



LOYOLA
UNIVERSITY MARYLAND

COMMUNITY STANDARDS
2024-25

The Division for Student Development

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WWW.LOYOLA.EDU

Finding God in All Things

There is much we can learn from St. Ignatius and his early companions as we journey through college. For Ignatius, even the smallest things could make his spirit soar in unity with God. At the sight of a little plant, a leaf, a flower, a tiny animal, Ignatius could reach through to the God he witnessed in each.

If we seek God in even the smallest things, we will find God in all things - not only our successes, but our disappointments; not only our triumphs, but our tragedies; not only our joy, but our sorrow.

As we journey through your academic experience, remember that getting to where you want to be, where God wants you to be, takes time. Be patient, and trust in the slow work of God. If you notice God in every aspect of your life - especially the smallest ones - you will find comfort that His hand is guiding you now, and with that you will find trust that you are on the right path for the future.

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The Division for Student Development

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I. Community Standards, Policies, and Procedures

These community standards are provided as a guide and are not to be considered a contract, expressed or implied.

The University reserves the right to make changes to the policies, procedures, and other statements made in these community standards. Additionally, changes in federal and state law and the University's needs may require portions of the Community Standards be revised. Those changes are made to the electronic version of the Community Standards as soon as possible and can be found on the Office of Student Conduct's home page at <http://www.loyola.edu/departments/student-conduct>. The electronic version supersedes any previous versions, and the contents may be changed by the University unilaterally at any time. Significant changes will be announced to the community.

A. Statement of Philosophy

Guided by the Jesuit ideal of *cura personalis*, which underscores the value placed on the God-given dignity of every human person, Loyola University Maryland places in highest regard the establishment and maintenance of a campus environment of interpersonal care, personal responsibility, and restorative justice. Only when such a caring community exists can the University fulfill its goal to ensure the intellectual, ethical, social, and spiritual development, or formation, of its students.

A caring university community can exist only when all its members commit themselves to this purpose. Honesty, integrity, and taking responsibility for the welfare of self and others to repair harm when caused, are characteristics of such a community. Loyola University Maryland, therefore, sets high expectations of its students, as well as its administrators, faculty, and staff, for conduct that supports the maintenance of a caring community. Students are expected to conduct themselves in such a manner as to ensure the health and welfare of all members of the Loyola community. To this end, all students are expected to know and respect the Student Code of Conduct, the Honor Code, and our commitment to restorative justice.

The Student Code of Conduct, the Honor Code, and other policies have been constructed to help ensure the well-being and development of all students, administration, faculty, and staff of Loyola University Maryland. In addition to setting forth expectations for student conduct in academic and social domains, these codes and policies identify for students the processes for the adjudication of violations to the codes and policies.

Restorative Justice is a way to prevent or respond to harm in a community with an emphasis on healing, social support, and active accountability. Our commitment to restorative justice is to provide, where appropriate, the opportunity for members of the Loyola Community to focus on identifying harms in a non-adversarial and relational way through circles and conferences and find solutions collaboratively to repair that harm and rebuild trust.

The student conduct system is established as primarily an educational process by which students are provided an opportunity to explain from their perspective their experience or involvement with dangerous, harmful, or insensitive behaviors, with assistance and feedback to modify behaviors in the future. Through the conduct process, guided by principals of restorative justice, students who violate the codes come to learn the importance of accepting personal responsibility for behavior that violates community standards. In some instances of misconduct, a student may be removed from the residential community or from the University. Being a member of the Loyola community is a privilege that carries with it responsibility for the wellbeing of all other members of the community.

B. Rights and Responsibilities of Loyola University Students

Students are expected to adhere to Loyola's Community Standards as rules for responsible living. Community standards are designed to protect the civility and decorum of the University environment and to advise students of their rights and responsibilities. Loyola's Community Standards extend to student behaviors on and off-campus. Procedures used to enforce standards should contribute to teaching appropriate individual and group behaviors as well as protecting the rights of individuals and the campus community from disruption and harm. Individuals who have been a victim of, and/or witness to, a crime on campus may report it anonymously to the Department of Public Safety using the "Anonymous Information Form" (<https://www.loyola.edu/department/public-safety/anonymous-information-form>). Individuals may also contact the Department of Public Safety at (410) 617-5010 and request assistance 24 hours a day.

1. All students of Loyola University Maryland enjoy the same basic rights and are bound by the same standards of conduct. Students' rights include:

- a. **The right to be treated as a respected member of the community, with freedom from discrimination based on race, sex, color, national or ethnic origin, age, religion, disability, marital status, gender or gender identity, sexual orientation, genetic information, military status, or any other legally protected classification.** All students should expect freedom from harassment of any type, violence, force, threats, and abuse. Students have the right to have the University comply with all federal, state, and local laws regarding discrimination. All students have the right to file civil/criminal charges or complaints.
 - b. **The right to learn with freedom from any action that unduly interferes with a student's rights and/or learning environment.** Students are free to pursue their educational goals within the prescribed curricula of the University and its constituent schools. Students shall receive the ground rules for all work in a course, for the conduct of examinations, and for the security of tests, papers, and laboratories in connection with courses and programs of the University. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors, is confidential.
 - c. **The right to strict regulation of students' permanent educational records as personal documents.** Academic transcripts only contain information concerning the academic status of the individual; student conduct records are maintained
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separately from academic records in order to prevent simultaneous disclosure. No records are available to unauthorized persons within the academic community without the express consent of the student involved. The University shall not disclose, or release information contained in student records other than as permitted or required by applicable federal and state laws, rules, and regulations.

d. The right to express one’s views in a reasonable and civil manner; to meet peaceably on University property with other members of the University community; and freedom of religion and political beliefs. All students and student groups have the right to hold public meetings and demonstrations approved by the office of student engagement or the division for student development. They may also post authorized notices on approved bulletin boards on the University campus according to the posting policy. Loyola University is committed to standards promoting speech and expression that foster an open exchange of ideas and opinions. The University encourages a balanced approach in all communications and the inclusion of contrary points of view. In all events, the use of the University forum shall not imply acceptance or endorsement by the University of the views expressed.

e. The right to equal opportunity to participate in the development of University policy by seeking membership on special and standing committees regarding academic affairs and student development. The University encourages active participation of students on various committees including the governing bodies of the Academic Senate, the Loyola Conference, and the Academic and Student Development committees of the Board of Trustees.

f. The right to a reasonably secure campus environment. A right to freedom from unreasonable search and seizure of one’s person, possessions, or residence by University officials or personnel. The University will make every reasonable effort to respect the privacy of the student, and give prior notice, if possible, of entry into the student’s residence for purposes of inspection or verification of occupancy. However, the University reserves the right to conduct a reasonable search of a student or areas under the student’s control, without notice, in emergency situations, for spot inspections, in cases of suspected or alleged violation of University policy, or for such other purposes as are reasonably necessary to ensure the comfort, safety, and protection of members of the Loyola community. Students may request the return of seized property through the Director of Public Safety. The decision to return property is at the discretion of the University. Property that is illegal or against University policy will not be returned.

2. All students of Loyola University Maryland also have certain responsibilities to the institution and to members of the University community. Student responsibilities and obligations include:

a. The obligation to refrain from interfering with any of the above-mentioned rights of other members of the Loyola community. At Loyola, all members of the community share responsibility for the health and safety of fellow students and for the regulation of student conduct. Students are encouraged to hold each other accountable for their behavior and to seek appropriate help for peers needing medical, psychological, or physical safety assistance. Students are expected to

become involved in student conduct proceedings if they witness any infractions of the Student Code of Conduct or Honor Code. Furthermore, students are expected to be honest and forthcoming during all student conduct inquiries and proceedings.

b. The obligation to refrain from conduct that violates or adversely affects the rights of other members of the Loyola community and the institution or its neighbors. Students have a responsibility to ensure that the conduct of persons who come to visit students at the University complies with the rules and regulations of the University.

c. The obligation to comply with state, federal, and municipal laws and regulations, including laws regulating the use of drugs, alcohol, and motor vehicles, on the campus and in the surrounding communities. Students are responsible for providing proper identification upon request from representatives of the University. All students are expected to carry their Loyola University Maryland-issued identification card at all times. It is the students' responsibility to cooperate with University officials in the performance of their duties. Students have an obligation to respect the physical environment and facilities of Loyola University Maryland.

d. All students are expected to comply with the provisions detailed in the statement of rights and responsibilities as listed above. Behavior that violates these guidelines, in any way, may result in disciplinary action by the University.

3. Loyola University Maryland Student Creed

Loyola University Maryland students expect and are committed to:

- Continually growing personally, spiritually, mentally, and socially.
- Being part of a safe and respectful living and learning environment.
- Respecting peers, administration, faculty, and staff as well as receiving respect in return.
- Showing pride in our community through active participation and support of the pursuits of others.
- Accepting and treating fairly all members of our diverse community.
- Fostering a cooperative and involved community through open communication.
- Taking advantage of and creating leadership opportunities within the Loyola community and community at large.
- Being role models and mentors to others by exhibiting personal integrity and high moral standards that reflect the Jesuit and Mercy traditions.
- Striving for intellectual maturity and upholding academic excellence in accordance with the standards set by the Loyola University Maryland Honor Code.
- Carrying on these ideals beyond the duration of our time at Loyola.

The Student Creed was created and adopted by the Loyola Student Government Association and other student leaders in the year 2000.

C. The Honor Code

The students of Loyola University Maryland are citizens of an academic community that will conduct itself according to an academic code of honor, following the Jesuit ideal of cura personalis and in keeping with the school motto, “Strong Truths Well Lived.”

1. Mission and Pledge

The Honor Code states that all students of the Loyola community have been equally entrusted by their peers to conduct themselves honestly on all academic assignments. Our goal is to foster a trusting atmosphere that is ideal for learning. In order to achieve this goal, every student must be actively committed to this pursuit and its responsibilities and is therefore called to be active in the governing of the community’s standards. Thus, all students have the right, as well as the duty, to expect honest work from their colleagues. From this, we students will benefit and learn from the caring relationships that our community trustfully embodies.

The students of this University understand that accepting collective and individual responsibility for the ethical welfare of their peers exemplifies a commitment to the community. Students who submit materials that are the products of their own mind demonstrate respect for themselves and the community in which they study. These students possess a strong sense of honor, reverence for truth, and a commitment to Jesuit education. Accordingly, students found violating the Honor Code will be held accountable in the belief that they will, with the support of their peers, learn from the mistake.

This Code not only requires students to understand the ideals of truth and personal care as the two strongest educational factors expressed in cura personalis, but also calls them to demonstrate a general concern for the welfare of their colleagues and for the University.

The pledge adopted by the University reads as follows:

“I understand and will uphold the ideals for academic honesty as stated in the Honor Code.”

All registered students of Loyola University Maryland are automatically bound by the Honor Code. As a basic reminder and reinforcement of this Code’s ideals, faculty members are asked to make use of the pledge on all scheduled tests, papers, and the course syllabus.

2. Definitions and Violations of the Honor Code

Out of concern for the University and the academic community, each student at Loyola must maintain the highest standards of academic honesty. In order to uphold this degree of excellence, the Honor Code requires students, faculty members, and administration to report an act of academic dishonesty. Failure to report an Honor Code violation to the instructor undermines a culture of honorable behavior.

All students of the University are expected to understand the meaning of this Code. Ignorance of the Code is not a valid reason for committing an act of academic dishonesty. The following will constitute violations of the Code and are defined below: cheating, stealing, lying, forgery, plagiarism, duplicate submission, and the failure to report a violation.

a. **Cheating** - The use of unauthorized assistance or a material or the giving of unauthorized assistance or material in the carrying out of an academic assignment. An academic assignment includes all homework and projects assigned by the instructor. Students will also be expected to follow the rules set by a course instructor as presented on a written syllabus. The use of papers produced by another individual or furnished by a service (whether a fee is paid or not and whether the student utilizes some or all of the paper) is a violation of the Honor Code.

Faculty members should be explicit as to what is appropriate and inappropriate assistance on academic assignments. This guidance should make it clear to students what the faculty member allows with regard to proofreading, editing, etc. Ordinarily, consultation with faculty, library staff, tutors, and the like is appropriate unless the instructor has imposed stricter limits on the assignment or the course. For assignments involving multiple students, such as team projects, faculty should provide explicit guidance regarding their expectation with regard to collaboration and expectation on all aspects of the assignment.

b. **Stealing** - To take or appropriate another's property, ideas, etc. (related to an academic matter) without permission.

c. **Lying** - A false statement or representation (in an academic matter) made with the conscious intent to mislead others. The falsification may be verbal or in another form, as in the case of falsification of data.

d. **Forgery** - The intent to mislead others by falsifying a signature or other writing in an academic matter (Course registration form, Change of Major form, medical excuse, etc.).

e. **Plagiarism** - "The act of appropriating the literary composition of another, or parts, or passages of his [their] writing of ideas, or the language of the same, and passing them off as the product of one's own mind" (Black's Law Dictionary, Fifth Edition). Students are expected to cite properly any material from a published or unpublished source, including material available on the Internet. Although academic disciplines may differ in the manner in which sources are cited, some principles apply across disciplines. In general, any ideas, words, or phrases that appear in another source must be acknowledged at the point at which they are utilized in a student's work.

f. **Duplicate Submission** - The submission of work (in whole or in part) that has been submitted in a prior or concurrent class without advance consent of the professor(s) assigning the work.

g. **Failure to Report a Violation** - The knowing failure to report any student who has committed a breach of this Code.

Students unsure whether they have witnessed an Honor Code violation are encouraged to consult with a member of the Honor Council to discuss the possible Honor Code violation and/or Honor Council procedures prior to notifying the course instructor about an honor code violation. Reporting violations remains the responsibility of the student. Honor Council members will not report alleged violations even at the request of students who seek their advice.

3a. Adjudication Process for Graduate Student Honor Code Violations

Refer to the Academic Integrity policy in the Academic Regulations and Policies section of the *Graduate Academic Catalogue*.

3b. Adjudication Process for Undergraduate Student Honor Code Violations

a. Witnessing and Reporting Academic Dishonesty

In order to be an effective part of the community, individuals must understand and accept their responsibility for maintaining the well-being of the community and the University. All students, faculty members, administrators, and staff must report a breach of the undergraduate student Honor Code in the following manner:

(1) Faculty Reporting an Incident

Faculty members witnessing a breach of the Code must inform the student of the alleged infraction in a timely manner and identify any academic sanctions they deem appropriate for the offense.

Following this, and no later than 30 days after informing the student of the alleged violation, they must report the infraction in writing including the violation form to the Office of the Dean of Undergraduate Studies and be willing to serve as a witness throughout the proceedings.

(2) Students Reporting an Incident

Students witnessing an infraction must inform any faculty member present while the infraction is being committed or at the earliest possible opportunity. If this is not possible, students must report the breach on their own to the Office of the Dean of Undergraduate Studies at their earliest opportunity.

After an alleged breach of the Code has occurred, witnesses ordinarily must report the incident of an Honor Code violation in writing within 30 days. Reports of Honor Code violations must be submitted to the Office of the Dean of Undergraduate Studies. Students reporting incidents must be willing to serve as witnesses throughout the proceedings.

(3) Administrator or Staff Person Reporting an Incident

Administrators or staff persons witnessing an infraction must submit a report of the infraction in writing within 30 days to the Office of the Dean of Undergraduate Studies and be available to testify throughout the proceedings.

(4) Violation Report Form

Alleged violations of the Honor Code are explained in writing on the Violation Report Form. The completed violation form is presented to the accused student by a faculty member or administrator who observed the violation or to whom the alleged violation was reported. The student, upon reading the form, must sign the form to indicate whether they accept or do not accept responsibility for the alleged offense. The student may be permitted two business days to make this decision. The form is then delivered to the Office of the Dean of Undergraduate Studies. The student may also be permitted to change their endorsement, from accepting responsibility to not accepting responsibility, or vice-versa by notifying the accusing professor and/or the Honor Council in writing. Students who fail to respond to a meeting or other communication concerning a Violation Report are subject to sanctions for Failure to Comply with Directives, described more fully in the *Student Code of Conduct*.

(5) Proceedings Following a Report

Once a report is made, the Honor Council will be notified and will contact the witness and/or the reporting faculty member and the accused. Normally, these notifications should take place within two class days.

A student is not allowed to drop a course in order to avoid an academic penalty if an Honor Code violation has been submitted, or if an Honor Code violation is in the process of being submitted. The prohibition on not dropping the course applies even if the last day to drop a course with a "W" has not passed. Students are expected to attend the class, complete all course assignments, and take all examinations until the case is resolved. The course instructor must, per University policy, permit the student to continue to attend class, complete all course assignments, and take all examinations until the case is resolved, and may not recommend that the student drop the course as an academic sanction. If a student is found not responsible, the student is allowed to drop the course without penalty, even if the withdrawal deadline has passed, if the alleged violation occurred prior to the last day to drop a course with a "W".

b. Duties of the Witness

(1) A witness is defined as an individual who can assist the hearing process with information directly concerning the case. Witnesses have the right to be free from any sort of personal violation, harassment, or threats because of their actions. If valid proof is presented to the Honor Council that a person has infringed upon this right, that person is subject to suspension or dismissal from the University.

(2) Witnesses are expected to cooperate fully with Honor Council members and representatives and maintain high standards of confidentiality concerning the accused. Witnesses will have full cooperation from the Honor Council representative(s) appointed to the case. The Council representative(s) will provide information about the hearing process and offer appropriate assistance.

(3) During the investigation and at the hearing, witnesses will explain the action that they perceived to be a breach of the Code. Persons who provide false information during this process are themselves violating the Code and are subject to suspension or dismissal from the University.

c. Rights of the Accused

(1) Accused students will have the assistance of an Honor Council representative and will be considered not responsible unless shown otherwise or the student accepts responsibility. Accused students have the right to be free from any sort of personal violation, harassment, or threats because of their actions. If the Honor Council determines that a person has infringed upon this right, that person is subject to suspension or dismissal from the University.

(2) Accused students must conduct themselves in a respectful and honest manner while at the hearing. If the student fails to inform the Honor Council that they are unable or decides not to attend the hearing, the hearing will proceed as scheduled.

(3) If two or more students are jointly accused, each may request an individual hearing.

(4) Accused students have the right to review the record of the hearing (including the audio recording) in the presence of two representatives of the Honor Council. If the accused wishes to have a transcript of the audio recording of the proceeding, the accused may be asked to pay for the cost of the transcription.

d. The Hearing

The student accused of an Honor Code violation will attend one of two types of hearings, either a Full Hearing or a Sanctioning Hearing. The Full Hearing is held when an accused student denies responsibility for the alleged violation; it includes a sanctioning phase if the student is found responsible for a violation. A Sanctioning Hearing takes place when a student has acknowledged responsibility for the offense.

The Hearing Council will make every effort to conduct the hearing in a fair and honest manner. All hearings will be closed and confidential, with a confidential audio recording made of the hearing. Each case will be heard and considered on its own merit. Hearings are closed to the public. The Honor Council reserves the right to call any witnesses that it feels will assist its members in making their decision. Parents and attorneys are not permitted in the hearing room during Honor Council proceedings. Students are allowed to bring witnesses or representatives with information that is directly relevant to the case. Honor Council members may attend Honor Council proceedings as observers.

(1) Full Hearing

(a) At least one day before the Full Hearing commences, the Honor Council will pick five Council members (excluding Council members already assigned to the investigation) for the hearing. These five members will constitute the Hearing Council with one of the members (a co-chair of the Honor Council or their designee) serving as chair of the hearing. The SGA director of academic affairs may sit in on all hearings. This Council must maintain absolute confidentiality concerning each case. Hearing Council members may only discuss cases with other members of the Honor Council.

(b) Members of the Honor Council may withdraw from any hearing process before it begins with the approval of a Council co-chair or administrative moderator. Honor Council members should withdraw in any case where they know the accused student and/or could be perceived to be biased.

(c) An Honor Council co-chair (or designee) will preside over all hearings. The SGA director of academic affairs, the faculty moderators, and the administrators do not vote. Only the five members of the Hearing Council cast a vote. The chair has the power to call recesses or postponements, to dismiss any disorderly students from the room, and to pose questions at any time. The chair may deem any questions by the Council, witness, or accused as irrelevant and order them stricken from the minutes.

(d) Also present at the full hearing are the accused student and any witnesses to the alleged violation, along with designated members of the Honor Council (who are not members of the Hearing Council) who serve as interviewers for the accused student and witnesses, and one or more faculty or administrative moderators of the Council.

(e) All participants, including the accused student and witnesses, are expected to cooperate fully with the Honor Council, provide testimony that is truthful, and maintain high standards of confidentiality concerning the proceedings. Persons lying while at a hearing are in violation of this Code and are subject to suspension or dismissal from the University.

(f) Once a violation form is filed, the Honor Council chair or administrative moderator will designate at least one Council representative to contact the witness and at least one Council representative to contact the accused. These Council interviewers will document any information relevant to the case and advise the accused and the witnesses of the nature of the proceedings.

(g) Participants, including Council members, have the right to be free from any sort of personal violation, harassment, or threats because of their actions. If convincing evidence is presented to the Honor Council that a person has infringed upon this right, that person is subject to suspension or dismissal from the University.

(h) Accused students may have the assistance of an Honor Council representative and will be considered not responsible unless shown otherwise.

Accused students have the right to be informed in writing of the charges against them and of the time and place of the hearing, normally at least two days prior to the scheduled hearing, unless the University is unable to reach the student despite reasonable efforts. If two or more students are accused, each may request an individual hearing.

The accused student has the right to bring witnesses to the hearing to testify on their behalf. There is no limitation placed on the number of eyewitnesses or corroborating witnesses. No more than two-character witnesses are permitted. In the event that any witness cannot attend the hearing, a written statement signed by the witness and completed in the presence of an Honor Council member or moderator may be submitted as relevant information in a hearing.

(i) The Hearing Council must decide whether sufficient evidence has been shown to demonstrate that a breach of the Honor Code has been committed. Members of the Hearing Council are to use the “preponderance of evidence” standard to determine whether the accused student is responsible for the offense.

(j) Before the hearing, the Honor Council chair will read aloud the first paragraph of the Honor Code and reiterate that persons lying while at a hearing are in violation of this Code and are subject to suspension or dismissal from the University. After this procedure, the hearing has begun.

(k) The hearing opens with a statement from the accuser or faculty member in whose class the violation took place regarding the nature of the offense, the course of action taken, and a justification for actions taken. Any other witnesses who were involved in the case will then present their testimony, followed by the testimony of the accused student. The accused will be given the chance to explain, clarify, and call into question any of the accusations against them. If content or writing style of a paper is in question, the Honor Council may ask an independent reader to review the paper. The independent reader will be selected from the faculty and asked to testify (present a report) at the hearing. After each party provides testimony, the chair will allow questions from the Hearing Council.

(l) When all persons involved are satisfied that all of the relevant information has been presented, the Hearing Council will excuse the accuser bringing the charges and any witnesses, and the accused student will be allowed to make a closing statement. After the accused student has made a closing statement, the student will be excused, and the Hearing Council will deliberate. The Hearing Council must decide whether evidence has been shown to demonstrate that a breach of the Honor Code has been committed. After the discussion, a secret ballot will be taken, with each of the five students of the Hearing Council casting one vote. No member of the Council may abstain. The chair will count the votes aloud. A majority decision carries.

(m) If the student is found in violation of the Code, then the appropriate sanction(s) will be determined. If the Dean of Undergraduate Studies finds that the accused has

violated the Code in the past, the Dean will notify the Honor Council moderator who will then only notify the Hearing Council of past violations after the question of responsibility has been determined. Past violations will result in stronger sanctions.

(n) The Honor Council chair will notify in writing the accused student and instructor of the outcome of the deliberation within two business days of its conclusion. If the accused is found not responsible, the student, the accuser, and the Dean of Undergraduate Studies will be notified within two business days and the case will be closed.

(2) Sanctioning Hearing

(a) A Sanctioning Hearing will occur in those situations where a student accepts responsibility for the violation prior to a hearing. In this case, the student will normally meet with at least three, but no more than five Honor Council members to determine the appropriate sanction for the violation. The accused may present extenuating testimony and Honor Council members may ask questions at this hearing. Each panel will include a non-voting faculty moderator. Sanctions considered by the Council are in addition to the sanction imposed by the accuser on the Honor Code Violation Report Form.

(b) If the Dean of Undergraduate Studies finds that the accused has violated the Code in the past, the Dean will notify the Administrative Moderator of the Honor Council. Past violations will result in stronger sanctions.

(c) The Sanctioning Hearing chair will notify the accused student and the accuser of the outcome, in writing, within two business days of the deliberation.

(3) Decisions of the Hearings

(a) If a Full Hearing concludes a breach of the Honor Code occurred, or the student admits to breaching the Honor Code, the instructor of the course in which the breach occurred will be responsible for implementing the academic sanction proposed on the Violation Form. Accusers are encouraged to consult with the Office of the Dean of Undergraduate Studies, the Honor Council Administrative Moderator, and/or the department chair regarding academic sanctions.

The accused and the Office of the Dean of Undergraduate Studies will be notified in writing of the decision of the Hearing Council within two business days of the conclusion of the hearing. If a student contests a finding of the Honor Council, the student can appeal the decision of the Council according to the procedures outlined in the Honor Code.

(b) If a Full Hearing concludes a breach of the Honor Code did not occur, the instructor of the course in which the alleged breach occurred is encouraged to follow the decision of the Honor Council and to impose no sanction on the student.

If an instructor remains convinced that an Honor Code violation occurred, despite the decision of the Honor Council, the instructor may persist in imposing the academic sanction proposed on the Violation Form.

If an instructor imposes an academic sanction on a student who has been found not responsible for a breach of the Honor Code, the student can appeal the instructor's action according to the procedures outlined in the Honor Code.

(c) A file containing all paperwork, including Violation Forms and any existing recordings of the hearings will be maintained by the division for student development for three years after the student graduates, after which the files will be reviewed and destroyed.

e. Sanctions for Honor Code Violations

While acknowledging that we must preserve the academic integrity of Loyola University and that academic dishonesty will not be tolerated, we must not forget the fundamental mission of our institution is to foster Strong Truths Well Lived through education, not punishment. Thus, in most cases, the sanctions the Council recommends for first-time offenders should provide students with an opportunity to resume their academic careers with a better understanding of scholastic integrity, character, and truth.

If a student is found to be responsible for a violation of the Honor Code, the Council is to decide what, if any, sanctions to impose over and above any sanction already identified by the course instructor. If the student has violated the Code in the past, the Honor Council moderator will notify the Hearing Council of past violations. In the case of a Full Hearing, notification about prior violations will occur only after a determination has been made as to whether the student is responsible or not responsible for the violation. Previous violations will result in stronger sanctions up to and including a recommendation for suspension or dismissal from the University.

Among the sanctions that the Honor Council may decide to impose are Deferred Academic Suspension and Honor Probation. Deferred Academic Suspension means that for the specified time a further violation of the Honor Code will result in the recommendation to the Dean of Undergraduate Studies that the student be suspended from the University. Honor Probation may include the prevention of participation in one or more of the following activities: sports teams, clubs, leadership positions, or any other activity that may impact a student's studies. Students placed on Honor Probation will be allowed to maintain any job and to attend social events held by the University. The duration of the Probation will be designated by the Hearing Council and can last up to one year from the time of imposition.

The Honor Council may decide on a sanction other than Honor Probation, such as civility hours, a warning, or a rewrite of a particular assignment. In the case of seniors, Honor Probation can include the prohibition of participation in Senior Week activities and Commencement.

If the offense is deemed exceptionally serious or the student has been found responsible for a prior offense, the Hearing Council may recommend suspension or dismissal from the University. In such cases, the Dean of Undergraduate Studies will review the recommendation and notify the student of the Dean's decision regarding the sanction. In most cases, a student will be recommended for suspension from the University if found responsible for a second violation of the Honor Code. The decision of the Dean is final.

Any student who fails to fulfill the sanctions imposed by the Hearing Council completely and on time is subject to more severe sanctions, up to and including suspension or dismissal from the University.

f. Process of Appeal for Honor Council Decisions

The student may file an Honor Code appeal on one or more of the following grounds:

- Their right to a fair hearing (sometimes referred to as "due process") has been violated
 - Absence of sufficient evidence to support the decision
 - Discovery of new evidence
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- The sanction(s) imposed by the Honor Council is (are) grossly disproportionate to the Honor Code offense.

If the student wishes to appeal the academic sanction(s) imposed by the course instructor, they should follow the process outlined in the next section titled, “Process of Appeal for Academic Sanctions.” Appeals of academic sanctions should be submitted only upon resolution of any appeal of Honor Council decisions.

The steps in filing an appeal are as follows:

(1) The appeal must be submitted in writing to the Associate Vice President for Undergraduate Academic Affairs within four University business days from the receipt of the sanction letter. The letter must clearly state the reason(s) for the appeal. An associate vice president in Academic Affairs will review appeals for appropriate submittal. If an appeal is found to be inappropriate, the student may revise and resubmit the appeal. If the student fails to revise and resubmit the appeal, the appeal ends.

(2) The Honor Code Appeal Board is comprised of an associate vice president for academic affairs, an Honor Council chair/co-chair, and the Vice President for Student Development or their appointee. Members of the Honor Code Appeal Board who were consulted or who heard the case will be excused from the case and replaced with another member of corresponding standing. Similarly, members of the Honor Code Appeal Board would also be excused and replaced by a member of the Honor Council if they have a relationship with the student, such as Core or major advisor, etc.

(3) The Honor Code Appeal Board will review and decide the appeal. All members of the Honor Code Appeal Board are voting members of Honor Code appeals. At least two favorable votes are necessary to find in favor of an Honor Code appeal. An abstention is not a favorable vote. The Honor Code Appeal Board has the right to review all files and recordings related to the case and call any witnesses whose testimony it deems may be relevant to the case. The Honor Code Appeal Board should render a decision within five University business days from the receipt of the appeal letter. If additional time is needed, the Honor Code Appeal Board may extend this deadline.

(4) If a violation of due process is found, or it is found that there is significant new evidence, the Honor Code Appeal Board will return the case to the Honor Council for a new hearing. The Chair of the Honor Council will appoint a new Hearing Council that does not include any members of the previous Council.

(5) If the Honor Code Appeal Board determines that the Honor Code decision was based on insufficient evidence, the Honor Code Appeal Board may overturn the decision and remove the Honor Code sanction.

(6) In the case of an Honor Code sanction appeal, the Honor Code Appeal Board may let the sanction stand, overturn the sanction, modify the sanction, or return it to the Honor Council for further consideration. The Honor Code Appeal Board must have at least two favorable votes in order to modify or overturn a sanction imposed by the Hearing Council or to return the case to the Honor Council for reconsideration. The new sanction may be either more or less severe and must be determined by at least two favorable votes. If the Honor Code Appeal Board fails to reach two favorable votes, for any of these alternatives, the original sanction stands.

If the Honor Code Appeal Board chooses to overrule the original sanction of the Hearing Council, the chair of the Honor Code Appeal Board will give a detailed

written explanation of how the sanction was changed and why that action was taken. This explanation will be kept in the student's Honor Council file and in the Office of the Dean of Undergraduate Studies.

All decisions by the Honor Code Appeal Board are final.

Process of Appeal for Academic Sanctions

Note: Appeals of academic sanctions should be submitted only upon resolution of any appeal of Honor Council decisions.

1.1 If a student has been found "responsible" for an Honor Code violation by the Honor Council, the student can appeal the academic sanction imposed by the faculty member on either the following grounds:

- a. The academic sanction imposed is not consistent with the sanction listed on the Honor Code Violation Form, or
- b. The academic sanction imposed does not conform to any stated Honor Code violation policy on the course syllabus, or the sanction imposed does not conform to any departmental Honor Code violation policy on file with the appropriate academic Dean.

1.2 The steps in filing an appeal are as follows:

- a. The appeal must be submitted in writing and received by the appropriate Dean no later than four business days from the receipt of the notification from the instructor about the academic sanction to be imposed. (The appropriate Dean is the Dean of the school of the University in which the course of the contested grade is housed.) The written appeal must clearly state the grounds for the appeal. The Dean will review appeals for appropriate submittal (i.e., the appeal is timely and specifies the grounds for the appeal). Appeals rejected as untimely may not be resubmitted.
- b. If the appeal is appropriately submitted, the Dean will consider whether the academic sanction imposed by the instructor conforms to information contained in section 1.1.a and b. If the sanction does conform to those instruments, the Dean will uphold the sanction. If the sanction does not conform to those instruments, the Dean will make the appropriate adjustments, including changing the final grade if deemed appropriate.
- c. In general, the Dean will make a decision no later than 20 business days from receipt of an appropriately submitted appeal. The Dean will communicate the decision in writing to the faculty member and the student, including the reasons for their decision. The decision of the Dean is final. There is no further appeal by either the faculty member or the student.

2. If the student has been found "not responsible" for an Honor Code violation by the Honor Council, the Honor Council chair will notify, in writing, the student, the faculty member, and Dean of Undergraduate Studies, within two business days after finding a student not responsible. The instructor will inform the Honor Council and the student in writing whether an academic sanction will be imposed (and what that sanction will be) no later than two business days of receiving notification from

the Honor Council of the outcome of the hearing. If the faculty member in question continues to impose an academic sanction, the student may appeal this action to the appropriate academic Dean. The steps in an appeal are as follows:

- a. The appeal must be submitted in writing to the appropriate Dean no later than four business days from the receipt of the notification from the instructor that the instructor intends to impose an academic sanction. (The appropriate Dean is the Dean of the school of the University in which the course of the contested grade is housed.) The written appeal must include a copy of the notification from the Honor Council indicating that the student was found "not responsible" and a copy of the notification from the instructor that the instructor intends to impose an academic sanction. Appeals that do not include this documentation will be rejected as incomplete and may not be resubmitted. Appeals rejected as untimely may not be resubmitted.
- b. If an appeal is properly submitted, the Dean will consider the case on its merits after consulting appropriate materials and persons related to the Honor Code proceedings. The Dean should confer with the student and the instructor, individually, and may confer with additional appropriate persons related to the hearing. Other parties, including parents or attorneys, are not permitted to attend these conferences. Ordinarily, the Dean will communicate their decision, in writing, to the student, the faculty member and the Honor Council no later than 20 business days after receipt of the student's appeal. This notification must include a brief rationale for the finding. If the Dean determines that an Honor Code offense occurred, they will uphold the academic sanction proposed by the instructor on the Violation Form. If the Dean determines that an Honor Code offense did not occur, no academic sanction may be imposed and the Dean will make the appropriate adjustments, including changing the final grade if appropriate.
- c. The decision of the Dean is final. There is no further appeal for either the faculty member or the student.

D. Student Conduct Process

The following section describes information regarding misconduct for which undergraduate and graduate students may be held accountable. The University may hold students accountable through the University student conduct process for any actions listed or for comparable actions not specifically listed. The influence of drugs or alcohol will not in any way mitigate the consequences of inappropriate behavior or limit the responsibility of individuals involved. A student attending a University function or living or visiting in the area surrounding the University or on Loyola-owned or leased property (including but not limited to the Evergreen campus, FAC, and Ridley Athletic Complex) is subject to the same standards of conduct expected on campus. Likewise, students are responsible for the behavior of their guests at all times.

Students are expected to be honest and forthcoming during all student conduct inquiries and proceedings. Truthful testimony will be taken into consideration at the time of sanctioning. At the discretion of the Vice President for Student Development or designee, except in cases where a formal complaint has been filed under 6. Sexual and Gender-Based Misconduct Policy, if a student is involved in an investigation for an alleged violation of the Student Code of Conduct or with pending conduct

charges requests a leave (e.g., study abroad, medical withdrawal, leave of absence) or withdrawal, the investigation and/or conduct process may be completed prior to the change in student status being approved or prior to or upon their return to the campus. See 6. Sexual and Gender-Based Misconduct policy for policy when a respondent takes a leave after a formal complaint has been filed under that policy. If a student declines to participate in the conduct process, the University may conclude the process without the student's involvement, including issuing findings of responsibility and imposing sanctions. If a student takes a leave or withdraws prior to the completion of any sanctions, they must complete all required sanctions, except sanctions that are applicable to the student's time at the University, such as status sanctions or restrictions from activities or specific areas of campus, to be eligible to return from their leave or be granted readmission. The Student Code of Conduct is in effect throughout the calendar year even when classes are not in session due to break periods or summer sessions, when students are on a leave of absence, when students are participating in a study abroad program or University-sponsored trip/event, or when the University is closed.

Loyola University Maryland uses a preponderance of the evidence standard to evaluate all alleged violations of the Student Code of Conduct. Any questions of interpretation regarding the student conduct process or Student Code of Conduct shall be referred to the Vice President for Student Development or designee for final determination.

i. Oversight of the Conduct Process

The Office of Student Conduct is responsible for administering the student conduct caseload for the University, in partnership with the Office of Residence Life & Housing. The following is a list of staff members who serve as hearing officers in student conduct hearings:

1. Vice President for Student Development

Located in Jenkins Hall 110 (ext. 5171); may serve as a hearing or appellate officer.

2. Dean of Students

Located in Student Support and Wellness Program office in Seton Court 4502B (ext. 5171); may serve as Vice President for Student Development designee, hearing, or appellate officer.

3. Director of Student Conduct

Located in the Integrity Suite in Seton Court 4508A (ext.5153); this individual coordinates the student conduct system and serves as the primary conduct officer for the University.

4. Assistant Director of Student Conduct

The Assistant Director of Student Conduct adjudicates cases, advises the Peer Conduct Board, and partners with the Director to support the oversight of the student conduct system.

5. Director and Associate Directors of Residence Life & Housing

The Director of Residence Life & Housing and the Associate Directors of Residence Life & Housing serve as hearing officers and appellate officers. Their offices are located in Seton Court 4508B, and they can be reached at ext. 5081.

6. Assistant Directors of Residence Life & Housing

Assistant Directors of Residence Life & Housing serve as hearing officers and appellate officers. Their offices are located in Seton Court 4508B, and they can be reached at ext. 5081.

7. Area Coordinators (ACs)

Within each of the main residential areas of the campus, there is an Area Coordinator who adjudicates most cases that occur within their respective areas. ACs are full-time professional members of the Residence Life & Housing staff. They can be reached by calling the Office of Residence Life & Housing at ext. 5081 and at office locations:

Charleston/Gardens Area	Lange 32A
Thea Bowman	Bowman 229
Hammerman & Butler	Bowman 229
Eastside Area	McAuley 300A
Campion Tower	Campion 100
Newman Towers	Newman Towers Center 110

8. Graduate Residence Coordinators (GRCs)

The Office of Student Conduct GRCs are full-time graduate students who assist with of adjudication of violations of the Code of Conduct.

9. University Employees

There are faculty, staff, and administrators across the University and within the Division for Student Development who serve as hearing officers and appellate officers. These professionals are trained in student conduct adjudication by the Director of Student Conduct and Assistant Director of Student Conduct or designee.

ii. Outline of the Student Conduct Process

This section is intended to provide an outline of the student conduct process. It is not all-inclusive, nor does it indicate that the steps listed must be followed in all situations. It is published so students may be familiar with the process in general. This section also includes procedures the University will follow when a party files a complaint of sexual and gender-based misconduct or bias related behaviors.

1. Incidents

Any member of the University community may file a complaint with a Residence Life & Housing staff member, a student conduct staff member, or with the Department of Public Safety. As part of their daily responsibilities, campus police officers and Residence Life & Housing staff may submit reports of violations. If a Residence Life & Housing staff member (usually an RA or GRC) or a campus police officer confronts a student, the student can contact the Area Coordinator of Residence Life & Housing of that area or the Director of Student Conduct the next business day. Reports of student violations may also occur at student engagement events, athletic and club sports events, off-campus student residences, and public and private commercial establishments.

The Baltimore City Police Department routinely submits reports to the Director of Public Safety regarding incidents in the area surrounding the University, incidents involving Loyola students, or notifications of arrests. The Director of Public Safety forwards these reports to the Office of Student Conduct. Reports of student violations may also be forwarded to the University by other colleges or universities, neighbors from the communities surrounding the University, hotels, or other establishments in the Baltimore area. After receiving reports, the University may investigate the incidents to collect additional information prior to adjudication. The Director of Student Conduct, or designee, reviews the reports and determines whether the report identifies possible violations of the Student Code of Conduct. If

so, the students involved are notified of the alleged violations and the subsequent hearing process.

The University reserves the right to hold all students responsible for the Student Code of Conduct whether the incident occurs on or off University premises, including study abroad locations. Normally, the same process will be followed for on-campus or off-campus violations. Evidence confiscated during a campus investigation will be retained by the University until the conclusion of the student conduct process. Students may forfeit ownership of confiscated materials.

2. Student Conduct Responses

After reviewing the incident report, the Director of Student Conduct or designee chooses among several options to address the student(s) involved in the incident. First time violations or minor violations are generally referred to an educational conference facilitated by an Assistant Director of Student Conduct, Area Coordinator or a Graduate Residence Coordinator. If the Assistant Director of Student Conduct, Area Coordinator, or Graduate Residence Coordinator chooses to refer an incident beyond the educational conference level, they, in consultation with the Director of Student Conduct, will determine whether the case will be handled as an administrative hearing, a Peer Conduct Board hearing, or an administrative panel hearing. Incidents may also be addressed through an alternative resolution. The Assistant Director of Student Conduct and the Director of Student Conduct also decide who will serve as the hearing officer or who will serve as panel members. Panel members are chosen from a pool of University and Student Development faculty, staff, and administrators trained to hear cases. Both decisions are based on the nature of the incident and the conduct history of the student(s) involved in the incident.

a. Educational Conference

The Assistant Director of Student Conduct, a Graduate Residence Coordinator or Area Coordinator generally will hear first offenses or minor violations of the Student Code of Conduct. During the conference, a discussion will occur as to the student's involvement in the incident and the circumstances surrounding the incident. Together, the student and the hearing officer will determine what violations of the Code occurred. If a student accepts responsibility for the violations, the remainder of the conference will be spent discussing what sanctions are appropriate. The student then signs an agreement with the charges and the proposed sanctions, thus waiving the right to appeal this decision. If the student does not accept responsibility for the violations with which they are charged or does not agree with the sanction(s) imposed, the case will then be referred to a different hearing officer or Peer Conduct Board for an administrative hearing.

b. Administrative Hearing

Administrative hearings are more structured than educational conferences. An administrative hearing generally occurs when one or more of the following situations exists: 1) a resolution does not occur during the educational conference, 2) the student fails to attend an educational conference or to respond to a request for an educational conference, or 3) the severity of the alleged violation or the student's prior conduct history warrants an administrative hearing. The student will be notified in writing of the charges of violations of the Student Code of Conduct. In the charge letter, the student will be given the date, time, and location of the hearing or will be

asked to schedule an appointment. Administrative hearings are held before either the Peer Conduct Board, an administrative panel, or an administrative hearing officer. During the hearing, the student will be expected to respond to the charges listed in the charge letter. The student will be asked to explain their involvement in the incident and, if found responsible, what sanctions would be appropriate. The “Rights and Responsibilities of Students in the Hearing Process” apply to administrative hearings.

c. Peer Conduct Board

The Peer Conduct Board is a conduct hearing body that hears cases for undergraduate students. It is comprised of three to five undergraduate students and one non-voting advisor, usually a Graduate Residence Coordinator. To have a quorum, three students and the advisor must be present. These students are selected and trained to hear student conduct cases. The Peer Conduct Board will usually hear cases that involve violations that have an impact on the larger community in which students live. These violations include, but are not limited to quiet hours, roommate conflicts, disorderly gatherings, alcohol violations, and visitation. The Peer Conduct Board hears the case, decides on responsibility for the charges, and determines sanctions. The “Rights and Responsibilities of Students in the Hearing Process” apply to the Peer Conduct Board hearings.

d. Alternative Resolution

Certain cases may be referred to alternative resolution pathways if the parties involved are willing to participate, and the Assistant Director of Student Conduct, in consultation with the Director of Student Conduct, deems the pathway an appropriate resolution option. Alternative resolution pathways include but are not limited to educational conversation, conflict coaching, mediation, or restorative practices, such as conferences or circles. Restorative practices are processes designed to facilitate an intentional conversation where targeted persons, or harmed parties, can share the harm they experienced and be an active decision-maker for determining resolutions for the harm to be addressed. Additionally, in a restorative process, the alleged offender, the person who caused harm, may answer questions such as why they caused the harm and discuss steps they will take to repair the harm. Normally a restorative process concludes with an agreement between all parties involved that addresses how the respondent and other community members can repair the harm caused, rebuild trust, and restore any broken relationships.

3. Student Rights and Responsibilities in the Hearing Process

The intent of the hearing process is not to replicate a court proceeding, but rather to be educational. A hearing is not a formal process such as a civil or criminal trial. Students are not permitted to bring attorneys or parents into the hearing, except for cases of sexual misconduct if attorneys or parents are serving as the advisor of choice. Students do not have the right to cross-examine witnesses but may request that the panel, board, or hearing officer ask particular questions of witnesses. As defined in 6. Sexual and Gender-Based Misconduct Policy, sexual and gender-based misconduct incidents that fall under Title IX do allow for cross examination of parties only by their advisor. Failure to attend a scheduled hearing will result in the hearing being held in the student’s absence.

The following is a list of principles to ensure fairness during the hearing process.

- a. The student shall be informed in writing of the charges against them in sufficient time to afford preparation of a response. Usually, the student is given two University business days to prepare.
 - b. The student has a right to bring an advisor of their choice to the hearing. Except for cases of sexual misconduct, the advisor must be a full-time member of the University community (faculty, administrator, staff, or student) and may not be an attorney or hold a law degree. For cases of sexual and gender-based misconduct, both the complainant and the respondent may have advisors as defined in 6. Sexual and Gender-Based Misconduct Policy. Students are required to notify the Office of Student Conduct one University business day in advance of the hearing date if a student plans to bring an advisor. Advisors can request an outline of their role and expectations for their participation in the student conduct process. The advisor may meet with the student to discuss the student's case prior to the hearing. If the student or the advisor has any questions, they should contact the hearing officer. The advisor's role is to provide personal counsel and support to the accused, but not to present the case or address the panel, board, or hearing officer. The advisor may not serve as a witness in the conduct proceeding (except in cases involving alleged violations of the Sexual and Gender-Based Misconduct Policy where character statements are not permitted). Disruptive advisors will be removed from the process and the process will continue.
 - c. The student will receive documentation pertinent to the case, normally at least two University business days prior to the hearing.
 - d. The student has the right to bring fact witnesses to the hearing to testify on their behalf. There is no limitation placed on the number of fact witnesses; however, students are limited to two-character witness written statements (except in cases involving alleged violations of Sexual and Gender-Based Misconduct policy). Students are required to notify the hearing officer of fact witnesses attending the hearing at least one University business day in advance of the hearing. In the event that a fact witness cannot attend a hearing, the witness may email or personally deliver a signed written statement directly to the hearing officer in advance of the scheduled hearing.
 - e. The hearing officer or conduct body may call witnesses to provide information at a student conduct hearing. Witnesses are expected to appear for a hearing when requested.
 - f. The hearing will be private. All participants are expected to maintain confidentiality regarding the proceedings. Students who receive any information (reports, transcripts, pictures, etc.) that is used in an investigation or a conduct proceeding are prohibited from disclosing that information to any third party (other than the student's parent/legal guardian or legal counsel), except where the information is disclosed in order to obtain and present evidence in furtherance of the students' interests.
 - g. A record of the hearing will be kept. Students may request to listen to the recording of their own administrative hearing (to be done in the Office of Student Conduct). A student may request that a written transcript of their own hearing be prepared, at the student's expense.
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h. At the completion of the hearing, the hearing officer will indicate a time and place at which the student will receive the decision of the hearing. If the student is found responsible, the hearing officer or conduct body will then review the student's conduct history in order to determine sanctions.

i. A decision letter will be sent to the student listing the charges, the decision on each charge, and any sanctions imposed. If the student is found responsible, the letter will also indicate the process for appealing the decision. A record of the decision letter will be kept in compliance with the records policy described in F. Student Conduct Records.

j. The student must complete all sanctions by the specified deadlines as directed by the hearing officer or the conduct body. Those students who have not completed or complied with the sanctions may be fined and/or charged and found responsible for the violation "Failure to Comply with Conduct Sanctions" described in the Code.

4. The Appeal Process for Student Code Violations

The following section provides the process for appealing outcomes from student conduct meetings. The process for appealing outcomes from cases adjudicated under 6. Sexual and Gender-based Misconduct Policy is outlined in 6. Sexual and Gender-Based Misconduct Policy. The student is allowed one opportunity of appeal to the appropriate hearing officer or the University Board on Discipline. The decision of the hearing officer or University Board on Discipline is final. Unless indicated otherwise in the original decision letter, the typewritten appeal should be submitted via the appeal form, which is linked in the outcome letter, or via email to the Director of Student Conduct. The appeal must be submitted within 2 business days of receipt of the decision letter and must be based upon one of the following grounds:

a. Appeal Letter

Appeal letters should clearly state in the opening paragraph the reasons for a student's appeal, based upon one or more of the grounds outlined below:

a1. The student alleges that there were procedural irregularities that or that their right to a fair hearing was violated which affected the outcome of the matter.

a2. New evidence: The student alleges new evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome of the matter.

The following category may be used only for cases of suspension from the residence halls or suspension or restrictions from participating in commencement or expulsion from the University:

a3. Sanction is grossly disproportionate to the offense: the student alleges that the sanctions imposed are grossly disproportionate to the findings of responsibility for the violations of the Code.

The burden is on the student to provide support for the asserted grounds for appeal in the appeal letter. Failure to follow the guidelines or to provide sufficient support for the allegations will result in the dismissal of the appeal without further proceedings.

b. Appeal Procedure

The Director of Student Conduct will hear the appeal or determine the appropriate hearing officer, appeal panel, or the University Board on Discipline to hear the student's appeal. The hearing officer, appeal panel, or the University Board on Discipline will review all information gathered at the hearing, any further evidence, and the reasons for appeal. The hearing officer or appeal board will then decide the appeal and meet with the student to share the results. Parents and attorneys are not permitted in the hearing room during the appeal process.

c. The University Board on Discipline

The University Board on Discipline serves as the appeal board for serious cases involving suspension from the residence halls or suspension or expulsion from the University or other cases as designated by the Director of Student Conduct. The Board is comprised of one faculty member, one student, and one administrator. The board make up for appeals regarding sexual and gender-based misconduct cases is defined in section 6. Sexual and Gender-Based Misconduct Policy.

Except in cases involving the discovery of new evidence, the Board may review the appeal based upon the hearing record and the decision and rationale of the hearing officer or conduct body in the initial hearing. In most circumstances, the Board will meet with the student who is making the appeal and the original hearing officer. At the request of the accused student, up to two-character witnesses may submit written statements to the Office of Student Conduct at least one University business day in advance of the appeal hearing (except in cases involving alleged violations of Sexual and Gender-Based Misconduct policy).

In the event that new information becomes known to the University after the original hearing and prior to the appeal, the original hearing officer will notify the student of the new information and give them the opportunity to respond. The original hearing officer/panel will issue (or re-issue) a decision letter taking into account the new information.

In cases where the student's appeal is based on a claim of newly discovered evidence, the Board will first determine if the offered evidence was not known nor reasonably available at the time of the hearing and if it might impact the decision of responsibility or determination of sanction. If the evidence is found to be newly discovered, not to have been reasonably available at the time of the hearing, and it is determined the evidence might impact the decision of responsibility or determination of sanction, then the Board will remand the case to the original hearing officer/panel for review. The original hearing officer/panel will issue a new decision letter taking into account the newly discovered evidence. (The new decision letter may affirm or modify the original findings and sanctions.) The student may then proceed with an appeal to the Board.

In cases where the student's appeal is based on a claim that the sanctions imposed are grossly disproportionate to the findings of responsibility, the board may only affirm, reduce, or increase the sanctions assigned by the original hearing panel, and may not change the finding of responsibility.

The University reserves the right to have a modified board hear the appeal or have the Vice President for Student Development or their designee hear the appeal when circumstances warrant it.

d. Possible Outcomes of the Appeal

The hearing officer or conduct body hearing the appeal can take the following actions:

d1. Affirm the original decision of the hearing officer or conduct body;

d1. Affirm the original decision of responsibility for some or all of the charges and change the sanction (sanction may be reduced or may be increased);

d3. Reverse the original decision of responsibility for some or all of the charges.

The outcome for the appeal hearing will normally be communicated to the student within 5 business days of the hearing.

5. Impact statements

At the discretion of the Director of Student Conduct or designee, Loyola community members affected by another community member's alleged policy violation may submit a written impact statement. The impact statement is due prior to the start of the hearing to the panel chair. The impact statement may include a description of the impact the behavior had on the individual who was harmed, a description of what has been the hardest part of the incident, and a description of what can be done to address the harm and rebuild trust.

If the respondent admits responsibility for all charges, the impact statement may be discussed with the respondent before a finding and sanctions are determined. If the respondent denies responsibility for any of the charges, the impact statement is reviewed by the hearing panel only if a determination of responsibility is made and before a sanction is determined. If an impact statement was submitted and reviewed by the hearing panel, a copy may be provided to the respondent with the decision letter. In cases adjudicated under the section 6. Sexual and Gender-Based Misconduct Policy and 7. Bias Related Behaviors Policy, parties have the right to submit a written impact or mitigation statement as defined in those policies.

6. Sex-Based Harassment and Discrimination Policy

The following is an excerpt from section 8.8 of the Loyola University *Maryland's Harassment and Discrimination Policy*, which includes how Loyola University Maryland (the University) prevents sex-based harassment and discrimination, the process for reporting sex-based harassment, discrimination or retaliation, and the procedures for adjudicating allegations of that nature for all members of the University community. The excerpts contained in the Community Standards are provided for informational purposes guiding readers through available support and reporting resources. The complete policy, located on the Office of Title IX and Bias Compliance's website, supersedes the excerpts contained within this document.

Non-Discrimination Statement

Loyola University Maryland does not discriminate and prohibits discrimination on the basis of race (including traits associated with race such as hair texture, afro hairstyles, and protective hairstyles), color, or national origin (including shared ancestry or ethnic characteristics), sex, age, religion, disability, marital status, sexual orientation, gender identity, genetic information, military status, or any other legally protected classification covered by federal or state law in the administration of any of its educational programs and activities or with respect to admission or employment. The designated compliance officer to ensure compliance with Title IX of the Education Amendments of 1972, as amended (Title IX), the Americans with Disabilities Act of 1990, as amended (ADA), and Section 504 of the Rehabilitation Act of 1973, as amended (Section 504), is David Tiscione, Director of Title IX and Bias Compliance (105 Jenkins Hall, 410-617-5171, dmtiscione@loyola.edu). Inquiries

about the application of Title IX, ADA, or Section 504 may be made to David Tiscione, the Office for Civil Rights (OCR), or both. Inquiries about discrimination related to any other protected class aside from sex or disability may be made to Rodney Parker, Chief Equity and Inclusion Officer (Humanities 224, 410-617-2201, rparker1@loyola.edu), OCR, or both.

The Loyola University Maryland nondiscrimination policy and grievance procedures and information regarding how to report information or make a complaint about conduct that may constitute discrimination can be found in the following places:

- **Sex discrimination** - Loyola University Maryland Title IX and Bias Compliance Website
- **Discrimination on protected classifications (non-sex-based)** - Loyola University Maryland Title IX and Bias Compliance Website for Students and Human Resources Website for employees

Loyola University is authorized under Federal Law to enroll non-immigrant, alien students.

Reporting Sex-based harassment and discrimination

A Report provides notice to the University of an allegation or concern about sex discrimination, sex-based harassment, or retaliation and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A Complaint provides notice to the University that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint.

Reporting carries no obligation to initiate a Complaint, and in most situations, the University is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the University may need to initiate a resolution process. For more information, please refer to the Section below, "Title IX Coordinator Authority to Initiate a Complaint," which contains more information on when the University may act despite the Complainant's request. If a Complainant does not wish to file a Complaint, the University will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows the University to discuss and/or provide supportive measures, in most circumstances.

Reports or Complaints of sex-based harassment and discrimination or inquiries about or concerns regarding this policy and procedures, should be directed to one of the following individuals:

Title IX Coordinator for the University:

David Tiscione, Director of Title IX and Bias Compliance
105 Jenkins Hall
410-617-2763
dmtiscione@loyola.edu

Title IX Deputy Coordinator for Students:

Sydney Quantock, Assistant Director of Title IX and Bias Compliance
105 Jenkins Hall
410-617-2842
squantock@loyola.edu

Title IX Deputy Coordinator for Faculty, Staff, and Administrators:

Nikia Woodard, Director Employee Relations and Organizational Development
202J York Road Annex
410-617-1345
ntwoodard@loyola.edu

Reports about the Title IX Coordinator violating the Sex-based Harassment and Discrimination Policy should be made to the Title IX Deputy Coordinator for Faculty, Staff, and Administrators or Chief Equity and Inclusion Officer. Upon a report regarding an allegation about the Title IX Coordinator violating the Sex-based Harassment and Discrimination Policy being filed, the Title IX Coordinator will be required to recuse themselves from oversight of Title IX compliance related to that complaint.

Reports about a Title IX Deputy Coordinator violating the Sex-based Harassment and Discrimination Policy should be made to the Title IX Coordinator. Upon a report regarding an allegation about the Title IX Deputy violating the Sex-based Harassment and Discrimination Policy being filed, the Title IX Deputy will be required to recuse themselves from oversight of Title IX compliance related to that complaint.

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Office for Civil Rights (OCR)

Philadelphia Office
The Wanamaker Building, 100 Penn Square East, Suite 515
Philadelphia, PA, 19107-3323
Email: OCR.Philadelphia@ed.gov

For Complaints involving employee-on-employee conduct:

Equal Employment Opportunity Commission (EEOC)

EEOC Regional Office
George H. Fallon Federal Building, 31 Hopkins Plaza, Suite 1432
Baltimore, MD, 21201

Amnesty

Students who report sex-based harassment and/or discrimination, or participate in an investigation as a witness, will not be subject to disciplinary action for their own personal involvement with alcohol and/or other drugs at or near the time of the incident, unless the involvement was reasonably likely to place the health or safety of another individual at risk. The University may initiate an educational discussion or pursue other educational remedies regarding the alcohol and/or other drugs.

Time Limits on Reporting

There is no time limitation on reporting incidents and/or filing complaints to the University. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on reports or complaints is significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) and is at the discretion of the appropriate Title IX Coordinator (or designee), who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

On-campus Reporting Options

In addition to the reporting options outlined above, Reports can also be made anonymously or identified using the methods outlined below. It should be noted that the University's ability to investigate or act upon anonymous reports may be limited.

Title IX Intake Officers

The University has identified a diverse group of staff and administrators, called Title IX Intake Officers, to expand the pool of reporting options who have specific enhanced knowledge of the sex-based harassment and discrimination process and resources. Title IX intake officers are regularly trained and are available to meet with Complainants and other reporting parties to review their rights, resources, and reporting options that are available both on and off-campus, including offering and implementing supportive measures, regardless of whether they desire to file a complaint. Title IX Intake Officers are mandated reporters and work closely with the Title IX coordinator to support Complainants and assist Complainants in navigating their resources and options. The list of Title IX Intake Officers and their contact information can be found on the Title IX and Bias Compliance website.

Mandated Reporters

All University employees, including faculty, staff, administrators, and undergraduate and graduate student employees, other than those deemed Confidential Employees, are Mandated Reporters. Mandated Reporters are expected to promptly report all known details of actual or suspected sex discrimination, sex-based harassment, retaliation, and/or other prohibited conduct to the Title IX Coordinator or designee. For emergency situations, Campus Police and the Residence Life & Housing on-call staff can be reached at 410-617-5010.

A report of alleged sex-based harassment and/or discrimination against any member at the University may be made by any community member, guests, visitors and other third parties by contacting the appropriate Title IX Coordinator or Title IX Intake Officer. The University encourages all members of the community to report sex-based harassment and discrimination, whether or not they are the person who allegedly experienced a violation of this policy. When a person other than a Complainant makes a report, the appropriate Title IX Coordinator (or designee) will contact the Complainant to discuss supportive measures, the report, and whether they wish to proceed with a complaint or other resolution process.

Failure to report

Failure of a Mandated Reporter, as described above in this section, to report an incident of sex discrimination, sex-based harassment, or retaliation of which they

become aware is a violation of the University Policy and the mandated reporter may be subject to disciplinary action up to and including termination under section 1.28 Discipline under Staff and Administrator Policy Manual. Failure to report may also constitute professional incompetence, non-performance of duties or responsibilities, and conduct inconsistent with professional standards according to the Rank and Tenure Policy Statement for faculty members.

A Mandated Reporter who is themselves a target of harassment or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

Classroom disclosures

When mandated reporters become aware of conduct that may reasonably constitute sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct in academic settings, such as through writing assignments, discussions, or group presentations, they are considered to have notice and are expected to promptly report all known details of actual or suspected behavior.

Public Awareness events

Mandated reporters who learn of conduct that may reasonably constitute sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct during a public event, which is sponsored by and hosted on property or platforms controlled by the University, to raise awareness about sex-based harassment, are required to promptly report all known details of the actual or suspected sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct to the Title IX Coordinator or designee. However, in order to protect the sanctity of public awareness events, as permitted by federal law, the University is not obligated to act in response to the information, unless it indicates an imminent and serious threat to the health or safety of a Complainant, any students, employees, or other persons. Nonetheless, the University will use reported information to inform its efforts to prevent sex-based harassment, including by providing tailored training to address alleged sex-based harassment in a particular part of its education program or activity or at a specific location when information indicates there may be multiple incidents of sex-based harassment.

Online reporting methods:

- Anonymous Information Form, found at <https://www.loyola.edu/department/public-safety/anonymous-information-form>
- EthicsPoint, found at <https://secure.ethicspoint.com/domain/media/en/gui/18799/index.html>
- Bias Related Behaviors Report, found at www.loyola.edu/reportbias
- Sexual Violence, Relationship Violence or Stalking Report found at https://cm.maxient.com/reportingform.php?LoyolaUnivMD&layout_id=4

When making a report, the following information is requested as part of the report: Name(s) of individual(s) alleged to have violated the Sex-based Harassment and Discrimination Policy and a clear statement explaining the date, time, and location including the nature and circumstances of the incident, if known. It is important to provide as much information as possible as this report may serve as a basis for investigation. If a complaint is initiated, the report will be shared with the Respondent, investigator, decision-maker(s), and administrators who oversee the

Resolution Process, and the appropriate Title IX Coordinator (or designee), among others, and a copy will be provided to the Complainant.

Upon receiving a report, the Complainant and/or reporting party, if different from the Complainant, will be provided with a written explanation of their rights and options which, in addition to the information described in this section, will include information about legal service organizations and referral services. The Title IX Coordinator will seek to determine if the person wishes to proceed with a complaint or other resolution process, and will assist them to do so, if desired. If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint.

Reporting to law enforcement

The University encourages any student or employee who has experienced domestic violence, dating violence, sexual assault, or stalking to report the incident to the Baltimore City Police or local law enforcement and encourages students who experience these behaviors to additionally consult their parents/guardians. The director of public safety (or their designee) can assist the Complainant in contacting the appropriate law enforcement officials and in working with these officials to pursue criminal charges against the Respondent. Complainants also have the option to decline to notify law enforcement authorities.

- **Campus Public Safety**

Emergency: 410-617-5911

Non-Emergency: 410-617-5010, ext. 5010 from a campus phone

Escort: 410-617-5566

- **Baltimore City Police**

Emergency: 911

Protective orders and peace orders may be sought through the court system. A Complainant interested in a no-contact order at Loyola may contact the Title IX Coordinator.

Actions by the police or criminal courts do not in any way preclude the Complainant from utilizing the University's process under this Policy simultaneously or at a later date. Similarly, using the University's process does not preclude the pursuit of criminal charges.

Reports of violations under this Policy may also constitute violations of state and local law. University officials are required to document certain reports of sex-based harassment for Clery Act reporting purposes. There will be no personally identifiable information about the Complainant shared in that report. If the University is required to notify the community of the incident, including recording the assault in the Daily Crime Log or through the issuance of a Timely Warning Notice, no identifying information will be included to the extent permissible by law.

Confidential resources

This section describes the University's confidential resources for a Complainant or third party (including parents/guardians when appropriate). If an individual has experienced sex-based harassment and/or discrimination but does not want to report it to a University official, the student may meet with a confidential resource.

On-campus Confidential Resources

There are three categories of Confidential Employees: 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical

professionals, clergy, and mental health counselors; 2) Those whom the University has specifically designated as Confidential Resources for purposes of providing support and resources to the Complainant; and 3) Those conducting human subjects research as part of a study approved by the University's Institutional Review Board (IRB). For those in category 1 or 2, above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality¹ except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.

To enable Complainants to access support and resources without filing a Complaint, the University has designated specific employees as Confidential Resources. Those designated by the University as Confidential Resources are not required to report actual or suspected sex discrimination, sex-based harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or a University official unless a Complainant has requested the information be shared. All of the persons or organizations listed below are confidential for purposes of reporting sex-based harassment and/or discrimination. Confidential resources may be required to report statistical information, without personally identifiable data, for Clery Act reporting.

- **Counseling Center**
Humanities Building, room 150
410-617-CARE (2273)
- **Sexual Violence Prevention, Education, and Response Coordinator**
Melissa Lees, Women's Center, Seton Court 04A
410-617-6769
- **Employee Assistance Program²:**
1-800-765-0770
24-hour resource for employees to identify confidential resource
- **Jesuits**

Individuals wishing to connect with a Jesuit should contact Campus Ministry at 410-617-2222 and request to speak with a Jesuit. (Please note, Campus Ministry is not confidential, so prior to speaking with a Jesuit, individuals should take care to only share what they want a Mandated Reporter to report).

Off-campus Confidential Resources

All of the persons and organizations listed below are confidential and will not make reports to Loyola University Maryland without your expressed consent unless imminent threat exists or a child sex abuse or neglect is disclosed.

^[1] Clergy acting in their capacity as Clergy do not have the same responsibilities to report in cases of threat, danger, or abuse of a minor, elder, or individual with a disability and will follow their professional religious expectation in such cases.

^[2] The Employee Assistance Program itself is not a confidential resource, however, they can assist in identifying a confidential resource for an employee.

- **TurnAround (Off Campus):**
443-279-0379
24-hour counseling and support for sexual assault and domestic violence
- **House of Ruth (Off Campus):**
410-889-7884
24-hour domestic violence resource
- **Sexual Assault /Domestic Violence for Baltimore and Carroll Counties (Off Campus):**
410-828-6390
24-hour hotline
- National confidential resources (available 24/7) include, but are not limited to: **RAINN (Rape, Abuse & Incest National Network)** which operates the National Sexual Assault Hotline at 1-800-656-HOPE (4673) and an online chat with a trained staff member; and National Domestic Violence Hotline at 1- 800-799-7233 or TTY at 1-800-787-3224 with an online chat option.

Preservation of Evidence and Seeking medical assistance

This section will discuss where and how people who have experienced sex-based harassment can seek medical assistance. The section will also discuss how to preserve evidence when an individual experiences sex-based harassment.

Seeking Medical Assistance

Complainants are encouraged to seek medical assistance in cases of physical or sexual assault. Upon request, campus police will provide transportation to Mercy Medical Center, designated as one of the city's rape treatment centers. Mercy Medical Center has trained nurses who perform Sexual Assault Forensics Exam (SAFE) up to 5 days or 120 hours after the assault occurred. If an individual experienced an assault that occurred more than 5 days or 120 hours prior and wants to receive a SAFE, they should contact Mercy Medical Center, Title IX and Bias Compliance, or the Sexual Violence Prevention, Education, and Response Coordinator.

During a SAFE, sexual assault nurse examiners (SANEs) will provide victim services, including treatment of injuries and steps to address concerns of pregnancy (if applicable) and/or sexually transmitted infections. Mercy Medical Center also has trained SANEs who perform Interpersonal Violence (IPV) Exams for individuals who have experienced dating or domestic violence and will provide victim services including treating any emergent medical needs and providing written and photographic documentation of any injuries. An on-call University staff member may also accompany and assist a student at the hospital.

A Complainant does not have to decide whether or not to file criminal charges before obtaining a SAFE. SAFEs are free, and the evidence will be kept in a secured locker indefinitely. There is no statute of limitations on filing a criminal complaint for felony crimes in Maryland. If a Complainant wishes to remain anonymous, they can have the exam listed as a Jane Doe/John Doe for confidentiality. IPV exams are not free of charge and can be billed to insurance. If the person who experienced interpersonal violence is uninsured, Mercy Medical Center can discuss options for financial assistance. IPV exams cannot be listed anonymously in the same way SAFEs can. The contact information for the hospital in Baltimore City is:

- **Mercy Medical Center**
300 St. Paul Street
Baltimore, MD
410-332-9477

Preserving evidence

The preservation of evidence in incidents of sexual assault and stalking is critical to potential criminal prosecution and to obtaining peace/protective orders and is particularly time sensitive. The following actions are recommended steps to preserve evidence.

- **Sexual assault:**
 - It is recommended that the Complainant not urinate, shower, bathe, wash hands or face, or utilize other cleaning methods, but evidence may still be collected even if the Complainant choose these actions.
 - All clothing (including underwear) worn at the time of the assault should be put into a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement) and brought to the hospital.
 - Preservation of any related or electronic communications (e.g., pictures, videos, texts, social media posts, etc.) is recommended.
- **Dating or Domestic Violence**
 - Log any incident of abuse (verbal, physical, emotional, or otherwise). Suggested steps for logging incidents can be found below in the section on preserving evidence in stalking incidents.
 - Take timestamped photos of injuries or any damage to property.
 - If the Complainant is injured during an incident, seeking medical attention may be needed.
- **Stalking**
 - It is recommended the Complainant preserve evidence of contact or attempted contact by the Respondent. Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number. Complainant should:
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook)
 - I Save copies of e-mail and social media correspondence, including notifications related to account access alerts.
 - I Take timestamped photographs of any physical evidence including notes, gifts, etc. in place when possible.
 - Save copies of any messages, to include those showing any request for no further contact.
 - IObtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

Resources such as a stalking log, which can be accessed on the Title IX and Bias Compliance website can be useful to track contacts and attempted contacts.

Supportive Measures

Upon receiving notice or a complaint of alleged sex discrimination, sex-based harassment, and/or retaliation, the appropriate Title IX Coordinator (or designee) will promptly offer and implement appropriate and reasonable supportive measures to the parties. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all Parties and/or the University's educational environment and/or to deter sex discrimination, sex-based harassment, and/or retaliation.

At the time that supportive measures are offered, if a Complaint has not been filed, the Title IX Coordinator will inform the Complainant, in writing, that they may file a Complaint with the University either at that time or in the future. The Title IX Coordinator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The University will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the University's ability to provide those supportive measures. The University will act to ensure as minimal an academic/occupational impact on the Parties as possible. The University will implement measures in a way that does not unreasonably burden any party.

These supportive measures may include but are not limited to:

- Academic support, such as rescheduling an academic assignment (paper, exam, etc.), referral for tutoring support, or other course/program related adjustments
- Changes to class schedules
- Changes to work schedules/situations
- Changes to work locations
- Increased security and monitoring of certain areas
- Leaves of absences
- No contact orders
- Referral to counseling, medical and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Referral to financial aid
- Relocating residence hall assignments
- Restricting access to certain campus buildings or locations
- Safety escorts to and from campus locations
- Transportation assistance
- Visa and immigration assistance
- Any other measures deemed appropriate by the Title IX coordinator

Additionally, the University may act to remove a Respondent entirely or partially from its education program or activities on an emergency basis as outlined in section Emergency Removal and Administrative Leave below.

Violations of no contact orders or other restrictions may be referred to

appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

Title IX Rights related to Pregnancy, Parenting, and Lactation

Loyola University Maryland is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (“Title IX”). Sex discrimination, which can include discrimination on the basis of current, potential, or past parental, family, or marital status, is prohibited and illegal in educational programs and activities. Loyola University Maryland hereby establishes a policy and associated procedures for ensuring the protection and equal treatment of pregnant students, students with pregnancy-related conditions, and students who are parenting, regardless of gender identity or expression.

Under the Department of Education’s (ED) Title IX guidance and regulations, an institution that receives federal funding may not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student’s pregnancy or related conditions. According to ED, institutions must provide reasonable modifications to ensure the student’s equal access to the University’s education program or activity.

This generally means that pregnant students should be treated by Loyola University Maryland the same way as someone who has a temporary disability and will be given reasonable adjustments when necessary due to pregnancy. Adjustments such as extended deadlines, makeup assignments (e.g., papers, quizzes, tests, and presentations), connection to campus resources, and incomplete grades that can be completed at a later date may be employed, in addition to other ergonomic and assistive supports. To the extent possible, Loyola University Maryland will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return under the same academic requirements in effect at the time of departure without completing the regular admissions process. The Title IX Coordinator has the authority to determine that such adjustments are necessary and appropriate and will collaborate with faculty members to adjust academic parameters accordingly.

The complete Pregnant, Parenting, and Lactating Policy can be found on the Office of Title IX and Bias Compliance’s website.

7. Bias Related Behaviors Process

a. Prohibited Behaviors

Bias and the applicable prohibited behaviors are defined under Code of Conduct 32. Bias Related Behaviors Policy.

b. Definitions

- ***Advisor*** - A person chosen by a party or appointed by the institution to accompany the party to all meetings related to the Bias Related Behaviors Policy and advise the party on that process.
 - ***Complainant*** - An individual who is alleged to have been subjected to conduct that could constitute an alleged violation of the Bias Related Behaviors Policy.
 - ***Complaint*** - An oral or written request to the University that can objectively be understood as a request for the University to investigate and make a
-

determination about the alleged Policy violation(s).

- **Employee** - Faculty, staff, and administrators, including student employees and those holding these positions temporarily. Employee does not include those performing services for or as an independent contractor, although such non-employed individuals authorized to provide aid, benefits, or services on the University's behalf may be subject to certain rights and obligations under this Policy.
- **Hostile Environment** - unwelcome conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from a recipient's education program or activity.
- **Informal Resolution** - A resolution agreed to by the Parties and approved by the Title IX and Bias Administrator that occurs prior to a Formal Resolution Determination in the Resolution Process.
- **Investigation Report** - The Investigator's summary of all relevant evidence gathered during the investigation. Variations include the Draft Investigation Report and the Final Investigation Report.
- **Investigator** - The person(s) authorized by the University to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an investigation report.
- **Parties** - The Complainant(s) and Respondent(s), collectively.
- **Resolution Process** - The investigation and/or resolution of allegations of a violation of the Bias Related Behaviors Policy, including Informal Resolution and/or Formal Resolution.
- **Respondent** - An individual who is alleged to have engaged in conduct that could constitute a violation of the Bias Related Behaviors Policy.
- **Title IX and Bias Administrator** - Employee within the office of Title IX and Bias Compliance or an appropriate designee with skills and/or training in facilitating intakes and/or resolutions of bias reports or complaints.

c. **Disability Accommodations**

The University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the Bias Resolution Process.

Anyone needing such accommodations or support may request reasonable accommodations for disclosed disabilities to the appropriate Title IX and Bias Administrator at any point before or during the Bias Resolution Process that do not fundamentally alter the Process. The Title IX and Bias Administrator will work with Disability and Accessibility Services (for students) and Human Resources (for employees) as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation. The appropriate Title IX and Bias Administrator will not affirmatively provide disability accommodations that have not been specifically requested by the participants, even where the participants may be receiving accommodations in other institutional programs and activities.

Students with concerns about accommodations decisions may raise those concerns utilizing the Loyola University Maryland Procedures for Appealing

Accommodation Determinations and Implementation. Individuals who believe they were discriminated against based on their disability may file a complaint through the Loyola University Maryland Harassment and Discrimination Policy and Procedures.

d. Procedures for Reporting Bias Related Behaviors

Students who feel they have been the target of bias or harmed by bias related behaviors, known as the Complainant, may report the incident online at www.loyola.edu/reportbias or contact the Office of Title IX and Bias Compliance at 410-617-5646. When reporting bias related behaviors, it is important to give as much information as possible as the statement will serve as basis for resolution of the case. If a Complainant chooses to submit an anonymous report, it should be noted that the University's ability to investigate or act upon anonymous reports may be limited.

Online reporting methods:

Anonymous Information Form, found at <https://www.loyola.edu/department/public-safety/anonymous-information-form>

EthicsPoint, found at <https://secure.ethicspoint.com/domain/media/en/gui/18799/index.html>

Bias Related Behaviors Report, found at www.loyola.edu/reportbias

Sexual Violence, Relationship Violence or Stalking Report found at https://cm.maxient.com/reportingform.php?LoyolaUnivMD&layout_id=4

When a bias related behavior form is submitted, it will be received by the Office of Title IX and Bias Compliance who will then take action based on the information provided. The Complainant will be contacted by a Title IX and Bias Administrator or designee and offered support through the bias response process.

A Title IX and Bias Administrator will conduct a follow-up interview with the Complainant to gather additional information regarding the incident and discuss options for addressing the behavior through the Bias Resolution Process. The Title IX and Bias Administrator may consult with relevant university personnel (Vice President for Student Development Office, Student Conduct, Residence Life & Housing, Counseling Center, ALANA Services, Disability and Accessibility Services, Women's Center, Academic Affairs staff, Department of Public Safety, Assistant Vice President for Human Resources, Chief Equity and Inclusion Officer, etc.) to determine next steps. Where the person who is alleged to have committed a bias act is a faculty member, staff member, or administrator, the bias report will be referred to Human Resources, who will process the bias report according to the University's Harassment and Discrimination Policy and Procedures.

d1. Resources for Support and Supportive Measures

There are several departments on campus able to assist students in coping with and managing these situations. As always, we encourage students to contact the Office of Title IX and Bias Compliance, Office of Equity and Inclusion, Vice President for Student Development Office, Counseling Center, ALANA Services, Campus Ministry, Center for Community Service and Justice, Disability Support Services, Residence Life & Housing, or Women's Center for assistance if you or someone you know is a target of any type of harassment.

Our community recognizes and values the similarities and differences among students, faculty, staff, and recognized student organizations at Loyola University. Discrimination, bias related harassment, and other violations of rights disrupt the

educational process and the personal well-being of others and will not be tolerated.

Upon receiving notice or a complaint of bias related behaviors, a Title IX and Bias Administrator or designee will promptly offer and implement appropriate and reasonable supportive measures to the parties. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all Parties and/or the University's educational environment and/or to deter bias related behaviors. The Title IX and Bias Administrator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The University will maintain the privacy of the supportive measures, provided that privacy does not impair the University's ability to provide those supportive measures. The University will act to ensure as minimal an academic/occupational impact on the Parties as possible.

These supportive measures may include but are not limited to:

- Academic support, such as rescheduling an academic assignment (paper, exam, etc.), referral for tutoring support, or other course/program related adjustments
- Changes to class schedules
- Changes to work schedules/situations
- Changes to work locations
- Increased security and monitoring of certain areas
- Leaves of absences
- No contact orders
- Referral to counseling, medical and/or other healthcare services
- Referral to community-based service providers
- Referral to financial aid
- Relocating residence hall assignments
- Restricting access to certain campus buildings or locations
- Safety escorts to and from campus locations
- Transportation assistance
- Visa and immigration assistance
- Any other measures deemed appropriate by the Office of Title IX and Bias Compliance

Additionally, the University may act to remove a Respondent entirely or partially from its education program or activities on an emergency basis as outlined in University Regulations and Policies II.B Immediate Removal From Campus of the Community Standards.

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

d2. Amnesty Policy

Students who report bias related behaviors, or participate in an investigation as a witness, will not be subject to disciplinary action for their own personal involvement

with alcohol and/or other drugs at or near the time of the incident, unless the involvement was reasonably likely to place the health or safety of another individual at risk. The University may initiate an educational discussion or pursue other educational remedies regarding the alcohol and/or other drugs.

d3. Retaliation

Any retaliation, reprisal, or intimidation directed toward a complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged Bias related behaviors is strictly prohibited. Any incidents of retaliation should be reported immediately to the Office of Title IX and Bias Compliance, Residence Life & Housing, or Student Conduct for students who allegedly retaliate and Human Resources for employees who allegedly retaliate. Incidents of retaliation are considered a serious violation. For students who allegedly retaliate, the incident will be addressed in accordance with the normal rules and procedures of the student conduct process, and students alleged to have violated the Retaliation policy may be charged with 17. Retaliation. Any staff or administrator who is alleged to have violated this provision may be subject to disciplinary action under section 1.28 Discipline in the Staff and Administrator Policy Manual and any faculty who is alleged to have violated this policy may have their behavior considered professional incompetence, non-performance of duties or responsibilities, and conduct inconsistent with professional standards according to the Rank and Tenure Policy Statement and will be addressed consistent with that policy.

e. Privacy

The incident will be handled in a private manner, except in cases where the University needs to notify the community. Periodically, the University will notify the Loyola community of any incidents where a member of our community was the object of demeaning behavior that targeted a protected class. With regard to community notification, the Chief Equity and Inclusion Officer or designee in consultation with relevant administrators will determine when such notification will be sent. For reasons of privacy, notification will occur only when the identities of the involved community members can be protected, and the notification will not interfere with any ongoing investigation. The purpose of notifying the campus community is to provide transparency regarding incidents of this nature and create awareness and opportunities for discussion about ways to reduce incidents of bias and insensitivity.

Parties and their advisors (if applicable) are prohibited from and must sign an agreement acknowledging the prohibition of the following:

- Parties and Advisors are prohibited from disclosing information obtained by the University through the Resolution Process, to the extent that information is the work product of the University (meaning it has been produced, compiled, or written by the University for purposes of its investigation and resolution of a Complaint), without authorization.
 - It is a violation of the University Policy to publicly disclose institutional work product that contains a party or witness's personally identifiable information without authorization or consent.
 - The parties and their advisors must not photograph or otherwise copy the evidence.
 - Agreements may also acknowledge that student record information may be disclosed to others involved in the Resolution Process.
-

f. Bias Resolution Process

The following procedures apply to bias reports against students (except that the Harassment and Discrimination Policy shall apply to a bias report against a student who was acting in the capacity of a University employee at the time of the bias incident). For bias reports against non-students, the Title IX and Bias Administrator shall determine the appropriate process or, alternatively, take other acts or measures to identify, eliminate, and remediate potential bias and prevent it from recurring, including letters of no trespass and other campus restrictions. The University will act when it becomes aware of bias or other conduct that may create a hostile environment on the basis of race, sex, color, national or ethnic origin (including shared ancestry and ethnic characteristics), age, religion, disability, marital status, sexual orientation, genetic information, military status, gender or gender identity, any other legally protected classification, or other targeted aspects of one's identity.

f1. Advisors in the Bias Resolution Process

The Complainant and Respondent each have the option of being assigned or choosing an advisor whose role is to support them through the investigation and/or Informal or Formal Resolution process. The advisor must be a full-time member of the Loyola University community (student, faculty, administrator, or staff) and cannot be an attorney or hold a law degree. Members of Loyola's peer conduct board have received special training to advise students on the bias process. The Office of Title IX and Bias Compliance may provide advisors with pertinent information regarding the bias related incident/case being investigated.

f2. Notice/Complaint

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Policy violation, the Title IX and Bias Administrator will initiate a prompt initial evaluation to determine the University's next steps. The Title IX and Bias Administrator will contact the Complainant/source of the Notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

The Resolution Process begins with a Complaint, which is an oral or written request to the University that can objectively be understood as a request for the University to investigate and make a determination about alleged Policy violation(s). Such a Complaint may be made in person (Jenkins 105), by using the telephone number (410-617-5646), email address (dmtiscione@loyola.edu), or by mail (Jenkins 105, 4501 North Charles St., Baltimore, MD 21210) to the Office of Title IX and Bias Compliance. The complaint should include sufficient details known at the time including the identities of the parties involved in the incident, if known, the conduct allegedly constituting bias related behaviors, and the date, time and location of the alleged incident, if known. If a complaint is submitted in a form that does not meet this standard, the appropriate Title IX and Bias Administrator will contact the Complainant to ensure that it is filed correctly.

Where biased conduct is directed at a specific complainant, if the Complainant does not wish to file a Complaint, the Title IX and Bias Administrator, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. In cases where there is a witness to the alleged violation, or in cases where pursuing the case is necessary to protect the University community, the University reserves the right to pursue a case to its conclusion. The Title IX and Bias Administrator or designee will evaluate a Complainant's request for confidentiality considering the University's obligation to maintain a safe campus environment for all. While rare, when the Title IX and Bias Administrator or designee determines there is a serious and imminent

threat to someone's safety or if the University cannot ensure equal access without initiating a Complaint, the Title IX and Bias Administrator or designee may determine that the Complainant's request for confidentiality cannot be complied with fully and will initiate a complaint. The goal is to provide the Complainant with as much control over the process as possible, while balancing the University's obligation to protect its community.

The Title IX and Bias Administrator will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to initiate a Complaint.
- The Complainant's reasonable safety concerns regarding initiating a Complaint.
- The risk that additional acts of discrimination would occur if a Complaint were not initiated.
- The severity of the alleged bias conduct, including whether the biased conduct, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence.
- The age and relationship of the Parties, including whether the Respondent is a University employee.
- The scope of the alleged biased conduct, including information suggesting a pattern, ongoing biased conduct, or biased conduct alleged to have impacted multiple individuals.
- The availability of evidence to assist a hearing panel in determining whether biased conduct occurred.
- Whether the University could end the alleged biased conduct and prevent its recurrence without initiating its resolution process.

If deemed necessary, the Title IX and Bias Administrator may consult with appropriate the University employees to aid their determination whether to initiate a Complaint.

When the Title IX and Bias Administrator initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy. When the University proceeds, the Complainant (or their advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a under this policy irrespective of their level of participation.

The University may consolidate formal complaints as to the allegations of Bias Related Behaviors against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party where the allegations of Bias-Related Behaviors arise out of the same facts or circumstances.

f3. Collateral Misconduct

Collateral misconduct is defined to include potential violations of other the University policies not incorporated into the Bias Related Behaviors Policy that occur in conjunction with alleged violations of the Bias Related Behaviors Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all allegations. The Bias Resolution Process may be used to address collateral misconduct (e.g., vandalism, theft, physical abuse of another). In such circumstances, the Title IX and Bias Administrator may consult with the

University officials who typically oversee such conduct (e.g., student conduct) to solicit their input as needed on what charges should be filed. All other allegations of misconduct unrelated to incidents covered by the Bias Related Behaviors Policy will typically be addressed separately through procedures described in the Code of Conduct.

f4. Informal Resolution

The purpose of an informal resolution is to take appropriate action to address and remedy the alleged behavior, its effects, and/or the Complainant's concerns short of the formal resolution process, such as by imposing individual and community interventions and remedies designed to maximize the Complainant's access to educational, extra-curricular, and/or employment activities at the University; and/or to address the effects of the Respondent's alleged conduct on the larger University community. To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Title IX and Bias Administrator at any time prior to a final determination, or the Title IX and Bias Administrator may offer the option to the Parties. It is not necessary to pursue Informal Resolution first in order to pursue a Formal Resolution.

The University will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution. Either party may decide not to proceed with or to end informal resolution in favor of formal resolution at any time. The appropriate Title IX and Bias Administrator (or designee) has the discretion to determine whether a complaint is appropriate for an informal resolution and retains discretion to terminate an ongoing informal resolution process at any time before agreeing to a resolution. The parties may agree, as a condition of engaging in Informal Resolution, that information disclosed during the informal resolution process may not be used as evidence during a Formal Resolution for the same complaint or another formal complaint involving the same parties and arising from the same allegations unless all parties consent.

If an investigation is already underway, the Title IX and Bias Administrator has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

The timeframe for informal resolutions is generally 30 business days to address and resolve the matter. Any reasonable delays or extensions must be supported by good cause and will be communicated to the parties.

f4a. Informal Resolution Options.

The University offers two categories of Informal Resolution:

1) Educational Conversation. The Complainant(s) may request that the Title IX and Bias Administrator or designee address their allegations by meeting (with or without the Complainant) with the Respondent(s) to discuss concerning behavior and institutional policies and expectations. Such a conversation is non-disciplinary and non-punitive. Respondent(s) are not required to attend such meetings, nor are they compelled to provide any information if they attend. The conversation will be documented as the Informal Resolution for the matter, if it takes place. In light of this conversation, or the Respondent's decision not to attend, the Title IX and Bias Administrator may also implement remedial actions to ensure that policies and expectations are clear and to minimize the risk of the recurrence of any behaviors that may not align with Policy.

2) Alternative Resolution. The institution offers a variety of alternative resolution mechanisms (which could include, but is not limited to, shuttle mediation, restorative practices, facilitated dialogue, etc.) to best meet the specific needs of the Parties and the nature of the allegations. With an Alternative Resolution, neither party is required to accept responsibility for the alleged conduct in order to proceed with an informal resolution (but certain restorative justice resolution options may require an acceptance of responsibility to be available). Alternative resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the Title IX and Bias Administrator or other appropriate the University officials; and other forms of resolution that can be tailored to the needs of the Parties. Some alternative resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an alternative resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an alternative resolution process.

The Title IX and Bias Administrator may consider the following factors to assess whether alternative resolution is appropriate, or which form of alternative resolution may be most successful for the Parties:

- The Parties' amenability to alternative resolution
- Likelihood of potential resolution, considering any power dynamics between the Parties
- The nature and severity of the alleged misconduct
- The Parties' motivation to participate
- Civility of the Parties
- Results of an ongoing risk analysis
- Respondent's disciplinary history
- Whether an emergency removal or other interim action is needed
- Skill of the alternative resolution facilitator with this type of Complaint
- Complaint complexity
- Emotional investment/capability of the Parties
- Rationality of the Parties
- Goals of the Parties
- Adequate resources to invest in alternative resolution (e.g., time, staff)

The Title IX and Bias Administrator has the authority to determine whether alternative resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the alternative resolution process. The Title IX and Bias Administrator will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the alternative resolution.

In such cases where an agreement is reached, the parties will be provided with a written copy of the agreement, the terms of the agreement are implemented, and the matter will be considered resolved and closed. The Title IX and Bias

Administrator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the agreement and resumption of the Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the agreement). The results of Complaints resolved by alternative resolution are not appealable. If an Informal Resolution option is not available or selected, the University will initiate or continue an investigation and subsequent Resolution Process to determine whether the Policy has been violated.

f5. Formal Resolution

All hearings involving Bias Related Behaviors will be conducted in accordance with the normal rules and procedures of the student conduct process with special sensitivity to the nature of the charges and the best interests of all parties involved. In recognition of the unique nature of Bias Related Behavior cases, the procedures specified in this section supersede any conflicting provisions of the University student conduct process. Alleged violations involving behaviors outlined in the Sex-Based Harassment and Discrimination policy will be adjudicated using the Resolution Process outlined within that policy. Pursuit of charges through the University's student conduct system does not preclude the pursuit of criminal charges.

The timeframe for formal resolutions is generally 45 business days to address and resolve the matter. Any reasonable delays or extensions must be supported by good cause and will be communicated to the parties.

f5a. Investigation Procedures.

The University will investigate all reports of bias related behaviors. However, it should be noted that the University's ability to investigate or act upon anonymous reports may be limited. Upon becoming aware of alleged Bias Related Behaviors, the Office of Title IX and Bias Compliance in conjunction with the Office of Student Conduct and Department of Public Safety will initiate an investigation and take actions deemed necessary to protect the well-being of the students involved, as well as the educational environment of the University community. These actions may include, but are not limited to, relocating residence hall assignments, restricting access to certain campus buildings, prohibiting contact between the alleged offender, targeted person, or harmed party or suspending the alleged offender from campus or residence halls pending a hearing. Actions that involve removing the alleged offender from campus or residence halls will follow the process outlined in University Policy II.B. Immediate Removal from Campus.

All investigations will be conducted with fairness, equity, impartiality, and under a reasonably prompt timeframe. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

The Complainant and Respondent shall have the right to submit to the investigator evidence, witness lists, and suggested questions for the parties and witnesses.

The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list,
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evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.

- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Interview the Complainant and the Respondent and conduct any necessary follow-up interviews with each.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Provide each interviewed party and witness an opportunity to review and verify the Investigator’s summary notes of the relevant evidence/testimony from their respective interviews and meetings. The Investigator will permit the parties and witnesses to suggested changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the summary will be deemed to have been waived, and no changes will be permitted.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document which questions were asked with a rationale for any changes or omissions in the investigation report.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide the Parties with regular status updates throughout the investigation.
- Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, and party and witness interviews, and provides all relevant evidence.
- Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of five (5) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.

If a response has been submitted, the investigator(s) will evaluate the information from the parties and may need to conduct further interviews to gather relevant evidence in the case. The investigator(s) will incorporate relevant elements of the parties’ written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The investigator(s) should document all rationales for any changes made after the review and comment period.

The appropriate Title IX Coordinator (or designee) will provide the parties, their advisors and the Decision-maker electronic copies of the Final Investigation Report and all relevant but not impermissible evidence, including the names of all Parties, witnesses, and Advisors, at least five (5) business days in advance of the hearing.

f5b. Hearing Procedures.

The Formal Resolution involves an administrative hearing. A complaint may be filed with the Office of Title IX and Bias Compliance in person, by mail, or by electronic mail. A Complainant may decide to withdraw their complaint at any time prior to the hearing.

The administrative hearing panel consists of the following: Chief Equity and Inclusion Officer or their designee, Peer Conduct Board member, and the Director of Student Conduct or designee. The University reserves the right to have a modified panel hear the case when circumstances warrant it. During the administrative hearing, the Complainant and Respondent have the right to present testimony at the hearing in person or by submitting a written statement. Each party has the right to listen to or review testimony made by the other party.

f5c. Deliberation, Decision-making, and Standard of Proof.

The hearing panel will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The hearing panel will make findings of fact and determinations using a preponderance of evidence standard. If the Respondent is found responsible, the hearing panel will consider the additional statements and in determining the appropriate sanction. If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Bias Resolution Process at any time, and/or referring that information to another process for resolution.

f5d. Additional Statements.

The Complainant and the Respondent have the right to provide a written impact or mitigation statement, due prior to the start of the hearing to the Chair, which describes how the incident has affected them or why there are mitigating factors. The statement(s) is reviewed by the hearing panel only if a determination of responsibility is made and before a sanction is determined. If an impact or mitigation statement was submitted and reviewed by the hearing panel, a copy will be provided to both parties with the decision letter.

f5e. Sanctions.

If the panel determines that the respondent is responsible for a violation of this policy, the panel will decide the appropriate sanctions in accordance with the Student Code of Conduct. A violation of the Bias Policy is considered a serious breach of our community standards, and more severe sanctions may be imposed for incidents in which the violation was motivated by consideration of race, sex, color, national or ethnic origin (including shared ancestry and ethnic characteristics), age, religion, disability, marital status, sexual orientation, genetic information, military status, gender or gender identity, any other legally protected classification, or other targeted aspects of one's identity. The determination of sanctions will be guided by the interests of the University community, the impact of the violations on the victim(s), previous documented student conduct history, and any mitigating or aggravating circumstances. Although there are no standard sanctions, a hearing panel may consider a range of sanctions that include, but are not limited to, disciplinary probation, deferred suspension, suspension, and/or expulsion.

f5f. Notice of Outcome.

The final outcome of the hearing including any sanctions that are imposed will be communicated to the respondent usually within five University business days of the last day of the hearing. Because a copy of the outcome cannot generally be provided to the Complainant, due to the Family Educational Rights and Privacy Act, a letter noting the incident was addressed and is closed will be provided to the Complainant via email. However, when permitted by the Family Educational Rights and Privacy Act, the University may choose to share aspects of the outcome with the Complainant.

f5g. Appeal.

The appeal process for an outcome of a Bias-Related Behaviors Formal Resolution will be implemented consistent with the process outlined in 4. The Appeal Process for Student Code Violations.

iii. Student Code of Conduct

Note: Standard sanctions are one of the possible outcomes if found responsible for a particular policy violation. Not every policy has a standard sanction. Ultimately hearing officers will make the determination of sanctions assigned depending on the severity of the case, its impact on an individual student or community, and the responsible students' conduct history. A list of potential sanctions can be found in the Sanctions and Outcomes for Violations of the Student Code of Conduct section of the Community Standards.

1. Alcohol Policy

Loyola University Maryland fully supports and requires compliance with Maryland's alcoholic beverage laws. These laws include prohibitions on the possession or consumption of alcohol by persons under age 21; furnishing alcohol to or obtaining alcohol for a person under age 21; and misrepresenting one's age in order to obtain alcohol. Only those students who are 21 years of age and older are permitted to have alcohol in their residence unit. Guests who are 21 years of age and older may not bring alcohol to a unit where at least one person is under the age of 21. Students 21 years of age or older may possess and consume alcohol in the privacy of their unit in single-serving containers only. All students and guests are expected not to abuse alcohol, but rather to drink responsibly or abstain. This section includes policies applicable to students 21 years of age or older.

Note: Parents or guardians and core advisors will be notified in writing if their first-year student under age 21 is found responsible for an alcohol violation involving use or possession.

a. Having open containers of alcoholic beverages or consumption of alcohol in any public area on Loyola owned or leased property, regardless of age (e.g., lounges, corridors, outdoors, etc.) **Standard sanction: Written reprimand, in addition to sanctions for underage possession if applicable.**

b. Unauthorized possession or consumption of alcoholic beverages. "Possession" means having an alcoholic beverage under one's charge or control. Students under age 21 may not possess or consume alcoholic beverages at any time. Students aged 21 or older generally may not possess or consume alcoholic beverages in the presence of persons under age 21; however, they may consume or possess alcoholic beverages in the presence of their roommates in their own residence unit.

Minimum Standard Sanctions for Alcohol Violations (Please note hearing officers may assign sanctions, as appropriate, listed under section E. Sanctions and Outcomes for Violations of the Student Code of Conduct in addition to the standard sanctions listed below)

- 1st Offense: Written reprimand, and educational sanctions.
 - 2nd Offense: Disciplinary probation, and substance screening/education.
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- 3rd Offense: Deferred suspension from the University, and a substance screening or referral as specified in sanction letter.
 - 4th Offense: University suspension and required completion of outpatient/inpatient treatment prior to the ability to reenroll at the University.
- c. Selling, furnishing, or giving any beverage containing alcohol to any person under 21 years of age. **Standard sanction: deferred suspension from the residence halls, and a referral for substance screening/education.**
- d. Prohibited items or activities that encourage excessive drinking. This includes but is not limited to: using or possessing excessive amounts or prohibited sources of alcohol (e.g., kegs, beerballs); using or possessing items or devices that encourage excessive drinking (e.g., bars, beer bong, funnels); or organizing or participating in activities that encourage excessive drinking (e.g., beer pong, drinking games, or contests). **Standard sanction: deferred suspension from the residence halls, and referral for substance screening/education.**
- e. Charging a fee when hosting parties. **Standard sanction: deferred suspension from the residence halls, and a referral for substance screening/education.**
- f. Being intoxicated or exhibiting behaviors associated with intoxication or impairment. **Standard sanction: deferred suspension from the residence halls, and referral for a substance screening.**
In cases that involve the operation of a motor vehicle, the University reserves the right to consider more serious sanctions including suspension or expulsion.
- g. Providing false identification:
- g1. Possessing, conspiring to obtain, or using false identification. **Standard sanction: deferred suspension from the residence halls . False IDs confiscated by the University may forwarded to the appropriate State authorities.**
 - g2. Manufacturing, selling, or distributing false identification. **Standard sanction: expulsion.**
- h. Possession of empty alcohol containers. Students who are under 21 years of age may not possess empty alcohol containers. Students who are 21 years of age or older are expected to dispose of empty alcohol containers. Students are prohibited from displaying empty alcohol containers. Empty alcohol containers should not be used as decoration.

2. Destruction of Property/ Tampering with Property

Intentionally or recklessly damaging, destroying, or tampering with University or public property or the property of another. **Standard sanction: deferred suspension from the residence halls or university and restitution. More serious cases will result in suspension from the residence halls and/or the University.**

3. Drug Policy

Loyola University Maryland fully supports and requires compliance with federal and state laws regarding illegal drugs and paraphernalia. Adult-use cannabis became legal in Maryland on July 1, 2023. Despite the new state law, cannabis

remains a Schedule 1 drug under federal law. As a result, institutions of higher education, including Loyola University Maryland, receiving federal funds must continue to prohibit the use, possession, and distribution of cannabis on campus and at campus-sponsored events and activities off campus.

For purposes of this policy, “drug” also includes any other substance that is used to change mood or alter reality and is not used in accordance with a medical prescription, and “look alike” substances.

a. Drug use or possession (e.g., cannabis, cannabis products hemp-based products, heroin, LSD, cocaine, mushrooms, ecstasy, ketamine, unauthorized use or abuse of prescription drugs, etc.) **Standard sanction: Deferred suspension from the University, and referral to substance use intervention.**

In more severe cases, the University will ordinarily exercise its discretion to apply a more severe sanction.

Severity will be determined based on all surrounding circumstances including type of drug, quantity of drug, student conduct history, and impact on community.

b. Drug paraphernalia possession. **Standard sanction: Deferred suspension from the University, and referral to substance use intervention.**

In more severe cases, the University will ordinarily exercise its discretion to apply a more severe sanction.

Severity will be determined based on all surrounding circumstances including type of drug, quantity of drug, student conduct history, and impact on community.

c. Sale, potential for sale, facilitation in the sale, distribution, or providing of drugs to others. **Standard sanction: Suspension or expulsion.**

Controlled substances, illegal drugs, and drug paraphernalia are subject to confiscation. The University reserves the right to refer potential criminal violations to local law enforcement authorities.

d. Manufacturing, making, or possessing ingredients in sufficient quantities to manufacture drugs. **Standard sanction: immediate removal from campus and expulsion from the University.**

Note: Parents or guardians may be notified in writing if their student is found to be in violation of the University’s drug policy. Core advisors may be notified if their first-year students are found to be violation of the University’s drug policy.

4. Disruptive Behavior/Attending a Disruptive Gathering

a. Disruptive behavior. Engaging in behavior that is disruptive to the living, learning, or working environment of individuals inside and outside the classroom or of the University community or that disregards the rights of others.

b. Attending a disruptive gathering. A disruptive gathering is defined as a group of people whose collective actions are disruptive or disrespectful to surrounding community members or to the University. Indications of a disruptive gathering may include but are not limited to excessive noise, destruction of or damage to property, overcrowding in violation of fire safety rules, the presence of individuals who are intoxicated or under the influence, and the presence of alcohol or drugs. Any student present at a disruptive gathering may be charged with this offense. Students alleged to have hosted a disruptive gathering will be charged with a “social host” violation.

5. Endangerment of Self or Others

Loyola University Maryland will hold accountable community members who exhibit reckless actions that endanger their own health and safety or the health and safety of others or who intentionally interfere with adaptive devices (e.g., wheelchairs or other personal assistance devices, service animals, or adaptive technology) used by a person with a disability. **Standard sanction: suspension from the residence halls and/or suspension or expulsion from the University.**

6. Failure to Comply with Directives

Failure to comply with the directives of and/or disrespectful or defiant behavior towards University personnel or local law enforcement officials acting in the performance of their duties; failure to respond to directives by University personnel in person or in writing; failure to comply with written or verbal expectations/directives of University personnel or offices; failure to produce identification upon request; fleeing the scene of an incident while an investigation is in progress; and/or failing or refusing to participate in a student conduct proceeding or investigation. Not complying with a public health directive, including but not limited to isolation, quarantine, or other directives designed to enhance public health, will be considered a violation. **Standard sanction: suspension from the residence halls and/or disciplinary probation.**

7. Failure to Comply with Conduct Sanctions

Failure to meet deadlines or to comply with the requirements or stipulations of sanctions of previous conduct incidents. Students found responsible for this violation may face sanctions including but not limited to being placed on a probationary status, losing their deferred status, or fines.

8. False Information/Obstruction

Falsification of information which includes any form of providing false or misleading information, written or oral, in a manner which has the intent or effect of deceiving authorized University personnel or any community member. This includes but is not limited to providing false or misleading information during a University investigation or hearing, altering or falsifying official University records, interfering with a witness or University official with respect to a student conduct proceeding or investigation, or concealing or altering one's identity in an attempt to avoid identification. **Standard sanction: deferred suspension from the University.**

9. Fire Safety

Loyola University and the State of Maryland strictly prohibit the improper use of fire alarm systems or fire safety equipment, whether intentional or reckless. Prohibited actions include tampering with, removal of, setting off alarms, reckless use of fire extinguishers, or damaging of fire safety equipment or alarm systems in any University building where no fire or immediate danger of fire exists. Fire drills are conducted at various times during the year to ensure that all residents are familiar with evacuation procedures and to ensure that all safety equipment is functional.

a. Fire Safety Equipment: Fire equipment is placed on campus for Loyola community members' protection and the protection of property in the event of a fire or emergency. Anyone who causes damage to this equipment or renders it unusable or ineffective is endangering the safety of all Loyola community members. This

includes tampering with or misuse of any fire safety equipment, including setting off false fire alarms, or the unintentional causing of an alarm, sprinkler, or fire extinguisher discharge due to careless or reckless behavior. **Standard sanction: deferred suspension from the University, fines or restitution for damage, as well as penalties described by law. In more severe cases, the University will ordinarily exercise its discretion to apply a more severe sanction**

b. Intentionally or recklessly starting a fire. This includes fires started outdoors not in the University owned and maintained facilities approved for grilling. **Standard sanction: expulsion.**

c. Fire Evacuation: During a fire drill or alarm, every student is expected to evacuate the building in a quick and timely manner and follow emergency procedures as well as comply with instructions and/or directives from campus police and Residence Life & Housing staff. Students cannot return to a building until an “all clear” signal is given by an appropriate University official. **Standard sanction: deferred suspension from the residence halls.**

d. Unintentional False Alarms: Causing a false alarm due to inappropriate, careless, and/or reckless behavior. **Standard sanction: residence hall probation, mandatory fire safety training, and a fine. Repeated or serious offenses may lead to suspension from the residence halls.**

10. Fireworks

The unauthorized possession, use, manufacture, distribution, or sale of fireworks, incendiary devices, or other dangerous explosives is strictly prohibited. **Standard sanction: suspension from the residence halls or the University.**

11. Harassment

Harassment is defined as abusive, threatening, intimidating, or seriously offensive language or other behavior that adversely affects an individual’s living, working, or learning environment. Examples could involve:

a. Technology, email, social networking sites, or Internet including violations of the University’s technology policies. Making or attempting to make an audio or video recording of any person(s) without their expressed permission is prohibited and unlawful.

b. Graffiti or written messages.

c. Verbal.

d. Phone calls, voicemails, or text messages.

e. Profanity, pornography, lewd pictures or words.

f. Language or actions, written or spoken, expressed with the intent or effect of inciting violence and to place the targets of the words in danger of harm.

Standard sanction: Deferred suspension or Suspension from the University. In more severe cases, the University will ordinarily exercise its discretion to apply a more severe sanction.

12. Hazing

Hazing is defined as any action that may endanger, abuse, degrade, or intimidate a person physically, mentally, emotionally, or psychologically in connection with initiation into, or affiliation with any group or organization, regardless of the person's consent or lack of consent. This includes, but is not limited to:

- a. Planning, organizing, or intending to commit such action;
- b. Recklessly or intentionally endangering the mental or physical health of an individual;
- c. forced or coerced consumption of alcohol or drugs; or
- d. other inappropriate activities as defined by the Loyola University Maryland Community Standards.

Standard sanction: suspension from the University.

13. Indecent Conduct

Indecent behaviors which include, but are not limited to, the following: inappropriate use of the phone, public urination, mooning, streaking, profanity, lewd or obscene expressions, and disrespectful behavior or statements toward University personnel or students. **Standard sanction: suspension from the residence halls. More serious cases may result in suspension or expulsion from the University.**

14. Off-Campus Conduct

In keeping with the Jesuit tradition, Loyola University Maryland is located within a city environment. This means that the campus is surrounded by several residential neighborhoods. In addition to observing all other provisions of the Student Code of Conduct, guidelines for off-campus conduct have been established in order to uphold standards of behavior that should be demonstrated by Loyola students when they are present in the surrounding neighborhoods and the city of Baltimore. The University encourages its students to behave as responsible citizens when present in the surrounding neighborhoods and to demonstrate respect and concern for all members of the local community.

The University may arrange forums at the beginning of each academic year for students living in residence halls in close proximity to the community residents (including but not limited to Ahern, McAuley, Aquinas, and Rahner Village) and for students living in off-campus residential communities.

The University reserves the right to take action to address student misconduct that impacts the University or our surrounding neighborhoods. At the discretion of the Director of Student Conduct or designee, students may be charged with violations 1-32 of the Student Code of Conduct for incidents that occur off-campus, including misconduct occurring outside of the Baltimore area that comes to the attention of the University and impacts the Loyola community. In addition, off-campus residents are required to adhere to the guidelines outlined in this policy.

Violations of the Off-Campus Policy include, but are not limited to, the following:

a. Residency Requirements

a1. **Location of Residence:** Students must comply with the following terms of the covenant between Loyola University and the North Baltimore Neighborhood Coalition regarding off-campus dwellings. “Loyola agrees to prohibit nonresidential commuter students from residing in dwellings located in the following neighborhoods: Blythewood, Guilford, Evergreen, Homeland, Kernewood, Keswick, Radnor-Winston, Roland Park, Roland Springs, Tuscany-Canterbury, and Wyndhurst unless (1) the dwelling was originally designed as an apartment-style residence; (2) a student lives with a relative; or (3) a student lives with a friend of the student’s family.” **Failure to comply with these terms may result in the student being required to obtain new housing, either on or off-campus, as determined by the University. Loyola will not be responsible to any students or parents of students for claims by any landlord if such students are required to relocate.**

a2. **Address Registration:** Students living off-campus are required to notify the Office of Residence Life & Housing of their local address by the first day of classes in the fall semester. **Failure to notify the Office of Student Conduct/Office of Residence Life & Housing may result in the student being fined \$50 for each day that the student is late in providing that information, being prevented from registering for classes, and/or being prevented from receiving other University privileges such as the use of the library, the Evergreen card, dining services, or computer labs.**

b. **Parties and Gatherings:** Holding large parties, and/or having large quantities of alcohol (i.e., kegs, beer bongs) is prohibited. Students who reside in off-campus residences have a responsibility to be courteous to community residents and not to congregate in large groups in streets, yards, parks, and inside or outside of the residence.

c. **Off-Campus Disturbances:** Students should respect the property and rights of others and refrain from urinating and/or defecating in public, walking through private property, and/or exhibiting behaviors that disrupt the community and/or infringe on the rights of others.

d. **Noise:** Students should operate stereos and other electronic equipment at reasonable sound levels and keep noise levels within residences and on the streets at reasonable levels and in accordance with local ordinances especially between 9:00 pm and 7:00 am.

e. **Trash/Disposal and Litter:** Students are responsible for disposing of trash on a regular basis in the proper receptacle (i.e., trash can or dumpster) and storing trash outside in proper trash receptacles in accordance with city/county rules and regulations. Students should refrain from littering on streets, yards, and parks.

f. **Social Host:** It is the responsibility of any student who hosts a visitor or guest in their off-campus residence to ensure that the person knows and adheres to the Student Code of Conduct. In instances where guests violate rules or codes, the student host will be held responsible. Residents of a dwelling off-campus are responsible for all that occurs inside or outside their residence including any guest

misconduct. Whether a visitor is a student, non-student, or a non-identified guest, the student host will be held responsible for violations of the Student Code of Conduct. Responsibility under these rules may occur even if the host is not a participant in the activity, is not present, or has left the visitor(s) alone.

g. **Community Behavior:** Students should not use rude or abusive language in dealing with members of the community. Students should also refrain from engaging in any retaliatory actions in regard to interactions with members of the community/fellow residents.

h. **Disorderly Residence:** Students may not maintain a disorderly residence. All neighborhood, city, county, and state laws/codes/ordinances must be followed by all of the inhabitants of a residence. This includes but is not limited to, the number of unrelated inhabitants legally able to reside in the location, alcohol and drug laws, health codes, and ordinances.

i. **Pets:** Students who choose to live off-campus and own pets must follow all city, county, and state regulations regarding pet ownership.

j. **Parking:** Students are prohibited from parking in the following neighborhoods: Blythewood, Guilford, Evergreen, Homeland, Kernewood, Keswick, Radnor-Winston, Roland Park, Roland Springs, Tuscany-Canterbury, and Wyndhurst. This policy will be strictly enforced by campus police. Additionally, when parking in approved areas, students must not park in a way as to impede pedestrian traffic that blocks the parking pad/driveway of another residence that impedes the free flow of traffic, and/or prevents the transit of emergency vehicles. If a student receives three or more parking violations, they may face student conduct action.

Standard Sanctions for Violations of the Off-Campus Conduct Policy

Any violations of the off-campus conduct policy may result in the following sanctions in addition to any neighborhood, city, county, or state penalties:

- **1st Offense: \$500 fine, Nuisance Residence designation, disciplinary probation, parental/guardian notification.**
- **2nd Offense: \$750 fine, deferred suspension from the University, parental/guardian notification.**
- **3rd Offense: Restricted Residence designation, removal from residence and/or suspension from the University, parental/guardian notification.**

Nuisance Residence: Any off-campus apartment, house, or other dwelling where there have been repeated complaints or complaints of a serious nature about disruptive behavior may be designated as a Nuisance Residence.

Restricted Residence: Student residents/tenants of a designated Nuisance Residence who are found responsible for repeated violations will be required to vacate the property and obtain alternative housing that must be approved in advance by the Vice President for Student Development or their designee. All expenses related to the required move are solely the responsibility of the students. In some cases, resident groups may not be allowed to move to the same location. Once an off-campus apartment, house, or other dwelling has been restricted and the

residents have been required to move, Loyola students will be prohibited from living at that residence for a designated length of time, usually for the remainder of the academic year. Students restricted from living in an off-campus residence as part of a sanction will be restricted from relocating to another residence in a neighborhood prohibited by the neighborhood agreement. The University will also notify the landlord of policy violations.

Fines collected for violations of this policy will be used, in part, to sponsor programs with the local community.

15. Physical Conflict

Physical conflict includes acts of violence including, but not limited to, punching, kicking, scratching, spitting, biting, pushing, slapping, etc. Students are expected to handle conflict appropriately. In the event of physical threat, students should pursue every means possible to avoid violence. Students are encouraged to contact campus police to avoid such confrontation. Standard sanction: suspension or expulsion from the University.

16. Solicitation, Posting, and Business Operations

All registered student organizations and individual students must obtain prior approval by the office of student engagement in order to post items electronically, on bulletin boards, or elsewhere on University property or off-campus student residences, and materials to be displayed in the residence halls must also be approved by the Office of Residence Life & Housing (see student engagement guidelines for details). Students may not advertise drugs or alcohol or materials that slander, malign, ridicule an individual or their family or anything else that would be a violation of University policies either through language or artwork. Pursuit of activities in the residence halls for purposes of commercial operation is a privilege and may be revoked by the Vice President for Student Development or designee. The following are expressly prohibited:

- a. Door to door solicitation or the sale of tickets or services
- b. Selling tickets or services for profit
- c. Promotion of gambling
- d. Hosting or promoting an event, on or off-campus, for students where excessive alcohol consumption may reasonably be anticipated (including but not limited to contracting buses)
- e. Inappropriate use of University resources (technology, email, social networking sites, or Internet) as noted by Technology Services.
- f. Use of copyright-protected materials (University seal, pictures, images, name)
- g. Commercial operations that violate University policy or continued pursuit of a commercial operation after being directed to cease operations by the Vice President for Student Development.

In addition to other sanctions, the University reserves the right to require the cancellation, at the student's expense, of any planned event that jeopardizes the safety of students who may attend.

17. Retaliation

Any retaliation, reprisal, or intimidation directed toward a complainant or anyone else as a result of participating in a protected activity is strictly prohibited. Protected activity under this policy includes reporting an incident that may implicate the student code of conduct, participating in the student conduct or grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of the student code of conduct. **Standard sanction: suspension.**

18. Prohibited Items and Behaviors

Students are prohibited from possessing portable pools, wading pools, and/or hot tubs on University property. Motorized transportation devices (including but not limited to hoverboards, electronic scooters, segways, and mopeds) are not permitted to be possessed or operated on University property unless utilized as an accommodation for a disability. Further, students are prohibited from owning or using gas/propane grills, except those owned and maintained by the University. Students cannot store flammable materials (charcoal or lighter fluid) in or near any residence hall facility. Student-owned grills cannot be stored outside. Students wishing to grill should use the University owned and maintained facilities located 25 feet from any standing structure in compliance with Baltimore City fire code.

19. Residence Hall Policies and Procedures

Violations of any published residence hall policies and procedures or guidelines, rules, and regulations as stated in the Residence Hall Policies and Procedures in Section III are strictly prohibited and may result in sanctions including suspension or expulsion from the University.

20. Senior Events/Senior Week

This includes code violations that occur at senior social events as well as in the residence halls during Senior Week. Standard sanction: loss of privileges including senior social events, Senior Week, and Commencement.

21. Sexual and Gender Based Misconduct

These definitions are governed by the University Sex-Based Harassment and Discrimination Policy, which includes the University definition of consent and violence among other terms.

21a. Sex-based harassment

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex³, including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.

1) Quid Pro Quo: An employee, agent, or other person authorized by the University to provide an aid, benefit, or service under the University's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct

^[3] Throughout this Policy, "on the basis of sex" means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex or gender identity.

2) Hostile Environment Harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the University’s education program or activity⁴

21b. Sexual Assault

Sexual assault is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant. This definition includes any gender of the Complainant or Respondent.

21c. Fondling

Fondling is defined as the touching of the private body parts, including but not limited to breasts, buttocks, or groin of another person, for the purpose of sexual gratification, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity⁵.

21d. Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Maryland law.

21e. Statutory Rape

Statutory Rape is defined as Sexual intercourse with a person who is under the statutory age of consent which is 16 years of age in the state of Maryland (which means the victim must be under 16); however, 14- and 15-year-olds may consent if the offender is less than four years older than the victim.

21f. Dating Violence

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

21g. Domestic Violence

Domestic Violence is defined as violence¹⁴ committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; by a person who is cohabitating with or has

^[4] The University will conduct a fact specific inquiry to determine whether a hostile environment has been created. The inquiry will include consideration of the following: i) The degree to which the conduct affected the complainant’s ability to access the University’s education program or activity; ii) The type, frequency, and duration of the conduct; iii) The parties’ ages, roles within the University’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; iv) The location of the conduct and the context in which the conduct occurred; and v) Other sex-based harassment in the University’s education program or activity

^[5] This would include someone (person A) making another person (person B) touch their (person A) private body parts sexually without their (person B) consent.

cohabitated with, the Complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant, or by any other person against an adult or youth Complainant protected from those acts by domestic or family violence laws of Maryland.

21h. Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. A reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

21i. Sexual Exploitation

Sexual exploitation means taking non-consensual or abusive sexual advantage, that does not constitute sex-based harassment, of another person for one’s own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited. Examples include but are not limited to non-consensual photography, video, or audio recording of sexual images or activity, distributing images of sexual activity without consent, allowing others to observe a consensual sexual act without the prior knowledge or consent of all involved parties, and voyeurism.

21j Sex discrimination

Sex discrimination is different treatment with respect to a person’s employment or participation in an education program or activity based, in whole or in part, upon the person’s actual or perceived sex.

Discrimination can take two primary forms:

1) Disparate Treatment Discrimination:

- o Any intentional differential treatment of a person or persons that is based on a person’s actual or perceived sex and that:
 - Excludes a person from participation in;
 - Denies a person benefits of; or
 - Otherwise adversely affects a term or condition of a person’s participation in a University program or activity.

2) Disparate Impact Discrimination:

- o Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on the basis of sex that:
 - Excludes a person from participation in;
 - Denies a person benefits of; or
 - Otherwise adversely affects a term or condition of a person’s participation in a University program or activity.
-

22. Social Host

It is the responsibility of any student who hosts a visitor or guest on Loyola - owned or leased property to ensure that the person knows and adheres to the Student Code of Conduct. In instances where guests violate rules or codes, the student host will be held responsible. Residents of a dwelling, on or off-campus, are responsible for all that occurs within that dwelling including any guest misconduct. Whether a visitor is a student or non-student, the student host will be held responsible for violations of the Student Code of Conduct. Responsibility under these rules may occur even if the host is not a participant in the activity or has left the visitor(s) alone.

23. Student Abuse of Campus Privileges/Violation of Policy

Student dining and parking privileges are non-transferable. If a student receives three or more parking violations, they may face student conduct action. Any fraudulent use or misuse of Evergreen card, misuse of University resources, or violation of University policies (e.g., appropriate use of technology, parking, and smoking) is strictly prohibited. Loyola identification card sharing is strictly prohibited.

The University prohibits the use of its network to engage in copyright infringement. Copyright infringement includes the file sharing of copyrighted material without authorization, including the unauthorized downloading or sharing of copyrighted music. Students engaging in unauthorized file sharing can be referred to the Office of Student Conduct for adjudication and potential discipline. Copyright infringement also carries potential civil and criminal legal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages of not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed and can assess costs and attorney’s fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense. More information regarding unauthorized distribution of copyrighted material can be found at <https://www.loyola.edu/department/technology-services/about/policies>. **Standard sanction: revocation of access or suspension from the University.**

24. Theft

Theft, attempted theft, possession of stolen property, and conspiracy to steal or misappropriate another’s property are prohibited. Theft includes but is not limited to, any taking of University or personal property whereby a person removes, possesses, conceals, alters, tampers, or otherwise appropriates goods or merchandise without authorization including state, local, and federal signage and road signs. This includes the misappropriation of property and services. **Standard sanction: serious cases will result in suspension from the University.**

25. Throwing Objects From Windows/Removal of Window Screens or Locks

Throwing objects from windows, particularly residence hall windows, is strictly prohibited. Students are not permitted to remove screens from windows. Throwing objects out of windows may cause injury to people standing below and is dangerous. **Standard sanction: suspension from the residence halls.**

26. Unauthorized Entry or Exit

Unauthorized entry, using keys to enter a room or facility without proper authority, and forcible entry or trespass into any building structure, facility, student room, roof, balcony, or other areas are prohibited. Trespassing within the private room of another or use of keys without the proper authority will be considered serious violations. Students are not permitted to jump out of windows or utilize windows as entrances/exits. Unauthorized entry includes entering a University swimming pool during unsupervised and unauthorized times. Students are not allowed access to the roofs of buildings at any time. Students are not permitted to use exit doors marked “emergency” for any use other than in an emergency evacuation or allow others to use these doors for entry/exit.

27. Violation of federal, state, or local laws regardless of whether or not a conviction is obtained.

28. Visitation/Guest Policy

Visitation is defined as the presence of any person, not assigned to the room they are visiting, in the living quarters of a resident student. Guests visiting Hammerman and Butler must use designated guest restrooms in the building. All non-student guests visiting the residence halls must be registered consistent with Residence Life & Housing policies. Guests visiting overnight may only stay if all roommates are in agreement, and the length of time for overnight visits is limited to three consecutive nights. Violations of this policy can be reported to RAs, or Area Coordinators. The University reserves the right to revoke guest privileges for behavior that is violating university policy. The University reserves the right to suspend or amend this policy at any time to protect the health and safety of the university community. **Standard sanction: residence hall probation. Repeated violations may result in suspension from the residence halls.**

29. Weapons and Ammunition

Firearms of any kind are strictly prohibited on university premises by non-law enforcement personnel. Firearm permits and hunting licenses issued to students are not recognized on University premises. Furthermore, the use, possession, or storage of any weapon or ammunition on university premises or at university-sponsored events is strictly prohibited. In addition to the firearms restriction, possession of other weapons on university premises is strictly prohibited including: firearm replicas or other items that can be mistaken for firearms, BB guns, air rifles, slingshots, paintball guns, swords, knives (other than kitchen utensils used and possessed solely for that purpose), tasers, ammunition, and anything else that can cause intentional bodily harm to others. **Standard sanctions: expulsion.**

30. Complicity

Condoning, supporting, or encouraging a violation of University policy. Students who anticipate or observe a violation of University policy are expected to remove themselves from the situation and contact the appropriate staff members.

31. Smoking

Smoking is prohibited on all Loyola University Maryland owned or leased property including all campuses, buildings and facilities, residence halls; all grounds, including exterior open spaces, parking lots, on-campus sidewalks, streets, driveways, stadiums, recreational spaces and practice facilities; and in all University-owned or leased vehicles. This prohibition on smoking includes but is not limited to the use or disposal of cigarettes, cigars, pipes, hookahs, liquid, and any and all electronic smoking devices (e-cigarettes, vape pens, etc.).

32. Bias Related Behaviors Policy

Loyola University is a community that welcomes people of diverse backgrounds and experiences and values the God-given dignity of every human person. Every member of the Loyola University community enjoys the same basic rights, including the right to be treated as a respected member of the community, with freedom from discrimination and harassment. Bias related behaviors include but are not limited to:

1. Negative actions against an individual or group because of their actual or perceived race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, military status, gender or gender identity including but not limited to willful and repeated use of the incorrect name or pronouns of an individual after clearly being informed of an individual's correct name and pronouns, any other legally protected classification, or other targeted aspects of one's identity.
2. Creating a climate that supports, encourages, or initiates an uncomfortable environment, based on a legally protected classification, for any community member. Absent an academic reason, displaying of hate symbols, including but not limited to the confederate flag, swastikas, and any symbol associated with white supremacy or other hate groups, supports, encourages, or initiates an uncomfortable environment and thus is prohibited.

A violation of the Bias Policy is considered a serious breach of our community standards and although there are no standard sanctions, a hearing panel may consider a range of sanctions that include, but are not limited to, disciplinary probation, deferred suspension, suspension, and expulsion.

33. Threats

Directed or ambiguous threats or threatening behavior is prohibited. This includes but is not limited threats or threatening behavior made physically, verbally or in writing, electronically (e.g. social media, e-mail), in person, or virtually or made in jest.

34. Bullying

Bullying is defined as engaging in conduct, including any gesture, written, verbal, or physical act, or any electronic communication (eg. Emails, text messages, internet posting on websites or other social media), whether it be a single incident or a series of incidents, that occurs on or off campus; and that adversely affects and substantially interferes with an individual's living, working, or learning environment. Examples include:

Verbal Bullying: slandering, ridiculing, or maligning a person or their family; persistent name calling which is hurtful, insulting, or humiliating; using a person as the butt of jokes; remarks that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; use of nicknames after being warned that the nickname is considered by the victim to be offensive;

Gesture Bullying: non-verbal threatening gestures such as, but not limited to, the following: approaching another person with fists clenched or with one or more other fighting gestures which could reasonably be interpreted as threatening; brandishing a weapon;

Social Bullying (which may include cyberbullying): engaging in verbal bullying via mail, email, text message, phone, or voicemail; deliberately interfering with mail, email, text messages, phone, voicemail, or other communication; spreading malicious rumors or gossip about another person by any means including but not limited to written, verbal, audio or video recording;

E. Sanctions and Outcomes for Violations of the Student Code of Conduct

Hearing officers or University Board members who find that a violation of the Code has occurred are authorized to issue student conduct sanctions, including but not limited to those cited below. Sanctions may be issued individually, or a combination of sanctions may be imposed. Multiple violations of the Code will result in more serious sanctions. The determination of sanctions will be guided by the interests of the University community, the impact of the violations on the victim(s), previous documented student conduct history, and any mitigating or aggravating circumstances.

More severe sanctions may be imposed for incidents in which the violation was motivated by consideration of race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, military status, gender or gender identity, any other legally protected classification, or other targeted aspects of one's identity. Increased sanctions may also be applied in cases where there was use of a weapon, where there was pre-meditation, where severe injuries were sustained as a result of the violation, or where the safety of the University community was placed in harm.

Noncompliance with or failure to meet the terms of a sanction imposed at any conduct hearing may result in students being sanctioned to the next step in probationary status, fined, and/or referred for a violation the code of conduct. Room selection and/or class registration may also be delayed pending completion of sanctions.

NOTE: A record of conduct sanctions may impact a student's ability to be a resident assistant, student government officer, Evergreen, peer conduct board member, etc. Such records must be reported on most law school applications, medical school applications, some graduate school forms, some University transfer forms, and, in some instances, job applications.

Study Abroad

The conduct status of a student is a key factor in determining eligibility for studying abroad. A student who will have a deferred suspension status for the term they wish to study abroad may not be eligible for the abroad experience. In addition, a student who has a history of serious conduct behaviors cannot study abroad. Students who are on deferred suspension at the time of application may not be allowed to study abroad. These cases will be reviewed on an individual basis by the Office of International Programs.

All students who study abroad are expected to be ambassadors for the University and present a positive image of Loyola University Maryland. **Incidents involving student behaviors that occur abroad which violate the Community Standards and/or laws in the host country may be subject to Loyola University Maryland student conduct action.** The Office of International Programs reserves the right to bring students home before an administrative hearing occurs. Loyola reserves the right to pursue student conduct action regardless of what action may or may not be taken in the host country/by the host program.

Federal Student Financial Aid Penalties for Drug Law Violations

Under the Federal Higher Education Opportunity Act (HEOA), students who are convicted for any offense related to any federal or state law involving the possession or sale of illegal drugs will lose eligibility for any type of Title IV, HEA grant, loan, or work-study assistance.

When filing the Free Application for Federal Student Aid (FAFSA), students are required to report if they have ever been convicted of any drug-related offense involving the possession or sale of illegal drugs. Failure to answer this question will automatically disqualify the student from eligibility for Federal Student Aid programs. (Knowingly providing false or misleading information on the FAFSA is considered a crime and can carry a fine of up to \$10,000 or imprisonment.) If a student is convicted while receiving assistance through any Federal Student Aid program, the student must notify the Office of Financial Aid immediately, will be ineligible for further aid, and will be required to repay all aid received after the conviction.

The Office of Financial Aid, in consultation with the Office of Student Conduct, reserves the right to review the assignment of University scholarships to students who are found responsible for violations of the drug policy at Loyola University Maryland.

The following non-exclusive list describes sanctions that may be assigned as a result of the finding of responsibility for violations of the Student Code of Conduct:

1. Written Reprimand

A letter to the student citing the nature of the violation and informing the student that subsequent violation(s) of the Code of Conduct may result in more severe student conduct action.

2. Fine

A monetary assessment payable by a specified date. From the date the bill is posted to the student account, students have 10 days to pay the fine. After 10 days, a late fee will be assessed, and a bill will be sent for the fine. Failure to pay a fine by the specified date will result in withholding of University records or transcripts and

further student conduct action. Fines, in part, are applied to programs and services that address the overall alcohol culture on campus and to promote healthy, low risk alternatives to binge drinking.

3. Restitution

Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of monetary charges or appropriate service or repair to otherwise compensate for damages. If a student injures another person, the reimbursement for hospital or medical bills may be required as restitution to the injured party.

4. Educational Projects

Projects assigned for the educational benefit of the student, the organization, and/or the University community. Examples include enrollment in certain classes, participation in workshops or seminars, conducting research, writing papers, planning programs, apology letters, etc. The University Board or hearing officer will designate a person to supervise such projects.

In cases where a respondent has withdrawn from the University or is no longer a student, and the University has decided to complete the process, educational projects may be required to be completed prior to re-admission being granted.

5. Substance Screening, Education, and/or Treatment

This is a referral to the Office of Student Support and Wellness Promotion, campus administrator with appropriate training, or off-campus counselor or treatment center for alcohol and other drug screening, education, prevention, and/or treatment of substance use/abuse problems.

6. Civility Hours

Service to the University community or surrounding community of a specified number of hours and date of completion. Failure to complete all or part of a civility hours assignment may result in a fine being imposed as well as further student conduct action. It is the student's responsibility to complete these hours as specified in the sanction letter.

7. Restorative practices referral

Referral to administrator who will facilitate restorative practices to repair harm to individuals or community including but not limited to restorative intakes, restorative circles, and other restorative outcomes.

8. Restricted Access or Privileges

Restriction or termination of a student's access to any or all parts of the campus, including but not limited to residence halls, computer labs, dining or other campus facilities, the FAC, the Ridley Athletic Complex, or loss of parking privileges for a specified period of time. Students residing off-campus may be restricted from visitation to the campus residence halls. On-campus residents may relinquish guest privileges.

In cases where a respondent has withdrawn from the University or is no longer a student, and the University has decided to complete the process, restricted access or privileges may include a no trespass order from Public Safety. Additionally, restricted access or privileges may apply to alumni.

9. Senior Week

Attendance at Senior Week events as well as residence on campus during Senior Week is a privilege and not a right. Consequently, the Vice President for Student Development (or their designee) reserves the right to ban specified individuals from Senior Week Events (including Commencement exercises) and/or terminate residence hall or University status.

10. Loss of Room Selection Privileges

Loss of eligibility to participate in the annual Residence Life & Housing room selection process.

11. Relocation to Another Residence

a. **Residence Hall Relocation:** the resident student is required to move to a new residence hall space within one day of written notice, for a specified period of time. This sanction may include restrictions of the student's entry into some residence areas. Parents or guardians of dependent students may be notified.

b. **Off-Campus Relocations:** the off-campus student is required to move to a new off-campus residence or to an on-campus residence, if available and appropriate, within one day of written notice, for a specified period of time. If a student is required to move to another off-campus residence, the new residence must comply with the covenant between Loyola and the North Baltimore Neighborhood Coalition. Parents or guardians of dependent students may be notified.

12. Restricted Contact

Student is prohibited from having any contact "direct, indirect, or third party on their behalf" with a particular person(s). Restricted contact includes voicemail, email, written, verbal, or non-verbal communication (e.g., gestures and staring). Violations may result in suspension from the University.

13. Social Restrictions or Notification

Participation in University-sponsored activities is prohibited for a specified period of time. Restrictions may be applied to only certain activities or to all extracurricular activities. This may include the loss of leadership position(s) and ability to participate in clubs, organizations, club sports, and varsity athletics for a specified period of time. Alternatively, the hearing officer may elect to notify specific university organizations, groups or administrative offices who oversee specific university organizations or groups about violations of the code of conduct and corresponding sanctions.

14. Residence Hall Probation

A specified period of time during which a student may face severe conduct sanctions including suspension from the residence halls for any subsequent violation(s) occurring during the period of probation. Students in this status may also lose the privilege to participate in the annual room selection process.

15. Disciplinary Probation

A specified period of time during which a student may face severe conduct sanctions including suspension or expulsion from the University for any subsequent violation(s) occurring during the period of probation. Other restrictions may be applied and would be indicated in the sanction letter.

In cases where a respondent has withdrawn from the University or is no longer a student, and the University has decided to complete the process, disciplinary probation from the University will be interpreted to apply upon re-enrollment to Loyola University Maryland.

16. Deferred Suspension from the Residence Halls

A specified period of time during which a student will likely face suspension from the residence halls for subsequent violations occurring during the period of deferred suspension or for failure to comply with previously imposed student conduct sanctions. Parents or guardians of dependent students and core advisors will likely be notified.

17. Deferred Suspension from the University

A specified period of time during which a student will likely face suspension from the University for subsequent violations occurring during the period of deferred suspension or for failure to comply with previously imposed student conduct sanctions. Parents or guardians of dependent students and core advisors will likely be notified.

In cases where a respondent has withdrawn from the University or is no longer a student, and the University has decided to complete the process, deferred suspension from the University will be interpreted to apply upon re-enrollment to Loyola University Maryland.

18. Suspension from the Residence Halls

Exclusion from living in the residence halls for a specified period of time as set forth in the sanction letter. Unless otherwise noted in the sanction letter, the student will be denied access to the residence halls, including Iggy's Market, during the period of suspension. The conditions for returning to the residence halls will be stated in the sanction letter. During the period of residence hall suspension, students may not be eligible to participate in the room selection process, nor to be "pulled in" by current residents. Parents or guardians of dependent students and core advisors will likely be notified.

19. Suspension from the University

Exclusion from classes and other privileges or activities for a stated period of time set forth in the sanction letter. The conditions for readmission will be stated in the sanction letter. Parents or guardians of dependent students and core advisors will likely be notified. Students are restricted from the campus and residence halls unless otherwise specified in the sanction letter.

During the period of suspension, any credits earned at other institutions will not be accepted at Loyola. Students may not be eligible to participate in the room selection process, nor to be "pulled in" by current residents. Students returning to Loyola after a suspension will not receive priority in class registration. They will be

allowed to register after all the other members of their class year have registered. Students who are suspended from the University will forfeit eligibility for institutionally-funded need-based grant assistance and academic scholarship assistance for any additional semester(s) needed to complete an undergraduate degree.

In cases where a respondent has withdrawn from the University or is no longer a student, and the University has decided to complete the process, suspension will be interpreted as exclusion from re-enrolling in Loyola University Maryland and restriction from other access, privileges, or activities for the stated period of time set forth in the sanction letter.

20. Expulsion

Expulsion is a permanent termination of student status from Loyola University Maryland. This includes loss of all related privileges including email account/use, inside Loyola access, net storage, and OneCard access. This action may be imposed for the most serious violations of the Student Code of Conduct. Parents or guardians of dependent students will be notified. Students are restricted from the campus and residence halls unless otherwise specified in the sanction letter. In cases where a respondent has withdrawn from the University or is no longer a student, and the University has decided to complete the process, Expulsion will be interpreted as a permanent prohibition on student status and restriction from the campus and residence halls.

21. Student Development Assessment and Evaluation

This is a referral to the Office of Residence Life & Housing or designee for a comprehensive developmental assessment in serious student conduct cases. Students are required to complete all required interventions by the assigned deadlines.

22. Periodic Drug Testing

Drug screening (urinalysis) performed at a certified off-campus facility, as arranged by the Office of Student Conduct within one University business days' notice. Failure or refusal to be tested as scheduled, or a positive test result, will likely result in suspension or expulsion.

23. Postponement of Activity Participation and Conferring of Honors and Degrees

The University reserves the right to delay or postpone the involvement of a student in any University-related activity, or delay or postpone the conferring of any honor or degree, as a disciplinary outcome to a student conduct proceeding.

24. Mentoring with an Administrator or Faculty Member

One on one meeting(s) assigned for the educational benefit of the student. The purpose, focus, and requirements of the meeting(s) will be facilitated by the administrator or faculty member.

25. Reflection with Campus Ministry or a Jesuit

One on one meeting(s) assigned for the educational benefit of the student. The purpose, focus, and requirements of the meeting(s) will be facilitated by a member of Campus Ministry or a Jesuit.

26. Athletics Department Notification

Written or verbal communication with the Athletics Department in compliance with applicable laws, informing them of the student athlete's responsibility for a violation of the Student Code of Conduct.

27. Core Advisor Notification

Written or verbal communication with core advisors in compliance with applicable laws, informing them of a student 's responsibility for a violation of the Student Code of Conduct.

28. Designation as a Nuisance Residence

A period of time where any off-campus apartment, house, or other dwelling where there have been repeated complaints or complaints of a serious nature about disruptive behavior is designated as a Nuisance Residence. The student may face mandatory relocation and the dwelling may be deemed a restricted residence for subsequent violations occurring during the period of designation as a nuisance residence,

29. Removal from Employment

A student found responsible for a Sexual and Gender-Based Misconduct policy may be removed from their on-campus employment, if appropriate. If it is found, through the investigation or adjudication of a student conduct matter, that a student used privileges granted to them as part of their student employment to violate Community Standards, student's supervisor(s) will be notified and student will be removed from on-campus employment.

F. Student Conduct Records

The student conduct records of Loyola University Maryland students are cumulative. Student conduct records are maintained through the Office of Student Conduct for seven academic years after the date of the completion of the conduct process. Records of students who are suspended or expelled from the University and pending incidents will be maintained permanently. The records normally include: the original report(s) of the incident(s) or situation(s) alleged to be in violation of University regulations and all correspondence of the hearing officers or conduct bodies. In cases of suspension for a specified period of time, students are not permitted to register for class until all sanctions are completed and acknowledged by the Vice President for Student Development or their designee.

The University abides by the Family Education Rights to Privacy Act of 1974 which contains guidelines for the handling and confidentiality of student records. FERPA gives students certain basic rights.

To review the University's policy concerning FERPA, consult the Undergraduate Catalog. One exception, which permits disclosure without 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 law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a 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 their professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

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

II. University Regulations and Policies

A. Responsible Action Protocol

The Responsible Action Protocol (RAP) serves to promote an atmosphere of safety, community, and healthy education at Loyola University Maryland. This protocol, which has been recommended by the Student Government Association, will consider help-seeking behavior regarding alcohol and/or drug-related emergencies as a health and safety matter rather than a conduct matter.

Subject to the noted exceptions below, a student who calls for the assistance of a University staff member such as Campus Police, a Resident Assistant, or any staff member of the Office of Residence Life & Housing in the event of an alcohol and/or drug-related emergency involving that student or someone else will not receive standard sanction(s) related to their own violation of the Community Standards regarding intoxication. The student in need of assistance will also not receive standard sanction(s) related to their own violation of the Community Standards regarding intoxication. In the case where the RAP has been implemented, students may be required to complete certain educational components, such as alcohol and/or drug education and/or an educational conference.

However, if the student who makes the call or the student in need of medical attention is found responsible for other violations such as acting as a social host or providing alcohol to an individual under the age of 21, the standard sanctions may apply.

Students who are witnesses or otherwise involved in sexual misconduct cases are able to receive amnesty per the sexual misconduct policy.

Students who are on disciplinary probation or deferred suspension at the time of the incident are not covered by the RAP; however, the conduct process will take into consideration the care for others demonstrated by the responsible action.

B. Immediate Interim Removal from Campus and Suspension Policy

Overview

A student who presents a threat to the well-being or to the rights, safety, and property of any student or individual may be subject to immediate removal from the campus and interim suspension from the residence halls and/or the University. This action is determined by the Dean of Students or their designee based on an individualized safety and risk analysis has determined the behavior and risk justifies removal. An interim suspension from the University means the student may not re-enter any campus buildings, including the residence halls, or be present on campus without the written permission of the Dean of Students or designee. An interim suspension from the residence halls means the student may not re-enter the residence halls without the written permission of the Dean of Students or designee.

Procedure for Interim Removal and Suspension

Initial Assessment and Decision

The Dean of Students or their designee shall conduct an individualized safety and risk analysis to determine if the student's behavior justifies removal. If the removal is deemed necessary, the student and their parent, guardian, or emergency contact shall be immediately notified of their interim removal from campus and/or residence halls.

Notice and Documentation

The student shall be formally notified about the nature of the threat and behavior that prompted the removal, specific restrictions, including prohibition from re-entering campus buildings and/or residence halls, and the requirement to obtain written permission from the Dean of Students or designee to access campus or residence halls.

Opportunity to Respond

The student shall have a right to request a meeting with the Dean of Students or designee to show cause why the removal should not be implemented. This request must be made within one university business day of being notified. Failure to request a meeting within this period shall result in waiver of objections to the emergency removal.

Show Cause Meeting

The show cause meeting shall be scheduled as soon as reasonably possible after the request is made. The student may be accompanied by a University advisor during the meeting. If the removal relates to a violation of the Sexual and Gender-Based Misconduct Policy, the Complainant and their advisor may also participate if deemed equitable by the Dean of Students or designee.

Decision and Notification

After considering the student's input, the Dean of Students or designee shall make a final decision regarding the interim removal. The decision shall include the conditions and duration of the removal. The student shall be notified in writing of the final decision.

Conditions of Interim Removal

If the interim removal is upheld, the student shall comply with the specified restrictions. The student is prohibited from re-entry any campus buildings, including residence halls, without written permission from the Dean of Students or designee. Violation of the interim removal conditions shall be grounds for expulsion from the University.

No Appeal Process

The decision to implement immediate removal is at the sole discretion of the Dean of Students or designee. This is no appeal process for immediate removal decisions.

C. Parental, Guardian, or Emergency Contact Notification

The Office of Residence Life & Housing, the Office of Student Conduct, the Vice President for Student Development, the Dean of Students or their designee at their discretion, may notify parents, guardians, or emergency contacts of students under the following circumstances that include but are not limited to:

- Health and safety matter whether or not student is hospitalized;
- When a student's housing or student status is in jeopardy;
- Violations in the local community;
- Student conduct matters.

Students are required to provide correct and up to-date information contact information for parents/ guardians/ emergency contacts with the Office of Residence Life & Housing.

D. Parking Policy

First-year students are prohibited from having cars. Upper-class students must register their cars and comply with all published parking policies. Failure to comply with parking guidelines may result in disciplinary action.

E. Policy Restricting the Promotion of Alcohol

Loyola University Maryland prohibits alcohol-related advertising in any University-sponsored or University-supported publication. In addition, Loyola reserves the right to refuse advertising from establishments that encourage or facilitate underage drinking.

Loyola University Maryland prohibits promotional sponsorship of events by alcohol-related companies and businesses. For purposes of this policy, alcohol-related companies and businesses are defined as companies whose primary purpose is sales or distribution of alcohol.

The University, in accordance with state and federal laws, bans underage drinking. The University opposes, and therefore restricts, events or activities that encourage alcohol use by underage students or alcohol abuse by anyone.

F. Electronic Communications Policy

All Loyola students are deemed to have received notice of information sent by the University to the student's Loyola email address. Students are expected to check their Loyola email frequently.

G. Personal Safety & Well-Being Separation and Reinstatement Policy

Overview

The Dean of Students or designee, in consultation with members of the Counseling Center, and the Health Center may initiate a process to temporarily separate a student from the University for reason related to concerns for their well-being and safety. Through the separation from university process the Dean of Students or designee may determine a student will be temporarily separated from the University, or that they may remain at the University only if certain conditions are met. The Separation from University process may be used when student's behaviors include but are not limited to:

- 1 Pose a direct threat of harm to the health or safety to themselves or others in the University Community and/ or

- 2 Substantially disrupt the ability of other University community members to fulfill the University's mission, the educational process, or the proper activities or functions of tother members of the University Community.

The Separation and Reinstatement Process includes the following steps:

Notification and Meeting

The Dean of Students or designee will notify the student that a is under consideration and arrange for a meeting with the student. In addition, the Dean of Students or designee may require that the student undergo an evaluation (at student's own cost) by an appropriate licensed health care practitioner of the student's choosing within a time period specified by the Dean of Students or designee. The results of this evaluation, along with any recommendations, will be forwarded to the Dean of Students or designee. Any such recommendations are not binding on the University.

Review and Decision

A committee comprised of professional staff members from the Dean of Students' Office, Counseling Center, and the Health Center will review all information related to the case, including any evaluation or treatment plan for the student, and make a decision regarding the student's status. The Dean of Students or designee will notify the student in writing of any decision by the review committee to separate the student.

Appeal

The student may appeal the decision by sending a written request to the Dean of Students or designee within five days explaining why the student believes the separation is unwarranted. At the discretion of the Dean of Students, the withdrawal may remain in effect during the period of the appeal. The Dean of Students will review the student's request, may consult with the student, the designee, and/or with the review committee, and may review the information considered by the committee. The Dean of Students will make a decision within 5 days of receiving the appeal and will notify the student of the decision. This decision is final. If the Dean of Students is not available to act in connection with the appeal, they may appoint a designee; provided, however, that the designee may not be the original designee or an individual who served on the review committee in the student's case.

Immediate Interim Separation

If a student's behavior poses a significant danger of causing imminent harm to the student or to others, or of directly and substantially interfering with the lawful activities of others, the Dean of Students or designee may require an immediate interim separation of the student. Interim separation will remain in effect until the review committee renders a decision regarding the student's separation or the designee otherwise rescinds the interim separation, whichever is sooner. During the period of the interim withdrawal, reasonable efforts will be made to expedite the evaluation and review process described above.

Support During Separation

Academic Planning: Student can work remotely with faculty and academic advisors to develop a plan for continuing their studies upon their return.

Stay connected: Students will have access to their Loyola accounts

Reinstatement

A student who is separated under this policy is required to comply with any conditions established by the University at the time of separation or at the time of proposed re-enrollment. The Dean of Students or , the designee may require a recommendation from an off-campus licensed healthcare provider, the Director of the Health Center, or the Director of the Counseling Center or any additional documentation or evaluation deemed necessary.

Financial Information

Information regarding financial aid, federal student loans, tuition, room and board refund policy in the case of a leave of absence is set forth in the Undergraduate Catalogue.

H. Missing Student Policy

Loyola takes the safety of its students very seriously. Any student who has been reported missing will be reported to public safety. Public safety will immediately notify local law enforcement authorities. There is no mandatory waiting period for reporting to local police. Emergency contacts may be notified. A thorough investigation will be conducted to include a residence hall room search, a review of security camera footage, the student's access control card, class attendance, email and social network sites, and discussions with friends and roommates. Parents or guardians will be notified when reliable information about their student is available.

If there is reason to believe a student may be missing, students, faculty and employees should contact the Office of Public Safety (410-617 5911). Students and employees can also report students who they believe are missing to the Vice President for Student Development Office (410-617-5171) or Office of Residence Life & Housing (410-617-5081).

All students are required to provide the University with updated permanent and local address and emergency contact information on a yearly basis or when changes occur. Student residents have the option to register a confidential contact person they want notified in case they are determined to be missing. Students are advised about the option to register a contact person during the housing selection process. All students attempting to register for on-campus housing will be notified, on an annual basis of this policy as part of the housing selection processes. They will have the option to provide or change their missing person contact information. All information provided concerning this subject will remain on file and be considered accurate until the student voluntarily provides different information. For students under the age of 18, who are not emancipated, the notification will be made to the student's custodial parent or guardian and any other designated contact person. This information will be maintained confidentially and will be accessible only to authorized campus officials and disclosed to law enforcement personnel in furtherance of a missing person investigation.

In cases where a student has not designated a contact, the student's emergency contacts will be used. The student development division will work in conjunction with the department of public safety and the missing student's family and friends to ensure all efforts are made to locate them and preserve their safety and wellbeing. The University will cooperate with all law enforcement agencies involved in a search for a missing student as prescribed by law. This policy will be administered in accordance with FERPA and the Higher Education Opportunity Act of 2008.

I. Policy on Student Concerns About Athletic Programs and Activities

This policy explains the process for reporting and addressing student concerns regarding the University’s athletic programs and activities. A student who has a concern about any University athletic program or activity may report the incident online at <https://www.loyola.edu/department/student-development/policies> or contact the Vice President for Student Development Office at 410-617-5171. In reporting such concerns, students may choose to keep their identities confidential, although the University reserves the right to properly address the substance of student concerns in its discretion. Concerns reportable under this policy may relate to a men’s or women’s varsity athletic program, club sport, or other athletic club or organization.

A student who engages in the process described in this policy to share concerns about any University athletic program or activity may not be subject to, and the University prohibits, any form of discrimination, retaliation, or discipline as a result.

Concerns related to potential violations of the University’s Code of Conduct should follow the relevant process as stated in the Loyola Community Standards and direct reports of potential violations to the Office of Student Conduct.

J. Harassment and Discrimination Policy and Procedures

The Harassment and Discrimination policy prohibits discrimination, including harassment, domestic violence, dating violence, stalking, sexual assault, and sexual exploitation of students, employees, or program participants of Loyola University Maryland by anyone on University property or at University-sponsored activities and addresses how complaints against employees of the University are resolved. The policy is outlined in the Staff and Administrator Manual in sections 8.6, 8.7, and 8.8, and can be accessed at <https://www.loyola.edu/department/hr/about/policy>.

K. Demonstration Policy

Overview

Loyola University Maryland strives to create an environment in which members of the community may discuss questions, express opinions, and debate issues publicly while respecting the rights of others. As a Catholic and Jesuit University, Loyola is committed to working for justice and walking alongside those who are marginalized. Our commitment requires embracing community members who may hold dissenting points of view. Students at Loyola are afforded several opportunities to make their voices heard, including the opportunity to express their views in a reasonable and civil manner and to meet peaceably on University property with other members of the University community. Loyola is committed to academic freedom standards, and to promoting speech and expression that foster an open exchange of ideas and opinions. Persons engaging in respectful protest should expect that others may disagree with them and voice their disagreement. This exchange of ideas is the hallmark of a pluralistic, healthy, and vibrant academic community.

Academic freedom does not mean that members of our community may say whatever they want wherever they want. Loyola University prohibits speech that

violates the law, defames specific individuals, and/or constitutes a genuine threat to the University community. The freedom to express oneself does not excuse speech that violates the University's anti-harassment and anti-discrimination policies or that invades the rights of others, including their privacy and/or confidentiality.

As a Jesuit and Catholic University, Loyola University Maryland expects that members of the community always conduct themselves in respectful, caring, and thoughtful ways particularly when expressing varying point of views on contentious issues. Expression that is indecent, grossly obscene, or objectively offensive and severe or pervasive on matters such as race, sex, color, national or ethnic origin (including shared ancestry and ethnic characteristics), age, religion, disability, marital status, sexual orientation, genetic information, military status, gender or gender identity, or any other legally protected classification is inconsistent with the University Community Standards, applicable federal and state laws (including Title VI and Title IX), and will not be tolerated.

In keeping with the University's commitment to promoting speech and expression, Loyola respects the right of all members of the academic community to explore, discuss, and express opinions, and debate issues publicly in a civil, orderly, and safe manner. The University seeks to support voluntary assembly, making facilities reasonably available for peaceful assembly.

The opportunity to express oneself is subject to reasonable restrictions of time, place, and manner (as outlined in the guidelines), and does not include unlawful activity. In all events, the authorized use of any University forum for expression shall not imply acceptance or endorsement by the University of the views expressed. Loyola University Maryland will not allow disruptive behavior or disorderly conduct on its premises to interrupt its proper operation or the rights of others. Persons engaging in disruptive behavior or disorderly conduct shall be subject to disciplinary action.

Guidelines

These guidelines pertain to demonstrations, protests, and other organized gatherings on University property, during University-sponsored events, or using any other University-controlled forum. Such demonstrations, protests, and gatherings must be organized and led by students, with an appropriate student development contact for the demonstration.

Sponsorship

Any Loyola University student may serve as a sponsor for a protest/demonstration on campus. Individuals, small groups of students and/or registered student organizations may plan a protest/demonstration on campus. In all cases, protest/demonstration organizers must meet with and register their event with the Director of Student Engagement. In addition to meeting with the Director of Student Engagement: for Registered Student Organizations (RSOs), the organizers must meet with their group advisor/moderator to provide direct support for the planned protest]; for Affiliate Student Organizations (ASOs), the organizers must work with the Director (or designee) of department they represent (Student Engagement, ALANA Services, Residence Life & Housing, CCSJ, Campus Ministry)

Protest Registration Process

The first step in this process is to complete the Request for Campus Demonstration Form(<https://cglink.me/2hL/s90444>) at least one business day prior to the planned event.

- Students must schedule this meeting with as much notice as possible following completion of the form. Notice will allow University staff time to work with the student(s) to assure the demonstration will abide by University guidelines and maximize the learning experience inherent in the process of a demonstration.
- The purpose of the meeting is to review the details of the proposed demonstration including proposed time, place, manner, planned size, and location for the event.
- Reservation of campus space (including any outdoor spaces) for any event will be contingent upon availability and should follow the guidelines and process established by Event Services. Student Engagement (or supporting offices) will help the student(s) coordinate the details and prepare for any additional needs (security, safety concerns, etc.). Tabling, handing out pamphlets, flyers, etc. may also be a form of protest/demonstration and must follow these guidelines. Produced posters, flyers, etc. must be approved through the University posting policy. The distribution of materials must not impede the normal operations of the University nor community members' ability to function in living, learning, and/or working on campus.
- The University has ultimate discretion to determine the most appropriate location for an approved event; for instance, the University may require the demonstration be held in the outdoor seating area outside McManus Theatre.
- Counter-protesters may also submit the registration form and the location of the counter protest will be separated from the original protest to protect the health and safety of all involved.

Responsibility of Student Organizers

Once the details of the demonstration have been confirmed, student organizers with support from the Office of Student Engagement (or supporting department), are responsible for notifying the Office of the Vice President for Student Development and Public Safety of the planned demonstration. Student organizers are also responsible for maintaining peace and order, which includes educating participants about the University's expectations. Individuals or groups who organize the event 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.

During a demonstration, the expression of viewpoints may invite or elicit a response from others, including counter-protestors or passersby. In all circumstances, others' right to personal expression may not be denied. Organizers should be aware that other demonstrations may also be approved that may include opposing views. Maintaining peace and order is especially important under these circumstances to support a rich campus environment that is accepting of divergent expression. The University supports academic freedom and recognizes that not all speech and expression align with our University values and mission. Organizers should review the student handbook for University policies related to harassment, discrimination, bias incidents, hate speech, and bullying. Organizers will be referred to the Office of Student Conduct should incidents of harassment, bias, hate speech or bullying be reported.

Student organizers of demonstrations, protests, organized gatherings, etc. must ensure the following:

- The demonstration prioritizes the safety of those involved, as well as the safety of those not involved in the demonstration, including those who disagree with the position taken by the organizers.
- The demonstration permits the continued operation of University functions and is not disruptive-i.e., allows free movement about campus; allows classes and University-sponsored events to continue unhindered and uninterrupted (including excessive noise in or near academic buildings); allows other students, faculty, administrators, staff, contractors, and visitors to conduct their business in academic, administrative, athletic, dining and residence hall spaces; allows entrance and egress from University buildings and grounds as needed.
- Proper support from public safety and the student development division. Public safety officers and student development staff members serve two main roles – ensure the health and safety of the demonstration and provide witness to the event. Student organizers should meet with staff and officers present at the event prior to its beginning and keep the lines of communication open throughout the event should concerns arise.
- Use of any voice projection (microphones, megaphone, etc.) must be pre-approved as part of the demonstration/protest registration process.
- Use of any banners, structures, furniture, or other free/permanent standing structures must follow the posting policy and be pre-approved by the Office of Student Engagement. No encampments nor any fixtures to the University landscape will be permitted as our campus has been identified as an arboretum and the University natural environment must be preserved.
- Demonstrations must take place in the reserved location and any march/movement around campus will be permitted outdoors only. Any march intentions should be discussed with the Office of Student Engagement (or supporting department) and planned appropriately. Demonstrations will not be permitted inside residence halls, dining halls, athletic facilities, classrooms, or offices.
- The demonstration respects and preserves University property, including building opening and closing times, facility cleanliness and appearance, and structural integrity.
- Those who attend the demonstration must not engage in any violent or threatening behavior and must abide by all state and federal laws and any University policy.
- As stated in the University Community Standards, those attending the protest should produce their University ID when asked.
- All attendees should be made aware of University policies at the beginning of the demonstration/protest.

Protest organizers will be referred to the Office of Student Conduct for any violations of this policy. Organizers should be aware that expression can have an adverse impact on members of the community particularly when implicit or other bias occurs. Organizers can be held responsible for that impact regardless of their intent during the demonstration.

Presence of University Personnel

Student organizers should expect University personnel including Campus Police to be present for all or part of the event. This presence is often necessary to ensure organizers' own rights are protected and the University's regular operations and activities are not interrupted. Loyola employees present at the event do not necessarily support or represent the content of the expression provided at the demonstration.

Presence of Non-University Community Members

Non-University members of the community, including alumni, are not permitted to host, sponsor, or participate in a campus demonstration without the explicit permission of the Director of Student Engagement. Guests at a demonstration will only be permitted if speaking at an event if invited by the student organizers and in support of the free exchange of ideas. The guest must be registered with the Office of Student Engagement and must provide a copy of their identification card, and disclosure of any organizations they represent. Campus guests are expected to follow all University policies; failure to do so may result in the issuance of a no-trespassing order and referral for charges to the Baltimore Police Department.

Conclusion of the Demonstration

The length of any given demonstration may vary. Demonstrations will usually be permitted to continue until and unless University officials determine that University operations and/or the rights of others have been compromised. This includes staff who may be attempting to close facilities according to the established closing hours of buildings. Students will only be able to occupy space according to the reserved time given. Students will not be permitted to demonstrate/protest overnight.

At the conclusion of any demonstration, the student organizers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the event. This includes properly disposing of all trash. Any unanticipated and accidental property damage should be reported to University administrators immediately. Any property damage related to a demonstration (whether peaceful or disruptive) may result in the assessment of fees for cleaning, repairs, and replacement of property to the organization or individuals involved in both.

Violations of the policy

Event organizers will be notified if the protest guidelines have been violated. At the first notification, organizers will have an opportunity to immediately comply with the University guidelines. Following a second notification, organizers will be told that the protest needs to cease, rescheduled for another time with a follow up educational meeting with the Director of Student Engagement and the advisor. On the third notification, Public Safety (and Baltimore City Police Department) will disband the protest which could lead to arrests. Failure to comply with University personnel may result in a referral to the Office of Student Conduct or the Baltimore City Police Department for criminal investigation.

Protests/demonstrations may be disbanded immediately should University policies be violated, including but not limited to vandalism, disruption to campus operations, lewd/disrespectful speech, harassment/discrimination, interference by non-University guests, or endangering the safety and well-being of the University community.

L. Chosen Name Policy

Loyola University Maryland has adopted a policy providing all members of the campus community the opportunity to use their chosen first name in records and communications across the campus that do not require the use of their legal name. As a best practice for supporting transgender and gender non-conforming members of the college communities, this policy is not limited to use by transgender and gender non-conforming students and employees; instead, it is available to anyone who uses a chosen name regularly other than their legal name. The University's full Chosen Name/Legal Name Policy for both students and employees is available at Human Resources' Policies webpage. For further details and FAQs regarding the policy, refer to the Office of Equity and Inclusion website

- Incoming student may provide a chosen name on their applications
- Students may request their chosen first name be updated by the Records Office by going to Inside Loyola, Loyola Self-Service. Undergraduate students select the link entitled Undergraduate Demographic Entry and enter a new chosen first name. Graduate students select the link entitled Graduate Student Demographic Entry and enter a new chosen first name. Employees may contact Human Resources.
- Alumni will be referred to by their chosen name that was provided during their tenure as a student. They may reach out to the Office of Alumni Engagement for changes.

All chosen name requests are subject to approval per the policy. The chosen name will be used across University systems where possible.

For questions, students may contact Maura Donohue at mdonohue1@loyola.edu in the Records Office, employees may contact Human Resources, and alumni may contact Alumni Engagement.

III. Residence Hall Policies and Procedures

The cornerstone of the Residence Life & Housing program is developing a sense of community, which necessitates consideration for others and responsibility for one's actions. The residence halls are communities that are bound by shared beliefs and ethics that offer as a core value an appreciation of the diversity of many individuals living together. A residence hall experience will further one's education and personal development and will offer challenge and support. Living in a University residence is a privilege offered to students and carries with it the responsibility for fulfilling the terms of the Housing Contract. The University expects students to become familiar with the policies, to take responsibility for their actions, and to be sensitive to and considerate of the community in which they live.

These policies are based on respect for others, the environment, the mission of the University, and the rights and responsibilities of community living. All residents are accountable for any behavior in the residence halls that infringes on individual or group rights or jeopardizes the health and safety of individuals and property. Students should also be mindful of their energy use and practice sustainability in residence hall living.

The policies are set forth in writing in order to give students a general notice of expectations and prohibited conduct. The policies should be read broadly and are not intended to define misconduct in exhaustive terms. Violations of these policies also constitute violations of the Student Code of Conduct and may be referred for student conduct action. These policies are subject to change based on emergencies that may affect the health and safety of the campus community.

A. Check In and Check Out

Anytime a student moves into a residence unit, whether at the initial check in or sometime during the year, a Room Condition Report must be completed in the RoomRez Housing portal as communicated by Residence Life & Housing. The exact condition of every item should be carefully described on the Room Condition Report.

Anytime a student moves out of a residence unit, they need to follow instructions provided by Residence Life & Housing. When a student moves out of their living area, all keys and any gate clickers are to be returned. At this time, the condition of all items in the room will be compared to the condition originally described on the Room Condition Report. Any damage beyond normal wear and tear will be billed to the individual. Students who do not check in or check out properly may be fined \$40.

B. Furnishings and Appliances

The University provides each resident with a bed, mattress, desk and chair, drawer space, and in some cases, dining room table and chairs, end tables, couch, and chairs. Students are responsible for maintaining the condition of the furnishings in their room as well as in any common areas, such as lounges and lobbies. Bed lofts

are not permitted in the residence halls. Since beds and mattresses are provided, students are not permitted to bring beds from home. Full-size refrigerators are not permitted in double style residence hall rooms. In all residence hall rooms, personal refrigerators not provided by the University must be 3.5 cubic feet or smaller.

Students may arrange furniture within a room in any reasonable manner, providing that all furniture is placed in its original location at check out. Furniture may not be moved from one individual bedroom room to another or one residential unit to another. Extra furniture resulting from a vacancy in a room may not be moved into hallways, storage, or common areas.

Furnishings provided for common area lounges and community rooms may not be moved to individual units. Students who move furniture from common areas will face a minimum fine of \$100. Room configurations must meet fire codes. Approval for extra furniture, decorations, or other items is at the discretion of the Area Coordinator and will be based on safety and fire code/policy.

C. Roommate Agreements

During the first two weeks of the fall semester, all first-year and sophomore students will complete roommate agreements with their roommates and/or suitemates with support from the resident assistants. This agreement outlines standards and expectations agreed upon by the roommates to uphold throughout the year and can be used as a resource when conflict occurs, serving as a starting point for mediation and resolution. Roommate agreements must adhere to all Loyola policies.

D. Substance-Free Housing

Substance-free housing is a more restrictive environment where all residents and their guests agree to keep their rooms, the building, and the 30-foot perimeter around the building or area free from prohibited substances at all times. Prohibited substances include but are not limited to tobacco products, alcohol, illegal drugs, including cannabis, cannabis-based products, hemp-based products, and misuse of legal prescription drugs. Residents who request and/or are assigned to substance-free housing will likely be relocated if they or their guests use prohibited substances in a substance-free area.

E. Keys, Gate Clickers, and ID Cards

Students receive keys at check-in whether at the beginning of the year or when moving during the year. Students living in Rahner Village will receive a gate clicker at check-in at the beginning of the year, or when moving during the year. Keys may not be duplicated or loaned to friends or roommates. Gate clickers and ID cards may not be loaned to friends or roommates. Students must keep their keys, gate clickers, and ID card in their possession. Keys left in/above the doorframe are not considered to be in the student's possession. Students who lose their keys or gate clickers must report the loss to the Office of Residence Life & Housing within 48 hours. For a lost key, they will be given a spare key for 24 hours. After 24 hours, if they have not found their original key, their residence unit will be rekeyed. All costs involved with rekeying a space will be the responsibility of the student (\$100 per re-key). Students will also be billed for keys not returned at check out. Prices: Residence Unit Key \$100, Gate clickers \$25, and ID Cards \$15 (price quoted at the time of printing).

F. Room Changes

Each semester, one week is designated as “Move Week.” All students desiring to initiate a move should contact the Office of Residence Life & Housing for details. Only those students who follow the guidelines of the process will be eligible to move.

Residents who change room assignments (unit or bedroom) without obtaining approval from Residence Life & Housing may be required to move back to their assigned location. In addition, students who change rooms without obtaining approval from Residence Life & Housing may be sanctioned with a \$50 fine and deferred suspension from the residence halls.

If residents change room assignments at any time during the year, they must complete an updated Room Condition Report for their new room.

G. Room Condition

Roommates are jointly responsible for maintaining the cleanliness of their residence unit throughout the year and to leave it clean upon vacating. If a unit requires more than normal cleaning, at any time, each student will have appropriate charges assessed and face disciplinary action including loss of room selection/housing privileges.

H. Room Inspection

Inspections of the student’s living areas will be performed from time to time throughout the year. An inspection may be called for purposes of furniture inventory, or sanitary and cleaning inspections. If a room fails a room inspection, disciplinary action may be taken and the housing status of the student in the room will be reviewed.

I. Room Entry

The University will make every reasonable effort to respect students’ privacy. However, the University reserves the right to enter without notice in emergency situations, for spot inspections, and for such purposes as are necessary to ensure the comfort, safety, and protection of all members and property of the Loyola community.

J. Damage to University Property

If any furniture, equipment, or building structure is damaged, the person(s) responsible for the damage or loss will be responsible for the expense of repairs. In an individual residence unit, the occupants will share the expense of repairs unless the Office of Residence Life & Housing has determined the identity of those responsible. Residents will be subject to room repainting charges if the use of tape or other adhesives results in damaged surfaces. Charges for damage caused by nails and thumbtacks may also be assessed to residents. Additionally, intentionally tampering with a thermostat, will be considered a violation of this policy. Costs related to the tampering with the thermostat may be charged back to the person(s) responsible. If a unit sustains intentional or reckless damage of \$200 or more, the case may be referred to the Office of Student Conduct for disciplinary action.

K. Common Area Damage

Each student has a responsibility for public areas that are common to all residents, such as lounges, hallways, stairwells, elevators, and common rooms. Personal items cannot be stored in stairwells or floor lounges. In the event of any damage to a common area, all residents living in that area may be charged unless the person(s) responsible can be determined. The fairest way to make restitution for damages that disrupt the community is to bill only those responsible, so each resident is encouraged to accept responsibility for their own behavior. It is everyone's responsibility to help minimize damages. Residents who witness damage occurring are encouraged to bring this information to the attention of the Office of Residence Life & Housing. Every effort will be made to determine who is responsible. Charges for damages are based on repair or replacement costs to restore the residence unit, item of furniture, equipment, or common area property to its original condition.

L. Damage Billing

At any time during the year, but particularly at the end of each semester, students may be billed for the cost of cleaning, repairs, and/or replacement of University property. The billing process begins with Facilities Management and Residence Life & Housing assessing the damages, cleaning needs and associated costs. An Area Coordinator of Residence Life & Housing determines responsibility for the damage and sends the bill to the student(s). Damage exceeding \$200 at any time during the year could result in deferred suspension from the residence halls or immediate suspension from the residence halls. Students are personally responsible for reporting damage immediately to Facilities Management, Campus Police, or Residence Life & Housing.

M. Residence Hall Closing/Opening

When residence halls are closed, all residents must vacate the buildings by the time indicated. Failure to do so may result in a \$100 fine. Travel plans should be made according to this schedule.. In preparation for breaks and closing, students are expected to:

1. Unplug all appliances (except University-owned appliances and personal refrigerators).
 2. Remove all perishables from the refrigerator and residence unit.
 3. Leave shades and curtains open except on the first floor.
 4. Empty all trash and recycling containers. Students will be fined \$30 per bag of trash and excessive trash may be adjudicated through the conduct process.
 5. Close and lock windows.
 6. Turn off lights.
 7. Lock room door.
 8. Take home everything you will need over break (including pet fish) since no one may enter any hall after closing.
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9. Consider taking all valuable items home.

10. Set heat at 60 degrees Fahrenheit.

All rooms will be checked for violations during the break. Students can avoid fines by fulfilling the above requirements. Entry into the halls during a break period will be granted to students with prior approval from Residence Life & Housing and there will be a minimum charge of \$50 for access. In the event of an emergency, defined as obtaining official documents or needed medication/medical devices prescribed by a doctor, there is no charge.

Loyola University Maryland prohibits portable storage units (PSU), such as PODS, U-BOX, or other similar storage units, from being on the Evergreen Campus. With limited parking spaces available we are unable to allocate multiple spaces for a PSU during opening or closing. If you need moving and storage assistance, please visit the Residence Life & Housing website for information about our approved moving vendor.

N. Contract Extensions

Contract extensions may be granted during break periods. All requests for contract extensions should be made online through the Residence Life & Housing website. Those granted extensions are subject to additional billing. Contract extensions are granted for individual students, not for residence units. While under contract extensions, students may not host guests or violate the Student Code of Conduct. If such events occur, loss of future contract extensions and student conduct action will occur.

O. Lockouts

Students locked out of their residence unit Monday-Friday from 8:30 AM-5:00 PM should go to the Office of Residence Life & Housing in Seton 08 B to check out an extra key. There is no charge to borrow a key if it is returned within 24 hours. At all other times, students should locate their Resident Assistant or call Campus Police at ext. 5010. During times when the residence halls are open, students will be charged \$15 for entry assistance. There will be a minimum fee of \$50 for access granted during a break period.

P. Maintenance and Service Requests

Maintenance in the residence halls is performed by staff members of Facilities Management or designated contractors. The University counts on the students to be aware of any damage or situation that warrants the attention of Facilities Management, and to communicate that to them as soon as possible. Some of the typical repair services provided by Facilities Management include heating, air conditioning, plumbing, electrical, broken windows, furnishings, and kitchen appliances. They also monitor trash collection, cleaning of public areas, and grounds work. When you submit a service request, include your name, residence hall, room number, phone number, and a brief description of the problem. Normal repairs: Call Facilities Management at ext. 2200, Monday through Friday, 7:30 a.m. to 4 p.m. or navigate to "Inside Loyola" and select "Facilities Maintenance" to submit a ticket online. Emergency Repairs: On holidays, weekends, and evenings, call the

department of public safety at ext. 5010 to request Facilities Management services for an emergency. Note: A student should notify their Area Coordinator if a service request has not been responded to within one week.

Q. Personal Property

Personal property cannot be stored in stairwells or common areas. The University assumes no liability for bodily injury or personal property damage or loss. The University urges students to develop the habit of always locking their rooms. This is in the best interest for property as well as personal protection, and the University advises that valuable property or large sums of money are not kept in a room. Note: The department of Campus Police provides a service to identify property.

The University is not responsible for theft, loss, or damage to a student's personal property, and encourages all students to carry appropriate personal insurance. Students and parents or guardians are encouraged to check with their homeowners insurance policy, if they have one, to see if the lost property is covered.

Students and parents or guardians also have the opportunity to purchase insurance from Grad Guard. Grad Guard can be contacted at www.gradguard.com.

R. Fire Safety Regulations

Candles, oil lamps, incense, open flame apparatus, halogen lamps, lava lamps, hanging lamps from the ceiling or wall, or any other inherent fire hazards are prohibited in the residence halls. Combustible materials such as cellular, foamed plastic or other materials deemed to be a fire or safety hazard cannot be placed on the surface of doors or on walls or ceilings. Any appliance which requires the use of exposed coils is prohibited (examples?). All appliances must be in good working order and UL approved.

- Any appliance which requires the use of exposed heating sources is prohibited (i.e. hot plates, electric skillet, etc.) All appliances must be in good working order and UL approved.

The furnace and boiler rooms in Ahern, McAuley, Seton, Southwell, and Lange as well as downstairs room(s) in Rahner Village may not be used for storage and should be kept locked. Students who attempt to enter or utilize unauthorized closets or areas will be charged a \$150 fine and face student conduct action.

No hoverboard, motorcycle, moped, or gasoline engine is permitted within any residential building. Other prohibited materials include fireworks, explosives, firearms, and other weapons. Possession of any prohibited materials may result in permanent suspension from the residence halls as well as other student conduct sanctions.

S. Safety and Security

Exterior residence hall doors are locked 24 hours a day to promote the safety of residents. Propping or disabling exterior doors in any way is prohibited. Propping interior doors is also a safety issue and can cause damage to university property; this practice is discouraged. Students may be assigned restitution to pay for damage caused to campus property due to these practices. Students who lose their

Loyola University Maryland ID must call Campus Police immediately at 410-617-5010. Replacement cards are available at Student Administrative Services in Maryland Hall. The cost of a replacement is \$15.

T. Athletic Equipment

No athletic equipment may be used in the residence halls (i.e., hockey equipment, skateboards, roller blades, skates, footballs, lacrosse equipment, basketballs, volleyballs, tennis rackets/balls, Frisbees, dart boards, free weights, etc.). Personal athletic equipment cannot be stored in stairwells or floor lounges.

U. Decorations

Common areas, hallways, or corridors of residential buildings should not be decorated without the approval and participation of the hall staff (Resident Assistants, and/or Area Coordinator for the residential area). If wanting to decorate a balcony in McAuley, students are to consult in advance for approval with the Area Coordinator of Residence Life & Housing for the Eastside area.

All hallways, corridors, doorways, balconies, and exits are to remain free from obstruction (this includes pre-packaged spider-webbing). Additionally, residents are to refrain from placing decorations on the floor that may impede walking or egress from any residential area.

Prohibited items that are inherently considered fire safety hazards include: candles, open flames, live garland, fog/smoke machines, live/cut trees, greenery, leaves, twigs, bamboo, branches, straw, and hay (potted plants are allowed).

Fire safety/emergency/security equipment (i.e., sprinkler heads, exit signs, pull stations, notification equipment, and extinguishers) must remain uncovered and clear of obstructions. Do not drape or attach decorations to these items.

Using detergent directly on walls or carpets is not permitted. Any associated spills may result in damage and cleaning charges being billed to the resident.

All electric or battery-operated lights must be UL approved and attended to at all times. This also means seasonal/celebratory lights should not be left on while residents are sleeping.

All seasonal decorations must be made of flame-retardant material or treated with flame-retardant solution. Seasonal/celebratory decorations should be taken down by the end of each semester. Only artificial trees or artificial garland are permitted in residence halls.

Trash bags, newspapers, and toilet paper are not to be used for decorating purposes.

Sheets/ tapestries, banners, flags, and beads may not be hung on doorframes or from ceilings, cannot be larger than 3' X 5', and cannot cover the entire wall.

Signs, containers, trademarks, and other overt displays on doors of University buildings that advertise or represent products (such as alcoholic beverages) or behaviors not compatible with University policies are strictly prohibited. No item of any sort may be temporarily or permanently mounted, hung, rigged, draped, or attached to or from a window, shade, blinds, or balcony regardless of whether the item is interior or exterior to the building.

V. Musical Instruments

Due to the nature of the noise that electrically amplified instruments and drums create, they may not be played in the residence halls. The playing of other instruments is subject to the agreement of residents in the affected areas and must be in compliance with quiet hours.

W. Pets

No pet of any kind is permitted in any of the residences, with the exception of freshwater fish in tanks that are 10 gallons or smaller. No piranhas are allowed. During the Winter Break, aquariums must be emptied and the filter unplugged. Puppies in training are not permitted in the residence halls and other Loyola buildings (including academic buildings, dining facilities, the Counseling Center, and Health Center). Residents in violation of this policy will be required to remove pets from the residence, in addition to assuming financial responsibility for any cleaning costs or damage. There is a \$150 fine for violating the pet policy.

X. Quiet/Courtesy Hours

Because we expect residences to be conducive to academic pursuits, noise must always be kept at a reasonable, courteous level. In addition to normal courtesy hours, which are 24 hours per day, quiet hours have been established to ensure that students are able to sleep and study according to their own needs and preferences. During quiet hours, each resident is responsible for making sure that their noise is not at a level to disturb anyone else that may be studying or sleeping. Students should also be mindful of noise levels in courtyards and areas adjacent to the residence halls. Students who violate 24-hour quiet hours will be assigned an automatic \$50 fine. The campus-wide quiet hours for all residences are as follows:

Sunday through Thursday:	11p.m. to 10a.m.
Friday and Saturday:	1a.m. to 10a.m.
During Final Exam Week:	24-hour quiet hours are in effect.

Y. Room Capacity

Out of consideration for neighbors and for safety reasons, there is a limit to the number of guests allowed in a residential living area. The total number of guests allowed in a residence living area at a given time is equivalent to 2 per resident of the room.

For example, double, one-room suite, and one-bedroom apartments can have 6 people maximum- the 2 residents and 2 guests each. Note: All residents of that room need to be present to allow their guests to be in the space.

The maximum amounts are as follows:

- 1 bedroom= 6 total people permitted
 - 2 bedroom= 12 total people permitted
 - 3 bedroom= 18 total people permitted
 - 4 bedroom= 24 total people permitted
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Z. Roofs

Students are prohibited from accessing roofs, canopies, and ledges of any University owned or leased property.

AA. Balconies

Balconies in McAuley Hall are considered public areas and are therefore subject to the University Alcohol Policy as described in the Student Code of Conduct. No university furniture is to be used or stored on balconies. Students should only access the balconies by using the door located inside the unit.

BB. Screens

Screens are not to be removed from windows or sliding glass doors. Any costs for repair/replacement will be charged to the student responsible. Security screens may not be unlocked or removed at any time.

CC. Water Beds, Washers/Dryers, Dishwashers

Because of the possible damage that water may cause to residences, waterbeds, washer/dryers, and dishwashers, unless they are provided by the University, are prohibited. Individuals in violation of this policy will be required to remove the item(s) and most likely will be fined and subject to student conduct sanctions.

DD. Window or Door Displays

Signs, containers, trademarks, and other overt displays on doors of University buildings that advertise or represent products (such as alcoholic beverages) or behaviors not compatible with University policies are strictly prohibited. No item of any sort may be temporarily or permanently mounted, hung, rigged, draped, or attached to or from a window, shade, blinds, or balcony regardless of whether the item is inside or outside to the building.

Sheets/ tapestries, banners, flags, and beads may not be hung on doorframes or from ceilings, cannot be larger than 3' X 5', and cannot cover the entire wall.

EE. Residence Unit Modifications

No partitions, dividers, or screens may be assembled or constructed in any residential unit that would violate fire safety requirements. Residents may not paint walls, assemble or attach shelves, bike racks, TV wall mounts or fixtures of any kind within the residence halls. Students cannot construct dance floors, build or possess alcohol bars of any kind (freestanding, tiki, etc.), remove closet or bathroom doors, or install or possess any type of recreational pole. Students are not allowed to attach anything to the outside of their rooms (e.g., satellite dishes or external antennas). Roommate groups in violation of this policy will be required to remove particular items and will be charged for repairs needed to restore the residence unit to its original condition. Residents are not permitted to make repairs of any damage themselves or contract with anyone for repairs to be made.

FF. Lounge/Common Areas

These areas are reserved for residents to socialize, meet, and study. Students and/or guests may not sleep in these areas due to safety and security reasons.

GG. Vacancy Policy

If there is a vacant space in a unit at any time throughout the year, residents are expected to keep the area move-in ready and provide a welcoming environment for potential new roommate(s). Any vacant bed space(s) (which includes the desk, dresser, and bed) must remain clear of any belongings as a new resident may be assigned at any time. Any vacant space(s) in a unit cannot be used to host guests. Failure to abide by this policy impacts other members of the community negatively and may result in conduct outcomes, monetary fines, and/or removal of personal items under the discretion of Residence Life & Housing. Any resident who spreads out their belongings to a vacant space in the unit will receive a \$50 fine for each day that their belongings are occupying the vacant space. If Residence Life & Housing determines it is necessary to move a resident's belongings to make room for a new resident in the unit, a minimum charge of \$100 will be applied (in addition to the \$50 a day fine). The amount charged for moving a resident's belongings will be determined by Residence Life & Housing and Facilities Management.

Residence Life & Housing reserves the right to assign a new resident to a vacant space at any time. Residence Life & Housing communicates new assignments in advance as a courtesy to current residents residing in the space unless an immediate move is deemed necessary for a resident. Attempting to prevent a new resident from moving into a vacant space in any unit is strictly prohibited. Residents found engaging in behaviors to prevent a vacancy from being filled (ex. asking a student to decline a room change offer, engaging in disrespectful language or behavior toward a potential new roommate, misrepresenting the vacancy as intended for another student, etc.), will be referred to the Student Conduct Process.
