

# **A Guide to the**

# **Loyola University**

# **Maryland Student**

# **Integrity Process**



**LOYOLA**  
UNIVERSITY MARYLAND

**Student Integrity and  
Restorative Justice Practices**

# When an alleged violation of the Community Standards occurs, a student has one of the meetings described below:

## RESTORATIVE CONFERENCE (RC):

- RCs focus on accountability, understanding impact, and identifying ways to repair harm to individuals and the community.
- Meet with a Graduate Residence Coordinator or the Assistant/Associate Director of Student Integrity.
- Typically used for first offenses or minor violations of the Community Standards. Discussion about the alleged violation, nature of the incident, and resolutions when a student is responsible for the violation.
- The student and the student integrity officer (SIO) aim to reach a mutually agreed-upon decision regarding responsibility and resolutions.

## ADMINISTRATIVE HEARING:

- Meeting with the Director of Student Integrity, Dean of Students, or other student integrity officers.
- An administrative hearing is typically used when a resolution does not occur during an RC, a student fails to attend an RC, or the severity of the alleged violation or the student's prior conduct record warrants it.
- Discussion about the alleged violation and the nature of the incident.

## PEER INTEGRITY BOARD (PIB):

- The PIB provides students with an opportunity to engage in a community-centered restorative dialogue with peers about how their choices impacted others.
- Meet with a group of three to five undergraduate students and one to two nonvoting advisors, usually a Graduate Assistant.
- Typically used for minor violations or situations that impact the larger community in which students live.

## UNIVERSITY BOARD OF DISCIPLINE:

- This Board hears appeals and high-level cases, ensuring equity and consistency with the University's restorative justice philosophy.
- Comprised of one faculty, one student, and one administrator.
- If a sexual misconduct appeal is submitted, it is comprised of at least one faculty member and up to two administrators.
- Hears cases involving suspension from the residence halls, suspension or expulsion from the University, or other cases as designated by the Director of Student Integrity.

### PREPARING FOR YOUR INTEGRITY MEETING:

- When you receive your charge letter by email, review the alleged charges and the attached incident report. This letter will also inform you about the type of meeting, the person you are meeting with, and the date/time/location of your meeting. If you have a conflict, please get in touch with your Student Integrity Officer as soon as possible so we can help reschedule.
- If you need any accommodations or modifications for any part of the student integrity process, please get in touch with Marcia Wiedefeld, Director of Disability and Accessibility Services (DAS), at [mwiedefeld@loyola.edu](mailto:mwiedefeld@loyola.edu) or (410) 617-2062.
- Your student integrity officer is responsible for deciding on the alleged charges outlined in your letter based on the incident report for your case. It is important to note that these charges are not created by the Resident Assistant(s) or Campus Police Officer(s) who wrote the incident report.
- Before your scheduled meeting, be sure to read the Student Rights and Responsibilities on the next page. The Students' Rights and Responsibilities apply to administrative hearings and PIB hearings. Consult the Community Standards and review your specific charges. You may notice that some charges carry standard resolutions. For the most part, students receive the standard resolutions, especially for first-time alcohol violations. However, there have been some circumstances in which alternatives to the standard resolutions have been used. Please be prepared to talk with the student integrity officer about what happened. Some students find it helpful to bring notes to refer to in case they get nervous.
- Students can bring fact witnesses to administrative hearings and PIB hearings. Please reach out to your student integrity officer if you are bringing a fact witness or if a character witness statement is being submitted in writing.
- Your student integrity officer will likely take some time during your meeting to talk about your experience at Loyola outside of this incident. We do this because sometimes there are resources we can offer beyond our meeting.
- If you have questions, please contact your student integrity officer before your hearing.

## STUDENT RIGHTS AND RESPONSIBILITIES IN THE INTEGRITY PROCESS

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

- The student shall be informed in writing of the charges against them in sufficient time to afford preparation of a response. Usually, the student is given two University business days to prepare.
- The intent of the hearing process is not to replicate a court proceeding, but rather to be educational. It is important to understand that 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.
- Disruptive advisors will be removed, and the process will continue.
- The student will receive documentation pertinent to the case, generally at least two University business days before the integrity meeting.
- The student has the right to bring fact witnesses to the integrity meeting to testify on their behalf. There is no limitation placed on the number of fact witnesses; however, students are limited to two-character witnesses' written statements. Students are required to notify the student integrity officer of fact witnesses attending the integrity meeting at least one University business day in advance. If a fact witness cannot participate in an integrity meeting, the witness may email or personally deliver a signed written statement directly to the student integrity officer in advance of the scheduled integrity meeting.

- The student integrity officer or integrity board may call witnesses to provide information at a student integrity meeting. Witnesses are expected to appear for an integrity meeting when requested.
- The student integrity meeting 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 an integrity proceeding are prohibited from disclosing that information to any third party (other than the student's parent/legal guardian or legal counsel).
- 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 and Restorative Justice Practices). A student may request that a written transcript of their own hearing be prepared, at the student's expense.
- After the hearing, the student integrity officer will indicate a time and place at which the student will receive the decision. If the student is found responsible, the student integrity officer or the integrity board will then review the student's integrity record to determine resolutions.
- A decision letter will be sent to the student listing the charges, the decision on each charge, and any resolutions imposed. If the student is found responsible, the letter will also indicate the process for appealing the decision. The decision letter will be placed in the student's integrity record.
- The student must complete all resolutions by the deadlines specified by the student integrity officer or the integrity board. Those students who have not completed or complied with the resolutions may be charged and found responsible for the violation, "Failure to Comply with Integrity Resolution" described in the Code.

## **TITLE IX & NON-DISCRIMINATION NOTICE:**

- Your rights include 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 law regarding discrimination. All students have the right to file civil/criminal charges or complaints. Questions regarding Title IX or bias-related matters should be directed to David Tiscione, Title IX and Bias Compliance Officer.

## Questions?

Please visit our website

## 2025-2026 Community Standards

Rhona Little, Director

## Student Integrity and Restorative Justice Practices

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