promote awareness of sexual assault including "How to Help a Survivor of Sexual Assault" and "How to Reduce Your Risk for Sexual Assault". The Department of Campus Safety also offers a self-defense course for women entitled "Rape Aggression Defense Systems".

SEXUAL HARASSMENT

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

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

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

Students wishing to discuss concerns regarding sexual harassment should go to the Office of Judicial Affairs to receive assistance in initiating the appropriate process.

Standard sanctions may include suspension or expulsion from the university.

SMOKE FREE

Smoking is prohibited in all campus buildings and within 15 feet of all entrance ways.

Standard sanctions may include:

	First Offense	Second Offense	Third Offense
Category A	\$25 fine, 10 disciplinary service hours.	\$50 fine, 20 disciplinary service hours and residence hall probation	\$100 fine, 40 disciplinary service hours and residence hall probation or administrative move

SOLICITATION

All on-campus sales or solicitation by student organizations must have prior authorization by the Dean of Students. A registered student organization or university department must sponsor any off-campus individuals or groups wishing to solicit on-campus. The Dean of Students reserves the right to cancel solicitation activities if appropriate university policies and procedures are not followed.

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

SPEAKERS

(See also "Special Events")

Student organizations are encouraged to sponsor speakers who contribute to the role of the university as a forum for intellectual discussion, debate and/or artistic expression. Speakers may validly contribute to this forum regardless of whether their ideas or positions are accepted by a majority or a minority public opinion internal or external to the university community. The use of the university as a forum, however, in no way implies university approval or endorsement of the views expressed by a speaker.

Registered student organizations may invite speakers to address their own membership in a closed forum presentation or to address the Loyola community in an open forum presentation. Individuals may not sponsor speakers.

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

1. Student organizations sponsoring speakers must complete an Event Planning Form. These forms are available in the Office of Student Activities and Orientation and on the intranet. Prior to extending a formal invitation to a speaker, student organizations should consult with their organization's advisor and secure her/his approval.
2. The Dean of Students will review the completed form for approval. Final confirmation to the speaker is not permitted until the Dean's approval has been given.
3. The Dean of Students may consult with the appropriate organization concerning the qualifications and appropriateness of the proposed speaker. The likelihood of disruption and the potential for personal injury or property damage will be considered prior to authorization of the event.
4. The room reservation process must be completed at least two weeks prior to the event in order to reserve space and make all necessary arrangements for the presentation.
5. The Dean of Students must review any contract relating to the appearance of the speaker.
6. An individual or group wishing to protest at an event may do so as long as the speaker can continue to speak and the audience can continue to see and hear the speaker. (see also "Dissent").

All violations will be handled through the university judicial system.

SPECIAL EVENTS

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

Organizational Responsibility

- Registered student organizations may host a special event.
- The organization sponsoring the event is expected to ensure that all federal, state, county and municipal laws and university policies are followed.
- The student organization advisor must be present for the event. If this is not possible, the organization should meet with the Dean of Students or a representative to make alternative arrangements.
- Student representatives from the sponsoring organization must meet with a representative from the Dean of Students in order to discuss details related to the event.
- The room reservation and event planning process must be completed at least 14 business days prior to the event.* Event Planning Forms are available through the Office of Student Activities and Orientation and on the intranet, and must be completed after the reservation is made.
- The student representatives from the sponsoring organization responsible for the event must check identification cards to ensure that all persons admitted have university identification or are the guest of a person with university identification.
- Arrangements must be made through the Department of Campus Safety for adequate security. The sponsoring organization is responsible for obtaining security through Campus Safety, as well as paying for security personnel. Student leaders responsible for campus events are expected to maintain decorum for the event appropriate to a university setting. Therefore, security is required at all special events. The number of security personnel will depend on the expected size and nature of the event. The Dean of Students will determine the appropriate number of security personnel in consultation with the sponsoring organization.
- The sponsoring organization is responsible for all damages incurred and any special facility arrangements that may be required (see also "Property Damage" and "Facility Usage").
- The Dean of Students must review any contract relating to the event.*

**For events where contract approval is necessary, Event Planning Forms must be submitted to the Dean of Students a minimum of 30 business days prior to the event.*

SUBMITTING FALSE INFORMATION

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

Standard sanctions may include university probation or suspension.

STALKING

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

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

Standard sanctions may include suspension or expulsion from the university.

TAKING OF PROPERTY (STEALING)

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

Category B Violations:

- a. Less than \$500

Category C Violations:

- a. \$500 or more

Standard sanctions may include:

	First Offense	Second Offense	Third Offense
Category B	Restitution and university probation	Restitution and suspension from the university	Restitution and expulsion from the university
Category C	Restitution and suspension from the university	Restitution and expulsion from the university	

TRASH DISPOSAL

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

Improper trash disposal is a Category A violation. Standard sanctions may include:

	First Offense	Second Offense	Third Offense
Category A	\$50 fine, 25 disciplinary service hours and residence hall probation	\$100 fine, 40 disciplinary service hours and administrative move	\$150 fine, residence hall suspension and university probation

Violations of Community Standards

CATEGORY A VIOLATIONS

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

1. Aiding, Abetting or Inciting Another to Engage in a Category A Violation
2. Alcohol
 - a. Collections of containers previously containing alcohol by any student
 - b. Consumption of alcohol in the presence of minors in the residence halls, with the exception of underage roommates
 - c. In the presence of alcohol by any student under the age of 21, with the exception of underage roommates
 - d. Possession or consumption of alcohol by any person under the age of 21
 - e. Transportation or consumption of alcohol in open view in public areas
 - f. Under the influence of alcohol while at a university event
3. Alteration of a Residence Hall Room or Apartment
4. Bathroom Privacy
5. Compliance with Roommate and Community Agreements
6. Drugs
 - a. In the presence of a controlled substance
 - b. Possession of drug paraphernalia
7. Facility Usage
 - a. Rollerblading, skating, skateboarding or playing unauthorized sports in a campus building
8. Guests
 - a. Violations of guest procedures
 - b. Violations of visitation hours
 - c. Excessive number of guests
 - d. Over-occupancy
9. Identification
 - a. Misuse of university identification

9. Noise
10. Pets
11. Property damage (under \$100)
12. Posting (inappropriate posting methods)
13. Quiet Hours
14. Smoke Free
15. Trash Disposal

CATEGORY B VIOLATIONS

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

1. Aiding, Abetting or Inciting Another to Engage in a Category B Violation
2. Alcohol
 - a. Sale of alcohol to any person regardless of age
 - b. Distribution of alcohol to anyone under 21 years of age
 - c. Possession of excessive amounts of alcohol as determined by Department of Residence Life or other university staff
 - d. Unauthorized distribution of alcohol at student-sponsored events
 - e. Failure to comply with the policies for distributing alcohol at student-sponsored events
3. Breaking the Plane
4. Campaigns
5. Corporate Co-Sponsorship
6. Dangerous Objects
 - a. Possession and/or display of a dangerous object
7. Disorderly Conduct
8. Disruptive Activity
9. Disruptive Demonstration
10. Drugs
 - a. Possession or use of a controlled substance
11. Facility Usage
 - a. Unauthorized access to university facilities
 - b. Propping of doors

12. Failure to Comply
 - a. Reasonable request of a University Official
 - b. Policy/procedure/law
 - c. Judicial Decision
 - d. Non-fulfillment of the Student Promise
13. Fire Safety
 - a. Improper use or tampering
 - b. Violation of residence hall regulation
 - c. Failure to evacuate
14. Fundraising
15. Gambling
16. Good Neighbor
17. Guest
 - a. Overnight guest visitation limitation
18. Harassment, Discrimination, and Abuse
19. Identification
 - a. Possession of false identification
20. Information Services
21. Keys and Swipe Cards
22. Peer to Peer File Sharing
23. Posting and/or Distributing Unapproved Materials
24. Property Damage (\$100 - \$499)
25. Roommate Agreement
26. Room and Community Inspection
27. Sexual Harassment
28. Solicitation
29. Speakers
30. Special Events
31. Submitting False Information
32. Taking of Property (valued less than \$500)

CATEGORY C VIOLATIONS

Category C violations are those that may result in a student being suspended or expelled from the university. Students facing a Category C violation may choose to exercise their right to a hearing before the University Judicial Board. The standard of decision-making for a Category C violation is that the information is more likely than not.

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

- a. Hospitalization due to intoxication
- 3. Bodily Harm
- 4. Dangerous Objects
 - a. Use or intent to use a dangerous object
- 5. Drugs
 - a. Manufacture or production a counterfeit or controlled substance
 - b. Manufacture, production or possession of a counterfeit or controlled substance with the intent to distribute
 - c. Transfer, distribution and/or sale of a counterfeit or controlled substance
- 6. Engaging in Forgery, Alteration, Unauthorized Use, or Fraud Involving University Records or Documents
- 7. Fire Safety (any fire-related action that compromises safety)
- 8. Hazing
- 9. Identification
 - a. Production of false identification
 - b. Transfer or sale of false identification
- 10. Property Damage - Over \$500
- 11. Sexual Assault
- 12. Stalking
- 13. Taking of Property (Valued at \$500 or More)

Student Judicial Procedures

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

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

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

Proceedings conducted pursuant to this handbook shall be informal, fair, and expeditious. Except where expressly adopted by this handbook, the procedures of criminal and civil courts shall not govern judicial proceedings. In these proceedings, formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures invalidate a proceeding or decision, unless significant prejudice to a student or to the university may result. In any hearing or administrative interview, the person (university or accusing party) bringing the complaint shall bear the burden of establishing the occurrence of a violation of the code by the standard that the violation was more likely than not to have occurred.

CASE REFERRAL

Cases involving alleged misconduct of students shall be referred to the Office of Judicial Affairs through an incident report. Any member of the university community or off-campus individuals can submit an incident report to the Office of Judicial Affairs detailing a potential student violation of the Community Standards. The report contains the date, time and location, names of individuals involved, and details of the incident. Incident reports are available at: www.luc.edu/judicial

An incident report must contain the name, phone number and address of the complainant in order to be considered. A written statement may be submitted to the Office of Judicial Affairs in lieu of an online report. The timeline for case adjudication can range from two to eight weeks upon receipt of an incident report. The submission of an incident report does not automatically initiate judicial proceedings.

CONSIDERATION AND INVESTIGATION

Upon receipt of an incident report, a case file is generated and distributed to the Chief Judicial Affairs Officer (the Director of Judicial Affairs who is responsible for administration of the university judicial system) or his/her designee. The Chief Judicial Affairs Officer will consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is a reasonable suspicion to believe that a violation may have occurred. Individuals who are not members of the Student Affairs staff may be asked to meet with a judicial administrator to discuss the allegations before official proceedings are initiated.

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

If there is credible information suggesting that a violation may have occurred, the Chief Judicial Affairs Officer or his/her designee will then determine which policies the student will be charged with violating. In some cases, the Chief Judicial Affairs Officer may determine that an informal response may resolve the situation. Examples include a warning to cease current behaviors (either orally or in writing), conflict mediation, and changes in academic, work, or living environments.

Cases are addressed by incident. Therefore, when more than one student is involved in an incident, the matter may be handled as a single case. Similarly, when any combination of students and/or student organizations is involved, the matter may be handled as a single case. All respondents will be heard at the same time utilizing the hearing procedure appropriate for the highest level of alleged violation. The Chief Judicial Affairs Officer will distribute the case file(s) to the appropriate judicial administrator(s) (member of the professional staff within the Division of Student Affairs, trained in university judicial policies and procedures).

JURISDICTION OF CASES

In general, the location of an incident determines the jurisdiction of the case. The Chief Judicial Affairs Officer will review all incidents and make the determination as to which area will adjudicate the case.

NOTICE TO RESPONDENT

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

- The nature of the conduct in question, including a brief statement of the allegations; the time, date and place it allegedly occurred; and the university policies allegedly violated
- The nature of the student judicial procedures
- Notification that the student has five business days from the date appearing on the e-mail containing the letter of allegation to contact the judicial administrator for the purpose of scheduling an administrative interview.
- Notification that the student may obtain an advisor to act as a support person throughout the judicial process.

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

Note: *In certain Category A cases, the Letter of Allegation may include an Acceptance of Responsibility Form detailing the sanction that will be imposed if the student chooses to take responsibility for the violation of the Community Standards. It is at the discretion of the judicial administrator assigned to the case to determine whether to offer the Acceptance of Responsibility Form as an option for resolving the case. If the student does not elect to pursue this option, the procedures outlined above remain in effect. If the student does elect to pursue this option, the Acceptance of Responsibility Form should be returned to the Office of Judicial Affairs within five business days of the date appearing on the e-mail. In such a case, if the student does not contact the judicial administrator and the Acceptance of Responsibility Form is not returned within the allotted time limit, the sanction detailed in the Acceptance of Responsibility Form will be enacted.*

ADMINISTRATIVE INTERVIEW

Administrative interviews are to be scheduled within 10 business days of the e-mail containing the letter of allegation. At the administrative interview, the judicial administrator assigned to the case shall:

- a. Explain the judicial process
- b. Discuss privacy
- c. Describe to the student as completely as possible the nature of the conduct in question and the university policies allegedly violated
- d. Provide the student with an opportunity to inspect all documents relevant to the case that are in the possession of the Office of Judicial Affairs at the time of the administrative interview
- e. Allow the student to respond to the allegations.

If a student faces a Category C violation, the student may choose to be heard by the University Judicial Board if the board is in session.

PRIVACY

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

STUDENT RIGHTS

Students have the following rights in the judicial process:

1. To have prior knowledge of the charges and have the charges explained clearly and fully at every level of the judicial process.
2. To be present throughout the hearing but not during the deliberation process of the judicial administrators or boards.
3. To hear testimony and/or see all written statements concerning the charges.
4. To refute oral and/or written statements made by witnesses.
5. To be advised of the appropriate appeal process.

ADVISORS

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

DISPOSITION BY THE JUDICIAL ADMINISTRATOR

After meeting with the student, the judicial administrator may take one of several actions:

- a. **Insufficient Information:** If the judicial administrator concludes that there is insufficient information to sustain a finding of responsibility, he or she may dismiss the case. A Letter of Notification will be e-mailed to the student detailing the decision.

- b. **Imposition of Sanctions:** If the student admits to responsibility or if the judicial administrator decides that the student is responsible, the judicial administrator may impose a sanction. A Letter of Notification will be e-mailed to the student detailing the decision, and any related sanctions.
- c. **Referral to a Judicial Board:** If the student does not admit responsibility and the judicial administrator believes there is sufficient information to warrant a hearing, the judicial administrator may refer the case to a hearing board. A Referral to Hearing Board notice will be e-mailed to the student in such situations.

Regardless of the action taken, the judicial administrator shall confirm his or her disposition of the case in an e-mail containing written notice to the student within three business days of the action.

Students may request a final review of any finding of responsibility or sanction by a judicial administrator if the grounds for the final review fall within the stated guidelines (see "Final Review Process"). Students may not file a review for the decision of a judicial administrator to refer a case to a hearing board.

JUDICIAL BOARDS

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

Student Judicial Board

The Student Judicial Board hears cases involving Category A or B violations that have a substantial impact on the Loyola community. Student Judicial Boards are comprised of five students (in a case where there is not a quorum of three, the respondent may choose to proceed with the hearing, if he/she wishes). The boards are chaired by a student and advised by a member of the Student Affairs staff. The Student Judicial Board may issue sanctions up to and including residence hall probation. The board can also recommend more serious sanctions to the Chief Judicial Affairs Officer.

University Judicial Board

The University Judicial Board is comprised of five members with representatives from the faculty, staff and student body. (In a case where there is not a quorum of three, the respondent may choose to proceed with the hearing, if he/she wishes.) The Chief Judicial Affairs Officer will appoint the board chairperson. The University Judicial Board has authority to impose all sanctions, including suspension or expulsion from the university.

Scheduling the Hearing

The judicial administrator shall schedule a hearing of the case before the appropriate hearing board to be conducted no sooner than three business days after the date appearing on the e-mail containing the referral to a hearing board. The judicial administrator shall give written or e-mail notice of the time and place of the hearing to the student at least three business days prior to the date of the hearing.

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

Disqualification of Members

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

Written Statements

A student may be required to submit a written statement responding to the charges up to 24 hours prior to the hearing. This statement should be submitted to the judicial administrator assigned to the case.

Witnesses

A witness is an individual who can give a firsthand account of something seen, heard or experienced. Witnesses are permitted at hearings and may be invited by the respondent, complainant and judicial administrator or board. The hearing may proceed even if all witnesses are not present. The judicial administrator or board chairperson may limit the number of witnesses permitted to attend the hearing.

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

Hearing Format

- Introductions of all present parties (including witnesses).
- Opening statement explaining the hearing format and questioning process.
- Witnesses are excused.
- Explanation of the alleged violations and the opportunity for respondents to accept responsibility.
- The complainant and respondent are each asked to provide a brief description of the incident.
- The board questions all appropriate parties (e.g. respondent, witnesses, etc.).
- The board offers the respondent a final opportunity to accept responsibility and make any final comments.
- The respondent is excused and the board moves into deliberations.
- The Letter of Notification, detailing the decision and any related sanctions, is sent to the respondent via e-mail within three business days of the hearing.

Deliberations

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

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

SANCTIONS

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

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

Failure to comply with any judicial decision may result in further disciplinary action, which may include, but is not limited to, a disciplinary hold (a hold placed on a student's records preventing the student from registering, adding or dropping a course or obtaining transcripts).

University Warning

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

Educational Activities

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

Restitution and Fines

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

Disciplinary Service Hours

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

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

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

Restriction/Removal of Guest Privileges

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

Residence Hall Probation*

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

Administrative Move

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

Residence Hall Suspension*

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

Residence Hall Expulsion*

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

Limitations on University Activities and Access

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

University Probation*

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

Postponement of Activity Participation and Conferring of Honors and Degrees

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

University Suspension*

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

by the Dean of Students. The suspension may include any other disciplinary action that is judged to be of value to the student. Persons notified of the suspension may include parents, academic deans, Campus Safety or other appropriate personnel at the discretion of the Dean of Students. The judicial administrator or board will set the date when the term of suspension begins. The Final Review Board may, in some cases, alter that date.

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

Reinstatement from Suspension

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

Termination of Registration

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

Expulsion*

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

SPECIAL CIRCUMSTANCES

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

Emergency Administrative Action

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

No Contact Directive

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

***Parental Notification**

The Office of Judicial Affairs may elect to notify parents regarding a student's judicial status in the following situations: 1) A student receives the sanction of Residence Hall Suspension, Termination of Housing Contract, University Suspension, or Expulsion; 2) A student is placed on either residence hall probation (indicating that further violations could result in suspension from the halls) or university probation (indicating that further violations could result in expulsion from the university).

Final Exam Period

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

FINAL REVIEW PROCESS

Students found responsible for a violation may request a final review (contest a decision made by a judicial administrator or board). A final

review is not a rehearing and must fit within the guidelines listed below. The Dean of Students will review requests to determine if there are sufficient grounds for a final review. For cases in which the Dean of Students makes the original disciplinary decision, a designee of the Vice President for Student Affairs will assume the role described in this section.

Guidelines

All appeals must fit within the below listed guidelines:

New Information of a Substantive Nature

New, significant or relevant information regarding the case becomes available that could not have been discovered by a diligent respondent at the time of the hearing. Information is not considered new if the student did not attend the original hearing or voluntarily withheld information during the original hearing.

Substantive Procedural Error

The specified procedural error or error in interpretation of university judicial procedures may have substantially affected the hearing such that the respondent was denied a fair hearing or the error prevented the judicial administrator or board from making a fair decision.

Substantive Disproportionate Sanction

The sanction appears to be significantly incongruent with the violation, given either the student's prior record or the usual action for his or her offense.

An Arbitrary or Capricious Finding

The finding appears to be significantly incongruent with the established facts.

Timeline

A student has five business days from the time the Letter of Notification is sent to file a request for final review with the Dean of Students Office. Failure to submit a request within this five day period waives the right to a final review. Disciplinary actions will not be implemented while a final review is under consideration. The Letter of Notification will provide the exact time and date a request for a final review must be received.

Content

A request for a final review must be made in writing and submitted to the Dean of Students Office, along with the appropriate form (available

in the Dean of Students Office). The student's request should explain in detail why he/she is contesting the results of the hearing based on one or more of the guidelines detailed above. Copies of any documents that will substantiate or clarify the appeal should be attached to the form.

Review

The Dean of Students will determine whether there is sufficient basis for a final review. The Dean of Students will make one of the following determinations:

1. The criteria are not met; the request will be denied.
2. There may be merit to the request; the Dean of Students will schedule either
 - a) An administrative hearing* or
 - b) A hearing before the University Final Review Board.

**A student may request that his/her appeal be heard by the University Final Review Board.*

Students submitting a request will receive an e-mail containing notification of the Dean's decision within two weeks of its submission.

UNIVERSITY FINAL REVIEW BOARD HEARING

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

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

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

1. Affirm the original decision and sanction
2. Affirm the original decision but modify sanction
3. Modify the original decision and sanction

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

The disposition of the case by the University Final Review Board or the Dean of Students is final within the university.

RECORDS

Student disciplinary files are maintained in the Dean of Students Office for ten years from the date of the incident. Student files contain contact information, acceptance of responsibility forms, letters of notification from each case in which a student was found responsible and any other relevant documentation. Case files include incident report(s), campus safety report(s) and any other documentation pertinent to the case. Students have a right to view their student file at any time, and may request to view relevant case files. Judicial records are separate from academic records except when a student is expelled. In that case, expulsion is noted on the student's academic transcript.

VICTIM NOTIFICATION

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

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

University Policies

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

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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

DISCLAIMER OF LIABILITY

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

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

- Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission or continued enrollment with Loyola University Chicago.

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

RIGHTS RESERVED

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

E-MAIL

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 by Judicial Affairs, the Dean of Students Office, or other hearing officers to their Loyola email accounts.

PRIVACY OF RECORDS/RELEASE OF STUDENT INFORMATION

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

2007-2008 ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA AND THE DIRECTORY INFORMATION PUBLIC NOTICE

The Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, helps protect the privacy of your student education records. The Act provides you with the right to inspect and review your education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect your rights as a student and to ensure the privacy and accuracy of your education records.

Who is protected under FERPA?

Students who are currently enrolled or formerly attended Loyola or any educational institution, regardless of age or status with regard to parental dependency, are protected.

What are educational records?

With certain exceptions, your education record is any record from which you can be personally identified; is maintained by Loyola in any medium (handwritten, print, magnetic tape, film, diskette, etc.); and is in the possession of any school official. Your educational record includes records obtained from a school in which you were previously enrolled and is now maintained by Loyola. Examples of university offices and the information they maintain include:

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

What rights does FERPA afford to students at Loyola?

Loyola students have the right to inspect and review their education records within 45 days of the date a request for access is received. A significant amount of your education record is directly and immediately available to you through LOCUS. For information that is not contained in LOCUS, you must submit a written request to the Office of Registration

and Records and identify the record(s) you wish to inspect. Arrangements for access are then made, and you will be notified of the time and place where the records may be inspected. If the requested records are not maintained in the Office of Registration and Records, you will be notified of the name of the correct official to whom the request should be addressed. 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.

Information may be disclosed without your consent to school officials who have a legitimate educational interest (where the official needs to review an education record in order to fulfill his or her professional responsibility to the student).

A school official is a person employed by Loyola as follows:

- An administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff).
- A person or company with whom the university has contracted (such as an attorney, auditor or collection agent).
- A person serving on the Board of Trustees.
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Loyola students have the right to request an amendment to their education records. You may ask Loyola to amend your record if you believe it is inaccurate or misleading. You must submit a written request to the Office of Registration and Records, clearly identifying the part of the record you want changed, and specifying why the record is inaccurate or misleading.

If the decision is made not to amend the record as requested, Loyola will notify you of the decision and advise you of your right to a hearing. Additional information about the hearing is provided at that time.

Loyola students have the right to file complaints with the U.S. Department of Education's Family Policy Compliance Office concerning alleged failures by the university to comply with the requirements of FERPA. You may address such complaints to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-4605

What is not included in an education record?

The following information is not included in education records and therefore not subject to FERPA:

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel.
- Law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit.
- Records relating to individuals who are employed by the institution (unless contingent upon attendance).
- Records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment.
- Records of Loyola that contain only information about an individual obtained after that person is no longer a student at Loyola (i.e., alumni records).

Who may have access to student records?

The following people may have access to your student records:

- You and any outside party who has your written permission.
- You as a current (or former) student must authorize the release of your transcript, and other non-directory information. Authorize the release of your records by using LOCUS, fax or regular mail. Include the following information in your request:
 - Your full name.
 - A description of the information to be released.
 - The name of the third party to whom you want the information to be released.
 - The purpose of the request.
 - Your signature.
- School officials (as defined by the university) who have legitimate educational interests.
- Your parent(s), only if you are termed as “dependent” for income tax purposes. However, a copy of your parent’s most recent Federal Income Tax return, where your parent has declared you as a dependent, must be submitted to the Office of Registration and Records and be on file in the Office of the Bursar.
- A person in response to a lawfully issued subpoena or court order. (Loyola will make a reasonable attempt to notify you that such a request has been made.)

When is a student's consent not required to disclose information?

A student's consent is not required to disclose information when the disclosure is:

- To school officials (defined in policy) who have a legitimate educational interest.
- To federal, state and local authorities involving an audit or evaluation of compliance with educational programs.
- In connection with financial aid and Veterans' benefits.
- To organizations conducting studies for or on behalf of educational institutions.
- To accrediting organizations.
- To parents of a dependent student.
- To comply with a judicial order or subpoena.
- In a health or safety emergency.
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.
- Releasing directory information.

What is 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:

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

Please use the Request for Non-Disclosure of Directory Information Form, available in LOCUS, if you want this information to be released only with your written permission.

How does FERPA impact the use of technology at Loyola?

The same principles of confidentiality that apply to paper records apply to electronic data.

For more information about FERPA, e-mail: FERPA@luc.edu.

FINANCIAL RESPONSIBILITY

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

Safety Information

DEPARTMENT OF CAMPUS SAFETY

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

REPORTING EMERGENCIES

For any life threatening emergency, immediately call **911 (9-911 from campus telephones)**. Then call the Campus Safety Department at **44-911 from campus telephones, or (773) 508-6039 from off-campus telephones**. When you call, be prepared to:

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

EMERGENCY CALL BOXES

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

INFORMATION SHARING

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

SAFETY EDUCATION

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

- **Sexual Assault Prevention:** Focuses on strategies and precautions for women and advice on how to react in crisis situations.
- **Women's Self-Defense Classes:** Utilizes the Rape Aggression Defense System (RAD) program of hands-on training of defensive tactics and techniques.
- **Hot Spots Tours:** Offers students the opportunity to see what's hot and what's not in the neighborhood from the comfort of a vehicle.
- **Holiday Safety Seminars:** Explains how to safeguard your home and property during the holiday season.

Additional classes can be designed to meet individual needs and specific circumstances. Simply contact the Training and Crime Prevention Office at **773.508.2463** with your requests.

RESIDENCE HALL SAFETY TIPS

- Always keep your dorm room locked, even when you are inside.
- Keep an inventory of valuable possessions. Take photos and record serial numbers. Whenever possible, engrave belongings with identifying marks.
- Do not loan your keys to anyone.
- Do not mark your key chain with your name or address.
- Report lost or stolen keys and swipe cards immediately.
- Do not let unfamiliar people into the building or into your room.
- Do not prop open any locked doors.
- Call Campus Safety if you see suspicious activity or if you notice strangers loitering in or around the dorms.

FIRE SAFETY TIPS

- Activate the fire alarm pull station.
- Evacuate the building using predetermined escape routes.
- Assist mobility-impaired individuals if possible.
- Do not use elevators.
- Gather at a predetermined assembly location outside of the building.

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

PERSONAL SAFETY TIPS

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

DATE RAPE DRUGS

- Date rape drugs (GHB, Rohypnol and Ketamine) are generally odorless, colorless and tasteless. These drugs can render a person physically helpless and therefore make them unable to

refuse sex. These drugs can also affect a person's memory, causing a victim to be unsure if an assault has taken place.

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

PUBLIC TRANSPORTATION SAFETY TIPS

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

THEFT PREVENTION TIPS

- Never leave personal property of any kind unattended, especially laptop computers, even in familiar areas like classrooms, libraries and study spaces.
- Lock your bicycle to a bike rack using a late model kryptonite lock. If you lock your bike to a sign post, make sure that the post is permanently affixed and cannot be lifted up or removed. Secure or remove quick-release accessories like front tires, seats and handle bars. Remember, bikes kept on campus must be secured to bike racks only. Locking bikes to sign posts, building railings, benches, etc. is not authorized and could pose a hazard in the event of an evacuation.
- Report all suspicious people, activity and circumstances to Campus Safety by calling **44-911 from campus telephones or (773) 508-6039 from off-campus telephones.**
- Report all thefts to Campus Safety immediately.

IDENTITY THEFT PREVENTION TIPS

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

THE CLERY ACT

The Jeanne Clery Disclosure Act requires all postsecondary institutions that participate in federal student financial aid programs to produce and disseminate an annual campus crime report. This report contains statistical information regarding criminal activity for the preceding three years. To access this report, visit:

www.luc.edu/safety/cleryact.shtml.

To obtain a hard copy of this report, call: **773.508-2463**.

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