



**LOYOLA**  
UNIVERSITY MARYLAND

**LOYOLA COMMUNITY STANDARDS**  
**2025-2026**

Revised August 2025

# 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 Integrity and Restorative Justice Practices' 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

Rooted in the Jesuit, Catholic tradition and guided by the ideal of *cura personalis*—care for the whole person—Loyola University Maryland affirms the inherent dignity and sacred worth of every individual. We believe that true formation—intellectual, ethical, social, and spiritual—can only flourish within a community grounded in mutual respect, accountability, and the pursuit of justice and reconciliation.

At the heart of our approach to student behavior and community life is restorative justice. This commitment reflects our deep belief in the possibility of healing, transformation, and renewed relationship when harm occurs. Restorative practices allow us to confront conflict and misconduct not with punitive instincts alone, but with a commitment to dialogue, reparation, and the rebuilding of trust. This is especially aligned with our Jesuit call to be people of reconciliation—actively working to restore right relationships with self, others, and God.

A caring and just university community is sustained by the active participation of all its members—students, faculty, staff, and administrators—in fostering a culture of honesty, integrity, responsibility, and concern for the common good. At Loyola, students are called to conduct themselves in a way that upholds the well-being and dignity of all community members. When behavior disrupts this vision, our response is rooted in both accountability and accompaniment—seeking not only to address harm but to facilitate meaningful growth and repair.

Our Community Standards, Honor Code, and other institutional policies reflect these principles and are designed not only to clarify expectations, but to guide processes that educate, restore, and reintegrate. Loyola's student integrity process, grounded in restorative justice, provides space for students to reflect on their choices, understand the impact of their actions, and take steps to make amends. When harm has been caused, we emphasize processes such as restorative circles and conferences, which empower those affected to speak their truth and participate in collaborative solutions.

Being a part of the Loyola community is both a privilege and a responsibility—one that asks each of us to be stewards of a safe, inclusive, and caring environment. As we seek to form individuals committed to justice and the service of others, we recognize that learning through challenge, failure, and reconciliation is a vital part of Jesuit

education. Our hope is that through restorative practices, every member of our community experiences not only accountability, but also the grace of renewal.

## **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.

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 integrity records are maintained separately from academic records in order to prevent simultaneous disclosure. 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 that include but are not limited to:

- i. Schools Officials with a Legitimate Educational Interest
- ii. Transferring Education Records to another School
- iii. Health or Safety Emergencies
- iv. Court Orders or Lawfully Issued Subpoenas
- v. Directory Information
- vi. Other Exceptions as Defined by FERPA

**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 peaceful meetings provided they are approved by the Office of Student Leadership and Involvement, in consultation with Student Development leadership. 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. See Demonstration policy on page 49 for additional information.

**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. . 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 integrity. 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 actively participate in student integrity proceedings if they witness any infractions of the Community Standards or Honor Code. Furthermore, students are expected to be honest and forthcoming during all student integrity 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 Community Standards.

### **(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. 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.
- b) 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.

- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) Accused students may have the assistance of an Honor Council representative and will be considered not responsible unless shown otherwise.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) 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.

- m) 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.
- n) 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.
- o) 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.

- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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:

- a) Their right to a fair hearing (sometimes referred to as "due process") has been violated
- b) Absence of sufficient evidence to support the decision
- c) Discovery of new evidence
- d) 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 Integrity Process**

Loyola University Maryland remains committed to upholding a high standard of personal and community responsibility. The following section outlines behaviors for which undergraduate and graduate students may be held accountable under the University's Community Standards. Accountability continues to be a core component of the student integrity process; however, the approaches used to foster accountability have broadened to include restorative justice practices. These restorative options provide students with an opportunity to repair harm, rebuild trust, and reconcile with the community, when appropriate and possible.

Importantly, restorative processes do not replace traditional consequences. Students may still receive fines, restrictions, or other outcomes (formerly called sanctions) as part of their resolution. Rather, restorative justice is an additional pathway that prioritizes learning, reflection, and community healing in line with Loyola's Jesuit mission.

The University may hold students accountable through the student integrity process for any of the actions listed in the Code of Conduct—or for comparable actions not explicitly listed. The influence of drugs or alcohol will not mitigate the consequences of misconduct or reduce a student's responsibility.

All students attending University-sponsored events or residing in areas adjacent to University property (including the Evergreen campus, the Fitness and Aquatic Center, and the Ridley Athletic Complex), as well as those visiting or living in Loyola-owned or leased spaces, are expected to uphold the same standards of conduct as those on campus. Students are also accountable for the behavior of their guests.

Integrity in the conduct process requires students to be honest and forthcoming in all inquiries and proceedings. Truthful participation is considered during the outcome/resolution phase. Except in cases involving a formal complaint under the Sexual and Gender-Based Misconduct Policy, if a student with pending student integrity charges or an ongoing investigation seeks to take a leave (e.g., medical, study abroad, personal withdrawal), the University may complete the integrity process prior to approving a status change or upon the student's return.

If a student declines to participate in the process, the University may move forward in their absence, including issuing findings of responsibility and assigning outcomes. Should a student withdraw or take leave before completing assigned outcomes, they must complete all applicable requirements before returning or being considered for readmission. Some outcomes, such as status-related restrictions or campus bans, may remain in place regardless of enrollment status.

The Community Standards remains in effect year-round—including during breaks, summer sessions, study abroad, University-sponsored travel, or while a student is on leave. The University uses a preponderance of the evidence standard in evaluating all allegations under the Code.

Any questions regarding the student integrity process or interpretation of the Community Standards should be directed to the Vice President for Student Development or their designee.

### **Oversight of the Student Integrity Process**

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

#### **1. Vice President for Student Development**

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

#### **2. Assistant Vice President/ Dean of Students**

Located in Maryland Hall 145E (ext. 2621); Provides administrative oversight to student integrity processes; may serve as Vice President for Student Development designee, hearing, or appellate officer.

### **3. Director of Student integrity and Restorative Justice Practices**

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

### **4. Associate Program Director of Student integrity and Restorative Justice Practices**

The Associate Program Director of Student Integrity and Restorative Justice Practices serves as the primary technology & systems coordinator for student integrity processes; Also adjudicates hearings for the university.

### **5. Assistant Director of Student integrity and Restorative Justice Practices**

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

### **6. Director, Associate, and Area Coordinators of Residence Life & Housing**

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

### **7. Student Integrity Graduate Assistants (SIGA)**

The Office of Student integrity SIGA's are full-time graduate students who assist with of adjudication of violations of the Code of Conduct.

### **8. 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 integrity adjudication by the Director of Student integrity and Assistant Director of Student integrity or designee.

## **Outline of the Student integrity Process**

This section is intended to provide an outline of the student integrity 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 integrity 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 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 integrity 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 integrity. Reports of alleged 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 integrity, or designee, reviews the reports and determines whether the report identifies possible violations of the Community Standards. 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 Community Standards 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 integrity process. Prohibited items confiscated will not be returned.

## **2. Student Integrity Responses**

After reviewing the incident report, the Director of Student integrity 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 restorative conference facilitated by a hearing officer. If the hearing officer chooses to refer an incident beyond the restorative conference level, they, in consultation with the Director of Student integrity, 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 integrity and the Director of Student integrity 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. Restorative Conference**

The Assistant Director of Student integrity, a Graduate Residence Coordinator or Area Coordinator generally will hear first offenses or minor violations of the Community Standards. 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. As part of these proceedings, the following additional strategies may be utilized:

#### **i. Restorative Dialogues**

- a. Restorative Justice Dialogues are structured conversations that bring together individuals who have been harmed with those responsible for the harm, as well as affected community members. The purpose is to foster understanding, acknowledge responsibility, repair relationships, and promote healing through mutual respect and open communication.

## **ii. Restorative Circles**

- a. Restorative Circles are inclusive, facilitated discussions used to build community, address conflict, or repair harm. Participants sit in a circle and speak honestly in turn, often using a talking piece, while reflecting on shared values, experiences, or challenges. Circles create space for collective healing, empathy, accountability, and deeper connection

## **b. Administrative Hearing**

Administrative hearings are more structured than restorative conferences. An administrative hearing generally occurs when one or more of the following situations exists: 1) a resolution does not occur during the restorative conference, 2) the student fails to attend a restorative conference or to respond to a request for an restorative 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 Community Standards. 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/resolutions would be appropriate. The "Rights and Responsibilities of Students in the Hearing Process" apply to administrative hearings.

## **c. Peer Integrity Board**

The Peer Integrity Board is a integrity hearing body that hears cases for undergraduate students. It is typically comprised of three to five undergraduate students and one non-voting advisor. To have a quorum, three students and the advisor must be present. These students are selected and trained to hear student integrity cases. The Peer Integrity 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 Integrity 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 Integrity Board hearings.

## **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 typically given at least 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 integrity 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 integrity 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 integrity 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) Depending on the type of hearing (i.e.. Administrative hearing or Peer Conduct Board), 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 integrity). A student may request that a written transcript of their own hearing be prepared, at the student's expense.
- 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 integrity Records.
- j) The student must complete all sanctions/outcomes 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 Community Standards.

### **Disability Accommodations for Student Integrity Process**

The University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the Student Integrity Hearing or Appeal Processes. Anyone needing such accommodation or support may request reasonable accommodations for disclosed disabilities to the Office of Student Integrity at any point before or during the hearing process that do not fundamentally alter the Process. The Student Integrity 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 accommodation is appropriate and necessary for full process participation.

The appropriate Student Integrity 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.

### **4. The Appeal Process for Community Standards Violations**

The following section provides the process for appealing outcomes from student integrity 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 integrity. 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:

- i. *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.*

- ii. *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.*
- iii. *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:*
- iv. *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.*
- v. 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 integrity will hear the appeal or determine the appropriate hearing officer, appeal panel, or the University Board on Discipline (UBOD) 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 integrity. The Board is typically comprised of one faculty member, one student, and one administrator, but may vary based on UBOD members' availability. 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 integrity 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;
- d2. 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 integrity 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. Title IX Compliance & Protections**

Loyola complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in any federally funded education program or activity.

"No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."Title IX of the Education Amendments of 1972, 34 C.F.R. Part 106

**7. Sex-Based Harassment and Discrimination Policy**

Loyola University Maryland is committed to providing an environment free from sex-based discrimination and harassment. As a campus community, we are committed to education, training, and services that encourage healthy, safe, and respectful relationships. At Loyola, we go beyond compliance with federal laws around

gender-based violence, and we aspire to provide an environment that is rooted in our Jesuit traditions of justice and respect for others.

Loyola does not tolerate any kind of gender-based discrimination and harassment, which includes but not limited to:

- Sexual assault
- Sexual harassment
- Gender-based harassment

These behaviors are addressed through Loyola University Maryland's Harassment and Discrimination Policy, which includes:

- How Loyola prevents sex-based harassment and discrimination
- The process for reporting sex-based harassment, discrimination, or retaliation
- The procedures for adjudicating allegations involving any member of the University community

The complete policy and process can be found on the Office of Title IX and Bias Compliance website at <https://www.loyola.edu/departments/title-ix>.

## **7.1 Sexual and Gender-Based Misconduct Definitions**

The following terms are governed by the University's Sex-Based Harassment and Discrimination Policy:

### *a. Sex-Based Harassment*

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, 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 aid, benefit, or service on a person's participation in unwelcome sexual conduct.

#### **(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 activity.

### *b. Sexual Assault*

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.

### *c. Non-consensual Sexual Contact*

The intentional touching of the clothed or unclothed body parts without the consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation (add footnote) or the Respondent

forcing the touching by the Complainant of the Respondent's clothed or unclothed body parts, without consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

*Footnote 1: Contact with private body parts is considered to be done for the purpose of sexual degradation, sexual gratification, or sexual humiliation unless: (1) the contact can be proven inadvertent; (2) the contact is for a legitimate medical (or other privileged) purpose and thus is conduct for which consent should have been sought and obtained by the provider; (3) the contact involves a Respondent who is pre-sexual, based on maturity/age (thus their intent is not sexual); (4) the contact involves a Respondent who cannot developmentally understand sexual contact or that their contact is sexual; or (5) The contact is something like butt-slapping on a team and is both minimal and unlikely to have sexual motivation or purpose, as shown by the context of the act(s).*

*d. Incest*

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

*e. Statutory Rape*

Sexual intercourse with a person under the statutory age of consent (16 years old in Maryland).

Exceptions: 14–15-year-olds may consent if the offender is less than four years older than the victim.

*f. Dating Violence*

Violence committed by a person in a romantic or intimate relationship with the Complainant.

Includes sexual or physical abuse or threats of such abuse. (Does not include acts under the definition of domestic violence.)

*g. Domestic Violence*

Violence committed by:

- A current/former spouse or intimate partner
- A co-parent
- A cohabitant or former cohabitant
- A person similarly situated to a spouse
- Any person covered under Maryland domestic/family violence laws

*h. Stalking*

A course of conduct directed at a specific person that causes:

- Fear for one's own or others' safety
- Substantial emotional distress

"Course of conduct" means two or more acts, directly or indirectly, including threats, surveillance, or interference with property.

*i. Sexual Exploitation*

Taking non-consensual or abusive sexual advantage of another person for the benefit of oneself or others.

Examples include (but are not limited to):

- Non-consensual photography, video, or audio of sexual activity
- Distributing sexual images without consent
- Voyeurism
- Allowing others to observe a consensual act without all parties' prior consent

#### *j. Sex Discrimination*

Differential treatment based on a person's actual or perceived sex, impacting:

- Employment
- Participation in educational programs or activities

#### *Forms of Sex Discrimination:*

##### *(1) Disparate Treatment*

Intentional differential treatment that:

- Excludes participation
- Denies benefits
- Negatively affects terms/conditions of University involvement

##### *(2) Disparate Impact*

Neutral policies/practices that unintentionally result in disproportionate impact on the basis of sex, affecting:

- Participation
- Benefits
- Terms or conditions of programs or activities

## **7.2 Pregnancy, Parenting, and Lactation Protections**

Loyola University Maryland is committed to ensuring equal treatment for students who are:

- Pregnant
- Experiencing pregnancy-related conditions
- Parenting

Regardless of gender identity or expression, all students are entitled to:

- Reasonable academic adjustments
- (e.g., deadline extensions, makeup work, incomplete grades, ergonomic accommodations)
- Continued academic status upon return from medical leave
- Connection to University resources (as determined appropriate by the Title IX Coordinator)

For assistance, contact the Title IX Coordinator. Full policy and process details are available on the Office of Title IX and Bias Compliance website at <https://www.loyola.edu/departments/title-ix>.

## **8. Bias-Related Behaviors Process**

Loyola University is a community that welcomes people of diverse backgrounds and experiences. As a Loyola student, students have a responsibility to take an active role in fostering a sense of community and sending the message that mistreatment of others and insensitivity within our campus will not be tolerated. Students who feel they have been harmed by bias related behaviors, the target of bias, or witnessed bias related behavior, may report the incident online, or contact the Office of Title IX and Bias Compliance at [Report Bias | Loyola University Maryland](#)

### *8.a. Prohibited Behaviors*

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

#### *8.d. Procedures for Reporting Bias-Related Behaviors*

Students who believe they have been the target of bias, or harmed by bias-related behaviors, may report an incident through the following methods:

- Bias-Related Behavior Report Form(<https://www.loyola.edu/reportbias>)
- Anonymous Information Form – Public Safety(<https://www.loyola.edu/departments/public-safety/anonymous-information-form>)
- EthicsPoint Reporting System(<https://secure.ethicspoint.com/domain/media/en/gui/18799/index.html>)
- Sexual Violence, Relationship Violence, or Stalking Report Form([https://cm.maxient.com/reportingform.php?LoyolaUnivMD&layout\\_id=4](https://cm.maxient.com/reportingform.php?LoyolaUnivMD&layout_id=4))

Note: Anonymous reports are accepted, but the University's ability to investigate or take action may be limited without identifying information.

### **9. Loyola University Maryland Anti-Hazing Policy**

Loyola University Maryland holds that hazing is a fundamental violation of human dignity. As members of a Jesuit community, we believe in treating one another with respect, integrity, and kindness. Hazing has no place within our University, and we are committed to maintaining a safe, inclusive, and supportive environment for all individuals. We encourage all members of our community to report any incidents of hazing to law enforcement and the University's Office of Student Conduct. Hazing will not be tolerated at Loyola University Maryland and will be met with appropriate action, which may include both disciplinary measures and legal consequences. Prevention is the shared responsibility of every student, faculty, staff member, and alumni, and requires a collective commitment to fostering a culture of care, respect, and accountability.

#### **Policy Definitions**

*Hazing:* The term 'hazing', for purposes of reporting statistics on hazing incidents means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

- (I) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- (II) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
  - a) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
  - b) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - c) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;

- d) causing, coercing, or otherwise inducing another person to perform sexual acts;
- e) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- f) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- g) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.”

The term ‘student organization’, for purposes of reporting means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Furthermore, Loyola University Maryland defines **Hazing** 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 and 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.

**Aggravated Hazing:** Aggravated hazing occurs when a hazing activity results in serious bodily injury or death, and the perpetrator acts recklessly or intentionally disregards the safety and well-being of the individual involved.

**Organizational Hazing:** An organization may be held responsible for promoting, facilitating, or allowing hazing to occur among its members. This applies to all student organizations, including fraternities, sororities, athletic teams, clubs, and any other group recognized by Loyola University Maryland.

### **Sanctioning for Hazing Violations**

Violations of this anti-hazing policy may result in a range of disciplinary actions, including but not limited to:

- Verbal or written warning
- Mandatory educational programs on hazing prevention
- Probation or suspension from student organizations or teams
- Removal from a group or team
- Fines or restitution
- Withholding of diplomas or transcripts
- Suspension or expulsion from the University
- Criminal charges in accordance with Maryland state law or applicable federal laws

**Additional Sanctions for Athletics** may include:

- Suspension from practices, competitions, or games
- Termination of athletic eligibility
- Loss of scholarships
- Cancellation of games or seasons
- Post-season competition bans

**Applicable Maryland State Law**

Hazing (Under Maryland Code § 26-102): Hazing is a criminal offense and is defined as any act or coercion that causes or creates a substantial risk of causing, physical or mental harm, or discomfort to another person in the course of initiation into or affiliation with a group or organization, regardless of whether the individual consents. This includes any acts that subject individuals to unnecessary risks, discomfort, or potential harm. Hazing can include:

- Any form of physical violence or brutality, including whipping, beating, or forced calisthenics.
- Any mental or emotional harm, such as sleep deprivation, isolation, or forced participation in embarrassing or degrading activities.
- Coercion to consume alcohol or drugs.
- Any form of sexual violence or coercion.
- Any activity that creates a reasonable likelihood of injury, distress, or humiliation.

Any individual found guilty of hazing may face criminal penalties, including fines or imprisonment. If hazing results in serious injury or death, the individual may be charged with aggravated hazing, which carries more severe consequences.

Maryland Anti-Hazing Law (§ 3-607) The State of Maryland also prohibits hazing and defines it as such:

- Prohibited — A person may not recklessly or intentionally do an act or create a situation that
- subjects a student to the risk of serious bodily injury for the purpose of initiation into a student
- organization of a school, college, or university.
- Penalty — A person who violates this section is guilty of a misdemeanor and, on conviction, is subject to imprisonment not exceeding 6 months or a fine not exceeding \$500 or both.
- Prohibited defense — The implied or expressed consent of a student to hazing is not a defense under this section.

Loyola University Maryland is committed to complying with all applicable state and federal laws, including Maryland's anti-hazing statute, and will report violations to the proper authorities when necessary.

**Reporting Violations of this Policy**

Any member of the Loyola University Maryland community who believes they have witnessed or been subjected to hazing should immediately report the incident to: ([Policy Violation Form](#)) or through the following departments:

- Athletics-Compliance 410-617-5013
- Office of Student Integrity and Restorative Justice Practices: [studentintegrity@loyola.edu](mailto:studentintegrity@loyola.edu)
- Loyola University Maryland Department of Public Safety: (410) 617-5010
- Loyola Human Resources; [humanresources@loyola.edu](mailto:humanresources@loyola.edu); 410-617-2354

Reports may be submitted anonymously, and the University encourages all members of the community to come forward to help ensure a safe and respectful environment

**Enforcement of this Policy**

All allegations of hazing, whether involving students or employees, will be investigated and managed in accordance with Loyola University Maryland's student integrity processes. Investigations may be carried out by the Office of Student Integrity, Public Safety, or Human Resources, depending on the individuals involved. Any student or organization found in violation of this policy will be subject to the University's conduct procedures and applicable criminal or civil penalties under state and federal law.

**Safe Harbor Provision**

Under Maryland law, individuals who seek medical attention for themselves or others in the event of a hazing-related emergency may be exempt from certain criminal liabilities. Loyola University Maryland's "Responsible Action Protocol" policy mirrors this provision, offering amnesty from University sanctions for students seeking medical help in life-threatening situations related to alcohol or drugs. However, this provision does not protect individuals from criminal prosecution.

**Retaliation Policy**

Loyola University Maryland will not tolerate any retaliation against individuals who report hazing or participate in an investigation. Retaliation against anyone who reports hazing or cooperates in an investigation is strictly prohibited. Retaliation includes but is not limited to harassment, bullying, intimidation, exclusion from social activities, or any adverse action affecting the person's academic or extracurricular standing. Any retaliatory actions will be subject to disciplinary measures, up to and including expulsion from the University (if applicable).

**Bi-annual Report**

In accordance with Maryland law, Loyola University Maryland will publish a bi-annual report on its website, summarizing all hazing incidents reported to the University in the past year. This report will include information on the nature of the incidents, the outcomes of investigations, and any sanctions imposed. Further this policy will be provided to all applicable organizations, teams, and clubs on an annual basis.

### **Annual Training**

In alignment with Loyola University Maryland's commitment to student well-being and community accountability, all new incoming and transfer students are required to complete a series of educational modules through Vector Solutions. These modules are part of a comprehensive health and safety curriculum, which includes essential content on hazing prevention.

In addition, all applicable student organizations, athletic teams, and club groups are required to ensure that new members, as well as their coaches, moderators, and advisors, complete an online hazing prevention training module. This proactive educational initiative is designed to promote a culture of respect, safety, and mutual responsibility within all student communities.

Failure to complete the required training may result in disciplinary action or a loss of participation privileges within the respective organization or team.

### **Additional Resources**

- **StopHazing.org:** Provides resources and education about hazing prevention.
- **HazingPrevention.org:** National organization dedicated to preventing hazing in all forms.
- **Maryland State Laws on Hazing:** Relevant sections of the Maryland Criminal Law Code available online.

This policy was last updated on 8/10/25 and will be reviewed annually for effectiveness and compliance with applicable laws.

### **Community Standards**

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 Community Standards 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 assigned residence hall room. 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 assigned residence hall room in single-serving containers only (no cases or bulk containers). 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: Emergency contacts, , along with relevant campus partners may 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 first 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 Community Standards in addition to the standard sanctions listed below*)

- 1st Offense: Written reprimand, and educational sanctions.
- 2nd Offense: Disciplinary probation, and substance screening/education.
- 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 first sanction: deferred suspension from the residence halls, community fine, 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 bongs, funnels); or organizing or participating in activities that encourage excessive drinking (e.g., beer pong, water pong, other drinking games, or contests). **Standard first sanction: deferred suspension from the residence halls, community fine, and referral for substance screening/education.**

e. Charging a fee when hosting parties. **Standard first sanction: deferred suspension from the residence halls, and a referral for substance screening/education.**

f. Individuals who are intoxicated, exhibiting signs of intoxication, or impaired to the extent that they are disruptive to the community, unable to control their faculties, or present a risk of harm to themselves or others, may be approached by university officials to reconcile their behavior. This includes behavior that poses a safety concern or significantly disturbs the environment. **Standard first 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 first 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: recommendation for expulsion.**

h. Possession of empty alcohol containers. Students who are under 21 years of age may not possess empty alcohol containers (ie. empty cans, liquor bottles), . 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 decorations.

## **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 first sanction: deferred suspension from the residence halls or university and restitution. More serious cases may 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 first 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 integrity history, and impact on community.

b. Drug paraphernalia possession. **Standard first 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 integrity 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 first sanction: immediate removal from campus and expulsion from the University.**

**Note:** Emergency contacts, along with relevant campus partners may be notified in writing if their student is found to be in violation of the University's drug policy.

#### **4. Disruptive Behaviors**

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. These types of behavior include but are not limited to:

- Loud and boisterous conduct: Yelling, screaming, excessively loud talking, or playing music at an unreasonable volume.
- Aggressive or confrontational behavior: Verbally harassing others, engaging in arguments that escalate, or physically intimidating fellow residents.
- Damaging property: Breaking items in common areas, defacing walls, or causing intentional harm to the residence hall environment.
- Vandalism: Spray-painting, drawing on walls, or destroying communal items.
- Leaving trash, spills, or bodily fluids in common areas or hallways. This covers anything from discarded food containers and overflowing wastebins to spilled drinks or vomit.
- Offensive personal hygiene odors that are persistent and noticeable, negatively impacting the shared environment. This refers to an extreme lack of personal care that goes beyond typical body odors.
- Smells from marijuana or other drugs, which are generally prohibited and can permeate common areas and individual rooms, affecting other residents.
- Running through hallways or common areas: Creating noise and potentially tripping hazards.
- Disregarding quiet hours: Continuing loud activities after designated quiet times.

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 (including Resident Assistants and Residence Life and Housing on-call staff) 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 integrity 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 first 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, fines, and/or administrative hearings.

## **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 integrity proceeding or investigation, or concealing or altering one's identity in an attempt to avoid identification. **Standard first 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 first sanction: deferred suspension from the residence halls.**
- d) Unintentional False Alarms: Causing a false alarm due to inappropriate, careless, and/or reckless behavior. **Standard first 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. 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.**

### 13. 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 Community Standards, 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 integrity or designee, students may be charged with violations 1-32 of the Community Standards 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 integrity/Office of Residence Life & Housing may result in the student being fined a minimum of \$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 Community Standards. 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 Community Standards. 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 integrity 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.

#### **14. 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.**

#### **15. 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.
- h) 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.

## **16. 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 Community Standards, participating in the student integrity 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 Community Standards. **Standard sanction: recommendation for restriction or suspension.**

## **17. 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 are not permitted on campus. Students wishing to grill should use the University owned and maintained grills located 25 feet from any standing structure in compliance with Baltimore City fire code. See Residence Life & Housing to reserve a grill.

## **18. 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.

## **19. 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.

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 Community Standards. 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 Community Standards. 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 integrity 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 integrity 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/departments/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**

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 clinched 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 Community Standards

Hearing officers or University Board members who find that a violation of the Code has occurred are authorized to issue student integrity 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 integrity 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 integrity 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 integrity 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 integrity, 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.

## **Sanctions**

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

### **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 integrity 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 integrity 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 integrity 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 integrity 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 integrity 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 Community Standards. 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 Dean of Students' Office or designee for a comprehensive developmental assessment in serious student integrity 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 integrity 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 integrity 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 Community Standards.

#### **27. 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,

#### **28. 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 integrity 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.

## **29. Confiscation of Items**

Any item that has been confiscated by Loyola Staff during a conduct violation or room inspection is considered forfeit and will not be returned. This includes:

- All items listed under 18. Prohibited Items and Behaviors
- Alcohol
- Alcohol paraphernalia, including signage, Kegs
- Drugs, including prescription drugs without a valid prescription
- Drug paraphernalia
- Candles, including unused candles
- Cooking appliances
- Fireworks
- Tables
- Weapons, including knives

## **F. Student integrity Records**

The student integrity records of Loyola University Maryland students are cumulative. Student integrity records are maintained through the Office of Student integrity for at least seven academic years after the date of the completion of the student integrity 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 restorative 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 Integrity, 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 integrity 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:

- Pose a direct threat of harm to the health or safety to themselves or others in the University Community and/ or
- 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 form is available for students who would like to report a concern about any University athletic program or activity. Concerns reported may relate to a men's or women's varsity athletic program, club sport, or other athletic club or organization. This information is routed to Loyola University's Dean of Students Office. If your concern is regarding an allegation or report of hazing, please complete the form here: [Policy Violation Report](#)

A student who has a concern about any University athletic program or activity may report the incident through this form or contact the Dean of Students Office at 410-617-2621. 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 reported 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 above process 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 Integrity and Restorative Justice Practices.

### **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/departments/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, The Thrive Center, 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 Integrity 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 it 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 integrity 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 integrity 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](mailto: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 Community Standards and may be referred for student integrity action. These policies are subject to change based on emergencies that may affect the health and safety of the campus community.

#### **Section 1: Residential Access & Check-In/Check-Out Procedures**

##### **1.1 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.

##### **1.2 Room Entry**

The University values student privacy; however, it reserves the right to enter residential units without prior notice in certain circumstances, including but not limited to: emergencies, safety concerns, maintenance needs, health and safety inspections, and compliance with University policies. Entry may occur by University officials or contracted service personnel. Unannounced

Health & Safety inspections will occur at least once per semester. Rooms that fail inspections may result in conduct referrals and billing for damages.

### **1.3 Residence Hall Closing/Opening**

Students are not permitted to reside in the residence hall outside of the designated open dates. Travel plans should be made according to the scheduled dates each semester. Approval is needed for a student to reside in their room when the residence halls are closed, via a contact extension or winter break housing request form. Students must follow all directions from Residence Life & Housing in regard to move-in and move-out procedures.

Students may be subject to additional fees in connection with residence hall opening and closing expectations.

- Contact Extensions: \$50/night
- Winter Break Housing: \$300
- Improper Check In or Out: \$100
- Room Access while halls closed: \$50

Examples are arriving before scheduled move in date and not moving out by the specified deadline at the end of the semester.

## **Section 2: Room Assignments and Occupancy Management**

### **2.1 Room Condition and Maintenance**

All residents must complete a Room Condition Report (RCR) at the start of occupancy. This document is essential in evaluating potential damages at the time of departure. Throughout the academic year, students are expected to maintain a clean, habitable living environment. Shared responsibility is assumed for common areas and jointly assigned rooms. 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. Additional cleaning, maintenance resulting from misuse, or damages may result in fees and administrative action.

### **2.2 Room Changes**

Room change requests may be submitted during designated windows each semester, as detailed on the Residence Life & Housing website. Unauthorized room changes—including switching bedrooms within a unit—are strictly prohibited and may result in a \$50 fine and deferred suspension from housing. Approved room changes must be followed by a new Room Condition Report for the new space.

### **2.3 Roommate Agreement**

All students are required to complete a Roommate Agreement within the first two weeks of the fall semester. This agreement serves as a proactive conflict resolution tool and outlines shared expectations for the living environment. Agreements are facilitated by Resident Assistants and

must adhere to all University policies. In the event of a conflict, this document may serve as a mediation reference.

## **2.4 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 occupy 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 integrity Process.

## **Section 3: Furniture, Modifications & Physical Space**

### **3.1 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 provided that all furniture is placed in its original location in the room it was found upon 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.

### **3.2 Residence Unit Modifications**

Students may not alter their rooms or residential spaces in ways that violate safety, fire, or facility regulations. Prohibited modifications include, but are not limited to:

- Painting walls
- Mounting shelves or televisions
- Removing doors
- Constructing alcohol bars or recreational poles
- Installing personal satellite dishes or external antennas

Violations will result in mandatory removal of the items and fines to cover restoration costs.

### **3.3 Lounge and Common Areas**

Common spaces are designed for academic and social engagement. Sleeping, storing personal items, or misusing these spaces is not permitted. Residents may not relocate University furniture from these areas. Damage or misuse may result in group billing.

## **Section 4: Safety and Emergency Protocols**

### **4.1 Building Exterior**

Students are prohibited from accessing roofs, canopies, and ledges of any University owned or leased property. 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. Students should only access the balconies by using the door located inside the unit. No university furniture is to be used or stored on balconies or in any other outdoor location.

### **4.2 Fire Safety and Prohibited Items**

Residents are prohibited from possessing or using any item deemed a fire hazard, including appliances with exposed heating elements, candles, and incense. Extension cords are also prohibited; only UL-approved power strips with surge protection are allowed. Tampering with fire safety equipment (e.g., smoke detectors, extinguishers, exit signs, sprinkler heads) is a serious offense and will result in immediate conduct action.

Storage of items in furnace or boiler rooms or unauthorized closets is strictly prohibited. Any entry or use of these restricted areas will result in a \$150 fine and conduct referral.

### **4.3 Prohibited Items List**

The following items are not permitted in residential buildings:

- Bed lofts and personal mattresses
- Extension cords
- Air conditioners (unless installed by University)

- Large refrigerators (over 3.5 cu. ft.)
- Open-flame appliances (e.g., toasters, hot plates)
- Alcohol (if under 21)
- Drug paraphernalia
- Hookahs, candles, incense
- Fireworks or firearms
- Hoverboards, e-scooters, gasoline-powered engines
- Pets (except approved fish)
- Games promoting binge drinking (beer pong tables, funnels)

Additionally, 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 integrity sanctions.

Possession of any prohibited items may result in fines, confiscation, and further disciplinary action.

## **Section 5: Residential Services**

### **5.1 Maintenance and Repairs**

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.

### **5.2 Personal Property**

Personal property cannot be stored in stairwells or common areas. Personal athletic equipment cannot be stored in stairwells or floor lounges.

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.

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](http://www.gradguard.com) and students can sign up for GradGuard as part of the housing application.

### **5.3 Hall Damages and Billing**

Residents of a room will be financially responsible for any damages, including increased cleaning needs, made to the unit or university-provided furniture. Occupants of the room will share the expense of repairs unless the identity of those responsible can be determined. Damages charges include but are not limited to: repainting due to tapes and adhesives, hole patching from nail or thumbtacks, broken items, cleaning needs, and tampering with the thermostat. 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.

Each student has a responsibility for public areas that are common to all residents, such as lounges, hallways, stairwells, elevators, and common rooms. In the event of any damage to a common area, all residents living in the community may be charged unless the person(s) responsible can be determined. Residents are not permitted to make repairs of any damage themselves or contract with anyone for repairs to be made.

If any location sustains intentional or reckless damage of \$200 or more, the person(s) responsible will be referred to the student conduct process.

## **Section 6: Access, Security & Keys**

### **6.1 Entry and Access Control**

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, particularly via "deadbolting," is also a safety issue and can cause damage to university property and is prohibited.; this practice is discouraged. Students may be assigned restitution to pay for damage caused to campus property due to these practices.

### **6.2 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 who have a parking pass will receive a gate clicker at check-in at the beginning of the year, or when moving during the year. New students will be provided a student ID when they arrive to campus at housing check in or by visiting Student Administrative Services.

Keys cannot be duplicated. Keys, 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, gate clickers, or IDs 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.

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.

<b>Replacement Item</b>	<b>Fee</b>
Room Key	\$100
Gate Clicker	\$25
Student ID	\$15

### **6.3 Lockouts**

Lockouts occurring Monday–Friday, 8:30 AM–5:00 PM should be handled through Residence Life & Housing. After-hours lockouts must be resolved through Campus Police. Fees may apply as follows:

- Regular hours: No charge (if key returned within 24 hours)
- After hours: \$15
- During breaks: Minimum \$50

## **Section 7: Community Conduct Expectations**

### **7.1 Quiet and 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:

## **Days                      Quiet Hours**

Sunday – Thursday 11 PM – 10 AM

Friday – Saturday 1 AM – 10 AM

Final Exam Week 24-hour quiet

Violations during exam periods result in automatic \$50 fines.

## **7.2 Room Capacity & Gatherings**

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.

## **Room Size              Max Occupancy**

1-bedroom 6 people

2-bedroom 12 people

3-bedroom 18 people

4-bedroom 24 people

All residents must be present to host guests. Unapproved gatherings may lead to disciplinary action.

## **Section 8: Decorations, Pets, and Miscellaneous**

### **8.1 Decorations**

As a Jesuit institution committed to fostering a respectful, inclusive, and mission-driven residential community, all student decorations within University housing must align with the values of dignity, integrity, and mutual respect.

Decorations must not contain or promote:

- Alcohol, drugs, or any substance-related advertising or branding
- Explicit or suggestive imagery
- Profanity, hate speech, or derogatory language
- Content that is inconsistent with the mission, values, and policies of the University

All electric or battery-operated lights must be UL approved and must never be left unattended, including overnight. Seasonal or celebratory lights should be turned off before students go to sleep.

Seasonal decorations must be made of flame-retardant material or treated with a flame-retardant solution, and must be removed by the end of each semester. Only artificial trees or artificial garland are permitted in residence halls. Decorations such as trash bags, newspapers, and toilet paper are strictly prohibited for aesthetic or safety purposes.

The following are also prohibited or restricted:

*Tapestries, sheets, flags, banners, and beads may not be hung from ceilings or doorframes, may not exceed 3' x 5' in size, and may not cover an entire wall.*

No item of any kind may be hung, mounted, or draped on or from windows, blinds, shades, or balconies, whether on the interior or exterior of a building.

Hallways, doorways, corridors, and exits must remain clear of obstruction at all times to maintain safe egress.

Common area decorations must be approved in advance by hall staff, including Resident Assistants and Area Coordinators.

Failure to adhere to the decorations policy may result in the removal of items and referral to the student conduct process. The University reserves the right to remove any decoration deemed unsafe or inconsistent with University values.

### **8.2 Equipment (Athletic)**

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.)

### **8.3. 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.

### **8.4 Pets**

No pet of any kind is permitted in any of the residences at any time, 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). Resident may not have an animal/pet "visit" a residence hall at any time (pet sitting, pets of a visiting family or friend). 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 minimum for violating the pet policy.

### **8.5 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.