

# Loyola University Chicago Community Standards

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*Student Rights, Responsibilities & Conflict Resolution Team*

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Loyola University Chicago  
2025-2026 Community Standards

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# WELCOME LETTER FROM THE DEAN OF STUDENTS



*"We are Chicago's Jesuit Catholic University – a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice, and faith."*

Loyola University Chicago Mission Statement

Dear Loyola Student:

Welcome to Loyola University Chicago, your home for one of the most important chapters of your life: your undergraduate, graduate, or professional Loyola experience. You have chosen to attend a prestigious institution known around the country for its academic excellence, and commitment to ethics. Whether you are a "local" or came here from another state or country, you have arrived in one of the country's most exciting, diverse, and vibrant cities: Chicago, Illinois.

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

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

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

On behalf of the entire Division of Student Development, welcome, Ramblers!

We are so glad you are here.

Sincerely,

*William Rodriguez, PhD*

Assistant Vice President & Dean of Students, Division of Student Development

## The Student Promise

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

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

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

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



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

### **Care for Myself**

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

### **Care for Others**

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

### **Care for Community**

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

*Loyola University Chicago, 2007*

## THE DAILY EXAMEN: A JESUIT TRADITION

As you probably know, Loyola University Chicago is a Jesuit, Catholic institution that derives its culture and values from that Jesuit heritage. For this reason, reflection, discernment, and prayer are welcomed and encouraged as part of daily life at Loyola. One's approach to reflection and prayer takes many forms, and depending on one's spiritual tradition, may include meditation, prayer rituals, singing, chanting, dialogue, and engaging in rituals such as fasting or eating in certain ways.

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

One unique tool for reflection and discernment that St. Ignatius Loyola, the founder of the Jesuits, taught was called the Examen. The Examen prayer process is offered as a guide to review the events of the day considering God's presence and direction for us. One of the few rules of prayer that Ignatius made for the Jesuit order was the requirement that Jesuits practice the Examen twice daily in order to develop the habit of reflection and discernment. Even among people who are not Catholic – or even spiritual at all – the general practice of taking time to quietly reflect or meditate is an ancient practice that is comforting and informative. It offers a way to find peace in even the most challenging of circumstances. The Examen is offered here as one tool for personal reflection on our own decisions, where we have felt God's presence during our daily lives, and how we can best live extraordinary lives in the days to come. Before beginning one's Examen take a moment to settle into a comfortable place and give yourself a moment of quiet taking in a few deep breaths.

- Step 1:** Become aware of God's presence. Ask to be enlightened. Seek to be open for wisdom and discernment. Ask for clarity and understanding.
- Step 2:** Next, review the past day with gratitude. Walk through your day noting the moments of joy, delight, beauty. Focus on the day's gifts. Pay attention to small things – the food you ate, the sights you saw, and other seemingly small pleasures. The Divine is in the details. As you recognize these gifts offer thanks; an expression of gratitude.
- Step 3:** Take a moment and review your day. All that happened in the last 24 hours. Pay attention to your emotions. One of St. Ignatius's great insights was that we detect the presence of the Spirit of God in the movements of our emotions. Reflect on the feelings you experienced during the day. Boredom? Elation? Resentment? Compassion? Anger? Confidence? What is there to learn through these feelings?
- Step 4:** Choose one moment or emotion from your day and reflect. Allow yourself to be directed to something that was particularly important. It may involve a feeling – positive or negative. It may be a significant encounter with another person or a vivid moment of joy or discomfort. It may be something that seems rather insignificant but stands out to you at this moment. Look at it. Reflect about it. Discern its significance in your life. Allow a prayer to arise spontaneously from your heart – whether you ask for God to intervene some way, give praise, ask forgiveness, or express gratitude. What learnings are there in your reflection?
- Step 5:** Lastly, look toward tomorrow. How can you take the learning from your review of the day and apply its insights to your life tomorrow? Ask God to give to enlighten you for tomorrow's challenges. Ask for help and understanding. Pray for hope. How can you engage others in a more enlightened way?

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

Regardless of your religion or faith tradition, conflict can be a difficult obstacle for all of us. Take time to pause and discern how to move forward in this conflict. Remember that the SRCR Team is here to assist with whatever conflict you are experiencing. (*Examen adapted from*

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

## ARTICLE I. GENERAL INFORMATION ABOUT THE COMMUNITY STANDARDS

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

### 101. Definitions

1. "Academic term" means fall or spring semesters. Summer sessions and January sessions ("J-term") are not considered academic terms for the purposes of these *Community Standards*. For some academic programs, including but not limited to the School of Law and Quinlan School of Business, "academic term" may refer to quarters.
2. "Advisor" means a person who may accompany a student involved in the student conduct process and whose role is to provide a comforting and familiar presence for a student or student organization (see §407 *Other Procedural Elements*).
3. "Affected Party" refers to an individual who has reported experiencing (or has been reported by another to have experienced) misconduct or conflict.
4. "Assigned outcome" (formerly known as "sanction") is an educational, developmental, restorative, or deterrent measure assigned to a respondent because the respondent has been found responsible for some policy violation. Assigned outcomes are mandatory and failure to complete an assigned outcome may result in additional disciplinary action.
5. "Board" means any group of representatives of the University community who are selected, trained, and authorized by the SRCR Team in the ODOS to assist with adjudication of cases of alleged student misconduct. The Student Community Board is one such Board.
6. "Bullying" is antagonistic and unwelcome behavior towards another that is severe or repeated and that would be likely to intimidate, hurt, demean, defame, control, or diminish a reasonable person. Bullying may include, but is not defined by, slurs, epithets, and derogatory terms. Bullying is not in the intention (e.g., "just joking around") but in the perception of the behavior against another.
7. "Business day" means a day of regular University operation when most University offices are open (generally Monday through Friday, including most academic breaks but excluding designated University holidays).
8. "Case Resolution Administrator" is a University professional or paraprofessional (e.g., graduate intern) who has been trained and authorized by the SRCR Team in the ODOS to conduct investigations, hearings, and intake meetings and who is designated by the Dean of Students to have the authority to adjudicate and resolve cases. The Associate Dean of Students for Student Rights, Responsibilities & Conflict Resolution is the chief Case Resolution Administrator for the University.
9. "Complainant" refers to an individual who has chosen to proceed with a formal complaint in the student conduct process. For the purposes of the *Community Standards*, a complainant may be an affected party (§101(3)) and/or reporting party (§101(24)).
10. "Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation" (or the "Comprehensive Policy") refers to the University's policies and procedures used to define and address discriminatory or sexual misconduct, including allegations that meet the definitional and jurisdictional requirements of Title IX sexual harassment. The Comprehensive Policy is administered by the [Office for Equity & Compliance](#) ("OEC"), and can be found at the OEC website, <https://www.LUC.edu/equity>.
11. "Conduct record" means a record of all incidents where a student was found responsible for misconduct. Conduct records are maintained in the ODOS for seven years from the date of the incident with the exception of those resulting in expulsion (such files are retained indefinitely).

12. "CRLs" or "Conflict Resolution Liaisons" are student leaders who support the mission of the SRCR Team by serving as a peer-to-peer facilitator for outcomes assigned in the student conduct process and for other conflict resolution services. CRLs are outstanding student leaders who are selected, trained, supervised, and supported by the SRCR Team to facilitate learning and dialogue.
13. "Demonstration" means an activity in which two or more people gather publicly in a coordinated and organized manner to display support or opposition for, or express a position or feeling toward a person, organization, or cause (see also *§603 Free Expression: Student Demonstration and Fixed Exhibit Policy*).
14. "Distribution" means providing or making accessible to another any amount, no matter how small. Examples include but are not limited to: splitting a six-pack of alcohol with someone under the legal drinking age may be considered distribution of alcohol; providing a person with one pill or other small amount of a controlled substance may be considered distribution of drugs; and assisting a student with acquiring a fake ID may be considered distribution.
15. "ODOS" or "Office of the Dean of Students" provides support, coordination, case management, and resource referrals for student concerns across the University. The ODOS is comprised of the Student Outreach & Support Team (SOS) and the Student Rights, Responsibilities & Conflict Resolution Team (SRCR). These two core teams work hand-in-hand providing holistic services to Loyola students. The ODOS is located on the third floor of Damen Student Center.
16. "Encampment" refers to an unauthorized occupation of an outdoor or indoor space or facility including in the form of tents, shelters, or temporary structures.
17. "Facility" or "University Facility" means any building, grounds, property, office, or area that is owned and operated by the University. Classrooms and residence halls are considered University facilities.
18. "Fixed Exhibit" is a display that can take the form of temporary walls or other erected structures; or flags, crosses, signs, or other items placed or displayed on the ground.
19. "Guest" may mean different things in different parts of the *Community Standards*. Generally, a University guest is someone who is not a Loyola student. A residence hall guest is someone who is not currently assigned to live in a particular residence hall, but who may be a Loyola student who resides off campus or a Loyola student who resides elsewhere on campus.
20. "Harassment" under the *Community Standards* is intentional and unwelcome behavior towards another that is severe or repeated and that has the purpose or effect of seriously interfering with a reasonable person's physical health, mental health, or ability to benefit from the University's programs and services.
21. "Hazing" is a broad term encompassing actions or activities often associated with initiation or group associations which inflict or attempt to cause mental or physical harm or anxieties; or which demean, degrade, or disgrace any person regardless of location, intent, or consent of participants (see also *§201(13) Hazing* and *§605 Hazing Resources and Information*).
22. "Preponderance of the evidence" means such evidence that, when weighed with that opposed to it, has more convincing force and the greater probability of truth. This is the standard of evidence for all student conduct decisions and may also be thought of as a standard based on what is "more likely than not" to have occurred.
23. "Reasonable Person" means a theoretical person exercising commonly accepted judgment under similar circumstances and with similar identities to the actual subject.
24. "Reporter" or "Reporting Party" is an individual who notifies the University of an incident of alleged misconduct or conflict via one of the University referral options, whether electronically or in person. The reporter may be the same as the affected party (*§101(3)*) or may be a third party.
24. "Responsible/Not Responsible" are terms that mean whether or not a student or student organization has been found, based on a preponderance of the evidence, to be accountable for the alleged misconduct. Responsibility is determined per individual party, per policy.
25. "Respondent" is a student or student organization against whom a formal complaint is made. The respondent is the person or organization alleged to have violated University policy.

26. "Retaliation" is defined as any adverse action (including, but not limited to, retaliatory harassment, threats, vandalism, or other harmful behavior) taken against a person participating in a protected activity because of their participation in that protected activity. Protected activities include submitting a report or filing a complaint under the *Community Standards* under one's own or another's behalf; participating in or providing information related to an investigation by the SRCR Team; or otherwise exercising one's rights under the *Community Standards*. Retaliation against an individual for reporting an incident, supporting an affected party, or otherwise participating in the student conduct process is a serious violation.
27. "Solicitation" is defined as approaching the University community with the intent to sell, request, distribute, or promote a product or service.
28. "Student" means any person in attendance (in person or online) at Loyola, including its Arrupe College. Students include undergraduate, graduate, doctoral, and non-degree-seeking persons.  
  
Persons may also be considered a student including, but not limited to, the following circumstances: persons who are admitted and/or deposited to Loyola but are not yet in attendance; individuals who attend post-secondary educational institutions other than Loyola while residing in a Loyola facility; and former students and others who are not enrolled for a particular term but who have a continuing relationship with, or an educational interest in, Loyola University Chicago (e.g. students under suspension, a leave of absence, or participating in any activity in preparation for attendance such as orientation, Bridge to Loyola, Summer Enrichment Program for Arrupe College students, and residence hall check-in.)
29. "Student Community Board" or "SCB" consists of a board of student leaders who support the mission of the SRCR Team by serving as a peer-to-peer adjudicative body. Members of the SCB are outstanding student leaders who are selected, trained, supervised, and supported by the SRCR Team to facilitate informational meetings and administrative hearings.
30. "Student Demonstration Leader" is a currently enrolled student(s) or student organization (as defined in §101(31)) responsible for the demonstration activity or fixed exhibit display.
31. "Student Organization" means a student organization recognized by the University according to applicable policy. Unless otherwise specified, the term "student organization" may be a Recognized Student Organization (RSO) or a student organization affiliated with any school or department (e.g. intramural team, NCAA athletic team or club sport team).
32. "SRCR" or "Student Rights, Responsibilities & Conflict Resolution Team" is a team in the Office of the Dean of Students (ODOS) charged with maintaining and enforcing the *Community Standards*, student conduct process, and conflict resolution services. The SRCR Team is located on the third floor of Damen Student Center.
33. "University" or "the University" means Loyola University Chicago, including all campuses, programs, colleges, and grounds (including the John Felice Rome Center).
34. "University community" means students, staff, faculty, administration, and other employees of Loyola University Chicago.
35. "University official" means any person employed by the University who is operating in an official capacity, including but not limited to Campus Safety officers, Resident Assistants (RAs), Teaching Assistants, and residence hall desk receptionists.
36. "University-sponsored activity" or "University-sponsored event" means any activity on or off campus that is initiated, authorized, or supervised by the University or a student organization or University program, office, or department.
37. "Witness" refers to an individual who observed the alleged misconduct and can provide additional information (see §407 *Other Procedural Elements*).

## 102. Knowledge and Awareness of Policies

The University will communicate the *Community Standards* to students on an annual basis, usually at the beginning of the academic year. An overview of the *Community Standards* is also included within the University's Orientation program. However, independently of the annual notice and Orientation, all students are expected to familiarize themselves with all policies and procedures set forth in the *Community Standards*. Please read this document carefully. If you are a student §101(28), then you

are accountable for its contents. The most current copy of the *Community Standards* is published at <https://www.LUC.edu/communitystandards>.

### 103. Categories of Violation

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

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

<p><b>Category A Violations</b></p>	<p>Category A violations are considered the least severe and tend to have a lower impact on one’s self, others, or property.</p> <p><i>Common assigned outcomes may include educational experiences, reflection &amp; learning exercises, and restorative service hours. University Warning is often considered.</i></p>
<p><b>Category B Violations</b></p>	<p>Category B violations are considered moderately severe and tend to have a more significant impact on one’s self, others within the community, or property.</p> <p><i>Common assigned outcomes may include educational experiences, reflection &amp; learning exercises, loss of privileges, and increased restorative service hours. Probation is often considered and Suspension may be considered.</i></p>
<p><b>Category C Violations</b></p>	<p>Category C violations are considered the most severe violations and tend to have a more substantial impact on one’s self, others within the community, or property.</p> <p><i>Common assigned outcomes include extensive service hours or educational experiences, and restrictions to University facilities. Probation or Suspension is likely.</i></p>

### 104. Jurisdiction of the University

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

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

## 105. Authority

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

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

When a Resident Director or other University staff member trained by the SRCR Team serves as a Case Resolution Administrator, that staff member is acting with the authority of the ODOS.

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

## 106. Focus of Proceedings

The overall purpose of the *Community Standards* is to ensure the safety of the University community while balancing the needs of (a) the individual student(s) involved in an incident, (b) the rest of the University community, and (c) the University as an institution. None of the procedures or processes described in the *Community Standards* are intended to be adversarial or overly legalistic in nature; rather, these processes are intended to be informal, fair, and expeditious.

As such, the standards, terminology, and overall philosophy found in the *Community Standards* may be different from what some individuals expect. However, whether a matter is resolved through the student conduct process or a conflict resolution pathway, the University will always engage in a fundamentally fair process, and will reasonably consider the perspectives of various parties involved in an attempt to understand the facts of an incident and to determine an appropriate resolution.

### 1. Violations of Law and the Community Standards

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

## 107. Time Limitations

There is no formal limit for when an incident of alleged misconduct may be reported; however, the SRCR Team generally will not investigate reports submitted over one calendar year after the occurrence of the alleged incident. Exceptions may be made for serious incidents. Deviations from the timelines or procedures described here will not invalidate a proceeding or decision unless significant prejudice to a student or to the University results.

## 108. Communication and Notifications

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

## 2. Victim Notification

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

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

### 2. Parent or Guardian and Emergency Contact Notification

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

## 109. Students with Disabilities

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

## 110. Conflict Resolution Services

Conflict resolution services are most often utilized in the following ways, (1) when a conflict arises or harm is caused that does not rise to the level of being a policy violation and/or (2) to achieve the best educational and developmental outcome for our students, the University will at times defer more "formal" student conduct procedures, and instead seek to resolve matters through conflict resolution services.

Generally speaking when an issue is addressed by a conflict resolution service, the SRCR Team in the ODOS may keep the content and resolution of the meeting private, so that the matter may not be reflected in the student's conduct record. The services facilitated through the SRCR Team are listed below:

- a. Conflict Coaching
- b. Conflict Mediation
- c. Restorative Justice Conferences
- d. Community Circles
- e. Alternative Resolution Practices

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

- a. Restorative Justice Conferences may be an exception, as these conferences sometimes occur as an outcome from a student conduct process and therefore may warrant documentation in a student's conduct record.
- b. If a facilitator becomes aware of misconduct that is a serious violation of the *Community Standards*, other University policy, or the law, the facilitator is obligated to act upon this information. In some cases, this may mean that an incident report will be filed. In such cases, The SRCR Team will take into consideration that the information was received as

part of a conflict resolution meeting, and reasonable efforts will be made to ensure the privacy of all parties involved.

- c. All conflict resolution facilitators at Loyola University Chicago have an ethical duty to act whenever they become aware that someone may be in danger of serious imminent harm. Such information will be reported to the appropriate authorities as needed to ensure the safety of the University community.

More information about conflict resolution services can be found online at <https://www.LUC.edu/deanofstudents/conflictresolution>.

### **111. Responsibility of Students for their Guests**

University and residence hall guests are expected to follow the *Community Standards*. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests. This applies to individuals, groups, and student organizations on all campuses.

### **112. Reservation of Rights and Other Violations**

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

The University also reserves the right to bring disciplinary action against a student for behaviors not specifically identified in the *Community Standards*, but which nevertheless violate the principles outlined in *Article II. Student Code of Conduct* and/or *Article III. Study Abroad, Travel, and Campus-Specific Regulations*.

### **113. Student Conduct Records and Privacy**

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

Students have a right to view a redacted copy of their conduct file that falls within the seven-year period or resulted in University expulsion, with any protected information about other students removed, during regular business hours in the ODOS or virtually via secure Zoom video platform. The SRCR Team requires a minimum of five business days' notice to prepare files for review. In order to request to view a redacted copy of their conduct file, students must complete the [Conduct Check Request Form \(Permission to Release Education Record Information\)](#). Forms are reviewed in the order they are received and the SRCR Team will contact you to schedule a time for your meeting once your form is processed.

In order to request a release of your conduct file information to another person or school/organization, students must complete the [Conduct Check Request Form \(Permission to Release Education Record Information\)](#), and if applicable, submit any associated form from the school/organization they want to receive their conduct file information. Forms are reviewed in the order they are received and are typically processed within 5-7 business days.

Privacy applies to affected parties, respondents, complainants, witnesses, advisors, Case Resolution Administrators, and members of Hearing Boards. All individuals are expected to adhere to the regulations set forth by the *Family Educational Rights and Privacy Act of 1974 as Amended* ("FERPA") regarding the dissemination of information pertaining to the student conduct process or equitable resolution procedures. All proceedings are private and unauthorized recording by any means is prohibited. The University reserves the right to share information regarding a case with other appropriate parties on a need-to-know basis. More information about FERPA can be found in Article VI.

## ARTICLE II. STUDENT CODE OF CONDUCT

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

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

### 201. Generally Prohibited or Regulated Conduct

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

#### 1. Abusive Conduct (B or C)

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

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

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

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

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

#### 3. Breaking the Plane (A or B)

Breaking the vertical plane of a window, balcony, stair railing, or similar structure is prohibited. Breaking the plane includes objects or people sitting on window ledges, on stair railings, or balconies; it includes reaching, extending, throwing, etc. any object or body part (including bodily or other fluids) through the vertical plane of a structure, whether or not the plane is open (e.g., dropping a key from an open window). Any object breaking the plane that could cause harm to a person or damage to property may be considered a dangerous object (see §201(4) *Dangerous Objects*) whether or not anyone or anything was actually in immediate danger.

#### 4. Dangerous Objects (B or C)

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

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

The following conduct is expressly prohibited:

- a. Possession of a prohibited dangerous object other than a firearm (B)
- b. Possession of a firearm (C)
- c. Use, display, or threat of use of any prohibited dangerous object (C)

#### **5. Disruptive and Disorderly Conduct (B)**

The ability of our University community, neighboring communities, and other University partners to support the academic mission of the University depends on a basic spirit of mutual respect and cooperation between students and other community members.

It is therefore prohibited to intentionally or recklessly cause or provoke a disruption to academic pursuits or to infringe upon the rights, privacy, or privileges of another person or group of people in our community. Any action that disrupts the normal operations of the University is also prohibited.

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

- a. Any conduct on or off campus that is disorderly, lewd, or indecent, or that significantly disturbs the peace and comfort of others or the University community, including but not limited to:
  - Urinating or defecating in public view or in any public or private space not intended for such a purpose;
  - Shouting slurs, epithets, or profane language in public spaces; and
  - Displaying obscene materials in public view
- b. Behavior in a classroom, instructional program, research setting, administrative office, or other University program or facility that significantly interferes with the orderly functioning of the University or prevents others from benefiting from the class or program
- c. Behavior on or off campus, including online, that significantly interferes with the ability of others to live and engage in academic and/or co-curricular activities in a safe and reasonably peaceful environment

#### **6. Drugs (A, B, or C)**

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

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

*A number of states, including Illinois, have passed laws that make the use of cannabis for some medical conditions legitimate under the law of that state. Furthermore, the state of Illinois made non-medicinal use of cannabis legal at the state-level for those over the age of 21. However, the possession or use of cannabis remains an offense under the Controlled Substances Act, a federal law.*

*Loyola University Chicago is obligated to comply with all federal laws and regulations. In order to remain in compliance, Loyola will not permit the possession or use of cannabis at educational or other activities sponsored, conducted, or authorized by Loyola or its student organizations, whether on or off campus, in any on campus housing, or in any other Loyola buildings or other property.*

## **7. Facility Use and Access (A or B)**

Unauthorized access to, presence in, or use of University facilities, grounds, or construction sites is prohibited. Students may not prop open any controlled access door (e.g. fire doors, doors requiring a Campus Card to open, secured exterior doors). Many areas of campus are accessible only with keys or a Campus Card (Student or Staff ID Card).

The following conduct is expressly prohibited:

- a. Rollerblading, skateboarding, skating, or playing unauthorized sports in a University facility (A)
- b. Accessing University facilities, grounds, or construction sites without authorization (B)
- c. Providing others unauthorized access to University facilities (B)
- d. Duplication of keys or Campus Cards (B)
- e. Tampering or interfering with security systems (surveillance cameras, etc.) (B)
- f. Possession, use, or storage of unauthorized motorized personal transportation devices (such as “hoverboards” or similar devices typically powered by rechargeable lithium ion batteries) on campus, excluding those protected under the *American Disabilities Act* (A)

## **8. Failure to Comply (B)**

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

The following conduct is expressly prohibited:

- a. Failure to conduct oneself in accordance with local, state, or federal law (including laws of the host nation when studying or traveling abroad) (B)
- b. Failure to comply with any other University policy – this includes, but is not limited to, the policies outlined in section §613 *Other University Policies* (A, B, or C)
- c. Failure to comply promptly with the reasonable request or instruction of a University official or emergency personnel acting in an official capacity (e.g. refusing to dispose of or relinquish prohibited items or substances when directed to do so, refusing to remove/adjust a mask or face covering to allow for proper identification, running away from an incident when directed to stay on site or remaining on site when directed to disperse, refusing to provide identification, interfering with a University official or emergency personnel, violating a No Contact Directive or any other restriction issued by University, etc.) (B)
- d. Failure to comply with an assigned outcome of a conduct proceeding or any interim or administrative measure implemented in association with a conduct matter (B)
- e. Failure to comply with an administrative action of the Behavioral Concerns Team, Office of the Dean of Students, or Office for Equity & Compliance (see also §602 *Behavioral Concerns Team*) (B)

## **9. Fire-Related Misconduct (B or C)**

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

The following conduct is expressly prohibited:

- a. Failure to evacuate a building immediately upon a fire alarm (B)
- b. Tampering with, disabling, or misusing fire alarms or equipment (B)
- c. Intentionally or unintentionally damaging property by fire or explosives (C)

### **10. Fraud, Misrepresentation, and Dishonesty (B or C)**

Loyola students are held to the highest standards of integrity and truthfulness. The following conduct is strictly prohibited:

- a. Knowingly submitting or providing false or forged information to the University or any University official (B)
- b. Falsification, alteration, forgery, or misuse of University records, documents, or other materials pertaining to the University, including electronic records or utilizing the University's brand (name, marks, logos, designs, and/or symbols) without permission (C)
- c. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire or other emergency; or filing a false report of alleged misconduct in bad faith (e.g. activating emergency call buttons or other alarm systems) (C)
- d. Use, possession, manufacture, sale, transfer, or distribution of false or fraudulent identification ("fake IDs"), including possessing or using another individual's identification or modifying an otherwise valid identification under circumstances indicating fraudulent intent (B or C)

### **11. Gambling (A or B)**

Gambling, raffles, any form of illegal wagering, bookmaking, and unauthorized games or contests of chance are prohibited on University premises or when associated with a student organization. Such activities are prohibited as part of University-sponsored functions, events in University residence halls, and sporting events, unless facilitated by a licensed third party vendor.

For the purposes of this policy, "raffle" means any event requiring a fee for a chance to win a prize. Additionally, students may not knowingly provide information to assist any individual involved in any gambling activities.

### **12. Harassment and Bullying (B or C)**

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

Accordingly, harassment and bullying (as defined in §101(20) and §101(6), respectively) are strictly prohibited at Loyola University Chicago. Both harassment and bullying may be verbal, physical, or psychological and may occur through electronic means (i.e. cyber bullying).

Harassment and bullying can occur through one severe, isolated incident or through a pattern of repeated incidents. Such actions are unwelcome and pose a risk to the health and safety of the University community. Petty slights, annoyances, and isolated incidents (unless serious and pervasive) will not rise to the level of a policy violation.

### **13. Hazing (C)**

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

Hazing is expressly prohibited by the University and by Illinois law (720 ILCS 120). See also §605 *Hazing Resources and Information* for more details, including but not limited to, examples of acts of hazing, responsibility of organization officers, organizations, and members, and guidance on complaints and investigations.

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

To ensure the safety of the University community, every registered student is required to carry a University identification card ("student ID" or "Campus Card") at all times while on campus. Student

IDs are issued to individual students and are non-transferable. Permitting another to use one's own student ID is also a violation, and when used fraudulently may also constitute a violation under §201(10) *Fraud, Misrepresentation, and Dishonesty*.

#### **15. Neighborhood Disturbance (B)**

Loyola enjoys a positive, mutually supportive relationship with its immediate neighboring residential and business communities in Rogers Park, Edgewater, Maywood, Woodstock, and abroad. To sustain those relationships into the future, Loyola students must conduct themselves as mature and responsible neighbors when off campus. Students are responsible for upholding all federal, state, and city laws and ordinances wherever they reside, travel, or socialize, especially those relating to public health orders, noise, traffic, littering/trash, parking, zoning, and alcohol and drug use.

Students are prohibited from causing a disturbance in the off campus community by irresponsible or unreasonably noisy social hosting, disruptive or unruly behavior, damage to property, or other disruptive activities. Students who reside at, own, or are listed on a lease for a property where this policy is violated may be subject to disciplinary action whether or not they were actually present during the offense.

#### **16. Peer-to-Peer File Sharing (A)**

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

#### **17. Property Damage (B)**

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

#### **18. Retaliation (B)**

All members of the University community have a right to bring forth information that helps support an environment of safety and support. Accordingly, any act of retaliation taken against another is a serious violation of University policy.

Retaliation is defined as any adverse action (including but not limited to retaliatory harassment, threats, vandalism, or other harmful behavior) taken against a person participating in a protected activity because of their participation in the protected activity. Protected activities include submitting a report or filing a complaint under the *Community Standards* under one's own or another's behalf; participating in or providing information related to an investigation in the SRCR Team in the ODOS; or otherwise exercising one's rights under the *Community Standards*. Retaliation against an individual for reporting an incident, supporting an affected party, or otherwise participating in the student conduct process is a serious violation.

Alleged retaliation should be reported immediately to Campus Safety, the SRCR Team, the Office for Equity & Compliance, or another University resource and will be promptly addressed.

#### **19. Smoking and Tobacco Products (A)**

Use of all tobacco products is prohibited on all campus properties. This includes interior spaces on Loyola's campuses (Lake Shore, Water Tower, Health Sciences, LUREC, Cuneo Mansion & Gardens, and John Felice Rome Center); including the outdoor property or grounds controlled and/or maintained by Loyola at these campuses, as well as all University-owned or leased vehicles; and all outdoor athletic facilities, including Hoyne Field. Tobacco is defined to include lighted cigarettes, cigars, cigarillos, pipes, hookah products, cannabis, smokeless/spit or spitless/dissolvable/inhaled tobacco products, dip, chew, snuff, snus in any form (orbs, sticks, pellets, etc.). Nicotine products not approved by the Food and Drug Administration as a smoking cessation product are all prohibited.

Electronic smoking devices (e.g. e-cigarettes, vaporizers, or "vapes") or any electronic product that can be used to simulate smoking are prohibited as well and are treated the same as regular cigarettes for the purposes of all University policies, unless tampered with or intended for use with illicit drugs (in which case, see §201(6) *Drugs*).

Individuals who choose to smoke on public property near campus locations must do so in compliance with existing public ordinances. In Chicago, you must comply with ordinance No. 7-32 to maintain a

distance of 15-feet from any University building opening (e.g. doors, windows, ventilation intakes, etc.). All cigarette butts shall be disposed of in ashtrays.

Students are prohibited from selling, buying for, distributing samples of, or furnishing any tobacco product to persons under the age of 21.

### **20. Solicitation (A or B)**

Organized efforts to engage in solicitation (defined at §101(27)) on Loyola's campuses and at University-sponsored events are regulated as follows:

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

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

### **21. Taking of Property (B or C)**

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

### **22. Trash Disposal (A)**

Students and their guests are expected to dispose of their trash in the appropriate receptacles. Failure to do so is a violation of this policy and is subject to disciplinary action.

## **202. Residence Hall (On Campus Housing) Regulations**

As a residential campus committed to the education of the whole person, the residential experience is considered an integral part of a student's education and the Loyola Experience. To support this experience, students living in or visiting any residence hall (any residential building owned by the University and operated by the Department of Residence Life) are subject to additional policies. Students assigned to living spaces on campus are responsible for the contents of the space and activities occurring in the space.

Additional Residence Life information, including information about the on campus living requirement, residence hall housing agreements, housing selection process, check in and check out procedures, and more, is available online at <https://www.LUC.edu/reslife>.

The Department of Residence Life main office is located in Simpson Hall, Room 107.

### **1. Alcohol – Residential (A or B)**

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

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

- a. Being in the presence of alcohol, unless in one's own room/apartment when the alcohol is in the possession of a roommate who is 21 or over (A)
- b. Alcohol being stored in rooms by students over the age of 21 must be labeled if they have underage roommate(s) (A)

The following conduct is prohibited regardless of age:

- c. Consuming alcohol in a residence hall in the presence of underage students (in rooms or apartments where some residents are under 21 and others underage, residents who are 21 or over and their 21 or over guests may consume alcohol in the presence of the underage roommate; however, underage guests are not permitted to be present when alcohol is in plain view or being consumed.) (A)
- d. Possession of collections or displays of containers that contain or previously contained alcohol (e.g. empty bottles, etc.) (A)
- e. Drinking practices or games that encourage participants to consume alcohol or promote intoxication and any paraphernalia that supports such activity (A)
- f. Possession of excessive amounts of alcohol (including any sized keg) as determined by a University official (B)
- g. Use or possession of alcohol in building common areas (B)

## **2. Decorations (A)**

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

- a. Permanent alterations to walls, ceilings, floors, furniture, and other fixtures are prohibited. This includes LED adhesive light strips.
- b. Painting, wallpapering, writing on, adhering stickers to, or drawing on room surfaces.
- c. Use of tape or any non-approved adhesive strips (e.g. 3M command strips) of any kind on ceilings, walls, or floors is prohibited. Approved items include: blue multi-surface painter's tape and removable mounting putty.
- d. Light fixtures or lamps should not be covered or draped in any way.
- e. All decorative lights must be UL approved and low wattage or LED.
- f. Light bulbs may not be removed and replaced with colored lights (except with permission from Residence Life).
- g. Decorations, displays, or postings on residence hall windows facing in or out are prohibited.

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

In addition to those policies in §201(7) *Facility Use and Access*, the following regulations apply to all residence halls.

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

- a. Adding permanent fixtures or making structural changes in rooms or common areas
- b. Detaching fixed furniture, disassembling furnishings, stacking furniture that is not designed to be stacked, removing furniture from rooms or common areas, and possessing furniture designated for common areas
- c. Attaching or securing personal property in any manner to the ceiling, floor, or walls of a room; and storing personal property in a public area (lobby, lounge, shared bathroom, etc.)
- d. Altering windows to open past the point of the window blocks or opening windows past the point of the window blocks

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

- e. Altering, covering, or obstructing door locking mechanisms or eye holes
- f. Propping open corridors, stairways, fire/smoke doors, or exterior doors; opening a secured outside door; tampering with door locks

- g. Granting or allowing access to an unauthorized or unknown individual, including holding open entrance doors for another person
- h. Using non-designated entrances/exits
- i. Extending antennas, wires, cables, or other items outside a room/apartment from within any room/apartment

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

- j. Trash must be removed and disposed of properly.
- k. Food products must be properly stored. Leftover/unconsumed food must be disposed of properly. Empty beverage containers and used food containers must be properly disposed of or cleaned. Utensils, dishes and items used to prepare and serve food must be cleaned or disposed of properly. Spoiled food products must be removed and properly disposed. Food spills and stains must be cleaned up.
- l. Clothing must be laundered and/or properly stored.
- m. Rooms must be free from unpleasant odors.
- n. Carpet must be vacuumed and free of stains. Floors must be swept and mopped.
- o. Personal items must be neatly arranged and may not interfere with the intended use of the room.
- p. Expectations for cleanliness and use of the room as agreed upon in the roommate agreement must be upheld.

#### **4. Fire Regulations – Residential (A)**

In addition to those policies in §201(9) *Fire-Related Misconduct*, the following conduct is expressly prohibited in residence halls:

- a. Creating situations that endanger the quick and efficient evacuation of a room or buildings
- b. Possession or use of candles, incense, incense burners, hookahs, and other lighted, flaming, or flammable liquids not specifically authorized by Residence Life
- c. Exceeding the electrical capacity of an outlet; modifying the permanent electrical wiring of a residence hall; or maintaining a power strip or electrical cord in a manner that creates a fire hazard (e.g., stapling an electrical cord, running an electrical cord under a rug, or connecting multiple power strips or electrical cords)
- d. Tampering with, covering, obstructing, or hanging items from smoke detectors, sprinkler heads, fire alarm pull stations, fire extinguishers, exit signs, egress (exit) paths, windows, window screens, heating and ventilation units, or ceilings
- e. Decorations, displays, or furniture of any kind that block or obstruct an exit door, window, hallway, circuit breaker panel, sprinkler, fire hose cabinet, or fire extinguisher
- f. Possession of a halogen lamp of any kind
- g. Possession of natural vegetation of a combustible nature (e.g. live holiday trees and evergreen boughs)
- h. Leaving any heat-generating appliances (e.g. stoves, ovens, microwaves, toasters, clothing irons, or hair-styling tools, etc.) unattended

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

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

Students may host a maximum of three (3) guests per person. Guests may be checked in at any time. Exceptions to this policy may only be made by Residence Life professional staff.

- a. General Guest Policies

4. The following policies apply to all guests regardless of time of day or building, except where otherwise noted:
  - i. The right of a residential student to live in reasonable privacy supersedes the right of a roommate to entertain people in the room. Visits by guests can be an infringement upon the privacy and convenience of the persons sharing the space. Guest visitation should occur on a limited basis and only with the consent of others sharing the room, apartment, or bathroom. In the practical application of determining when guests should be invited to a residence hall, mutual respect for those sharing the living environment should prevail.
  - ii. Because residence hall resources are intended for use by the student who is assigned a specific space, the consistent presence of a guest(s) is not permitted in University residence halls or apartments. Guests or visitors who are found to be a consistent presence regardless of time of day are not allowed.
  - iii. Overnight visitation is defined as a visitation during the hours of 2:00AM until 6:00AM.
  - iv. A "[Request Form for Minor Visitation in the Residence Halls](#)" must be completed for any minor (under age 18) requesting to visit a student in a residence hall overnight without a parent or guardian present for the duration of the visit. The form must be received by Residence Life prior to the minor guest checking in at a residence hall front desk. Minor guests must have a physical government ID with them to be checked into a hall (driver's license, state ID, passport) that includes a picture of them. Exceptions may be made for minor guests who do not have a government ID.
  - v. Guests are expected to follow the *Community Standards* of the University. Residential students are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests. *See also §111 Responsibility of Students for their Guests.*
  - vi. Residence Life or other University staff have the authority to limit guest privileges as needed. This includes, but is not limited to, requiring a paper guest pass for overnight guests, restricting visitation for a specific guest or host, or requiring guest passes during high-volume periods.
  - vii. In buildings with front desks, residents must (a) properly check in all guests at the desk and (b) display a guest's Loyola ID or a valid government issued photo ID (state driver's license, state identification card, Chicago "Key Card" or passport) to the front desk employee. Guests without proper ID will not be allowed in the buildings. This includes expired or voided forms of identification. Exceptions to this policy may only be made by Residence Life or Campus Safety staff.
  - viii. Hosts must escort their guests at all times including escorting guests from the building and notifying the residence hall security desk upon departure. Hosts and guests must return to the front desk together and notify the desk attendant with their intention to check out.
  - ix. Students removed from on campus housing or banned from University property cannot be signed in as guests.
- b. Overnight Guest Policies
5. Sents may have overnight guests (defined as a guest checked in or who remains checked in between the hours of 2:00 AM and 6:00 AM) with the following provisions:
  - a. A guest may stay overnight only with the consent of the host's roommates and in accordance with the roommate agreement. Consent must be communicated in a written manner (email, text message, etc.) between roommates.
  - b. A guest may not stay overnight more than three consecutive nights in a two-week period.

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

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

residential community or University community at large. Students are expected to abide by the following policies:

- a. Courtesy hours are in effect at all times. To protect the rights of others to a conducive academic environment, no noise may disrupt other members of the community.
- b. Quiet hours are in effect from 11:00 PM to 8:00 AM Sunday through Thursday, and from 12:00 AM (midnight) to 8:00 AM Friday and Saturday in all residential buildings. Each floor or building may establish additional quiet hours.
- c. During study days and final exam periods, quiet hours are 24 hours a day, 7 days a week in all residence halls.

## **7. Occupancy (A)**

In the residence halls, occupancy may not exceed more than four times the designated occupancy or twelve people (including the residents of the room who are present), whichever is lower. In other words, there may be no more than a total of four people in a single room; eight people in a double room; twelve people in a triple room; twelve people in a quad; and twelve people in a quint room at any one time.

## **8. Pets – Residential (A)**

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

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

Service animals are permitted at Loyola University Chicago. Loyola prohibits individuals from misrepresenting an animal as a service animal. Students who misrepresent their animals may be subject to a referral through the student conduct process under §201(8) *Failure to Comply*. Students requiring emotional support animals must request such accommodations with staff and the Student Accessibility Center (visit <https://www.LUC.edu/sac>); see §613 *Animals on Campus Policy* at <https://www.LUC.edu/policies>).

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

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

- Any appliance exceeding 800 watts
- Beds of any kind other than those provided by the University (except for accommodations approved by Residence Life and the Student Accessibility Center)
- Bicycles (other than in designated areas)
- Candles
- Combustibles
- Deep fat fryers
- Drug paraphernalia (see §201(6) *Drugs*)
- Electric blankets
- Extension cords
- Grills intended for outdoor use (gas, charcoal, or outdoor electric)
- Fog machines
- Gasoline fueled vehicles and other items
- Halogen lamps
- Grow lamps (lighting intended for growing or cultivating plants or vegetation)
- Heaters that are kerosene or electric
- Hookahs
- Incense
- Lava lamps
- Lofts other than those provided by the University
- Mopeds, motorbikes, motorcycles
- Open flames
- Plug-in air fresheners with built-in power outlets

- Power tools (drills, saws, sanders, etc.)
- Water filled furniture
- Weapons (see §201(4) *Dangerous Objects*)

The following items are prohibited in traditional and suite-style buildings:

- Electric grills intended for indoor use
- Hot plates, including wax/candle burners
- Refrigerator with dimensions larger than 4.2 cubic feet and/or more than one refrigerator
- Toaster ovens or open coil toasters

The following items are prohibited in apartment-style buildings:

- Refrigerators, other than those provided by the University, including mini-fridges

### **10. Property Damage – Residential (A, B, or C)**

Damage to University, public, or private property in the residence halls is prohibited.

Room or apartment damages are recorded on the room or apartment inventory form every time a student changes rooms or checks out. Damage assessments may reflect replacement costs as well as administrative and labor fees. Residence Life staff will determine the breakdown of costs when students are charged for specific damages.

Every time a student checks out of a room or changes rooms, public area damages assessed to that student's living unit may be added onto the total charges on the room or apartment inventory form. Public area damage assessment includes extra cleaning charges caused by student negligence or destructive or inappropriate behavior.

Removing or damaging signage posted by Residence Life staff in the residence halls is also prohibited behavior under this policy.

See also §201(17) *Property Damage*.

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

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

In addition, the University reserves the right to search a student's room, including but not limited to, refrigerators, closets, safes, desks, bags or boxes. Students are required to open any items that may be locked or otherwise secured. Failure to open locked items may result in their confiscation by Campus Safety until their content can be verified. If the student fails to open the locked item, the University reserves the right to force entry. The University is not responsible or liable for any damage resulting from opening any locked item without a student's assistance. Prohibited items that are found in the locked items will be confiscated and not returned to the owner.

Students are expected to keep residence hall rooms and public areas in a clean and safe condition at all times. Residence Life staff conduct periodic inspections of all student rooms and community spaces. Whenever possible, notice is provided to students in advance of formal inspections.

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

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

Roommate, community, and hall agreements are the documents that members of residence hall rooms, apartments, floors, or building communities develop and agree to abide by throughout the year. Violations of these agreements may result in an administrative move of one or multiple roommates as determined by a Residence Life staff member. Violations of these agreements may result in a violation under §201(8) *Failure to Comply*.

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

Residence halls are restricted areas and may not be used for sale and solicitation of goods and services, the collection of information, or to gain support for organizations or causes. See also §201(20) *Solicitation*.

Additionally, residents must occupy their assigned spaces solely as personal residences. Students may not operate a business or other commercial enterprise from a residence hall. Students may not use room/apartment addresses, phone numbers, data jacks, or wireless access for non-residential purposes without prior written consent from the Department of Residence Life.

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

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

## **203. Student Organization Regulations**

It is a privilege to be a student organization that is recognized by Loyola University Chicago. Student organizations are expected to exercise good judgment in planning and promoting their activities; therefore, they are responsible for assuring compliance with procedures and policies as outlined in the *Community Standards*, *Student Organization Handbook*, the *Club Sports Manual*, and any other applicable University policies and procedures for their respective student organization.

The following policies apply to all student organizations, unless otherwise specified. Any organization using Loyola University Chicago, or any derivation of the name, will be subject to these policies. Student organizations who violate the policies described here may face disciplinary action as an organization and/or as individual students, depending on the circumstances.

Behavior by unrecognized groups may also result in individual disciplinary action for participating students.

### **1. Alcohol – Student Organizations (B)**

6. An event with alcohol present is considered a special event (see §203(5) *Special Events*). When hosting an event or activity where alcoholic beverages may be served and/or consumed by individuals 21 and older it is expected that the *Student Organization Alcohol Policy & Guidelines* be followed and enforced. The policy can be found on the Center for Student Engagement (“CSE”) website at <https://www.LUC.edu/studentengagement>. All student organizations are subject to the regulations concerning alcohol when hosting sponsored events on or off campus. This includes any event an observer/reasonable person would associate with the student organization.
  - a. General Guidelines for All Student Organizations:
    - i. No alcohol may be purchased with Student Activity Funds (SAF) or organizational funds.
    - ii. Student organizations are prohibited from hosting fundraising events with alcohol.
    - iii. No student organization may sell alcoholic beverages.
    - iv. The cost of the alcoholic beverages may not be included in any admission, meal, or entertainment charge.
    - v. No student organization may collect a cover charge, donation, or admission fee, which entitles a guest to alcoholic beverages.
    - vi. No student organization may utilize alcoholic beverages as prizes (contest, silent auction, etc.).
    - vii. Events involving alcohol must be closed events with a set guest list submitted three business days in advance of the event.
    - viii. At any organization event involving alcohol, the sponsoring organization must designate at least two sober representatives. After the two representatives, there should be one representative for every 20 additional people. A sober monitor is a willing and sober individual that will remain present and sober for the duration of the event. The sober

representative's name and contact information must be submitted to CSE at least three business days before the event.

- ix. Student organizations are prohibited from serving or selling alcohol to minors or purchasing alcohol for minors.
  - x. All alcohol at events must be served by a licensed third-party vendor at a third party vendor location (restaurant, hotel or similar operation).
  - xi. Student organizations must take reasonable precautions to prevent underage consumption of alcohol by having a third-party check attendee identification.
  - xii. Sponsorship with corporations or businesses that produce, sell, or distribute alcoholic beverages is prohibited.
  - xiii. Alcohol is absolutely prohibited at membership recruitment and new member activities.
  - xiv. Promotion and advertising materials may not include alcohol-related messaging.
  - xv. Student organizations must ensure that alcohol is not the focal point, the reason for, or the drawing card for an event.
  - xvi. Student organizations must provide food and non-alcoholic beverages free of charge when alcohol is present at an event.
  - xvii. On campus events with alcohol must follow all applicable campus policies.
- b. Other Student Organizations:
- i. When hosting an event or activity with alcohol, on or off campus, it is the expectation that all student organizations affiliated with any school or department (e.g. NCAA athletic teams, club sport teams, or intramurals), coordinate activities with their sponsoring department or office and comply with the University policy (see §601 *Alcohol and Other Drugs at Loyola University Chicago*).
- c. Recognized Student Organizations (RSO):
- i. When hosting an event or activity with alcohol, on or off campus, it is the expectation that all RSOs coordinate activities with CSE abiding by all activity request requirements specified in the *Student Organization Handbook* and the University policy (see §601 *Alcohol and Other Drugs at Loyola University Chicago*).

## **2. Corporate/Nonprofit Co-Sponsorship (B)**

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

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

## **3. Fundraising (B)**

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

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

**All Recognized Student Organizations wishing to fundraise (on or off campus, including online) must receive approval from CSE prior to collecting any money or goods. Any funds raised must be in accordance with the expectations set forth by CSE.**

Prohibited fundraising methods include, but are not limited to:

- a. Campaign solicitations and campaign fundraising activities. Funds for political candidates or campaigns may not under any circumstances be solicited in the name of Loyola University Chicago or on Loyola's campuses. Loyola students, faculty, and staff may make personal contributions to the candidate(s) of their choice.
- b. Raffles and/or lotteries. Any event requiring a fee in exchange for a chance at a prize may qualify under Illinois law as a raffle. The legal ramifications of holding a raffle are serious. If there is any question about whether your activities could be considered a raffle or lottery please contact CSE (see also *§201(11) Gambling*).
- c. Events/activities promoting and/or providing alcohol
- d. Eating contests
- e. Date auctions
- f. Online fundraising (GoFundMe, Chase Quick Pay, Venmo, Square, PayPal, etc.)

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

#### **4. Posting and Distribution (A)**

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

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

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

The use of sidewalk chalk is prohibited on campus.

The organization and the individual students participating are jointly responsible for the content of posted materials. The group must ensure that no University policy is violated and that the material is not offensive to the campus community.

The University reserves the right to regulate locations on campus where distribution of materials can occur. Materials may not be distributed outside or inside buildings where normal traffic flow may be impeded. Materials may not be placed on car windshields.

#### **5. Special Events (B)**

The Dean of Students or a designee reserves the right to classify programs as special events due to their size and nature.

Special events may include, but are not limited to, events with alcohol, speakers, concerts, dances, or performances. Special events may be closed to individuals who are not part of the University community at the discretion of the Dean of Students. Student organizations may host special events under these guidelines:

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

The sponsoring organization is responsible for all damages incurred and any special facility arrangements that may be required (see also §201(17) *Property Damage* and §201(7) *Facility Use and Access*).

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

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

Except where otherwise specified, all students enrolled for any period in a study abroad program are subject to the *Community Standards* of Loyola University Chicago during the period of enrollment, regardless of the student's home institution. These policies are intended to amend or supplement other University policies to account for the unique cultural and legal contexts and safety needs of students at specific campuses. In all cases, students are expected to follow the local, regional, state, national, and international laws of the jurisdiction. Students at all campuses are responsible for and will be held accountable for the conduct of their guests (*see also §111 Responsibility of Students for their Guests*). Ignorance of these policies is not an excuse for or defense to violating them.

Students performing coursework while abroad must maintain full-time status as defined by their respective program during their time abroad in order to remain enrolled. Students may be withdrawn from the abroad program if this minimum is not met.

Other offices or programs may also provide supplemental guidelines, rules, or expectations for students who participate in programs involving travel. Such guidelines may be considered "other University policies" under §201(8)(b) *Failure to Comply*.

For more information about studying abroad, visit <https://www.LUC.edu/studyabroad>.

### 301. John Felice Rome Center Regulations

The following policies apply to all students studying at or visiting the John Felice Rome Center ("Rome Center"). For the purposes of the *Community Standards*, the Zone Hotel is considered an extension of the Rome Center residence hall and campus, and subject to the same regulations as applicable. The Rome Center may also establish policies for student organizations operating at the Rome Center.

If students attending the Rome Center from home institutions other than Loyola University Chicago are alleged to have violated Loyola policy, Loyola may share related information with a student's home institution. It is the prerogative of the home institution to determine if the students face further disciplinary actions at the home institution.

See also §406(3) *Assigned Outcomes Specific to Study Abroad Programs*.

#### 1. Rome Center Alcohol Policy (A, B, or C)

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

Alcohol is permitted on campus in the residence hall, but restricted to responsible private consumption in one's room, including off campus accommodations. Students residing in off campus accommodations should consider any conjoined public spaces where alcohol consumption is not permitted.

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

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

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

- a. Possessing or transporting alcohol in an open or unsealed container (any container that has previously been opened) in public view. This includes while traveling to and from the soccer (*calcio*) fields (A)
- b. Hosting or attending an unapproved party or gathering at which alcohol is present (A)
- c. Public intoxication on University property or at University-sponsored events (B)
- d. Manufacture or sale of alcohol on campus (B)
- e. Disruptive activity due to intoxication (B)
- f. Severe intoxication that requires assistance returning to or navigating the Rome Center campus or that requires hospitalization (C)

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

## **2. Alteration or Change of Rome Center Room (A)**

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

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

## **3. Rome Center Drug Policy (A, B, or C)**

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

The following conduct is expressly prohibited:

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

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

## **4. Rome Center Guest Policy (A or B)**

Students may host a maximum of two (2) guests per person. Exceptions to this policy may only be made by Rome Center Student Life professional staff.

Rome Center guests visiting the campus must register at the Reception Desk (*Portineria*) in the presence of their host and must be accompanied by their host at all times while on campus. Students are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests.

Guests must display their Loyola ID or a valid government issued photo ID (state/country driver’s license, state identification card, or passport) to the Reception Desk employee. Upon verification of the ID, guests will be issued a “Visitor’s Pass” to be worn visibly at all times. Guests without proper ID will not be allowed to check in. This includes expired or voided forms of identification. Exceptions to this policy may only be made by Rome Center Student Life professional staff.

Guests may be on campus only between 8:00 AM and 10:00 PM (8:00-22:00) and their visitation may be limited. Guests are permitted in the reception area, Mensa (upon paying the meal fee), Information Commons, student lounge, Rinaldo's Bar, and in the residence hall. The right of a residential student to live in reasonable privacy supersedes the right of a roommate to entertain people in the room. Visits by guests can be an infringement upon the privacy and convenience of the persons sharing the space. Guest visitation should occur on a limited basis and only with the consent of others sharing the room. In the practical application of determining when guests should be invited to the residence hall, mutual respect for those sharing the living environment should prevail. Additionally, residence hall resources are intended for use by the student who is assigned a specific space. The consistent presence of a guest(s) is not permitted in the residence hall. Guests or visitors who are found to be a consistent presence regardless of time of day are not allowed.

Visitors to off campus accommodations are expected to register at the Reception Desk and must abide by the rules and regulations of their Loyola University Chicago accommodations.

#### **5. Rome Center Identification (Campus Card) Non-possession and Misuse (A)**

All registered Rome Center students are required to carry their Rome Center identification card ("student ID") at all times, both on campus and off campus. Student IDs are issued to individual students and are non-transferrable. Failure to provide a student ID immediately at the request of a Rome Center staff person while on campus is a violation of this policy. Rome Center students are required to show the Rome Center ID each time they enter.

Permitting another to use one's own student ID is also a violation, and when used fraudulently, may also constitute a violation under §201(10) *Fraud, Misrepresentation, and Dishonesty*.

#### **6. Rome Center Mobile Phone & Safety Application (A)**

Students attending the Rome Center must have access to a data-enabled international mobile phone to benefit from the required study abroad safety and alert application. The Rome Center Student Life Team relies on students' ability to use this application, regardless of location, and may use mobile numbers and/or the application to contact students in cases of emergency. Registering for and maintaining this application is required for all students.

#### **7. Rome Center Noise and Quiet Hours (A)**

Residential floors are extensions of the University's academic environment. For this reason, conduct that infringes upon the rights of the University community to maintain reasonable peace and quiet is always prohibited. Such conduct includes, but is not limited to, playing or using stereos, musical instruments, or amplified sound systems on the residential floors in a manner that disturbs the community. Students are expected to abide by the following policies:

- a. **Courtesy Hours** are always in effect at the Rome Center. To protect the rights of others to a conducive academic environment, no loud noise is allowed that may reasonably disrupt other members of the community.
- b. **Quiet Hours** are in effect from 10:00 PM to 8:00 AM (22:00-8:00), seven days a week on the residential floors.
- c. During **Exam Study Days** and **Final Exam** periods, quiet hours are 24 hours a day, seven days a week on all residential floors.

#### **8. Rome Center Occupancy (A)**

In your housing accommodations, occupancy should not exceed more than three times the designated occupancy. There may be no more than a total of three people in a single room and six people in a double room at any one time. At least one resident assigned to the room must be present at all times while hosting guests.

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

#### **9. Rome Center Pet Policy (B)**

All unauthorized animals and pets are prohibited in housing accommodations.

Students requiring an assistance animal must request such accommodations with the Student Accessibility Center (<https://www.LUC.edu/sac>) who will collaborate with the Rome Center and the

Office of International Programs as needed. Students are also required to follow all applicable Italian laws with respect to any assistance animals that may be permitted.

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

Students attending the Rome Center are required by Italian immigration law and University policy to declare their presence in Italy within the first eight days of arrival during fall or spring semesters, and within two days during summer sessions. Students whose stay exceeds 90 days (typically Fall and Spring semester students) must also obtain a student visa in advance of their arrival in Rome (unless they have citizenship in a European Union country). Students attending the Rome Center are always required by Italian immigration law and University policy to carry their passports and (where applicable) Italian permits of stay or copies of such documentation on their person.

Failure to do so may subject the student to legal action within the Italian immigration system and constitutes a violation under §201(8) *Failure to Comply*.

### **11. Rome Center Motorized Vehicles (B)**

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

### **12. Rome Center Weekend Plans Log (A)**

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

The Rome Center Student Life Team will send the Weekend Plan Log promptly every Monday to each Rome Center student's Loyola email address.

## **302. University Travel**

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

## **303. All Campuses, Rome Center, LUREC, and Cuneo Mansion**

Loyola University Chicago encompasses multiple campuses and facilities in the United States and Italy, including throughout Chicagoland. Each of these campuses, including the Lake Shore Campus (LSC) on the Northside of Chicago, the Water Tower Campus (WTC) in downtown Chicago, the Health Sciences Campus (HSC) in Maywood, IL, the John Felice Rome Center in Rome, Italy, the Loyola University Retreat and Ecology Campus (LUREC) in Woodstock, IL, and the Cuneo Mansion in Libertyville, IL, have unique policies and regulations that are specific to the campus and the students who are served there. All Loyola students are expected to comply with these policies; violations may be reported to the SRCR Team and may become part of a student's conduct record.

## ARTICLE IV. STUDENT CONDUCT PROCESS

The following procedures are typically employed to resolve cases of alleged misconduct by students or student organizations, with the exceptions of: (1) incidents of academic misconduct or professional standards addressed by the appropriate Loyola academic school, college, or unit and (2) incidents of discrimination, sexual misconduct, and retaliation specifically falling under the *Comprehensive Policy*.

Questions concerning the student conduct process (or “the conduct process”) should be addressed to the SRCR Team in the ODOS. Every case is handled individually, and in some cases certain elements of these procedures may not be necessary or may be modified. In this section, any references to “student” or “students” can also be understood to mean “student organization” or “student organizations” when applicable. There are also more guidelines about student organizations in §407(4) *Additional Information for Student Organizations*.

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

### LEARNING OUTCOMES

Through participation in the student conduct process, students will have the ability to:

- Articulate the purpose and relevance of *Community Standards* policies and the conduct process as a function of the mission of Loyola University Chicago;
- Examine critical factors that influence decision-making;
- Identify any harm caused to self, others, and the community; and
- Reflect on personal accountability for one’s conduct and impact on others.

#### 401. Incident Reporting and Case Referral

Cases of alleged student misconduct will be referred to the SRCR Team through an incident report or referral for resolution. Anyone can submit an incident referral to the SRCR Team describing potential student misconduct. Incident reports or referrals should contain the date, time, and location of the incident, the names of individuals involved, and a narrative description of the incident. Incident reports or referrals may be submitted via our [student conduct & conflict resolution referral form](#), which can also be found at <https://www.LUC.edu/cura>. You may contact the SRCR Team at [CommunityStandards@LUC.edu](mailto:CommunityStandards@LUC.edu) to set up a meeting if you need assistance submitting a report.

- Incident reports or referrals should include the name, phone number, and email address of the reporting party.
- While anonymous incident reports will be reviewed by our staff, the University’s ability to address potential violations from anonymous sources is significantly limited; therefore, anonymous reports are discouraged.

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

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

#### 402. Consideration and Resolution Options

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

- **Notification of Complaint:** If there is reasonable information presented in an incident report that suggests a violation occurred, potential policy violations may be assigned and a hearing may be scheduled (see also §403 *Hearings*). In many cases, when a case is processed the Case Resolution Administrator will send a letter to the respondent(s) through

the Maxient™ database. Students will receive an email to their LUC Outlook account notifying them that they have received correspondence from the SRCR Team and must click the provided link to access the letter. The notification of complaint (allegation letter) will contain the following:

- a. A brief description of the potential violation, including the time, date, and place the incident allegedly occurred;
  - b. A list of any University policies potentially violated;
  - c. The type of meeting in which the case will be adjudicated or resolved;
  - d. Information about when the meeting is to take place or be scheduled (including whether it is in-person or virtual);
  - e. Information about student rights in the hearing process; and
  - e. A reminder that students may obtain an advisor to support them through the conduct process.
- **Informational Meeting:** Occasionally students will be notified that they must meet with a Loyola staff member for an informational meeting. Students will receive an email to their LUC Outlook account notifying them that they have received correspondence from the SRCR Team and must click the provided link to access the letter. Prior to their informational meeting, students must complete the [Informational Meeting Acknowledgement Form](#) and confirm their attendance at the meeting or submit their full availability as instructed.

Informational meetings are mandatory and may be needed to further investigate an incident, clarify a report, obtain personal statements, notify a student of emergency administrative action, or otherwise discuss an alleged incident with students involved. An informational meeting typically results in one of the following: a referral to an Administrative Hearing, an agreed upon resolution, a referral for conflict resolution, or no further action.

The Case Resolution Administrator may offer an agreed upon resolution during an informational meeting where relevant violations of the *Community Standards* and outcomes are collaboratively determined and agreed upon in writing in lieu of an Administrative Hearing. Informational meetings and any agreed upon resolutions may be offered at the discretion of the Loyola staff member managing the case. Should a student or organization agree to a resolution during an informational meeting, they waive their rights to notice of potential policy violations and their right to appeal.

- **Acceptance of Responsibility (AOR) Letter:** The Case Resolution Administrator may send an AOR letter in lieu of a notification of complaint. An acceptance of responsibility letter contains the same information as an allegation letter, except it provides the respondent the option to forego a hearing and accept responsibility for an alleged violation. Acceptance of responsibility letters are only used for relatively minor incidents at the discretion of the Case Resolution Administrator assigned to the case. Respondents may decline to accept responsibility if they refute the allegations and request a hearing instead. Failure by a student to respond to an acceptance of responsibility letter within three (3) business days (or one business day at the Rome Center) will result in the decision being finalized, and any proposed outcomes will be applied. Decisions rendered by either acceptance of responsibility or failure to respond pursuant to an acceptance of responsibility letter may not be appealed, except on the grounds that the student did not have a reasonable opportunity to receive and respond to the letter.
- **Conflict Resolution Services:** Certain cases may be referred for conflict resolution services if the parties involved are willing to participate and the Case Resolution Administrator deems the pathway an appropriate resolution option. Conflict resolution pathways (also referred to as alternative resolution options) include, but are not limited to, conflict coaching, mediation, restorative justice conferences, and Circles and are described in detail on our website at [https://www.LUC.edu/deanofstudents/conflict\\_resolution](https://www.LUC.edu/deanofstudents/conflict_resolution) (see also *§110 Conflict Resolution Services*). Students who voluntarily participate in mediation

services are also required to complete the [Mediation Acknowledgement Form](#) in advance of their scheduled mediation.

- **No Action:** If the Case Resolution Administrator finds no information reasonably suggesting that a violation has occurred and there is no conflict resolution pathway that can be explored, the case may be closed with no further action taken.

In some cases, the Case Resolution Administrator may determine that an alternative resolution would best resolve the situation. Examples of alternative resolutions include a warning or directive to cease current behaviors, a referral to the Student Outreach & Support Team in the ODOS or another campus partner, a No Contact Directive, and/or changes in academic, work, or living arrangements.

## 403. Hearings

### 1. Scheduling

Hearings are either (a) scheduled by the Case Resolution Administrator or Board, or (b) scheduled by the student at the instruction of the Case Resolution Administrator or Board. When scheduled by the Case Resolution Administrator or Board, hearings typically take place within 10 business days of receipt of the report. Students are required to confirm their attendance at the hearing and to complete their [Student Rights in the Hearing Process Form](#) in advance of the hearing.

When a Case Resolution Administrator instructs a student to schedule a hearing, the student must respond within two business days to provide their full availability and the hearing must take place within 10 business days of the date of the allegation letter. The student is required to fill out the Student Rights in the Hearing Process Form in advance of the hearing.

At the Rome Center, students typically receive an allegation letter with the time and date of the scheduled hearing within two business days of the incident report. The student will have one business day to reschedule the hearing if needed; otherwise a decision will be made based on the information available. The student is required to fill out the Student Rights in the Hearing Process Form in advance of the hearing.

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

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

If a student fails to respond to an allegation letter or to schedule or attend a hearing by the hearing deadline, the Case Resolution Administrator may make a decision based on the information available.

In cases where a respondent is alleged to have committed a violation that may result in separation (suspension or expulsion) from the University, hearings will not be scheduled during final exam periods.

### 2. Hearing Types

There are two different types of hearings (explained in detail below): administrative hearings and Student Community Board hearings. The SRCR Team will decide which hearing type is most appropriate for a particular case. Hearings may take place in-person or via secure Zoom video platform.

#### a. Administrative Hearing

Administrative hearings are facilitated by the Case Resolution Administrator assigned to the case. Case Resolution Administrators are members of the professional or paraprofessional University staff, usually from within the Division of Student Development. Case Resolution Administrators are trained

by the SRCR Team to handle matters of student conduct according to the policies and procedures of the *Community Standards*.

In some cases an administrative hearing may be facilitated by more than one Case Resolution Administrator working together depending on the nature and severity of the incident. The student will be notified in advance if there will be more than one Case Resolution Administrator facilitating their hearing.

c. Student Community Board Hearing

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

### 3. Student Rights in the Hearing Process

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

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

**Right to Participate:** To be present throughout the hearing but not during the deliberation process of the Case Resolution Administrator or Board

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

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

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

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

Generally, respondents or other students involved in an incident do not have a right to review the incident report itself until a point in a conduct meeting determined by the Case Resolution Administrator or Board. However, in cases where either (a) the respondent was not present at the time an incident was documented, or (b) the incident was not documented by a University official, the respondent may request to review the incident report by request in-person or via secure Zoom video platform before the hearing. Again, this is at the discretion of the Case Resolution Administrator and most often, the incident report will not be reviewed in advance of the hearing.

### 4. Hearing Format

Hearings generally proceed according to the following format:

- a. Introduction of all parties present and an overview of the hearing process
- b. Review of the [Student Rights in the Hearing Process Form](#) submitted electronically with LUC single sign-on. Confirmation that a student is in a private location (*for hearings occurring via Zoom*). (For student organization cases, each student attending the hearing must complete the [Student Organization Rights in the Hearing Process Form](#).)
- c. Case Resolution Administrator or Board reviews the nature of the alleged conduct and the University policies potentially violated.
- e. Respondent(s) (*and complainant(s) when applicable*) provide a personal account of the reported incident.
- f. Respondent(s) are given opportunity to (a) accept full responsibility for all policy violations, (b) accept responsibility for some violations and refute others, or (c) refute all suggested violations.
- g. Respondent(s) (*and complainant(s) when applicable*) have the opportunity to review all documentation relevant to the case that will be used by the Case Resolution Administrator or Board to make a decision.

- h. Case Resolution Administrator(s) asks any remaining investigative and developmental questions to the parties present.
- i. Respondent(s) may be invited to comment on any harm or impact caused by the alleged incident and offer recommendations related to outcomes that will repair harm.
- j. Respondent(s) are provided a final opportunity to make any closing comments.
- k. The Case Resolution Administrator or Board may excuse all parties for deliberation if needed.
- l. Respondent(s) (*and complainant(s) when applicable*) are notified of the decision and any related outcomes either immediately after deliberation or, when further deliberation is needed, typically within five business days.

## **5. Deliberations**

Hearing deliberations of Case Resolution Administrators are closed to all parties except the Case Resolution Administrators. In SCB hearings, deliberations are closed to all parties except the members of the Board and the Board's advisor. In all cases, deliberations will be conducted unhurriedly and may, in some cases, extend beyond the day of the hearing.

## **6. Preponderance of the Evidence**

The standard of evidence required for a Case Resolution Administrator or Board to determine responsibility is known as a "preponderance of the evidence." This means that the Case Resolution Administrator or Board must determine that it is *more likely than not* that an alleged violation occurred, based on the totality of available evidence.

## **7. Decision**

Following the hearing, the Case Resolution Administrator or Board will issue a decision about each individual respondent's potential policy violations according to the preponderance of the evidence. Each policy cited as a potential violation will result in one of the following two outcomes:

### **a. Not Responsible**

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

### **b. Responsible**

If it is concluded that it is more likely than not that the respondent did violate University policy, or if the student accepts responsibility for violating University policy, a finding of "responsible" will be issued and appropriate outcomes will be assigned (see also §406 *Assigned Outcomes*).

In all cases, the Case Resolution Administrator or Board will confirm all decisions and outcomes via a decision letter that will be sent to the respondent via the Maxient™ database (a notification email will be sent to the student's LUC Outlook account). Decision letters are typically sent within five business days of the decision.

## **8. Disqualification or Recusal**

If Case Resolution Administrators or Board members believe themselves to be unqualified to serve in such a capacity for personal or official reasons, they may recuse themselves. Respondents may not object to the membership of the Board except for reasons of official or personal conflict of interest. When an objection concerns a Case Resolution Administrator, the Associate Dean of Students for Student Rights, Responsibilities & Conflict Resolution or their designee will determine whether or not to disqualify the Case Resolution Administrator. When an objection concerns an SCB hearing, the Board chair will consult with the SCB advisor or their designee to make a final determination whether or not to disqualify a Board member.

## 404. Appealing a Hearing Decision

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

The grounds for appeal in a student conduct case may be as follows:

### 1. Grounds for Appeal

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

- a. **New substantial information** is available that was not reasonably available at the time of the hearing and that could substantially impact the original findings or outcomes of the case.
- b. A **procedural irregularity or bias** that significantly impacted the findings or outcomes of the case.
- c. The findings or outcomes were **disproportionate** based on the information presented at the hearing or to the established *Community Standards*.

### 2. Timeline and Format

A student has five business days from the time the decision letter is sent to request an appeal. Appeals must be requested online via a hyperlink at the bottom of the decision letter. Electronic submission via the Maxient™ form is the only accepted method to request an appeal. Failure to submit a request within this period waives the right to appeal and renders the decision final.

While a request for appeal is under review (final decision is pending), assigned outcomes and other disciplinary actions may be enforced on an interim basis at the discretion of the SRCR Team or University administration.

Appellate review of a case may take two weeks or longer to complete. Once the appellate review has been completed, students will be notified in writing of the final decision within five business days. The appellate decision letter will be sent to the respondent via the Maxient™ database (a notification email will be sent to the student's LUC Outlook account).

### 3. Appeal Statements

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

### 4. Review and Final Decision

All properly completed requests for appeal will be considered by the Dean of Students and/or designee(s) ("appeal officer(s)"), who will determine whether there is sufficient basis for modifying the original decision. The appeal officer may or may not request to meet with the respondent, complainant, or other relevant individuals before making a final decision.

The degree and nature of the appealing student's engagement and participation in the conduct process may also be strongly considered in making an appellate determination. Respondents participating in an agreed resolution process and who approve the terms of the agreement waive their right to an appeal (see §402 *Consideration and Resolution Options*).

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

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

- a. Affirm the original decision and uphold the original outcome(s).
- b. Affirm the original decision but modify the original outcome(s).

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

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

## **405. Administrative Actions**

When it is reasonably believed that a student may pose a danger or threat to the health, safety, or welfare of the University community or property, the Vice President for Student Development, the Office of the Dean of Students, the Office for Equity & Compliance, and certain other designees may take administrative actions immediately and temporarily, pending investigation and adjudication of the matter according to the student conduct process.

In such cases, the student will be notified in writing of the administrative actions. Parents or guardians, academic deans, Campus Safety, or other personnel may also be notified of the action as needed.

Administrative actions may also be applied as outcomes in the student conduct process or as a means of addressing a conflict resolution matter. Some examples of administrative actions include, but are not limited to, the following:

### **1. Administrative Move**

A student may be required to move to another room assignment within the residence hall system pending the outcome of an investigation or hearing, or as a reasonable directive in relation to the student conduct process or a conflict resolution matter. The move may be an interim administrative action or may be a permanent administrative action depending on the circumstances. This is considered an administrative action and is therefore not subject to appeal.

### **2. Limitations on University Activities and Access (LUAA)**

An LUAA may be imposed for a specified period. Activities or access that may be limited include, but are not limited to:

- eligibility for service as an officer or member of any University organization or University committee;
- participation in any intercollegiate activity;
- eligibility to receive or maintain any award from the University;
- attendance at University-sponsored social events;
- access to any University-owned facilities or grounds; and
- contact or association with specific members or groups of the University community

Due to the unique nature of an LUAA, appeals are permitted for this administrative action. The Vice President of Student Development and/or appropriate designee(s) will review all LUAA appeal requests to determine if there is sufficient information to appeal. Appeals must be submitted on the [LUAA Appeal Request Form](#) within three business days from the time the LUAA is issued. Failure to submit a request within this period and with the electronic form waives the right to appeal and renders the previously issued LUAA to be final. The appellate review for an LUAA typically takes 3-5 business days. Once the appellate review is complete, the student is notified in writing of the final decision.

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

### **3. No Contact Directive (NCD)**

The SRCR Team, a Case Resolution Administrator, or a Hearing Board may direct a student to have no contact with another individual for a specified period or indefinitely. Such a directive may be stated in writing before, as a result of, or after the student conduct process or as a means of addressing a

conflict resolution matter. The directive is not disciplinary in nature; rather it is an administrative action and will be issued to the applicable parties simultaneously.

In some cases, such a directive may be imposed before the initiation of any conduct proceedings, in which case the directive will typically only apply in the interim period until the conclusion of the student conduct process (if needed, a subsequent directive may be re-issued after a hearing). In the event a party wishes to modify or end the NCD, they may request to do so by contacting the SRCR Team in writing. Both parties involved in the original directive must agree to ending the directive in order for the SRCR Team to modify or end the NCD.

#### **4. Parent/Guardian Notification**

The SRCR Team reserve the right to notify a student's parent/guardian of interim administrative actions and/or violations of the *Community Standards*. See also §108(2) *Parent or Guardian and Emergency Contact Notification*. This is considered an administrative action and is therefore not subject to appeal.

### **406. Assigned Outcomes**

When a student or student organization is found in violation of the *Community Standards*, any of the following types of outcomes may be assigned.

In certain cases, the SRCR Team may convene a restorative justice conference to allow the affected parties and respondent to co-determine the outcomes with the assistance of a trained facilitator.

In all cases, outcomes should be appropriate to the violation(s) for which they are assigned, considering the following:

- the category of the violation (see §103 *Categories of Violation*);
- the context and seriousness of the violation;
- the respondent's demonstrated commitment not to engage in the same behavior in the future;
- the respondent's prior conduct history (if applicable); and
- outcomes that appropriately foster accountability for one's behavior, prevent recurrence of similar behaviors, and repair harm.

**Compliance with all assigned outcomes within the time allocated is mandatory.** Failure to complete or comply with any assigned outcome or failure to meet an assigned deadline (if applicable) may result in further disciplinary action including, but not limited to, a \$100 late fee and/or placing a registration hold on a student's University LOCUS account preventing the student from registering, adding a course, or obtaining transcripts until the assigned outcome(s) is completed.

#### **1. Assigned Outcome Descriptions**

##### **a. Alcohol and/or Drug Education Referral**

Students may be assigned various educational programs focused on alcohol and other drugs, and must make a good faith effort to attend and engage in the program by the assigned deadline.

Such programs include, but are not limited to: Alcohol Edu for Sanctions (online module), CHOICES, Brief Alcohol Screening and Intervention for College Students (BASICS), and Cannabis Conversations. Students may also be referred to the Chapman Center at Evanston Hospital for additional services related to alcohol and other drug misuse and dependency.

##### **b. Deferred Suspension**

Deferred suspension permits the sanction of University Suspension to be deferred for a student who there are mitigating circumstances as determined by the Case Resolution Administrator or Hearing Board. If a student is found to have violated any policy of Loyola University Chicago while the sanction of Deferred Suspension is in effect, the sanction for such a violation may be immediate University Suspension except in extraordinary circumstances as deemed appropriate by the SRCR Team or Dean of Students. The SRCR Team or Dean of Students may impose conditions related to the violation, and failure to meet such conditions will be considered an additional violation.

### c. Educational Experiences

Educational experiences or projects may include attendance and participation in an event, workshop, special project, or other initiative. Such experiences provide space for students to reflect upon their conduct; to identify harm to self, to others, or to the community; to explore why such conduct was unacceptable; and/or to educate other students about the University's *Community Standards*.

Examples of such projects may include, but are not limited to, a Learning Assessment, a written or digital reflection about a specific topic or issue, the Restorative Educational Project, and/or participation in the Campus Involvement Challenge or the Values Workshop. Deadlines for educational experiences may vary.

### d. Fines

Fines are monetary costs intended to dissuade students from violating the *Community Standards*. Fines will be billed directly to the student's University account.

Fines collected are used by the University to fund services and programs for students.

### e. Loss of Privileges

Students who have engaged in misconduct may temporarily or permanently forfeit certain privileges otherwise afforded to them.

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

### f. Residence Hall Expulsion

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

### g. Residence Hall Probation

Residence hall probation is formal notice that a student's behavior or pattern of behavior was unacceptable and caused harm to the residential community. During the probation period, students should demonstrate a willingness and ability to respect and comply with the standards of behavior appropriate to residence hall life. Students may be required to resign any office or committee appointment associated with Residence Life or its affiliated student organizations. Students on residence hall probation may not study abroad until 90 days after their probation period has ended. Continued misconduct of any kind (even of a kind different from that which resulted in probation) during the probation period may result in University probation or residence hall suspension or expulsion. Residence hall probation is typically assigned for a minimum of the rest of the semester and may be assigned for up to two years.

### h. Residence Hall Suspension

Residence hall suspension requires a student to vacate an assigned residence hall room or apartment for a specified period of time, with the understanding that the student may return to a space within the residence hall system at the conclusion of that period. Suspended students must comply with all Residence Life vacancy procedures, including properly turning in keys and checking out of the hall. All access to the residence halls will be terminated and students may not enter into or visit any residence hall during the suspension period. Housing fees may be forfeited.

Students on residence hall suspension may not study abroad and may not be approved to study abroad until 90 days after their suspension period has ended. Residence hall suspension is typically assigned for a minimum of the rest of the semester and may be assigned for up to two years.

### i. Restitution

Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed University, public, or private property or services. Amounts charged to students may

include cost to repair, replace, recover, clean, or otherwise account for the property or services affected. Arrangements to pay restitution will be facilitated by the SRCR Team.

j. Restorative Service Hours

Restorative service hours may be assigned to provide students the opportunity to symbolically repair harm caused and restore a sense of balance in the community. All service hours must be completed:

- (a) at a non-profit organization,
- (b) under supervision of an employee or volunteer coordinator who is not a relative of the student, and
- (c) without payment or other compensation for the work performed.

Restorative service hours may, but need not, be completed for an office or department of Loyola University Chicago. Restorative service hours may not count towards service learning hours or other community service required by another program, scholarship, or organization. Court-mandated community service may count towards restorative service hours. In some cases, students will be directed to complete their service under the guidance of a specific staff or faculty member. Deadlines for restorative service hours vary based on number of hours, academic calendar, and other factors. Students must submit a [Service Hours Supervision Form](#) following each shift they complete. Following completion of restorative service hours, a student may be required to complete a form of educational experience (in writing or in person) to reflect on the restorative service hours.

k. Student Organization Outcomes

Any outcome may be modified to apply to registered or sponsored student organizations. Additionally, certain outcomes will only apply to student organizations. For example, an organization's national representatives, officers, and/or advisors may be officially notified of the incident as part of an outcome.

In cases of serious or repeated misconduct by a student organization, the organization's registration may be suspended (temporary) or terminated (permanent). Suspension/termination prohibits the organization, its members, and its supporters from conducting any activity on any University campus or at any University-associated event that in any way promotes the goals, purposes, identity, programs, or activities of the organization.

l. University Expulsion

Expulsion from the University (also commonly known as dismissal) is the most serious University disciplinary action and means the permanent exclusion of the student from the University.

Expulsion may include: forfeiture of all rights and degrees not actually conferred at the time of the expulsion; permanent notation of the expulsion on the student's disciplinary record; and withdrawal from all courses (resulting in "W" grades). Students expelled from the University remain responsible for tuition and fees. Students expelled from the University also must forfeit their Loyola ID (Campus Card) and turn it in to the ODOS or Campus Safety. Any student expelled from the University must refrain from visiting the University premises except when engaged in official business approved in advance and in writing by the ODOS. Visiting the University premises without gaining approval in advance may result in arrest.

Persons notified of a student's University expulsion status may include: parents or guardians, academic deans and their designees, Campus Safety, or other appropriate personnel at the discretion of the SRCR Team or the Dean of Students.

m. University Probation

University probation is formal notice that a student's behavior or pattern of behavior was unacceptable and caused harm to the University community. During the probation period, students should demonstrate a willingness and ability to respect and comply with the standards of behavior appropriate to a Jesuit, Catholic university. Continued misconduct of any kind (even of a kind different from that which resulted in probation) during the probation period may result in University suspension or expulsion. Students on University Probation may not be approved to study abroad until 90 days after their probation period ends. University probation is typically assigned for a minimum of the rest of the semester and may last until graduation.

For student organizations placed on University probation, the organization is ineligible to request money from the Student Activity Fund for the duration of their disciplinary period and for Club Sports, may be ineligible to request money from Campus Recreation.

n. University Suspension

University suspension involves the temporary removal of the student from the University for a specified period of time with the understanding that the student may be allowed to return to the University at the completion of the suspension period after having satisfied any accompanying conditions. Suspension from the University further entails being withdrawn from all enrolled courses (resulting in "W" grades), and restriction from visiting the University premises except when engaged in official business approved by the Dean of Students. Students suspended from the University remain responsible for tuition and fees. Visiting the University premises without gaining approval in advance may result in arrest. Students suspended from the University also must forfeit their Loyola ID (Campus Card) and turn it in to the ODOS or Campus Safety.

University suspension may also include any other disciplinary action that is judged to be of value to the student. Persons notified of a student's University suspension status may include: parents or guardians, academic deans and their designees, Campus Safety, or other appropriate personnel at the discretion of the SRCR Team or the Dean of Students. Suspended students may not study abroad or travel with the University and may not be approved to study abroad until 90 days after their suspension period has ended. University suspension is typically assigned for a minimum of the rest of the semester and may last any number of years.

When a suspension period is over and the student has completed any conditions accompanying the suspension, the student must contact the Office of the Dean of Students requesting to return to the University and providing documentation demonstrating that the student has satisfied the terms of the suspension (if applicable). The Dean of Students may require a meeting with the student before permitting reenrollment ("reenrollment clearance interview"). The student may request to reenroll at the University only after the Dean of Students has made an affirmative decision, notified the student, and released the registration hold on the student's University account.

o. University Warning

A University warning is an official notice to the student that the student's conduct was inappropriate and violated the *Community Standards*. University warnings are only assigned for relatively minor violations.

p. Other Outcomes

Any reasonable outcome may be assigned that appropriately promotes the education and development of a student or student organization, ensures safety, or otherwise furthers the mission of the ODOS. Examples of other outcomes include, but are not limited to, revocation of admission or degree and withholding of transcript or degree.

## **2. Outcomes Specific to Study Abroad Programs**

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

a. Notification of Home Institution

The Rome Center staff and the SRCR Team reserve the right to notify a student's home institution of violations of the *Community Standards*. This is considered an administrative action and is therefore not subject to appeal.

b. Rome Center Probation

Rome Center Probation is formal notice that a student's behavior or pattern of behavior was unacceptable and caused harm to the University community. During the probation period, students should demonstrate a willingness and ability to respect and comply with the standards of behavior appropriate to a study abroad program at a Jesuit, Catholic university.

Continued misconduct of any kind (even of a kind different from that which resulted in probation) during the probation period may result in expulsion from the Rome Center and/or University

Suspension or Expulsion (from Loyola University Chicago). Parents or guardians, academic deans or their designees, security personnel, or other appropriate staff may be notified of a student's probation status. Rome Center Probation is typically assigned for a minimum of the rest of the semester.

c. **Rome Center Expulsion**

Rome Center Expulsion involves the permanent exclusion of the student from the study abroad program and is equivalent to a University Suspension. Expulsion involves: notifying the student, the student's home institution (if applicable), academic deans or their designees, and the student's parents or guardians; withdrawal of the student from all courses (resulting in "W" grades). Students dismissed from the Rome Center remain responsible for tuition and fees.

Any student expelled from the Rome Center must refrain from visiting the campus premises except when engaged in official business approved in writing by the Dean of Students. Expelled students must return home on the earliest available flight within 72 hours of the finalized decision, at their expense, and may not reenroll at any other campus of the University during the same term they were expelled.

## **407. Other Procedural Elements**

### **1. Advisors**

Any student (including any student organization) involved in the conduct process in any way may be accompanied by one advisor of their choice throughout the conduct process. The choice whether or not to invite an advisor is solely that of the student(s) involved. Typically advisors are parents or guardians, or members of the campus community, but students may select whomever they wish to serve as their advisor. Hearings and other meetings (e.g. informational meetings or pre-hearing meetings) may not be able to accommodate the availability of advisors (see §403(1) *Scheduling*) so students are encouraged to select an advisor who can be flexible with regard to scheduling. Once they have determined they will be bringing an advisor with them, students must notify their Case Resolution Administrator or Board Chairperson. Advisors need not be the same/consistent throughout the conduct process. If an advisor is an attorney, this must be disclosed to the SRCR Team, and the University reserves the right to have its own legal counsel present for the hearing. Advisors may not also serve as witnesses in a hearing about the same matter. Once students have notified their Case Resolution Administrator or Board Chairperson, they must ensure their Advisor completes the [Advisors in the Process Form](#).

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

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

A student may also request that the SRCR Team assign an advisor to them, who will be either a student or staff member trained to serve in such a capacity. Such requests do not guarantee that an advisor will be available, and requests should be made as soon as possible.

### **2. Witnesses**

Witnesses are permitted in the conduct process at the discretion of the Case Resolution Administrator or Board, and may be requested by a respondent, complainant, Case Resolution Administrator, and/or Board. A witness is someone who can provide a firsthand account of something seen, heard, or experienced relating to the alleged incident. "Character witnesses" and any witness deemed to be irrelevant by the Case Resolution Administrator or Board are not permitted. Witnesses approved by

the Case Resolution Administrator participate voluntarily and therefore are never compelled to participate.

The Case Resolution Administrator or Board Chairperson will typically meet with witnesses as a part of the investigation before the hearing for a witness interview. Witnesses who agree to participate in a witness interview must complete a [Witness Expectations Form](#). In some cases witnesses may attend the hearing, however, the Case Resolution Administrator may limit or not permit witnesses to attend the hearing. In the event a witness is permitted to attend the hearing, it is the student's responsibility to communicate with their witness about the hearing date, time, and location.

A respondent or complainant wishing to request a witness must do so at least **two business days** before the hearing. The following must be included in the request: witness names, contact information, and a brief description of each witness's contribution.

It is at the discretion of the Case Resolution Administrator to authorize a witness to provide a signed written statement to the Case Resolution Administrator prior to the hearing date in lieu of a witness interview. The hearing may proceed even if all witnesses are not present, do not respond, or decline to participate.

### **3. Authorized Audio and Video Recording**

In some cases, at the discretion of the Associate Dean of Students for Student Rights, Responsibilities & Conflict Resolution or the Dean of Students, audio or video of hearings may be recorded. In the event audio or video recording is authorized, the respondent, complainant, advisor (if applicable), and witnesses (if applicable) will be notified. Deliberations by Case Resolution Administrators or Boards are never recorded. Any recording of a hearing becomes property of the University and may be retained as part of the disciplinary record. Recordings may be reviewed in deciding an appeal or may be used internally for documentation or training purposes. It is prohibited for any other party to audio record, video record, or take screenshots/photos during hearings or meetings of any kind (student conduct or conflict resolution services).

### **4. Other Information Regarding Student Organizations**

Student organizations are expected to comply with the *Community Standards* and all additional policies and procedures pertaining to student organizations. An organization may be held accountable for the actions of its members and guests. In addition to investigating the reported situation, the following factors may also be considered:

- Whether the actions taken would be attributed to the organization under their own policies (local, regional, national, or international) or were the result of a practice/policy of the organization;
- If the situation occurred at a location controlled by the organization at the time;
- The level of involvement of one or more executive officers or authorized representatives acting in an official capacity;
- If the situation occurred at or in connection with an event or activity that was sponsored, funded, advertised, or communicated about by the organization or if a reasonable person would associate the event or activity with the organization;
- A significant number of organization members or alumni (or their guests) engaged in the activity or event or condoned the activity or event;
- If one or more executive officers failed to report information about a violation or failed to cooperate with University officials or emergency personnel, and/or;
- Whether the situation should have been foreseen by the executive officers or organization and precautions to mitigate such a situation were not taken.

## ARTICLE V. TITLE IX NOTIFICATION AND SEXUAL MISCONDUCT UNDER THE COMPREHENSIVE POLICY

Loyola University Chicago does not discriminate on the basis of sex in any education program or activity that the University operates, and is required by [Title IX](#) of the Educational Amendments of 1972 and 34 CFR Part 106 (collectively referred to as "Title IX") not to discriminate in such a manner. This requirement extends to admission and employment.

The University's Title IX policies are published within the [Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation](#) ("*Comprehensive Policy*"), which includes information and instructions on how to submit a report or file a formal complaint of sex discrimination, including sexual harassment. Inquiries about the application of Title IX at Loyola can be directed internally to the Title IX Coordinator and/or externally to the Assistant Secretary for Civil Rights in the United States Department of Education.

The Title IX Coordinator for Loyola University Chicago is the Executive Director for Equity & Compliance, in the [Office for Equity & Compliance](#). Any person may report sex discrimination, including sexual harassment, by using the [online referral form](#) (powered by Maxient™), or in person, by mail, by telephone, or by email, using the contact information listed below.

Attn: Title IX Coordinator  
Loyola University Chicago Office for Equity & Compliance  
Granada Center Suite 403  
Chicago, IL 60626  
(773) 508-7766  
[equity@LUC.edu](mailto:equity@LUC.edu)

Such a report may be made at any time, including during non-business hours, by using the [online referral form](#) (powered by Maxient™), telephone number, or email provided above.

Inquiries may be made externally to:

Office for Civil Rights (OCR)  
U.S. Department of Education 400 Maryland Ave., SW, Washington, DC 20202-1100  
(800) 421-3481  
TDD (877) 521-2172  
[OCR@ed.gov](mailto:OCR@ed.gov)  
[www.ed.gov/ocr](http://www.ed.gov/ocr)

OCR Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 W. Madison St., Suite 1475, Chicago, IL 60661-4544  
(312) 730-1560  
[OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

Equal Employment Opportunity Commission (EEOC)  
Chicago District Office  
JCK Federal Building,  
230 S. Dearborn St., Chicago, IL 60604  
(800) 669-4000  
ASL Video Phone: (844) 234-5122  
[www.eeoc.gov](http://www.eeoc.gov)

Loyola is fully compliant with Title IX and related laws and regulations but considers them to be a minimum standard for ensuring a safe and inclusive University environment. Accordingly, Loyola reserves the right to address any allegation of sexual misconduct (including non-consensual sexual

penetration, non-consensual sexual contact, sexual harassment, sexual exploitation, intimate partner and/or domestic violence, and stalking), even if the alleged conduct does not meet the definitional and jurisdictional requirements for Title IX sexual harassment, or if the conduct occurs off campus.

To raise any concern or conflict of interest regarding the Title IX Coordinator, or to report any misconduct or discrimination committed by the Title IX Coordinator, contact the Vice President/Chief Human Resources Officer (“Chief Human Resources Officer”) at (312) 915-6175 or [HR-WTC@LUC.edu](mailto:HR-WTC@LUC.edu). For all other concerns related to Title IX and/or sexual misconduct, please contact the Title IX Coordinator.

## ARTICLE VI. OTHER UNIVERSITY POLICIES AND RESOURCES

### 601. Alcohol and Other Drugs at Loyola University Chicago

Students at Loyola are expected to follow all laws pertaining to alcohol and other drug consumption. The most important reason for this expectation is student safety. While many Loyola students choose not to drink alcohol or use other drugs, the University understands that regardless of policies or laws, some will. Students must always exercise good judgment and safe decision-making when it comes to these important issues.

For a more in-depth description of the University's perspective and policies on alcohol and other drugs, as well as various other related resources, please review the full [Loyola University Chicago Alcohol and Other Drugs Policy](#).

### 602. Behavioral Concerns Team (BCT)

The Behavioral Concerns Team ("BCT") is housed within the Office of the Dean of Students (ODOS) and serves as the centralized coordinated body for discussion and action regarding students exhibiting behaviors that indicate distress, cause a disturbance in the community, and/or present a danger to oneself or others. Committed to proactive, early intervention, the BCT supports students directly and through consultation with campus partners. When necessary, the BCT also assesses risk of harm to the University community and coordinates appropriate action to ensure the safety of individual students and the University at large. To file a BCT report, visit the [BCT referral form](#).

Students who are contacted under the purview of the BCT are expected to comply with requests of staff as needed to ensure the safety of the student and the rest of the University community. For more information about the BCT, please visit <https://www.LUC.edu/bct>.

### 603. Free Expression: Student Demonstration and Fixed Exhibit Policy

As an institution committed to higher education in the Jesuit tradition, Loyola University Chicago recognizes the importance of its role as a marketplace of ideas, where freedom of inquiry and open exchange of conflicting viewpoints is supported and encouraged. Such discourse supported by reasoned arguments and factual evidence is essential for the University to uphold the Jesuit mission of "service of faith and promotion of justice."

Accordingly, all Loyola students have the right to freedom of speech, expression, and assembly, including but not limited to, timely demonstrations in response to current events.

Students are free to express their views individually or in organized groups, on any topic, subject only to rules necessary to preserve the equal rights of others and the other functions of the University. Harassment and intimidation are contrary to the University's values and are not tolerated. For the purposes of this policy, the term "demonstration" is defined in §101(13).

Free expression may also take the form of fixed exhibits as defined in §101(18).

So long as they are orderly, lawful, and consistent with the standards below and all other University policies, including the *Community Standards*, demonstrations and fixed exhibits may be permitted regardless of the content or viewpoints expressed.

#### 1. Demonstrations

The right of students to demonstrate on campus may not interfere with the rights of others to engage in and benefit from the educational programs and services of the University. Accordingly, demonstrations are subject to the following standards regarding the time, place, and manner in which they occur:

##### a. Time

Demonstrations must occur within the hours of 8:00AM and 6:00PM. Demonstrations are prohibited overnight, during University-wide signature events, including but not limited to, new student convocation, commencement, and University holiday events, and during final exams (as outlined by each academic program).

b. Place

Demonstrations may take place on-campus in the designated “free speech zone” at the Lakeshore Campus in the West Quad as long as the location is not already reserved by another member of the Loyola community or a guest. Students that choose to demonstrate in public, non-campus locations at the Water Tower Campus and/or Health Sciences Campus are advised to be mindful of city ordinances and other policies related to demonstrations in and around those campuses. In the event of inclement weather, students may request to move their demonstration to a designated indoor location at the Lakeshore Campus (Damen Student Center South Entrance). Approval to move to this designated indoor location is at the sole discretion of the Dean of Students or their designee.

c. Manner

As a Jesuit institution, the manner in which Loyola students engage in civil discourse – regardless of content or viewpoints being expressed – is held to a high standard. Just as students are encouraged to engage in critical thought and social action, so are they expected to do so in a civil manner that honors the inherent dignity of all people, even those who may disagree.

Therefore, demonstrations may not take place in a manner that endangers the University community, violates the law, defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades the rights of others, or interrupts the functioning of the University.

Additionally, outdoor demonstrations may utilize amplified sound, but they must do so in a manner that does not substantially interfere with classes, other events, or business operations. The use of generator powered sound systems and the use of sidewalk chalk is strictly prohibited.

Furthermore, non-Loyola individuals are not permitted to participate in demonstrations at Loyola. To ensure the safety of the Loyola University Chicago community and to protect the health and property of individuals, encampments (see §101(16)) and overnight demonstrations are also not permitted in any University location. Additionally, demonstrators may not claim to speak for or otherwise represent the position of the University.

d. Required Registration and Notifications

Individual students or student organizations (as defined in §101(31)) intending to organize a demonstration are required to notify the Office of the Dean of Students (“ODOS”) at least two business days before the demonstration by completing the [Demonstration and Fixed Exhibit Registration Form](#). Upon receiving notification, a representative of the ODOS will provide verification to the Student Demonstration Leader about whether the demonstration may occur or not and also offer to meet with the Student Demonstration Leader or their designee to provide appropriate support and resources to mitigate risk and protect participants’ rights. This meeting is not an attempt by the University to censor or otherwise limit content or viewpoint, but rather to advise organizers regarding applicable standards for time, place, and manner.

**2. Fixed Exhibits**

Fixed exhibits, due to their unique nature, must be coordinated and approved with the ODOS in consultation with other stakeholders (Campus Reservations, Campus Safety, Facilities, etc.). Individual students or student organizations wishing to sponsor a fixed exhibit must submit a request by completing the [Demonstration and Fixed Exhibit Registration Form](#) least two business days before installation. Following receipt of this request, the Student Demonstration Leader (see §101(30)) or their designee must meet with a member of the ODOS to discuss expectations, rights, responsibilities, and logistical considerations (time, place, and manner). Requests will be considered without regard to content or viewpoint.

Prior to the installation of the fixed exhibit, the Student Demonstration Leader will receive written notification of the agreed upon parameters from the ODOS, which will have the effect of policy. Fixed exhibits may not be staked into the ground, be affixed to any University property, or be displayed during any time restriction outlined above (see §603(1)(a)). The times in which fixed exhibits may remain displayed may not exceed five consecutive days.

The Student Demonstration Leader is responsible for the setup, take-down, and general maintenance of the fixed exhibit each day the fixed exhibit is approved for display along with potential damage to University property resulting from the exhibit.

### **3. Accountability**

A Student Demonstration Leader (see §101(30)) must be identified prior to any demonstration activity or fixed exhibit. Student Demonstration Leaders, participants, supporters, and non-supporters of a demonstration or fixed exhibit are expected to comply with this policy and other University policies along with any directions from the ODOS or their designee. Failure to comply may result in the immediate cancellation of the initial and/or opposing demonstration activity, a referral to the student conduct process, and/or Campus Safety involvement. In addition, student organization advisors are required to adhere to University policies and the advisor standards set forth by the Center for Student Engagement or the corresponding University school or department responsible for the student organization.

### **604. Good Samaritan and Medical Amnesty Protocol**

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

The Good Samaritan and Medical Amnesty Protocol may be enacted in crisis situations involving:

- Alcohol use
- Drug use
- Sexual misconduct
- Intimate partner and/or domestic violence
- Stalking

The University strongly considers the positive impact of taking responsible action when determining the appropriate response to any incident. When the University becomes aware of the above situations only because a fellow student or students took responsible action to secure medical or emergency assistance (subject to the conditions below), no formal University conduct record will be accrued by the reporting student(s) or the student in need of help.

Additionally, no formal University disciplinary record will be accrued by the reporting student(s) or affected party of gender-based misconduct for student conduct violations (such as underage drinking) that are recalled in the course of a report when any student reports in good faith to a responsible employee, unless the University determines that the student conduct violation was egregious.

Incidents covered by the Good Samaritan and Medical Amnesty Protocol will still be documented, and the completion of educational and/or health interventions, such as BASICS or other intervention will likely be required. Failure to complete the educational and/or health intervention may result in revocation of the amnesty and referral to the student conduct process.

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

To enact the Good Samaritan and Medical Amnesty Protocol, students are expected (1) to contact Campus Safety at (773) 508-7233, Residence Life, or other emergency officials to report the incident; (2) to remain with the individual(s) needing emergency treatment and cooperate with emergency personnel as long as it is safe to do so; and (3) to meet with appropriate University officials after the incident and cooperate with any University investigation. This policy also provides amnesty for students who report their own medical emergency.

#### **2. Sexual Misconduct**

In a situation where sexual misconduct (as defined in the *Comprehensive Policy*) has been alleged to have been committed against any individual(s), students are encouraged (1) to contact Campus Safety at (773) 508-7233, Residence Life, or other emergency officials to report the incident; (2) to remain with the individual(s) needing support and cooperate with emergency personnel as long as it is safe to do so; and (3) to meet with appropriate University officials after the incident and cooperate with any University investigation. This policy provides amnesty for the affected party(ies) and any supportive witness(es) only.

**This policy does not protect repeated, flagrant, or serious violations of the *Community Standards* (e.g., Abusive Conduct, sale or distribution of alcohol or drugs, Hazing, Taking of Property, Good Neighbor Policy violations, Property Damage, etc.) or violations that caused harm to another person requiring emergency response, nor does the policy preclude or prevent action by police or legal authorities.**

Failure of students to take responsible action in emergent or potentially life-threatening situations (where action is clearly warranted and harm results) may constitute abusive conduct (see §201(1)) under the *Community Standards* and will void all protections under this provision.

## **605. Hazing Resources and Information**

Hazing, as defined in §101(18), is expressly prohibited by the University under §201(13). Hazing is a Category C violation, the most serious category.

For the purposes of this section, “associate” means any potential new member, new member, new teammate, new initiate, neophyte, pledge, etc.; “member” means any team member, organizational member, or other initiate; “organization” means any team, association, RSO, or other group where Loyola students are affiliated.

Loyola’s prohibition on hazing applies to individual students as well as any student group or student organization including, but not limited to, club sports teams and NCAA athletic teams. Acts of hazing may include but are not limited to:

- All forms of strenuous physical activity that might reasonably endanger the health or safety of an associate and that is not part of an organized voluntary athletic contest or specifically directed toward constructive work
- Paddling, beating, pushing, tattooing, branding, or otherwise permitting anyone to strike an associate
- Activities that interfere with an associate’s academic effort by causing an unreasonable loss of sleep or study time (associate activities may not exceed four hours in one day or 15 hours in one school week)
- Forcing or coercing an associate to eat or drink any substance
- Abductions, scavenger hunts, road trips, etc., conducted in a manner which might reasonably endanger the health or safety of an associate
- Subjecting an associate to cruel psychological conditions (e.g. verbal abuse, threats, lineups, forced confinement, etc.)
- Servitude of any kind asked or required of an associate
- Removing, stealing, or damaging private or public property
- Withholding or taking an associate’s personal property (e.g. wallet, keys, phone, etc.)
- Falsely leading associates to believe they will be initiated by participating in particular activities
- Any requirement which forces an associate to participate in any activity which is illegal, indecent, morally degrading, not consistent with the organization’s mission or values, or contrary to the *Community Standards*

In response to complaints or reports of hazing, it is not a defense that:

- The associate gave consent to the conduct
- The conduct was not part of an official organizational event or sanctioned or approved by the organization
- The conduct was not done as a condition of membership in the organization

### **1. Responsibility of Officers, Organizations, and Members**

This policy is distributed annually to all executive officers (typically presidents and/or captains) of organizations that are known to engage in pre-membership initiation. Each officer, in turn, is responsible for communicating this policy to all members and associates and for ensuring that the entire organization strictly adheres to this policy. Executive officers (or members in positions of leadership) within the organization, group, or team who fail to report an act of hazing committed against another individual may be held accountable under §201(13) *Hazing*.

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

## **2. Complaints and Investigations**

Students wishing to report incidents of alleged hazing are encouraged to submit a report on the student conduct & conflict resolution referral form online at <https://www.LUC.edu/cura>. Reports may be submitted anonymously, but anonymous reports are more difficult for the University to address.

All reports of hazing are taken seriously, and no one who makes a good faith report of hazing will suffer retaliation or reprisal from the University. Any act of retaliation taken against another in response to such good faith reporting of hazing is a serious violation subject to disciplinary action, (see §201(26) *Retaliation*). The privacy of all parties involved will be respected as much as possible, considering the need to conduct a thorough investigation and to take corrective action.

Hazing investigations vary depending on the nature of the reported incident, but often involve interviews and collection of other information, and usually result in a hearing. Following the investigation and adjudication (if applicable) of a hazing incident, effective corrective action will be taken to eliminate the hazing behavior and to reasonably ensure that it does not reoccur.

In accordance with H.R. 5646 (*Stop Campus Hazing Act*), the University will publish a "Campus Hazing Transparency Report" annually to list any organizations found responsible for violating the hazing policy §201(13). In addition to the public disclosure of the name of the organization, the following will be included: details of the violation, key date(s) of the incident, investigation, and findings. The report will be publicly accessible at <https://www.LUC.edu/deanofstudents>. In accordance with FERPA requirements, this report will not include personally identifiable information of individual students.

### **606. HIPAA Policy for Clinical Students**

The *Health Insurance Portability and Accountability Act of 1996* ("HIPAA") is a federal law that provides for the protection and privacy of personal health information. The Privacy Rule and the Security Rule of this law affect health care providers, including students enrolled in clinical education activities. The [Privacy Rule of the HIPAA](#) defines protected health information as:

*"Information, including demographic data, that relates to the individual's past, present, or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual; and, that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual."*

All students must follow the HIPAA Privacy Rules and Guidelines when participating in clinical educational activities. Compliance with these rules and guidelines includes, but is not limited to, maintaining confidentiality of paper and electronic health records and protected health information.

All students participating in clinical educational activities are also required to complete HIPAA training, as mandated by their educational program. In addition to program-specific training, all students are required to complete any additional training mandated by the clinical facility where their clinical education is occurring.

When a concern is raised that a student has violated the confidentiality and privacy of patient information, the concern is addressed through the formal disciplinary process of the student's school or college of Loyola University Chicago.

### **607. Information Technology Services Policies**

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

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

## 1. Use of Technology Resources

The following access and acceptable use policies exist to ensure that the University can provide reliable, secured, and equitable access to computing, networking, telephony, and information resources and to protect these resources as well as the people who use them. All of the following policies can be found in their entirety at <https://www.LUC.edu/its/aboutus/itspoliciesguidelines/>:

- a. Acceptable Use Policy for Electronic University Resources
- b. Acceptable Use Policy for University Computing Labs
- c. Access and Responsible Use of Electronic Mail Systems for Mass Communications
- d. Access and Responsible Use of University E-Mail Systems
- e. Access Control Policy
- f. Anti-Virus Policy
- g. Cloud Computing Policy
- h. Data Breach Response Policy
- i. Digital Millennium Copyright Act (DMCA) Policy
- j. Electronic Mail and Voice Mail Use
- k. Electronic Security Protected-Sensitive Data Policy
- l. Encryption Policy
- m. Ownership and Use of Data

## 2. Peer-to-Peer File Sharing

Many students use peer-to-peer (P2P) programs, such as LimeWire and BitTorrent, to download and upload copyrighted materials, including songs and movies, via the internet. These programs often violate copyright laws. If copyright holders detect that files were uploaded or downloaded without permission, they will send a Digital Millennium Copyright Act (DMCA) notice to Loyola University Chicago asking that the University remove the infringing content. Peer-to-Peer File Sharing is prohibited (see §201(16)).

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

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

- Remove P2P file-sharing software from your computer.
- Do not let anyone install programs on your computer unless you know exactly what is being installed. If others install P2P file-sharing software on your computer, you will be held responsible for their actions.
- If you have any access point, or router, registered to your UVID and you allow others to connect to this device, you are responsible for their actions. For this reason it is advisable NOT to install routers in the residence halls.
- Respect the rights of copyright holders.

For more information about different types of copyrighted material or about DMCA at Loyola, visit <https://www.LUC.edu/its/informationsecurity/compliance/digitalmillenniumcopyrightact/>.

## 608. Mailroom (Campus Mail) Policies

Students who use the campus mail or have mail delivered to them through the mailroom services are expected to comply with all relevant policies, laws, and stated procedures of the mailroom staff.

Packages, letters, or other items processed through the University mailroom may be subject to investigation or search if suspected to be in violation of a law or University policy. Typically, students who are the intended recipients of suspicious packages will be invited to open their packages in the presence of a DOS staff member and/or Campus Safety or designee. Students may be held responsible for prohibited items (such as a package containing drugs, for example) that are

addressed to them, even if the items are intercepted. Use or attempted use of campus mail to engage in prohibited behavior may be grounds for increased assigned outcomes.

## **609. Non-Discrimination Policy**

Loyola adheres to all applicable federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Loyola does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law.

This Non-Discrimination Policy prohibits discrimination in employment and in providing access to educational opportunities. Therefore, any member of the Loyola community who acts to deny, deprive, or limit the educational or employment benefits or opportunities of any student, employee, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Non-Discrimination Policy.

This Non-Discrimination Policy also includes protections for those opposing discrimination or participating in any University resolution process or within the Equal Employment Opportunity Commission or other human rights agencies.

If you have questions about this Non-Discrimination Policy, Title IX, Title VI of the Civil Rights Act of 1964 ("Title VI"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Americans with Disabilities Act of 1990 ("ADA"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or if you believe you have been discriminated against based on your membership in a protected class, please contact the Executive Director for Equity & Compliance or another staff member in the Office for Equity & Compliance at (773) 508-7766 or [equity@LUC.edu](mailto:equity@LUC.edu) and/or submit a report online at <https://www.LUC.edu/equity>.

All allegations of discrimination or discriminatory misconduct within the University community are addressed under the [Comprehensive Policy](#). More information is available at <https://www.LUC.edu/equity>.

## **610. Off Campus Student Life Policies**

The following policies apply to students who live off campus or are transitioning to off campus living.

### **1. Off Campus Living Seminars**

All students who choose to live off campus for the first time, regardless of class status, must complete the "Off Campus Living Seminar." These seminars are intended to educate students about the process of finding an apartment and signing a lease and to address common problems students encounter during their first semester off campus. Sessions are typically offered in the spring semester. Failure to complete the Off Campus Living Seminar may result in increased student conduct outcomes for any off campus related violation of the University's Community Standards, including but not limited to *§201(15) Neighborhood Disturbance* and any disruptive behavior.

### **2. Registering Off Campus Addresses**

All non-residential students must update their "Local Off Campus" address in LOCUS by the first day of each academic term. This information helps the University to respond in the event of an emergency. It also aids the University in addressing complaints regarding off campus residences. Failure to provide the University with a valid local address will result in a registration hold on the student's LOCUS account. Providing false or inaccurate information may also be considered a violation of University policy (see *§201(10) Fraud, Misrepresentation, and Dishonesty*).

### **3. Reasonable Requests by University Officials or Emergency Responders**

As a student of Loyola University Chicago, we hold our community to a high standard regarding their conduct and decision-making. As a non-residential student, Loyola maintains an expectation that students living off campus will demonstrate civility, accountability, and respect for others and for the greater community. As such, when incidents of concern are addressed by Campus Safety, University staff, or local law enforcement, students are expected to comply promptly with their reasonable requests (see *§201(8) Failure to Comply*). For example, students living off campus are expected to

respond to Campus Safety or Chicago Police regarding complaints of noise or neighborhood disturbance and are also expected to comply with directives given by Campus Safety or Chicago Police to remain on site or disperse from a site.

## **611. Privacy of Records, FERPA, and Release of Student Information**

The University complies with provisions of the *Family Educational Rights and Privacy Act of 1974* ("FERPA"; Buckley Amendment) when releasing personally identifiable information concerning students.

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

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

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

- a. Submit a written, signed request to the director of the department maintaining the record being requested;
- b. Identify the record(s) to be inspected;
- c. State to whom the record is to be released; and
- d. Indicate the purpose of the request.

The University official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

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

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

Please note that the Stritch School of Medicine and the School of Law maintain their own admissions, registrar, financial, and student affairs offices and keep records similar to those listed for the same central University offices.

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

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

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

Consent to disclose personally identifiable information must contain the following information:

- the specific information to be released;
- the purpose of the release;
- the identity of the person to whom the information is being released; and
- be signed and dated by the student.

Permission to release may also be granted electronically through LOCUS in the form of a transcript or verification of education request.

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

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

Upon request, the university may disclose a Loyola University student's education records, without consent, to officials of another postsecondary education institution in which the student has applied or seeks to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

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

- Name
- Address(es)
- Telephone number(s)
- Email address(es)
- Photograph
- Major and minor field(s) of study, including the college, division, department, institute or program in which the student is enrolled
- Dates of attendance
- Grade level (e.g., freshman, sophomore, junior, senior or graduate level)
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Date of graduation
- Degree(s) received

- Honors or awards received, including selection to a dean's list or honorary organization
- Participation in officially recognized activities and sports
- Weight and height where the student is a member of athletic teams

Directory Information will never include the following:

- Race
- Gender
- Social Security Number (or a part thereof)
- Grades
- GPA
- Country of Citizenship
- Religion

Loyola students have the right to have the release of their Directory Information blocked. Students may apply and remove a block by simply going through their student page in LOCUS. The Directory Information Non-Disclosure Form is also available to make this request of the Office of Registration and Records. A FERPA Block remains in effect until the student removes it or notifies the Office of Registration and Records, in writing that the Directory Information block is to be removed.

Please note the following impact of placing a Directory Information Hold on your record:

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

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

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

Inquiries about the use of directory information or any other FERPA related matter should be directed to Maria Muñoz, Associate Registrar, Office of Registration and Records, Loyola University Chicago, by phone at (312) 915-7221 or by email at [FERPA@LUC.edu](mailto:FERPA@LUC.edu).

## **612. Residency Requirement**

All full-time first-year and second-year students are required to live in Loyola University Chicago Residence Life housing and purchase a meal plan. Typically, this requirement requires four semesters of residency in Loyola's residence halls (not including summer terms). This residency requirement is published in the Undergraduate Bulletin of Information, on the University website, and in these *Community Standards*.

Conscious that a small number of students may be interested in pursuing their educational goals without this residential experience, Loyola University Chicago affords a non-residential option for students living at home with parent(s)/legal guardian(s). Students seeking a non-residential experience must complete the exemption request process and meet established criteria to be approved. Allowable criteria include:

- Living with parent/guardian in the greater Chicago area
- Marriage or civil union
- Financial hardship
- Student is 21 years of age or older by first day of fall semester

Any student required to live on campus that has been granted an exemption with permission to live at home with a parent or legal guardian who is found living at an address that is not an approved home address will be expected to come into compliance with the Residency Requirement. For more information regarding the Residential Experience, or Residence Life in general, visit [www.LUC.edu/reslife](http://www.LUC.edu/reslife). Students found in violation of this requirement may face serious financial and other disciplinary consequences, depending on the circumstances.

### **613. Other University Policies**

Loyola University Chicago publishes a number of other policies pertaining to students, faculty, and staff that ensure a safe, learning-centered, and compliant campus community. All students are expected to comply with other Loyola University Chicago policies not published in the *Community Standards*, most of which are available at [www.LUC.edu/policies](http://www.LUC.edu/policies). The policies governing students include but are not limited to the following:

- Academic Policies
  - Academic Standards and Regulations (including academic integrity and school/program-specific professional standards, where applicable)
  - Academic and Travel Policies for Study Abroad
- Alcohol and Other Drugs Policy
- Animals on Campus Policy
- Bursar Services Policies
- Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation
- Consensual Relationship Policy
- Copyright Policy
- Filming and Photography on Campus
- Good Neighbor Policy
- Guidelines for Political Activities
- Information Technology Services Policies
- International Travel Policy
- Libraries Policies
- Posting Policy
- Respect the Conversation: Guidelines for Campus Dialogue
- Social Media Policy
- Speaker Policy
- Wellness Center Policies (including, but not limited to, required immunizations)